

# MINUTES

**Meeting:** CHIPPENHAM AREA BOARD  
**Place:** Council Chamber - Council Offices, Monkton Park, Chippenham,  
SN15 1ER  
**Date:** 19 March 2018  
**Start Time:** 7.00 pm  
**Finish Time:** 9.00 pm

---

Please direct any enquiries on these minutes to:

Will Oulton (Democratic Services Officer), Tel: 01225 713935 or (e-mail) [william.oulton@wiltshire.gov.uk](mailto:william.oulton@wiltshire.gov.uk)

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

---

## **In Attendance:**

### **Wiltshire Councillors**

Cllr Ashley O'Neill, Cllr Bill Douglas, Cllr Andy Phillips, Cllr Nick Murry,  
Cllr Ross Henning, Cllr Howard Greenman (Chairman) and Cllr Melody Thompson

**Total in attendance: 22**

---

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
15	<p><u>Chairman's Welcome and Introductions</u></p> <p>The Chairman, Councillor Howard Greenman, welcomed everyone to the meeting and introduced the councillors and officers present.</p>
16	<p><u>Apologies</u></p> <p>Apologies for absence were received from Jane Scott and Clare Cape.</p>
17	<p><u>Minutes</u></p> <p><b>Resolved</b></p> <p><b>That the minutes of the meeting held on 15 January 2018 were agreed a correct record and signed by the Chairman.</b></p>
18	<p><u>Declarations of Interest</u></p> <p>Councillor Ross Henning stated that he was a member of the Rugby Club that had an application under consideration.</p>
19	<p><u>Chairman's Announcements</u></p> <p>The Chairman reminded councillors that they were invited to put themselves forward to represent their Area Board, Town or Parish Council on Chippenham Area Board sub groups/task groups e.g.: Chippenham Community Area Transport Group (CATG), Local Youth Network (LYN), Health &amp; Wellbeing Management Group (HWB), Safer and Supportive Communities (SASC); that appointments for 2018/19 will take place at the Area Board meeting on 4<sup>th</sup> June 2018; and that those wishing to represent their Town/Parish on Chippenham CATG should contact VW to express their interest by 11<sup>th</sup> May 2018.</p>
20	<p><u>Disability Awareness Project</u></p> <p>Consideration of this item was deferred as the young person intending to present the item was not available.</p>
21	<p><u>Local Youth Network Update and Grants</u></p> <p>Councillor Peter Hutton, as chair of the LYN, presented the report giving an update on activities including the opening of the Youth Café. Richard Williams presented the applications and the meeting heard from the applications.</p>

	<p>Following an opportunity to ask questions and debate, the meeting;</p> <p><b>Resolved</b></p> <p><b>To make the follow youth grant awards:</b></p> <ul style="list-style-type: none"> <li>• <b>Chippenham Youth Rugby teambuilding residential - £1000.00</b></li> <li>• <b>Chippenham FM Community radio - £1000.00</b></li> </ul>
22	<p><u>Wessex Water</u></p> <p>Paul Kelson, Wessex Water, gave a presentation on engagement between the community and the water company.</p> <p>Matters highlighted in the course of the presentation and discussion included: the services provided the customers in the area; the meeting with the Town Council, and the engagement work being started in Chippenham; the projects being undertaken in the area; that Ofwat have asked for a greater focus on customer engagement and changing behaviours; the barriers to engagement and how they can be overcome; the specific projects to reduce plastic bottles; the Watermark Award celebrating local environment initiatives; that the company was listening to the public and community leaders to find out the best methods for engagement and communication; how home visits can help with water efficiency; the links that could be made with existing community events; the hope to pilot some approaches in Chippenham that could become shared best practice; how to best involve their staff based in the Chippenham Community Area; planning to put together a small workshop to develop ideas further.</p> <p>Mr Kelson stated that he would respond in writing the following issues raised by Councillors: whether there were any plans for the depot site in Westmead; whether works had had an impact on street lighting in Queens Crescent; that he would forward on the newsletter regarding Homecheck.</p> <p>The Chairman thanked Wessex Water for the presentation.</p>
23	<p><u>End of Year Review</u></p> <p>Cllr Howard Greenman, Chairman of Chippenham Area Board, and Victoria Welsh, Community Engagement Officer presented a summary of the activities of the Area Board over the last year.</p> <p>Matters raised in the course of the presentation and discussion included: how the JSA had been used to inform actions; the different projects supported; how to encourage recipients to give feedback to the meeting; whether the Cabinet Member responsible could be asked to report back on the impact of changes at Household Recycling Centres in relation to flytipping.</p>

