

AGENDA

Meeting: CHIPPENHAM AREA BOARD
Place: Yatton Keynell Village Hall, Biddestone Lane, Yatton Keynell, SN14 7BD
Date: Monday 9 July 2012
Time: 7.00 pm

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

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

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

Refreshments and networking opportunities will be available from 6:30pm.

Please direct any enquiries on this Agenda to Penny Bell, on 01249 706613 or email penny.bell@wiltshire.gov.uk
Or Victoria Welsh (Chippenham Community Area Manager), direct line 01249 706446 or (email) victoria.welsh@wiltshire.gov.uk

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

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

Wiltshire Councillors

Desna Allen – Queens & Sheldon (Chairman)	Peter Hutton – Cepen Park & Derriards
Chris Caswill – Monkton	Mark Packard – Pewsham (Vice Chair)
Paul Darby – Hardenhuish	Nina Phillips – Cepen Park & Redlands
Bill Douglas – Hardens & England	Judy Rooke – Lowden & Rowden
Howard Greenman - Kington	Jane Scott OBE– By Brook

Items to be considered	Time
<p>1 Election of Chairman and Vice Chairman</p> <p>To elect a Chairman and Vice Chairman of the Area Board for the 2012/13 Municipal Year.</p>	7.00pm
<p>2 Chairman's Welcome and Introductions</p>	7:00pm
<p>3 Apologies</p>	
<p>4 Minutes (Pages 3 - 14)</p> <p> i. To approve the minutes of the meeting held on Monday 30 April 2012</p> <p> ii. Actions from previous minutes.</p>	
<p>5 Declarations of Interest</p> <p>Councillors are requested to declare any pecuniary or non-pecuniary interests, or dispensations granted by the Standards Committee.</p>	
<p>6 Chairman's Announcements (Pages 15 - 20)</p> <p>To include the following:</p> <p> i. Petitions update – verbal update on request for dropped kerbs at Greenway Lane</p> <p> ii. Helping People to Live Safely in Their Own Homes (attached)</p> <p> iii. Wiltshire Community Bank – Tackling Social Exclusion (attached)</p> <p> iv. Localism Act briefing (attached).</p>	5 mins
<p>7 Highways and Transport (Pages 21 - 64)</p> <p> i. Cabinet Member Councillor Dick Tonge will talk about his cabinet responsibilities for Highways and Transport, and respond to any questions.</p> <p> <i>Note – questions for Councillor Tonge may be submitted in advance – please email penny.bell@wiltshire.gov.uk.</i></p> <p> ii. Community Area Transport Group The Area Board will consider recommendations from the Community Area Transport Group for small-scale local transport and highways related improvements.</p> <p> iii. 20 is Plenty</p>	60 mins

The Area Board will consider a report on the 20 is Plenty initiative.

8 **Funding** (*Pages 65 - 82*)

15 mins

i. Youth Funding

- i. Green Stag Youth Theatre and Noonday Demons – seeking £1,173 for two productions
- ii. Integrated Youth Services, Arts and Media Group – seeking £3,600 for ‘Creative Explosion’ at the Arts and Media Suite

ii. Community Area Grants

To consider the following applications to the Community Area Grant Scheme:

- i. Castle Combe Village Hall Committee – seeking £420 towards the installation of double glazed windows in the village hall.
- ii. Eco-Kids North Wiltshire – seeking £909 for the Eco-Enterprise School Farmers Market Project

Grants application packs for the Community Area Grants Scheme are available from the Community Area Manager or electronically at

www.wiltshire.gov.uk/areaboardscommunitygrantsscheme.htm

iii. Chippenham and Villages Area Partnership – Core Funding

To consider an application from the Chippenham and Villages Area Partnership for the first tranche of funding for 2012/13.

9 **Parish Spotlight**

10 mins

James Skinner from Yatton Keynell Parish Council will give a presentation regarding issues and news within the parish.

10 **Town, Parish and Partner Updates** (*Pages 83 - 106*)

25 mins

To note the written reports and receive updates from any partners who wish to contribute:

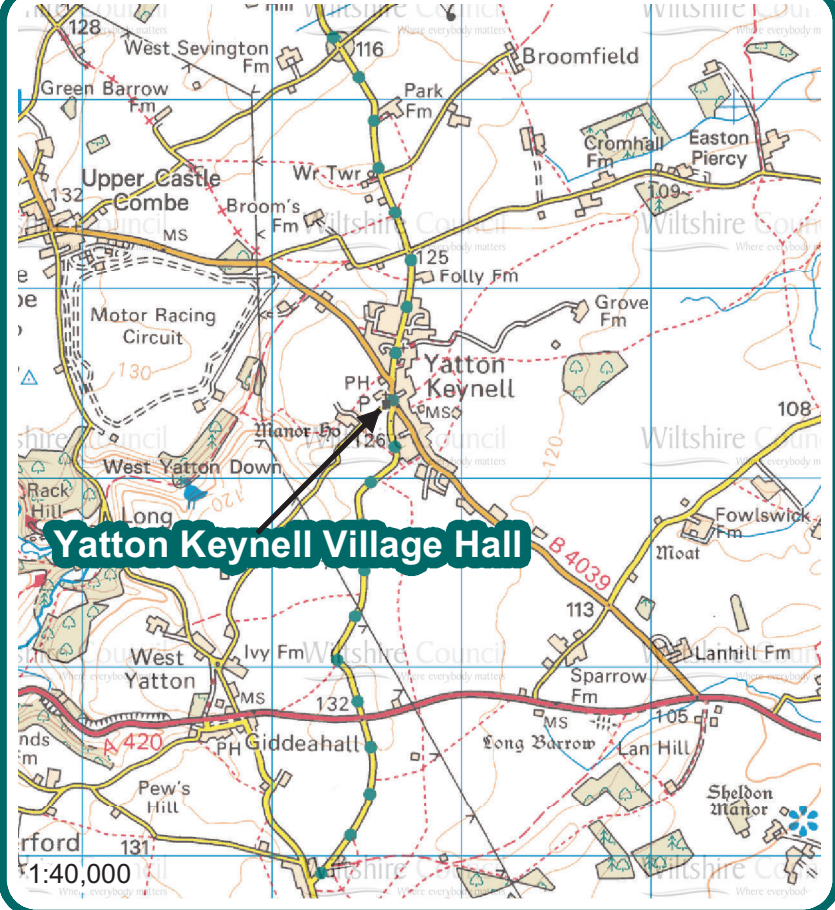
- i. Parish and Town Councils (attached)
- ii. Wiltshire Police (attached)
- iii. Wiltshire Fire and Rescue Service (attached)
- iv. NHS Wiltshire (attached)
- v. Chippenham and Villages Area Partnership (ChAP)
- vi. Chippenham Vision

	<ul style="list-style-type: none"> vii. Chippenham Shadow Community Operations Board (attached) viii. Community Area Young People's Issues Group (CAYPIG) ix. Youth Strategy Update (attached) x. Lyneham Steering Group xi. Chippenham Partnership of Schools (attached) xii. Skate Park Task Group. 	
11	<p>Area Board Focus Areas</p> <p>To receive updates on the Area Board's Focus Areas, as follows:</p> <ul style="list-style-type: none"> i. Road Safety – Lead Councillor: Bill Douglas ii. Night Time Economy – Lead Councillor: Peter Hutton (to include an update on the spray art wall) iii. Deprivation – Lead Councillor: Chris Caswill. 	10 mins
12	<p>Appointments to Outside Bodies and Working Groups (<i>Pages 107 - 136</i>)</p> <p>To approve representatives to Outside Bodies, and membership and Terms of Reference of the Area Board's Task Groups.</p>	5 mins
13	<p>Evaluation and Close (<i>Pages 137 - 138</i>)</p> <p>The Chairman will invite any remaining questions from the floor and will welcome the submission of new Community Issues.</p> <p>The next agenda planning meeting will take place on Wednesday 18 July 2012 at 10am at the Monkton Park office. Any parish or town council representative interested in attending should contact the Community Area Manager or the Chairman.</p> <p>The meeting is asked to note the future meeting dates below and is reminded to complete the evaluation forms in the packs.</p> <p>The Forward Plan is attached for information.</p>	9:00pm

<p>Future Meeting Dates</p> <p>Monday 3 September 2012 6.30 pm for 7.00 pm Hardenhuish School, Chippenham</p> <p>Monday 5 November 2012 6.30 pm for 7.00 pm Wiltshire Council Monkton Park Offices, Chippenham</p>

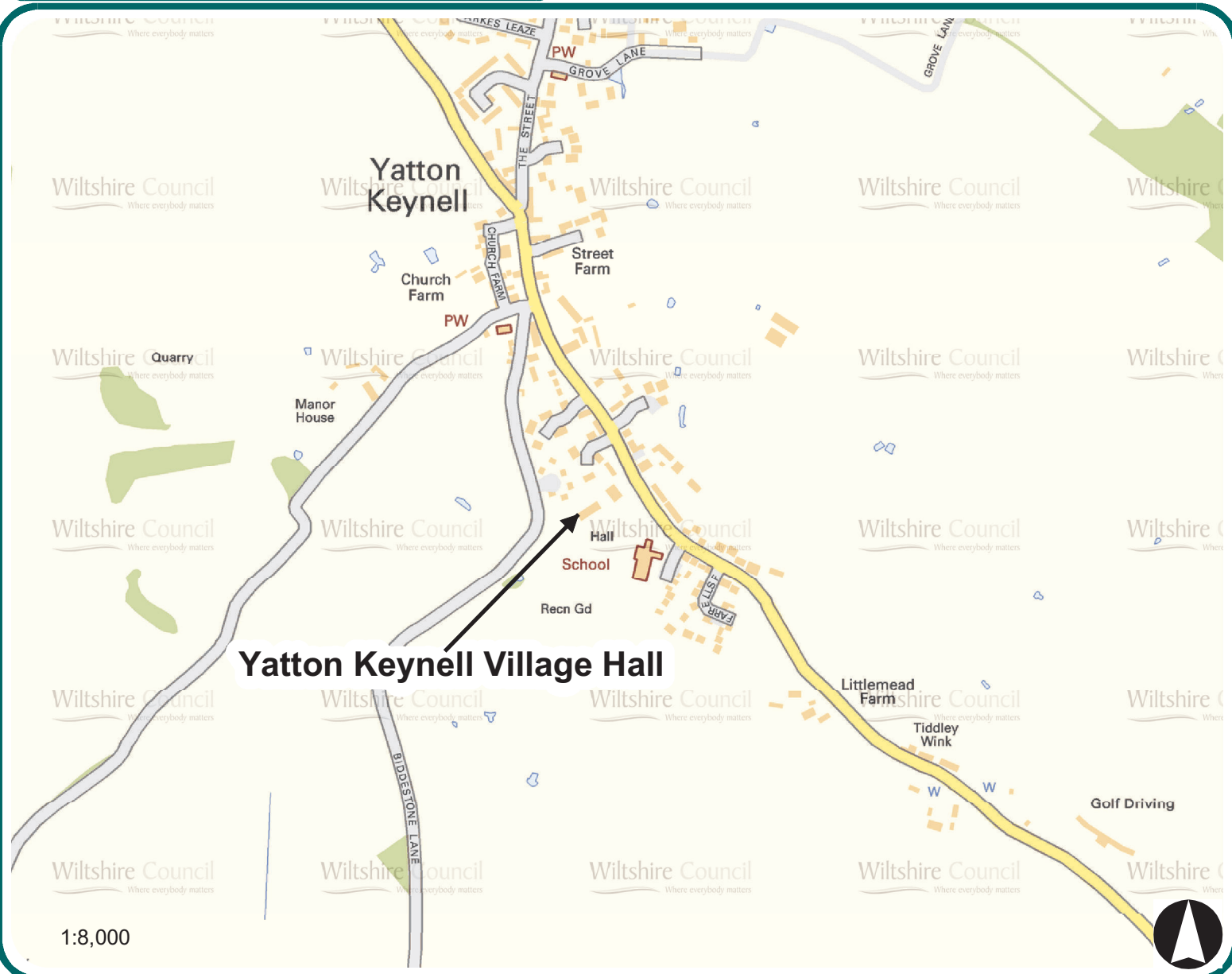
Monday 7 January 2013
6.30 pm for 7.00 pm
Sheldon School, Chippenham (tbc)

Monday 4 March 2013
6.30 pm for 7.00 pm
Neeld Hall, Chippenham



Yatton Keynell Village Hall
 Biddestone Lane
 Yatton Keynell
 Chippenham
 SN14 7PH

Wiltshire Council
 Where everybody matters



MINUTES

Meeting: CHIPPENHAM AREA BOARD
Place: Abbeyfield School, Stanley Lane, Chippenham, SN15 3XB
Date: 30 April 2012
Start Time: 7.00 pm
Finish Time: 10.05 pm

Please direct any enquiries on these minutes to:

Penny Bell (Democratic Services Officer), Tel: 01249 706613 or (e-mail) penny.bell@wiltshire.gov.uk

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

In Attendance:

Wiltshire Councillors

Cllr Desna Allen (Chairman), Cllr Mark Packard (Vice Chairman), Cllr Chris Caswill, Cllr Bill Douglas, Cllr Howard Greenman, Cllr Peter Hutton, Cllr Nina Phillips and Cllr Judy Rooke

Cllr Stuart Wheeler (Cabinet Member for Transformation, Culture, Leisure and Libraries)

Wiltshire Council Officers

Penny Bell, Democratic Services Officer
Victoria Welsh, Chippenham Community Area Manager
Karen Scott, Voluntary Development Manager
Simon Burke, Head of Business and Commercial Services

Town and Parish Councillors

Chippenham Town Council – Andrew Noblet, Andy Phillips, John Scragg, Mary Fallon, RHP Purdon, Sue Wilthew
Biddestone and Slaughterford Parish Council – Alison Butler, Rachel deFossard
Christian Malford Parish Council – K Bolter
Hullavington Parish Council – Sharon Neal
Kington Langley Parish Council – Maurice Dixson

Partners

Wiltshire Police – Inspector Martin Schorah

Wiltshire Fire and Rescue Service – Mike Franklin

Chippenham and Villages Area Partnership – Dave Purton, Jane Clark, John Clark

Chippenham Vision – Tim Martienssen

Chippenham Schools – Judy Edwards

Grow VCS – Simone Lord

Total in attendance: 65

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
1	<p><u>Chairman's Welcome and Introductions</u></p> <p>The Chairman, Councillor Desna Allen, welcomed everyone to the meeting and invited the Area Board councillors to introduce themselves.</p>
2	<p><u>Apologies</u></p> <p>Apologies for absence were received from Councillor Jane Scott and from Parvis Khansari (Service Director).</p>
3	<p><u>Minutes</u></p> <p><u>Decision</u> The minutes of the meeting held on Monday 5 March 2012 were agreed a correct record and signed by the Chairman.</p>
4	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>
5	<p><u>Chairman's Announcements</u></p> <p>The Chairman drew attention to a number of Chairman's Announcements, full details of which were included in the agenda pack for information and were also available to view on the website.</p> <p>A petition had been received regarding taxi licensing in the Chippenham Area, and Councillor Peter Hutton confirmed that meetings were being held between the Licensing Officer, the police and Cabinet member and that the petitioner was being kept informed of progress.</p> <p>Another petition had been received regarding the poor state of the pavements at Burleaze in Chippenham, which has since undergone repair works. Councillor Judy Rooke expressed her thanks that the works had been completed.</p> <p>The Chairman announced that the meetings of the Community Area Transport Group (CATG) were now open to members of the public and representatives of parish and town councils; however it was requested that anyone wishing to attend should inform their local councillor to enable additional numbers to be accommodated. The dates of the upcoming CATG meetings were available on the Area Board webpage, and the next meeting would take place on 21 May 2012 from 10am at the Monkton Park offices.</p>
6	<p><u>Nomination of Representatives to Chippenham Borough Lands Charity</u></p> <p><u>Decision</u></p>

	<p>Councillors Peter Hutton and Desna Allen were nominated as representatives to the Chippenham Borough Lands Charity for the ensuing four-year period.</p>
7	<p><u>Area Board Priorities Update</u></p> <p>Updates were received as follows:</p> <p>i. Health and Wellbeing It was reported that an Older Peoples Development Working Group was being established for the Chippenham Community Area, for which two Area Board representatives were being sought.</p> <p><u>Decision</u> Councillors Chris Caswill and Nina Phillips were nominated as representatives for the Older Peoples Development Working Group.</p> <p>Councillor Hutton reported that Sainsburys was hosting a carers Week during the week commencing 18 June 2012, and it was hoped that the Area Board would have a display stand at the event. Other local groups and organisations were encouraged to be involved.</p> <p>ii. Employment Tim Martienssen, on behalf of the Chippenham Vision, reported that there had been no major shifts in the employment situation in Chippenham and that things were stable at present.</p> <p>iii. Skate Park The Chairman reported that the noise impact assessment that was due to take place last week, had been cancelled due to the bad weather. It would be rearranged as soon as possible.</p> <p>iv. Road Safety Councillor Bill Douglas sought the support of the Area Board for '20 is Plenty' trials to proceed in selected areas of the town with high pedestrian usage, including Monkton Park, Wood Lane and Webbington Road.</p> <p>The following comments were made:</p> <ul style="list-style-type: none"> • The Council was currently preparing a policy on this issue. • Proposals for '20 is Plenty' would require the support of the Cabinet member. • Child safety on the roads was a concern as there were only two lolly-pop staff working in the Chippenham and villages area. • It was important not to forget the villages and rural areas when considering such schemes, particularly as these places often had no pavements. • It was suggested that any support for the scheme should be

	<p>general at this stage and not site specific. The Community Area Transport Group could then consider particular sites and make recommendations to the Area Board.</p> <p>The Chairman reported that the proposal from Councillor Douglas was noted and would be put to the Community Area Transport Group at its next meeting, so that the proposal could be prioritised along with other requests for funding improvements to the road network. Any recommendations from the Community Area Transport Group would require Area Board approval.</p> <p>v. Night Time Economy Councillor Peter Hutton reported that the Night Time Economy Group was continuing to work with its key partners and the next meeting would take place this Wednesday in Monkton Park. An information stand would also be set up at Chippenham Town Council's Annual Town Meeting on Wednesday evening, providing an opportunity to meet the public and promote the work of the Group.</p>
8	<p><u>Chairman's End of Year Report</u></p> <p>The Chairman presented the End of Year report which highlighted some of the key activities and achievements of the Area Board and its working groups over the past year.</p>
9	<p><u>Outcomes of Forward Together/Youth Issues Events</u></p> <p>Councillor Mark Packard provided an outline of the Area Board's priorities for the past year as set by the Area Board in April 2011.</p> <p>For the past 12 months, the Area Board had been focussing on five key areas; being Road Safety, Employment, Health and Wellbeing, Night Time Economy and the Skate Park. This year, the Area Board was asking the public to help the Area Board to set it's priorities for 2012/13.</p> <p>Two public events had been hosted by the Area Board recently which had helped to inform the Area Board of some of the key issues in the Community Area. The first event was the Youth-themed Area Board meeting on 9 January 2012 and the second event was the Forward Together event on 29 February 2012 which looked at the findings of the Joint Strategic Assessment.</p> <p>Following these events, Area Board councillors had met to discuss the outcomes and were proposing that the Area Board should focus on three key issues for 2012/13; being:</p> <ul style="list-style-type: none"> i. Night Time Economy ii. Road Safety iii. Child Poverty.

