

# AGENDA

**Meeting:** Salisbury Area Board  
**Place:** Online (links below)  
**Date:** Thursday 3 December 2020  
**Time:** 6.00 pm

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The Area Board welcomes and invites contributions from members of the public in this online meeting.

**[To join the meeting and be able to enter in the discussion, please use this link](#)**

[Guidance on how to access this meeting online is available here](#)

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If you have any queries please contact Lisa Moore (Democratic Services Officer), direct line 01722 434560 or [lisa.moore@wiltshire.gov.uk](mailto:lisa.moore@wiltshire.gov.uk)

All the papers connected with this meeting are available on the Council's website at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk) and press enquiries to Communications on direct lines (01225) 713114 / 713115

## Wiltshire Councillors

Cllr Derek Brown OBE, St Mark's and Bishopdown  
Cllr Brian Dalton, Harnham  
Cllr Matthew Dean, St Paul's  
Cllr Mary Douglas, St Francis and Stratford  
Cllr Sven Hocking, St Martin's and Cathedral (Vice-Chairman)  
Cllr Atiqul Hoque, St Edmund and Milford (Chairman)  
Cllr Ricky Rogers, Bemerton  
Cllr John Walsh, Fisherton and Bemerton Village

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## **Public Participation**

Please see the agenda list on following pages for details of deadlines for submission of questions and statements for this meeting.

For extended details on meeting procedure, submission and scope of questions and other matters, please consult [Part 4 of the council's constitution](#).

The full constitution can be found at [this link](#).

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

	Time
<p>1 <b>Welcome and Introductions</b></p>	6.00pm
<p>2 <b>Apologies for Absence</b></p>	
<p>3 <b>Minutes</b> (<i>Pages 7 - 18</i>)</p> <p>To confirm the minutes of the meeting held Online, on Thursday 8 October 2020.</p>	
<p>4 <b>Declarations of Interest</b></p> <p>To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.</p>	
<p>5 <b>Chairman's Updates</b></p> <p>The Chairman will give an update on outcomes and actions arising from previous meetings of the Area Board.</p>	
<p>6 <b>Partner and Community Updates</b> (<i>Pages 19 - 30</i>)</p> <p>To note the written updates attached to the agenda and hear from those present</p> <ul style="list-style-type: none"> <li>a) Police – CPT webpage <a href="#">link</a></li> <li>b) Fire - attached</li> <li>c) Salisbury BID – <a href="#">website</a></li> <li>d) Salisbury City Council <a href="#">website</a></li> <li>e) Healthwatch Wiltshire – attached</li> <li>f) Clinical Commissioning Group - attached</li> </ul> <p>g) Maltings and River Park – Following on from the presentation at the last Area Board, the consultation on the River Park Masterplan and Phase 1 proposals of the River Park scheme has now commenced. Details can be found on the Council's web-site: <a href="http://www.wiltshire.gov.uk/salisbury-future">www.wiltshire.gov.uk/salisbury-future</a></p> <p>Consultation closes on 8th January and comments are welcome.</p>	6.15pm
<p>7 <b>The Impact of Covid on Schools, Health &amp; Care Services in Salisbury</b></p> <p>The Board has invited three representatives to come and talk about how Covid has impacted on them and the people they serve in Salisbury, measures taken to cope during imposed restrictions and how they have adapted to meet the needs of the community.</p> <ul style="list-style-type: none"> <li>• Katy Gillingham – Salisbury Medical Practice (communications and engagement lead)</li> <li>• Gareth Jones – Sarum Academy (head of 6<sup>th</sup> form)</li> <li>• Matthew Airey – Wessex Care</li> </ul>	6.25pm

8 **The Future of Salisbury City Hall**

6.55pm

Following the continuing temporary closure of Salisbury City Hall due to the Covid-19 pandemic, Cllr Rogers proposes that Salisbury Area Board supports the re-opening of the historic entertainment venue as soon as is safe and practical.

The Board is asked to support the proposal to request that Wiltshire Council conducts any community engagement and/or consultation should the usage change, through the Salisbury Area Board.

9 **Community Area Transport Group (CATG) (Pages 31 - 64)**

7.05pm

The board is asked to note the minutes of the CATG meeting that took place on 17 November 2020 and consider and recommendations for funding as detailed therein.

10 **Area Board Funding (Pages 65 - 96)**

7.10pm

Current financial position of funds available at this meeting:

- Community Area Grants budget - £37,063.28
- Young People's funding budget – £15,532.00
- Health & Wellbeing budget - £1190.22

Community Area Grants Scheme

To consider applications for funding as detailed in the Grants report attached and listed below:

<b>Applicant</b>	<b>Amount requested</b>
<b>Applicant:</b> Hampworth Croquet Club <b>Project Title:</b> Keeping Hamptworth Croquet Club Open Phase 2  <a href="#">View full application</a>	£5000.00
<b>Applicant:</b> Five Rivers Indoors Bowls Club <b>Project Title:</b> Five Rivers Indoor Bowls Club - Motorised Wheelchair  <a href="#">View full application</a>	£1000.00
<b>Applicant:</b> Devenish Bradshaw Trust <b>Project Title:</b> Devenish Bradshaw Trust - City to Countryside Dog Trails  <a href="#">View full application</a>	£2127.44



<b>Applicant:</b> Secret Spitfire Charity <b>Project Title:</b> Secret Spitfire Memorial and blue plaques  <a href="#">View full application</a>	£5000.00
<b>Applicant:</b> The Any Body Can Cook Community Interest Company <b>Project Title:</b> Local Pantry Salisbury  <a href="#">View full application</a>	£5000.00
<b>Applicant:</b> Milford Street Bridge Project ( St Edmunds Community Association) <b>Project Title:</b> Milford Street Bridge Project - Covid Updates and Futureproofing  <a href="#">View full application</a>	£980.00
<b>Applicant:</b> Alabare Christian Care & Support <b>Project Title:</b> Hygiene Privacy for Homeless  <a href="#">View full application</a>	£2884.12
<b>Applicant:</b> Macklin Road Residents Association <b>Project Title:</b> Macklin Road Estate Centenary Plaque  <a href="#">View full application</a>	£389.00

#### Youth Funding

<b>Applicant</b>	<b>Amount requested</b>
<b>Applicant:</b> Wiltshire Youth Futsal League <b>Project Title:</b> Wiltshire Youth Futsal League Sports Hall Hire  <a href="#">View full application</a>	£1,000.00

#### Health & Wellbeing Funding

<b>Applicant</b>	<b>Amount requested</b>
<b>Applicant:</b> Safer & Supportive Salisbury <b>Project Title:</b> Printing costs of booklet of Salisbury Covid Stories	£550.00

<a href="#">View full application</a>	
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### Area Board Intergeneration Project Funding

At Salisbury Area Board meetings during March & May 2020, a total of £5000.00 was set aside from the youth budget for an Intergenerational Project.

Following this, a project brief was created, and applicants were invited to submit proposals by the end of September 2020. Three proposals were received.

On 9th November a panel featuring Cllr Ricky Rogers, Irene Kohler (Older Peoples Champion, Helen Dowse (Carers Champion) and members of our youth panel interviewed the applicants. The Panels recommendation that the £5000.00 funding be awarded to Salisbury Museum (project detailed in attached papers).

The Board is asked to approve the recommendation for funding.

11 **Close**

**8.00pm**

The date of the next meeting is Thursday 22 January 2021 at 6.00pm.

# MINUTES

**Meeting:** Salisbury Area Board  
**Place:** Online  
**Date:** 8 October 2020  
**Start Time:** 6.00 pm  
**Finish Time:** 8.19 pm

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Please direct any enquiries on these minutes to:

Lisa Moore (Democratic Services Officer), Tel: 01722 434560 or (e-mail) [lisa.moore@wiltshire.gov.uk](mailto:lisa.moore@wiltshire.gov.uk)

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

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## **In Attendance:**

### **Wiltshire Councillors**

Cllr Derek Brown OBE, Cllr Brian Dalton, Cllr Mary Douglas, Cllr Sven Hocking (Vice-Chairman), Cllr Atiqul Hoque (Chairman), Cllr Ricky Rogers and Cllr John Walsh

### **Wiltshire Council Officers**

Lisa Moore, Democratic Services Officer  
Marc Read, CEM - Salisbury  
Victoria Moloney, Head of South Wiltshire Economic Recovery  
Robert Murphy, Principal Officer, Transport Policy  
Richard Walters, Head of Service - Major Projects

### **Partners**

Wiltshire Police – Inspector Pete Sparrow

**Total in attendance: 38**

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<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
20	<p><u>Welcome and Introductions</u></p> <p>The Chairman, Cllr Atiqul Hoque welcomed everyone to the first online meeting of the Salisbury Area Board and invited the members of the Board to introduce themselves.</p>
21	<p><u>Apologies for Absence</u></p> <p>Apologies for absence had been received from:</p> <p>Cllr Matthew Dean</p>
22	<p><u>Minutes</u></p> <p><b><u>Decision</u></b>  <b>The minutes of the meeting held on 16 June 2020 were agreed as a correct record and would be signed by the Chairman.</b></p>
23	<p><u>Declarations of Interest</u></p> <p>Cllr Rogers noted that he had previously worked for the grant applicant Studio Theatre and stated that he would abstain from discussion and the vote on that application.</p>
24	<p><u>Chairman's Updates</u></p> <p>The Chairman gave the following updates:</p> <p><u>Covid-19 Response</u>  Salisbury has seen an incredible response to the COVID19 pandemic with volunteers across the city leading the response and strategic partners working collaboratively to support our communities.</p> <p>He gave a personal thank you, to every single person that stepped up and ensured that those members of the city that needed support got it and that nobody was left behind.</p> <p>Noting a recent example of this, when on Silver Sunday (1<sup>st</sup> October), the Board's Older People's Champion, Irene Kohler, oversaw the delivery of afternoon teas to 175 older people from across the city.</p> <p>For more information about this, and to watch the film that Irene had produced, about what life in lockdown was like for older people in the city, visit <a href="http://www.silversalisbury.co.uk">www.silversalisbury.co.uk</a></p>

25	<p><u>Information items</u></p> <p>The Board noted the following written updates and information items attached to the agenda or available online:</p> <ul style="list-style-type: none"> <li>• Covid 19</li> <li>• Area Board Boundary Review: A consultation on the <a href="#">Draft Recommendations</a> of the Electoral Review Committee for Area Board boundaries to take effect for May 2021.</li> <li>• Connect 5 – mental health &amp; wellbeing training programme.</li> </ul>
26	<p><u>Partner and Community Updates</u></p> <p>The Board noted the following updates available in the agenda:</p> <ol style="list-style-type: none"> <li>a) Police – written update</li> <li>b) Salisbury BID – <a href="#">online</a></li> <li>c) Air Quality Group – minutes</li> </ol> <p>The Chairman also welcomed Inspector Pete Sparrow, who gave a verbal update, the main pointes were:</p> <p>Salisbury had recently been allocated 5 new PC's and 3 new PCSO's from November. This increase would help during these rather strange times.</p> <p>Covid had had a huge impact on crime, it had dropped off in March and April, but was starting to rise again now, however based on averages for the last 2 years, crime still remained low.</p> <p>A recent focus was centred around Culver Street carpark area, with partnership working to try and apply a problem-solving approach. Some funding had been allocated to additional CCTV coverage for the area.</p> <p><u>Questions</u></p> <p>Thank you for all the work that you do. Grateful that we are policed by consent. Aware that in some places where lockdown was eased, some people went crazy, was that the case for Salisbury and if so had it since resumed to normality?</p> <p><u>Answer:</u> One area it did show in was reporting in domestic abuse. Since August this had now dropped back down to the average of where you expect it to be. Could be down to risk assessments or because schools are back, it needs more analysis to see.</p>
27	<p><u>The Maltings and River Park - Update</u></p> <p>The Board received an update from Richard Walters, Head of Service, Major Projects. A copy of the presentation slides are attached to the minutes.</p>

### Maltings Regeneration Update:

- In terms of the wider maltings regeneration project, since the pandemic, plans to make purchases has been on hold.
- The previous scheme was reliant on the developer securing buyers for the gym and hotel. With the delivery of that scheme on hold we have had to think again about the wider approach.
- Beyond library block, the council continues with a plan to deliver a regeneration with the benefits that we are seeking.
- Timing conditions on the £6m Local Growth Fund (LGF) Grant required it to be spent by March 2021. Prior to pandemic there were plans to use £4m on a new library and the remainder on the River Corridor Scheme, now named the River Park Scheme.
- Working with partners and LEEP continues.
- Secured funding from Environment Agency of £11m and plans to deliver flood mitigation works.
- Resumed discussions with landowners, over the summer.
- Paper due to be considered by Cabinet in November.
- The market was still in a volatile state, we would need to take careful independent advice.
- The economic landscape had changed significantly

### Questions

- Was it fair to say that we were in a situation where the current library site was not likely to change for some time and that the money had been put over to river park, is that it?
- Answer: We have the LGF money which had a deadline on when it had to be spent. If we could have spent in on the Library then we would have, but we moved it to the River Fund project otherwise it would have been lost. We plan to do something with cultural quarter and market walk. We were currently exploring what the opportunities were. It made sense for the library to remain in the maltings regeneration area for time being, it would stay where it was until a new plan could be brought forward.
- Throughout the development of the Maltings we have asked how had the expected shape changed due to use of the internet. It was also likely that Covid had brought forward changes, so what is the shape of the city likely to be, in terms of experience rather than spending?

Answer: The Covid situation had accelerated trends. The way people use the city centre was different these days, it was more about the experiential side of things. The Playhouse, City hall, pubs, restaurants were all experiencing strains, this may go on for some time. It was difficult to know what that would look like even in 12 months' time. There was more demand for residential in city centres and workspace facilities that accommodate new trends.

- A request for updates on four areas of the scheme had been requested by Cllr Rogers ahead of the meeting. He asked that Richard provide those answers to the Board when available. He asked whether there was still a development partner and whether they were solidly involved in the project. The public would like to know.

Answer: The relationship we have with Nuveen was that of a landlord and tenant. The potential to bring in the private sector was still there.

- The timelines of the construction phases and when you know where the permanent home of the library would be, could you bring this to the Board?

Answer: Yes

- In October last year in phase 1 at Malt House Lane, there had been a change of policy by the council to decline signing the new let in favour of a purchase negotiation. Now nothing happening on that site. If you buy out Nuveen would the library still remain on that site?

Answer: During engagement with Nuveen we were making sure the public purse was protected. We could not reach an agreement and they were unable to deliver against that. That site had the benefit for a hotel and a library, there was no reason why we couldn't take that forward in a commercial way. If we make an acquisition, there were other hotel operators out there we could liaise with. There was a demand for more hotel space in Salisbury once the pandemic had reduced.

- Pleased that the £6m had been protected. Sad there was such a keenness to bulldoze the old British Heart Foundation building. Was Travelodge still interested? Answer: I don't know, that is something that Nuveen could negotiate.

- Was Tesco on board in all of this and would the project still be attractive if there were more houses and less shops. How can you develop Market Walk if the library was still there?

Answer: We would not have it as a fully residential scheme, it would need to be mixed use.

