

# AGENDA

**Meeting:** Corsham Area Board  
**Place:** Lacock Village Hall, East Street, Lacock, SN15 2LF  
**Date:** Wednesday 24 July 2019  
**Time:** 7.00pm

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Including the Parishes of Box, Corsham, Colerne and Lacock

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

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

**Refreshments and networking opportunity from 6:30pm**

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Please direct any enquiries on this agenda to Kev Fielding Tel: 01249 706612 or email: [kevin.fielding@wiltshire.gov.uk](mailto:kevin.fielding@wiltshire.gov.uk)

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

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

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## Wiltshire Councillors

Cllr Brian Mathew, Box and Colerne  
Cllr Ruth Hopkinson, Corsham Pickwick  
Cllr Philip Whalley, Corsham Town (Chairman)  
Cllr Ben Anderson, Corsham Without and Box Hill

## **RECORDING AND BROADCASTING NOTIFICATION**

Wiltshire Council may record this meeting for live and/or subsequent broadcast on the Council's website at <http://www.wiltshire.public-i.tv>. At the start of the meeting, the Chairman will confirm if all or part of the meeting is being recorded. The images and sound recordings may also be used for training purposes within the Council.

By entering the meeting room you are consenting to being recorded and to the use of those images and recordings for broadcasting and/or training purposes.

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Details of the Council's Guidance on the Recording and Webcasting of Meetings is available on request.

<b>Items to be considered</b>		<b>Time</b>
1	<b>Chairman's Welcome and Introductions</b>	<b>7:00pm</b>
2	<b>Apologies for Absence</b>	
3	<b>Minutes</b> ( <i>Pages 1 - 12</i> ) To approve and sign as a correct record the minutes of the meetings held on Wednesday 13 March and Tuesday 21 May 2019	
4	<b>Declarations of Interest</b> To receive any declarations of disclosable interests or dispensations granted by the Standards Committee	
5	<b>Chairman's Announcements</b> ( <i>Pages 13 - 16</i> ) To receive the following chairman's announcements: <ul style="list-style-type: none"> <li>• Winter Weather Provisions</li> <li>• Highways Improvements and Traffic Survey Requests</li> </ul>	
6	<b>Police Update</b> ( <i>Pages 17 - 24</i> ) Inspector Mark Luffman	<b>5 mins</b>
7	<b>Fire &amp; Rescue Update</b> Station Manager Darren Nixon	<b>5 mins</b>
8	<b>The National Trust in Lacock</b> Graham Heard - General Manager Lacock and North Wiltshire	<b>30 mins</b>
9	<b>Spotlight on Lacock Parish - local priorities</b>	<b>15 mins</b>
10	<b>Wiltshire Scrapstore</b> Jane Wheeler	<b>15 mins</b>

11	<b>Transition Corsham</b> Adam Walton and Jane Robertson – Transcoco Plastic waste in the Corsham community area	<b>15 mins</b>
12	<b>Partner Updates</b> ( <i>Pages 25 - 26</i> ) To receive any updates from the following partners: <ul style="list-style-type: none"> <li>• Town Council</li> <li>• Schools</li> <li>• Spotlight on parishes</li> <li>• Healthwatch</li> </ul>	<b>10 mins</b>
13	<b>Working Group updates</b> ( <i>Pages 27 - 66</i> ) <ul style="list-style-type: none"> <li>• Community Area Transport Group (CATG)</li> <li>• Youth projects – requests for funding</li> <li>• Health and Wellbeing group</li> </ul>	<b>10 mins</b>
14	<b>Community Area Grants</b> ( <i>Pages 67 - 72</i> ) To determine any applications for Community Area Grants.  Grant application packs for the Community Area Grants Scheme are available from the Community Area Manager or electronically at:  <a href="http://www.wiltshire.gov.uk/communityandliving/areaboards/areaboardscommunitygrantsscheme.htm">http://www.wiltshire.gov.uk/communityandliving/areaboards/areaboardscommunitygrantsscheme.htm</a> .	<b>10 mins</b>
15	<b>Public Question time</b>	
16	<b>Close</b>	<b>9:00pm</b>

# MINUTES

**Meeting:** CORSHAM AREA BOARD  
**Place:** Corsham Mansion House, Pickwick Road, Corsham. SN13 9DQ  
**Date:** 13 March 2019  
**Start Time:** 7.00pm  
**Finish Time:** 9.00pm

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Please direct any enquiries on these minutes to:

Craig Player (Democratic Services Officer) on 01225 713191 or  
craig.player@wiltshire.gov.uk.

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

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## **In Attendance:**

### **Wiltshire Councillors**

Cllr Brian Mathew, Cllr Ruth Hopkinson, Cllr Philip Whalley and Cllr Ben Anderson

### **Wiltshire Council Officers**

Craig Player (Democratic Services Officer), Ros Griffiths (Community Engagement Manager), Tim Martienssen (Head of Economic Regeneration) and Nathalie Smith (Apprenticeship & Training Coordinator)

### **Town and Parish Councillors**

Box Parish Council – Nick Botterill

Colerne Parish Council – Thomas Hall

Lacock Parish Council – Jane Durrant

**Total in attendance: 25**

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<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
14	<p><u>Chairman's Welcome and Introductions</u></p> <p>The Chairman welcomed everyone to Corsham Area Board and introduced the Councillors and Officers present.</p>
15	<p><u>Apologies for Absence</u></p> <p>There were no apologies.</p>
16	<p><u>Minutes</u></p> <p>The minutes for the meeting held on 23<sup>rd</sup> January 2019 were approved and signed as a correct record.</p>
17	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>
18	<p><u>Chairman's Announcements</u></p> <p>The Chairman drew attention to the written announcements included in the agenda pack:</p> <ul style="list-style-type: none"> <li>• Children's Centres</li> <li>• Electoral Review</li> </ul>
19	<p><u>Police Update</u></p> <p>The written report and the following point was noted:</p> <ul style="list-style-type: none"> <li>• That the Police and Crime Panel oversees the auditing of the Office of The Police and Crime Commissioner Wiltshire precept and the Area Board will look to report its findings at future meetings.</li> </ul>
20	<p><u>Fire &amp; Rescue Update</u></p> <p>There was no written report or verbal update to be noted.</p>
21	<p><u>Community Engagement Manager - Update</u></p> <p>Ros Griffiths gave an update on the recent restructure to the Community Engagement team and introduced herself as Corsham's new Community Engagement Manager.</p> <p>It was noted that residents can get in touch regarding community issues via <a href="mailto:Ros.Griffiths@Wiltshire.gov.uk">Ros.Griffiths@Wiltshire.gov.uk</a>, 01225 718372 or @RosGriffithsCEM on Twitter.</p>

22	<p><u>Corsham Community Area - boundary review</u></p> <p>Cllr Ruth Hopkinson gave an update on the Boundary Review for Wiltshire.</p> <p>Matters highlighted in the course of the update and discussion included: that the Commission had received submissions from Wiltshire Council, many town and parish councils and other interested individuals in developing its proposals; the process for the naming of wards; the Commission's proposals for the Corsham area; that the Commission had launched a further consultation to receive comments regarding its proposals and that any member of the public, any town or parish council and any other parties are encouraged to respond to the consultation via the Commission's website and to <a href="mailto:reviews@lgbce.org.uk">reviews@lgbce.org.uk</a>.</p>
23	<p><u>Highways Schemes 2019-2020</u></p> <p>Consideration was given to the highways recommendations of schemes for the forthcoming year as highlighted in the report.</p> <p><b>Resolved</b></p> <ol style="list-style-type: none"> <li><b>1. To note the recommendations of the Road Surfacing Programme 2019/20 as outlined in the report.</b></li> <li><b>2. To refer the report as highlighted in the agenda pack to the Corsham Community Area Transport Group to consider at its next meeting.</b></li> </ol>
24	<p><u>Corsham Mansion House</u></p> <p>Tim Martienssen, Head of Service for Economic Regeneration at Wiltshire Council, gave an update on the Mansion House Project.</p> <p>Matters highlighted in the course of the update and discussion included: background of the project; the Swindon and Wiltshire Local Enterprise Partnership; the objectives of the project; the development stages of the project; the next steps for the project; the types of businesses that will use the site and possible future links to the Corsham Chamber of Commerce.</p>
25	<p><u>National Apprenticeships</u></p> <p>Nathalie Smith, Apprenticeship and Training Coordinator at Wiltshire Council, gave a presentation on apprenticeships in the modern workplace.</p> <p>Matters highlighted in the course of the presentation and discussion included: apprenticeship reform; different ways in which Wiltshire Council are spending their levy; new apprenticeship roles; how much of the levy has been spent; the challenges apprenticeships still face and their achievements to date; promoting apprenticeships and that any questions to queries regarding apprenticeships at Wiltshire Council can be forwarded to <a href="mailto:apprenticeships@wiltshire.gov.uk">apprenticeships@wiltshire.gov.uk</a>.</p>

26	<p><u>Corsham Community Area - review of the year</u></p> <p>The Area Board received a presentation on Corsham Area Board's activity and spend from 2018 to 2019.</p> <p>Matters highlighted in the course of the presentation and discussion included: supporting projects across the community; supporting support groups such as Youth Zone; the work of the Blue Bus; supporting young people to cope with stress; helping to eradicate single use plastics; planting trees to commemorate those who died during WWI; litter picks; the Great British Spring Clean; supporting the memory shed; the Crafty Hub; the Celebrating Age Project; improving sports facilities; the Big Pledge; keeping people safe online; the Mansion House project and improving local highways.</p>
27	<p><u>Partner Updates</u></p> <p>a) Health Services – the written reports were noted.</p> <p>b) Corsham Town Council – the written report was noted.</p> <p>c) Box Parish Council – the following points were noted:</p> <ul style="list-style-type: none"> <li>• That work towards developing a Neighbourhood Plan was underway.</li> <li>• That housings surveys were going to be distributed around the village and that residents were encouraged to fill out and return these.</li> </ul> <p>d) Lacock Parish Council – the following points were noted:</p> <ul style="list-style-type: none"> <li>• That a coach ban was being considered along the A350.</li> <li>• That the Pavilion Project was still underway but had stalled.</li> </ul>
28	<p><u>Local Youth Network</u></p> <p>There were no applications for Local Youth Network funding to be considered.</p> <p><b>Resolved</b></p> <p><b>That the remaining Local Youth Network funding be rolled over to the following year.</b></p>
29	<p><u>Health &amp; Wellbeing Group</u></p> <p>Consideration was given to 2 applications to Health &amp; Wellbeing funding.</p> <p><b>Resolved</b></p> <ol style="list-style-type: none"> <li><b>1. To award Corsham Connections £1250</b></li> <li><b>2. To award Wiltshire Music Centre £1500</b></li> </ol>



30	<p><u>Community Area Transport Group</u></p> <p>Consideration was given to the Community Area Transport Group report included in the agenda pack.</p> <p><b>Resolved</b></p> <p><b>To note the recommendations of the Community Area Transport Group as outlined in the report.</b></p>
31	<p><u>Community Area Grants</u></p> <p>Consideration was given to 5 applications to Area Board funding and one Member Led Initiative.</p> <p>Attention was drawn to the following funding agreed by the Area Board: £2374 for Heritage Projects; £2723 for Health &amp; Wellbeing project work and £524 for cooking sessions at Springfield Campus.</p> <p><b>Resolved</b></p> <ol style="list-style-type: none"> <li><b>1. To award Leafy Lane Playing Fields Ltd £1000 for an improved shed door.</b></li> <li><b>2. To award Colerne Village Hall Association £500 for the Colerne Village Hall Environmental Heating Project.</b></li> <li><b>3. To award Colerne Village Hall Association £2151 for the Colerne Village Hall Fire Door Update.</b></li> <li><b>4. To award Volunteer Committee for Martins Croft Play Area £4997 for inclusive swings and surfacing for Martins Croft Play Area.</b></li> <li><b>5. To award Olive Branch Counselling £2000 for Olive Branch Premises Refurbishment and improvements phase 2.</b></li> <li><b>6. To award Brunel Shed £969 for the Welcome to Redloe Sign.</b></li> </ol>
32	<p><u>Public Question time (Including Parish Council issues)</u></p> <p>It was noted that the Cotswold Wardeners were planning on holding walks so as to get people active and raise the profile of Corsham as a walking area.</p>
33	<p><u>Close</u></p> <p>The next meeting of Corsham Area Board will be held on Tuesday, 21st May, 2019 7.00 pm at Corsham Town Hall, High Street, Corsham SN13 0EZ.</p>



# MINUTES

**Meeting:** CORSHAM AREA BOARD  
**Place:** Corsham Town Hall, High Street, Corsham SN13 0EZ  
**Date:** 21 May 2019  
**Start Time:** 7.00 pm  
**Finish Time:** 9.10 pm

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Please direct any enquiries on these minutes to:

Kev Fielding (Democratic Services Officer) on 01249 706612 or  
[kevin.fielding@wiltshire.gov.uk](mailto:kevin.fielding@wiltshire.gov.uk).