	<p>Views from the public on these proposed priorities were sought, and the following comments arose:</p> <ul style="list-style-type: none"> • Deprivation was considered an important issue but the title 'child poverty' was too narrow, so it was important to name this priority 'deprivation'. • There was much support for the Area Board to concentrate on deprivation, and it was acknowledged that good work was already happening by organisations such as the Rise Trust, the Chippenham Multi-Agency Forum and Sure Start. • A request was put forward for substance abuse to be considered as a priority and for an Area Board meeting to be dedicated to this issue in an attempt to understand it better and consider how the issues could be dealt with. • It was suggested that substance abuse could fall under the remit of the Night Time Economy group, particularly as key partners such as the Police and Anti-Social Behaviour teams were already involved. • It was suggested that the Night Time Economy needed to collaborate with the Chippenham Town Team and to work together. • There was some disappointment that the skate park was not being proposed as a priority for the forthcoming year. The Chairman provided reassurance that the skate park work would continue to be progressed but much of the initial work was now complete. <p>The handheld voting devices were used to capture the opinions of everyone present on the three priorities that were being proposed. The results of the vote were as follows:</p> <ul style="list-style-type: none"> • Night Time Economy – 79% in favour; 21% against. • Road Safety – 80% in favour; 20% against. • Deprivation – 92% in favour; 8% against. <p>It was suggested that the priorities should be renamed as 'focus areas' to acknowledge that work on other areas would also be continuing.</p> <p><u>Decision</u> The Area Board's Focus Areas for 2012/13 would be Night Time Economy, Road Safety and Deprivation.</p>
10	<p><u>Presentation of Chippenham Area Board Community Awards</u></p> <p>The Chairman and Vice Chairman presented the 2012 Chippenham Area Board Community Awards. Nominations and winners were as follows:</p> <p>Nominations for Team Award Chippenham Memory Cafe SNAP – St Nicholas Hydrotherapy School</p>

	<p>Highly Commended Team = Chippenham Memory Cafe The Winning Team = SNAP</p> <p>Nominations for Individual Award Mike Oakes Barbara Stark Paola Meekins John Hargreaves</p> <p>Highly Commended = Paola Meekins The Winner = Barbara Stark</p> <p>Individual Youth Award The Individual Youth Award was presented to Lucy Ibbetson.</p> <p>Team Youth Award The Team Youth Award was presented to The Creative Juice Team.</p> <p>Awards and certificates were presented to all the highly commended and winning individuals and groups.</p> <p>The Chairman congratulated everyone who had been nominated for their hard work and dedication, and announced that the Community Awards would be held again next year with further details being announced soon.</p>
11	<p><u>Volunteering in Wiltshire</u></p> <p>Karen Scott, Voluntary Development Manager for Wiltshire Council and Simone Lord of Volunteer Centre Wiltshire delivered a presentation on the work being undertaken by the Council and its partners to develop and support volunteering in Wiltshire.</p> <p>Work was ongoing to make volunteering available to all, and to ensure that volunteering was well managed, supported and recognised through schemes such as the new 'Time Credits' scheme, a scheme whereby volunteers were rewarded by the time they gave by receiving a time credit which could be redeemed against certain time-related activities.</p> <p>There were plenty of opportunities available for volunteers; 1,500 volunteering opportunities had now been promoted through the Volunteer Centre and the number of volunteers had doubled in the last year to 2,265.</p> <p>Further information on volunteering opportunities was available by telephoning 0845 521 6224 or by visiting www.volunteercentrewiltshire.org.uk .</p> <p>Following the presentation, the following comments arose:</p> <ul style="list-style-type: none"> • There was a lack of available community rooms and meeting room space

	<p>which caused some difficulties for volunteers and voluntary groups. It was hoped that this issue would be considered along with the Campus development, and since the meeting it has been confirmed that rooms could be hired at both The Cause Music and Arts Centre and Chippenham Sports Club, in exchange for time credits.</p> <ul style="list-style-type: none"> • The Time Credits scheme was considered to be a great incentive for young people to become involved in volunteering, and talks were taking place with Hardenhuish School to get young people more involved in the scheme. • With regards to insurance, it was confirmed that the individual organisations participating would have their own insurance to cover the work of volunteers, and for children, it was often the schools that acted as a mediator for volunteering activities. <p>The Chairman thanked Karen and Simone for their informative presentation.</p>
12	<p><u>Funding</u></p> <p>The Area Board considered the following applications for funding:</p> <ul style="list-style-type: none"> i. One Area Board project application seeking £2,000 for Olympic Torch Day celebrations in Chippenham on 23 May 2012. <p><u>Decision</u> The Area Board awarded the sum of £2,000 for the Olympic Torch Day celebrations in Chippenham on 23 May 2012.</p> <ul style="list-style-type: none"> ii. Delegation to the Community Area Manager in consultation with the Chairman and/or Vice Chairman to approve expenditure of up to £1,000 between meetings of the Area Board. <p><u>Decision</u> The Area Board delegated authority to the Community Area Manager, in consultation with the Chairman and/or Vice Chairman, to approve expenditure of up to £1,000 between meetings of the Area Board.</p>
13	<p><u>Town, Parish and Partner Updates</u></p> <p>Updates from partners were received as follows:</p> <ul style="list-style-type: none"> i. <u>Parish and Town Councils</u> <p>Kington Langley Parish Council Further to concern raised at the previous Area Board meeting regarding the calling-in process of planning applications, a constructive meeting had been held with planning officers and it was agreed that effective</p>

communication was the key factor. However, the Parish Council still felt that current procedures were lacking and that a 2-week notice period of a planning decision should be issues to the parish/town council and the local member to enable it to be called in if required.

Action: the Chairman undertook to feed this into the Development Services review.

Christian Malford Parish Council

The HGV issue on the B4069 was ongoing, and a recent incident had occurred on Lyneham Banks with a lorry overturning on a sharp bend. It was noted that the Council had recently produced a report on this issue, which was actually a countywide issue, and that the issues were being taken forward. It was also noticed that some hauliers had agreed not to use the B4069 route which was a positive start to further potential negotiations.

Seagry Parish Council

The new village hall was complete and ready to be hired out.

Chippenham Town Council

Following the recent Streetpride audit that had been undertaken, 31 signs had been identified as requiring replacing or improving. The Town Council would be considering funding the new signage at its next Planning & Environment Committee.

Biddestone & Slaughterford Parish Council

The Parish Council issued a plea for Chinese Lanterns to be used responsibly as they were still being found in land across the parish and could present various health and safety issues.

ii. Wiltshire Police

A full report from Wiltshire Police was contained within the agenda pack. In response to some concern regarding drug use in the town, Inspector Martin Schorah reported that drug offences in Chippenham had decreased from 133 to 123 over the past 12 months, and these were largely cautions for cannabis possession. Dwelling burglaries had also decreased which were often linked to drug offences, so overall the statistics did not support the view that Chippenham had problems with drug use.

Concern was expressed regarding the level of graffiti in the town; particularly as some of the graffiti was on the route that the Olympic Torch runners were due to take. Inspector Schorah reported that overall criminal damage in the Chippenham area had not risen, but that the Police could try to patrol the Torch route. Inspector Schorah did agree that the success of the spray art wall needed reviewing in order to determine its effectiveness.

Bill Parks, Head of Highways and Streetscene, reported that all of the Olympic Torch routes across the county were being looked at, which included graffiti.

iii. Wiltshire Fire & Rescue Service

It was reported that there had been no fatal fires in Wiltshire in the last financial year, however there had recently been a serious but non-fatal fire at a house in Chippenham which proved how fast fires could spread.

iv. NHS Wiltshire

A report from NHS Wiltshire was included within the agenda pack; there were no further updates.

Action: It was agreed that NHS Wiltshire should be invited to a future meeting to discuss the various changes that were taking place.

v. Chippenham and Villages Area Partnership (ChAP)

It was announced that Jane Clark, who had successfully chaired the partnership for several years, had retired from the position and had been succeeded by Dave Purton.

Dave took the opportunity to thank Jane, on behalf of the partnership, for her unstinting commitment of both time and expertise, and to offer her the partnership's very best wishes in her future endeavours.

The Chairman of the Area Board and the Leader of the Town Council also took the opportunity to thank and congratulate Jane for her commitment and achievements over the years and also wished her well.

Some of the key headlines and projects of ChAP at present included:

- The establishment of ChAP Projects Ltd to run funded projects
- The Parish Forum to be held in Biddestone Village Hall on 23 May
- The Chippenham River Festival taking place on 25 and 26 August
- The continuation of the river clear-up
- A Chippenham Volunteering Event on 15 September
- The ChAP AGM in the Jubilee Building on 14 May at 6.30pm.

vi. Chippenham Vision

The work on the Masterplan was progressing well and Aceon had been appointed as consultants for this project and was working with DTZ to undertake financial assessments. A stakeholder consultation meeting was being arranged to ensure everyone was happy with everything before the design work commenced.

It was also reported that Wiltshire Council had undertaken a review of the functions of the Vision. Chippenham, Trowbridge and Salisbury all had a Vision and an individual Vision Director but these posts were set to

change. Tim Martienssen, as Vision Director for Chippenham, would remain in post but would be taking on additional responsibilities within the Council.

The Terms of Reference for the Vision would be revised following a meeting with the Area Board members, in order to ensure all appropriate teams were working efficiently together.

vii. Chippenham Shadow Community Operations Board (Shadow COB)

The Shadow COB had completed an extensive exercise of creating a baseline report on the Chippenham area in order to collate essential information that would support the Campus project.

The notes of the meetings of the Shadow COB were available on the Wiltshire Council website at:

<http://www.wiltshire.gov.uk/communityandliving/communitycampuses/chippenhamcommunitycampus.htm>

It was noted that the Shadow COB currently had two vacancies for deputy members of the Shadow COB.

Decision

The Area Board made the following appointments of deputy members of the Chippenham Shadow Community Operations Board:

- **Andy Inkpen, representing the Wider Community**
- **Sarah Flack, representing Education and Young People**

viii. Community Area Young Peoples' Issues Group

The Wiltshire Youth Strategy was ongoing and a Task Group was in place. There was a strong need for a cohesive strategy that enabled links in the right places. Despite recent budget reductions the service was faring well but was being looked at to see if services could be delivered in other ways.

ix. Chippenham Partnership of Schools

It was noted that Claire Brooks, who had been previously nominated as the Head Teacher to represent schools at the Area Board, had recently moved on from her role. There were also new Head Teachers at Sheldon, Langley Fitzurse and Stanton St Quinton schools.

It was also reported that the Chippenham Multi-Agency Forum had formed a working party to look at deliberate self-harm in children.

14	<p><u>Visiting Cabinet Representative</u></p> <p>Councillor Stuart Wheeler, Cabinet member for Transformation, Culture, Leisure and Libraries, provided an overview of his portfolio responsibilities.</p> <p>The Campus development programme was progressing well with the Corsham, Melksham and Salisbury Campuses all having received agreement by Cabinet. The recent changes within the Olympiad were an excellent example of what could be achieved when space was maximised effectively.</p> <p>The Wiltshire & Swindon History Centre in Chippenham was a huge asset for the town and the county, and had seen over 21,000 visitors over the last 12 months. There were also hundreds of volunteers who helped at the Centre.</p>
15	<p><u>Informal Adult Education in Wiltshire</u></p> <p>Simon Burke, Head of Business and Commercial Services, gave a presentation outlining the future options for adult education provision following the closure of Urchfont Manor.</p> <p>The Council was currently consulting on the following options:</p> <ul style="list-style-type: none"> • Option 1 – take no action • Option 2 – the Council to be direct provider • Option 3 – the Council to facilitate provision • Option 4 – the Council to co-ordinate and promote activities <p>A vote was taken to enable everyone present to have their say on their preferred option. The results were as follows:</p> <p>Option 1 – no votes in favour Option 2 – 8 votes in favour Option 3 – 3 votes in favour Option 4 – 1 vote in favour A combination of options 3 & 4 – 10 votes in favour.</p> <p>The recommendation from Chippenham Area Board was for the Council to consider a combination of options 3 and 4.</p>
16	<p><u>Evaluation and Close</u></p> <p>The Chairman thanked everyone for attending the meeting. The next meeting of the Chippenham Area Board would take place on Monday 9 July 2012, 7pm at Yatton Keynell Village Hall.</p> <p>The next agenda planning meeting would take place on Thursday 24 May 2012 at 10am at Monkton Park. Any parish or town council representative interested in attending should contact the Community Area Manager or the Chairman.</p>

Chippenham Area Board – Monday 9 July 2012

Chairman's Announcement

Helping People To Live Safely In Their Own Homes

Following extensive consultation and considerable planning, the care and support service is now in place throughout the county provided by Leonard Cheshire, Aster Living, Enara Complete Care and Somerset Care.

This service is now available to over eight hundred Wiltshire residents and is already delivering some really good outcomes for people, some examples of which include:

- Mrs A, who was able to return home after a period in a care home.
- Mr S, able to manage without support following a period of intensive support from a Help to Live at Home provider.
- Mr P was able to return home from hospital, with an intensive support package from a Help to Live at Home provider rather than take the previously traditional route of a nursing home.
- Mr G was withdrawn and uncommunicative, with the implementation of a flexible care package from a Help to Live at Home provider, within two weeks Mr G started referring to his carers by name and holding short conversations. He has now requested to go shopping with a carer once a week, and is able to manage some personal care.

All services are available to everyone in Wiltshire, not just those eligible for support from the Council and contact details for each Help to Live at Home providers below:

Leonard Cheshire Disability

North and east Wiltshire
Tel: 01225 781126

Aster Care Services

East and south Wiltshire
Tel: 01380 829000

Somerset Care at Home

West and north Wiltshire
Tel: 01225 792925

Enara Complete Care Services

West Wiltshire
01225 791015

Wiltshire Medical Services

Tel: 01249 454000

Medequip UK

Tel: 01249 815052

Further service improvements:

- ✓ The **Help to Live at Home telecare response and community equipment services** are being provided by Wiltshire Medical Services (WMS), Medequip UK and Aster Living. These services have already been implemented in West Wiltshire, as part of the Help to Live at Home pilot test and will be introduced across the county in April.

Medequip UK is now the provider for all community equipment aimed at assisting customers to remain independent in their own homes. Community equipment ranges from the more

traditional aids such as chair raisers, continence products, hoists etc. to more specialist technology including pendant alarms, fall sensors and pressure relief mattresses.

With an aim to make equipment more accessible Medequip is working closely with the Independent Living Centre in Semington to equip a demonstration suite for customers to visit and will be opening a number of retail units across Wiltshire. In addition Medequip will implement a mobile demonstration and assessment unit, able to visit the whole of Wiltshire.

Telecare customers have specialist equipment in their homes which, in an emergency, triggers an alarm at the Wiltshire Medical Service call centre in Chippenham. This can be responded to in a number of ways; a conversation with the customer via the Telecare equipment, contacting a key holder, or a WMS responder visiting the customer.

A telecare service without the ability to visit customers has restrictions. When an alert is triggered, a standard call centre may be able to do little else, except call an ambulance and which can lead to an inappropriate hospital admission. The benefit of the new telecare response service is that it allows customers to receive the most appropriate response, when they need it.

- ✓ **Specialist financial advice** to people seeking assistance with paying for their care is now available.

Around 40 percent of individuals, who go into residential and nursing care in the county have to finance care themselves as they have savings and assets (including their home) worth more than £23,250. Unfortunately up to 25 percent of these individuals run out of funds, leaving little or no inheritance for loved ones. This may be avoidable in some cases.

Paying for care can be an expensive and open-ended commitment so the council would strongly recommend that customers seek specialist information and advice before making any commitments.

If a customer is currently in receipt of care it is still advisable to seek specialist information and advice as there may be options available to you to protect your interests.

To support people who pay for their own care, Wiltshire Council is working with two independent care fees specialists to help customers make informed choices about their long term care and specifically how they can fund it.

Both of these Specialists are accredited by SOLLA, (Society of Later Life Advisers) through the Later Life Accreditation Scheme:

Ashton Rowan

Telephone: 01225 475359

Email: wilts@ashcourtrowan.com

Web: www.ashcourtrowan.com/financial-planning

Care Fee Investments Limited

Telephone: 0845 077 5655

Email: wilts@carefeesinvestment.co.uk

Web: www.carefeesinvestment.co.uk

- ✓ The **Customer Reference Group** now has 40 members, 20 of whom have received training and are shortly to hold two coffee mornings for Help to Live at Home customers to hear their views on the service.
- ✓ A **dedicated customer helpline** has been set up for Help to Live at Home issues, this number is staffed 9am-5pm, Monday to Friday on 01225 712553.

Chairman's Announcements

Subject:	Wiltshire Community Bank
Officer Contact Details:	Emma Cooper, Partnership Development Manager – emma.cooper@wiltshire.gov.uk , 01225 718627
Weblink:	www.wiltshiremoney.org.uk

Summary of announcement:

Many people, particularly those living on low incomes, cannot access mainstream financial products such as bank accounts and low cost loans. This 'financial exclusion' imposes real costs on individuals and their families - often the most vulnerable people in our society. It also has costs for the communities in which they live. In Wiltshire we are taking a multi-agency approach to tackling financial exclusion with Wiltshire Council and other partners working together through Wiltshire Money (www.wiltshiremoney.org.uk). A key priority for Wiltshire Money is promotion of Wiltshire Community Bank. Wiltshire Community Bank is made up of local credit unions which are financial co-operatives - owned and controlled by their members. Credit unions are regulated by the Financial Services Authority (FSA) which means that your savings are safe. Profits are either reinvested into the business, or shared among members as an annual dividend. Services offered include:

- Savings
- Affordable loans
- Prepaid Debit Cards (ALTO)
- Budgeting Accounts

Wiltshire Community Bank is for everyone and its credit unions look forward to welcoming you as a member. To find out how to join and where your local collection point is call 01249 248 323.

Chairman's Announcements

Subject:	Detailed Briefing Document on the Localism Act
Officer Contact Details:	Alissa Davies, Principal Policy Officer – alissa.davies@wiltshire.gov.uk , 01225 713380
Weblink:	http://www.wiltshire.gov.uk/communityandliving/localismact.htm

Summary of announcement:

The Localism Act received Royal Assent on 15 November 2011. **Although the Act contains a number of important measures, not all of the measures are in force. It will not be clear how the measures will work in practice until the government publishes regulations and guidance which are still awaited.**

The council has produced a detailed briefing document on the Localism Act which includes:

- an overview of the main components of the Localism Act
- the estimated timescales for measures to be introduced and regulations to be published - please see the 'Status' section for each measure
- the potential implications of the Localism Act for Wiltshire
- information on next steps for Wiltshire Council (and contact details for the lead officers for each part of the Act)

The briefing document is available online and copies are being made available to Town and Parish Councils via Area Board meetings.

Report to	Chippenham Area Board
Date of Meeting	9th July 2012
Title of Report	Local Transport Plan – Small Scale Transport and Highway Improvement Schemes

Purpose of Report

To ask the Chippenham Area Board to consider and approve the recommendations from the Chippenham Community Area Transport Group (CATG) outlined in this report:

1. To approve the list of schemes recommended for prioritisation in 2012/13 (see Appendix 1, 1a, 1b, 1c, 1d)
2. To approve the list of schemes recommended for retention and further consideration in 2012/13 (see Appendix 2)
3. To approve the list of requests recommended for removal (see Appendix 3)
4. To approve the deployment of the Speed Indicator Device (SID) allocated to the Chippenham Community Area to 3 new sites (see Appendices 4, 4a)
5. To approve schemes recommended for prioritisation in the review of C class roads:

1. Background

- 1.1. In 2012/2013 the 18 Area Boards were again allocated a discretionary budget of £250,000 to involve them in the assessment and selection of small scale transport schemes to be progressed in their community areas. Chippenham Area Board was allocated £18,087.
- 1.2. A balance of £1,578 was carried forward from last year, together with a contribution of £19,900 from the Area Board's 2011/12 budget, giving a total of £39,565 for 2012/13.
- 1.3. On 5th March 2012, the contribution of £19,900 was allocated to 3 schemes :

Malmesbury Road, Chippenham	Upgraded lighting and high friction surfacing to improve pedestrians safety at zebra crossing on the Malmesbury Road (near St Paul's Church Hall)	£8,000
Kington St Michael Road, Kington Langley	Upgrade existing footway and make safe for pedestrians	£6,900
Pedestrian accessibility	To provide improvements to dropped kerb provision in the community area, following a prioritisation exercise to be carried out by the CATG with Town & Parish Councils	£5,000

The balance for 2012/13 is **£19,665**.

- 1.4. This funding allocation is for capital funding and can only be used to provide new and improved infrastructure. It is suitable for schemes that improve safety, increase accessibility and sustainability by promoting walking; cycling and public transport and improve traffic management. It cannot be used to fund maintenance schemes or to pay for revenue functions such as passenger transport.
- 1.5. Chippenham Area Board agreed to the establishment of a Community Area Transport Group (CATG) to consider issues /schemes with the support of highways officers and make recommendations to the Area Board.
- 1.6. The means by which the public, Town and Parishes can identify issues for consideration to the Chippenham CATG is via the Community Issues system.
- 1.7. Representatives from Town & Parish councils and members of the public are welcome to attend meetings where there are issues under discussion relevant to their community. Please contact your Community Area Manager Victoria Welsh should you wish to attend to ensure that numbers can be accommodated:
victoria.welsh@wiltshire.gov.uk
- 1.8. Chippenham CATG is scheduled to meet 4 times in 2012 on 20th February, 21st May, 20th August and 19th November
- 1.9. Chippenham CATG Summary of Actions is available from the Chippenham Area Board web pages of the council's website to enable information to be readily available to Town and Parish councils and the wider community.