- Could something be done to the old Heart Foundation site to make it look better maybe something temporary? Answer: It was owned by Nuveen so not easy to do anything with it immediately. If acquired, we may then

	<p>be able to.</p> <p><u>River Park – update</u></p> <ul style="list-style-type: none"> <li>• The basic concept was shown to the Board during the consultation phase.</li> <li>• The whole scheme was based around a partnership with the Environment Agency (EA), with a sizable budget of £18m. The EA was responsible up to the edge of the park at the Maltings.</li> <li>• Development principles included Biodiversity, River Improvements, Flood Risk and Water Management.</li> </ul>
28	<p><u>High Street Fund - Update</u></p> <p>The Board received an update from Victoria Moloney, Head of South Wilts Economic Recovery Team.</p> <p>There had been no announcement regarding a decision on the bid for a High Street Fund (HSF). The deadline had been pushed back a month to the end of July. A decision was expected in autumn. The council had been asked for one more piece of work and was still on track for a November timescale.</p> <p>Projects:</p> <ul style="list-style-type: none"> <li>• Train Station forecourt,</li> <li>• Fisherton Gateway</li> <li>• Heritage Living &amp; Artisan Space</li> </ul> <p>There had been reactions as a result to Covid. There were many listed buildings around Salisbury, which were expensive to hold and change. There was a project to work with landlords across the city.</p> <p>Questions:</p> <ul style="list-style-type: none"> <li>• Was the picture of the station a creative representation? <u>Answer:</u> We are at creative representation stage, the designs were not finalised.</li> <li>• What was happening from the railway point of view, they had plans for a double story car park. Was that moving along still? <u>Answer:</u> They support the principle, we would continue the discussions regardless of the outcome of the HSF. They did have a parking programme due to be signed off by department for transport, I will ask for an update on that and feedback.</li> </ul>



	<ul style="list-style-type: none"> <li>• Was the funding available potentially up to £25m, and was that dependent on phase 2 of People Friendly Streets? <u>Answer:</u> Yes, £25m was the total a location could bid for at one time, our total bid was close to £17m when we tested the proposals. It was for the decisionmakers to decide how that played out. In terms of the phase 2 of the pedestrian project these were separate projects. We would consider at the time, but not a linked project.</li> <li>• What was the feeling on whether we would be successful with the bid? <u>Answer:</u> We would push really hard for Salisbury; it has had a difficult time. However, we cannot predict an outcome, we struggle with the perception that Salisbury was wealthy which is not the case.</li> </ul>
29	<p><u>People Friendly Streets</u></p> <p>The Board received a presentation from Robert Murphy, Principal Transport &amp; Development Manager. The presentation slides are attached to the minutes.</p> <p><u>Background and context.</u></p> <p>One key objective of the Central Area Framework (CAF) was to create People Friendly Streets.</p> <p>A consultation was held in Late July / early Aug 2020, with 784 residents and business owners participating in sharing their views on the scheme.</p> <p>Changes were then made to the consulted scheme and a revised proposed plan produced. These were shown in the presentation. The Experimental Traffic Regulations Orders (ETRO) related to:</p> <ul style="list-style-type: none"> <li>• Three bus gates on Castle Street, Fisherton Street and Catherine Street (adding to existing restrictions elsewhere in the city centre)</li> <li>• A 7.5t weight limit (10am to 4pm)</li> <li>• No left turn (except for exempted vehicles) from Chipper Lane on to Castle Street</li> <li>• Removal of on-street pay and display spaces from Catherine Street and Milford Street (west of Brown Street)</li> </ul> <p>A council decision was made on 29 September, following consultation with Police and others.</p> <p>Jo Pattison – Parking Services Manager explained that the basis of the scheme was that people could still access the area if they fit into one of the listed criteria.</p> <p>Proposed enforcement system:</p>

User	Details
<b>Blue Badge holders</b>	Pre-register via the MiPermit portal with two vehicle registrations
<b>Residents (within low traffic zone) and their visitors</b>	Will need to apply for an access permit via the MiPermit portal
<b>Buses / Coaches</b>	Vehicle registrations obtained from bus / coach companies; others will be identified by Parking Services reviewing camera footage and adding the vehicle registration to an approved list of exempt vehicles.
<b>Taxis</b>	Vehicle registrations will be added to the approved list from Taxi Licensing data/records
<b>Loading / Unloading</b>	Communications with local businesses to establish an initial approved list
<b>Collections / drop-offs at shops</b>	Shops will need to apply for permit on behalf of customer
<b>Funerals and weddings</b>	Permit required (details tbc)
<b>Builders / demolition vehicles</b>	Permit required (details tbc)
<b>Utility vehicles</b>	Vehicle registrations obtained from utility companies; others will be identified by Parking Services reviewing camera footage and adding the vehicle registration to the approved list

There would be an approved list of number plates such as taxis and buses, and all vehicles passing through the area would be monitored by a camera enforcement system. Users were able to apply on the MiPermit portal to register if they met the criteria.

When a vehicle was captured entering the area, it would go into a viewing suite, to be assessed. If it was a bus or taxi or a vehicle that met the criteria it would then be added to the approved list of users.

Because it was known that some people may drive into the area not realising there was a need for a permit, there would be a period of time where the council would issue warning notices. This would be an interim period only.

Rob noted that there was the ability to make changes, so the scheme would be monitor and the information looked at to understand what was going on in Salisbury. Vivacity Labs had been commissioned to record the data. There would also be additional air quality monitoring.

The council was also developing a contingency plan with Highways England to

	<p>address trigger points with appropriate actions.</p> <p>An additional £1.3m in funding had also been secured from SWLEP. Some of the schemes to be developed would be:</p> <ul style="list-style-type: none"> <li>• Refurbishments and improvement in Culver Street.</li> <li>• An eCycle hire scheme and additional cycle parking</li> <li>• Parklets - to be installed</li> <li>• Bus stop replacements and reconfiguration</li> <li>• Car share scheme expansion</li> <li>• New wayfinding markers</li> </ul> <p><u>Questions</u></p> <ul style="list-style-type: none"> <li>• Would the pay and display be removed or remain in chipper lane, as the trade in the evening heavily relied on a delivery service. <u>Answer:</u> Delivery drivers were able to apply for loading and unloading permits which were valid for a month. If a business was regularly using a vehicle we could extend the permit time if needed. Not onerous and all permits are free.</li> <li>• I am a member of the safer Salisbury Group, many of the blue badge holders do not use the internet or have a mobile phone, some have no idea about the scheme, they are very worried. As the council had a list of all blue badge holders, could you write to them to advise on how they can pre-register? <u>Answer:</u> We are in the process of contacting all blue badge holders in the Salisbury area. Those without access to the internet, all you have to do is provide the serial number, and the team would provide the badges for them.</li> <li>• Could Salisbury consider allowing registering cars that were tax exempt? <u>Answer:</u> We would have to look at the legality of that.</li> <li>• What would happen if a visitor with a blue badge came in? <u>Answer:</u> We always advise and educate on a first occasion for blue badge holders.</li> <li>• This is a trial which gives us a chance to do lots of things we would not normally be able to do.</li> </ul>
30	<p><u>Area Board Funding</u></p> <p>Funding available at this meeting:</p> <ul style="list-style-type: none"> <li>• Community Area Grants £46,420</li> <li>• Youth Funding £20,532</li> <li>• Health &amp; Wellbeing £3790</li> </ul>

The Board considered the funding requests as detailed in the report attached to the agenda.

#### Community Area Grants

My Salisbury - Community Journalism Media Training, requested £4971.92

Andy Munns spoke in support of the project to run workshops to enable community journalists to represent the city. To purchase equipment to enable more people to take part due to not having their own equipment.

#### Decision

**My Salisbury was awarded £4971.92 towards the Community Journalism Media Training .**

***Reason – The application met the Community Area Grants Criteria 2020/21***

Studio Theatre – Ground Works, requested £4384.80

Hugh Abel spoke in support of the project to carry out groundworks at the theatre site.

#### Decision

**Studio Theatre was awarded £4384.80 towards the Ground Works.**

***Reason – The application met the Community Area Grants Criteria 2020/21***

#### Young People Funding

Rise 61 – Creative Hub, requested £5000.

Robin Imeson spoke in support of the project which was also supported by the Bemerton Heath Inter Agency group. Helping young people tell a different story with their lives.

#### Decision

**Rise 61 was awarded £5000 towards the Creative Hub.**

***Reason – The application met the Community Area Grants Criteria 2020/21***

#### Health & Wellbeing Funding

Cancer Support Salisbury – requested £1000  
Sue Waldron spoke in support of the project.

#### Decision

**Cancer Support Salisbury was awarded £1000 towards the set up costs.**

	<p><b><u>Reason</u></b> – <i>The application met the Community Area Grants Criteria 2020/21</i></p> <p>Wiltshire Music Centre, Celebrating Age Phase 2, requested £1500 Cassy Tate spoke in support of the project.</p> <p><b><u>Decision</u></b> Wiltshire Music Centre was awarded £1500 towards the Celebrating Age Phase 2 project.</p> <p><b><u>Reason</u></b> – <i>The application met the Community Area Grants Criteria 2020/21</i></p>
31	<p><b><u>Close</u></b></p> <p>The Chairman thanked everyone for attending the online meeting and noted that the next meeting of the Salisbury Area Board would be held online on Thursday 3 December 2020, at 6.00pm.</p>
<p><b><u>Presentation Slides</u></b></p>	

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## **DORSET & WILTSHIRE FIRE & RESCUE SERVICE**

### **WILTSHIRE AREA BOARD REPORT**

#### **Community Safety Plan**

DWFRS Community Safety Plan can be found on the DWFRS website;  
<http://www.dwfire.org.uk/community-safety-plan/>

#### **Prevention**

We are committed to making a real difference to the lives of people in Dorset and Wiltshire. Our aim is to reduce the level of risk and harm to our communities from fire, targeting those most at risk. We do this primarily through our Safe and Well visits.

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

- Using electricity safely
- Cooking safely
- Making an escape plan
- What to do if there is a fire
- Keeping children safe
- Good practice – night time routine and other points relevant to you
- Identifying and discussing any further support the occupier may need

Are you or anyone you know:-

- Over the age of 65?
- Need a smoke detector?
- Have a long-term health condition?
- Suffer from poor hearing or sight loss?
- Would you struggle to escape in the event of a fire?

If you can answer yes to more than one of these questions, then please call us on 0800 038 2323 or visit <https://www.dwfire.org.uk/safety/safe-and-well-visits/>



**DORSET & WILTSHIRE  
FIRE AND RESCUE**

## Protection

On-going interaction by Protection Team members with Local Authorities, Private landlords and tenants regarding fire safety-related matters: external cladding systems; fire detection and warning systems; fire resisting doors (& self-closers); combustibility/fire resistance of construction materials; commercial and residential sprinklers systems and water-mist suppression systems

### **General Enquiries**

If you have a general fire safety enquiry regarding commercial property, please email [fire.safety@dwfire.org.uk](mailto:fire.safety@dwfire.org.uk) and the Fire Safety Team will respond in office hours.

### **Fire Safety Complaint**

If you wish to tell us about fire safety risks in commercial premises, such as locked or blocked fire exits, you have three options:

- You can email the fire safety department at [enforcement@dwfire.org.uk](mailto:enforcement@dwfire.org.uk)
- Call 01722 69 1717 during office hours (9am-5pm).
- Call our Service Control Centre on 0306 799 0019 out of office hours (5pm-9am)

## On Call Recruitment

Have you always wondered if you could join the fire service, but haven't had the opportunity to find out more? Have you found yourself seeking your next challenge, keen to give back to the local community or wanting to learn new skills including leadership and teamwork? Then becoming an on-call firefighter is for you.

As a paid position, on-call firefighters commit anywhere between 40 to 120 hours per week, during which time they must be able to respond to the station immediately.

Many have 'normal' jobs during the day, then upon their return home make themselves available overnight or during the weekends. Some of our crew respond from their workplaces during the day, and we are very grateful to their employers for releasing them to perform their vital duties.

Anyone over 18 years old can apply (although you can also apply once you are 17½) you must be able to respond and attend the fire station within 5-8 minutes, you have a good standard of physical fitness (i.e. you are generally active), and you must have the right to work in the UK.

Further information on becoming an On Call Firefighter can be found at [www.dwfire.org.uk/working-for-us/on-call-firefighters/](http://www.dwfire.org.uk/working-for-us/on-call-firefighters/) or should you have any questions, you can call **01722 691444**.





## Recent News & Events

### Service supports National Road Safety Week

Dorset & Wiltshire Fire and Rescue Service is working in partnership with several other organisations to support National Road Safety Week, which is running between 16 and 22 November.

The Service is actively involved in both the Wiltshire & Swindon Road Safety Partnership and Dorset Road Safe, and leads on the delivery of the Safe Drive Stay Alive and Survive the Drive roadshows.

The first round of Covid 19 restrictions saw an increase in speed nationally. The Road Safety Team at DWFRS attribute this to a number of factors including quieter roads and stressed drivers. Anticipating a repeat of this trend throughout the second lockdown, the team are asking everyone to embrace Brake's 2020 Road Safety Week theme of "No need to speed." This is even more vital now that the seasons have changed, the roads are wet and sometimes icy, and the daylight hours are much shorter.

The Safe Drive team will be running three Survive the Drive roadshows during the week for military audiences across the country, as well as hosting a virtual event aimed at businesses interested in commissioning a Safe Drive event for their staff. The corporate preview will be held on 19 November and details of how to book can be found here: <https://www.dwfire.org.uk/safety/road-safety-week/>

Road Safety Manager Christine Sharma said: "Alongside our partners, we always take an active part in Brake's Road Safety Week. This year's theme is 'No need to speed'".

"Someone is injured on a UK road every four minutes, and vehicle speed plays a part in every collision. We're asking everyone to think before they hit the road and help us spread this life-saving message. Everyone has a responsibility for road safety, whether they are a driver or a passenger, and our education programmes are designed to bring that home as effectively as possible."

Dorset and Wiltshire Fire and Rescue's Road Safety Team have had a busy year creating new ways of getting their road safety messages out, due to social distancing restrictions. This includes several interactive workbooks aimed at KS3, KS4 and KS5, and can be found at <https://www.dwfire.org.uk/education/road-safety/road-safety-education/>

For more about the road safety charity Brake and National Road Safety Week, visit [www.roadsafetyweek.org.uk](http://www.roadsafetyweek.org.uk)

For more about the road safety work carried out by Dorset & Wiltshire Fire and Rescue Service, visit <https://www.dwfire.org.uk/education/road-safety/>



## **New report highlights south west fire services' COVID-19 support**

A new report highlights the impact of multi-agency pandemic working undertaken by fire and rescue services (FRSs) across the south west of England – including frontline assistance provided to the ambulance service and the fitting of personal protective equipment.

From the end of January, the international spread of the COVID-19 coronavirus has changed the way people live their lives, but fire and rescue services have stepped forward to support their communities and partner agencies through a nationally agreed Tripartite Agreement.

With our NHS and community care heroes facing unprecedented challenges from COVID-19 on the frontline, south west FRS chiefs are immensely proud of the contribution made by their staff across the region.

Not only have FRSs maintained a strong and resilient service to local communities and looked after their own staff affected by the coronavirus, they have also used their skills, resources and 'can-do' attitude to support the wider combined response.

Across the south west, the activities of all six fire and rescue services were carefully co-ordinated to ensure that the collective response was as effective and efficient as possible.

Staff worked together to develop consistent approaches and made sure that the health, safety and wellbeing of staff and communities was always at the top of the agenda.

Now, this new report showcases some of the work undertaken by fire and rescue services across the region to support their communities through such challenging times.

It demonstrates why fire service chiefs are so proud of every single member of their fantastic staff and how they remain ready, willing and able to step up during times of national need.

Some key highlights from the report covering the period between 24 March to 21 May, during the first national lockdown, include:

- More than 200 volunteers supported the South Western Ambulance Service NHS Foundation Trust
- 15 ambulances crewed by FRS staff
- 2.5% weekly increase in ambulance capacity
- 75 immediately life-threatening (or 'Category 1') calls attended
- More than 1,200 calls allocated to FRS-crewed ambulances
- Two babies delivered
- Nine million items of PPE delivered by FRS staff
- One non-COVID-19 major incident dealt with



Ben Ansell, Chief Fire Officer at Dorset & Wiltshire Fire and Rescue Service, said: “This report highlights how my staff from across Bournemouth, Christchurch & Poole, Dorset, Wiltshire and Swindon supported our partners in 2020. Collaboration between our fire and rescue service and the ambulance service helped residents to get emergency medical care quickly when they needed it.”

“Many of our firefighters are highly trained emergency response drivers, accustomed to dealing with emergency situations and I know they wanted to help in any way they could during this crisis. Our staff have also worked with other partners across our Service area to provide food for those in need, face fit testing for those needing to wear masks and mortuary support roles when this was sadly needed.

This has all been in addition to our prevention, protection and emergency response roles, which saw the Service respond to, and deal with, one of the largest major incident wildfires in living memory in Wareham Forest. I am extremely grateful for the commitment and professionalism of all my staff in working in partnership to keep our communities safe.”

For the full report, visit <https://www.dwfire.org.uk/wp-content/uploads/2020/11/Covid-19-Collaboration-and-Multi-Agency-Working.pdf>

## **Flooding**



Over recent years, we have seen more and more properties affected by flooding during periods of significant rain.

Flooding can be caused by rivers and watercourses overflowing; it can also be caused by drains and culverts being unable to cope with excess surface water on the roads.