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

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## **In Attendance:**

### **Wiltshire Councillors**

Cllr Ben Anderson, Cllr Ruth Hopkinson, Cllr Brian Mathew and Cllr Philip Whalley (Chairman)

### **Wiltshire Council Officers**

Community Engagement Manager – Ros Griffiths  
Democratic Services Officer – Kev Fielding

### **Town & Parish Council Representatives**

Box Parish Council – David Moore  
Corsham Town Council – Sharon Thomas  
Lacock Parish Council – Jane Durrant

### **Partners**

Wiltshire Police – Insp Mark Luffman  
Healthwatch Wiltshire – Anne Keat  
Corsham Health & Wellbeing Group – Kevin Gaskin

**Total in attendance: 45**

34	<p><u>Election of Chairman</u></p> <p>Cllr Phil Whalley was elected as Chairman for the forthcoming year 2019/20.</p>
35	<p><u>Election of Vice-Chairman</u></p> <p>Cllr Brian Mathew was elected as Vice-Chairman for the forthcoming year 2019/20.</p>
36	<p><u>Appointment to outside bodies</u></p> <p>The following appointments to Outside Bodies were agreed:</p> <ul style="list-style-type: none"> <li>• Community Area Transport Group – All members</li> <li>• Local Youth Network – Cllr Ben Anderson</li> <li>• Health and Wellbeing Group – Cllr Brian Mathew</li> <li>• Pound Arts – Cllr Phil Whalley</li> </ul>
37	<p><u>Wiltshire Police update</u></p> <p>Inspector Mark Luffman presented the written Wiltshire Police update.</p>
38	<p><u>Corsham JSA - health and wellbeing</u></p> <p>Kate Blackburn - Public Health Consultant, Wiltshire Council gave a short presentation that outlined the health and wellbeing of the Corsham community area.</p> <p>Points made included:</p> <ul style="list-style-type: none"> <li>• That in recent years there had been dramatic improvements in life expectancy with people across the UK enjoying longer lives.</li> <li>• Between 2014 and 2023 it was expected that the number of people in Wiltshire aged over 65 would increase by around a quarter and the number over 85 would increase by a third.</li> <li>• That a more elderly population typically had more complex health and care needs, e.g. the number of people with dementia in Wiltshire was predicted to double by 2030.</li> <li>• That more people were choosing or needing to delay retirement and</li> </ul>

	<p>consequently greater numbers of older people were working or caring for an elderly relative or providing childcare support to the next generation.</p> <ul style="list-style-type: none"> <li>• At least 1 in 4 people would experience a mental health problem at some point in their life.</li> <li>• 1 in 6 adults had a mental health problem at any one time.</li> <li>• Almost half of adults would experience at least one episode of depression during their lifetime.</li> <li>• Mental ill health represented up to 23% of ill health in the UK and is the largest single cause of disability.</li> <li>• People with severe mental illnesses die on average 20 years earlier than the general population.</li> <li>• The NHS spends around 11% of its budget on mental health. This was almost double the amount spent on cancer.</li> </ul> <p>The Chairman thanked Kate Blackburn for presentation.</p>
39	<p><u>Community health and wellbeing projects</u></p> <p>Local Community health and wellbeing groups were given the opportunity to showcase their projects:</p> <p>Groups included:</p> <ul style="list-style-type: none"> <li>• Celebrating Age</li> <li>• Rethink Mental illness</li> <li>• Springfield Campus</li> <li>• Mighty Girls</li> <li>• Corsham Connections</li> <li>• Side by Side</li> <li>• Memory Shed</li> <li>• Corsham Dementia Action Alliance</li> </ul> <p>Funding Requests</p> <p><b>Decision</b></p> <ul style="list-style-type: none"> <li>• <b>SPARK (Youth funding request) - awarded £2,725 for Rewired /Pound Arts health and wellbeing festival.</b></li> </ul>

	<p><b>Decision</b></p> <ul style="list-style-type: none"> <li>• <b>The Open Blue Trust (Youth funding request) – awarded £3,400 for Open Blue Bus Rudloe Youth Work.</b></li> </ul> <p><b>Decision</b></p> <ul style="list-style-type: none"> <li>• <b>WSUN (Health &amp; Wellbeing funding request) - awarded £1,200 for Corsham creative heritage project.</b></li> </ul> <p><b>Decision</b></p> <ul style="list-style-type: none"> <li>• <b>Peacock Arts Trail (Health &amp; Wellbeing funding request) – awarded £1,525 For Peacock Arts Trail creative project.</b></li> </ul> <p><b>Decision</b></p> <ul style="list-style-type: none"> <li>• <b>Memory Shed (Health &amp; Wellbeing funding request) – awarded £1,200 for a second weekly Memory Shed session.</b></li> </ul> <p>The Chairman thanked all the groups for their presentations.</p>
40	<p><u>Corsham Town Council - Safe and Healthy community update</u></p> <p>Sharon Thomas - Head of Community Services, Corsham Town Council gave a short presentation that highlighted how Corsham Town Council was promoting a safe and healthy community.</p> <p>Points made included:</p> <ul style="list-style-type: none"> <li>• Was working with and supporting the Health and Wellbeing Group.</li> <li>• Grants – the Town Council had provided a huge range of grants to local groups including Corsham 60+, Corsham Bowls Club, MakeBelieve Arts, MS Therapy Centre, Revitalise Respite Holidays and others.</li> <li>• Had donated space in the Main Hall at the Town Hall for events, including the Carers Tea organised by The Porch Surgery.</li> <li>• That the Town Council was encouraging and supporting walking groups and fitness events such as Corsham for Walking and Corsham 10k.</li> <li>• That health information was on display and available at the Town Hall.</li> <li>• Was promoting Dementia Friends Training as part of Dementia Friendly Town project.</li> <li>• Had incentivise sports and fitness clubs, including identification of mutual support opportunities.</li> <li>• Had set up Sports Forum for local sports groups</li> </ul>

	<p>The Chairman thanked Sharon Thomas for her presentation.</p>
41	<p><u>Corsham Health and Wellbeing Group</u></p> <p>Kevin Gaskin gave a short presentation giving an over-view of the group's activities.</p> <p>Points made included:</p> <ul style="list-style-type: none"> <li>• Set up three years ago to strengthen what was already there through offering coordination and support – Looking through the community lens.</li> <li>• Focusing upon older and vulnerable people (Adults) and helping to combat loneliness and isolation.</li> <li>• Believing that the whole is far greater than the sum of its parts and has a vision of a vibrant, inclusive and compassionate community.</li> <li>• Members range from local voluntary and community groups to active individuals and professionals.</li> <li>• That the group was supported by Wiltshire Council and reported to the Corsham Area Board.</li> </ul> <p>The Chairman thanked Kevin Gaskin for his presentation.</p>
42	<p><u>Community Grants</u></p> <p>The Wiltshire Councillors considered three applications to the Community Area Grants Scheme:</p> <p><b>Decision</b>  <b>D Wright awarded £3,990 for Bybrook Heritage trails</b></p> <p><b>Decision</b>  <b>Peacock Arts Trail awarded £1,050 for Signage for Peacock Arts Trail 2019</b></p> <p><b>Decision</b>  <b>Corsham Photographic Club awarded £917.15 for Photographic Display Presentation Equipment Upgrade</b></p>
43	<p><u>Partner Updates</u></p> <p>Updates were received from the following partners:</p>

	<ul style="list-style-type: none"> <li>• Corsham Town Council – written update</li> <li>• Wiltshire Police – written update</li> <li>• HealthWatch Wiltshire – written update</li> <li>• NHS Wiltshire – written update</li> <li>• Lacock Parish Council – That Jane Durrant had recently been elected as the new Chairman of the Parish Council.</li> </ul>
44	<p><u>Chairman's announcements</u></p> <p>The following Chairman’s Announcements were noted:</p> <ul style="list-style-type: none"> <li>• Community Led Housing Project – written report, contained in the agenda pack.</li> <li>• Homelessness Strategy Consultation – written report, contained in the agenda pack.</li> <li>• North Wessex Downs Walking Festival – written report, contained in the agenda pack.</li> <li>• Corsham Walking Festival – 7-9 June 2019, 18 themed walks including: Corsham Bounds, Hartham Park, Brown’s Folly, Lacock Loop, Castle Combe, Box, St Catherines and Marshfield Long Loop. Walks vary from easy to moderate to challenging from 1.5 miles to 19 miles.</li> <li>• Transcoco – Refill Corsham – a project to encourage local businesses to offer free water refills.</li> </ul>
45	<p><u>Close</u></p>



# Agenda Item 5

## **Chairman's Announcements**

<b>Subject:</b>	<b>Winter Weather Provisions</b>
<b>Web contact:</b>	<a href="mailto:Weather.team@wiltshire.gov.uk">Weather.team@wiltshire.gov.uk</a>

Wiltshire Council will once again be running the Parish Emergency Assistance Scheme (PEAS) which gives local Town and Parish Councils the opportunity to get hold of vital kit which can be used during adverse weather events. The application form is now available from [weather.team@wiltshire.gov.uk](mailto:weather.team@wiltshire.gov.uk). We kindly ask that any requests for equipment are made by the end of August 2019.

The weather team can help you develop plans and also help with the provision of certain items to help make parishes more resilient when extreme weather arrives.



# Chairman's Announcements

**Subject:**

**Highways Improvements and Traffic Survey Requests**

Wiltshire Council is changing the way highway improvements and traffic surveys are requested by members of the public and through Town and Parish Councils. The current process requires updating to improve the customer experience and to reduce the steps involved. The proposed new system will foster a closer working relationship with town and parish councils, whilst providing a better and more informed experience for members of the public.

## **Overview**

The Area Board issue system is predominately used by residents and town and parish councils for raising highways improvement (Community Area Transport Group) and traffic survey (previously referred to as metrocount) requests. Link here for the Area Board issue system home page: [http://services.wiltshire.gov.uk/Forms/area\\_board/index.php](http://services.wiltshire.gov.uk/Forms/area_board/index.php).

The process and the system require updating to improve the customer experience and to reduce the steps involved from the issue being raised to a resolution being found.

A long-term solution has been proposed with the system moving onto the new My Wiltshire app. However, a more efficient interim solution for these requests will be introduced from Monday 3 June 2019.

## **Updated process for Town and Parish Councils**

If a parish or town council wish to raise a highways improvement request they fill out a form and send it to [integrated.transport@wiltshire.gov.uk](mailto:integrated.transport@wiltshire.gov.uk) . This will be received by the local Highways Engineer and added to the next Community Area Transport Group agenda.

If a parish or town council wish to raise a traffic survey request they fill out a form and send to [roadsafetydriving@wiltshire.gov.uk](mailto:roadsafetydriving@wiltshire.gov.uk)

These forms will be available on the [Area Board Issue homepage](#)

## **Updates process for local residents**

If a resident wishes to raise a highways improvement request, or traffic survey request, they should complete the forms available on the above link and send this to their local parish or town council for consideration.

Contact details for each Town and Parish Council is available via a link on each form or on the Wiltshire Council website.

If the Town or Parish Council support the request they submit the respective form as set out above.

If the Town or Parish Council does not support the request then they advise the resident accordingly.

## ***Chairman's Announcements***

Highway improvement progress updates will be included in the CATG action notes circulated to Town and Parish Councils. It will be for the Town and Parish Councils to update residents on the progress of their request.

WILTSHIRE POLICE

# CPT - Corsham Area Board Report

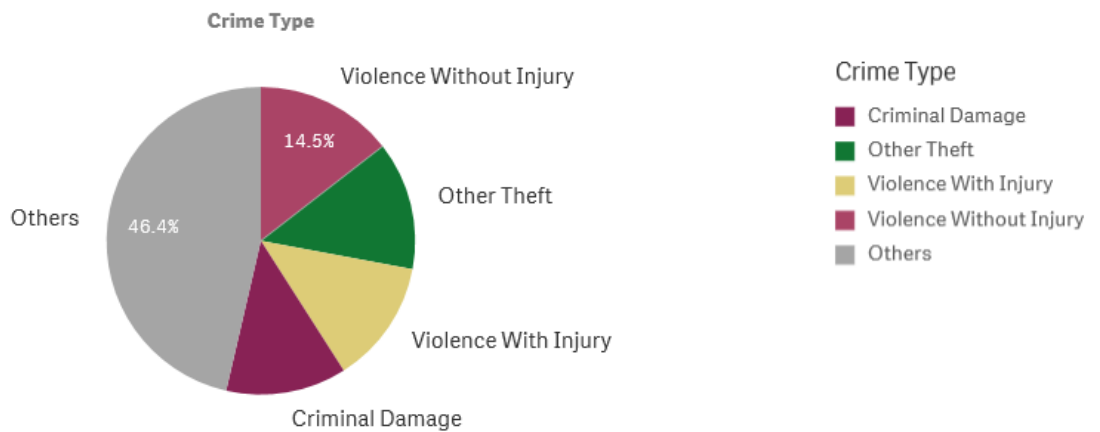


*Our purpose: To keep people safe and protect our communities*

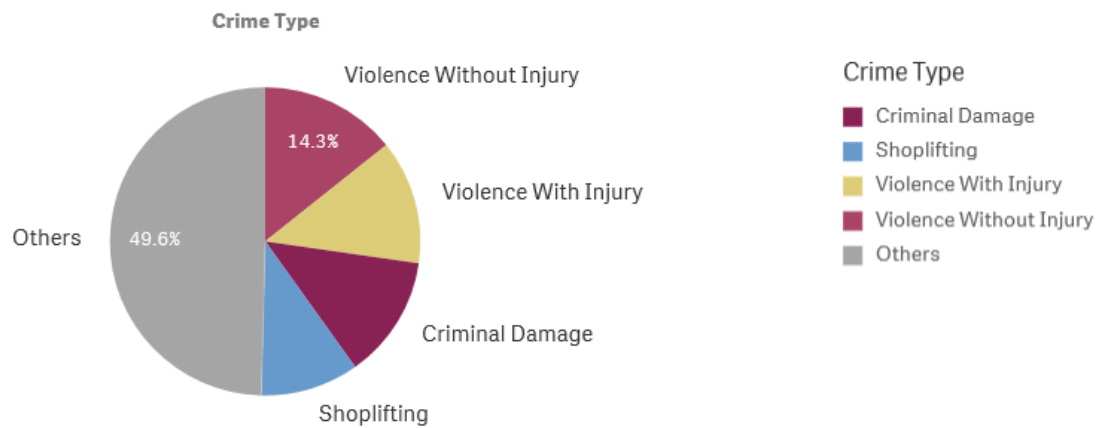
24<sup>th</sup> July 2019

## PERFORMANCE

### Your Area - Five Highest Crime Groups (Previous 12 months)



### Force Area - Five Highest Crime Groups (Previous 12 months)



*Wiltshire North CPT - crime and incident demand for the 12 months to June 2019*

WILTSHIRE POLICE

# CPT - Corsham Area Board Report



*Our purpose: To keep people safe and protect our communities*

24<sup>th</sup> July 2019

## Force-wide

- Wiltshire Police has reduced the volume of recorded crime by 1% in the 12 months to May 19 and continues to have one of the lowest crime rates in the country.
- Our service delivery remains consistently good.
- In June, we received 8,502 999 calls which we answered within 4 seconds on average and 13,096 101 calls which we answered within 1 minutes 10 seconds on average.
- In June, we also attended 1,571 emergency incidents within 11 minutes and 5 seconds on average.
- Wiltshire Police has seen a 26% reduction in vehicle crime and 20 per cent in burglary in the 12 months to June 2019. These are the most improved trends in the country.
- The Crime Survey of England & Wales recently ranked Wiltshire as one of the top forces nationally for public confidence. It covers the 12 months to December 2018 The publication can be found here: [WWW.CRIMESURVEY.CO.UK](http://WWW.CRIMESURVEY.CO.UK)