2. Recommendations from CATG

- 2.1. To approve the list of schemes recommended for prioritisation in 2012/13 - see Appendix 1, 1a, 1b, 1c, 1d
- 2.2. To approve the list of schemes recommended for retention and further consideration in 2012/13 - see Appendix 2
- 2.3. To approve the list of requests recommended for removal - see Appendix 3
- 2.4. To approve the deployment of the Speed Indicator Device (SID) allocated to the Chippenham Community Area to 3 new sites (see Appendices 4, 4a)
 - 2.4.1. A Speed Indicator Device (SID) is a portable temporary sign with a variable display that detects and displays the speed of an approaching vehicle. The role of a SID is:
 - To raise awareness of vehicle speeds
 - To educate driver behaviour
 - To support other measures of speed control such as safety cameras and Community Speed Watch (CSW)
 - To highlight speeding issues where direct measures cannot be used
 - 2.4.2. SID's are deployed on a temporary basis and are generally erected at a site for 14 days. They are used at:
 - Community concern sites in a rolling programme of deployment
 - Community Speed Watch (CSW) sites where CSW volunteers have highlighted a persistent speeding problem
 - Sites where night time traffic speeds meet the CSW criteria.
 - 2.4.3. Chippenham Area Board has one 'SID' to be issued with a list of sites which meet the eligibility criteria. The Area Board will be asked to identify which sites in their area are priorities and put forward a programme of deployment. Area Boards will be encouraged to review, amend, or add new sites to the deployment programme. This will take place not less than every 6 months. The SID will not normally return to monitor a site within 3 months of the previous visit.
 - 2.4.4. New requests may come from members of the public or Town and Parish Councils. The Community Area Manager (CAM) will collate requests and initiate the site assessment process.
- 2.5 A list of 'C' class roads within the Chippenham Community Area was presented to the CATG at its last meeting. Each route was ranked in order of its collision rating per km and the group was invited to select two for speed limit assessment in 2012-13 with a third as a reserve.
- 2.6 In this instance the group agreed to select the C154, the C180 and the C185 (reserve).

3. Environmental & Community Implications

3.1. 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.

4. Financial Implications

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

5. Legal Implications

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

6. HR Implications

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

7. Equality and Inclusion Implications

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

Appendices	Appendix 1, 1a, 1b, 1c, 1d – Chippenham CATG Schemes recommended for prioritisation in 2012/13 Appendix 2 – Chippenham CATG Schemes recommended for retention in 2012/13 Appendix 3 - Chippenham CATG Requests recommended for removal Appendix 4, 4a – Speed Indicator Devices
Report Author	Victoria Welsh, Community Area Manager Tel: 01249 706 446 E-mail: victoria.welsh@wiltshire.gov.uk

Chippenham CATG – Schemes Recommended for Prioritisation 2012/13

Street / Area Location	Town / Village	Community Issue No	Scheme Description	Actions & Notes
Badly maintained footpath at Kington St. Michael Road	Kington Langley	1889	The footpath made safe for pedestrians	<p>£6,900 allocated to this scheme by Chippenham Area Board on 5th March 2012</p> <p>Highways Officers advise that additional funding is required to complete the stretch of path</p> <p>CATG recommend that an additional £1,000 is allocated from the 2012/13 budget, conditional upon Kington Langley Parish Council contributing £2,000</p>
Langley Road, Chippenham	Chippenham	2086	Improve pedestrian safety. There is no footway provision on the Clift House side of the road.	<p>Highways Officers have carried out an initial assessment</p> <p>Principal Highways Engineer recommends that Wiltshire Council seek free dedication of land from the landowners. Removal or part of an existing wall will create sufficient space for a footway to be installed.</p> <p>Improved signage will also be required</p> <p>Costs to be provided at the next CATG meeting</p>

Chippenham CATG – Schemes Recommended for Prioritisation 2012/13

Street / Area Location	Town / Village	Community Issue No	Scheme Description	Actions & Notes
High Street, Chippenham	Chippenham	N/A	Carry out improvements to signage on Chippenham High Street	<p>Highways Officers prepared a proposal for improvements following consultation with the Streetpride campaign.</p> <p>CATG recommend that Chippenham Area Board provides 50% of the funding £2,150, conditional upon match funding from Chippenham Town Council</p>
Lowden Tunnel, Chippenham	Chippenham	2062	Pedestrian safety	<p>See archive issue 478</p> <p>Shuttle working signals with a demarcated area for pedestrians with the possibility of a footway to be constructed within the tunnel would cost an estimated minimum £50,000.</p> <p>It is unlikely that priority for this sort of spending at this location will be given considering there are other sites with known accident records still to be addressed.</p> <p>CATG request that Chippenham Area Board consider allocating £5,000 towards this scheme with a view to submitting a bid to the Substantive Highways Funding for the balance of the costs</p>

Chippenham CATG – Schemes Recommended for Prioritisation 2012/13

Street / Area Location	Town / Village	Community Issue No	Scheme Description	Actions & Notes
Greenway Lane, near Clift House, Chippenham	Chippenham	2176	Install a dropped kerb	CATG recommend that Chippenham Area Board approve £1,500 to install a dropped kerb

Chippenham CATG – Schemes recommended for retention and further consideration

Street / Area Location	Town / Village	Community Issue No	Scheme Description	Actions & Notes
Fowlswick Lane, Allington, Chippenham Chippenham Without	Chippenham Without	1175	Traffic calming	Parish Council is not in favour of limiting vehicle access. CATG requested Highways Officers prepare a proposal for traffic calming
Sheldon Road Tunnel, Sheldon Road	Chippenham	1591	20mph speed limit & warning signs Pedestrians have to use the tunnel as well as motorists and there is no pavement or protection from vehicles through the tunnel.	Highways engineers have assessed. It is not possible to extend the pathway. CATG requested Highways officers explore the possibility of repainting lines, and adding a warning message on the road. Highways officers to prepare proposal for next CATG meeting
Pew Hill, Langley Road, Saxby Road Chippenham	Chippenham	1762	Rumble bands across the road within the appropriate distance of the roundabout, on the Sutton Benger side	Speed limit extended March 2012. Assessed by Highways Engineers who advise that rumble strips may not be appropriate and suggest as an alternative slow markings and yellow bands. CATG requested Highways officers prepare proposal for the next CATG meeting

Chippenham CATG – Schemes recommended for retention and further consideration

Street / Area Location	Town / Village	Community Issue No	Scheme Description	Actions & Notes
River Street/Borough Parade Car Park Chippenham	Chippenham	1790	Install bollards River Street pedestrian thoroughfare Revelation Bookshop end	Collapsible bollards being considered. Proposal requested for next CATG meeting
Providence Terrace, Chippenham	Chippenham	1845	Dropped kerb request	To be considered as part of the dropped kerb exercise
Henn Lane between The Courtyard and The New Inn public house Seagry	Seagry	1848	Provision of safe footway in Henn Lane between The Courtyard and The New Inn public house.	Highways officers have carried out an initial assessment. The lane is very narrow and overhead cables are present. Highways Officers to liaise with Seagry Parish Council and report back to next CATG meeting
Junction at Lowden Road & A4	Chippenham	1881	A roundabout or traffic lights installed - although there already is a pedestrian crossing with traffic lights near the Hungry Horse	New schemes recently implemented in this area. CATG agreed that Highways engineers should review and advise a future CATG meeting
New Road, Chippenham	Chippenham	2087	Improve safety at pedestrian crossing	Highways Officers have carried out an assessment. The crossing meets the criteria for visibility. Zig zag marking can be extended but a Traffic Regulation Order (TRO) would be required approx £3,000. Officers to prepare a proposal for the next CATG meeting

Chippenham CATG – Schemes recommended for retention and further consideration

Street / Area Location	Town / Village	Community Issue No	Scheme Description	Actions & Notes
Bristol Road, Nr Bumpers Farm entrance, Chippenham	Chippenham	2191	Review speed of traffic and speed limit	Metro Count requested
St Peters School, Frogwell, Chippenham	Chippenham	2218	Reduction of speeding vehicles	Details requested for Metro count
Derriads Lane, Kensington Way & Kings Avenue, Chippenham	Chippenham	2219	Reduce speeding on roads between Derriads Lane and A350 (Kensington Way and King's Avenue) despite 20MPH limit and 30MPH limit on Derriads Lane.	Details requested for Metro count
London Road, Nr Three Crowns, Chippenham	Chippenham	2285	Alteration of dropped kerb	Assessment to be carried out

Chippenham CATG - Highways Improvements Requests Recommended for removal

Street / Area Location	Town / Village	Community Issue No	Scheme Description	Reason for removal
Fowlswick Lane, Allington	Chippenham Without	1175	Limit vehicles through the lane	Parish Council does not support this request. Limitation of vehicles recommended for removal. Other traffic calming measures are being considered
A420 Lower North Wraxall	Lower North Wraxall	1239	Pedestrian refuge: <ul style="list-style-type: none"> To provide a safe crossing point To prevent cars overtaking close to the brow of the hill 	Inspected by Highways Engineers and Officers from the Passenger Transport Unit. Children from school bus had a short wait but experienced no difficulties crossing the road. This request is not considered a high priority due to the low number of pedestrians.
Old Lane Pewsham	Chippenham	1289	Pedestrian crossing and repainting of lines	Highways Engineers have assessed this request and concluded that the problem was largely one of inconsiderate parking in the immediate vicinity of the school entrance. Zig Zag lines were repainted and the inappropriate parking has reduced significantly. It is unlikely that the requirements for a formal crossing would be met.
The Gibb	Castle Combe	1355	Pedestrian Refuge	A SID has been deployed in the area Bus stop improvements carried out Assessed by Highways engineers, insufficient room for a pedestrian refuge. Traffic calming not recommended

Chippenham CATG - Highways Improvements Requests Recommended for removal

Street / Area Location	Town / Village	Community Issue No	Scheme Description	Reason for removal
Rowden Hill/St Mary School	Chippenham	1425	Traffic calming/road safety <ul style="list-style-type: none"> Improved signage for school Improved road markings Speed reduction to 20mph Flashing signs Safety barriers 	<p>New signs and road markings to be implemented</p> <p>This area may be considered for “20 is plenty” at a future date.</p> <p>Flashing signs will not be installed as this is inappropriate near a pelican crossing</p> <p>There is insufficient room to install Safety Barriers, the pavement would not be wide enough for wheelchairs and double buggies</p>
A4 Bath Road & Patterdown	Chippenham	1426	Mirror at Mini Roundabout	<p>Reduced visibility was restricted due to overhanging vegetation. The large conifers in the area have now been cut down.</p> <p>Highways Engineers assessment is that the slightly limited visibility encourages driver caution.</p> <p>Mirrors are considered as unauthorised traffic signs and their use is not legally permitted on the public highway.</p>
Malmesbury Road, Chippenham	Chippenham	1453	Pedestrian crossing	<p>A feasibility report will be undertaken in 2012/13 which will include a full pedestrian crossing assessment for Malmesbury Road.</p> <p>This request is being addressed by “Taking Action on School Journeys” (TASJ) initiative.</p>

Chippenham CATG - Highways Improvements Requests Recommended for removal

Street / Area Location	Town / Village	Community Issue No	Scheme Description	Reason for removal
A420, North Wraxall	North Wraxall	1538	Traffic calming	See also 2115 This issue has been identified as part of Wiltshire Council's collision cluster site analysis and will be addressed as part of the Local safety Scheme (LSS) Programme for 2012-13. Recommend removal from CATG list.
Queens Crescent & Fairfoot Close Chippenham	Chippenham	1596	Traffic calming near Queens Crescent School. Safety to children crossing road	This is being dealt with under the Taking Action on School Journeys Scheme.
King Alfred Street, Chippenham	Chippenham	1623	Remove grass verges or build kerb out further	Highways officers have assessed. When drivers park at the end of the street refuse vehicles are forced to mount the verges to get past causing significant damage to the grass Officers advise that this request is classed a low priority.

Chippenham CATG - Highways Improvements Requests Recommended for removal

Street / Area Location	Town / Village	Community Issue No	Scheme Description	Reason for removal
Buckingham Road & Castlehaven Road	Chippenham	1645	Request to move worn white give way lines and reverse current prioritisation	<p>The Principal Highways Engineer carried out an assessment and concluded that it would not be possible to alter the current priority for traffic indicated but eh give way lines at Buckingham Road/Castlehaven Road junction and thereby keep Buckingham Road as the continuous route.</p> <p>The reason cited was the lack of visibility for traffic travelling south along Castlehaven Road as a result of the road alignment and the boundary fence of 17 Buckingham Road.</p>
B4039 Upper Castle Combe Castle Combe	Chippenham	1780	<p>Road safety in Upper Castle Combe:</p> <ul style="list-style-type: none"> • Speed limit reduction to 20mph • Measures to stop vehicles overtaking the buses • Low kerbs afford no protection from vehicles • Sections with no pavements at all • High volume of traffic • An engineered solution similar to Biddestone 	<p>The Traffic & Network Management Team advise that the speed limit on the B4039 has been reviewed as part of the overall review of all A & B Class roads.</p> <p>It was concluded that no further immediate action required at this location.</p>

Chippenham CATG - Highways Improvements Requests Recommended for removal

Street / Area Location	Town / Village	Community Issue No	Scheme Description	Reason for removal
Webbington Road Chippenham	Chippenham	1789	Further traffic calming installed along the remaining length of Webbington Road, Pewsham, from Waters Edge to Canal Road	50% less traffic is now using Webbington Road CATG consider this request to be low priority and recommend removal
New Road	Chippenham	1846	Improve traffic flow at traffic lights near The Brunel railway arches	This request cannot be considered in isolation, it needs to be considered in relation to other roads in the town This request should be removed at this time as it is a strategic matter that will be considered as part of the Transport Strategy for Chippenham.
Morrison's roundabout	Chippenham	1847	Consider peak time only operation of traffic lights to relieve traffic congestions & delays	This request cannot be considered in isolation, it needs to be considered in relation to other roads in the town This request should be removed at this time as it is a strategic matter that will be considered as part of the Transport Strategy for Chippenham.
Five Thorne Lane	Seagry	1849	Pedestrian protection needed in Five Thorn Lane	Assessed by Highways Engineers who advise that the limited use of this lane and the low speed of vehicles represented a low risk to pedestrians. Whilst in engineering terms there is scope at

Chippenham CATG - Highways Improvements Requests Recommended for removal

Street / Area Location	Town / Village	Community Issue No	Scheme Description	Reason for removal
				selected locations to provide a number of passing bays, the cost to do so would be prohibitive and difficult to justify against other identified priorities for the Chippenham Community Area.
Speeding along Lowden Road between A4 & bridge.	Chippenham	1880	Speed bumps would be the solution, along with a 20 mph sign/school sign.	Metro Count results – average speed of traffic 32.4mph. No further action required at this location
Kington St Michael Road, Kington Langley	Kington Langley	1888	Speeding concerns	This will be considered as part of the review of “C” class roads
Pedestrian crossing at A350 traffic lights	Chippenham	2019	Some kind of pedestrian crossing	<p>Feasibility study carried out. Given the age of the equipment at this junction, it is not possible to “add on” a pedestrian signal.</p> <p>A move to full pedestrian signal facilities would require the replacement of existing traffic signals and controller. The estimated cost for replacement would be in excess of £250,000.</p> <p>The Plough Crossroads is on Wiltshire Councils list for future refurbishment. When this takes place an assurance has been given that controlled pedestrian crossings will be included.</p>

Chippenham CATG - Highways Improvements Requests Recommended for removal

Street / Area Location	Town / Village	Community Issue No	Scheme Description	Reason for removal
Willowbank	Chippenham	2035	Can something be done about the traffic using Willowbank as a rat run?	<p>Assessment carried out by the Principal Traffic Engineer..It is accepted that in peak periods drivers with local knowledge may use Willowbank as a shortcut between the A350 and the A420. Additional traffic is largely unwelcome for local residents, it is legitimate use of the highway network and difficult to discourage.</p> <p>Traffic calming measures would be costly and would further reduce on street parking.</p> <p>In order to create a cul-de-sac a full size turning head must be constructed to accommodate local traffic, emergency vehicles, refuse lorries etc. Willowbank does not currently have the required space available for a turning head.</p>
High Street, Chippenham	Chippenham	2055	Street furniture and signs on Chippenham High Street causing hazard to elderly, disabled with mobility and sight loss	This matter is being addressed by the Streetpride campaign. Chippenham CATG group is recommending a Streetpride proposal for to Chippenham Area Board.

Chippenham CATG - Highways Improvements Requests Recommended for removal

Street / Area Location	Town / Village	Community Issue No	Scheme Description	Reason for removal
A420, The Shoe	North Wraxall	2115	Speeding traffic	See also 1538 This issue has been identified as part of Wiltshire Council's collision cluster site analysis and will be addressed as part of the Local safety Scheme (LSS) Programme for 2012-13. Recommend removal from CATG list.
A420, Ford	North Wraxall	2116	Speeding	Metro Count carried out. This area is eligible for Community Speedwatch Scheme. The Parish is in touch with the Speedwatch Coordinator.
Conway Road, Chippenham	Chippenham	2192	Installation of a bus shelter	Officers have carried out an assessment; the pavement in this area is too narrow for a bus shelter.
Mini roundabout Marshfield Road, Audley Road, Park Lane, Chippenham	Chippenham	2204	Traffic measures to reduce speed and number of accidents	This issue has been identified as part of Wiltshire Council's collision cluster site analysis and will be addressed as part of the Local safety Scheme (LSS) Programme for 2012-13. Recommend removal from CATG list.

Chippenham CATG - Highways Improvements Requests Recommended for removal

Street / Area Location	Town / Village	Community Issue No	Scheme Description	Reason for removal
A420, Park Lane	North Wraxall	2243	Community Speedwatch Scheme	Metro Count carried out. This area is eligible for Community Speedwatch Scheme. The Parish is in touch with the Speedwatch Coordinator.

Chippenham CATG – Recommended Deployment of Speed Indicator Device (SID)

Street / Area Location	Town / Village	Community Issue No	Scheme Description	Actions & Notes
Alderton Road, Grittleton	Grittleton	1668	Speeding concerns	The Metro Count survey was carried out between 16/08/2011 and 23/08/2011. A total of 7191 vehicles were checked. The 85 th percentile was 42.7mph (the 85 th percentile is the speed at which 85% of the traffic is travelling at or below).
Grittleton Road, Yatton Keynell	Yatton Keynell	2080	Speeding concerns	The Metro Count survey was carried out between 01/02/2012 and 09/02/2012. A total of 24008 vehicles were checked. The 85 th percentile was 36.0mph (the 85 th percentile is the speed at which 85% of the traffic is travelling at or below).
Main Road Yatton Keynell	Yatton Keynell	2080	Speeding concerns	The Metro Count survey was carried out between 01/02/2012 and 09/02/2012. A total of 11741 vehicles were checked. The 85 th percentile was 35.6mph (the 85 th percentile is the speed at which 85% of the traffic is travelling at or below).