Everyone whose home is at risk of flooding should have a plan of what to do if the worst happens. The fire and rescue service can only assist if there is risk to life, or water is affecting electrics, leading to a risk of fire. Please only call 999 if these risks exist. More often than not, we can't pump water away as this will only then be displaced to other properties.

For information on Preparing for a flood, When flooding starts, Travelling in flooded areas, After the flood, Flooding and your electrics, please visit: <https://www.dwfire.org.uk/safety/flooding/>

### **Driving in adverse conditions**



The best way to be safe in extremely bad weather is to avoid driving at all. However, that's not always possible. In addition, bad weather can be unpredictable and it's common to get caught out while on the road.

These basic safe driving principles apply in all adverse conditions:

- Slow right down – if visibility is poor or the road is wet or icy, it will take you longer to react to hazards and your speed should be reduced accordingly. If you have a temperature gauge in your vehicle that is showing zero degrees or below, then presume that the roads will be icy.
- Maintain a safe gap behind the vehicle in front – stopping distances are double in the wet and ten times greater in icy weather. The gap between you and the vehicle in front is your braking space in a crisis.
- Look out for vulnerable road users – be aware that people on foot, bicycles, motorbikes and horses are harder to spot in adverse weather and in the dark. Drive as though someone could step out in front of you at any time.
- Look out for signs warning of adverse conditions – including fixed signs, such as those warning of exposure to high winds, and variable message signs on motorways that warn of fog, snow and which may display temporary slower speed limits.
- Stay in control – avoid harsh braking and acceleration, and carry out manoeuvres slowly and with extra care.
- Use lights – put lights on in gloomy weather or when visibility is reduced. Only use front and rear fog lights in dense fog.
- Listen to travel news on local radio so you know where problem areas are.



**DORSET & WILTSHIRE  
FIRE AND RESCUE**

## Demand

Total Fire Calls for **Salisbury Fire Station – Both Whole Time and On Call Appliances** for period September 1<sup>st</sup> to October 31<sup>st</sup> 2020:-

Category	Total
No. of False Alarms	58 + 8
No. of Fires	17 + 9
No. of Road Traffic Collisions and other Emergencies	39 + 26
<b>Total Incidents</b>	116 + 37 Station total = 153

Total Fire Calls for **Amesbury Fire Station –for period September 1<sup>st</sup> to October 31<sup>st</sup> 2020:-**

Category	Total
No. of False Alarms	7
No. of Fires	8
No. of Road Traffic Collisions and other Emergencies	10
<b>Total Incidents</b>	25

Total Fire Calls for **Wilton Fire Station – for period September 1<sup>st</sup> to October 31<sup>st</sup> 2020:-**

Category	Total
No. of False Alarms	8
No. of Fires	9
No. of Road Traffic Collisions and other Emergencies	26
<b>Total Incidents</b>	37

**Matty Maggs**  
Station Manager

Email: [Matthew.maggs@dwfire.org.uk](mailto:Matthew.maggs@dwfire.org.uk)  
Tel: 01722 691173  
Mobile: 07595 966708

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## More young volunteers wanted for mystery shopping project

Healthwatch Wiltshire is looking for more young people to help us review online mental health services in Wiltshire.

We would like people aged 16-25 to take part in our mystery shop focusing on what's good and what could be improved about mental health support available locally for young people.

**Julie Brown**, Healthwatch Wiltshire Manager, said: "We're asking young people to help us with this project so we can understand how well online mental health support works for them and what changes they would like to see.

"Anyone can be a mystery shopper, but we'd particularly like to hear from young men, and members of the LGBTQ+ and BAME communities, so we can get their perspectives on these services.

"Sharing your views can make a real impact on how these services are developed, and even if you can only spare a small amount of time, your feedback will be invaluable in ensuring young people's voices are heard.

"A group of young people have already taken part in our project and we'd like to thank them for taking the time to tell us what they think."

### Sign up today

If you would like to become a mystery shopper, please email Jo Woodsford, Volunteer and Partnerships Lead at [joanne.woodsford@healthwatchwiltshire.co.uk](mailto:joanne.woodsford@healthwatchwiltshire.co.uk)

All volunteers will receive full training and

support from the Healthwatch Wiltshire team.

### Why volunteer with us?

- Make a difference to your community
- Meet new people
- Boost your skills and knowledge
- Get training and support
- Add valuable experience to your CV - we can even give you a reference
- Do as much or as little as you like, whatever you can give.

### What can I do as a young volunteer?

- **Storyteller** - create a blog or video about your experiences of health and care.
- **Listener** - listen to the experiences of others.
- **Young Ambassador** - spread the word of Healthwatch Wiltshire and empower others to speak out.
- **Media Guru** - help create promotional materials and help us reach more young people on social media.
- **Influencer** - come to our meetings and talk to us about what we should be working on.

### What else can I do?

Follow us on social media:

- Facebook - [HealthwatchWiltshire](https://www.facebook.com/HealthwatchWiltshire)
- Twitter - [@HWWilts](https://twitter.com/HWWilts)
- Instagram - [healthwatchwiltshire](https://www.instagram.com/healthwatchwiltshire) and [younghealthwatchwiltshire](https://www.instagram.com/younghealthwatchwiltshire)

And sign up to our news alerts to find out more about our work.

Find out more on the [Young Healthwatch Wiltshire page](#) on our website.

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## Update for Wiltshire Area Boards

November 2020

### **Increasing the numbers of Social Prescribing Link workers**

Primary Care Networks (PCNs) in Wiltshire are working to increase the number of Social Prescribing Link Workers with support from NHS England and Improvement funding for additional roles in primary care.

Eight of the PCNs are working with Wiltshire Centre for Independent Living (Wiltshire CIL) who are recruiting the link workers on their behalf. Wiltshire CIL call them 'Community Connectors' and they are providing vital, non-medical support for people in their local areas. The Community Connectors work closely with other similar roles such as Local Area Coordinators and Community Engagement Managers to provide a network of community support and guidance for those people that need it.

### **Increasing care home capacity across Wiltshire for winter**

We completed work to provide an additional 40 care home beds for rehabilitation and discharge across Wiltshire ahead of the expected increase in demand this winter.

This is a joint initiative with Wiltshire Council and the CCG with funding coming from the Hospital Discharge Programme in 2020/21.

### **Our Health Our Future citizens panel – latest survey results**

We have completed our third survey with members of our citizens panel – Our Health Future – made up of almost 900 people from B&NES, Swindon and Wiltshire.

Survey Three was carried out in July and August and asked questions about the impact of COVID-19 on current and future use of health and care services.

You can see the results of this and previous surveys on [our website](#).

## **Professional Leadership Network**

Wiltshire held its first Professional Leadership Network (PLN) event on 6 October 2020, led by Dr. Edd Rendell the Wiltshire Locality Clinical Chair and Elizabeth Disney the Locality's Chief Operating Officer.

The aim of the event was to pull together people who would not normally meet from all around the county virtually to join in conversations about how we can all work more closely together. More than 100 people joined on the day from all areas of health, Wiltshire Council, charitable and voluntary sector organisations, police and many other local and community organisations.

The event was a huge success and we are planning another event in early in the new year.

## SALISBURY COMMUNITY AREA TRANSPORT GROUP ACTION NOTES

p	Item	Update	Actions and recommendations	Who
	<b>Date of Meeting</b>	<b>17<sup>th</sup> November 2020</b>		
1.	<b>Attendees and apologies</b>			
Page 31	Present:	Councillor Sven Hocking (SH) – Wiltshire Council – Chair Councillor Atiquel Hoque (AH) – Wiltshire Council Councillor John Farquhar (JF) – Salisbury City Council Trudi Deane (TD) – Laverstock, Ford & Old Sarum Parish Council Peter Durnan (PD) – Cycle Opportunities Group Salisbury Patricia Podger (PP) – Elizabeth House Margaret Willmot (MW) – Salisbury Area Greenspace P/Ship Pam Rouquette (PR) – Salisbury Walking Forum David Bradley (DB) – Salisbury City Council Lynne Davies (LD) – Salisbury City Council Graham Axtell (GX) – Wiltshire Council Marc Read (MR) – Wiltshire Council Paul Shaddock (PS) – Wiltshire Council		
	Apologies:	Councillor Mary Douglas (MD) – Wiltshire Council Councillor John Walsh (JW) – Wiltshire Council		

## SALISBURY COMMUNITY AREA TRANSPORT GROUP ACTION NOTES

2.	<b>Notes of last meeting</b>			
		<p>The minutes of the previous meeting held were agreed at the Salisbury Area Board meeting on the 16<sup>th</sup> June 2020.</p> <p>The Salisbury Area Board minutes can be found at:</p> <p><a href="https://cms.wiltshire.gov.uk/ieListDocuments.aspx?CId=168&amp;MId=13512&amp;Ver=4">https://cms.wiltshire.gov.uk/ieListDocuments.aspx?CId=168&amp;MId=13512&amp;Ver=4</a></p>		
3.	<b>Financial Position</b>			
		Current financial position - £14758.00 still unallocated.		
4.	<b>Top 5 Priority Schemes</b>			
a)	<p>Issue No: <a href="#">6111</a></p> <p>Safety concern regarding cyclists exiting path adjacent to St. George's Church onto Buttercup Close</p>	<p>Works order issued. Works were suspended at the start of the first national lockdown period and the utility company information supplied to Ringway has expired. Utility company information has a lifespan of three months after which up to date information must be sought before works can be undertaken.</p> <p>Revised utility company information in the process of being obtained and will be issued to Ringway by the end of November 2020.</p>	That the Area Board notes the update.	PS

## SALISBURY COMMUNITY AREA TRANSPORT GROUP ACTION NOTES

b)	<p>Issue No: <a href="#">6204</a></p> <p>Request for the introduction of measures to stop fly tipping from occurring in Gradidge Lane</p>	<p>Signs indicating Gradidge Lane is under surveillance for fly tipping erected in May 2020.</p> <p>The public consultation on the Traffic Regulation Order (TRO) proposing the introduction of a Prohibition of Vehicles (Except Motorcycles) restriction on Gradidge Lane commenced on the 22/10/2020 and closed on the 16<sup>th</sup> November 2020.</p> <p>PS advised the group that a small number of objections had been received in relation to the ETRO and that a Cabinet Member Decision Report would need to be written to obtain approval to proceed with the TRO.</p>	<p>Cabinet Member Decision report considering the objections received to be written.</p>	PS
c)	<p>Issue No: <a href="#">7134</a></p> <p>Provision of cycle route directional signage from Bishopdown to Old Sarum</p>	<p>Works order issued. Works were suspended at the start of the first national lockdown period and the utility company information supplied to Ringway has expired. Utility company information has a lifespan of three months after which up to date information must be sought before works can be undertaken.</p> <p>Revised utility company information in the process of being obtained and will be issued to Ringway by the end of November 2020.</p>	<p>That the Area Board notes the update.</p>	PS

## SALISBURY COMMUNITY AREA TRANSPORT GROUP ACTION NOTES

<p>d)</p>	<p>Amendments to Replacement Bus Shelters</p>	<p>Additional inspections of the five Shelterstore shelters (provided through the CATG) in June 2020 revealed that their condition had deteriorated further. Specific issues included the warping of the polycarbonate glazing panels and missing bolts from the glazing panels.</p> <p>Following internal Wiltshire Council discussions, it was decided that the shelters were not fit for purpose and rather than spending additional monies repairing and modifying them, they should be replaced.</p> <p>It was agreed that the £2,000 allocated by the group to make amendments to the air gaps in the Shelterstore shelters would be put towards the costs of replacing the shelters with the remaining funding coming from the council's Integrated Transport budget. Budget availability meant that two of the five shelters could be replaced during the current financial year with the remaining three shelters being replaced during the 2021/2022 financial year.</p> <p>It was agreed that the two shelters to be replaced this year would be the ones located in Bishopdown Road and Coronation Road and that they would be replaced with Bus Shelters Ltd 'Transit' shelters. This is the same style of shelter that was installed in Devizes Road in 2019 using CATG funding.</p> <p>The shelters in Bishopdown Road and Coronation Road were replaced in September 2020.</p>	<p>That the Area Board notes the update.</p>	<p>PS</p>
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## SALISBURY COMMUNITY AREA TRANSPORT GROUP ACTION NOTES

<p>e)</p>	<p>Waiting Restriction Requests</p>	<p>The group previously asked for the requests for new or amended waiting restrictions received during 2018 and 2019 to be taken forward as part of the council's review of Residents' Parking Zone E (RPZE). Work on the review of RPZE was suspended during National Lockdown 1 and the Integrated Transport budget available for this project was reallocated towards the provision of social distancing measures. The review of RPZE will now not be completed until the 2021/2022 financial year at the earliest.</p> <p>If the group wish for the waiting restriction requests to be taken forward at this time, they would need to allocate funding from the CATG budget.</p> <p>The estimated cost of introducing all the changes requested is £4,000. This figure comprises £1,000 to cover the statutory costs associated with the production of the TRO and £3,000 to cover the cost of the on ground works.</p> <p>Design work on the waiting restrictions requests has been completed.</p>	<p>The group discussed this matter and felt that as there was no certainty around when the RPZE would now come forward that it should fund the cost of the waiting restriction amendments.</p> <p>That the Area Board approves the allocation of £4000 to allow this work to be undertaken.</p>	<p>PS</p>
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## SALISBURY COMMUNITY AREA TRANSPORT GROUP ACTION NOTES

5.	<b>Other Priority schemes</b>			
a)	<p>Issue No: 12-20-1</p> <p>The introduction of a give way marking at the junction of Hamilton Road and Marlborough Road</p>	<p>Design work completed in October 2020. Works to be added to next package of lining works issued to Ringway.</p> <p>The cost of reallocating the Hamilton Road street nameplate has been included in the list of street nameplate works that will be subject to a grant application to the Salisbury Area Board. (Please refer to the Maintenance of Street Nameplates item below for more information about the grant application.</p> <p>Action to contact Royal Mail to discuss the potential relocation of the post box at the junction of Hamilton Road and Marlborough Road to improve visibility at the junction is outstanding.</p>	<p>Royal Mail to be approached to discuss the potential relocation of the post box.</p>	PS
b)	<p>Issue No: 12-20-2</p> <p>The provision of additional cycle parking stands in Salisbury City Centre.</p>	<p>The CATG previously allocated £977.39 towards the provision of additional cycle parking in Salisbury City Centre. However, officers were asked not to progress this matter whilst the proposals for the People Friendly Streets (PFS) project were developed as additional cycle parking was being considered as part of this project.</p> <p>The council has bid for funding from the Swindon and Wiltshire Local Enterprise Partnership (SWLEP) to provide a package of measures to compliment the introduction of the Low Traffic Zone in Salisbury City Centre. One of measures funding has been applied for is the introduction off additional cycle parking. A decision on whether the funding will be allocated towards the provision of the package complimentary measures will be made by the SWLEP on the 25/11/2020.</p>	<p>The group discussed this matter and agreed to proceed with Options A and C depending on whether the bid for SWLEP funding was successful.</p> <p>The group to be advised of the outcome of the bid for SWLEP funding once known.</p>	PS



## SALISBURY COMMUNITY AREA TRANSPORT GROUP ACTION NOTES

		<p>In view of the above the following options are available to the group:</p> <ul style="list-style-type: none"> <li>a) If the SWLEP funding is received rescind the funding allocation previously made by the CATG and reallocate it to other CATG projects.</li> <li>b) If the SWLEP funding is received combine the funding allocation previously made by the CATG with it to enable the provision of additional cycle parking stands.</li> <li>c) If the SWLEP funding is not received retain the funding allocation previously made by the CATG to allow for the provision of additional cycle parking stands.</li> </ul>		
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 37</p>	<p>c) Maintenance of Street Nameplates</p>	<p>Works to replace the 63 broken and missing street nameplates identified in in 2019 were completed in June 2020.</p> <p>A total of 107 street nameplates have been identified for repainting during the 2020/2021 financial year. A total of 86 street nameplates have been repainted so far. <i>[Post Meeting Update: All 107 street nameplates have now been repainted.]</i></p> <p>A total of 76 broken or missing street nameplates have been identified as needing replacing during the 2020/2021 financial year. The Salisbury Area Board will consider a grant application for £19,500 at its meeting in December 2020 to fund the replacement of the identified broken or missing street nameplates.</p>	<p>SH stated that he believed that it was unlikely that the Salisbury Area Board would be able to fund the replacement of all the street nameplates identified this year given increased demand for Area Board Grants. SH further stated that his preference would be to focus on obtaining the funding to replace the damaged or missing signs in the Harnham and St Mark's and Bishopdown wards, as these were the two wards that had been be prioritised for funding this year as part of this project.</p> <p>The group agreed with this approach.</p>	<p>SH</p>