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

PCC's Website - <https://www.wiltshire-pcc.gov.uk/article/1847/Performance>

HMICFRS Website - <https://www.justiceinspectrates.gov.uk/hmicfrs/police-forces/wiltshire/>

Police.uk - <https://www.police.uk/wiltshire>

WILTSHIRE POLICE

# CPT - Corsham Area Board Report

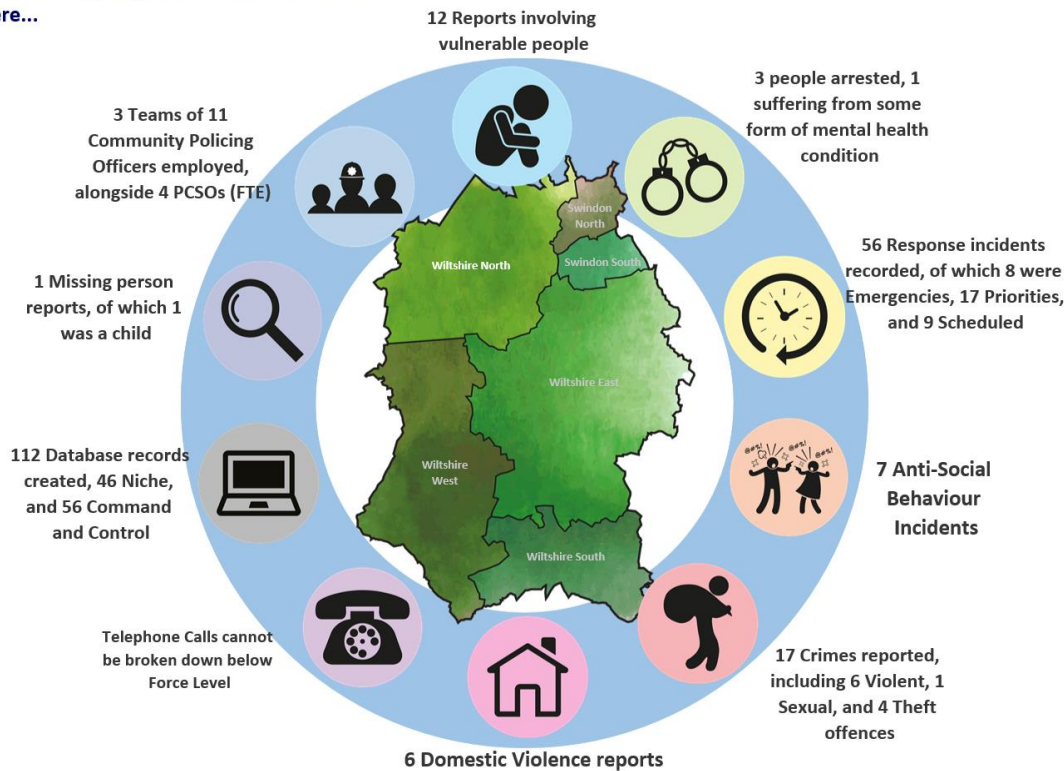


*Our purpose: To keep people safe and protect our communities*

24<sup>th</sup> July 2019

## Area specific

On an average day in Wiltshire North there were...



Wiltshire North CPT Demand Overview – 12 months to June 2019

WILTSHIRE POLICE

# CPT - Corsham Area Board Report



*Our purpose: To keep people safe and protect our communities*

24<sup>th</sup> July 2019

## HIGH LEVEL CPT UPDATES:

- *Incidents of note*

23/05/2019 20:00 - 25/05/2019 09:30 Unknown suspect/s have stolen a quad bike from a yard in Lypiatt. It was made by Necht, blue and purple with cream webbing straps.

13/06/2019 22:30hrs Unknown suspect(s) has gained entry into the back of a van parked on Priors Street by smashing the rear window and stole a petrol disk cutter to TVO £750.

14/06/2019 03:25hrs Suspect/s have smashed rear windscreen and rear right light of a vehicle parked on Hatton Way and stole golf clubs in a bag worth £200 - £300 that were in the boot of the vehicle.

14/06/2019 21:00hrs Unknown suspect/s have smashed the small window in a car parked in the High Street Car park causing slight damage to the rubber seal and door.

14/06/2019 23:42 Two males were arrested for ABH following an incident on Pickwick road. There was a further two youths arrested from Valley Road, a male and female who have allegedly assaulted an emergency worker in their line of duty, the male had to be tasered.

16/06/2019 08:00 - 21/06/2019 09:00 Unknown suspect has entered St Bartholomew church which is open to the public and has stolen a chair that was situated in the Lady Chapel TVO of £100.

19/06/2019 11:30 - 19/06/2019 16:10 Unknown suspect have gained entry to a white Ford Transit van parked in a field at Thingley and they have stolen a quantity of tools.

25/06/2019 22:00 - 26/06/2019 08:00 Unknown suspect(s) have caused damage to the wheel of a blue BMW parked on Churchill Way, by smashing a bottle against it.

29/06/2019 12:00 - 29/06/2019 17:00 Unknown suspect(s) have gained entry into a blue van parked in the Close, Gastard and stole a devault grinder, drill, circular saw and BOSH vault drill value unknown.

03/07/2019 21:56 – A vehicle was stopped by police on Park Lane, when the driver was spoken to, the officer could smell cannabis. A drugs wipe conducted on the driver with a positive result for cannabis. An 18 year old male driver from Batheaston was arrested on suspicion of driving whilst over the prescribed drug limit. He was later released under investigation.

04/07/2019 13:30 - 04/07/2019 13:45 Unknown suspect has picked up a wallet from a bench on the High Street where the owner had put it down, it contained cash and cards.

04/07/2019 22:48 - Unknown suspect(s) has gained entry to a property in KINGSDOWN believed to be through an open window and stole £4596 worth of jewellery.



WILTSHIRE POLICE

# CPT - Corsham Area Board Report



*Our purpose: To keep people safe and protect our communities*

24<sup>th</sup> July 2019

## Corsham CPT – Wiltshire North

### Community Policing Team



Inspector Mark Luffman



Sergeant Don Pocock

### Community Co-ordinator



PC Hazel Anderson (Chippenham and Corsham)



PCSO Shaun Redmond



PCSO Tim Eddy

- **Upcoming surgeries or meetings/events planned**

9<sup>th</sup> July – Corsham Secondary School Careers Fair

24<sup>th</sup> July – Social Media talks to Year 6 Corsham Primary School

You can find out more about Wiltshire North CPT, including news stories and contacts for local officers, on our website: [www.wiltshire.police.uk/WiltshireNorth](http://www.wiltshire.police.uk/WiltshireNorth)

WILTSHIRE POLICE

# CPT - Corsham Area Board Report



*Our purpose: To keep people safe and protect our communities*

24<sup>th</sup> July 2019

## LOCAL PRIORITIES

### PRIORITIES FOR WILTSHIRE NORTH CPT

### UPDATE

#### Priority 1:

ASB - Springfield Recreation Ground  
This area has been identified as a Sector Priority for CPT on Tuesday 2<sup>nd</sup> July, there will be an increase in high visibility patrols in the area and positive action will be taken.

Officers are briefed daily per shift to carryout patrols in the area.

## HIGH LEVEL PCC UPDATES

- **Improvement in 101 performance** - Concerns had been raised in the past from the public around the time it takes to get through to 101. I'm pleased to say that following investment into the call centre, performance has improved significantly. The time it takes to answer a 101 call has improved from just over 5 minutes in 2017 to 1 minutes 4 seconds at the start of this year. The proportion of times that a caller simply hangs up before being dealt with has also improved from 17 per cent to 4.8 per cent.
- **Recruitment** - As part of my promise when the policing precept was increased for this financial year, 12 additional Community Coordinators will be in place across the county next month helping our Community Policing Teams to put a renewed focus on visibility and community engagement.
- **National Armed Forces Day** – There has been a number of events across the county to celebrate Armed Forces Day with Salisbury hosting the national event this year. Alongside the Force I'm pleased to support these and at the end of June Wiltshire Police signed the military covenant with a commitment to employing those relocated as part of the Army's re-basing programme.

## HIGH LEVEL FORCE UPDATES

- **Summer demand campaign** - We are now moving into the time of year where police forces traditionally see a spike in demand. The warmer weather, school holidays and increased socialising, means we are expecting to see a significant increase in 999 and 101 calls. To try to counter this, we will be running a summer publicity campaign designed around key crime prevention messages.
- **Drink Driving** – The annual drink driving campaign will be launching soon. This will see a focus on educating the public about the dangers of getting behind the wheel after having a drink.

WILTSHIRE POLICE

# CPT - Corsham Area Board Report



*Our purpose: To keep people safe and protect our communities*

24<sup>th</sup> July 2019

- **Awards** – We have recently been celebrating the bravery, dedication and hard work of police officers, staff, volunteers and members of the public at the Wiltshire Police Awards Ceremony. You can read more, including some of the heart-warming stories from the night, on our website <https://www.wiltshire.police.uk/Features>

## GET INVOLVED

- You can keep up to date with the latest news in your area by signing up to our Community Messaging service – [www.wiltsmessaging.co.uk](http://www.wiltsmessaging.co.uk)
- You can follow your CPT on social media <https://www.wiltshire.police.uk/Followus>
- More information on your CPT area can be found here: [www.wiltshire.police.uk](http://www.wiltshire.police.uk) and here [www.wiltshire-pcc.gov.uk](http://www.wiltshire-pcc.gov.uk)

## FEEDBACK/ACTIONS TAKEN





## **Corsham Area Board Report – 24<sup>th</sup> July 2019.**

### **Camping and caravanning**



Whether you're out and about in a camper van, towing your caravan or sleeping under canvas for your holidays, venturing into the great outdoors can carry risks.

When you're on a campsite, make sure there's at least six metres (20ft) between caravans and/or tents and that you're away from parked cars – this will reduce the risk of any fire spreading. If mobile phone signal is poor, make sure you know where the nearest payphone is.

Never use barbecues inside or near the entrance to your tent or caravan, either for cooking or as a heat source – the carbon monoxide they produce is lethal.

### **Camping**

A fire can destroy a tent in just a minute, so make sure you:

- Never use candles in or near the tent – torches are safer.
- Keep cooking stoves and barbecues away from the tent walls, as they can catch light very easily.
- Know how to escape by cutting your way out of the tent, should there be a fire.
- Don't smoke inside your tent.

### **Caravans**

- Take special care when cooking and don't leave pans unattended.
- Turn off all appliances when you go to bed.
- Never dry clothes over the stove.
- Remove any litter and rubbish near the caravan to reduce the risk of fire spreading.
- Make sure the caravan is well ventilated and never block air vents.
- If there is a fire extinguisher or fire blanket within the caravan, read the instructions so you know what to do in the event of fire.
- Keep flammable liquids, such as petrol and gas cylinders, outside and away from children.
- Make sure the gas pipe connection is secure. If you suspect a leak, turn off the main cylinder valve.



## Heath fires and countryside safety



When you are out and about enjoying the countryside, there are some things you can do in order to protect our beautiful surroundings and keep you safe.

Large wildfires are thankfully rare but, when they do occur, they can be very serious and affect large areas of the countryside. They also take a great deal of resources to bring under control, which impacts the availability of appliances for property fires and other emergencies.

The Upton Heath fire in Dorset in 2011, for example, damaged approximately 250 acres of the heath and required the mobilisation of 30 fire engines and 11 Land Rovers.

Wildfires can ravish the local wildlife, destroying ecosystems in a matter of hours that have taken years to build up. If a wildfire encroaches upon farmland, then crops and farm buildings can be consumed, and homes that border heathland can also be at risk.

At their worst, wildfires can cause death or injury to people. A developed wildfire creates its own wind, which drives it at speeds faster than people can get out of its way.

Steps you can take to avoid starting a wildfire:

- Avoid open fires in the countryside. If you must have a fire, make sure that you're in a designated safe area.
- Put out cigarettes and other smoking materials properly before you leave your vehicle.
- Do not throw cigarette ends out of your vehicle. They could start a fire and destroy surrounding countryside.
- Don't leave bottles or glass in woodlands, as sunlight shining through the glass can cause a fire to start. Take the items home, or put them in a waste or recycling bin.
- If you see a fire in the countryside, report it immediately. Do not try to tackle a fire yourself; usually they can't be put out with a bucket of water. Please call the fire service and leave the area as soon as possible.
- Ensure that you know your location or a landmark so you can direct the fire service.

### Sam's Sad Day

**Sam's Sad Day** is a story about a sand lizard whose home is destroyed by a wildfire. Once you have read the story, you can test the children's understanding and recall using the **Sam's Sad Day questions worksheet** (the **answer sheet** is provided).

The children can write their own story about a wild creature whose home is destroyed by a wildfire.

For other resources or ideas about fire safety for children, visit our [education section](#).

### Advice for landowners

Through controlled management of planting schemes and firebreaks, the risk of a wildfire starting can be reduced and the effects of a 'going' wildfire can be restricted.

Fire spreads at different rates through different vegetation so, by managing the planting, the rate of fire spread can be slowed to give fire crews extra time to get resources in place.

A [best practice guide](#) has been produced by the Forestry Commission, giving further information about the causes of wildfires, their behaviours and the steps that landowners can take to prevent or mitigate them.