Sign A



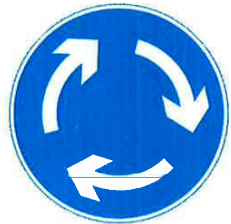
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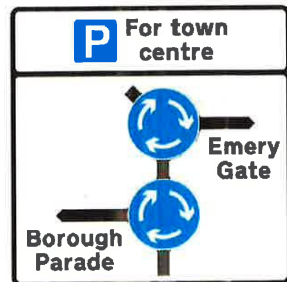
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Sign M

NOTES:

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Wiltshire Council
Where everybody matters

Traffic & Network Management

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

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

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O	W/JT	K.A.D	M.J.S	M.J.S	ORIGINAL
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DRAWING PURPOSE:

CONSULTATION

PROJECT:

CHIPPENHAM STREET PRIDE

DRAWING TITLE:

SIGN DESIGNS

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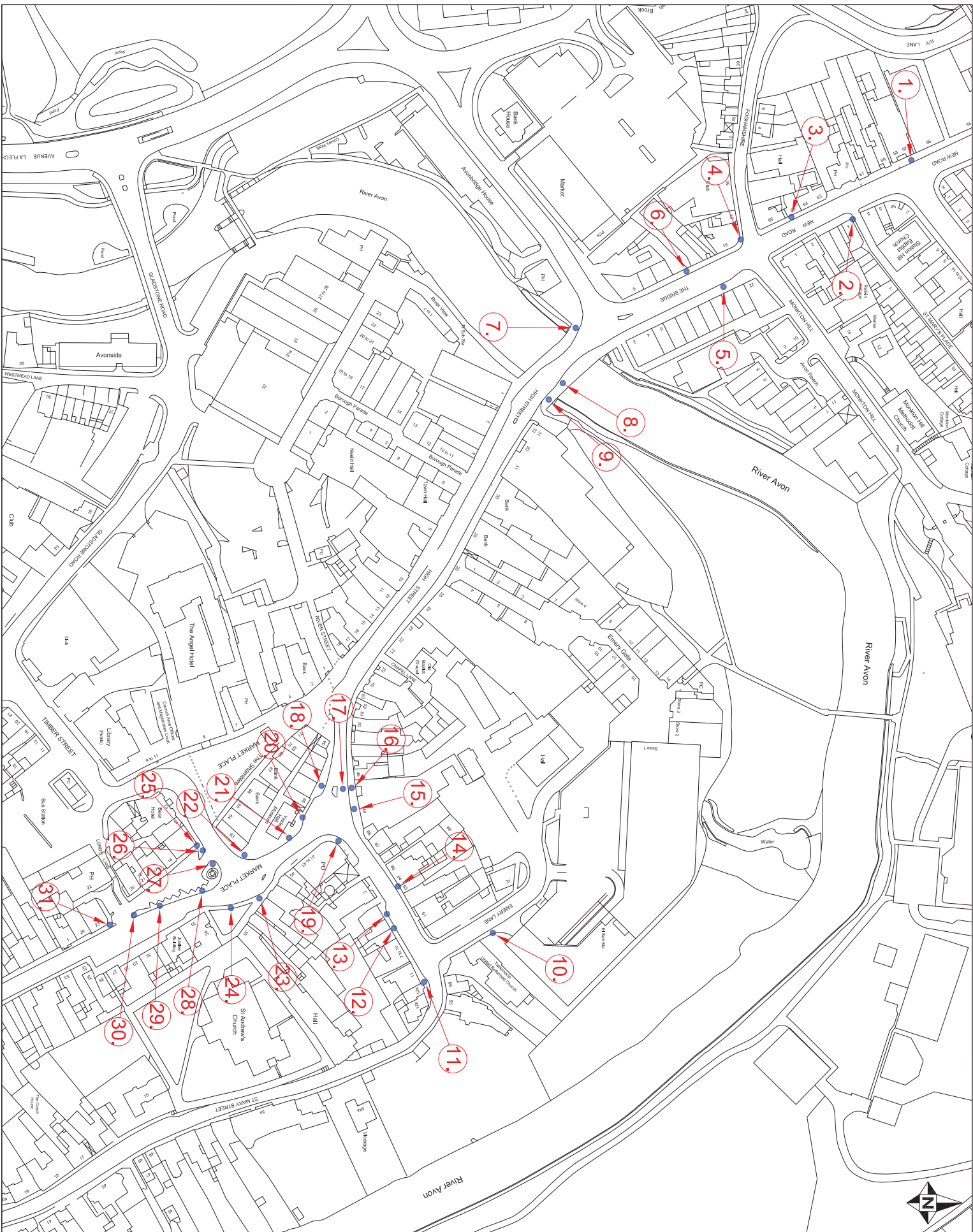


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NOTES:

1. Remove & slip collapse direction sign
2. Remove & slip no entry sign
3. Turn town sign to correct position & offset towards left hand side
4. Remove & slip all signs & post, renew street name plate incorporating all information
5. Remove & slip sign & post
6. Remove & slip temporary sign, move disabled parking sign to top of post
7. Remove sign, erect new sign E, paint postlight unit black, slip sign to correct wrong facing sign
8. Remove & slip overhead sign
9. New post and new sign B
10. Remove & slip no through road sign, remove 2 overhead signs, erect new signs K & J
11. Remove no through road sign, erect new signs K & H
12. New post and new sign H
13. Remove & slip sign & post
14. New post and new sign G
15. New sign F on existing lamp column
16. Remove & slip direction sign, paint postlight unit black
17. Remove & slip sign and erect new sign D attaching to railing
18. Remove & slip sign & post, new post and new sign C
19. Remove & slip sign, erect new sign E, paint postlight unit black
20. Paint postlight unit black
21. Remove & slip temporary sign
22. Paint back of sign black
23. Paint back of sign black
24. Paint back of sign black
25. Remove & slip one way sign from wall
26. Re-paint postlight unit black
27. Remove & slip postlight unit
28. Paint back of 2 signs & sign unit black
29. Remove & slip 2 signs, erect new signs M & L
30. Paint back of sign & sign unit black
31. Paint back of sign & sign unit black

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Wiltshire Council 15/09/2012

REV	DATE	REASON FOR CHANGE	DESIGNED BY	DRAWN BY
F				
E				
D				
C				
B				
A				



CONSULTATION



Wiltshire Council
 Where enquiries relate to Traffic & Network Management
 County Hall, Bishopscourt Road, Trowbridge
 Wiltshire, BA14 8JQ
 Tel: 0300 450100
 Website: www.wiltshire.gov.uk

PROJECT: CARPENTERS STREET FRIED

DRAWING TITLE:	ROADWORK IN TOWN CENTRE
SCALE:	NOT TO SCALE
DRAWING NO.:	NA/01/08
REVISION:	A
FILE REF.:	15/09/2012/020/2012/AN/01/08/CONSP/01

Eligibility Criteria – Speed Indicator Devices (SID)

Sites with a collision history	Community Speedwatch	Speed Indicator Device (SID)
	85 th percentile speed = 35mph Minimum 15% of vehicles travelling above limit	85 th percentile speed = 35mph Minimum 20% of vehicles travelling above limit
	85 th percentile speed = 46mph Minimum 15% of vehicles travelling above limit	85 th percentile speed = 46mph Minimum 20% of vehicles travelling above limit

Sites without a collision history	Community Speedwatch	Speed Indicator Device (SID)
	85 th percentile speed = 35mph Minimum 15% of vehicles travelling above limit	85 th percentile speed = 38mph Minimum 30% of vehicles travelling above limit
	85 th percentile speed = 46mph Minimum 15% of vehicles travelling above limit	85 th percentile speed = 49mph Minimum 30% of vehicles travelling above limit

Report to	Chippenham Area Board
Date of Meeting	9th July 2012
Title of Report	'20' is Plenty'

Purpose of Report

To report to the Area Board the current issues relating to the request to trial '20' is plenty' in Chippenham and to recommend a way forward.

1. Background

- 1.1. At its meeting of the 30th April 2012 Councillor Bill Douglas sought the support of the Area Board to trial '20 is plenty' by means of advisory speed limits in selected areas of the town including Monkton Park, Wood Lane and the Webbington Road estate.
- 1.2. The Area Board members noted Councillor Douglas' proposal and agreed to refer the issue for the consideration of the Chippenham Area Transport Group (CATG).
- 1.3. At its meeting of the 21st May a full and open discussion on the issue was held by the attending members of the CATG, including Councillor Douglas and representatives from Wiltshire Highways. The group agreed there was currently a lack of clear guidance and understanding regarding both '20 is plenty' and ¹advisory speed limits and asked for further investigation to be undertaken by highway officers before a final decision is made by the Area Board.
- 1.4. "20s Plenty for Us" is a national campaign which seeks a default 20mph speed limit in all residential streets without the introduction of physical traffic calming. A number of predominately urban authorities, most notably Portsmouth City Council, Sheffield City Council and Newcastle City Council, have already introduced area wide 20mph speed limits. It should be noted that whilst many of the limits may have been introduced as part of a wider '20 is plenty' initiative, the restrictions were implemented by means of Traffic Regulation Orders (TRO's) and are not advisory.
- 1.5. Part of the confusion nationally regarding the '20 is plenty' initiative is the number of adopted guises and seemingly different interpretations between highway authorities. As outlined in point 1.4 above, many local authorities have broadly welcomed the initiative and have used it to enable the introduction of area wide 20mph limits, whereas others, such Essex County Council, have used it as a basis for the introduction of part time advisory 20mph limits outside schools.

Individual groups have also adopted the initiative and sought to encourage lower speeds in their community with the use of unofficial roadside posters and bin stickers displaying the typical '20 is plenty' sign. Refer to **Appendix 1. (Sign no. 2)**. It should be noted however that such signs are not ²prescribed and their use may be considered unlawful.

- 1.6. There are a number of national pressure groups such as 'GoSlower.org', 'Slower-speeds.org.uk' and '20splentyforus.org.uk' who support and promote the principle of the '20 is plenty' initiative through their web sites and seek the introduction of default 20mph limits in all residential streets. However the means by which they seek to achieve this appears to differ.

Goslower.org promotes voluntary speed limits by means of short targeted roadside poster campaigns. Refer to **Appendix 1 (Sign no. 4)**, whereas

¹ Advisory limits are not enforced by a Traffic Regulation Order (TRO)

² A sign which forms part of 'The Traffic Sign Regulations & General Direction 2002' (TSRGD 2002)

[‘20splentyforus.org’](http://20splentyforus.org) and [‘Slower-speeds.org’](http://Slower-speeds.org) seek the introduction of permanent ‘legally’ enforceable 20mph limits without physical traffic calming, but do not support the use of advisory limits.

- 1.7. In Scotland the ‘Twenty’s Plenty’ campaign has been used by individual highway authorities to implement advisory 20mph speed limits in a number of residential areas. Initially the campaign was formed as part of a nationwide trial but was subject to formal legislation from the ³Scottish Executive in 2001.
- 1.8. The physical measures supporting 20mph advisory limits in Scotland consist of green bordered signs on the entry roads combined with smaller repeater signs at intervals of 100m throughout the area in question. An example of the sign is shown at **Appendix 1 (Sign no. 3)**.

Glasgow City Council’s before and after quantitative monitoring of these areas showed little change in overall vehicle speeds or injury collisions but attitudinal surveys did show strong public support for advisory 20mph limits.

- 1.9. One of the biggest concerns regarding the implementation of a ‘20’s plenty’ by means of advisory speed limits in Wiltshire relates to the display of 20mph speed limit signs within a 30mph limit. The TSRGD 2002 clearly states *‘speed limit repeater roundels should not be placed on a road on which a system of street lighting is present with columns spaced at not more than 183 metres apart and which is subject to a 30mph speed limit’*.

Whilst enforcement of the posted limit may still possible, it is argued the display of non-prescribed 20mph signs and repeaters, would lead to a degree of ambiguity regarding the validity of the TRO which could give rise to legal challenges and restrict the ability of the police to successfully prosecute offenders. This may in turn actually result in an overall increase in vehicle speed as police enforcement activities are curtailed. ⁴ACPO do not support the routine enforcement of 20mph speed limits and believe any restriction should be self enforcing and supported by engineering controls.

- 1.10. The Department for Transport (DfT) is currently proposing a number of changes to *Circular 01/06 ‘Setting Local Speed Limits’*. It’s unfortunate that despite the initial consultation document being issued to local authorities back in 2009 the formal document is yet to be published. We do know it is likely to outline a change to the previous guidance on 20mph speed limits and zones and encourage highway authorities to adopt a less prescriptive and more flexible approach in the future. There is also little doubt the final circular will actively support the introduction of carefully considered 20mph limits and zones in residential streets and in town centres.
- 1.11. The Police have indicated they do not support advisory speed limits or the use of non-prescribed signs on the public highway. They argue that such limits may serve to confuse the travelling public and detract from the legally posted restriction, making enforcement activities increasingly difficult.

³ SEDD Circular No. 6/2001

⁴ Association of Chief Police Officers.

- 1.12. Current legislation in the UK (other than in Scotland) does not permit the use of advisory speed limit signs. The DfT has given a clear indication they will not grant special authorisation to any non-prescribed sign which depicts Diagram no. 670. Refer to **Appendix 1 (Sign no. 1)**. It's important to note that whilst the DfT does not currently support advisory speed limits, they will consider authorisation of advisory part time 20mph speed limit signs with flashing school warning lights for the use in the proximity of schools only. Refer to **Appendix 1 – (Sign no. 5)**.
- 1.13. In anticipation of the revised guidance on 20mph limits, Wiltshire Council is currently undertaking its own trial at a select number of village locations. The core aim is to determine the effect of 20mph restriction where signing alone is used to signify the restriction rather than traditional traffic calming methods such as humps or chicanes. Whilst the trial does not currently include urban or residential areas, the results will assist the council in developing a supporting local policy for the use of such limits elsewhere in the county once the final guidance from the DfT is finally published.
- 1.14. In the absence of a clear framework or legally prescribed signage to signify '20 is plenty' or advisory speed limits, it is difficult to see how such limits could be suitably managed and unambiguous in its message to drivers. One option for the requested areas of Chippenham may be the erection of roadside posters as part of a concentrated road safety campaign. Refer to **Appendix 1 (Sign no.6)**

Roadside posters are classed as advertisements and are not governed by the TSRGD 2002. As a result they can be tailored to convey a variety of messages to the road user which may, in this instance, include a worded '20 is plenty' message. It is worth noting that such posters would need to be repeated throughout the lengths in question and experience would indicate they are only likely to remain effective for a relatively short period.

- 1.15. Given the above points, it is not considered advisable to pursue an advisory speed limit or '20 is plenty' trial in Chippenham at the present time. It is suggested that once the final revised guidance on 20mph limits is published by the DfT and the results of Wiltshire's own trial are known, the residential areas in question are assessed against the future Wiltshire Council adopted framework policy.

2. Recommendation

- 2.1. Not to pursue a '20 is plenty' trial in Chippenham at the present time.
- 2.2. To instead consider the use of a targeted poster campaign to promote road safety messages in the selected areas of Chippenham, subject to consultation with the local community.

3. Environmental & Community Implications

- 3.1. 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.

4. Financial Implications

- 4.1. All decisions must fall within the funding allocated to Chippenham Area Board.

5. Legal Implications

- 5.1. There are no specific legal implications related to this report.

6. HR Implications

- 6.1. There are no specific HR implications related to this report.

7. Equality and Inclusion Implications

- 7.1. There are no specific Equality and Inclusion implications related to his report.

Appendices	Appendix 1 – Signage
Report Author	Martin Rose, Principal Traffic Engineer Tel: 01225 713476 E-mail: martin.rose@wiltshire.gov.uk

APPENDIX 1.

1.



Prescribed Sign to Diagram 670. The Traffic Signs Regulations & General Directions 2002.

- ✓ Where a 20mph limit is enforceable by means of a Traffic Regulation Order (TRO).
- ✗ Any length of highway where a TRO for a 20mph speed limit is not in force.

2.

20's Plenty



Where People Live

Non-prescribed sign currently used to promote the '20s Plenty initiative'

- ✓ Where a 20mph limit is in place by means of a TRO but not erected on the legally adopted highway.
- ✗ Any length of highway in which a TRO for a 20mph limit is not in force.

3.



Sign approved by Scottish Executive to signify an advisory 20mph limit.

- ✓ In Scotland where an advisory 20mph speed limit is in place
- ✗ Elsewhere in the United Kingdom due to its status as a non-prescribed sign by The DfT.

4.



Roadside poster erected off-highway to encourage 20's plenty initiative

- ✓ Erected by local communities. Normally off-highway. Mostly temporary.
- ✗ On the public highway as permanent signs

5.



***Part time advisory 20mph speed limit outside schools only.**

- ✓ Advisory & part time, for use outside schools only. Note: Requires special authorisation from the DfT
- ✗ Elsewhere on the highway network

6.



***Temporary roadside posters to reinforce road safety messages**

- ✓ Erected by on the public highway for short periods. *Note – Roadside posters are not governed by the TSRGD 2002
- ✗ As permanent signs on the highway.

Report to	Chippenham Area Board
Date of Meeting	9th July 2012
Title of Report	Area Board Funding

Purpose of Report

To ask Councillors to consider 2 applications for Community Area Grant funding and the application from the Community Partnership for Core Funding :

1. Award Castle Combe Village Hall Committee £420 towards the installation of Double Glazed windows in the village Hall.
2. Award Eco-Kids North Wilts £909 for the Eco - Enterprise School Farmers Market project.
3. Award Chippenham & Villages Area Partnership (ChAP) Core Funding £13,780

1. Background

- 1.1. Area Boards have authority to approve Area Grants under powers delegated to them by the Deputy Leader and Cabinet member for Adult Care, Communities and Housing (4th April 2012). Under the Scheme of Delegation Area Boards must adhere to the Area Board Grants Guidance 2012/2013.
- 1.2. In accordance with the Scheme of Delegation, any decision of an Area Board that is contrary to the funding criteria and/or the officer's recommendation would need to demonstrate that the application in question has a wider community benefit, and give specific reasons for why this should justify an exception to the criteria.
- 1.3. The emphasis in the Coalition Government's Localism agenda supports the ethos of volunteering and community involvement and the nurturing of resilient communities. With this in mind Community Area Grants (CAGs) should be encouraged from and awarded to community and voluntary groups. Likewise, Small Grants (new this year) should be awarded to similar groups, as well as un-constituted groups of people wanting to improve things near to where they live.
- 1.4. Chippenham Area Board has been allocated a 2012/2013 budget of **£68,917** for Community Area Grants, Small Grants, Community Partnership core funding and Area Board/Councillor Led initiatives.
- 1.5. Applications of up to and including £1,000 can be made for a Community Area Grant, which will not require matched funding. Amounts of £1,000 - £5000 will be required to find matched funding. The Area Board will not normally award more than £5,000.
- 1.6. Small Grants, new for this year will fund up to £350, where the total cost of the project does not exceed £350. This grant is aimed at enabling groups (including those not formally constituted) to implement projects, involving local people to make their community a better place to live.
- 1.7. Area Boards will not consider Community Area Grant (CAG) applications from Town and Parish councils for purposes that relate to their statutory duties or powers that should be funded from the local Town/Parish precept. However this does not preclude bids from Town/Parish councils, encouraging community projects that provide new opportunities for local people or those functions that are not the sole responsibility of the Town/Parish council.
- 1.8. In addition to CAGs and Small Grants, Councillors can submit an Area Board/Councillor Led Initiative. This enables Area Boards to tackle community issues and/or community identified priorities. Cabinet has emphasised that it does not wish these applications to be used to avoid complying with Community Area Grant criteria or for filling gaps where there are council service shortfalls. The application process and form has been updated to bring it in line with the other grants.

- 1.9. Officers are required to provide recommendations in their funding reports (except in the case of Area Board/Councillor led initiatives), although the decision to support applications is made by Wiltshire Councillors on the Area Board.
- 1.10. Funding applications will be considered at every Area Board meeting.
- 1.11. Applicants are encouraged to contact and seek funding help from Charities Information Bureau (CIB) who work on behalf of Wiltshire Council. CIB support community and voluntary groups, town and parish councils to seek funding for community projects and schemes both from the Area Board and other local and national funding sources.
- 1.12. The 2012/2013 funding criteria and application forms are available on the council's website (www.wiltshire.gov.uk/areaboards) and paper versions are available from the Community Area Manager.
- 1.13. A decision was been made in 2010/2011 that paper copies of funding applications will no longer appear as part of the agenda in an attempt to reduce volume of paper used. However, the application forms will be available on the Wiltshire Council web site and hard copies available upon request.
- 1.14. All recipients of Area Board funding are expected to complete and return an evaluation form as soon as the project or activity has been completed and this should be accompanied by receipts and invoices, as well as photographs if possible. Failure to return the evaluation requested will preclude them from being considered for any future funding from the Area Board. This applies to all grants made by the Area Board.
- 1.15. On 30th April, Chippenham Area Board took the decision to delegate responsibility to the Community Area Manager, in consultation with the Area Board Chairman and/or Vice Chairman, to approve expenditure of up to £1,000 between Area Board meetings.
- 1.16. The delegated power is only intended to be used for matters of urgency which cannot wait until the next meeting of the Area Board and would not be used as a matter of routine. The majority of decisions will continue to be taken at a public meeting
- 1.17. A budget of £6,900 ring-fenced for the needs of young people has again been made available in 2012/2013. This will be allocated using the "Participatory Budgeting" method.
- 1.18. Chippenham Area Board has a separate Community Area Transport Group (CATG) budget of £39,587 for 2012/13.
- 1.19. At the Area Board meeting on 30th April, Councillors approved the award of £2,000 towards the Olympic Torch Day Celebrations. Cheques were issued to the winners of the Chippenham Area Board Community Awards totalling £200. This leaves a balance of Area Board Funding of **£66,717** for 2012/13.

Background documents used in the preparation of this Report	<ul style="list-style-type: none"> • Area Board Grant Guidance 2012/13 as presented for delegated decision • Chippenham and Villages Community Area Plan
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2. Main Considerations

2.1. Councillors will need to be satisfied that grants awarded in the 2012/13 year are made to projects that can realistically proceed within a year of the award being made.

2.2. There will be 6 rounds of funding during 2012/2013. The first took place on 30th April 2012, the second is contained in this report and the remaining will take place on:

- 3rd September 2012 deadline for applications 23rd July 2012
- 5th November 2012 deadline for applications 24th September 2012
- 7th January 2013 deadline for applications 26th November 2012
- 4th March 2013 deadline for applications 21st January 2013

2.3. Chippenham Area Board was allocated a 2012/2013 budget of **£68,917** for Community Area Grants, Small Grants, Community Partnership core funding and Area Board/Councillor Led initiatives.

3. Environmental & Community Implications

3.1. Area Board Grants 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.

4. Financial Implications

4.1. Awards must fall within the Area Boards budget allocated to the Chippenham Area Board.

4.2. If grants are awarded in line with officer recommendations, Chippenham Area Board will have a balance of **£51,608**.

5. Legal Implications

5.1. There are no specific Legal implications related to this report.

6. HR Implications

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

7. Equality and Inclusion Implications

- 7.1. Community Area Grants and Small 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.
- 7.2. Implications relating to individual grant applications are outlined within section 8 – "Officer Recommendations".