**SALISBURY COMMUNITY AREA TRANSPORT GROUP ACTION NOTES**

6.	<b>New Requests / Issues</b>			
a)	<p>Issue No: 12-20-3</p> <p>Request for amendments to the signs on the wooden bollards indicating the presence of the informal crossing point outside of Debenhams in Blue Boar Row.</p>	<p>The requestor has asked that the two 'Cross With Extreme Caution' signs are removed from the wooden bollards indicating the presence of the informal crossing point outside of Debenhams in Blue Boar Row and that signs advising motorists that they should slow or give way to pedestrians using the informal crossing point should be erected on the wooden bollards. The request was made on the basis of giving greater priority to pedestrians in the city centre.</p> <p>To a certain extent this request has been overtaken by the introduction of the Low Traffic Zone which has reduced the volume of traffic in Salisbury City Centre, including in Blue Boar Row. The reduction in traffic has made it easier for pedestrians and cyclists to travel around the city centre and it could be argued that they have been afforded greater priority.</p> <p>The 'Cross With Extreme Caution' signs are present to indicate to pedestrians that they need to take care when crossing at this location partly because of the volume of traffic that uses Blue Boar Row (or used to at least) and because it is an informal crossing point at which pedestrians don't have any priority over vehicular traffic.</p> <p>The Traffic Sign Regulations &amp; General Directions 2016 do not allow for the erection of a sign indicating that motorists should slow or give way to pedestrians at an informal crossing point as there is no legal requirement for them to do so.</p>	<p>The group discussed this issue and agreed that the 'Cross With Extreme Caution' signs should be kept to remind pedestrians to take care when crossing the road at this location.</p> <p>The group asked that the originator of this issue be updated accordingly and for the issue to be closed.</p>	PS

## SALISBURY COMMUNITY AREA TRANSPORT GROUP ACTION NOTES

		<p>The 'Cross With Extreme Caution' signs could be removed, although given the reduction in traffic using the city centre there is an argument that the signs are still needed to remind pedestrians to take care when crossing the road at this location.</p> <p>The estimated cost of removing the 'Cross With Extreme Caution' signs is £16.51.</p>		
b)	<p>Issue No: 12-20-4</p> <p>Request to allow contraflow cycling along Meadow Road and Coldharbour Lane in Salisbury.</p>	<p>Local Transport Note (LTN) 1/20 Cycle Infrastructure Design advises that an advisory contraflow cycle lane can be introduced in one-way roads subject to a 20mph speed limit and with less than 1000 vehicle movements per day. A week long traffic survey undertaken in Coldharbour Lane in July 2020 recorded a total of 3861 vehicle movements along the road.</p> <p>In consideration of the results of the traffic survey, and given that both Coldharbour Lane and Meadow Road are subject to a 20mph speed limit, allowing contraflow cycling in both roads could be considered.</p> <p>LTN 1/20 also advises that “where speed is low in urban areas, contraflow cycling without a dedicated cycle lane has been found to be successful even on narrow streets with on-street car parking. The following minimum carriageway widths are recommended:</p> <ul style="list-style-type: none"> <li>• 2.6m with no car parking</li> <li>• 3.9m based on car passing cycle, no car parking</li> <li>• 4.6m with car parking on one side of the road</li> <li>• 6.6m with car parking on both sides of the road</li> </ul>	<p>The group noted that Meadow Road and Coldharbour Lane broadly met the criteria for contraflow cycling and discussed its possible introduction in these roads.</p> <p>Discussions focused around the safety of allowing cyclists to travel along the roads in contraflow and in particular the visibility of cyclists travelling in contraflow to motorists turning into the roads. These concerns were acknowledged by members of the group. MW commented that allowing cyclists to travel in contraflow was probably safer than having them have to turn right into roads (i.e. Ashley Road) from Devizes Road.</p> <p>A majority of the group felt that a scheme to introduce contraflow cycling in Coldharbour Lane and Meadow Road should be taken</p>	PS

**SALISBURY COMMUNITY AREA TRANSPORT GROUP ACTION NOTES**

Page 40

		<p>Meadow Road (between Gas Lane &amp; York Road) is 6.0 metres wide and has marked parking bays on the western side of the road. It also has lengths of single yellow line on the eastern side of the road which prevents parking from taking place between Monday-Saturday 8.00am-6.00pm but allows parking to take place outside of these times.</p> <p>Coldharbour Lane (between Clifton Road and Gas Lane) is 5.5 metres wide and has marked parking bays on the western side of the road. It also has a length of single yellow line on the eastern side of the road which prevents parking from taking place between Monday-Saturday 8.00am-6.00pm but allows parking to take place outside of these times. Coldharbour Lane is 4.8 metres wide at the point where the length of single yellow line is located.</p> <p>Coldharbour Lane (between Ashley Road and Clifton Road) varies in width. The wider section is 7.8 metres wide and has marked parking bays on both sides of the road. The narrower section of the road is 4.8 metres wide and has a length of single yellow line on its western side which prevents parking from taking place between Monday-Saturday 8.00am-6.00pm but allows parking to take place outside of these times.</p>	<p>forward to the design stage and the proposals brought back to the group for consideration.</p> <p>SH asked that his reservations about the safety of allowing contraflow cycling along Coldharbour Lane and Meadow Road be recorded.</p>	
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## SALISBURY COMMUNITY AREA TRANSPORT GROUP ACTION NOTES

c)	<p>Issue No: 12-20-5</p> <p>Request to address local concerns around an increased use of Milford Mill Road by vehicular traffic and its continued use by HGVs.</p>	<p>A site meeting was held in October in Milford Mill Road to discuss ongoing concerns about its increased use by vehicular traffic and its continued use by HGVs.</p> <p>At that site meeting it was agreed that as Milford Mill Road straddled both the Salisbury and Southern Wiltshire Community Areas a joint meeting between local elected members and relevant officers be held to discuss possible options that could be taken forward through the respective CATGs to address the concerns raised.</p> <p>Once that meeting has taken place this group will need to consider any options identified at a future meeting.</p>	<p>That the Area Board notes the update.</p>	<p>PS</p>
d)	<p>Various improvements to the Bishopdown Estate</p>	<p>A report was prepared the Bishopdown Residents Association (since dissolved) and submitted to Wiltshire Council raising 47 individual issues that they felt needed addressing. A copy of that report is attached as <b>Appendix 1</b>.</p> <p>The issues raised in the report need to be addressed by Salisbury City Council and various teams within Wiltshire Council (Traffic Engineering, Highways Maintenance and Housing). From the issues raised in the report the ones that need to be considered by this group relate to the provision of new and dropped kerbs. The report raises the need for new dropped kerbs at 18 locations within the estate.</p> <p>The approximate cost of installing a pair of dropped kerbs is between £1,500 and £2,000 (depending on site specific issues such as gradient etc.).</p> <p>The group to discuss whether it wishes to fund the installation of any dropped kerbs in the Bishopdown Estate.</p>	<p>The group discussed the report prepared by the Bishopdown Residents Association. The group felt that the officers from Salisbury City Council and Wiltshire Council should go through the report and consider which team(s) would be responsible for addressing the issues identified and outlining which issues required addressing. Once this work had been completed an update is provided to local ward members.</p> <p>Funding of issues that require addressing to be considered at a future meeting of the group.</p>	<p>DB / PS</p>

## SALISBURY COMMUNITY AREA TRANSPORT GROUP ACTION NOTES

7.	<b>Closed Items</b>			
a)	Issue No: <a href="#">7219</a> Large vehicles damaging the corner of Chequers House, New Street	The bollard to stop vehicles mounting the kerb and striking Chequers House was installed in April 2020. All works have been completed and the issue has been closed.	That the Area Board notes the update.	PS
b)	Footway outside of Prebendal House, Stratford Road, Salisbury.	The footway outside of Prebendal House was constructed in June 2020. All works have been completed and the issue has been closed.	That the Area Board notes the update.	PS

## SALISBURY COMMUNITY AREA TRANSPORT GROUP ACTION NOTES

8.	<b>Other Items</b>			
a)	Highway Maintenance Update	<p>GX form the Area Highway Office provided a list of carriageway resurfacing works programmed to be undertaken in the Salisbury Community Area during the remainder of the 2020/2021 financial year. The list is attached to these notes as <b>Appendix 2</b>.</p> <p>AH asked to be provided further information on the proposed works in St. Edmund's Church Street.</p> <p>GX advised the group that the provisional list of locations in the Salisbury Community where footway resurfacing works will take place in the 2021/2022 financial year were - Downton Road, Burford Avenue, Shakespeare Road and Attwood Road/Bartlett Road.</p> <p>SH commented that there was potentially a shared use path being introduced on Downton Road (between Milton Road and the Britford Park and Ride site) and that officers should make sure that any works didn't result in the footway being resurfaced twice in quick succession.</p>	<p>AH to be provided with further information on the proposed works in St. Edmund's Church Street.</p> <p>That the Area Board notes the update.</p>	GX
b)	Brown Street / St. Ann Street / Exeter Street Cycle Lane	PS advised members of the group that comments on the Brown Street / St. Ann Street / Exeter Street Cycle Lane should be emailed to <a href="mailto:transportation@wiltshire.gov.uk">transportation@wiltshire.gov.uk</a> .	That the Area Board notes the update.	PS
c)	Salisbury People Friendly Streets	PS advised members of the group that comments on the Salisbury People Friendly Streets scheme should be made via <a href="https://www.wiltshire.gov.uk/tro-consultation-central-salisbury">https://www.wiltshire.gov.uk/tro-consultation-central-salisbury</a> .	That the Area Board notes the update.	PS
9.	<b>Date of Next Meeting:</b> 9 <sup>th</sup> February 2021			

## SALISBURY COMMUNITY AREA TRANSPORT GROUP ACTION NOTES

### **1. Environmental & Community Implications**

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

### **2. Financial Implications**

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

2.2. If funding is allocated in line with CATG recommendations outlined in this report, and all relevant 3<sup>rd</sup> party contributions are confirmed, Salisbury Area Board will have a remaining Highways funding balance of £10,758 in the CATG allocation available for the 2020/2021 financial year.

### **3. Legal Implications**

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

### **4. HR Implications**

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

### **5. Equality and Inclusion Implications**

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

### **6. Safeguarding implications**

There are no specific safeguarding implications related to this report.



# Bishopdown Residents Association

## Survey of Bishopdown Estate – 2019

As an initial project for a Residents Association for Bishopdown Estate, the volunteer Committee members decided to undertake a survey of Bishopdown Estate to identify problems of infrastructure, of dead trees, overgrown areas, broken things and areas for improvement.

### General Comments

Bishopdown Estate was built 1957-60 when current car usage was not envisaged. As such, the Estate has suffered from the needs of car owners, both in movements making a more dangerous environment for children, and in pressures of parking and storage. The comparative narrowness of the roads encourages many to park on the kerbs, impeding pedestrians and particularly wheelchair users.

Wheelchair users are particularly hard hit by poor provision of accessible infrastructure, in many places drop kerbs do not exist, and those that do exist are poorly executed and needing repair. In almost every case the stones are NOT flush to the road surface. In parts of the Estate the less able are forced to use the road.

As a Council housing estate Bishopdown residents had as an original condition of their tenancy a requirement to keep their properties clean and tidy, including the front lawns, which were not to be enclosed. The Estate was meant to be open and free-flowing. A number of front lawns on the Estate have in recent years been enclosed by low fencing, or have gardens grown on them, or have car-parking patios built on them. Question – did the original requirements upon the Council tenants die when the properties were bought as private properties, or is it a case that the current council, Wiltshire Council, has failed to enforce this requirement?

Wiltshire Council owns and rents out approx. 130 garages on the Estate. We would encourage WC to engage on a survey of the garage-use on this Estate, as we suggest at least of third of the garages are used for other-storage and not for car-storage. Is it a condition of renting a garage that the tenant keeps their car in it and not other goods? Parking problems on the estate might be significantly eased if all garages were actually used for parking cars, and not just rented as a local storage facility.

Trees were originally planted on the Estate, but often too close to properties causing problems in later life – many have been destroyed, some illicitly. Can WC engage with residents on the Estate to find places, greens in the closes primarily, where new trees can be planted, such as Cherry Blossom, Magnolia, or Fruit Trees.

Bishopdown Estate walkabouts

Walk 01- Bishopdown Road- from hill-top to lower end of estate.

1-



Where cycleway over hill meets Bishopdown Rd by school, the contractors who tarmac-surfaced the footway left their framing timber all the way up the road. For most of the way there is a gap between the timber and the grass beyond, which acts as a litter trap. Here, the timber stands proud by 2inches, impeding cycle and wheelchair access to the cycleway over Bishopdown Hill.

2-



Entry of 20mph zone, top of Bishopdown Hill. The 20mph sign is filthy, mostly due to being close to tree overhang. Adjacent to it a trench in the road needs filling again.

3



Entry of 20mph zone, top of Bishopdown Hill. Cycle bypass is filthy, the signs are filthy, the island is surrounded by scree which has vegetation growing in it.



4  
Bishopdown Hill, two trenches that require filling, both overlooking houses below Bishopdown Road. They both held water when I was there.



5



Entry road of houses below Bishopdown Road. This drop-kerb is steep and angled and the kerb-stones are not flush with the road.

6a



Junction of Bishopdown Road and Denison Rise (right). This steep section of footway is bumpy and degraded, especially where the inspection cover is, part of the inspection cover frame stands clear and is a tripping hazard. This whole section needs relaying.

6b Crossing point of Denison Rise, drop-kerbs are not flush – which must exacerbate the steep slope for wheelchair users. Road surface is somewhat degraded too at this point. The street sign for Denison Rise is missing.





7



Broken road surfaces above, and below, the roundabout junction of Bishopdown Road and Denison Rise. Below the junction, this drain has sunken hazardously.

8



Trench opposite 32 Bishopdown Road. Further down the road a poor Drain Cover.

9



Footway crossing entrance from Bishopdown Road from Anderson Road. The road surface is poor, and the drop kerb is not flush with the road surface.

10



Entry of Bingham Road from Bishopdown Road. Poor road surface and drop kerbs not flush with road surface.



11



Junction of Bishopdown Road with lane/garages to Burgess Green. The drop kerb here is again poor and not flush with the road surface.

12



Drop-kerb crossing point of Bishopdown Road by Bishop's Court flats – a car is impeding the crossing point, therefore thought should be given to marking this as a proper crossing point. Similarly, at the junction of Barrington Road with Bishopdown Road there is no crossing point at all for wheelchair and other less able users. Thirdly, the entrance of Gilbert Way has no drop kerb crossing point at all.

13



Drop-kerb at entrance of Fotherby Crescent from Bishopdown Road, surface missing and drop-kerb is raised, very difficult for a wheelchair. Poor road surface on Bishopdown Road by Catholic Church. Drop-kerb crossing point of Bishopdown Road by Catholic Church – a vehicle parked on it, thought should be given to designating such crossing places against parking.



14



Drop-kerbs. First image is Bingham Road and Bishopdown Road by Catholic Church, very poorly done. Second & Third are upper entry of Hoadley Green, the drop-kerb is only applied to one-third width of the pavement, it stands proud of the road, the surface of which is poor.

15



Drop-kerbs. First is lower entry to Hoadley Green, again really poorly done with degraded road surface, proud stones and uneven and narrow paving. Second and Third are drop-kerb crossing point at bottom of Bishopdown Road, the kerb stones again proud.

Hoadley Green has uncleaned gutters with some grass growing in places.



Bishopdown Estate walkabouts

Walk 02- Denison Rise – from Barrington Road up the hill to Bishopdown Road, including Link Way. Talbot Close and Burgess Green.

Denison Rise

16- At junction with Barrington Road, the Denison Road sign is dirty and faded, new paint is needed on the lettering.



16a- Bus Stop in Denison Rise by entry to Burgess Green. This bus stop, placed on a narrow green verge, has its back to the road, and is often daubed with graffiti. The enclosed nature of it, often with overhanging greenery, makes it a potentially threatening environment.

17 - Outside No.49 Denison Rise a join in the road becoming a trench. And, a kerb stone and paving which has dropped.