### See also:

The Natural England website – [www.naturalengland.org.uk](http://www.naturalengland.org.uk) – has lots of information, including an explanation of the [Countryside Code](#).

Find out more about being a [Firewise Community](#) through the Urban Heaths Partnership.

## Water safety



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

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

## **Dangers of cooling off in open water**

The water may look calm on the surface, but there may still be strong undercurrents that could pull even a strong swimmer under.

The water may also feel relatively warm on the surface, but just a few feet below can be icy cold – even in the hot weather – and can very quickly cause severe cramp and hypothermia.

Young people often misjudge their swimming ability – they may view a river or lake as a tempting means of cooling off during a hot spell of weather, but fail to appreciate the harmful effects that the cold water can have on their stamina and strength.

## **Key safety tips for staying safe near water**

The following are some key safety tips for staying safe near water:

- Alcohol and swimming do not mix – stay out of the water if you've been drinking.
- Always watch your child while at the beach, lake or other natural bodies of water.
- Never let older children swim in unsupervised areas like quarries, canals or ponds.
- Don't swim near motor boats, jet skis or other power vehicles.
- Never interfere with lifesaving equipment – you might need it yourself.
- Learn to spot and keep away from dangerous water.
- Take safety advice – heed notices which warn you of the danger. See [national water safety signs](#) for guidance.
- Children should always visit open water sites with a grown-up.
- Swimming anywhere other than at purpose built and supervised swimming pools is highly dangerous and is not recommended, unless as part of an organised club.

### **See also:**

Royal Society for the Prevention of Accidents – [advice on water safety](#)

## **Safe and Well Visits- Home safety**

The Corsham area has a dedicated Fire Service '**Safe and Well**' advisor who can visit people, within their own homes, advising on home safety and wellbeing.

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

- Using electricity safely
- Cooking safely
- Making an escape plan
- What to do if there is a fire
- Keeping children safe
- Good practice – night time routine and other points relevant to you



- Identifying and discussing any further support the occupier may need

If you have thatch property, are living alone, have a young family, are over 65 or a smoker please get in contact with us. We want to help make you safer in your own home. If you or someone you know has mobility or sight and hearing impairments, please suggest a Safe and Well visit.

Visit <http://www.dwfire.org.uk/news/new-name-new-contact-details-same-service/> to book one.

## Response

### Incidents

#### April 2019

DW FRS were called to 7 incidents in the Corsham area.

Category	Corsham (60P1/2)
False Alarm	4
Fire	2
Special Service	1
<b>Total</b>	<b>7</b>

#### May 2019

DW FRS were called to 12 incidents in the Corsham area.

Category	Corsham (60P1/2)
False Alarm	6
Fire	2
Special Service	4
<b>Total</b>	<b>12</b>

### Availability of RDS appliance %

April 2019	Appliance	Day (06:00 - 18:00)	Night (18:00 - 06:00)	Total
% Available	KT60P1 Corsham	100%	100%	<b>100%</b>
% Available	KT60P2 Corsham	12.7%	84.4%	<b>48.6%</b>

May 2019	Appliance	Day (06:00 - 18:00)	Night (18:00 - 06:00)	Total
% Available	KT60P1 Corsham	100%	100%	<b>100%</b>
% Available	KT60P2 Corsham	11.5%	83.2%	<b>47.4%</b>

### Community Safety Plan

DWFRS Community Safety Plan 2018-2022 outlines our plans for the future. It explains the diverse services we provide and how we plan to improve and deliver them over the four-year period. The plan can be found on the DWFRS website <http://www.dwfire.org.uk/community-safety-plan/>

Darren Nixon  
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**Name of Parish/Town Council**                      **Corsham**

**Date of Area Board Meeting**    24 July 2019

### **Headlines/Key successes**

- Corsham Railway Station – The Corsham Station Town Team is pleased that the Swindon and Wiltshire Rail Strategy includes Corsham Station in its list of priority schemes. Swindon and Wiltshire Local Enterprise Partnership have considering the rail study and it is hoped that the recommendations will be approved and then be adopted through the Wiltshire Local Transport Plan and Local Plan. Meanwhile, the Town Team is considering the next steps and is contacting various bodies to gain support for the new station. This includes seeking support from the Mayors of Bath, Bristol and West of England.

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- Corsham Neighbourhood Plan – The Neighbourhood Plan examination is well under way. The examiner has provided a list of questions and points for clarification which have been answered by the Town Council and Wiltshire Council. A public hearing is unlikely to be needed. Once the final report has been published a referendum will take place to enable the plan to be adopted. This should happen by the end of the year.

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- Street Fair – Saturday 14 September, 12-4pm. Stalls, food and drink, live music and entertainment, Little Zoo, and lots more in the High Street and town centre.

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## Update for Corsham Area Board


### Projects

- Summer Holiday Activities – The Town Council will be running two ‘trails’ in the town centre during the summer holidays. The first, from 22 July – 31 August, sponsored by Automattic Comics and The Corsham Toy Shop, involves 10 LEGO mini figures hiding in the shop windows. Can you find them all? And the second is a Great Corsham Word Search, a StoryTown event, which runs from 12-31 August. Also, on 21 August, from 12-7pm, there’s a special event at Springfield Rec involving BMX Displays at 12.30, 1.30, 2.30, 3.30 and 4.30pm, parkour (free-running) displays between 1-3pm, and training on the outside gym equipment from 2-7pm.
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### Forthcoming events/Diary dates

- Peacock Arts Trail – 5-13 October, various venues around Corsham and the local area, including artists’ studios. Programme available early September. Visit [peacockartstrail.co.uk](http://peacockartstrail.co.uk) for more details.
- 
- Corsham StoryTown – 18-20 October, various venues. A celebration of Corsham’s tale-telling talent, featuring story reading, writing and making. More details coming soon. The programme is due to launch at September’s Street Fair.
- 

Signed:



Date:

11/7/19

# MINUTES

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**Meeting:** Corsham Community Area Transport Group (CATG)  
**Place:** Monkton Room, Monkton Park, Chippenham  
**Date:** Wednesday 12 June 2019  
**Time:** 10.00 am

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Please direct any enquiries to Kate Davey (Traffic Engineer), direct line 01225 713302 or email [kate.davey@wiltshire.gov.uk](mailto:kate.davey@wiltshire.gov.uk)

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CORSHAM COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

	Item	Update	Actions and recommendations	Who
	<b>Date of meeting: 12<sup>th</sup> June 2019</b>			
<b>1.</b>	<b>Attendees and apologies</b>			
	<p>Present:</p> <p>Cllr Philip Whalley – Wiltshire Council            Cllr Brian Mathew – Wiltshire Council            James Whittleton – Corsham Town Council            Peter Anstey – Corsham Town Council            Stuart Gregory – Lacock Parish Council            Peter Shaw – Lacock Parish Council            Vaughan Hill – Box Parish Council            Gemma Winslow – Wiltshire Council Highways            Spencer Drinkwater – Wiltshire Council Transport Planning            Cllr Ben Anderson – Wiltshire Council            Cllr Ruth Hopkinson – Wiltshire Council            Kate Davey – Wiltshire Council Highways</p> <p>Apologies:</p> <p>Anthony Clarke – Coleme Parish Council            David Arnup – Wiltshire Council Highways            Trixy Alberga – Corsham Town Council            Ros Griffiths – Wiltshire Council CEM</p>			
<b>2.</b>	<b>Notes of last meeting</b>			
		The notes of the last meeting held on 13 <sup>th</sup> February 2019 were accepted as a true record.	Agreed.	

CORSHAM COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

3.	<b>Financial Position</b>			
		See Finance sheet. 2019/20 allocation is £10,951.00. 2018/19 underspend was £23,690.00 and the current commitments total £36,266.00 giving a remaining budget of £24,766.00.	Noted and agreed.	
4.	<b>Top 5 Priority Schemes</b>			
a)	<p><a href="#">Issue 6776</a></p> <p>Box Parish name plates.</p>	<p>Box Parish Council has obtained quotations for signs to be put at the entrances to the Parish. Four signs will cost £1100. However, when asked Highways Department to obtain permission for signs to be erected was told that these would have to be erected by an accredited Highways contractor. The Highways department agreed to obtain a quotation from Ringway and this has come in at a total cost of £4392 which the Parish council finds totally unacceptable.</p> <p>Box PC have sent sign design to KD and discussed requested locations. KD requested installation cost from contractor, awaiting response.</p>	<p><b>ACTION:</b> Chase Ringway for installation cost and forward onto Box PC.</p> <p><b>RECOMMENDATIONS:</b> Group agreed that this scheme should be fully funded by Box PC should it go ahead.</p> <p>Group agreed to remove from CATG agenda.</p>	KD
b)	<p><a href="#">Issue 6682</a></p> <p>Bridge between Lacock and Bowden Hill.</p>	<p>There is no signage just before you go over the one way bridge to indicate who has right of way. There either needs to be signage or traffic lights to indicate who has priority. Even a sign to advise motorists to be considerate to oncoming vehicles. On many occasions, there have been stand offs and neither know who has priority.</p> <p>This issue to be investigated further to determine if any improvements can be made. There are existing warning signs in advance of the bridge on both approaches, however they have differing safety messages.</p>	<p><b>ACTION:</b> Arrange site meeting to discuss options with Lacock PC.</p>	KD

CORSHAM COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

c)	<p><a href="#">Issue 6734</a></p> <p>Neston/ Chapel Plaister - 7.5t weight restriction signing.</p>	<p>HGVs in excess of 7.5 tonnes except for access applies to all in this report using country lanes and not obeying road signs. Metsec lorry BU16 YLK drove down Jaggards Lane having turned off B3109 at Chapel Plaister to get to Wadswick Green whilst using the wrong SATNAV and could not turn around when he reached the end of Hollybush Lane. There are no weight restriction signs at Chapel Plaister which would have prevented this situation. There is a sign at the entrance to Neston. The vehicle caused damage to trees beside the lane. Wadswick Lane the old drovers route is so narrow that it is impossible for two cars to pass. This is not the first time this has happened.</p> <p>Corsham TC have confirmed support and requested advisory signs on B3109. Please see proposal plan attached to agenda and estimated cost is in the region of £1,500. 25% contribution being £375 if confirmed.</p>	<p><b>ACTION:</b> Group agreed funding. Corsham TC agreed 25% contribution. Work to be ordered.</p>	KD
d)	<p><a href="#">Issue 6936</a></p> <p>The Ley, Box – Traffic not adhering to the one way restriction.</p>	<p>Concerns raised over vehicles not observing the one way traffic restriction on The Ley in Box. Request for additional one way sign to be erected just past the V entry point of The Ley.</p> <p>Box PC agreed 25% contribution. New sign has been ordered and installed.</p>	<p><b>ACTION:</b> Work complete. Remove and close issue.</p>	KD/RG



CORSHAM COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

<p>e)</p>	<p><a href="#">Issue 6829</a> Lacock village – restriction for tourist coach restriction.</p>	<p>Lacock Parish Council have raised concerns over tourist coaches causing multiple problems in the village. Issues include parking on double yellow lines, blocking service bus stops and causing traffic jams endangering their passengers by dropping them at inappropriate locations and having little regard for other road users and residents. Request for a ban on tourist coaches entering the village but be permitted to use the coach park via Melksham Road and Hither Way, exemptions for local buses/school buses to be considered.</p> <p>Lacock PC and Wiltshire Highways have been in correspondence regarding the options available for this issue but are yet to reach a resolution.</p> <p>Lacock PC to provide evidence to support this issue as requested by Cllr Whalley at last meeting.</p>	<p><b>DISCUSSION:</b> Lacock PC supplied photo evidence for the group to view. Group discussed issue in more detail and the options available to help mitigate the impact, which have been submitted to the PC.</p> <p><b>ACTION:</b> Produce a preliminary design and estimate for the introduction of an advisory signing scheme for coaches and submit to PC for review.</p>	<p>KD</p>
<p>f)</p>	<p><a href="#">Issue 5046</a> Gastard Lane, Gastard HGV concerns</p>	<p>Original request submitted in 2016 regarding concerns over HGV movements damaging property and a request for weight restriction. Metro count done 27/11/17 – 06/12/17 with results of average speed: 22.6mph. 85%ile: 28.6mph. Approx. 13% being HGV movements during the count period.</p> <p>CATG requested assessment be undertaken to determine if the route would meet the criteria for unsuitable for HGV advisory signs. Briefing note discussed at June 2018 meeting – No evidence to support signs but suggested signs for ‘single track road with no passing places’. TC confirmed at Sept 2018 meeting they did not support this and issue was closed. TC asked for this to be re-opened and reconsidered at meeting.</p> <p>Site meeting took place on 14<sup>th</sup> March 2019 and it was agreed that KD would put together a proposal for advisory signing for Gastard Lane. Please see attached proposal plan attached to agenda and the estimated costs for this work is in the region of £700. 25% contribution being £175 if confirmed.</p>	<p><b>DISCUSSION:</b> RH has spoken with Octavian and confirmed that they do not advertise this as a suitable route to access them.</p> <p><b>ACTION:</b> Group agreed funding. Corsham TC agreed 25% contribution. Work to be ordered.</p> <p>Send design to resident for information.</p>	<p>KD  KD</p>

CORSHAM COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

5.	<b>Other Priority Schemes</b>			
a)	<p><a href="#">Issue 4105</a></p> <p>HGV's speeding on A365 Box.</p>	<p>Box PC have confirmed request for metro count from 03/10/18. Road Safety Team have put it as a top priority and submitted the request for action.</p> <p>Box PC sent in results with 85%ile being 37mph and the average speed at 31mph. Community Speed Watch will now operate in this location.</p>	<p><b>ACTION:</b> Remove &amp; close issue.</p>	KD/RG
b)	<p><a href="#">Skynet Drive</a></p>	<p>Legal have now confirmed that the lease agreements are complete.</p> <p>Section 106 agreement for Bellway homes to release funding for the installation of Toucan crossing will be triggered at first occupancy.</p> <p>Shared use path construction at southern end Skynet Drive/Park Lane junction is to be completed during January/February 2019 in preparation for the crossing and cycle link at the north end. Design for Toucan crossing is underway and the legal paperwork is with the Traffic Regulation Order team for processing and advertisement.</p>	<p><b>DISCUSSION:</b> SD chased Bellway Homes for update on first occupancy, There has been a delay due to unexpected issues with underground utilities.</p> <p><b>ACTION:</b> Continue to monitor progress.</p>	SD/KD