8. Officer recommendations

Ref	Applicant	Project proposal	Funding requested
8.1	Castle Combe Village Hall Committee	Installation of Double Glazing in the Village Hall	£420

- 8.1.1. Castle Combe Village Hall Committee – Award £420 towards the installation of Double Glazed windows in the village Hall.
- 8.1.2. Officers are of the opinion that this application meets Community Area Grant criteria for 2012/13.
- 8.1.3. This application demonstrates links to the Community Plan which notes "the importance of a community hall to the strength and vibrancy of villages in particular", "More grants to small parishes for energy efficiency measures in public buildings" and "Increase support for community facilities and events".
- 8.1.4. The applicant has secured 50% of the total cost of the project from village hall reserves.
- 8.1.5. Chippenham Area Board contributed to the installation of double glazing and insulation in May 2010.
- 8.1.6. Officers are informed that no Building Regulations consent or Conservation Area consents are required.
- 8.1.7. The Village Hall Committee is keen to continue their drive to reduce running costs for the hall, and the installation of the windows will greatly assist with this.

Ref	Applicant	Project proposal	Funding requested
8.2	Eco Kids North Wilts	Eco - Enterprise School Farmers Market project	£909

- 8.2.1 Eco Kids North Wilts – Award £909 for the Eco - Enterprise School Farmers Market project.
- 8.2.2 Officers are of the opinion that this application meets Community Area Grant criteria for 2012/13.
- 8.2.3 This application demonstrates links to the Community Plan “Chippenham needs to maintain its character and attraction as an important Wiltshire market town” and “Increase support for community facilities and events”.
- 8.2.4 The applicant is collaborating with the Extended Services Manager for Chippenham and 21 local schools on this project as the environment has been identified as a priority.
- 8.2.5 The project will provide the children with an opportunity to learn to grow vegetables, recycle unused materials and make regional traditional crafts.
- 8.2.6 Officers are of the opinion that this project will provide a valuable opportunity for children to compliment their academic learning with skills in promotion, enterprise and business activities.
- 8.2.7 The project will also encourage collaboration between school children/students and local businesses.
- 8.2.8 It is hoped that this event might become an annual feature for the town and local schools.

Ref	Applicant	Project proposal	Funding requested
8.3	Chippenham & Villages Area Partnership	Core Funding – see work plan	£13,780

- 8.3.1 Chippenham & Villages Area Partnership (ChAP) – Award £13,783 Core Funding.
- 8.3.2 Note recommendation in separate report, Appendix 3.

Appendices:	Appendix 1 - Grant application, Castle Combe Village Hall Committee Appendix 2 - Grant application, Eco Kids North Wilts Appendix 3 – Report from Community Partnership Officer, ChAP Work plan
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No unpublished documents have been relied upon in the preparation of this report.

Report Author:	Victoria Welsh, Community Area Manager Tel: 01249 706 446 E-mail: victoria.welsh@wiltshire.gov.uk
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**Chippenham and Villages Area Partnership (ChAP) Claim for Core Funding
(tranche 1) 2012/2013**

1. Purpose of the Report

- 1.1. To seek the Board's approval to the 1st tranche of core funding to ChAP covering the financial year 2012/13 to be agreed at this meeting, 9 July, 2012 so that it can be paid into ChAP's bank account immediately.

2. Background

- 2.1. Officers are required to provide recommendations in a report, however the decision to support the community partnership and to what level, is made by Wiltshire Councillors on this Area Board.
- 2.2. There will be 2 tranches of funding to community partnerships during 2012/13 (up to 50% of their total projected costs in each tranche). The first is contained within this report, and the Partnership Development Officer has advised ChAP that the second tranche can be requested at the January, 2013 Board when evidence is received of how the first tranche has been spent.
- 2.3. Chippenham Area Board has been allocated a 2012/13 budget of £68,917 for community grants, community partnership core funding and councillor led initiatives.
- 2.4. Community Area Partnerships have been invited to apply for up to 20% of the area board budget. 20% of the Chippenham Area Board budget 2012/13 is £13,783.

3. Main Considerations

- 3.1. Councillors will need to be satisfied that core costs awarded in the 2012/13 year are made to projects that can realistically proceed within a year of the award being made.
- 3.2. ChAP was awarded £9,772 in 2011/2012. The balance of ChAP funds as at 1 April, 2012 was £6,350.60. ChAP has rolled forward £5,095.34 into 2012/13 to be spent on activities in this coming financial year. This will leave ChAP with a reserve of approx. £1,255. The Community Partnership Officer has confirmed that CAPs can hold operational reserves or contingencies

corresponding to the size of the partnership, staffing levels and number of activities. The reserve held by ChAP falls well within these limits and is acceptable.

- 3.3. All Partnerships funded by Area Boards are required to sign a Community Area Partnership Agreement (CAPA), which will be countersigned by the Chair of the Area Board.
- 3.4. In order to show how the community area partnership aims to meet the commitments set out in the CAPA, ChAP is required to complete a workplan. This workplan has been reviewed and endorsed by Wiltshire Council's Community Partnership Officer as a workable document.
- 3.5. Chippenham and Villages Area Partnership submitted a 2012/13 claim for £13,779.66 total core costs. 50% of this can be considered in the 1st tranche. The area board can therefore award up to £6,889.83 at this meeting to be paid immediately.

4. Implications

4.1. Environmental Impact of the Proposals

- 4.1.2 The community partnership contributes to the continuance and improvement of cultural, social and community activity and wellbeing in the community area, the extent and specifics of which will be dependent upon individual projects.

4.2. Financial Implications

- 4.2.1 Core costs awarded to the community partnership must fall within the Area Boards budget allocated to the Chippenham Area Board.

4.3. Legal Implications

- 4.3.1 There are no specific Legal implications related to this report.

4.4. HR Implications

- 4.4.1 There are no specific HR implications related to this report.

4.5. Equality and Diversity Implications

- 4.5.1 Community partnerships have agreed to the terms of the Community Area Partnership Agreement, which requires them to be fully inclusive. Membership of ChAP is open to anyone with an interest in the community area.

5. Recommendation

Following consultation with the Community Partnership Development Officer, it is recommended that the area board:

- approve the whole year's funding of £13,779.66 with an agreement to release the 1st tranche of £6,889.83 immediately
- agree to the release of the 2nd tranche in January 2013 as long as conditions set by the Community Partnership Officer and agreed by the Board, have been met

Report Author: Andrew Jack, Community Partnership Officer
Tel No: 01225 713109
E-Mail: andrew.jack@wiltshire.gov.uk

Appendices:
Appendix 1 CAP Workplan 2012/13
Appendix 2 Budget details for ChAP Running Costs

Community Area Partnership Agreement 2012/13:

Budget details for CAP running costs

Your Details:

Name:	Janet Morgan
Partnership:	ChAP Chippenham & Villages
Address:	2 Victoria Place Chippenham Wilts SN15 3YW
Phone:	07831 896304
Email:	janmorgan@dsl.pipex.com

Bank Account Details:

Account name:	CHAP
Sort code:	30-91-99
Account no.	3372388
Balance of funds at beginning of year:	£6350.60 of which £5095.34 is core funding carried over.

Details of Budget:

	Cost:
Administrator / Project Officer (inc travel) costs: <ul style="list-style-type: none">Project Officer (inc travel)	a £8,000
Consultation activities, public events, analysis, etc: <ul style="list-style-type: none">River Festival consultation, volunteer event	b £2,500
Advertising & promotion (inc websites): <ul style="list-style-type: none">Newsletters, website, banners etc	c £1000
Plans, questionnaires, other printing costs: <ul style="list-style-type: none">63Pocket guide reprint, questionnaires etc	d £4,000
Office expenses, consumables, etc.: <ul style="list-style-type: none">Paper, ink, postage, room hire, resource storage, PO Box	e £1000
Other costs: <ul style="list-style-type: none">Conference and training fees, replacement of resources, support to ChAP Projects Ltd, 'Cherish Chippenham' town team,	f £2375
Amount of funding rolled forward from 2011/12 to be spent in 2012/13:	g £5,095.34
Total running costs applied for:	h £13,779.66

(costs a+b+c+d+e+f - g must equal h)

I confirm that the costs detailed here will be incurred by the Chippenham Community Area Partnership in accordance with the commitments agreed within the Community Area Partnership Agreement, 2012/13.

I understand that a first tranche payment of 50% of the funding will be released following Area Board approval. This will be followed by a second tranche of the remaining 50% at a date to be agreed in approx. six months time.

Please post your Annual Workplan and Budget Form for running costs to:
Andrew Jack, Communities, Libraries, Heritage & Arts, Wiltshire Council, County Hall, Trowbridge BA14 8JN

Community Area Partnership Agreement 2012/13:

Budget details for CAP running costs

Signed:

Date:

Please post your Annual Workplan and Budget Form for running costs to:
Andrew Jack, Communities, Libraries, Heritage & Arts, Wiltshire Council, County
Hall, Trowbridge BA14 8JN

Chippenham & Villages Community Area Partnership ('ChAP')

Annual Workplan 2012/13

CAPA commitments	Proposed initiatives and activities
<p>Partnership Development <i>“To establish and maintain a Partnership, Steering Group and Thematic Groups, as necessary”</i></p>	<p>ChAP is managed by a Steering Group, which is made up (see our constitution) of representatives of Town & Parish Councils, statutory service providers, chairmen of ChAP project teams, and individuals - who may be community leaders, representatives of charities, societies, or voluntary groups in the Area, or individuals who support the aims of ChAP. Other local organisations can also be co-opted.</p> <p>Represented bodies appoint their representatives annually and individuals are elected at the AGM. The Steering Group meets quarterly and hosts an AGM, usually in May.</p> <p>ChAP supports project teams (theme groups):</p> <ul style="list-style-type: none"> • Culture & Leisure ('PERFORUM') • Chippenham & Villages Environmentalists ('CAVE') • Health & Social Care <p>and teams that come under the umbrella of 'New ChAPTER' (New ChAP Team for Economy & Regeneration):</p> <ul style="list-style-type: none"> • River / River Festival • Tourism • Transport, Traffic & Parking <p>The project teams carry forward projects consistent with the Community Plan . They meet at various frequencies depending on the number and size of projects they are undertaking. A list of the many projects may be found on www.chap-partnership.co.uk, www.visit-chippenham-area.co.uk and www.chippenhamriverfestival.co.uk and some are listed in the section on Local Action.</p> <p>ChAP has formed a Company Limited by Guarantee, ChAP Projects Ltd. It is intended to register the company as a charity.</p> <p>Since the Community Plan, Town & Parish Council agendas and the Vision for Chippenham overlap considerably, a close relationship with Chippenham Vision and the Town and Parish Councils should be maintained, and ChAP is represented on the Vision Board.</p> <p>ChAP has now established a Parish Forum and will continue to facilitate quarterly meetings.</p> <p>ChAP is currently supported by one officer.</p> <p>ChAP is affiliated to WfCAP and is one of the most regular attenders of WfCAP meetings and events.</p> <p>The main areas of development in the coming year are:</p> <ul style="list-style-type: none"> • To ensure future financial viability by becoming a registered charity, with strong trustees widely representative of the community area

	<ul style="list-style-type: none"> • To continue to monitor the delivery of the Community Plan Update (2009), ensuring that its provisions are being actioned either by ChAP project teams, in partnership, or by other statutory service providers such as Wiltshire Council, Emergency Services, Education and Health agencies • To develop existing and new projects particularly in partnership with Chippenham Town Council and the Area Board, focussing on the provision of volunteers and for the benefit of the whole community area - see section on Local Action • To continue to develop effective working relationships with key organisations in the area, eg Town Team, Independent traders • To develop the Parish Forum , and to ensure that the views of the rural community are represented. • To improve public awareness of, and participation in, the Community Area Partnership by better communications and public events
<p>Accountability <i>"To be open to and inclusive of the wider community and to account to and seek affirmation from the wider community for its actions, activities and forward plans on an annual basis."</i></p>	<ul style="list-style-type: none"> • The Partnership has a key relationship with the Wiltshire Council Chippenham Area Board, and participates fully in Area Board meetings, reporting progress and pressing for action where necessary to further the provisions of the Community Plan. • Our web-site is kept generally up to date in reporting back the activities and progress of the Partnership, (but this is capable of improvement). • We try to issue regular Newsletters for this purpose. Although the ChAP Newsletters are held up in Wiltshire as a good example of Partnership communication, we have now started to design and publish our own Newsletters which brings a substantial cost-saving. We will also continue to seek new, more cost-effective and successful ways to communicate with more people in the Community. • We expect the Councils, organisations and other service deliverers represented on the Steering Group to report back to their memberships on the activities of the Partnership.
<p>Communication <i>"To engage and communicate systematically with all sections of the community and to maintain a contacts register of key organisations and volunteers."</i></p>	<p>The means of communication are similar to those of accountability and consultation.</p> <ul style="list-style-type: none"> • Our web-site and Newsletters (see above) are means of communication as well as accountability and we also would hope the County, Town and Parish councils, organisations and service deliverers that are represented on the Steering Group to communicate regularly with their memberships on the activities of the Partnership. • In this year when we are taking the newly updated Plan forward, one of the main development tasks (identified above) is to improve public awareness of, and participation in, the Community Area Partnership by better communications and public events • Project teams are manned entirely by volunteers from the community and we continually seek to 'spread the word' in Newsletters and press articles to encourage more participants in these teams. • ChAP maintains databases with several hundred businesses and key individuals in the Community Area
<p>Consultation <i>"To consult widely on a range of socio-economic issues including the holding of public engagement events and</i></p>	<p>The means of consultation are similar to those of accountability and communication.</p> <ul style="list-style-type: none"> • Our web-site and Newsletters (see above) are means of consultation and we also expect the County, Town and Parish councils, organisations and service deliverers that are represented on the Steering Group to consult regularly with their

<p>activities.”</p>	<p>memberships on the activities of the Partnership.</p> <ul style="list-style-type: none"> • Every effort was made to involve the community in the update of the Community Plan. This involved for example many public meetings, stalls at public events, two large-scale surveys (one of which was mailed to every household), newsletters, and school gate interviews. • We will again plan several public events to continue to consult community opinion. <ul style="list-style-type: none"> ○ A major consultation and communication event at the Chippenham River Festival where between 3,000 and 5,000 people of all ages from the Community Area are expected to attend.
<p>Community Planning <i>“To prepare and regularly review a community plan that takes into account major issues affecting the area and to develop an action plan and identify projects to address these issues. This will be done in consultation with the wider local community, in order that it properly represents their concerns and aspirations”.</i></p>	<ul style="list-style-type: none"> • As explained above, we have recently completed a large-scale update of the Chippenham & Villages Community Plan. Since the next update will not be for a few more years, the focus now is on incorporating improvements on a rolling basis, and pursuing the achievement of the actions in the Plan. • Since the completion of the Update, we have nearly completed a review of every section in order to ensure the actions are being actively pursued. <p>Every action in the Community Plan has been categorised into:</p> <ul style="list-style-type: none"> ○ Actions that ChAP can pursue itself through project team activity ○ Actions that ChAP's Steering Group can pursue by engagement with service deliverers etc ○ Actions that ChAP can have no influence on. <ul style="list-style-type: none"> • The Steering Group will continue this approach as a regular activity at and between its meetings
<p>Local action <i>“To champion local issues and help with the planning and delivery of priority projects, including fundraising and community volunteering where appropriate.”</i></p>	<p>ChAP will seek to support local organisations, groups, and projects within the community area including supporting funding applications.</p> <p>Some of the main items of project action for 2012-13 are listed here:-</p> <ul style="list-style-type: none"> ○ Manage a successful 2012 Chippenham River Festival ○ Continue successful Riverbank Clear-Up project ○ Updating and reprint of the successful Pocket Area Guide, working with partners. ○ Hold a volunteering showcase event in partnership with the SPICE project. ○ Support the Area Board’s priority on Deprivation and Child Poverty ○ A skate park for Chippenham (as part of wider task group) ○ Support the proposed improvements to the Neeld Hall as a local community centre. ○ Support the Town ‘benchmarking’ with other partners using the AMT method ○ Follow-up successful Bournemouth Symphony Orchestra project with further arts outreach programmes.

- | | |
|--|--|
| | <ul style="list-style-type: none">○ Participate in and monitor the local implementation of the changes in the NHS• Funding and resource for these projects can come from Area Board grants (see above), volunteer time, and other grants. |
|--|--|

Update for Chippenham Area Board

Update from	CHIPPENHAM TOWN COUNCIL
Date of Area Board Meeting	Monday 9 July 2012

Headlines

- Association of Market Towns South of England Judges' special Award: Stanley Park Sports Ground, Chippenham

Judges' comments:

"A fantastic development worthy of being in a capital city! A real demonstration of how a project can impact a community and a lesson for all on how to run such large scale facilities by volunteers!" Mark Ogden, Triodos Bank

- 'Cherish Chippenham' making excellent progress. Formal launch at the end of July (see below)
-
- Olympic Torch Event' attended by thousands.

Projects

- Fishing Lake developments at Stanley Park progressing.
-
- Neeld Hall refurbishment consultations held – now moving forward
-

Update for Chippenham Area Board

Future Events/Dates for the diary

- 15th July: 'Sleeping Beauty' production in the Neeld Hall 2.30pm
 - 21st July: Cherish Chippenham Launch Event in the Market Place. Fun and activities for all ages.
 - 25th July: Bizet's 'Carmen' directed by Jane Clark at the Neeld Hall
 - 4th August: Children's Mega Zoo – Neeld Hall (Free)
 - 29th August: Production of 'The Importance of Being Earnest' in the Neeld Hall
- More details and tickets from the **Chippenham Community and Visitor Information Centre (C&VIC)**.*
-
-

Cllr. Andrew Noblet

Update for Chippenham Area Board

Update from	CHRISTIAN MALFORD PARISH COUNCIL
Date of Area Board Meeting	Monday 9 July 2012

Headlines

- Responding to a request to establish an allotments garden - the Parish Council have been undertaking an exercise to ensure that all enquiries of local landowners (including itself) had been properly pursued to their fullest extent. Once this is completed the Parish Council, in fulfilment of its duty, will undertake full public consultation and respond to respond to the Allotmenters statutory request.
-
- Malford Meadow – The official opening ceremony had taken place on 27th April 2012.
-
- The Parish Council agreed to put forward Councillor N. Fairley to attend the Chippenham Area Transport Group (CATG).

Projects

- The funding package has been secured which will enable the Recreation Ground improvement scheme to commence. Users of Recreation Ground will be consulted one final time again before the plans are issued to the chosen contractor.

Future Events/Dates for the diary

- Date of the next Parish Council meeting – Tuesday 7th August in the village hall starting at 7:30pm

Signed: **E. Martin Helps**
Date: 15th June 2012

Update for Chippenham Area Board

Update from	Grittleton Parish Council
Date of Area Board Meeting	Monday 9 July 2012

Headlines

- Cllr Palmer has announced and tendered her resignation as Chair of the Parish Council.

- Cllr Walker was elected at the Annual Parish Meeting as the new Chair of the Parish Council. Cllr Viner was re-elected as Vice Chair.

- The Council unanimously adopted a vote of thanks to Cllr Palmer for the time she has spent and work she has put into the role of Chair, over the last nine years.

Projects

- Successful Jubilee celebrations held in Littleton Drew and Grittleton.

- Littleton Drew Church/Community Facility project – underway!

- Grittleton Village website – live!

Future Events/Dates for the diary

- Grittleton Parish Council Meeting – 9th July, 7:30 pm in the Village Hall.

- Moviola – Grittleton Village Hall – 25th July – “Hugo” – Family Film

-

Update for Chippenham Area Board

Update from: **Kington Langley Parish Council**

Date of Area Board meeting: **Monday 9 July 2012**

Headlines:

- The drainage issues at Silver Street have been surveyed and a budget allocated for the necessary works. The Parish Council continues to work with W.C. and will assist where possible.
-

- Speeding Traffic on the Kington St. Michael Road - The CATG meeting proved to be favourable for the parish council and the C154 is to be considered for safety improvements. It would be useful to know what action is intended.
-

- Footpath upgrade Kington St. Michael Road - Following the grant of £6,900 for the upgrade it was established that another £3,000 needed to be found. The Parish Council will discuss the possibility of providing £2,000 of this at the next meeting on the 2nd July and will report further at the meeting.
-

- The procedures for calling in planning applications to committee is a subject high on the parish council's priority list. Suggested amendments to the procedures have been put forward and it is hoped that these will be taken into consideration when a review takes place. The Parish Council take planning application very seriously and look at the impact that an application would be on the village. Therefore the suggested changes would make the process for parish, town and Wiltshire council run smoother.
-

- Suggestion of yellow hatched box at the Plough traffic lights - This suggestion together with reasons why has been forwarded to David Thomas of W.C. asking for his comments. To date no response received.
-

Projects:

- Assets of Community Value - Part 5 of the Localism Act 2011 headed "Community Empowerment" The Parish Council has submitted a list of land and buildings of community value. It is understood that this list is to be kept by the principal authority. Please could it be confirmed that this list has been accepted?
-

Update for Chippenham Area Board

- Erosion improvements - Improvements are to be implemented at the Hit or Miss public house cross roads. Financial assistance for this project has been offered from W.C. for which the parish council is grateful. Alternative quotes are being sought to comply with W.Cs conditions.
-

- The Parish Council has agreed to adopt the new Code of Conduct that Wiltshire Council will be adopting on the 1st July. The Parish Council will run with its old code until the official adoption at its meeting on the 2nd July.