18



Further up Denison Rise a gap in the hedge forming the boundary of the Crematorium Garden of Remembrance, has been repeatedly forced by a local dog-walker. A recent repair with wire fencing and a pile of logs and brushwood was taken apart within a day by the offending person.



19- This drain, just above the junction of Denison Rise and Link Way, and outside No. 16 Denison Rise, is blocked with grass.



19a- Garages in Talbot Close – are they all used for parking cars?

The top bus-stop of Denison Rise faces the road and is clean and tidy.

The pavements are mostly fair.

#### Link Way

20- Link Way road sign – at junction with Denison Rise - on the Crematorium side, was knocked off by Council grounds contractors.

21- Link Way- where the road bears right up the slope, a cherry blossom tree is nearly dead.

Pavements mostly good, a bit untidy at the top end of the road.

22- The paved footway up Link Way to climb to Bishopdown Road by steps, has the risers and some slabs lifted and slanted. This has been so for many years.

#### Talbot Close

23-



A trench left across the road at entry to garages. A hole left at entry of garages - a child on a scooter caught a wheel on it and fell as I crossed the road.

Pavements and drains OK.



Burgess Green

24-



Sign for Burgess Green missing between Burgess Green and Talbot Close. Drop-kerbs are required at the entrance of the garages in Burgess Green.

Pavements and drains OK.

Bishopdown Estate walkabouts

Walk 03- Lovett Green, Blyth Way/Burnett Way, Fotherby Crescent and Neville Close.

Lovett Green

25- The lower garages in Lovett Green, being close to the main entry to the Estate, is often a dumping ground of litter.



There is a spread of scree/litter dropped from the fir trees.

How many of these garages have cars kept in them?

26-



Tenant at 30 Lovett Green has allowed a buddleia to get out of hand on front steps of property. Also the garden is so overgrown that it impinges the access road to the upper garages of Lovett Green. Can WC assist tenant with this problem? Pathway from upper garages of Lovett Green to Neville Close – drop kerb needed here and correction of dip in road surface.

Drop-kerbs need improvement over entrance of upper garages in Lovett Green.

Blyth Way

27a- Blyth Way garage space entrance, sapling and brambles growing along verge need removing.

27b- Drop-kerb needed outside 2 Blyth Way to match the one outside 3 Blyth Way.



Parts of Blyth Way/Burnett Close are kept particularly neat and tidy by residents.



Burnett Way

28-



There are no drop-kerbs at entrance of Burnett Way on Fotherby Crescent.

28a- Also, there are only one or two partly-usable entries on to the main Green of Bishopdown, one at corner of Barrington Road/Fotherby Crescent, one at corner of Bishopdown Road/Fotherby Crescent – both of which are really continuations of accessible paving on those two main roads. There is one by the children's play area in Fotherby Crescent, using a traffic calming hump. However, most of the Green remains completely inaccessible to those in wheelchairs.

Fotherby Crescent

29-



There are no drop-kerbs across the entrance of the garages by the Catholic Church, and, indeed, crossing the forecourt of the Catholic Church. Wheelchair users are forced currently to go on the roads here, which is unacceptable.

30 -

Flats 16-19 Fotherby Crescent have overgrown elder and other shrubs along the side wall, which clearly should not be there and must be removed.







Garage Space between Burnett Way and Neville Close. We have had recent trouble here with youths climbing across the garage buildings, using the fence-bar seen on the right to mount on to the roofs. They are clearly into par-cours and have trespassed in several properties local to these garages, causing damage to one resident's garden shed. The garage space has a spread of mud and debris, suggestive that the garages have few if any cars within them.



Within the garage spaces is a former Council yard and workshop buildings, sixty years ago it was a local base for maintenance men on the new estate, until recently British Gas operated an office from here. Now, it is defunct and has been abandoned with an open gate – an open invitation to troublesome youth.



Youth have been drinking, smoking, and generally gathered here on recent summer evenings. The three *rooms* at the left have, debris which has clearly been lit and burnt, wooden pallets asking to be burnt, and various debris. This neighbours directly the bungalows at Nos. 8 & 9 Blyth Way, and must be a concern to both them and other neighbouring properties.

2019 07 12 Update – the gate of the yard has now been secured by padlock.

**Can Wiltshire Council take responsibility for the security and safety of this property please.**

Neville Close

32-



This cherry blossom tree is virtually dead and may need removal at 34-37 Neville Close.

The footway needs correction, much of it has sunk against the kerb-stones.

And, outside the flats at 8 and 10 Neville Close are a couple of overgrown shrubs which may need removal.

A drop-kerb on the footway leading from Neville Close into Blyth Way garages space requires improvement.



Bishopdown Estate walkabouts

Walk 4 – From Barrington Road down to London Road, and up Seth Ward Drive, including Jewell Close, Hallum Close, Woodvill Rd and Fison Walk.

33-



The shop in Barrington Road. There is no drop-kerb anywhere in the vicinity to allow wheelchair users to cross Barrington Road close to the shop. The corner nearest the shop has no drop-kerb, and the pavement is much degraded, both by tree disruption and by delivery vehicles turning on the corner. The shop forecourt may be accessed in wheelchair by a poor degraded drop-kerb just beyond the left front corner of the shop, but the forecourt of the shop has degraded paving, and wheelchair users are forced to travel along the road to get there. This is unacceptable.

34-



Opposite the Vicarage, possibly the most avoided trench in the roads of the estate. Poor paving in front of the Vicarage. Opposite 13 Barrington Road, poor road surface.

35-



Poor paving by entrance of Denison Rise, the drop-kerb crossing is often impeded here by parked cars. Blocked drain by 24 Barrington Road. Lower end of Barrington Road another drop-kerb crossing, this time to the bus-stop, here blocked. Again, can some scheme to enforce these points be worked up?

Crack Willow, corner of Barrington and Seth Ward, drops branches after high winds.



36-



Barrington Road road-sign completely missing, apart from one post. Drop-kerb to access London Road pavement is very poor. Drop kerb from London Road crossing the entrance of Barrington Road is also very poor for wheelchair users.

### Seth Ward Drive

37-



Junction of Seth Ward Drive and Barrington Road – the semi-circle of briar-roses has been poorly maintained in recent years to the detriment of its performance. Layby and entrance from Seth Ward Drive to Bishopdown-Laverstock Cycleway, this has been poorly done using two successive drop-kerbs, neither of which is flush to the road surface. This should be improved.

38-



Bus Stop bottom of Seth Ward Drive – this shrubbery has not been maintained, and has been infiltrated by tree-saplings, blackthorn, thistles etc. Can someone who understands gardening – ie: NOT idverde who are completely incompetent – please maintain this shrubbery properly.



39-

Lower bus-stop in Seth Ward Drive, again the drop-kerb crossing point impeded by parked vehicle...

The same also applies to the crossing point at the bus stop near the entrance of Blyth Way.



Jewell Close, leading to Hallum Close, Woodvill Rd and Fison Walk.

The latter three were added in the mid-1980s and, unlike the rest of the 1950s estate, are not open-plan. Much of the car-parking is by gravel frontages, which is unsightly, though this has happened to parts of the original estate as well. As with elsewhere drop-kerbs are poorly done, litter and leaf-debris have been allowed to collect in gutters, which allows grass and weeds to grow.

40- The signed cycle-route from the traffic-light crossing at Barrington Road, to Jewell Close, here crosses the grass verge to meet the footway of London Rd by the M&S Garage. It is on a blind corner, and is not well done – in fact the entire section of cycle-route is not well done and might well be accommodated on the grass verge which runs the length of Seth Ward Drive.

41- A cherry tree by 20 Jewell Close is suffering die-back and needs attention.

42



Footway in Hallum Close leading to Fison Walk. Many of the residents of Fison Walk are elderly and less-abled, several appear to use wheelchairs. This drop-kerb and footway are alike in poor condition, and are representative of general conditions.

It leads initially to this corner of land at the lower end of Fison Walk. This was a planning anomaly and has just been left blank and untended, it is not overlooked by the front of any property and often becomes a dumping ground.



43- General state of kerbs and gutters – debris and weeds.

Sign for lower part of Fison Walk needs reinstating.



44



Between Nos. 29 & 31 Fison Walk an access path was left when built to allow residents to get to and from rear gardens. This has now become overgrown with trees and shrubs and a haven for litter and overflow of people's gardens. The elderly residents are unable to bring bins out from the rear – this has apparently been seen by Mostyn Coombes in June 27<sup>th</sup> 2019. What is being done?

45- Following a cloudburst in 1989 and flood-water running over the frontages of 31 & 33 Fison Walk, a land-drainage gully was installed with metal grids. However, this has not been maintained, and consequently the grids have lifted and weeds have grown – can this be remedied please.

46-

A main route from Bingham Road (and the rest of the Estate) to Jewell Close, and thereby on to Bishopdown Farm Estate, this garage space and parking place is used by many walkers, cyclists and the less able. The drop-kerbs and bollards are a problem to this, and should be improved.



Drop-kerb from Jewell Close into footpath through to Bishopdown Farm estate. The kerbs here are typical of the area generally.

47 Signage for Fison Walk - How do emergency vehicles and delivery vehicles locate properties in Fison Walk? From a moving vehicle the only visible sign is at the beginning of Woodvill Road (No.1 Fison Walk) so that emergency response vehicles inevitably come to that point, and often are forced to walk all the way down Fison Walk to those properties which are actually closer to Hallum Close. Additional signs to the area were agreed following a tenant panel in November 2013, but nothing has been done.

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Tarmac Surfacing				
Location	Road Classification	Working Hours Restrictions	Area M <sup>2</sup>	Month to be Built
Harcourt Terrace, Salisbury	UC	Restricted Days (9-4)	644	Jan
Middleton Road, Salisbury	UC	Restricted Days (9-4)	710	Jan
A345 Castle Road, Salisbury	A345	Unrestricted Nights	1925	Jan
Marlborough Road, Salisbury	UC	Restricted Days (9-4)	781	Jan
Woodstock Road, Salisbury	UC	Restricted Days (9-4)	1208	Jan
Pinewood Way / Cedar Close, Salisbury	UC	Restricted Days (9-4)	3812	Jan
Waters Road, Salisbury	UC133109/1	Restricted Days (9-3)	2145	Feb
Cherry Orchard Lane, Salisbury	C368	Restricted Days (9-4)	1568	Feb
Hedley Davis Court, Salisbury	UC	Restricted Days (9-4)	484	Feb
St Edmunds Church Street, Salisbury (Carriageway Repairs)	UC	Restricted Days (9-4)	825	Feb
Blue Boar Row, Salisbury	UC	Unrestricted Nights (with a 24 hr RC for a curing period on a Sunday)	1155	Feb
Dolphin Industrial Estate, Salisbury	UC	Unrestricted Nights (with a 24 hr RC for a curing period on a week day)	1097	March
Sidney Street Salisbury	U/C 133016	Restricted Days (9-4)	891	March

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**Report to:** Salisbury Area Board  
**Date of meeting:** December 2020  
**Title of report:** Salisbury Area Grant Report

### Purpose of the Report:

- To provide detail of the grant applications made to the Salisbury Area Board. These could include; community area grants, health and wellbeing, young persons grants and Area Board initiatives.
- To document any recommendations provided through sub groups.

### Area Board current financial position

	Community Area Grants	Young People	Health and Wellbeing
<b>Opening balance 2019/20</b>	£67,078.00	£27,542.00	£7,700.00
<b>Awarded to date</b>	£30,014.72	£12,010.00	£3,910.00
<b>Current Balance</b>	£37,063.28	£15,532.00	£1190.22
<b>Balance if all grants are agreed based on recommendations</b>	£14,682.72	£14,532.00	£640.22

### Grant Funding application summary

#### Community Area Grants

Applicant	Amount requested
<b>Applicant:</b> Hampworth Croquet Club <b>Project Title:</b> Keeping Hamptworth Croquet Club Open Phase 2  <a href="#">View full application</a>	£5000.00
<b>Applicant:</b> Five Rivers Indoors Bowls Club <b>Project Title:</b> Five Rivers Indoor Bowls Club - Motorised Wheelchair  <a href="#">View full application</a>	£1000.00

<b>Applicant:</b> Devenish Bradshaw Trust <b>Project Title:</b> Devenish Bradshaw Trust - City to Countryside Dog Trails  <a href="#">View full application</a>	£2127.44
<b>Applicant:</b> Secret Spitfire Charity <b>Project Title:</b> Secret Spitfire Memorial and blue plaques  <a href="#">View full application</a>	£5000.00
<b>Applicant:</b> The Any Body Can Cook Community Interest Company <b>Project Title:</b> Local Pantry Salisbury  <a href="#">View full application</a>	£5000.00
<b>Applicant:</b> Milford Street Bridge Project ( St Edmunds Community Association) <b>Project Title:</b> Milford Street Bridge Project - Covid Updates and Futureproofing  <a href="#">View full application</a>	£980.00
<b>Applicant:</b> Alabare Christian Care & Support <b>Project Title:</b> Hygiene Privacy for Homeless  <a href="#">View full application</a>	£2884.12
<b>Applicant:</b> Macklin Road Residents Association <b>Project Title:</b> Macklin Road Estate Centenary Plaque  <a href="#">View full application</a>	£389.00

## Young People

At Salisbury Area Board meetings during March & May 2020, a total of £5000.00 was allocated from the youth budget for an Intergenerational Project.

Following this award, a project brief was created, and applicants were invited to submit proposals by the end of September 2020. Three proposals were received from Rise 61, Wessex Archaeology & Salisbury Museum.

On 9<sup>th</sup> November a panel featuring Cllr Ricky Rogers, Irene Kohler (Older Peoples Champion), Helen Dowse (Carers Champion) and members of our youth panel interviewed the applicants and after deliberation, it was decided to recommend that the £5000.00 funding be awarded to Salisbury Museum (project proposal included in agenda papers)

**Proposal** - That the Area Board considers the recommendation made by the panel.

<b>Applicant</b>	<b>Amount requested</b>
<b>Applicant:</b> Wiltshire Youth Futsal League <b>Project Title:</b> Wiltshire Youth Futsal League Sports Hall Hire <a href="#">View full application</a>	£1,000.00

## **Health and Wellbeing**

<b>Applicant</b>	<b>Amount requested</b>
<b>Applicant:</b> Safer & Supportive Salisbury <b>Project Title:</b> Printing costs of booklet of Salisbury Covid Stories <a href="#">View full application</a>	£550.00

### **1. Background**

Area Boards have authority to approve funding under powers delegated to them. Under the Scheme of Delegation Area Boards must adhere to the Area Board Funding and Grants Criteria. This document is available on the council's website.

Three funding streams are available to the Area Board, each with an annually awarded amount. These funding streams are as follows:

- Community Area Grants (capital)
- Young People (revenue)
- Health and Wellbeing (revenue)

The Area Board will be advised of the funding available prior to their first meeting of each financial year.

### **2. Main Considerations**

2.1. Councillors need to be satisfied that the applications meet the requirements as set out in the Area Board Funding and Grants Criteria and that the health and wellbeing and young persons funding guidelines have been adhered to.

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

2.3. Councillors need to consider any recommendations made by sub groups of the Area Boards.

### **3. Environmental & Community Implications**

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

#### 4. Financial Implications

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

#### 5. Legal Implications

There are no specific legal implications related to this report.

#### 6. Human Resources Implications

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

#### 7. Equality and Inclusion Implications

Community Area Boards must fully consider the equality impacts of their decisions in order to meet the Council's Public Sector Equality Duty.

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

#### 8. Safeguarding Implications

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

#### 9. Applications for consideration

##### Community Area Grants

Application ID	Applicant	Project Name	Requested
<a href="#">3848</a>	Hamptworth Croquet Club	Hamptworth Croquet Club Open Phase 2	£5000.00
<b>Project Description:</b> Hamptworth Croquet Club needs to purchase specialist lawn care equipment in order to stay open. We like our landlord have been financially hit by the Covid Crisis and now face the challenge of having to maintain our own lawns. These means buying specialised equipment as croquet lawns need to be kept like putting greens or bowling greens all the year round.			
<b>Proposal</b> That the Area Board determines the application.			

Application ID	Applicant	Project Name	Requested
<a href="#">3906</a>	Five Rivers Indoor Bowls Club	Five Rivers Indoor Bowls Club - Motorised Wheelchair	£1000.00
<b>Project Description:</b> The Club has recently achieved Disability Award status to enable us to host bowls competitions for disabled bowlers and we would like to be			



able to provide a suitable motorised wheelchair - both for our members and visitors.