	<p><b>Resolved</b></p> <p><b>To note the update.</b></p>
24	<p><u>Community Updates</u></p> <p>The meeting noted the written updates provided.</p> <p>The meeting recorded a vote of thanks to the officers of Wiltshire Constabulary and neighbouring forces that had responded so professionally and positively to the recent incident in Salisbury.</p> <p>In response to a question from Cllr Henning, it was noted that the mobile CCTV van is normally deployed in relation to night-time issues around pubs and clubs; and that councillors can email request for deployment.</p>
25	<p><u>Health &amp; Wellbeing Update</u></p> <p>Councillor Peter Hutton presented the report and the request to approve recommendations to award funding.</p> <p>Following an opportunity for question and debate, the meeting;</p> <p><b>Resolved</b></p> <p><b>To make the following awards:</b></p> <ul style="list-style-type: none"> <li>• <b>Chippenham Leg Club Pilot - £2,500</b></li> <li>• <b>Chippenham Older Peoples Forum Membership Drive - £120</b></li> </ul>
26	<p><u>Funding</u></p> <p>The meeting considered the report recommendation community grant and councillor initiative awards. Following a suggestion by Councillor Murry it was agreed to widen the scope of the Councillor initiative regarding cycle racks/stands.</p> <p>Following presentations from applicants, and opportunities to ask questions, the meeting;</p> <p><b>Resolved</b></p> <p><b>1. To make the following awards:</b></p> <ul style="list-style-type: none"> <li>• <b>Beacon Centre Equipment regeneration</b>                     <b>£1,800</b></li> <li>• <b>Kington St Michael Village Hall roof repair</b>                     <b>£5,000</b></li> <li>• <b>Kissing Gates</b>   <b>£6,000</b></li> <li>• <b>OurWalk App Development</b>   <b>£1,000</b></li> <li>• <b>Fly Tipping Signage</b>   <b>£273</b></li> </ul>

	<ol style="list-style-type: none"> <li>2. To allocate £18,700 for Cycle stands and other initiatives to encourage cycling in Chippenham community area;</li> <li>3. That the Cycle Network Development Group (CNDG) should be tasked to consider best use of the funding, and approach Chippenham Town Council and/or other parishes in the community area for 25% funding and make recommendations to the Area Board; and</li> <li>4. To appoints a Councillor Nick Mury to be lead representative on the CNDG</li> </ol>
27	<p><u>Community Area Transport Group (CATG)</u></p> <p>The meeting considered the recommendations from the CATG. Following a discussion regarding contributions from schools, it was agreed not to request a contribution and to increase the allocation from the CATG fund accordingly, and that the issue of how to encourage contributions from third-parties could be considered by the CATG.</p> <p>The meeting;</p> <p><b>Resolved</b></p> <ol style="list-style-type: none"> <li>1. To note completed schemes;</li> <li>2. To note the updates; and</li> <li>3. To approve the following schemes: <ol style="list-style-type: none"> <li>a) Allocate £4,500 to dropped kerbs exercise for 2018/19, noting that the level of contribution from Town &amp; Parish Councils is increased to 40%;</li> <li>b) Allocate increased contribution of £1,125 towards the pedestrian survey conditional upon an increased contribution of £375 from Chippenham Town Council</li> <li>c) Allocate £500 to cover the cost of: <ul style="list-style-type: none"> <li>- Ad-hoc lining works for H- Bars</li> <li>- SLOW markings</li> </ul> </li> <li>d) Allocate £187.50 towards the new sign conditional upon a contribution</li> </ol> </li> </ol>

	<p>of £62.50 from Chippenham Town Council</p> <p>e) Allocate £600 towards the cost of a survey conditional upon contributions of:</p> <ul style="list-style-type: none"> <li>- £200 from Chippenham Town Council</li> </ul> <p>f) Chippenham Area Board to note completion of resurfacing listed in CATG Note Tracker</p> <p>g) Chippenham Area Board to allocate funds to:</p> <ul style="list-style-type: none"> <li>- 6098 – Brook Street (corner) £900</li> <li>- 6099 – Canal Road/Lodge Road where the two roads join near the roundabout £4,300</li> <li>- 6100 - Derriads Lane, cul-de-sac -15,17,19,21,23 £5,513</li> </ul> <p>h) Note that the list of improvements that weren't funded would be referred to officers for possible action.</p>
28	<p><u>Urgent items</u></p> <p>There were no urgent items</p>
29	<p><u>Date of Next Meeting</u></p> <p>The Chairman thanked everyone for attending the meeting and noted that the next meeting would be on the 4 June 2018.</p>