Future Events/Dates for the diary:

- Future meetings of the parish council: 2nd July, 13th August, 3rd September, 8th October, 12th November, 10th December.
-

Update for Chippenham Area Board

Update from	North Wraxall Parish Council
Date of Area Board Meeting	Monday 9 July 2012

Headlines

- New Community Speed Watch Group started in Ford - 1500 cars per 2 hour shift with 35 speeders reported in an average shift.
-
- Requests for 20 mph limits through North Wraxall, and on the C151 from it's junction with the A420 at Ford to the edge of the village in the Colerne direction. Requests made to Highways citing Biddestone as a precedent.
-

-

Projects

- Traffic Calming measures in Ford and at The Shoe
-

-

-

Future Events/Dates for the diary

-

-

-

Crime and Community Safety Briefing Chippenham Community Area Board 09th July 2012



1. Neighbourhood Policing – NPT Sector Inspector – Martin Schorah

Chippenham NPT Sgt: Alex Reid

Town Centre

Beat Manager – PC Rachel Webb
PCSO – Ali Duncan
PCSO – Barbara Young

Town West

Beat Manager – PC Sarah Pulman
PCSO – Val Wagstaff
PCSO – Aaron Rowe
PCSO – Michelle Nears

Town North East

Beat Manager – PC Ash Jones
PCSO – Geoff Biddall
PCSO – Will Taylor (50% shared with Safer Schools Partnership – Sheldon & H-Huish)
PCSO – Linda Staples

Town South

Beat Manager – PC Paul McQuillan
PCSO – Helen Bray (50% share SSP Abbeyfield)
PCSO – Toni Brown

Chippenham Rural Team

Beat Manager – PC Emma Higgins
PCSO – Elizabeth Holland
PCSO – Claire Hannam

2. NPTs - Current Priorities & Consultation Opportunities:

Up-to-date details about Neighbourhood Policing Teams including team membership, current priorities and forthcoming community consultation events can be found on our Wiltshire Police Website.

Visit the new and improved website at: www.wiltshire.police.uk

Contact us at chippenhamnpt@wiltshire.police.pnn.uk

Telephone 01249 709501

3. Police Authority Representative: Mr Chris Caswill

Please contact via Wiltshire Police Authority Tel. 01380 734022 or
<http://www.wiltshire-pa.gov.uk/feedback.asp>

4. Performance and Other Local Issues

Chippenham NPT continue to provide a convenient and locally-based service to the community working out of the Monkton Park Council Offices. Our Response colleagues are still based at the Wood Lane Police Station, however it is anticipated that they will be moved across before the end of the year and all Policing and related enquiries will be dealt with here in due course.

It has been a busy period for the Chippenham Police, recent events have included the Olympic Torch relay which came through the town on the 23rd May. This entailed a huge amount of planning both Nationally and within the County but was a very successful event and received positive feedback for both Wiltshire Council and Wiltshire Police. Thankfully the weather was extremely kind to all the runners and other participants and the event went very smoothly and it was pleasing to see such a wide cross-section of the community out supporting the event and the individuals taking part.

Various events to celebrate the Queen's Diamond Jubilee were also held across the area and again passed without incident, reflecting the positive community outlook.

Chippenham also played host to the annual Folk Festival, this was also well-attended and had a large number of performers participating over the weekend. Sadly the weather for this was less kind, however it didn't dampen the enthusiasm of those attending and the event again enjoyed a peaceful and successful weekend.

Castle Combe hosted the annual JapFest event, this once again proved to be a very popular event, however despite extensive pre-event planning there were various issues with the sheer number of persons and vehicles attending and the subsequent traffic management which did result in long delays around the circuit and local area. Meetings have already taken place with the organisers and highways to address some of the concerns and formulate a strategy to ensure next year's event will be better managed and cause less disruption.

Other issues have included the destruction of a dangerous dog which attacked and killed several cats in the Chippenham area. Although efforts were made to rehome the animal with the aid of the RSPCA, sadly it was not deemed possible due to its unpredictable behaviour and savage nature towards other animals and it was humanely destroyed.

Positive work relating to targeting drug dealing within the Chippenham area had a successful result recently with the arrest of a Bristol based male with 78 wraps of Heroin on him, believed to be intended for distribution within the Town. This was a prime example of ongoing work to target the individuals who attempt to disrupt our communities and spread the misery of drugs. We will continue this proactive work and address local concerns.

Any information relating to drug distribution or any other issues can be reported to Wiltshire Police via 101 or anonymously via Crimestoppers 0800 555 111.

Details can be found on the Police website at www.wiltshire.police.uk

EP Chippenham	Crime				Detections	
	June 2010 - May 2011	June 2011 - May 2012	Volume Change	% Change	June 2010 - May 2011	June 2011 - May 2012
Victim Based Crime	2201	1886	-315	● -14%	21%	22%
Domestic Burglary	102	61	-41	● -40%	11%	13%
Non Domestic Burglary	174	149	-25	● -14%	6%	5%
Vehicle Crime	247	203	-44	● -18%	6%	7%
Criminal Damage & Arson	519	417	-102	● -20%	11%	14%
Violence Against The Person	393	353	-40	● -10%	47%	44%
ASB Incidents (Year to Date)	459	352	-107	● -23%		

Wiltshire Police are compared against a group of 8 most similar forces. Wiltshire Police have performed in line with peers and better than average for Victim Based Crime and Violence Against the Person in the previous 12 month period (May 2011 - April 2012)

* Detections include both Sanction Detections and Local Resolution

Martin Schorah

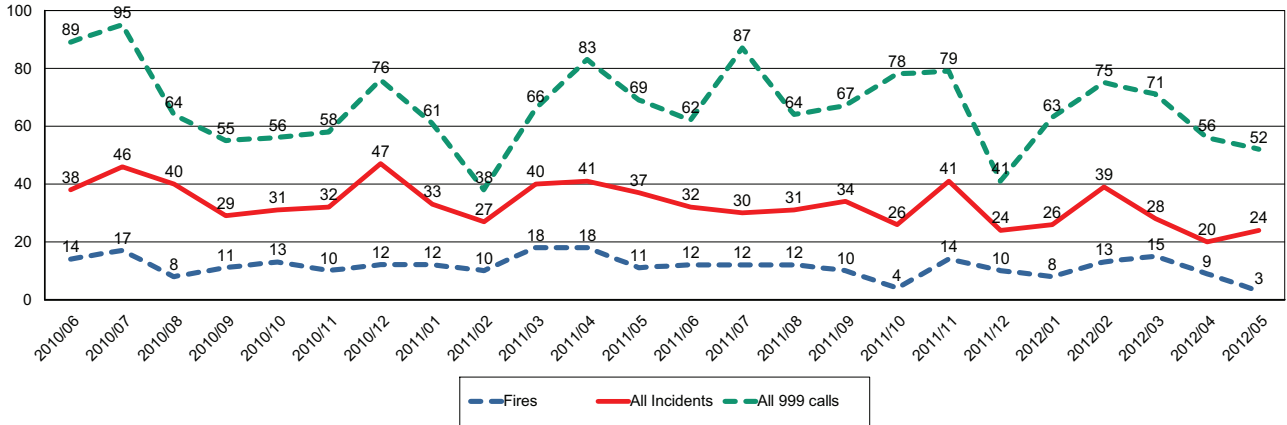
Sector Haed Chippenham, Calne and Corsham



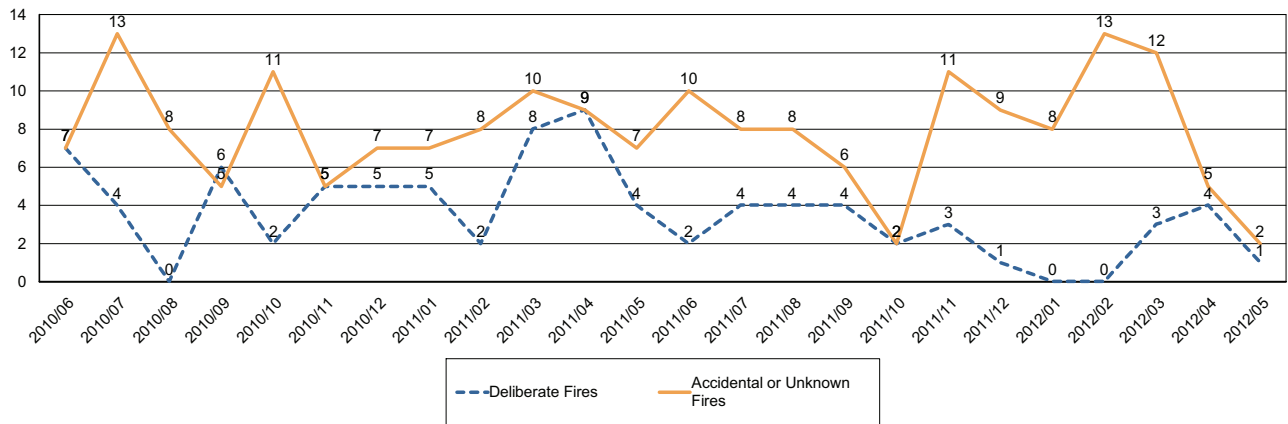
Report for Chippenham Area Board

The following is an update of Fire and Rescue Service activity up to and including May. It has been prepared using the latest information and is subject to change.

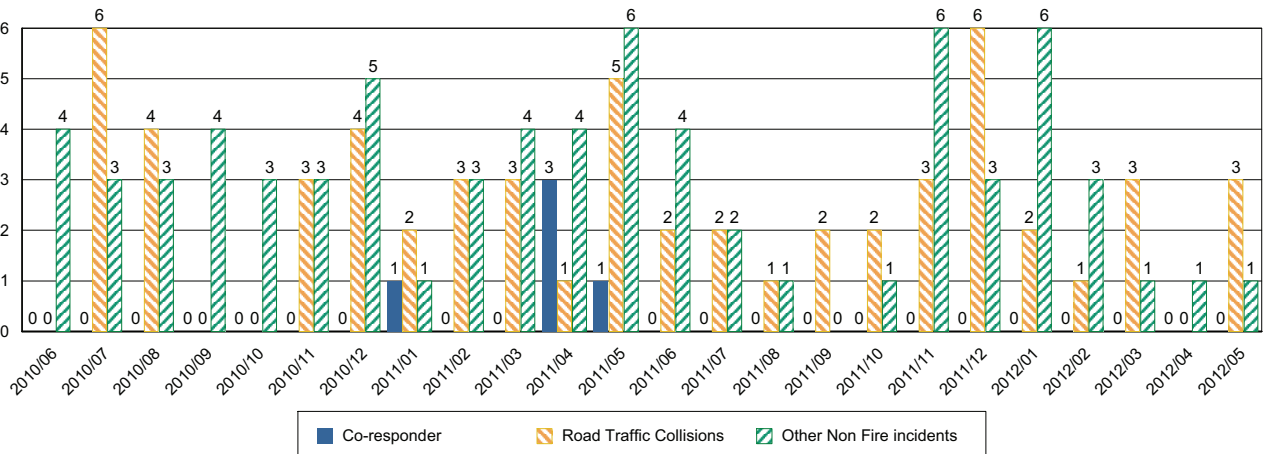
Incidents and Calls



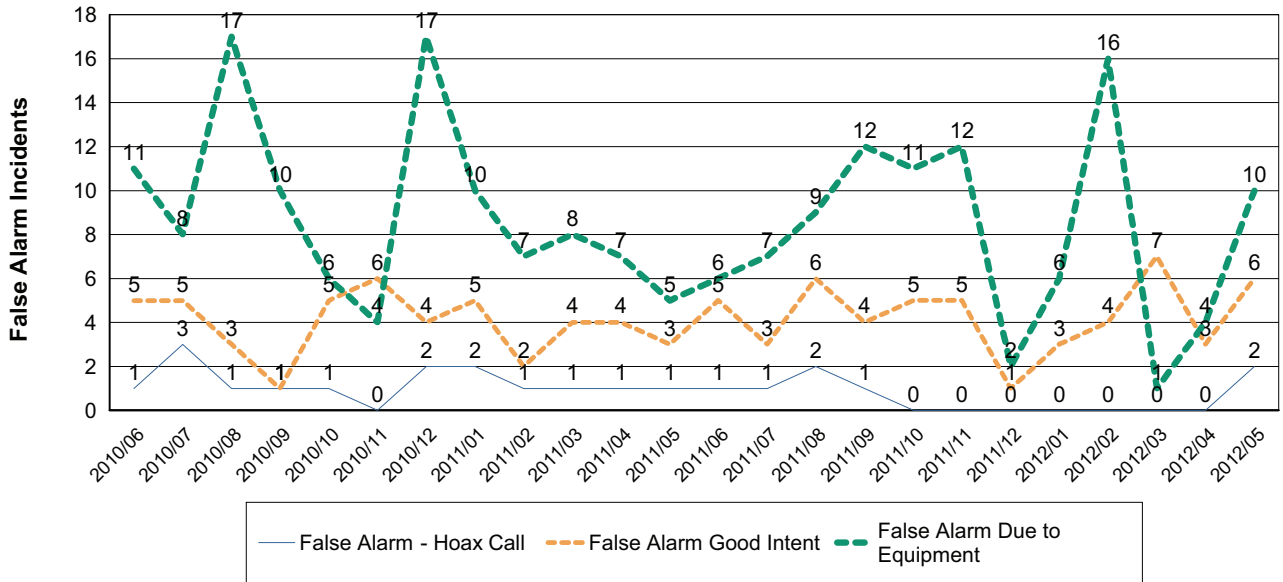
Fires by Cause



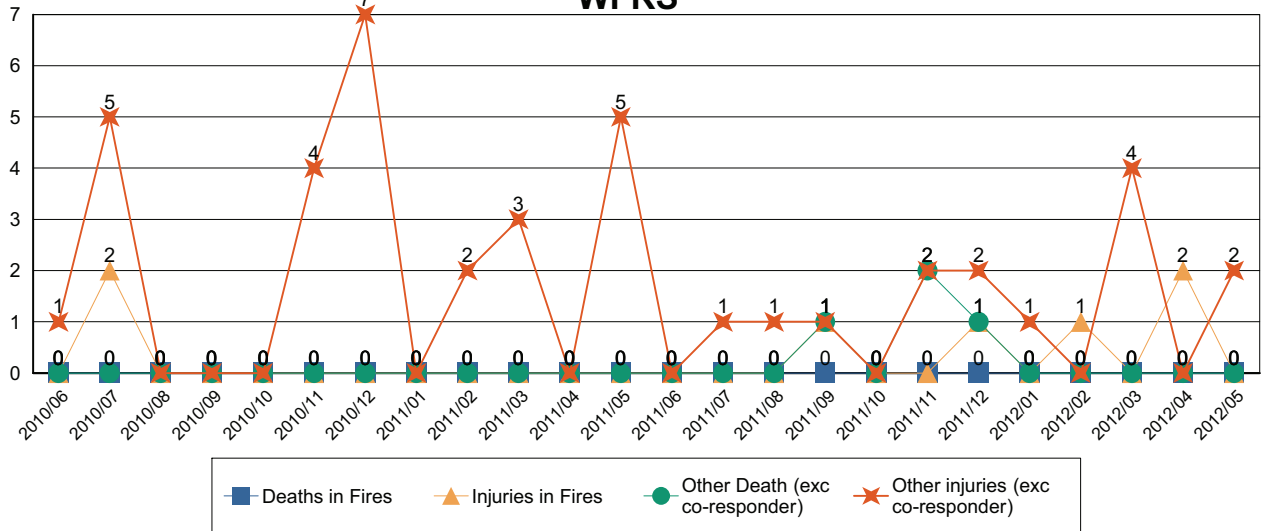
Non-Fire incidents attended by WFRS



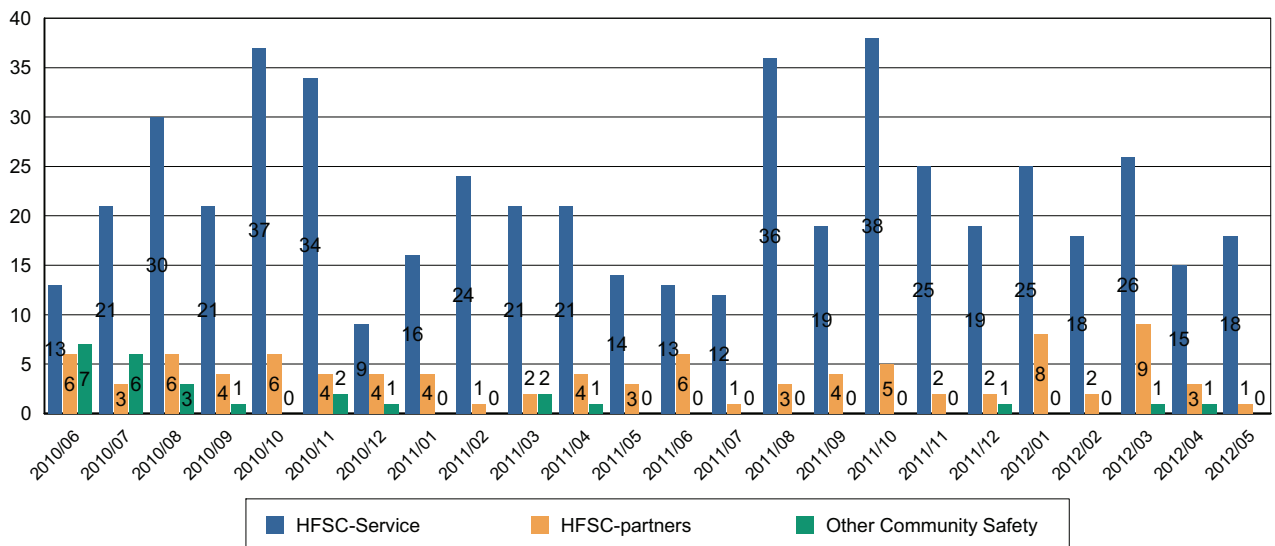
Number of False Alarm Incidents



Death & Injuries in incidents attended by WFRS



Home Fire Safety Checks and other domestic safety



Comments and Interventions overleaf

June update

New Salisbury health facility gets planning permission

Proposals for a new, state-of-the-art GP practice on part the site of the former Old Manor Hospital, on Wilton Road, Salisbury have been granted planning permission. The new, GP-led development will be the new home for Grove House and New Street practices, and the building will be paid for and developed by the practices, who have recently merged to become Salisbury Medical Practice.

Notice of the planning permission is available on Wiltshire Council's website at: <http://www.wiltshire.gov.uk/planninganddevelopment/2012/0017/applicationdocumentation.htm>

NHS Wiltshire launches consultation on Wiltshire Falls and Bones Health Strategy 2012-14

The Wiltshire Falls and Bones Health Strategy 2012-14 was launched for public consultation on Thursday 21 June. The main aim of the strategy is to reduce the number of falls which result in injury.

NHS Wiltshire is seeking the views of local people, service users and carers, who's input into discussions about the future shape of the services will allow us to gain as wide a view as possible as to how Wiltshire tackles falls and bone health over the next two years.

The strategy focuses on five priority areas:

- Falls and osteoporosis care pathways
- Multi-disciplinary falls assessment and interventions
- Osteoporosis assessment and treatment
- Best practice management of people after a hip fracture
- Raising awareness of falls and bone health, and the importance of a healthy lifestyle

Maggie Rae, Corporate Director of Public Health and Public Protection, says

“Falls can be very serious for older people but there are many simple steps you can take to reduce your chance of falls and fractures. The aims of the Falls and Bone Health Strategy are to: improve falls and fracture services used by Wiltshire residents and make sure that services respond to the needs of older people; halt the rising number of falls and related injuries experienced by older people each year; and support older people to access a wide range of community resources.”

Your views on the draft falls and bone health strategy will help us to ensure we have got the priorities for Wiltshire right and we look forward to hearing from you. **All comments on the draft strategy must be received by 13th September 2012.** The draft strategy and

consultation document can be found on the NHS Wiltshire website here: <http://www.wiltshire.nhs.uk/Clinicians/For-healthcare-professionals/For-healthcare-professionals.htm> which also includes a questionnaire that you can complete for letting us know your views/comments.

NHS 111 – Award of contract for call-handling

The contract for the call handling and clinical assessment elements of the new NHS 111 service in Wiltshire and Bath and North East Somerset has been awarded to Harmoni, subject to contract finalisation.