CORSHAM COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

<p>c)</p>	<p><a href="#">Corsham Cycle Network</a></p> <p>Spring lane resurfacing &amp; cycle signing</p>	<p>Substantive bid application successful.</p> <p>The recommended option to ensure longevity of the surface is estimated at £26,000. Currently there is £8,000 committed from the substantive bid fund and £8,000 from Corsham Town Council.</p> <p>Corsham Town Council have confirmed additional £5,000 funding. CATG agreed £5,000 contribution. The work has been delayed until September 2019 due to the requirement to remove vegetation prior to work commencing. This cannot be achieved during nesting season. Signing has been agreed and will be ordered to coincide with surfacing works.</p>	<p><b>ACTION:</b> Continue to monitor progress.</p>	<p>KD</p>
<p>d)</p>	<p><a href="#">Issue 5540</a></p> <p>A4 Box –HGV’s using unsuitable routes between Box &amp; Coleme</p>	<p>HGV traffic ignoring the advisory signage along the A4 and using unsuitable routes to get from Box to Coleme such as Tutton Hill/Mill Lane. Tutton Hill did not make the top locations to be taken forward through the FAPM process for this financial year.</p> <p>Coleme Parish Council agreed to collect data on past incidents at the last meeting and to give update on their progress. At February 2019 meeting Coleme Parish Council confirmed lack of recent evidence to support this issue. Group agreed to keep on agenda for now until such time as further evidence can be provided.</p>	<p><b>RECOMMENDATION:</b> Group agreed to keep this issue open and monitor.</p>	

CORSHAM COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

<p>e)</p>	<p><a href="#">Issue 5818</a> <a href="#">Issue 6364</a></p> <p>Park Lane, Corsham - issues with parking in vicinity of Chestnut Grange &amp; Purleigh Road.</p>	<p>Monitor parking issues as the developments on Park Lane progress and collate data received from local residents on the inappropriate parking at this location.</p> <p>Request received from resident for access protection bar marking across driveway to extend 5.0m either side of access. This type of marking is advisory and should only be used to protect an access and not extend further as with the existing marking for the church entrance.</p> <p>Further correspondence and photos received March 2019 from residents of Chestnut Grange detailing the parking/safety issues in vicinity of its junction with Park Lane. To be discussed at meeting.</p>	<p><b><u>DISCUSSION:</u></b> RH has liaised with local PCSO to promote enforcement of obstruction by vehicles parking too close to junctions. Corsham TC has spoken with businesses regarding amount of parking along this section of Park Lane.</p> <p><b><u>RECOMMENDATION:</u></b> Continue to monitor.</p>	
<p>f)</p>	<p><a href="#">Issue 6421</a></p> <p>B3109 Bradford Road/Stone Close, Corsham – Safety of pedestrians crossing at this location.</p>	<p>Crossing Bradford Road east of Stone Close junction is considered dangerous by parents of school children who are walking from Park Lane to Rudloe. It was agreed the main issue is overgrown foliage.</p> <p>Parish Steward has been instructed to cut back vegetation. DA/GW to give update.</p> <p>PA to give update on why as part of the planning process there haven't been any dropped kerbs installed for the footpath link at Park Lane/Bradford Road. Metro Count results:</p> <p>B3019 Bradford Road – east of Stone Close 40mph Speed limit: Average speed: 31.8mph 85%ile speed: 38.03mph</p> <p>Results do not qualify location for community speed watch. Group agreed to put on hold until Park Lane developments are complete.</p>	<p><b><u>DISCUSSION:</u></b> PA has submitted request to Development Control to confirm if a dropped kerb should go in at this location.</p> <p><b><u>ACTION:</u></b> Remove &amp; close issue.</p>	<p>KD/RG</p>

CORSHAM COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

g)	<p><a href="#">Issue 6768</a></p> <p>Corsham Road, Lacock – Rail bridge visibility for pedestrians &amp; cyclists.</p>	<p>The railway bridge on Corsham Road just east of the Stonegate site. Cyclists and pedestrians are concerned about the relative lack of visibility when crossing the hump of the bridge. Motor vehicles can cross the bridge at speed without being able to see what is on the other side until at the apex. Request for review/additional signing warning of hazard.</p> <p>DA to look at signs warning of pedestrians walking over the bridge and give update at meeting.</p>	<p><b>ACTION:</b> Arrange for sign erection</p>	DA
h)	<p><a href="#">Issue 6967</a></p> <p>Traffic management measures in Lacock village</p>	<p>Concerns over the speed of traffic through Lacock village. After a meeting with the MP for Chippenham and the Cabinet Member for Highways the local community expressed their concerns and requested physical traffic calming measures in strategic locations around the village.</p> <p>Group requested SD to look at more strategic approach to reducing volume/speed of vehicles in village.</p>	<p><b>RECOMMENDATION:</b> This has been raised at a strategic level and therefore can be removed from CATG and issue closed.</p>	KD/RG
i)	<p><a href="#">Issue 6960</a></p> <p>C151 &amp; Doncombe Lane, Colerne - reduction in speed limit with petition.</p>	<p>Petition received by Wiltshire Council for the reduction in speed limit on C151 and Doncombe Lane to allow safer crossing for school children. Additionally if the speed is reduced then a further request for an advisory part time 20mph restriction on C151 in vicinity of junction which leads to primary school.</p> <p>Cost estimate for speed limit assessments is £2,500. Group agreed to put this issue on hold until the improvement works developed through TAOSJ initiative have been completed.</p>	<p><b>RECOMMENDATION:</b> Group agreed in principle to fund speed limit assessment.</p> <p><b>ACTIONS:</b> Raise issue at next PC meeting to confirm support for 25% contribution to speed limit assessment.</p> <p>Investigate recent collisions to see if this site has been flagged up on collision cluster site list and look for coroner's report.</p> <p>Move to top priority list.</p>	BM  KD  KD

CORSHAM COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

j)	<p><a href="#">Issue 6919</a></p> <p>Notton Lane, Lacock</p> <p>Rat running traffic from Corsham Road to avoid queues at traffic signals on A350</p>	<p>Residents raising concerns over rat running speeding traffic along Notton Lane mainly from Corsham Road where visitors of Whitehall Garden Centre are trying to avoid queueing traffic at the A350 traffic signals to head towards Chippenham. Whitehall have been granted permission to extend and therefore the problem is likely to increase in the future.</p> <p>Request for either No entry signs at Corsham Road/Notton Lane junction. This will mean a one way restriction going north to south and vehicles including residents, school traffic, farm vehicles will not be allowed to travel north. Alternatively a no left hand turn restriction for Corsham Road/Notton Lane junction.</p> <p>Lacock Parish Council to undertake further investigations locally and request a metro count.</p>	<p><b>ACTION:</b></p> <p>Lacock PC to chase resident for most appropriate position for metro count to be undertaken and then request using new process.</p>	Lacock PC
k)	<p><a href="#">Issue 6886</a></p> <p>A4 and Cross Keys Road junction</p> <p>Request for reduction in speed limit.</p>	<p>Concerns raised from residents over the national speed limit restriction from Pickwick through to the Corsham town boundary near the Cross Keys junction. Request for a reduction in speed limit to be considered.</p> <p>Cost estimate for speed limit assessments is £2,500. To be discussed at the meeting.</p> <p>This issue to be put on hold until the improvement works due to take place in the summer are complete. Corsham TC did confirm support &amp; 25% contribution for assessment.</p>	<p><b>RECOMMENDATION:</b></p> <p>Group agreed to monitor and keep open.</p>	

CORSHAM COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

l)	<p><b><u>Issue 6876</u></b></p> <p>Request for 20mph speed limit on residential streets around Corsham.</p>	<p>Request for 20mph speed limit on residential streets in Corsham including Pickwick Road, Newlands Road, Pound Pill leading to Prospect. This proposal is aligned with the Corsham Public Realm study and part of the Corsham Strategic Plan 2018-2022.</p> <p>Cost estimate for speed limit assessments is £2,500. This issue to be put on hold until Corsham TC have carried out further consultation.</p>	<p><b><u>RECOMMENDATION:</u></b></p> <p>Group agreed to monitor and keep open.</p>	
m)	<p><b><u>Issue 6855</u></b></p> <p>Valley Road, Corsham – Pedestrian safety walking from Creswells to Spackman Lane.</p>	<p>Issue raised regarding pedestrian safety when walking along Valley Road specifically from Creswells to Spackman Lane. Concerns mainly relating to pupils walking to Corsham School the wrong side of the barrier in close proximity to the carriageway.</p> <p>There is already an existing walking route which is considered to be a sufficient alternative to walking alongside the carriageway at this location.</p> <p>Corsham TC to take issue to next Properties &amp; Amenities committee and give update at meeting.</p>	<p><b><u>RECOMMENDATION:</u></b></p> <p>Corsham TC have written to the school but have not received a response.</p> <p><b><u>ACTION:</u></b></p> <p>Remove &amp; close issue.</p>	KD/RG

CORSHAM COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

<b>6.</b>	<b>New Requests / Issues</b>		
a)	Kingsdown, Box Petition to reduce speed limit to 40mph.	Petition received by Wiltshire Council March 2019 from local residents of Kingsdown who wish the existing national speed limit restriction be reduced to 40mph.  Cost estimate for speed limit assessments is £2,500. Box PC to consider whether this issue is supported. To be discussed at meeting.	<b>ACTION:</b> Raise issue at next PC meeting to confirm support for 25% contribution to speed limit assessment.  Box PC
b)	<b>Issue 7244</b> Church Rise/Leaffield Road/Elley Green/Lypiatt Road/Dicketts Road – Request for dropped kerbs & footway repairs	Concerns raised by disabled resident of Neston Crescent when using Church Rise, Leafied Road, Elley Green, Lypiatt Road and Dicketts Road on their mobility scooter to travel from Neston towards Corsham Town. Difficulties using existing footways due to the path being overgrown and damaged in places. Kerbs too high across entranceways and request for dropped kerbs.  To be discussed at meeting. Will require more detailed information of the exact locations before this can be investigated. Corsham TC to consider whether this issue is supported.	<b>ACTIONS:</b> Leaffield Road/Elley GreenLypiatt Road/Dicketts Road – Corsham TC confirmed amount of dropped kerbs required is not viable option. Church Rise – resurfacing submitted through MyWiltshire App.  Other routes available if existing footways are cleared of vegetation. GW suggested Sparke team which is managed through Streetscene. Liaise with Sparkle team and circulate any info to group.  Close issue and remove.  Corsham TC/RH  KD/RG



CORSHAM COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

c)	<p><b><u>Issue 7226</u></b></p> <p>Box Hill, Box – Request for reduction in speed limit from 50mph to 40mph.</p>	<p>Concerns raised from resident of Moon House, Box Hill regarding safety when exiting properties on foot to cross the A4 Box Hill and the width of the footway on the opposite side of the road leading up to Rudloe Manor. Speeding traffic has resulted in many near misses.</p> <p>Request for reduction in speed limit along this route from 50mph to 40mph. Box PC to consider whether this issue is supported. To be discussed at meeting.</p>	<p><b><u>ACTION:</u></b></p> <p>Send original issue form to Box PC for review and consider whether the issue is supported.</p>	KD
d)	<p><b><u>Issue 7105</u></b></p> <p>Pickwick Road, Corsham – Request for warning sign.</p>	<p>There have been several near misses on the pedestrian crossing in Newlands Road by vehicles turning left from Pickwick Road. It is usually fine in all other directions. This issue was raised at a MOD focus group.</p> <p>Request for advance warning sign on Pickwick Road to warning drivers of pedestrian crossing on Newlands Road.</p>	<p><b><u>ACTIONS:</u></b></p> <p>Remove &amp; close issue.</p> <p>Inform requester.</p> <p>To be looked at through Public Realm activities.</p>	KD/RG JW
e)	<p><b><u>Issue 7076</u></b></p> <p>Ladbrook Lane/B3353 junction, Corsham – Visibility of junction</p>	<p>Motorists emerging from Ladbrook Lane on to the B3353 consider it a dangerous junction due to relatively poor visibility of traffic travelling on the B3353.</p> <p>Some work was carried out last year to remove vegetation to help maintain maximum visibility at this junction but the existing stone wall still causes some difficulty. Request for advisory signs on B3353 to warn drivers of turning vehicles at this junction.</p> <p>To be discussed at meeting. Corsham TC to consider whether this issue is supported.</p>	<p><b><u>ACTION:</u></b></p> <p>Enforcement letter to be sent to land owner to cut back vegetation and increase visibility splay.</p> <p><b><u>RECOMMENDATION:</u></b></p> <p>Group agreed to keep open until after this work is complete to see if any signing work will also need to be requested.</p>	GW

CORSHAM COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

f)	<p><b>Issue 7043</b></p> <p>High Street, Lacock – High St/West St request for junction modifications.</p>	<p>Visitors continue to turn left into the High St which is gated at the far end when they should be continuing straight across the junction to access the car park via Hither Way. The road signs correctly indicate that the car park is straight on but the road markings and general road layout indicate that the road bears left. The junction layout also represents a hazard in that traffic proceeding across the junction from the north does not always give way to traffic from the left which has right of way.</p> <p>The Parish council would like to see a mini roundabout at this junction with some remodeling to enforce the direction that through traffic should take and reduce the apparent significance of the High St to traffic.</p> <p>To be discussed at meeting.</p>	<p><b>RECOMMENDATION:</b> Group agreed to fund topographical survey. Lacock PC agreed 25% contribution.</p> <p><b>ACTIONS:</b> Order survey.  Move to top priority list</p>	<p>KD  KD</p>
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CORSHAM COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

<b>7.</b>	<b>Other Items</b>			
a)	Major Projects for Corsham Area Board	<p>Future planned Wiltshire Council major projects for the Corsham Area Board to be shared with the group as and when they should arise:</p> <p>Cross Keys improvements summer 2019.</p>	Group noted programmed construction start date is anticipated to be 22 <sup>nd</sup> July 2019.	
b)	LTP 4 & Freight Strategy	Please see attached to agenda an update from the Cabinet Member for Highways & Transport on the freight strategy going forward as part of the completion of the Local transport Plan 4 (LTP4).	Noted by all.	
c)	Briefing note No. 19-016 Changes to submission of highway improvements and traffic survey requests	See document attached to agenda. For discussion.	Discussed and noted by all.	