**Proposal**

That the Area Board determines the application.

Application ID	Applicant	Project Name	Requested
<a href="#">3919</a>	Devenish Bradshaw Trust	Devenish Bradshaw Trust - City to Countryside Dog Trails	£2127.44

**Project Description:** A dog trails map on-line information and on-site infrastructure for dog owners to have enhanced opportunities for exercising their pets while minimising negative impacts on livestock wildlife and other greenspace users in Salisbury and neighbouring Parishes to the East.

**Proposal**

That the Area Board determines the application.

Application ID	Applicant	Project Name	Requested
<a href="#">3925</a>	Secret Spitfire Charity	Secret Spitfire Memorial and blue plaques	£5000.00

**Project Description:** We aim to achieve the construction of a life sized fibreglass Spitfire on a steel pole seven meters high with suitable landscaping and lighting. We have a building team which covers all the building requirements ready to build next year. The end result should be an asset to Salisbury City as well as a tourist attraction.

**Proposal**

That the Area Board determines the application.

Application ID	Applicant	Project Name	Requested
<a href="#">3932</a>	The Any Body Can Cook Community Interest Company	Local Pantry Salisbury	£5000.00

**Project Description:** To set up with other local community partners a community shop for people on low incomes who have suffered a change in situation particularly during covid this would be an extension of the food delivery project we have been supporting Salisbury City council with over lockdown. It would act as a stepping stone from foodbank and will support families and individuals to prepare nutritious meals from the ingredients.

**Proposal**

That the Area Board determines the application.

Application ID	Applicant	Project Name	Requested
<a href="#">3933</a>	Milford Street Bridge Project (St Edmunds Community Association)	Milford Street Bridge Project - Covid Updates and Futureproofing	£980.00

**Project Description:** There are three elements to this 1 Making a film of our historian George Fleming doing a history walk of the local area for school children and families with young children. This will be added to our website. 2 Reprinting our fliers advertising our self guided Memory Walk.3 Upgrading our website.

**Proposal**  
That the Area Board determines the application.

Application ID	Applicant	Project Name	Requested
<a href="#">3936</a>	Alabare Christian Care & Support	Hygiene Privacy for Homeless	£2884.12

**Project Description:** Alabare Place continues to meet the challenge of accommodating and supporting the homeless during a pandemic. With the help of COVID grants we have met the immediate costs of PPE and additional hygiene. This winter due to government guidelines around COVID we will be unable to deliver No Second Night Out NSNO or Severe Weather Emergency Provision SWEP for rough sleepers in Salisbury. However we still have the opportunity to deliver Somewhere Safe to Stay South if we can secure the funding for equipment. Having loaned our old camp beds out to provide accommodation in the community for rough sleepers at the start of the pandemic we now require 10 new camp beds and 10 screens to provide privacy between beds. We also wish to replace 20 of the main hostels mattresses in order to keep hygiene standards high.

**Proposal**  
That the Area Board determines the application.

Application ID	Applicant	Project Name	Requested
<a href="#">3941</a>	Macklin Road Residents Association	Macklin Road Estate Centenary Plaque	£389.00

**Project Description:** We wish to erect a plaque which will commemorate the centenary of the Macklin Road Estate in Salisbury 1920-2020. This is of particular significance in that this was the first Council Housing scheme in Salisbury to be built as a result of the Addison Act of 1919.

**Proposal**  
That the Area Board determines the application.

## Young People

At Salisbury Area Board meetings during March & May 2020, a total of £5000.00 was allocated from the youth budget for an Intergenerational Project.

Following this award, a project brief was created, and applicants were invited to submit proposals by the end of September 2020. Three proposals were received from Rise 61, Wessex Archaeology & Salisbury Museum.

On 9<sup>th</sup> November a panel featuring Cllr Ricky Rogers, Irene Kohler (Older Peoples Champion), Helen Dowse (Carers Champion) and members of our youth panel interviewed the applicants and after deliberation, it was decided to recommend that the £5000.00 funding be awarded to Salisbury Museum (project proposal included in agenda papers)

**Proposal** - That the Area Board considers the recommendation made by the panel.

Application ID	Applicant	Project Name	Requested
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<a href="#">3943</a>	Wiltshire Youth Futsal League	Wiltshire Youth Futsal League Sports Hall Hire	£1,000.00
<p><b>Project Description:</b> Futsal is an indoor sport. Wiltshire Youth Futsal League established in 2019 and grown to 25 teams from u10 to u16 age groups based in Salisbury and most of teams are in Wiltshire. Booking indoor venues is difficult and expensive compared to football pitches which are free. To help growth of league we are looking for support to subsidise costs of hall hire and get more teams and players involved. A typical session 5 hours at Five Rivers costs over 400 plus referee costs. Futsal is a fast growing sport and a big opportunity to make Salisbury Wiltshire a key location to grow the sport.</p>			
<p><b>Proposal</b> That the Area Board considers the recommendation made by the youth panel.</p>			

## Health and Wellbeing

Application ID	Applicant	Project Name	Requested
<a href="#">3939</a>	Safer & Supportive Salisbury	Printing costs of booklet of Salisbury Covid Stories	£550.00
<p><b>Project Description:</b> Safer and Supportive Salisbury has been collecting stories of Salisbury residents experiences under lockdown. There are currently 29 very varied stories- tragic uplifting entertaining plus photos and artwork created during lockdown which will be presented in a 24 page booklet. All editorial work has been undertaken voluntarily and the bid is for printing 1000 copies only distribution will also be undertaken by volunteers with need for some postage because of Covid restrictions.</p>			
<p><b>Proposal</b> That the Area Board considers the recommendation made by our Older People &amp; Carers Champions to fund in full.</p>			

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

### Report Author:

Marc Read, Community Engagement Manager [marc.read@wiltshire.gov.uk](mailto:marc.read@wiltshire.gov.uk)

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## Intergenerational Oral Histories Project – Year 1 Monitoring & Evaluation Plan

Outcome Area	Project Aim	Targets	Evaluation Method
<p><b>Participant Engagement</b></p>	<ol style="list-style-type: none"> <li>1. To engage 4-5 groups of 10 people over 55</li> <li>2. To engage 4-5 groups of 10 young people between ages 13-19</li> <li>3. To diversify the museum's audiences through outreach programming</li> </ol>	<ol style="list-style-type: none"> <li>1. Include at least 1 care setting, 1 community group from a socially deprived area and 1 group with a shared experience of another barrier (e.g. carers, people with a disability or chronic condition)</li> <li>2. At least 2 schools and at least 1 group of young people with a shared experience of a barrier (e.g. young carers, NEET, LGBTQ+, socio-economic)</li> <li>3. 50% (minimum) of the participant groups should be new engagers with the museum</li> </ol>	<ul style="list-style-type: none"> <li>• Quantitative records of:               <ul style="list-style-type: none"> <li>- Number and nature of groups engaged</li> <li>- Session attendance</li> <li>- Demographic data</li> </ul> </li> <li>• Formative evaluation survey including questions on previous engagement with museum</li> </ul>
<p><b>Wellbeing &amp; Community</b></p>	<ol style="list-style-type: none"> <li>1. To contribute to tackling loneliness and isolation in older people through increasing access to culture and meaningful connections between people</li> <li>2. To contribute to fostering a sense of belonging, pride of place and feeling of ownership over heritage amongst young people</li> <li>3. To facilitate intergenerational understanding and engagement through dialogue</li> <li>4. To improve self-reported wellbeing</li> </ol>	<ol style="list-style-type: none"> <li>1. 60% of older participants indicate, after participating in the project, they feel less lonely or isolated</li> <li>2. 50% of younger participants indicate, after participating in the project, they feel a stronger sense of local identity and belonging</li> <li>3. 75% of all participants, after participating in the project, indicate they have a greater understanding of older/younger people</li> <li>4. 50% of all participants, after participating in the project, self-report improved wellbeing (across a range of measures)</li> </ol>	<ul style="list-style-type: none"> <li>• Formative evaluation surveys for older and younger participants including questions on feelings of isolation, pride of place, understanding of older/younger people etc. to establish baseline levels</li> <li>• Summative evaluation surveys for older and younger participants including questions to identify any change compared with formative evaluation</li> </ul>

## Intergenerational Oral Histories Project – Year 1 Monitoring & Evaluation Plan

			<ul style="list-style-type: none"> <li>Recognised wellbeing assessment tool, such as the Warwick-Edinburgh Mental Wellbeing Scale, completed during formative and summative evaluation</li> </ul>
<p><b>Skills</b></p> <p>Page 74</p>	<p>1. To provide an opportunity for young people (and older people) to gain new skills, including interpersonal skills</p>	<p>1. To increase skills and abilities in:</p> <ul style="list-style-type: none"> <li>Speaking and listening</li> <li>Giving full attention to another person</li> <li>Valuing other perspectives</li> <li>Reacting to the unexpected</li> <li>Handling differences of opinion diplomatically</li> <li>Understanding the need for preparation</li> <li>Developing a sense of how the past and present connect – similarities and differences</li> <li>Understanding of chronology and causation</li> <li>Ability to structure a narrative (beginning, middle and end)</li> </ul>	<ul style="list-style-type: none"> <li>Formative evaluation skills wheel measuring self-reported aptitude across a range of skills and abilities related to the project to establish baseline levels</li> <li>Summative evaluation skills wheel measuring self-reported aptitude across a range of skills and abilities related to the project to identify any change compared with formative evaluation (<i>see appendix 3 for an example of the skills wheel</i>)</li> </ul>
<p><b>Participant Set Goals</b></p>	<p>1. Individual to each participant</p>	<p>1. Individual to each participant</p>	<ul style="list-style-type: none"> <li>Goal setting (Formative)</li> <li>Participants review personal goals and whether they have been achieved, creating a</li> </ul>

## Intergenerational Oral Histories Project – Year 1 Monitoring & Evaluation Plan

			<p>qualitative record of this (Summative)</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 75</p> <p><b>Outputs &amp; Co-production</b></p>	<ol style="list-style-type: none"> <li>1. To gather oral histories exploring themes of Changing Places and Common Ground</li> <li>2. To summarise and transcribe oral histories, making them more accessible and available for a wider range of uses</li> <li>3. To co-produce, with young participants, a digital platform (via our website or social media) for the stories gathered</li> <li>4. A celebration event inviting participants and the community to explore the stories gathered and learn more about the project</li> </ol>	<ol style="list-style-type: none"> <li>1. 20 to 25 paired oral histories collected</li> <li>2. Produce a thematic summary and verbatim transcript for all 20 to 25 paired oral histories</li> <li>3. To have a representative from each group of young people involved in the co-production of the digital platform</li> <li>4. To have a digital presence for the project, including excerpts from the oral histories (either audio or written) and interpretation, a project overview and images</li> <li>5. Project celebration event attended by 50 people</li> <li>6. Project celebration event achieves majority positive feedback</li> </ol>	<ul style="list-style-type: none"> <li>• Oral histories, summaries and transcripts stored on hard drives at museum. Ensure information is publicly available on how these can be accessed</li> <li>• Participant numbers and number of co-production sessions recorded.</li> <li>• Participants evaluate the co-production process against the Ladder of Participation (Summative)</li> <li>• Digital Presence live by Nov 2021</li> <li>• Attendance numbers collected at celebration event</li> <li>• Attendee feedback survey for celebration event</li> </ul>
<p><b>Oral History Project Format</b></p>	<ol style="list-style-type: none"> <li>1. To create a new method for enabling older and younger people to participate in culture and heritage in these two under-represented participant groups in the Salisbury Museum's work</li> </ol>	<ol style="list-style-type: none"> <li>1. Overall positive feedback from participant groups and settings staff regarding project format</li> <li>2. To gain feedback from participating groups to further refine the thematic oral histories framework</li> <li>3. Take on board constructive feedback and refine project format and thematic</li> </ol>	<ul style="list-style-type: none"> <li>• Participant group and setting staff wash up meetings reviewing project format, delivery and thematic framework</li> <li>• Staff and volunteer observation templates</li> </ul>

## Intergenerational Oral Histories Project – Year 1 Monitoring & Evaluation Plan

	<ol style="list-style-type: none"> <li>2. To pilot and evaluate the use of a thematic oral histories framework for community use</li> </ol>	<p>framework wherever possible in line with suggestions and comments from participating groups and settings staff</p>	<ul style="list-style-type: none"> <li>• End of project Year 1 internal project team reflection session</li> </ul>
<p><b>Sustainability</b></p>	<ol style="list-style-type: none"> <li>1. Build new and lasting partnerships with local care settings, support groups, schools and youth groups</li> <li>2. To facilitate the development of partnerships between organisations working with and/or supporting older or younger people</li> <li>3. To train and up-skill local volunteers in transcription, intergenerational delivery and oral history collection</li> </ol>	<ol style="list-style-type: none"> <li>1. Have an established plan for reengagement or continued engagement in the project for Years 2 &amp; 3 for each participating group</li> <li>2. At least 1 pair of groups indicate they have plans to continue their relationship after their participation in the project ends</li> <li>3. Recruit and train 8-10 project volunteers</li> <li>4. 60% of project volunteers, at the end of Year 1, self-report their aptitude across a range of project related skills has increased</li> <li>5. 50% of volunteers continue their involvement with the project into Year 2</li> </ol>	<ul style="list-style-type: none"> <li>• Future plans will be recorded in a next steps document at the end of the delivery period for Year 1 (August 2021)</li> <li>• Summative evaluation survey including questions on plans for continuing contact between project paired groups</li> <li>• Volunteer numbers and hours recorded</li> <li>• Volunteer evaluation of skills development, continued use of skills (applications outside the project) and likelihood to continue into Year 2</li> </ul>



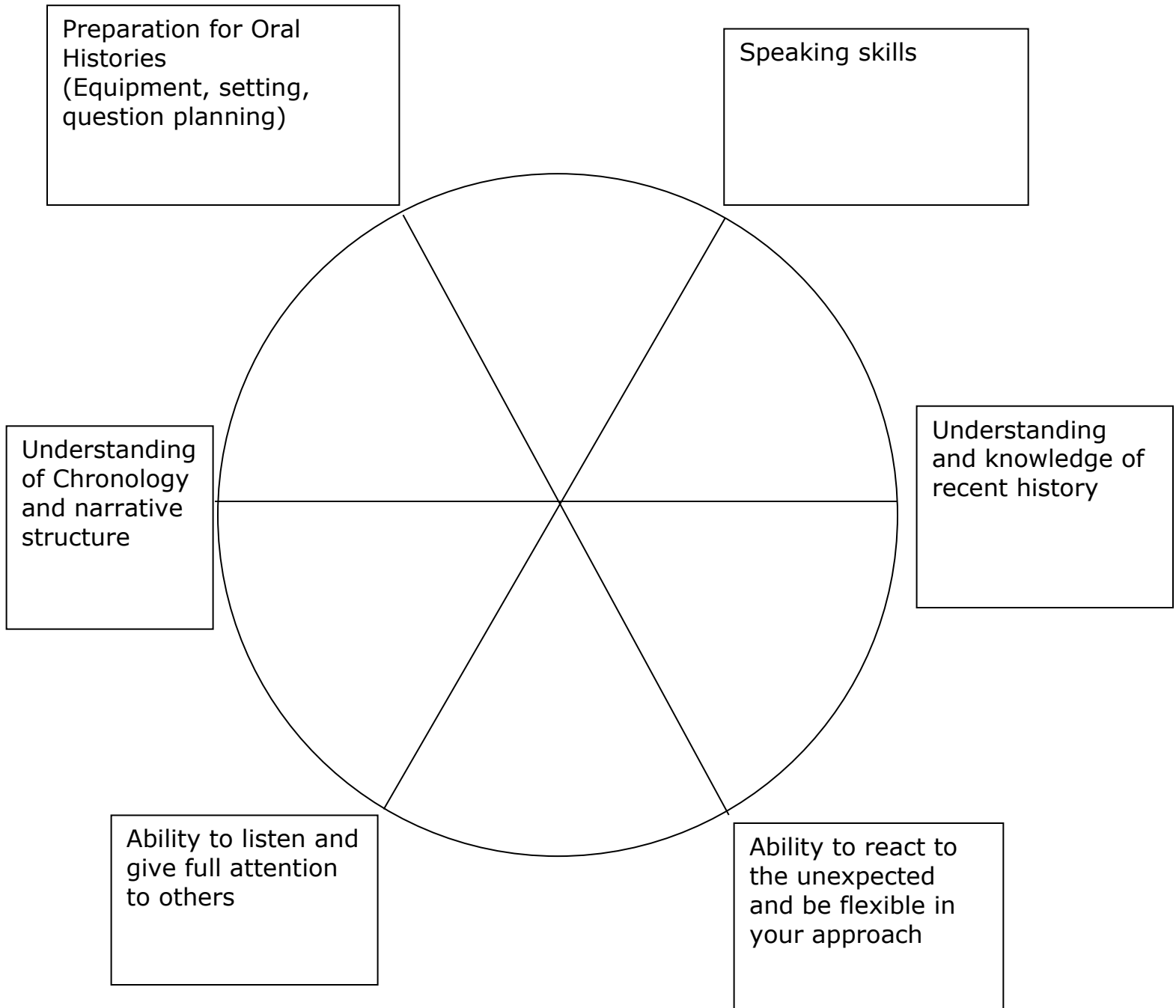
## Intergenerational Oral History Project Budget