Clinical Commissioning Groups and Harmoni will be working with other local stakeholders to deliver a high quality service for patients in Wiltshire and Bath and North East Somerset with urgent care needs, from April 2013.

Ed Macalister-Smith, Chief Executive of the NHS B&NES and Wiltshire PCT cluster said: “We know people can be confused about which NHS service to use when they need help quickly, and too often they use the wrong service. NHS 111 is an important step in our journey towards improving the way that patients use urgent healthcare services. We look forward to working with Harmoni to implement the call-handling and triage elements of the wider NHS 111 service”.

The next PCT cluster Board Meeting will be held on Wednesday 25 July at 10am at Bath & North East Somerset PCT headquarters, St Martin’s Hospital, Clara Cross Lane, Bath. Members of the public are welcome to attend. Papers are published a week before the meeting on www.wiltshire.nhs.uk or on request from Stacey Saunders, NHS Wiltshire (tel: 01380 733839, email: stacey.saunders@wiltshire.nhs.uk).

Update for Chippenham Area Board

Update from	Chippenham Shadow COB
Date of Area Board Meeting	9 th July 2012

Overview

The shadow COB has attended several local meetings/events to deliver information on the proposed campus and answer questions from local community representatives. The events include the Chippenham annual town meeting and parish forum meeting where a short presentation was given on the campus, detailing the background to the project and identifying the stated outcome of the initiative. The shadow COB will continue to attend meetings and events to deliver information on the campus and provide updates on the progress of the initiative.

The shadow COB has also met with representatives from organisations such as Grow to formulate links for the delivery and provision of information to the local community and in particular the hard to reach groups.

An initial service provider consultation has been completed and the initial feedback received identified support for community space that can be hired at reasonable cost. A second phase of service provider consultation is due to be completed in July/August.

The shadow COB has been formulating their initial views on the public consultation method and delivery methods. This has included the development of a public consultation document and discussions on a variety of delivery methods to ensure as many community members have an opportunity to provide comment as possible. In preparation for the consultation, the shadow COB would like to ask that any volunteers who would be prepared to provide some support for the consultation email campusconsultation@wiltshire.gov.uk.

The shadow COB chair recently attended the COB chairs network meeting which provided an opportunity for COB chairs across Wiltshire to share experiences and best practice that should assist with the development of the campus proposal in Chippenham.

Key Headlines

Update for Chippenham Area Board

- Service provider's questionnaire complete - distribution commenced 3rd April 2012. Second phase being completed July/August 2012.
- Creation of public consultation document to gain wider public's views on the campus
- Discussion and agreement on consultation method and timescales
- Finalisation of baseline report
- Formulation of links with Chippenham Vision to ensure co-ordinated approach and preventing duplication of work.

Signed:

Date: 15/06/12

Update for Chippenham Area Board

Update from	Integrated Youth Service / Youth Work Team
Date of Area Board Meeting	Monday 9.7. 2012

Headlines

- Employment needs of young people prevalent.
- Task group set to become Youth Advisory Group in line with Wiltshire 11-19 strategy
- Café sub group established – partnership with local community and business sector

Projects

- Skate park / CAYPIG consultation meetings over summer
- Chillax café now open Wednesday 2.30-4.30 with ‘Job/career advice’ service (co-working with Integrated Youth Service staff).
- Holiday programme – low budget and local

Future Events/Dates for the diary

- CAYPIG dates (skate park consultation) 24.7.12 / 31.7.12 / 7.7.12 4.30-5.30 at the Bridge Centre.

Please return completed form to Penny Bell, Democratic Services Officer, by 21 February
email: penny.bell@wiltshire.gov.uk tel: 01249 706613

Update for Chippenham Area Board

Update from	Chippenham Partnership of Schools
Date of Area Board Meeting	Monday 9 July 2012

Headlines

- St. Paul's taking on fund-holding responsibilities for Partnership, from Ivy Lane
- Partnership Executive Group from September: Bev Ball (Chair – By Brook), Lynn Evans (Kings Lodge), Jan Hatherell (Hardenhuish), Jill Owen (St. Nicholas)
- Chippenham Games June 25th-29th, organised by Secondaries. Paragames July 3rd at Hardenhuish coordinated by St. Nicholas
- Arts trail launched on May 23rd. Excellent feedback. Positive partnership work with Town Council
- Governor event Oct 23rd for governors across Chippenham
- Deputies meeting September 25th for all schools
- Jill Owen (headteacher St. Nicholas) is new Area Board rep'
- Julia Harle (headteacher St. Peter's) to continue with Multi-Agency Forum chairing role
- Lynne Evans (headteacher Kings Lodge is Community Operation's Board education rep')

Projects

- Children & Young People's Parliament – eco-project launched. Farmer's Market planned for October.
- Chippenham Games evaluation will determine future projects/joint working

Future Events/Dates for the diary

- Chippenham Children and Young People's Parliament meetings:

Weds Nov 14th

Weds Feb 27th

Weds June 19th

Appointments to Outside Bodies and working groups 2012/13

1. Purpose of the Report

- 1.1. To note the appointments to Outside Bodies and Working Groups as set out at Appendix A, which will continue for the forthcoming year 2012/13, unless the Board wishes to make any changes.

2. Background

- 2.1. The Area Board appointed to Outside Bodies at its inaugural meeting in 2009. These appointments will continue for the duration of Councillors' current terms of office, unless the Board determines otherwise.
- 2.2. Similarly, other appointments have been made to Working Groups, such as the Community Area Transport Group (CATG). These appointments will also continue until 2013.

3. Main Considerations

- 3.1. All Area Boards have appointed Community Area Transport Groups (CATGs), which operate as informal working groups making recommendations to the Area Board for approval. Terms of reference are set out at Appendix C. It should be noted that the establishment of the CATGs, along with the delegation of the relevant budget to Area Boards, was a delegation of authority from the Cabinet Member for Highways, and so the Terms of Reference for these cannot be amended
- 3.2. Some Area Boards have also established Shadow Community Operations Boards to discuss and facilitate the development of Campus proposals. Similarly, these Groups have been established as part of the Council's corporate programme for Campuses, and so the Terms of Reference cannot be amended.
- 3.3. Some Area Boards have established other Working Groups to consider and address local issues. Where these have Terms of Reference, this is for the Area Board to determine and amend where required.

4. Financial and Resource Implications

- 4.1. None.

5. Legal Implications

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

6. Environmental Impact of the Proposals

- 6.1. None.

7. Equality and Diversity Implications

- 7.1. None.

8. Delegation

- 8.1. Under Wiltshire Council's constitution (Part 4, paragraph 5), appointments to Outside Bodies will be made by the Leader of the Council, Cabinet, Area Boards or a meeting of group leaders, as appropriate. By convention, appointments to Outside Bodies which operate within the boundary of a community area are made by the relevant Area Board.
- 8.2. The appointment of Councillors to working groups operating under the Area Board is a matter for the Area Board to determine.

9. Recommendation

- 9.1. The Area Board is requested to:
 - a. note the appointments to Outside Bodies as set out at Appendix A, and to agree any changes required.
 - b. agree to reconstitute the Working Group(s), and to agree to re-appoint to Working Group(s) as set out at appendix B
 - c. note the Terms of Reference for the Working Group(s), as set out at Appendix C.

Report Author:

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Appendices:

Appendix A – list of appointments to Outside Bodies

Appendix B – list of appointments to Working Group(s)

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

Unpublished background documents relied upon in the preparation of this report

None.

Appointed By	Outside Body Title (A to Z)	Why Rep Needed	Organisation aims	Meeting schedule	Voting rights	Reps needed	Rep
Area Board - Chippenham	Chippenham Community Area Partnership	To inform on the development of the Community Area Plan	Development of the Community area Plan	Normally every 6-8 weeks	No	1	Cllr Mark Packard
Area Board - Chippenham	Chippenham Youth Issues Group (CAYPIGS)	So young people can present ideas to councillors and council	Youth issues and democracy	4 meetings per year	Yes	Up to 2	Cllr Desna Allen – Queens & Sheldon (Chair) Cllr Peter Hutton – Cepen Park & Derriards Cllr Chris Caswill – Monkton Cllr Mark Packard – Pewsham Cllr Paul Darby – Hardenhuish (Vice Chair) Cllr Nina Phillips – Cepen Park & Redlands Cllr Bill Douglas – Hardens & England Cllr Judy Rooke – Lowden & Rowden Cllr Howard Greenman - Kington Cllr Jane Scott – By Brook
Area Board - Chippenham	Community Area Transport Group (CATG)	The CATG needs to obtain the views of local councillors on highways priorities within their area.	To consider priorities for highways projects in the community area and to make recommendations to the Area Board.	Every 8 weeks in the community area	Yes but the group is only able to make recommendations to the Area Board.	At least one member of the Area Board and consisting of up to 10 people from the Town and Parish Council and Community representatives	<ul style="list-style-type: none"> • Cllr Desna Allen (Chair) • Cllr Bill Douglas • Cllr Nina Phillips • Jane Clark (Chippenham and Villages Area Partnership Chairman) • John Clark (Chippenham Vision Board Chairman) • John Scragg (Chippenham Town Council) • Kristian Price (Area Highway Engineer) • Martin Rose (Principal Highway Engineer) • Mary Mullins (Biddestone & Slaughterford Parish Council) • Ray Stockall (Christian Malford Parish Council Chairman) • Rick Squires (Kington St Michael Parish Council) • Spencer Drinkwater (Principal Transport Planner) • Steve Cross (Divisional Highways Manager North) • Tim Martienssen (Chippenham Vision Board Director) • Victoria Welsh (Chippenham Community Area)
Area Board - Chippenham	Kingsley Road Community Hall Association	Small committee that needs as much support as possible	To provide a community hall available for all the community to hire - Chippenham	3 meetings per year	Yes	As many interested people as possible	Cllr Desna Allen and Cllr Nina Phillips
Area Board - Chippenham	Lyneham Steering Group	Wiltshire Council has been working closely with the military on the programme to understand all the military changes taking place in the county and the impact this will have on council services and partners.	The main purpose of this group will be to bring together community and economy related groups who will be affected by the closure of RAF Lyneham to provide a 'voice' for their particular concerns and resolve issues, where possible.	Every 6 weeks	Yes	5	Cllr Mark Packard - Chippenham Area Board Rep, Cllr Peter Doyle attends as Chair Wootton Bassett & Cricklade AB, Cllr Allison Bucknell as Lyneham Division member Cllr Toby Sturgis as Malmesbury AP Rep, Cllr Christine Crisp as Calne Area Board Rep
Area Board - Chippenham	Shadow Community Operations Board	To oversee the community campus project and make recommendations to the relevant Area Board.	To maintain an overview of the community campus project including design of the building and discussing which services should be located within the building.	Monthly meetings in the locality	Yes	1	<ul style="list-style-type: none"> • Cllr Mark Packard with Cllr Howard Greenman as deputy • Andy Phillips (Chippenham Town Council) • Lynn Evans (Head Kings Lodge School) • Ian Bridge from Patient Liaison Group and Mike Braun (User & Community Groups) • Pauline Monaghan (The Rise Trust) • Nicholas Murry (CAVE - Chippenham and Villages Area Partnership) • Graham Stow (Rotary) • Julia Stacey (Chippenham and Villages Area Partnership) • Andrew Foster (Campus & Operational Delivery Team)

Appointed By	Outside Body Title (A to Z)	Why Rep Needed	Organisation aims	Meeting schedule	Voting rights	Reps needed	Rep
Area Board - Chippenham	Vision for Chippenham Board	To Bring together private and public sector bodies to drive forward development	Co-ordination of regeneration of Chippenham	6 Meetings per year	Yes	1 from Area Board and 1 from Group Leaders	Cllr Chris Caswill

Appointments to Working Groups **Chippenham Area Board**

Community Area Transport Group (CATG):

- Area Board members – Councillors Desna Allen, Bill Douglas, Nina Phillips
- Wiltshire Council Highways Officers – Kristian Price, Martin Rose, Steve Cross, Spencer Drinkwater
- Chippenham and Villages Area Partnership (ChAP)
- Chippenham Vision
- Chamber of Commerce
- Parish and Town Council Reps
- Community Area Manager

Shadow Community Operations Board (Shadow COB):

- Andrew Foster (Wiltshire Council Officer – Transformation)
- Area Board rep – Councillor Mark Packard (Councillor Howard Greenman as deputy)
- Parish/Town Council rep – Cllr David Powell
- Education and Young People rep – Lynn Evans
- Ian Bridges – Patient Liaison Group (COB Chair)
- Pauline Monaghan – The Rise Trust
- Nicholas Murray – CAVE and ChAP
- Graham Stow – Rotary
- Julia Stacey – ChAP

Deputies

- Mike Braun – User and Community Group
- Andy Inkpen – Wider community
- Sarah Flack – Education and Young People

Night Time Economy Group:

- Inspector Chippenham, Calne & Corsham sector
- NPT Sergeant Chippenham
- Senior Licensing Officer, Wiltshire Council
- Chippenham Area Board (Councillor Peter Hutton)
- Head of Service Delivery, Chippenham Town Council
- Beat Manager Chippenham Town Centre
- Chippenham Street Pastors
- Community Safety Manager, Wiltshire Council
- Community Area Manager, Wiltshire Council
- Chief Exec & Town Clerk, Chippenham Town Council
- Pubwatch
- Chippenham & Villages Area Partnership
- Chippenham Vision Board

Skatepark Task Group:

- Chippenham Area Board Chairman
- Play & Leisure Strategy Officer, Wiltshire Council
- Chippenham Area Board (Councillor Nina Phillips)
- Strategic Projects and Development Manager, Wiltshire Council
- Head of Service Delivery, Chippenham Town Council
- Chippenham Vision Board Director
- Chippenham Area Board
- ChAP Project Coordinator
- Community Area Manager, Wiltshire Council
- Youth Development Coordinator, Wiltshire Council
- Community Volunteer x 2

Older Peoples Development Working Group:

- Area Board reps x 2 - Councillor Nina Phillips and Councillor Chris Caswill
- Remaining membership currently being collated

COMMUNITY AREA TRANSPORT GROUP (CATG)

TERMS OF REFERENCE

Membership of the CATG

The CATG will normally be made up of not more than 10 members from the following groups:

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

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

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

The group will normally be chaired by a Wiltshire Councillor. Membership of the CATG will cease when a member ceases to hold the stated office as when first appointed.

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

Appointment of CATG Members

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

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

Media Relations

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

Any press statements about the work of the CATG should be agreed between the Chairman of the CATG and the Chairman of the Area Board.

Meetings

It is recommended that the CATG meet at least four times a year. Meetings are intended to be limited to the Membership set out above, and is open to other members of the Area Board who wish to attend. It can be open to public if the Area Board wishes to do so. It should be noted that CATG is not a constitutional or decision making body and hence proceedings will not be minuted by Democratic Services.

Officer Support

Meetings will be attended by relevant officers from Wiltshire Council including a senior transport planner, a senior traffic engineer and a local highway maintenance engineer as necessary.

Terms of Reference

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

The CATG's terms of reference are set out at Appendix A:

Terms of Reference

1. Small scale transport schemes – discretionary funding

To make recommendations to the Area Board to determine priorities and levels of expenditure required for small scale transport schemes in the community area. A discretionary highways budget has been allocated to the board by the Cabinet Member for Highways and Transport. The funding allocation is for capital funding and can only be used to provide new and improved highway infrastructure. It is suitable for schemes that improve safety, increase accessibility and sustainability by promoting walking, cycling and public transport and improve traffic management. It cannot be used to fund revenue functions such as maintenance schemes or the provision of passenger transport services. Schemes considered by the CATG should have first been raised through the community issues system and endorsed by the relevant town or parish council.

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

(Cabinet Member Decision HT-021-10)

2. Small scale transport schemes – substantive funding

To submit bids for funding from the centrally held substantive funds. A scheme qualifies as substantive if the estimated cost is in excess of the total discretionary amount available.

(Cabinet Member Decision HT-026-11)

3. Speed Indication Devices

To make recommendations to the Area Board as to the locations for speed indicator devices (SIDs) in line with the guidance issued by the Cabinet Member for Highways.

(Cabinet Member Decision HT-023-11)

4. C & UC roads speed limit review

To make recommendations to the Area Board as to the priority routes for review on C Class and unclassified roads in accordance with the guidance issued by the Cabinet Member for Highways.

(Cabinet Member Decision HT-027-11)

5. Waiting restrictions

To make recommendations to the Area Board regarding waiting restrictions in areas where the Town or Parish Councils do not wish to undertake this function.

(Cabinet Member Decision HT-031-11)

6. Other decisions

To make recommendations to the Area Board regarding any other local highways issues when requested.

Wiltshire Council:

Terms of Reference for the Chippenham Older People
Care Development Working Group

V1.0

Contents

- 1. Background**
- 2. Objectives**
- 3. Membership**
- 4. Chair**
- 5. Roles and Responsibilities**
- 6. Confidentiality**

Draft

This Terms of reference was adopted on **[To be completed]**

1. BACKGROUND

- 1.1. This document is the Terms of reference for the above mentioned working group.
- 1.2. The representatives on the board are people nominated through the Area Board who have volunteered to ensure that these new facilities will reflect the views of the community and wish to take an active role in their development.

2. OBJECTIVES

- 2.1. The Working Groups objectives are as follows:
 - To ensure that the community have an opportunity to understand and inform the development
 - To ensure the development and its associated facilities meets the needs of local community
 - To support the integration of the development with local services
 - To provide a consultative voice for local people
 - To reflect service user views and opinions
 - To ensure that the nature of the development is reflective of person centred services
 - To promote interest in the scheme within the community and for the working group members to act as local champions for the scheme
 - To support the Area Board on development of the care accommodation build and report progress at regular intervals

3 MEMBERSHIP

- 3.1 Membership of the Working Group will be determined locally but could consist of a selection of the following:

- 3.1.1 The Surrounding Community: 3-4 representatives;
- 3.1.2 Church Leaders: 1-2 representatives;
- 3.1.3 The Successful Development Partner: 1 representative;
- 3.1.4 Care and Support Provider: 1 representative;
- 3.1.5 Health / GP: 1 representative;
- 3.1.6 Voluntary Sector: 1-2 representatives;
- 3.1.7 Local Councillors: 1-2 representatives;
- 3.1.8 Community Area Manager: 1 representative;
- 3.1.9 The Council: 2 representatives;

- 3.2 The Surrounding Community representatives will be nominated and appointed through the Area Board. Such representatives should be selected so as to ensure adequate representation from distinct interest groups within that sector.

- 3.3 The Members may be changed but the Working Group must be informed.
- 3.4 If a member representative fails to attend 3 consecutive meetings of the Working Group, the Full Members may vote to remove that member representative from the Board;
- 3.5 Sub-groups of the working group (consisting of up to 6 people) may be formed to take forward specific elements i.e. the appointment of a developer contractor (quality and technical submission only) and the finalisation of the design due to the need to progress various elements within a timely fashion. However, progress reports will be submitted to the full Working Group to ensure continued involvement and engagement.
- 3.6 Volunteers for sub-groups will be sought from the Working Group members and the membership of each sub-group will be approved and ratified by the Area Board.

4 CHAIR

- 4.1 Upon establishment of a working group, a chairman will be nominated and seconded by the members.
- 4.2 In the event that the chairman is absent, a council representative will chair the meeting.

5. ROLES AND RESPONSIBILITY

The Working Group is responsible for:

- 5.1 The strategic direction and planning of services, including:
 - 5.1.1 Agreement of the development / implementation plans for each service within the remit of the Working Group;
 - 5.1.2 Promoting and supporting the development / implementation plans to the community.
 - 5.1.3 Ensuring that the views of the community are expressed and properly represented.
 - 5.1.4 Inputting into the selection of a developer (quality and technical submission only), design, service specification and construction plan for the new development. Please note that the Council has a duty to ensure best value and therefore whilst views are welcomed and encouraged, there may be instances where the Council must override views from the local community to ensure the financial viability and deliverability of the scheme.

5.1.5 Development of partnership working between the community, the developer, the Council and key stakeholders.

5.1.6 Ensure that the area board is kept informed of the progress at periodic intervals

5.2 The Role of Wiltshire Council

5.2.1 The Council will retain overall responsibility for the delivery of this project, including the definition of service delivery and appointment of partner organisations.

5.2.2 Certain decisions may be required to be taken by formal Council committee's due to delegated authority restrictions. Working group members will be informed of this on a case by case basis as they arise.

5.3 Working Group (Governance Structure)

5.3.1 This Working Group forms part of the consultation process and will meet once at least quarterly, although the frequency may be increased at key stages of the project.

5.3.2 Any Member of the working group may ask the Chairman to include an item on an agenda for a meeting provided that such a request is made at least 4 days in advance of the meeting at which it will be discussed;

5.3.3 The content and order of items on the agenda and the amount of time allocated to each one will be set at the discretion of the Chairman.