CORSHAM COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

d)	Flooding in Box	<p>An issue has been raised with concerns about the flooding in Box. Some of the problem is maintenance and the PC were advised to speak with their parish steward and/or report it through the My Wiltshire app. The issue has also been sent to Paul Bollen.</p> <p>All information received has been forwarded onto drainage team as requested. An initial site visit was carried out and the gully pots do not seem to be connected to anything. Further investigation to be undertaken by GW.</p> <p>Some work at Quarry Hill has been carried out and it was confirmed that more regular clearing out is helping. Keep open and DA to confirm if further work is required.</p>	<p>Work has now been complete and GW will continue to monitor hot spots when necessary.</p> <p><b><u>ACTION:</u></b> Remove from agenda.</p>	KD
e)	Metro counts being undertaken in and around West & North Wiltshire	<p>This is survey work being undertaken as part of an area wide transport modeling study. Group requested to receive data once surveys are complete for analysis of HGV movements and speed.</p> <p>SD to confirm if survey data has been received and can be shared with CATG. SD to send information to RH and both to chase resolution.</p>	<p><b><u>ACTION:</u></b> SD to arrange for results to be sent to KD who will then distribute to rest of group.</p>	SD/KD

CORSHAM COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

8.	<b>AOB</b>			
	<b>Colerne C151</b>	<p>This is the main road from Ford to Colerne. A petition was submitted for speed reduction by Brian Mathew. Since then, there have been 3 serious accidents. The PC considered these issues and decided that they need to wait for the police and coroner's reports. It was agreed that a metro count be put forward to determine speed around the Thickwood junction and the gully reported to be emptied. (Colerne PC).</p> <p>The metro figures have come back but the speed limit for the road seems to have been set at 50mph when it should have been 40mph. The Parish Council will go back to Jane Deeley to question it. Metro count results confirmed speeds are within the current limit. Colerne PC to chase police report before considering assessment for reduction in speed limit.</p>	<p><b><u>ACTION:</u></b> Remove from agenda – being dealt with above issue 6960.</p>	KD
	<b>Gully clearing tanker</b>	<p>There is an offer from WC to book out a vehicle to clear gully's</p> <p>DA waiting for roll out of gully clearing tanker and process to book it. Considers additional resources might be required to facilitate.</p>	<p><b><u>ACTION:</u></b> Send out email received from DA to the group with minutes.</p>	KD
	<b>MyWiltshire App</b>	<p>Chair requests a list of all reports raised for Corsham Area Board through the MyWiltshire App and the status of each one.</p> <p>DA agreed to provide this information to the chair.</p>	<p>RH &amp; DA has resolved this so can now be removed from agenda.</p>	KD
	<b>Date of Next Meeting</b>	<p>Wednesday 18<sup>th</sup> September 2019 10am at Committee Room A, Monkton Park, Chippenham.</p>		

CORSHAM COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

**Corsham Community Area Transport Group**

**Highways Officer – Kate Davey**

**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 Corsham Area Board.

2.2. If funding is allocated in line with CATG recommendations outlined in this report, and all relevant 3<sup>rd</sup> party contributions are confirmed, Corsham Area Board will have a remaining Highways funding balance of **£23,603.50**

**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**

6.1 There are no safeguarding implications

**7. Recommendations**

**Corsham Area Board are asked to approve recommendations**

## Corsham CATG

### FINANCIAL SUMMARY

#### **BUDGET 2018-19**

CATG Allocation 2019-20 £10,951.00

2018-19 Underspend £23,690.00

#### **Contributions**

Corsham Town Council - Park Lane Parking Restrictions £1,000.00 Confirmed - on hold  
Box PC - One way sign at The Ley £75.00 Confirmed  
Corsham Town Council - Chapel Paister advisory HGV signs £375.00 Confirmed  
Corsham Town Council - Gastard Lane HGV advisory signs £175.00 Confirmed  
Lacock Parish Council - High Street/West Street junction topo survey £387.50 Confirmed

**Total Budget** £36,653.50

#### **Commitments**

Corsham Park Lane parking options £4,000 Estimate - on hold  
Additional funds for Spring Lane, Corsham resurfacing scheme £5,000 Ordered

#### **New Schemes**

Gastard, Gastard Lane HGV matters £700 Estimate  
Lacock bridge pedestrian improvements £0  
Neston Chapel Plaister advisory HGV signs £1,500 Estimate  
Lacock Coach routing through village £0  
Box The Ley one way sign 300 Estimate  
Lacock High Street/West Street junction improvements topo survey 1550 Estimate

**Total Spend / Commitments** £13,050.00

**Remaining Budget** £23,603.50

#### **Substantive schemes**

Corsham TC for cycle network - Spring Lane £13,000 Increased contribution confirmed 28/11/18  
Spring Lane rural cycle route £26,000 Estimate Nov 18

2<sup>nd</sup> April 2019

To all CATG chairs and members

Cabinet Office  
County Hall  
Bythesea Road  
Trowbridge  
Wiltshire  
BA14 8JN

Your ref:  
Our ref:

Dear CATG Members

## **Freight Strategy and Freight Management Update**

I am writing to inform you of some changes to the Council's freight policies and freight management practices.

As you will be aware, we have been operating our Freight Strategy and Freight Assessment and Prioritisation Mechanism (FAPM) for many years. The strategy was developed under a different national policy framework, for example at the time government was considering the Road Traffic Reduction Act and HGV road user charging, none of which were taken forward in the subsequent years. It has therefore proven difficult to deliver some of the aspirations within the strategy, as the circumstances have changed.

The Council needs to prepare its fourth Local Transport Plan (LTP4) to cover the Local Plan period to 2036. As part of the development of LTP4 the Freight Strategy will need to be reviewed and replaced with a more realistic and contemporary approach that takes account of recent national transport policy changes.

The Council does not have the resources to undertake freight management studies as well as deliver LTP4 and contribute to the development of the Local Plan. It would also be inappropriate to continue applying the FAPM to identify freight management interventions in advance of the outcome of the Freight Strategy review.

As such, the application of the Freight Assessment and Prioritisation Mechanism (FAPM) will be halted until the review of the Freight Strategy has been completed. This will provide the opportunity to reflect on the FAPM's effectiveness, evaluate the outcomes achieved using this process, and decide whether it is fit for purpose under the revised Freight Strategy.

The ongoing freight studies will be concluded but no further freight management studies will be commenced until LTP4 and the review of the Freight Strategy have been completed, which is likely to be in 2020.

I trust that you will understand the reasons for my decision.



Yours sincerely

A handwritten signature in black ink that reads "Bridget Wayman". The signature is written in a cursive style with a small flourish at the end.

Cllr Bridget Wayman  
Cabinet Member – Highways and Transport

Direct line: 01225 718577

Email: [bridget.wayman@wiltshire.gov.uk](mailto:bridget.wayman@wiltshire.gov.uk)

## Changes to submission of highway improvements and traffic survey requests

### Briefing Note No. 19 - 016

**Service :** Communities  
**Further Enquiries to:** Rhys Schell  
**Date Prepared:** 7<sup>th</sup> May 2019  
**Direct Line:** 01225 716752

Wiltshire Council are changing the way highway improvements and traffic surveys are requested by members of the public and through Town and Parish Councils. The current process requires updating to improve the customer experience and to reduce the steps involved. The proposed new system will foster a closer working relationship with town and parish councils, whilst providing a better and more informed experience for members of the public.

#### Overview

The Area Board issue system is predominately used by residents and town and parish councils for raising highways improvement (Community Area Transport Group) and traffic survey (previously referred to as metrocount) requests. Link here for the Area Board issue system home page: [http://services.wiltshire.gov.uk/Forms/area\\_board/index.php](http://services.wiltshire.gov.uk/Forms/area_board/index.php).

The process and the system require updating to improve the customer experience and to reduce the steps involved from the issue being raised to a resolution being found.

A long-term solution has been proposed with the system moving onto the new My Wiltshire app. However, a more efficient interim solution for these requests will be introduced from Monday 3<sup>rd</sup> June 2019.

#### Updated process for Town and Parish Councils

If a parish or town council wish to raise a highways improvement request they fill out the form in appendix A and send to [integrated.transport@wiltshire.gov.uk](mailto:integrated.transport@wiltshire.gov.uk). This will be received by the local Highways Engineer and added to the next Community Area Transport Group agenda.

If a parish or town council wish to raise a traffic survey request they fill out the form in appendix B and send to [roadsafetydriving@wiltshire.gov.uk](mailto:roadsafetydriving@wiltshire.gov.uk). The criteria for traffic survey locations is included as appendix C.

Both of these forms will be made available at the Area Board issue home page from Monday 3<sup>rd</sup> June 2019 and are shown below as appendices A and B.

### **Updated process for local residents**

If a resident wishes to raise a highway improvement request, they should fill out the form in appendix A and send this to their local town or parish council for consideration.

If a resident wishes to raise a traffic survey request, they should fill out the form in appendix B and send this to their local town or parish council for consideration.

Contact details for each Town and Parish Council is available via a link on each form or on the Wiltshire Council website.

If the Town or Parish Council support the request they submit the respective form as set out above.

If the Town or Parish Council does not support the request then they advise the resident accordingly.

Highway improvement progress updates will be included in the CATG action notes circulated to Town and Parish Councils. It will be for the Town and Parish Councils to update residents on the progress of their request.

## Appendix A

### Highways Improvement Request Form

Date of this request:

#### **Contact details**

Name:

Address:

Telephone No.:

Email address:

#### **Issue Details**

Location of Issue:

Community Area:

Parish or Town Council:

Nature of Issue:

How long as it been an issue?

What would you like done to resolve this issue?

Have you been in touch with your local Councillor? Yes/No

***This form needs to be completed and e-mailed or sent to your local town or parish council (link provided below)***

<https://cms.wiltshire.gov.uk/mgParishCouncilDetails.aspx>

## Appendix B

### Traffic Survey Request Form

Request details					
Date of request					
Name of individual making request					
Town/Parish Council					
Town/Parish Council contact name					
Town/Parish contact phone/email					
Name of Area Board/Community Engagement Manager					
Name of Highways Officer (if applicable)					
Reason for this survey:					
<b>Speeding issue</b> (Y/N)		<b>Traffic volume</b> (Y/N)		<b>Vehicle type</b> (e.g. HGV levels) (Y/N)	
Location details:					
<p><b>Please refer to criteria for survey locations before completing this request.</b>  <b>Give specific location details and include a map, map link or photograph of the location overleaf, if possible.</b>  <b>** Use a separate form for each individual survey location.**</b></p>					
<b>Current Speed Limit</b> Please note any location with a speed limit over 40mph will need authorisation from a Highways officer. (Please put an X in the appropriate box)	<b>20mph</b>	<b>30mph</b>	<b>40mph</b>	<b>50mph</b>	<b>60mph</b>
<b>City/ Town/ Village name</b>					
<b>Road name and number</b> , if known (e.g. A123, C111, High Street, London Road etc.)					
<b>Preferred location for survey equipment:</b> (e.g. lamp column 2/ near junction with Mead Way/ attached to signpost outside 18 High Street etc.)					
<b>Other information:</b> (e.g. planned local road works or events affecting the highway)					

**Insert map, map link and/or photo(s) of location here:**

***This form should be completed and sent by email or delivered to your local town or parish council (details from link provided below)***  
<https://cms.wiltshire.gov.uk/mgParishCouncilDetails.aspx>

## Appendix C

### Site Selection Criteria for a Traffic Survey

Traffic surveys use equipment placed on carriageways, comprising of two rubber tubes stretched across the carriageway and a data box, secured to street furniture, collecting data for 24 hours per day over a 7 day period on the speed and volumes of vehicles. The equipment may be on site for up to two weeks. Traffic surveys are only conducted during school term times.

The following points must be followed when selecting a survey site. If the criteria are not met, the data quality will be poor and results may be inaccurate.

- For the purpose of Community Speed Watch and community concern sites, traffic surveys will only be approved in 20mph, 30mph and 40mph limits. **Any locations above 40mph will need approval from a Highways officer.**
- **Select sites where most traffic is travelling at a constant speed across the tubes.** Wherever possible, avoid sites where vehicles are accelerating or decelerating due to sharp bends, steep inclines, traffic signals, near junctions, near pedestrian crossings or on-street parked vehicles.
- **Sites must be at least 100 metres from the start or end of a speed limit change.**
- Avoid sites where vehicles may need to stop over the tubes.
- Ensure that traffic will cross at right angles to the tubes as far as possible. Avoid sites where vehicles may turn across the tubes or where vehicles may change lanes.
- **Ensure there is a suitable securing point for the roadside unit**, such as street furniture, trees or posts. The data box is secured with a padlock and chain - any posts must be tall enough so that it cannot be lifted over the top. Use of posts on private property will require permission from the landowner.
- Consideration for the safety of the deployment officers is paramount. Any location deemed too high risk for deployment will not be completed – notification of this will come from the contractors via Wiltshire Council Road Safety Team.

Please include as much information for the location as possible, including house numbers, lamp post numbers, road name, road number and maps or map links. Please avoid local terminology for locations, for example “the green” to refer to a park area as this may delay the application.

If the site selected is not suitable for the equipment, the deployment staff will locate the equipment in a suitable place as close to the requested site as possible. The Road Safety Team will try to answer any questions regarding the above points but are unable to visit sites in person.