<b>Salaries</b>	<i>Description</i>	<i>Qty</i>	<i>Cost</i>	<i>Subtotal</i>
Project Coordinator	15 days (105 hours) @£17p/h	1	1,785.00	1,785.00
<b>Subtotal Salaries</b>				<b>£1,785.00</b>
<b>Equipment</b>	<i>Description</i>	<i>Qty</i>	<i>Cost</i>	<i>Subtotal</i>
Audio Recorders	Zoom H1n/UK Handy Recorder (museum already has 2)	4	95.04	380.16
Memory Cards	64GB SanDisk Ultra MicroSDXC	4	9.69	38.76
Recorder Cases	Hard EVA Zoom H1n Travel Case	4	12.99	51.96
Batteries	AAA Batteries, 24 pack	1	15.55	15.55
External Hard Drive	WD 2TB Elements Portable External Hard Drive	2	57.90	115.80
Memory Sticks	64GB Memory Stick, 4 pack	2	19.99	39.98
Shipping				20.00
<b>Subtotal Equipment (rounded up)</b>				<b>£665.00</b>
<b>Training</b>	<i>Description</i>	<i>Qty</i>	<i>Cost</i>	<i>Subtotal</i>
Staff Training	Oral history 8-hour training course via Zoom run by Oral History Society for Project Coordinator	1	130.00	130.00
Materials	Stationery for training sessions (x6) with project participants and volunteers	1	30.00	30.00
Refreshments	Refreshments for training sessions (x6) with project participants and volunteers	6	5.00	30.00
<b>Subtotal Training</b>				<b>£190.00</b>
<b>Delivery</b>	<i>Description</i>	<i>Qty</i>	<i>Cost</i>	<i>Subtotal</i>
Materials	Stationery for delivery workshops and evaluation sessions (x25)	1	30.00	30.00
Refreshments	Refreshments for delivery workshops and evaluation sessions (x30)	30	5.00	150.00
<b>Subtotal Delivery</b>				<b>£180.00</b>
<b>Travel</b>	<i>Description</i>	<i>Qty</i>	<i>Cost</i>	<i>Subtotal</i>
Staff and Volunteer Travel	Maximum 115 journeys to/from participant settings. Assumed an average of 15 miles per journey at 0.45 p/m	115	6.75	776.25
Travel Bursary	Fund to support participating groups' travel to museum and/or paired groups' settings	1	350.00	350.00

<b>Subtotal Travel (rounded up)</b>				<b>£1,130</b>
<b>Transcription*</b>				
<b>Description</b>	<b>Qty</b>	<b>Cost</b>	<b>Subtotal</b>	
Professional Transcription Services	10	90.00	900.00	
Professional transcription to supplement volunteer transcription. Transcription of 10 x 60-minute oral history interviews at 1.50 per minute.				
<b>Subtotal Transcription</b>				<b>£900.00</b>
<b>Celebration Event</b>				
<b>Description</b>	<b>Qty</b>	<b>Cost</b>	<b>Subtotal</b>	
Materials	1	50.00	50.00	
Refreshments	1	100.00	100.00	
Decorations, stationery etc.				
Refreshments for 50-75 event attendees				
<b>Subtotal Celebration Event</b>				<b>£150.00</b>
<b>PROJECT TOTAL</b>				<b>£5,000.00</b>

\* Should professional transcription not be required (i.e. volunteers are able to complete transcription of all interviews), the transcription budget will be reallocated to funding additional hours for the Project Coordinator for the final 4 months of Year 1. This would allow the Project Coordinator to lead on the audio editing and creation of an access point for the oral history interviews on the museum's digital platforms rather than the museum's Community Curator.

## Changing Places and Common Ground – Skills Wheel



Place an X on each line to tell us how much skill you have in each of these areas; where for each line, the centre of the circle means 'no skill', the outer ring means you have 'a lot' of skill.

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## **CHANGING PLACES AND COMMON GROUND**

**An Intergenerational Oral Histories project bringing different generations together to discover what has changed in Salisbury and where they share experiences and outlooks.**

### **A) Describe how you plan to establish an effective intergenerational project? (10 marks)**

#### **Project Overview**

We propose an ongoing Intergenerational Oral Histories project in which groups of young people (ages 13 to 18 will work with groups of older people to explore 2 pathways:

- 1) Changing Places – an exploration of how our city has changed over the generations
- 2) Common Ground – using reminiscence objects to identify themes in which a young person and older person can find commonality

The power of oral history projects as a tool for community cohesion and learning, both through the interview process and through the creation of an audio resource bank, is well documented. We believe that it is perfect as a method for bringing older and younger people together, with a clear focus, to engage in meaningful dialogue. We will record 20 to 25 paired oral histories in which older people interview younger people and vice versa which will become a bank of resources for the public, for the ongoing life of this intergenerational project and as part of the permanent collection at the Salisbury Museum for future generations. This is the first step in the process of involving intergenerational dialogue in the retelling of the history of Salisbury at the museum and the first part of placing intergenerational community outreach (based in the collecting of oral histories) at the heart of the Salisbury Museum's community engagement strategy for the long term.

We will use our staff expertise to create a structure and deliver intergenerational sessions that will support participants in the development of skills, improve their wellbeing and increase their understanding of one another's experiences.  
(See answer to Question C for full details).

This project will involve the delivery of 40 engagement sessions with 40 to 50 participants from 5 to 8 local schools/organisations, supported by 8 to 10 volunteers in addition to project staff. We will collect 20 – 25 oral history recordings which will be made publicly available at the museum and online.

#### **Participants**

This project will bring a range of participants from across the community together to engage in dialogue, with the support of experienced staff and the structure of oral history taking.

Whilst we have a range of established and developing community relationships with groups of young people and older people we will work to develop new and targeted relationships with groups and see this project as the start of a longer-term plan for

engagement with them and or their settings  
(See answer to Question B for full details).

We will work with 4 or 5 paired groups of 10 people (up to 5 young people with up to 5 older adults):

- YP ages 13 – 19
- Older adults – aged 55 and over

### Process

In **Year 1** we seek to gather 20 to 25 paired oral histories in which a young person interviews an older adult and the older adult, in turn, interviews them.

The process will introduce the participants to the project team, the skills they need and then each other, as they work together towards finding shared experiences and examples of how life has changed in Salisbury.

### Framework

Staff at the museum will create an oral history framework based on a range of subject themes (e.g. school days, leisure activities etc.) from which the interview pairs will choose. We will evaluate the use of this framework to adapt and improve it year on year.

For each setting we will find an opportunity for non-project focused interaction with our staff in advance of the project. Either:

- A handling session in their familiar setting
- A visit to the museum
- Staff presence at/involvement in their regular activity

This will be central to our approach of bridging the gap between the museum and the participants. Developing trust between the individual participants, participating organisations and the museum is critical to both participants feeling confident and comfortable to share personal stories and feelings as part of the oral history taking process and to organisations developing sustainable relationships with the museum.

Sessions	Content
<b>Non-project focused welcome session</b>	A chance for each participating group to meet with staff before the project starts. Either: <ul style="list-style-type: none"> <li>• A handling session in the group's familiar setting</li> <li>• A visit to the museum</li> <li>• Staff presence at/involvement in their regular activity</li> </ul>
<b>Introductory meeting</b>	Taking place in each group's familiar setting, before beginning intergenerational workshops.

	An overview of the project, informal ice breaker, formative evaluation of expectations and goals for the project. And final check of informed consent of all participants.
<b>Intergenerational Workshop 1 –</b>	Oral history skills and introduction to the themes for each participating group
<b>Intergenerational Workshop 2 –</b>	Relationship and conversation development for paired groups of younger and older participants
<b>Intergenerational Workshop 3 –</b>	Selecting interview partners and themes for oral history interviews (paired groups of younger and older participants)
<b>Intergenerational Workshop 4 –</b>	Oral History interviews (paired groups of younger and older participants)
<b>Evaluation session</b>	Summative evaluation for each participating group

Intergenerational workshops will take place in the familiar setting of one of the paired groups.

### **Co-Produced Digital Outcomes**

Young participants will be able to opt in to the planning and development, supported by museum staff and volunteers, of a public platform that will host the recorded oral histories.

### **Aims**

#### **Year 1**

1. To engage 4 – 5 groups of people over 55 (see engagement methodology for targets)
2. To engage 4 – 5 groups of young people (see engagement methodology for targets)
3. To gather 20 to 25 paired oral histories under our 2 main pathways of Changing Places and Common Ground
4. To co-produce, with young participants, a digital platform (via our website or social media) for the stories gathered

#### **Overarching Aims**

1. To create a new method for enabling older and younger people to participate in culture and heritage in these two under-represented participant groups in the Salisbury Museum's work.
2. To facilitate intergenerational understanding and engagement through dialogue.
3. To provide an opportunity for young people (and older people) to gain new skills, including interpersonal skills. (See answers for Question C)

4. To contribute to tackling loneliness and isolation in older people through increasing access to culture and meaningful connections between people.  
(See answers to Question C)
5. To improve self-reported wellbeing of participants across the project.
6. To pilot and evaluate the use of a thematic oral history framework for community use.
7. To co-produce the public facing outputs of this project.
8. To train and up-skill local volunteers (e.g. in transcription, to support this project over the longer term and across other community projects etc.).
9. To diversify the museum's audiences through outreach programming.
10. To build new and lasting partnerships with local care settings, support groups, schools and youth groups.

### Longer Term Goals

1. In Years 2 and 3 we will adapt the framework in response to emerging themes and to engage with the redevelopment of the History of Salisbury Galleries, developing ways for the participants to be involved in the interpretation of those galleries as a lasting legacy of this project
2. The creation of a bank of oral history resources over a 3 to 4 year period and to ensure this is publicly accessible (physically and digitally) as a resource for understanding the rich histories and responses of individuals in our area and as a resource for further intergenerational work.

### Why the Salisbury Museum?

Intergenerational work is being written into our learning and engagement strategy for the next 6 years and as such we are able to provide the skills and expertise of our core staff and an in-kind cost to this project. This also means that there will be a longer-term development of this project's approach, supported by the organisation.

### In-House Skills

The Salisbury Museum has a small team of very experienced learning and engagement staff and a pool of specifically trained community and learning volunteers who are well placed to support a range of projects that engage with the community and learners.

Our **Community Curator** has a background in arts and creative work with children and with older people in care and community settings, as well as experience of running the intergeneration work at Corn Exchange Newbury as part of the Ageing Creatively programme. Her work at the museum specialising in the stimulation of contemplation and dialogue through objects has developed the foundation upon which we have based the framework for this intergenerational project. It has also developed many of the partnerships with local organisations which we will further grow through this project.

Our **Activity Plan Coordinator** has a background creative learning project delivery and development as well as in community oral history projects. She will work with the project to ensure a meaningful connection to the long-term goals of the museum's National Lottery Heritage Fund (NLHF) supported redevelopment project.



Our **Learning Officer** has wide ranging experience of working with young people to engage them in heritage-based learning and through him the museum has strong connections with local schools and other organisations supporting young people in the community.

The staff above undertook Oral History training in February 2020.

Our **Volunteer Coordinator** will support us in coordinating the volunteers on this project.

*(See answer to Question H for full details)*

### **Organisational and Sector Support**

Intergenerational oral history is a strand that is written into our ambitious activity plan for our NLHF redevelopment project. We view this initial one-year project as the beginning of a new strand of work that will continue for at least 6 years.

As part of the Wessex Museums Partnership, an Arts Council England National Portfolio Organisation, we have the potential to ask for support for the longer-term training and digital needs of the project, as well as a network of museum engagement professionals to support us on this project.

We are also taking advice from Padmini Broomfield (Oral History Specialist) and Rachael Cartwright (South West Museum Development's Digital Officer).

### **Sustainable Outcomes**

Our project is sustainable in a number of ways through in-kind staff support, training of volunteers and inclusion of the outputs as part of the museum's long-term collections. We are able to store and facilitate the future use of the project outputs and embed this work (beyond Year 1) in our permanent galleries.

It is important to understand that we see this as a long-term project and that, in this initial year of work, we will explore the process of gathering paired intergenerational oral histories using a thematic framework. We will evaluate the use of this framework and feed our learning into the project in following years.

In Years 2 and 3 we will work to evolve the project to engage with and feed into the community co-curation of the reinterpretation of the museum's History of Salisbury Galleries.

*(See answers to Questions F & G for full details).*

In Years 2 and 3 we will also create a long-term, bespoke, digital platform for the outputs of this project as a community and learning resource. We will work with young participants in the project to plan and create this platform.

**B) Describe your planned methodology for engaging with the target groups? (15 marks)**

We will be building on relationship we already have with local schools, services, care settings and community groups. Whilst we have these relationships in place, and can work with these groups, bringing them together for the first time, at the core of this project will be work to expand our community relationships. For example, we are currently starting conversations with Salisbury Pride about the possibility of working with them on intergenerational LGBTQ+ stories through this project.

This project will engage 4 or 5 groups of older adults, including at least 1 care setting, 1 community group from a socially deprived area and 1 group with a shared experience of another barrier (e.g. carers, people with a disability or chronic condition etc.).

Possible groups include:

- Milford House Care Home
- Wessex Care
- The Friary Lunch Club

This project will engage 4 or 5 groups of young people, primarily from local secondary schools, plus groups who are harder to reach due to the experience of a barrier.

Possible groups include:

- Young Carers (Youth Action Wiltshire)
- Youth Offending Team Wiltshire via the NEET support workers
- Wiltshire College (via the wellbeing team)

Whilst we already have formal education relationships with local schools which we will focus on for this project (e.g. Wyvern St Eds and Sarum Academy) our emphasis will be on engaging pupils who will benefit the most (in terms of skills and wellbeing) from involvement, specifically Pupil Premium, Alternative Curriculum and SEND students.

The above are all groups who have an existing relationship with the museum but with whom we are not currently delivering work. However, we will also explore relationships with new settings as we approach this project.

Where possible, we will geographically co-locate paired groups, so that they are able to walk to meet each other (given current travel restrictions) but also to engage with shared and different experiences of a locality. While we believe this to be an important factor for the successful delivery of this project, we will work flexibly to ensure that groups who may not have a shared experience of a micro locality (e.g. young carers) are still able to participate (e.g. through access to a travel bursary) and to benefit through subject themes that are broad enough to be familiar to participants from a range of locations in the Salisbury area.

All groups will have a non-project focused interaction with the staff team in advance of the project introduction as outlined previously because we understand the

importance of building relationships with the groups to keep them engaged and to ensure they feel part of the wider project and of the work of the museum.

We have the capacity to do more preliminary work with groups depending on their needs. This will be delivered by museum staff and therefore does not affect the costing of this project.

We will provide each possible group with a project outline; data collection agreement and partnership work safeguarding plan and meet with key staff or community leaders in each context to develop a time line and action plan for each pairing. We will also put together a plan for staff support from each setting (e.g. activities managers, school staff etc). Settings will be asked to formally sign up to the project via a partnership working agreement, including details specific to those settings.