5.3.4 The Council will provide administrative support for these meetings, which will include assistance with arranging meeting times / venues and the production of minutes.

5.4 Recording

5.4.1 Minutes will be taken at each working group meeting and used as a record of the meeting.

5.4.2 The minutes will be written up and circulated to all members within 10 working days of the meeting.

5.4.3 All minutes will be approved at the next meeting by the members and the chair.

6 **CONFIDENTIALITY**

- 6.1 Whilst most information provided by the council, other participants or partners will be non-confidential in nature, there may be occasions when due to the commercial nature of discussions or where matters are relevant to policy development by the council, requests may be made for certain information or items to be confidential. Should any participant be unable to respect this request, they must absent themselves from the meeting prior to discussion and consideration of the relevant item.
- 6.2 Please note that working group members will only be involved in the quality and technical aspects of the tender evaluation to select a preferred development partner. The commercial or price submission will be evaluated by officers of the Council only.

Draft

CAMPUS AND OPERATIONAL DELIVERY PROGRAMME

Campus & Operational Estate Management Workstream

Draft Terms of Reference for Shadow Community Operations Board

1 Background

On 15 February 2011 Wiltshire Council's Cabinet approved the implementation of the Campus and Operational Delivery Programme. The Programme will:

- Work with local communities to develop, facilitate and deliver community campus buildings across Wiltshire which seek to co-locate existing Council and partners services in one accessible location (or possibly more if appropriate) in a community area.
- Carry out the development of campus facilities in line with the Campus and Operational Management workstream principles (noted in section 2 of this document).
- Implement the Preliminary Management Project which will test the potential to develop some form of community driven strategic non-profit distributing organisation to deliver and support public services across Wiltshire.

Some of the benefits that the Council is seeking to achieve from a campus are:

- Accessible facilities that accurately reflect the specific needs of the local area being served.
- Reducing the Council's estate producing an estimated 40% reduction in operational costs across all estate (this is an estimation based upon an initial assessment of the impact of the Workplace Transformation Programme which preceded the Campus and Operational Delivery Programme).
- Combining point of contact arrangements and improving accessibility to services.
- Developing and providing sustainable and energy efficient buildings.
- Ensuring long term flexibility in terms of the use of space is fundamental to the design.
- Developing the synergies between the management of individual services at a community level.
- Working with communities to develop a coherent and effective volunteering policy relevant to the local campus.
- Reducing the current overall risk to the Council from aging, disparate and inefficient buildings.
- Increased, beneficial and sustainable partnership working.

Fundamental to the successful implementation of the programme is the commitment to empower local people to have a direct influence on the delivery of public services in their area. This supports the concepts of Localism and the decentralisation of decision making to local communities.

The Preliminary Management Project will initially be focused on Corsham, Melksham, Pewsey, Tisbury and Wootton Bassett. This will encompass the creation of Shadow Community Operations Boards, reporting into the Area Board who will make final recommendations to Cabinet for their consideration. The Shadow Community Operations Boards, will, subject to the agreement of the Area Board, take on a key role in coordinating and leading communications, influencing, and local engagement. This will cover areas such as the consultation processes, commenting on facility design and development and the ongoing indirect management and strategic planning of the resulting campus facility.

The preliminary management project will be in place from April 2011 through to April 2013 unless the Council determines otherwise.

2 Campus Management Principles

The Shadow Community Operations Board will need to work with the Council and its partners to ensure that the following approved principles are delivered:

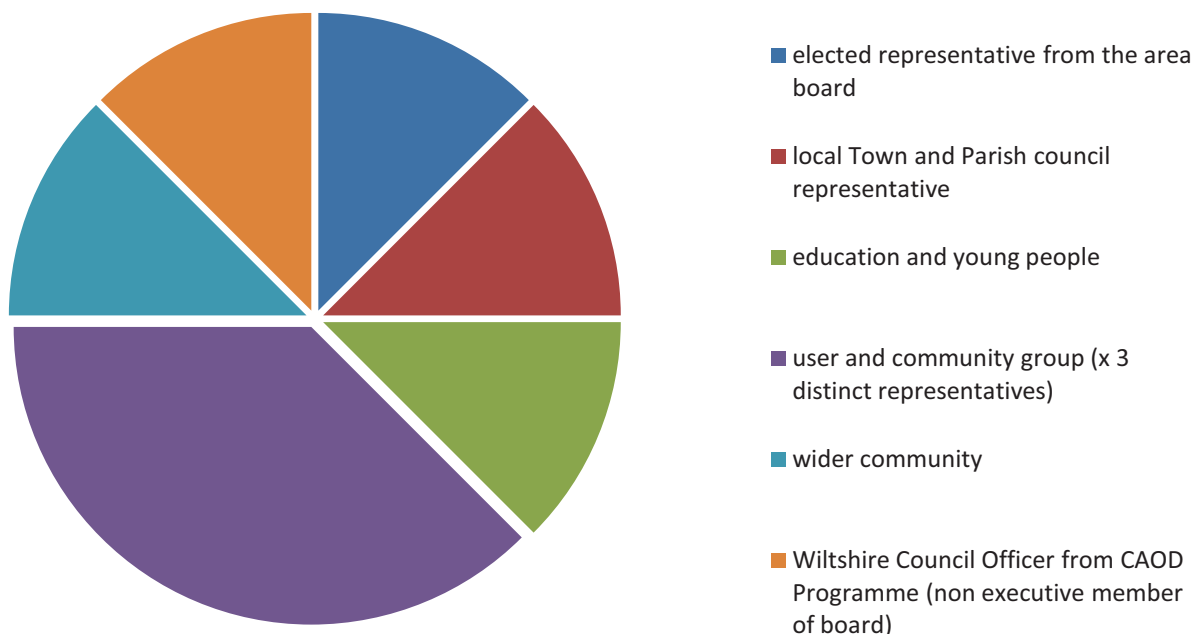
- (i) Create an environment which empowers local people to directly influence the delivery and improvement of unique needs based services in their community.
- (ii) Ensure a singularity of vision to enable local needs to be foremost in strategic planning and operational service delivery.
- (iii) Be proactive in meeting economic challenges and widen the scope for investment in services and assets.
- (iv) Share the accountability for service delivery with the community and partners.

Version3 – 5/4/11

- (v) Secure a sustainable and innovative form of management that complements the evolving national context of the localisation of service delivery.
- (vi) Promote social inclusion and resilience by increasing accessible opportunities for volunteering and community involvement
- (vii) Make specific provision for accessible opportunities for partnership working.
- (viii) Provide accessible local decision making processes and governance structures.
- (ix) Provide opportunities for a consistent and sustainable support network for the voluntary and community sector in Wiltshire.
- (x) Provide a consistent strategic vehicle for all services in a locality that is financially robust and able to respond to the changing face of the public and community service delivery rather than a range of competing initiatives based on existing service models.

3 Membership

The shadow community operations board membership will be determined by the Area Board and should consist of an appropriate, mutually agreeable representative from the following broad sectors of the local community area:



- (i) There will be one representative for each party identified.
- (ii) The board will need to nominate a chairperson at its inaugural meeting.
- (iii) The board will need to determine if the suggested representation appropriately reflects the description of the party.
- (iv) There will be up to three representatives identified by the user and community group sector and approved by the Area Board. Such representatives should be selected so as to ensure proper representation from distinct interest groups within that sector.
- (v) The Wiltshire Council liaison representative will be an officer from the Campus and Operational Delivery Programme team and will be invited to sit on the board as a non-executive party.
- (vi) Each party should endeavour to be represented at each formal meeting.
- (vii) Each executive party will have equal rights.

4 Roles and responsibility

4.1 Community leadership & engagement

- (i) On behalf of the Area Board, provide effective community leadership and accountability for the preliminary management project and ensure the workstream principles are met.
- (ii) As required by the Area Board, to effectively manage the communications of the project within the community area and to liaise with the officer working group to ensure any locally focused communications plan complements the wider strategic communications plan.

- (iii) To make representation to the Area Board based on ongoing community engagement and consultation to determine or recommend levels of services provided within each phase of the project.
- (iv) To work with the Area Board to identify local partners and facilitation and support of sustainable partnership working.

4.2 Responsibility for outcomes

- (i) To define community need and make recommendations to the Area Board over facility specification and operations.
- (ii) Support the Area Board in the delivery of the campus building.
- (iii) On behalf of the Area Board develop, and subject to future cabinet approval, implement a local volunteering strategy (specific framework for the engagement and management of volunteers) to support the campus.
- (iv) Influence the campus design and specification where appropriate by recommendation to the Area Board
- (v) Positive engagement in the ongoing strategic planning, programming and operation of the campus

4.3 Project coordination and reporting

- (i) To develop a community led action plan that clearly sets out the approach the shadow board will take and seek Area Board approval for this
- (ii) To assist the Campus and Operational Delivery Team in developing, managing and monitoring the progress and delivery of an action plan
- (iii) To assess any potential risks and advise the Campus Management Working Group and Area Board accordingly.
- (iv) To develop a marketing plan and strategy, to be supported by the Council, that sets out the proposed approach to maximising sustainable community use of the campus facility, subject to approval by the Area Board and Wiltshire Council Cabinet
- (v) To ensure a co-ordinated community approach to the engagement, development and operation of a campus facility.
- (vi) To report progress and make recommendations to the Area Board and officer working group for improved services, community orientated services based upon need, facility development and local opinion
- (vii) Partner role in the wider not for profit distributing management options and governance appraisal

4.4 The role of Wiltshire Council

- (i) The ultimate responsibility for all service delivery and responsibility for the delivery of the Campus will remain with the Council for the duration of the preliminary management project.
- (ii) There may be elements or decisions required within the preliminary management project that will need to be determined by elected members of the Area Board or Cabinet following recommendation to them by the Area Board
- (iii) The Council will endeavour to support the approach the Shadow Community Operations Board takes where that approach supports the principles set out in section two of this document and has been supported by the Area Board

5 Outcomes

- (i) The local community and partners in the widest sense are informed and proactively engaged with the process of delivering and the future operation of a community campus.
- (ii) The community campus is delivered within the timescales set, with full proactive engagement from the local community and the service delivery meets local needs.
- (iii) The community-led aspect of campus delivery is clearly defined, managed and continually assessed to ensure maximum use of the facility by the local community and continued engagement in concept of local people directly influencing the delivery of local services.

6 Confidentiality

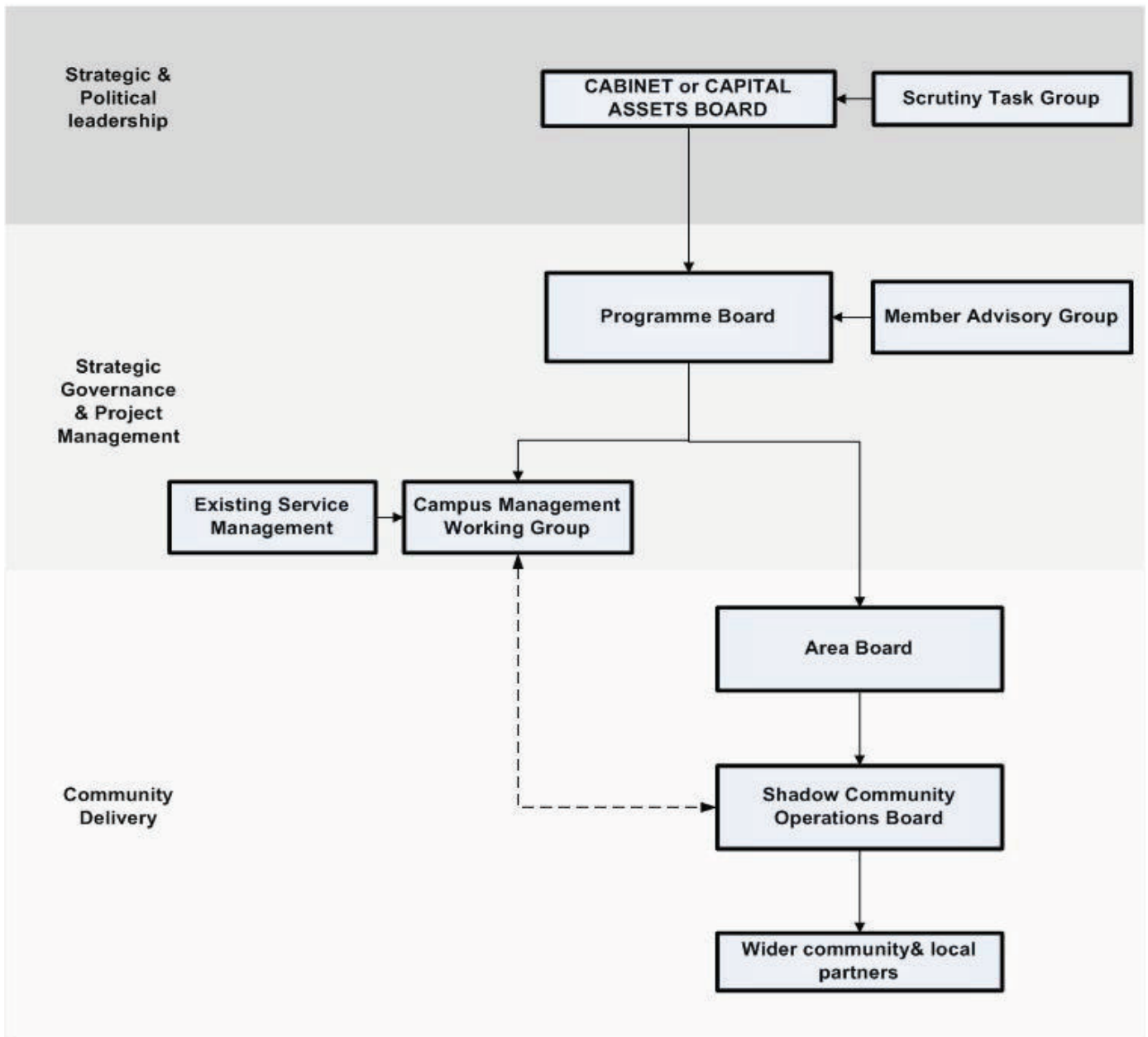
Whilst most information provided by the council or other participants or partners will be non-confidential in nature there may be occasions when due to the commercial nature of discussions or where matters are relevant to policy development by the council, it may request that individual information or items are confidential. Should any participant be unable to respect this request they must absent themselves from the meeting prior to discussion and consideration of the relevant item.

7 Governance Arrangements

The project remit currently extends up to April 2013. Prior to this there is a need to implement an interim governance structure that provides an appropriate framework to operate. It should be noted that managerial responsibility for operations, health and safety, staff etc remains with the Council for the duration of the project however there is scope for the Shadow Community Operations Board to influence, plan and programme services, subject to Cabinet approval following a recommendation from the Area Board. A chart showing the relationships between the various parties is noted below.

- (i) The Shadow Community Operations Board will meet as necessary and as determined by the Board.
- (ii) The Shadow Community Operations Board will be chaired by a representative elected by the Board.
- (iii) The Shadow Community Operations Board will report to the Area Board, but where request to do so by the Area Board, may provide advice directly to the Campus Management Working group, which is a cross departmental officer team coordinated by the Campus and Operational Delivery Programme.
- (iv) The administration of the Shadow Community operations Board will be the responsibility of the Board itself.
- (v) There may be occasions whereby sub-groups of the Shadow Community Operations Board will be necessary. In this instance any sub-group will report directly to the Shadow Community Operations Board in governance terms.

Preliminary Management Project Governance Arrangements



Chippenham Crime & Community Safety Group

Terms of Reference

Membership of the Crime & Community Safety Group

The Crime & Community Safety Group will normally be made up of not more than 10 members from the following groups:

- **Wiltshire Council**
 - Area Board Councillor
 - Officers from the Public Protection Team & Area Board Team
- **Wiltshire Police:**
 - Inspector
 - Sgt
 - Other Police personnel as appropriate
- **Town & Parish Councils**
 - Chippenham Town Councillor
 - Officers from Town Council
 - Parish representative
- **Street Pastor**
 - One representative
- **Community Partnership**
 - One representative
- **To be invited as and when required**
 - Community representatives
 - Specialists & guests.

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

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

The group will normally be chaired by a Wiltshire Councillor.

Membership of the Crime & Community Safety Group will cease when a member ceases to hold the stated office as when first appointed.

Chippenham Crime & Community Safety Group

Terms of Reference

The Crime & Community Safety Group may invite representatives from local organisations to its meetings to give technical advice or to share pertinent local knowledge on projects in the area.

Appointment of Crime & Community Safety Group Members

Appointment of members to the Crime & Community Safety Group will normally be agreed at a full meeting of the Area Board. Membership may be varied, with the agreement of the Area Board Chairman, subject to approval at the next full Area Board meeting.

Where required for flexibility, the Area Board may appoint an unnamed representative of an organisation to the Crime & Community Safety Group (e.g. Town/Parish Council or Community Area Partnership) to ensure that the organisation is always represented at meetings. However it is preferred that the same representative attends if possible to ensure consistency of membership.

Media Relations

Members of the Crime & Community Safety Group must not issue press statements on behalf of the Area Board.

Any press statements about the work of the Crime & Community Safety Group should be agreed between the Chairman of the Crime & Community Safety Group and the Chairman of the Area Board.

Meetings

- It is recommended that the Crime & Community Safety Group meet at least four times a year
- Meetings are intended to be limited to the Membership set out above
- It should be noted that Crime & Community Safety Group is not a constitutional or decision making body and hence proceedings will not be minuted by Democratic Services
- Responsibility for agenda and summary of actions to be rotated amongst the officers

Officer Support

Meetings will be attended by relevant officers from Wiltshire Council including a Crime & Community Safety Officer, Anti Social Behaviour Reduction Officer and Licensing Officer as necessary.

Chippenham Crime & Community Safety Group Terms of Reference

Terms of Reference

The Crime & Community Safety Group has no formal decision making authority on operational matters or budget expenditure but acts as an informal discussion forum making recommendations to the Area Board. Recommendations must be agreed at a Crime & Community Safety Group meeting before being brought to the next Area Board for approval.

The Crime & Community Safety Group terms of reference are set out at Appendix A:

DRAFT

Chippenham Crime & Community Safety Group Terms of Reference

Appendix A

Terms of Reference

1. Reduce Violent Crime (reduce assault with injury crime rate)
2. Reduce the level of alcohol related violence
3. Reduce the level of public disorder and ASB
4. Bring more offenders to justice
5. Improve the perception of anti social behaviour
6. Increase public confidence and satisfaction
7. Improve the image of the town
8. Promote positive publicity
9. Secure sustainable CCTV arrangements for the town
10. Licensing campaign
11. To make recommendations to the Area Board regarding any other local crime and community safety issues
12. To work towards achieving the "Purple Flag"

It was agreed that there should be a particular focus on increasing public confidence and satisfaction in 2012.

Chippenham Skatepark Task Group (STG) Terms of Reference

Membership of the Skatepark Task Group (STG)

The Skatepark Task Group (STG) will normally be made up of not more than 10 members from the following groups:

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

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

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

The group will normally be chaired by a Wiltshire Councillor. Membership of the STG will cease when a member ceases to hold the stated office as when first appointed.

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

Appointment of STG Members

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

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

Media Relations

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

Any press statements about the work of the STG should be agreed between the Chairman of the STG and the Chairman of the Area Board.

Chippenham Skatepark Task Group (STG) Terms of Reference

Meetings

It is recommended that the STG meet at least four times a year. It should be noted that STG is not a constitutional or decision making body and hence proceedings will not be minuted by Democratic Services.

Officer Support

Meetings will be attended by relevant officers from Wiltshire Council and Chippenham Town Council.

Terms of Reference

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

The S bTG's terms of reference are set out at Appendix A:

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Chippenham Skatepark Task Group (STG) Terms of Reference

Appendix A

Terms of Reference

1. To install a Skatepark facility in Chippenham
2. Identify sites
3. Negotiate with landowners
4. Consult with members of the public
5. Consult and work with young people
6. Invite experts/professional as required
7. To make recommendations to the Area Board

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May 2012

CHIPPENHAM AREA BOARD FORWARD PLAN

Please note that this is a working document which is subject to change due to availability of the relevant officers/partners and relevant time scales.

Date	Location	Area Board Agenda Items	Cabinet Member Attending
Monday 3 September 2012	Hardenhuish School, Chippenham	<p>Provisional Items: Asset Management Strategy – initial input Wiltshire Online: Digital Literacy in Wiltshire Understanding Autism Review of Wiltshire’s Housing Allocation Policy</p> <p>Area Board funding will be awarded</p>	Councillor John Thomson (Deputy Leader, Adult Care, Communities & Housing)
Monday 5 November 2012	Council Chamber, Monkton Park Offices	<p>Provisional Items: Asset Management Strategy – comment Wiltshire Online: Connectivity and Provision</p> <p>Area Board funding will be awarded</p>	Councillor John Noeken (Resources)

Chippenham Area Board Officer Contacts:

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