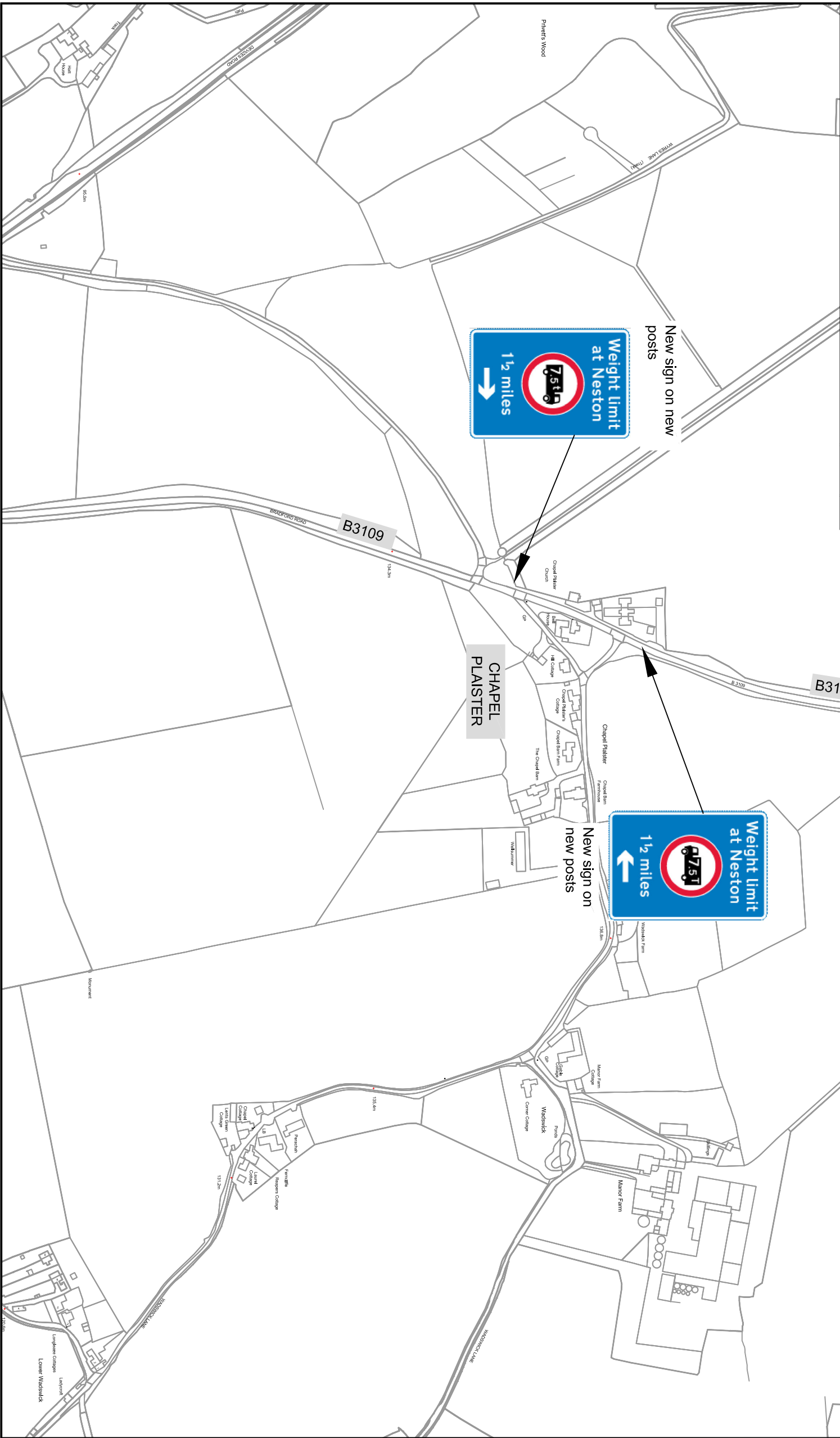
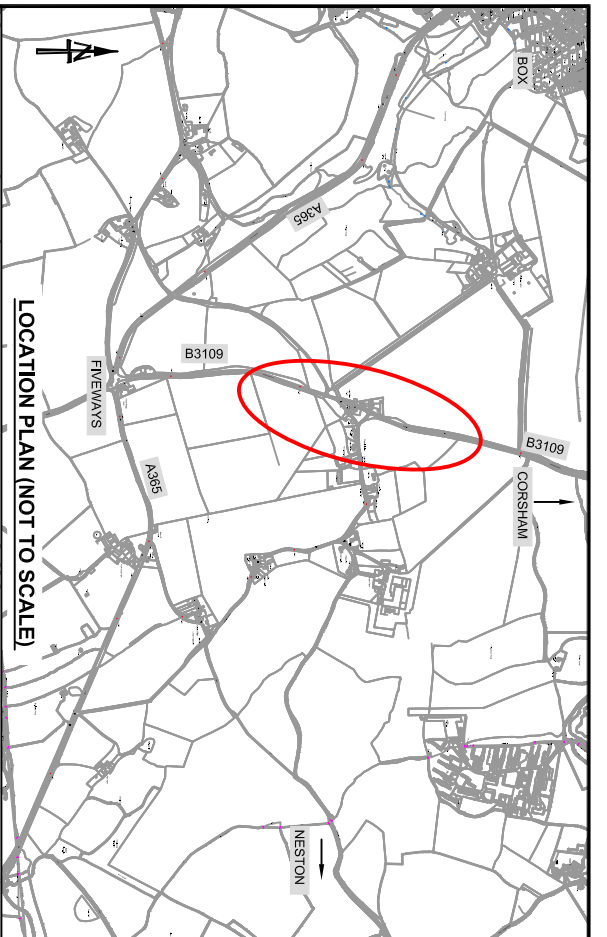
Locations are not eligible for repeat survey within a 12 month period, unless there are exceptional circumstances and approval from the Highways Officer.

The recorded 85<sup>th</sup> percentile speed is used to determine if the site enters the thresholds for intervention.

<b>Speed Limit (MPH)</b>	<b>No further action</b>	<b>Community Speed Watch</b>	<b>Police Enforcement</b>
20mph	20 mph to 24 mph	24.1 mph to 38.9 mph	Over 39 mph
30mph	30 mph to 35 mph	35.1 mph to 41.9 mph	Over 42 mph
40mph	40 mph to 46 mph	46.1 mph to 49.9 mph	Over 50 mph

The 85<sup>th</sup> percentile is the speed at or below which 85% of the traffic is travelling. This is the standard method of assessing traffic speed in the UK. Community Speedwatch teams cannot operate in areas with a speed limit over 40mph.





NOTES:  
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 Wiltshire Council (100049050) 2019

**Wiltshire Council**  
 Where everybody matters  
**Traffic & Network Management**  
 County Hall, Bythesea Road, Trowbridge  
 Wiltshire, BA14 8JD  
 Tel: 0300 4560100  
 Website: www.wiltshire.gov.uk

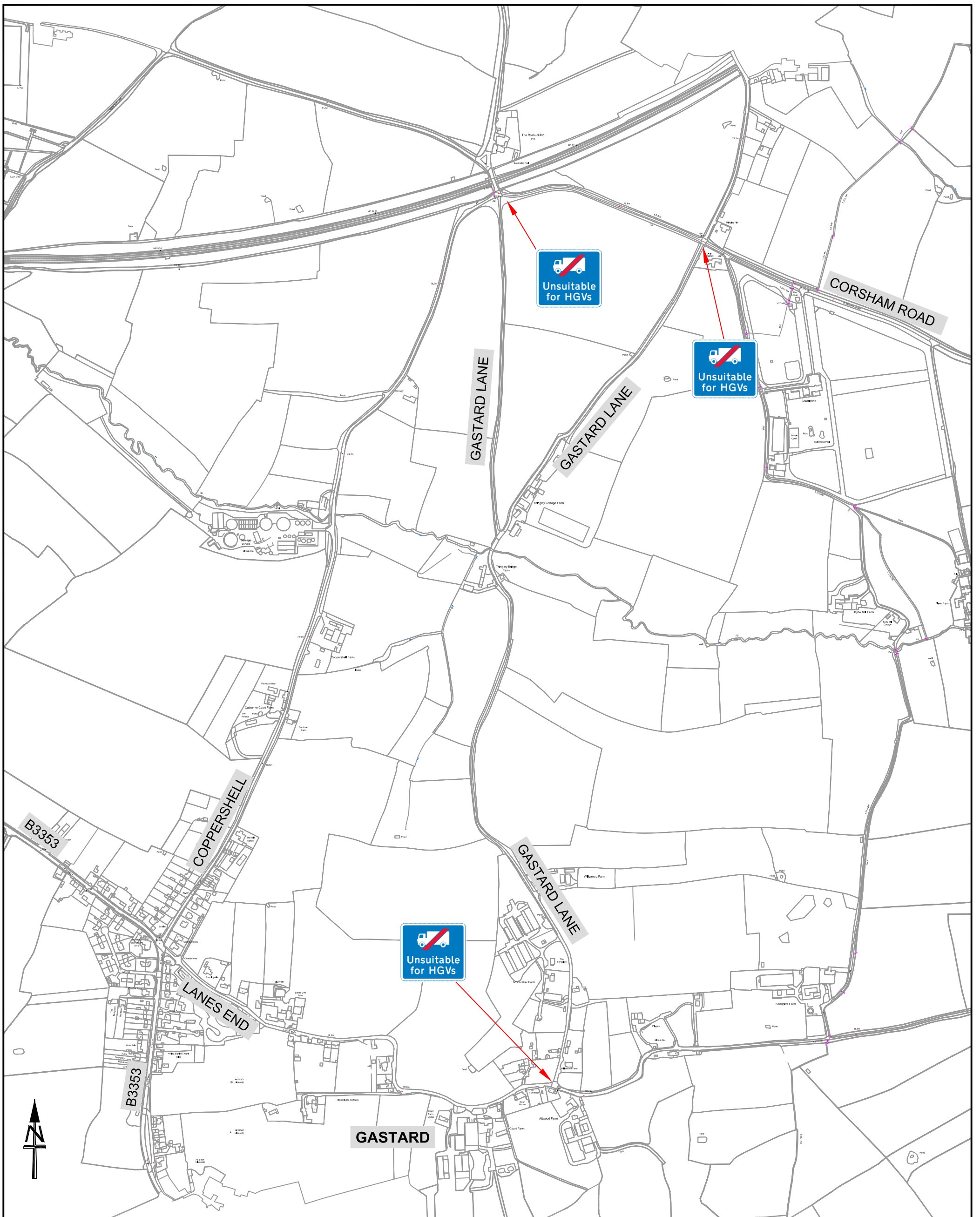
REV	DATE	DRAWN	CHECK	APPV	DESCRIPTION
0	06/03/19	KAD	G.T.R.	D.M.T	ORIGINAL
A					
B					
C					
D					
E					
F					

DRAWING PURPOSE:  
**PRELIM DESIGN**

PROJECT:  
 CORSHAM CATG SCHEME  
 B3109 CHAPEL PLAISTER  
 ADVISORY WEIGHT LIMIT SIGNS

DRAWING TITLE:  
 PRELIM DESIGN

SCALES:	NOT TO SCALE	SHEET SIZE:	A3
DRAWING No.	KAD/T/COAM	REVISION:	0
FILE REF:	L:\ITEMS\CORSHAM\CATG\SCHHEM\B3109\ADV\SIGNS\WEIGHTLIMITSIGNS.DWG		



NOTES:

**SIGNS SHOWN ON THIS PLAN ARE INDICATIVE ONLY.**

**Wiltshire Council**  
Where everybody matters

Traffic & Network Management

County Hall, Bythesea Road, Trowbridge  
Wiltshire, BA14 8JD

Tel: 0300 4560100  
Website: www.wiltshire.gov.uk

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Wiltshire Council (100049050) 2019

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REV	DATE	DRAWN	CHECK	APPRV	DESCRIPTION

PROJECT:

CORSHAM CATG SCHEME  
GASTARD LANE, GASTARD  
ADVISORY SIGNING

DRAWING TITLE:

PRELIM DESIGN

DRAWING PURPOSE:  
**PRELIM DESIGN**

SCALES: NOT TO SCALE

SHEET SIZE: A3

DRAWING No. KAD/T/GAST

REVISION: O

FILE REF: L:\TET\B\CORSHAM\CATG\GASTARD LANE\DESIGN

**From:** [Arnup, David](#)  
**To:** [Davey, Kate](#)  
**Subject:** New Parish Gully Tanker Service  
**Date:** 10 June 2019 12:32:56  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)

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Hi Kate

As discussed, please see a “copy and paste” of the email sent by the Sewer Crew.

Dear Town and Parish Councils

We are writing to you from the Sewer and Land Drainage team.

A new gully service has been introduced to provide assistance with the gully emptying in parishes and villages within Wiltshire. This will enable smaller villages/ parishes who are not visited regularly by the main contractor to have the opportunity of a gully clearance service.

The tanker will operate on a rota basis around the whole of the county meaning that once your request is received we will endeavour to visit your area within a six week period.

This requires you to identify the gullies causing concern to you. We would ask that you include a map showing the various gullies which are in need of attention, along with a description or list naming the locations (street name, house numbers, points of interest etc). You will need to send this to the [wiltshiresewers@wiltshire.gov.uk](mailto:wiltshiresewers@wiltshire.gov.uk) email address.

***Please note, we do not have access to traffic management so this service will be limited to quiet housing estates / low usage roads. Please also be considerate that the tanker is a large vehicle and parked cars / obstructions can limit the space required to complete the works.***

If you do require any further information please contact the [wiltshiresewers@wiltshire.gov.uk](mailto:wiltshiresewers@wiltshire.gov.uk) email and we will be in touch.

Kind regards

The Sewer Crew

Kind regards

**David Arnup**

Highway Engineer – Chippenham & Corsham

Email: [david.arnup@wiltshire.gov.uk](mailto:david.arnup@wiltshire.gov.uk)

Web: [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

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**Report Highway Issues Online**





Report to	Corsham
Date of Meeting	24/07/2019
Title of Report	Community Youth Grants

### 1. Purpose of the report:

To ask Councillors to consider the following applications seeking funding from the Corsham Area Board.