**C) How will your outcomes be set and achieved? (15 marks)**  
**E.g. How will there be a demonstrable impact on their wellbeing?**

The aims for this project (outlined in section 1 of this application) are informed by the following:

**Salisbury CAF** - 'Bring Out the Qualities... of the unique and beautiful heritage of Salisbury'

**Heritage Fund** - Redevelopment targets for underrepresented participant groups

- Young people ages 13 to 19
- Young People from underrepresented audiences (socio-economic barriers)
- Older people who do not visit museums (Socio-economic, transport, disability and health barriers)

**Arts Council England's** KPIs through the Wessex Museums Partnership Strategic Plan

- To co-produce digital outputs that reach 100 or more people
- Engage with 20 new under-represented groups across the partnership by 2022

**Skills and Outcomes for Participants**

**Skills for life**

The Oral History Society states the following as outcomes for oral history work with young people:

- Speaking and listening.
- Understanding the need for preparation.
- Ability to react to the unexpected.
- A sense of the past – similarities and differences.
- An understanding of chronology – one thing following another...
- ...and sometimes causing another.

- An ability to structure a narrative (beginning, middle and end) – at the heart of oral history training.
- An ability to give full attention to another person – essential for oral history and for many relationships!
- Improved community relations and increased confidence

### **Older people, culture and connections**

In Arts Council England’s Arts and Older People Poll published in 2016, 76% said that arts and culture is important to making them happy.

We are offering an intergenerational oral histories project because the elements contained within the mutual oral history taking process include fundamental processes that will impact on the wellbeing of socially isolated and disadvantaged older people.

Age UK’s evidence review (2017) “Making Intergenerational Connections” sets out recommendations for elements of best practice for intergenerational work in order that it has the maximum positive impact on wellbeing for older people. These are listed in the table on the following page and have informed the structure of this project.

### **Wellbeing**

Our success in bringing positive wellbeing impacts to both participant age groups will be measured against the 5 ways to wellbeing. In particular:

- Learning – We will teach both the young and older participants basic oral history skills and enable them to develop and use conversation skills to create valued resources.
- Take Notice – The process of taking oral histories (with the support of project staff and a thematic framework) is designed to enable participants to stop and take notice of the lives and experiences of people in different life circumstances.
- Give – All participants will experience the value of giving time and listening to each other and, through the project, giving their stories as a resource for the future.
- Connect – Our Oral History framework and training for participants will enable them to ‘Talk and Listen, Be There, Feel Connected’.

**Participant-led** - In addition, our measures of success for the participants will be defined by the participants who will set out their own expectations and goals at the start of the project and we will measure that success and emerging, unexpected outcomes on an individual basis.

Conditions and psychological processes	Examples in intergenerational contact programmes
Close contact / good quality contact	Interviews. Getting to know each other exercises. Contact with same person repeatedly. One-to-one contact. Shared tasks/activities designed to foster close contact. Pairing up. Small groups. Massage. Buddy system.
Frequent contact	Programmes often consist of a one-off intense event, or a series of multiple meetings. Using the existing evidence as a guideline, frequent contact would be either more than 8 hours (e.g. 2 long sessions) or shorter weekly sessions lasting longer than 4 weeks.
Institutional support	Practitioners and organisations that run intergenerational contact programmes provide institutional support, especially via their physical presence and verbal guidance during the programmes.
Cooperation	Helping with chores. Arts and crafts projects. Intergenerational choirs. Physical activities. Talent shows. Shared activities; painting, music, cooking.
Equal status	Both parties doing the same task. When tasks are not easier for one party more than the other. Intergenerational sharing programmes. Intergenerational choir. Buddy system. Same number of older and young participants. Neutral environments. Tasks or environments that do not communicate negative stereotypes of either group.
Shared goals	Exercises with shared goals. Helping with chores. Arts and crafts projects. Intergenerational choirs. Talent shows.
Story telling	Reminiscence classes. Common life experience discussion.
Knowledge	Ageing course. Seminars. Lectures. Quizzes. Discussions. Films. Interviews. Getting to know each other exercises.
Self-disclosure	Getting to know each other exercises. Interviews. Intergenerational sharing programmes. Small group discussion on lifespan issues. Bonding activities. Buddy scheme. Email exchange. Common life experience discussion.

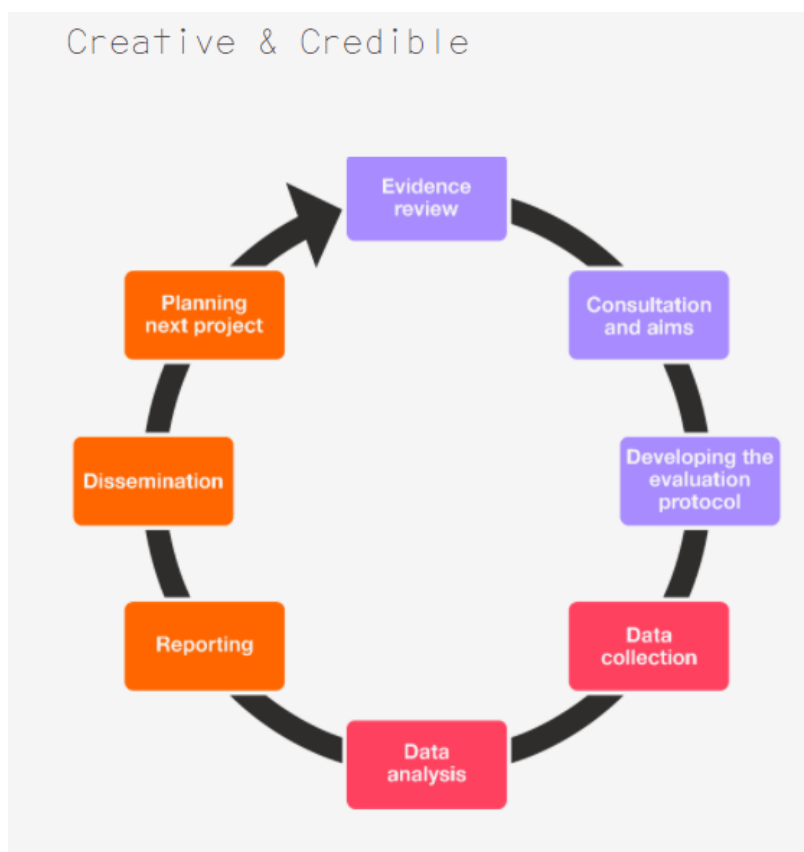
[https://www.ageuk.org.uk/Documents/EN-GB/For-professionals/Research/Making\\_Intergenerational\\_Connections-Evidence\\_Review\(2017\).pdf?dtrk=true](https://www.ageuk.org.uk/Documents/EN-GB/For-professionals/Research/Making_Intergenerational_Connections-Evidence_Review(2017).pdf?dtrk=true)

#### D) How will you monitor and evaluate your programme against identified outcomes? (10 marks)

We will apply the **Willis Newson Evaluation Cycle** (shown on the following page) to this project to support the development of the project over 3 years in a way that is informed by the emerging themes and outcomes of the project.

The project will also be supported throughout by staff and volunteer observations, recorded on an observation template to ensure we are reflecting on our delivery style and methods to improve and respond to participant needs.

The *Monitoring, Evaluation and Learning (MEL) Plan* for this project is in **Appendix 1** to this application. It will be adapted and changed in response to initial conversations with partner groups and settings as part of the 'Consultation and Aims' element of the cycle described above. It refers to Year 1 of the project only and outlines our targets and possible methodologies for measuring our outcomes against our aims.



**E) What will your programme timeframes be? (5 marks)**

Dec 2020	<ul style="list-style-type: none"> <li>• Project coordinator recruited &amp; training undertaken</li> </ul>
Jan & Feb 2021	<ul style="list-style-type: none"> <li>• Groups identified and signed up to the project</li> <li>• Workshop dates in place</li> <li>• Volunteer team recruited</li> </ul>
March 2021	<ul style="list-style-type: none"> <li>• Volunteer training &amp; briefing</li> </ul>
March – July 2021	<ul style="list-style-type: none"> <li>• Workshop delivery and Oral History taking</li> </ul>
April – Aug 2021	<ul style="list-style-type: none"> <li>• Transcription and key word summaries</li> </ul>
Sept – Nov 2021	<ul style="list-style-type: none"> <li>• Audio editing</li> <li>• Creation of digital platform for Year 1 outputs</li> </ul>
Nov 2021	<ul style="list-style-type: none"> <li>• Participating groups revisit one another and share the outcomes</li> <li>• Celebration event</li> </ul>

**F) How will you develop the programme and build towards sustainability?  
(15 marks)**

**Impacts, Needs and Pathways**

This one-year intergenerational oral histories project is part of a bigger picture for Salisbury Museum and for the community of Salisbury.

The impacts on the participants in terms of...

- Reduced social isolation
- Skills development
- Improved wellbeing

...will have wider impacts on individuals' learning and living environments and we see this work as the start of our relationship with them and the organisations they are connected to (schools, care settings, community organisations or services). Through these relationships we will signpost and encourage ongoing participation in our organisation's work, and beyond.

We will plan continued group engagement with older people's groups and care settings through Years 2 and 3 of the project, and beyond, developing new offers for them, including embedding the outputs of this project into our wider reminiscence offer.

We will offer a volunteering and advisory pathway for the young people involved, enabling them to become part of our youth steering group, to co-produce our outputs and to work with us to plan our engagement methodologies for Years 2, 3 and beyond.

We will plan continued involvement with these groups through Years 2 and 3 of the project, as well as using the evaluation of this work to identify emerging needs for these groups. We will also evaluate our process for engagement and delivery. We will use this data to plan our future work and share the findings via SaSS and the Area Board and make our reports publicly available to inform wider community planning and wider cultural sector work.

**Volunteers**

Volunteer involvement in this project means that there will be a team of people, active in the community beyond their involvement with the museum, who understand the delivery and benefits of intergenerational work. Through our volunteer coordinator we are already able to offer our volunteers support in taking their skills with them to other projects and initiatives beyond the museum, and we will continue to do so.

Developing a skills set within a volunteer team keeps the delivery costs of this project at manageable levels, ensuring that we will be able to continue to deliver this work in the future.



## **Digital Resources**

The Oral History recordings and transcriptions will form part of a digital resource. This resource will be developed with the participants and the Year 1 digital output will be created using the museum's current web-based infrastructure and free platforms, ensuring that there is a sustainable way to make the outputs publicly available, no matter what the funding situation beyond Year 1.

However, our plan to create a bespoke digital platform will create a focal point for the learning gained through the delivery of this project, as well as full transcriptions and audio recordings created by this project.

We anticipate that this will become:

- A learning resource for the cultural sector
- A resource bank for community and cultural organisations to plan and deliver more projects based on intergenerational dialogue
- A resource for individuals and groups interested in local social history
- A resource for local community organisations in working with older and younger people locally
- A resource for local schools working on topics such as 'my local area'
- A resource for the museum in delivering reminiscence work and further intergenerational projects.

## **Collections and Galleries**

The recorded oral histories, taken as the central element of this project, will become part of the Salisbury Museum collection and available for the community and researchers, both today and for future generations.

The process of collecting oral histories under the "Salisbury Stories" thematic pathway will become an integral part of our interpretation of the History of Salisbury Galleries as we redevelop that part of the museum over the next 5 years. This will give intergenerational dialogue, and local community voice, a visible place in the public communication of the history of this area, for the long term.

## **Long-term Intergenerational Offer**

The ultimate outcome of this work is to create a format for intergenerational working, based on the outputs of this project, that becomes a core part of the community offer from the Salisbury Museum. Meaning that intergenerational dialogue is available to our communities for a long time to come and becomes a visible part of the 'Unique and beautiful heritage of Salisbury'.

## **G) How will you demonstrate value for money within your programme? (20 marks)**

You will find a budget for this project in **Appendix 2** of this application.

Year 1 of the project will be part of a larger whole which will, in real terms, have a much bigger budget than the Area Board's investment, but which will take this investment as its starting and focal point for development. As outlined in the

Sustainability section of this application there are a number of reusable and permanently available outputs from this project which mean that the future impacts can and will be wide ranging. The creation of free resources is key to the value for money aspect of this project.

### **Additional Funding**

This project represents the beginning of the Salisbury Museum's investment in this work for the long term. Beyond Year 1 we will either be seeking additional funding to expand the project to meet the longer term aims or contributing from the museum's National Lottery Heritage Fund grant (depending on successful application). As a result, the Area Board's investment in this process will ultimately bring further investment in this work as a part of the fabric of Salisbury's cultural offer.

As part of the Wessex Museums Partnership we are able to apply for Arts Council funds for staff training (to support the longer term needs of this project) and to support digital co-production projects with young people. We anticipate doing so in Years 2 and/or 3 of the project.

### **In-kind Costs**

While we will be hiring a freelance Project Coordinator to lead on the delivery of the project, creating a new job for someone in the community, Salisbury Museum will be offering significant staff support to this project in-kind.

The Community Curator will offer the project a minimum of 15 days at £14/hr to the value of £1575 (this role is funded by ACE via the Wessex Museums Partnership). Our Volunteer Coordinator will also contribute time to the management of project volunteers over 5 days at £13/hr to the value of £455.

We also bring the wider skills and time of the museum staff team in terms of their community connections, oral history experience and project management skills.

Salisbury Museum have already trained their staff in Oral History practice, which would otherwise be a cost to the project.

The museum already has and is in the process of acquiring a range of digital audio and video equipment, including a stills and video camera, high quality microphones and 2 zoom recorders. These costs sit outside the project budgets as outlined here and all will be used in the process of this project.

Social media and promotion of this project, including information sheets and flyers will be produced/managed in-house at no additional cost to the project.

Staff at the museum are already conversant with the use of free transcription software, e.g. Express Scribe, which will keep the costs of this element of the project down.

## **External Support**

Depending on the nature of the co-produced digital output we may also be able to contribute Wessex Museums Partnership digital project funding at the end of Year 1.

The museum is also able to contribute a range of reminiscence stimulus materials from the core collections and the handling collection free of charge.

Because we will be collecting the oral history recordings created by this project, there is an intrinsic long-term outcome for this project at no cost to the project or area board.

## **H) How will the project be supported and managed within your organisation? (10 marks)**

### **Project Structure**

**Staff Lead** – Sarah Gregson Community Curator will oversee the project – supporting the Project Coordinator and leading on the creation of an evaluation framework and initial engagement of the participating groups and settings. Sarah will also lead on the creation of platforms for project outputs (i.e. oral history recordings). In Year 1 Sarah will work with the Heritage Fund project team through Activity Plan Coordinator Emma Gascoigne to develop the thematic framework for the oral histories.

**Project Coordinator (freelance)** – We will engage a coordinator to manage the day to day running of the project including maintaining relationships with participating groups, administrating data agreements, evaluating the project and delivering the majority of sessions with the support of museum staff and volunteers. The coordinator will have experience of working with young people and adults in a community setting and of oral history or community listening projects.

**Volunteers** – We will work with a pool of local volunteers to build their skills in transcription and thematic summaries to ensure the oral histories are effective outputs for future learning. We will also work with our very new pool of community volunteers, increase the numbers and diversity of those volunteers, and develop a team of local people who are skilled in supporting museum staff to engage with communities through outreach. We will offer the volunteers transcription training, staff support and will budget for the support of a professional transcriber as a common challenge for community-led oral history projects is struggling with the volume of transcription.

**N.B.**

## **Covid Contingency**

We feel it is essential that in the current climate to outline some of the planning we are doing to ensure that we would be able to deliver this project within changing social distancing and Covid-safe rules.

- We will be risk assessing all of our activity and locations in relation to Covid-safe guidance for the museum sector.
- We would be able to offer elements of this project as live Zoom sessions or as video parcels – in this scenario we will work to the Oral History Society's advice on remote digital oral history collection. This would require us to reshape the process of the project and some of the positive impacts of face-to-face interaction may be lost. However, the project would then also become a way for people to remain involved and connected through this continued difficult time, leading to different positive outcomes for wellbeing.
- We will geographically co-locate groups wherever possible to encourage walking between settings.
- We will work in small groups (no more than 10 per group) so that we could reorganise to work in 2 smaller or distanced groups if required.
- We will provide up-front and detailed information on our Covid-safe planning for participants and settings to give everyone the opportunity to feel confident that they are able to take part safely.
- We will be flexible on groups involved – if Covid-safe restrictions mean that it becomes unadvisable for specific groups to take part we will work to offer a digital solution but may also seek to work with different groups in Year 1 and bring those groups unable to take part back into the project in subsequent years.
- In our timeline, we plan to deliver sessions between March and July 2021. However, we could move delivery dates for early groups ( March/April) back and run them in parallel with later groups in order to avoid restriction tightening or Covid-19 spikes.

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