Application	Grant Amount
<b>Applicant:</b> Thrive <b>Project Title:</b> Mindreset	£2435.00
<b>Applicant:</b> Corsham Cricket Club <b>Project Title:</b> 5-year coaching for Corsham CC academy players	£895.00

### 2. Main Considerations

Councillors will need to be satisfied that grants awarded in the 2019/20 year are made to projects that can realistically proceed within a year of the award being made.

Area Boards have authority to approve Area Grants under powers delegated to them by the Cabinet member for Communities, Campuses, Area Boards, Leisure, Libraries and Flooding. Under the Scheme of Delegation Area Boards must adhere to the Area Board Grants Guidance 2019/2020.

Community Youth Grants will contribute to the continuance and/or improvement of cultural, social and community activity and wellbeing in the community area, the extent and specifics of which will be dependent upon the individual project.

Community Youth Grants give all local community and voluntary groups, Town and Parish Councils an equal opportunity to receive funding towards community-based projects and schemes.

### 3. The applications

<b>Applicant:</b> Thrive <b>Project Title:</b> Mindreset	Amount Requested from Area Board: £2435.00	
This application meets grant criteria 2019/20.		
<b>Project Summary:</b> Mental Health Awareness workshops for grassroots volunteer sports coaches. Through five awareness workshops coaches will be equipped to ensure the mental wellbeing of the players and club members.		

<p><b>Applicant:</b> Corsham Cricket Club  <b>Project Title:</b> 5-year coaching for Corsham CC academy players</p>	<p>Amount Requested from Area Board: £895.00</p>	
<p>This application meets grant criteria 2019/20.</p>		
<p><b>Project Summary:</b> Last season we were successful with an application for 1 season's coaching for our academy players. During initial discussions we were seeking a grant for the years 2018 – 2022, however we were advised to limit our initial application to the pending season 2018. Then armed with that experience and success to re-apply for the nest 5-year period of 2019-23. That season the coaching plan for the academy worked very well not only did we feel confident to push on with the recruitment of boys and girls from Corsham and the surrounding villages but also, we noticed a huge improvement in participants skills and ability in fielding batting and bowling. We had hoped to build on that success by continuing forward with our 5-year plan to increase skills and enjoyment once again with your help. However, having had further discussions we now realise that the funding for the coming period of 2019/20 has been reduced from the sum projected earlier, so we would like to change the request for funding to cover just this current season of 2019. We have amended the request for funding accordingly.</p>		
<p><b>Report Author:</b>  Ros Griffiths, Corsham Area Board  01225 718372</p>		

## Grant Applications for Corsham on 24/07/2019

ID	Grant Type	Project Title	Applicant	Amount Required
714	Youth	Mindreset	Thrive	£2435.00

**Submitted:** 18/06/2019 19:39:59

**ID:** 714

**Current Status:** Application Appraisal

**To be considered at this meeting:**

Corsham 24.07.2019

**1. Which type of grant are you applying for?**

Youth

**2. Amount of funding required?**

£501 - £5000

**3. Are you applying on behalf of a Parish Council?**

No

**4. If yes, please state why this project cannot be funded from the Parish Precept**

N/A

**5. Project title?**

Mindreset

**6. Project summary:**

Mental Health Awareness workshops for grassroots volunteer sports coaches. Through five awareness workshops coaches will be equipped to ensure the mental wellbeing of the players and club members.

**7. Which Area Board are you applying to?**

Corsham

**Electoral Division**

**8. What is the Post Code of where the project is taking place?**

SN133DN

**9. Please tell us which theme(s) your project supports:**

Informal education

Youth work/development

Sport/Leisure

Employment or training

Community Safety

Volunteering  
Environment  
Health

If Other (please specify)

**10. Finance:**

**10a. Your Organisation's Finance:**

**Your latest accounts:**

04/2019

**Total Income:**

£55000.00

**Total Expenditure:**

£27000.00

**Surplus/Deficit for the year:**

£0.00

**Free reserves currently held:**

**(money not committed to other projects/operating costs)**

£0.00

**Why can't you fund this project from your reserves:**

I am self employed

We are a small community group and do not have annual accounts or it is our first year:

**10b. Project Finance:**

Total Project cost		£2435.00		
Total required from Area Board		£2435.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Room rent	350.00			
Materials	300.00			
Staff costs	1785.00			
Total	<b>£2435</b>			<b>£0</b>

**11. Have you or do you intend to apply for a grant from another area board within this financial year?**

Yes

**12. If so, which Area Boards?**

Malmesbury



### 13. DECLARATION

**Supporting information - Please confirm that the following documents will be available to inspect upon request:**

**Quotes:**

I will make available on request 1 quote for individual project costs over £500 & 2 quotes for project costs over £1000 (Individual project costs are listed in the expenditure section above)

**Other supporting information (Tick where appropriate, for some project these will not be applicable):**

**And finally...**

Yes - The information on this form is correct, that any award received will be spent on the activities specified.

645	Youth	5-year coaching for Corsham CC academy players	Corsham Cricket Club	£895.00
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**Submitted:** 11/12/2018 17:50:35

**ID:** 645

**Current Status:** Application Appraisal

**To be considered at this meeting:**

tbc contact Community Area Manager

**1. Which type of grant are you applying for?**

Youth

**2. Amount of funding required?**

£0 - £500

**3. Are you applying on behalf of a Parish Council?**

No

**4. If yes, please state why this project cannot be funded from the Parish Precept**

N/A

**5. Project title?**

5-year coaching for Corsham CC academy players

**6. Project summary:**

Last season we were successful with an application for 1 season's coaching for our academy players. During initial discussions we were seeking a grant for the years 2018 – 2022, however we were advised to limit our initial application to the pending season 2018. Then armed with that experience and success to re-apply for the next 5-year period of 2019-23. That season the coaching plan for the academy worked very well not only did we feel confident to push on with the recruitment of boys and girls from Corsham and the surrounding villages but also, we noticed a huge improvement in participants skills and ability in fielding batting and bowling. We had hoped to build on that success by continuing forward with our 5-year plan to increase skills and enjoyment once again with your help. However, having had further discussions we now realise that the funding for the coming period of 201920 has been reduced from the sum projected earlier so we would like to change the request for funding to cover just this current season of 2019. We have amended the request for funding accordingly.

**7. Which Area Board are you applying to?**

Corsham

**Electoral Division**

**8. What is the Post Code of where the project is taking place?**

SN13 9EU

**9. Please tell us which theme(s) your project supports:**

Informal education  
Youth work/development  
Sport/Leisure

If Other (please specify)

**10. Finance:**

**10a. Your Organisation's Finance:**

**Your latest accounts:**

10/2018

**Total Income:**

£93587.00

**Total Expenditure:**

£94846.00

**Surplus/Deficit for the year:**

£-1259.00

**Free reserves currently held:**

**(money not committed to other projects/operating costs)**

£24464.00

**Why can't you fund this project from your reserves:**

Our reserves have been ring fenced for the update of the Station Road pavilion which is scheduled to start in 2020 as part of our expenditure programme for the coming 5 years. We are looking for matching funding for that project and possible sources have been identified for this and our present reserves have been earmarked for that project.

We are a small community group and do not have annual accounts or it is our first year:

**10b. Project Finance:**

Total Project cost		£995.00		
Total required from Area Board		£895.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Courses for coaching support workers	295.00			

Payment for 1 level 700.00  
2 coach

Club contribution yes 100.00

Total **£995** **£100**

**11. Have you or do you intend to apply for a grant from another area board within this financial year?**  
No

**12. If so, which Area Boards?**  
Corsham

13. DECLARATION

**Supporting information - Please confirm that the following documents will be available to inspect upon request:**

**Quotes:**

I will make available on request 1 quote for individual project costs over £500 & 2 quotes for project costs over £1000 (Individual project costs are listed in the expenditure section above)

**Other supporting information (Tick where appropriate, for some project these will not be applicable):**

**And finally...**

Yes - The information on this form is correct, that any award received will be spent on the activities specified.



<b>Report to</b>	Corsham Area Board
<b>Date of Meeting</b>	24/07/2019
<b>Title of Report</b>	Community Area Grant funding

**Purpose of the report:**

To consider the applications for funding listed below.

Applicant	Amount requested
<b>Applicant:</b> 1st Neston and Box Scout Group <b>Project Title:</b> New Activity and Camping Kit <a href="#">View full application</a>	£2376.93

**1. Background**

Area Boards have authority to approve Area Grants under powers delegated to them. Under the Scheme of Delegation Area Boards must adhere to the [Area Board Grants Guidance](#)

[The funding criteria and application forms](#) are available on the council's website.

**2. Main Considerations**

2.1. Councillors will need to be satisfied that funding awarded in the 2019/2020 year is made to projects that can realistically proceed within a year of it being awarded.

2.2. Councillors must ensure that the distribution of funding is in accordance with the Scheme of Delegation to Area Boards.

2.3. Councillors will need to be satisfied that the applications meet the Community Area Board grants criteria.

**3. Environmental & Community Implications**

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.

**4. Financial Implications**

Financial provision had been made to cover this expenditure.

**5. Legal Implications**

There are no specific legal implications related to this report.

**6. Human Resources Implications**

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

**7. Equality and Inclusion Implications**

Community Area Boards must fully consider the equality impacts of their decisions in order to meet the

Council's Public Sector Equality Duty.

Community Area Grants will give local community and voluntary groups, Town and Parish Council's equal opportunity to receive funding towards community-based projects and schemes, where they meet the funding criteria.

### 8. Safeguarding Implications

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

### 9. Applications for consideration

Application ID	Applicant	Project Proposal	Requested
<a href="#">3363</a>	1st Neston and Box Scout Group	New Activity and Camping Kit	£2376.93
<b>Project Description:</b> Purchase of new activity and camping kit and archery instructor training courses			
<b>Input from Community Engagement Manager:</b> (Capital and revenue requested)			
<b>Proposal</b> That the Area Board determines the application.			

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

#### Report Author:

Ros Griffiths

Community Engagement Manager

01225 718372

[Ros.Griffiths@wiltshire.gov.uk](mailto:Ros.Griffiths@wiltshire.gov.uk)

Grant Applications for Corsham on 24/07/2019

ID	Grant Type	Project Title	Applicant	Amount Required
3363	Community Area Grant	New Activity and Camping Kit	1st Neston and Box Scout Group	£2376.93

ID	Grant Type	Project Title	Applicant	Amount Required
3363	Community Area Grant	New Activity and Camping Kit	1st Neston and Box Scout Group	£2376.93

**Submitted:** 07/07/2019 20:00:12

**ID:** 3363

**Current Status:** Application Appraisal

**To be considered at this meeting:**

tbc contact Community Area Manager

**1. Which type of grant are you applying for?**

Community Area Grant

**2. Amount of funding required?**

£501 - £5000

**3. Are you applying on behalf of a Parish Council?**

No

**4. If yes, please state why this project cannot be funded from the Parish Precept**

**5. Project title?**

New Activity and Camping Kit

**6. Project summary:**

Purchase of new activity and camping kit and archery instructor training courses

**7. Which Area Board are you applying to?**

Corsham

**Electoral Division**

**8. What is the Post Code of where the project is taking place?**

SN13 8NT

**9. Please tell us which theme(s) your project supports:**

Children & Young People  
 Countryside, environment and nature  
 Health, lifestyle and wellbeing  
 Sport, play and recreation

If Other (please specify)

**10. Finance:****10a. Your Organisation's Finance:****Your latest accounts:**

03/2019

**Total Income:**

£41014.00

**Total Expenditure:**

£30042.00

**Surplus/Deficit for the year:**

£10972.00

**Free reserves currently held:**

**(money not committed to other projects/operating costs)**

£31876.00

**Why can't you fund this project from your reserves:**

This year's surplus is disproportionately high due to the capitation payment cheque not having been cashed in at district level for national scouting fees prior to the end of year accounts being completed. previous year surplus was £970. The current reserves pays to support trips and essential running costs of the group and the value is kept in line with scout association guidance.

We are a small community group and do not have annual accounts or it is our first year:

**10b. Project Finance:**

Total Project cost		£4753.87		
Total required from Area Board		£2376.93		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Archery Instructor Training	300.00	Masonic Donation	yes	250.00
Archery Training Volunteer Hours	480.00	Donation of Training Hours	yes	480.00
Tents and Camping Equipment	2379.00	Group Funds	yes	1646.94
Go Fencing Kit	1272.00	Area Board Grant		2376.93
Small Sports kit such as balls and parachutes	322.87			



Total	<b>£4753.87</b>	<b>£4753.87</b>
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**11. Have you or do you intend to apply for a grant from another area board within this financial year?**  
No

**12. If so, which Area Boards?**  
Corsham

**13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?**  
Young people within the areas of Box Corsham and Neston. It will enable us to provide additional activities of varying sports and will enable us to provide more camping opportunities for more members at the same time.

**14. How will you monitor this?**  
Shown in an increased diverse programme of activities and by numbers attending camps.

**15. If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?**  
NA

**16. Is there anything else you think we should know about the project?**  
NA

17. DECLARATION

**Supporting information - Please confirm that the following documents will be available to inspect upon request:**

**Quotes:**  
yes I will make available on request 1 quote for individual project costs over £500 & 2 quotes for project costs over £1000 (Individual project costs are listed in the expenditure section above)

**Accounts:**  
yes I will make available on request the organisation's **latest accounts**

**Constitution:**  
yes I will make available on request the organisation's Constitution/Terms of Reference etc.

**Policies and procedures:**  
yes I will make available on request the necessary and relevant policies and procedures such as Child Protection, Safeguarding Adults, Public Liability Insurance, Access audit, Health & Safety and Environmental assessments.

**Other supporting information (Tick where appropriate, for some project these will not be applicable):**

**And finally...**  
yes The information on this form is correct, that any award received will be spent on the activities specified.

