

## AGENDA

**Meeting:** CHIPPENHAM AREA BOARD  
**Place:** Needl Hall, High Street, Chippenham SN15 3ER  
**Date:** Monday 10 November 2014  
**Time:** 6:30 for 7.00 pm

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

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

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

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

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Please direct any enquiries on this Agenda to Will Oulton, on 01225 713935 or email [william.oulton@wiltshire.gov.uk](mailto:william.oulton@wiltshire.gov.uk)  
Or Victoria Welsh (Chippenham Community Area Manager), direct line 01249 706446 or email [victoria.welsh@wiltshire.gov.uk](mailto:victoria.welsh@wiltshire.gov.uk)

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

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

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### Wiltshire Councillors

Desna Allen – Queens & Sheldon	Mark Packard - Pewsham
Chris Caswill – Monkton	Linda Packard – Lowden & Rowden
Bill Douglas – Hardens & England	Nina Phillips – Cepen Park & Redlands
Howard Greenman - Kington	Jane Scott OBE – By Brook
Peter Hutton – Cepen Park & Derriards	Nick Watts - Hardenhuish

Items to be considered	Time
<p>1 <b>Chairman's Welcome and Introductions</b></p> <p>2 <b>Highways Investment Fund (Pages 1 - 8)</b></p> <p>The purpose of the item is to discuss and influence the priorities for the Highway Investment Fund, which includes a list of proposed highways maintenance schemes. Officers will attend the meeting to take questions from the public, partners and Councillors alike.</p> <p>Attached is a copy, as report 2 a), of the list of schemes previously approved by the Area Board for delivery in 2014/15. Also attached, as report 2 b), is the list of schemes, in priority order, for 2015/16 and beyond.</p> <p>Please note that this is <u>draft and not final, and thus subject to change</u>. The information will be updated, once officers have had time to analyse the road condition data.</p>	<p>7:00pm</p>
<p>3 <b>Wiltshire Online Project</b></p> <p>Officers from the Wiltshire Online project will present an update about the progress of the broadband rollout funded by Wiltshire Council in the Chippenham Community area. There will be an opportunity, after the presentation, to ask questions about the project.</p>	<p>7.15pm</p>
<p>4 <b>Visiting Cabinet Representative</b></p> <p>Councillor Jonathon Seed will talk about his responsibilities for Communities, Campuses, Area Boards, Leisure, Libraries and Flooding, and respond to any questions.</p> <p><i>Note – questions may be submitted in advance – please email <a href="mailto:william.oulton@wiltshire.gov.uk">william.oulton@wiltshire.gov.uk</a> by 12 Noon on Thursday 6 November.</i></p>	<p>7.30pm</p>
<p><b>REFRESHMENT BREAK</b></p>	
<p><b><u>Decision Making Session</u></b></p>	
<p>5 <b>Apologies</b></p>	<p>8:00pm</p>
<p>6 <b>Minutes (Pages 9 - 18)</b></p> <p>To approve the minutes of the meeting held on 8 September 2014.</p>	

7 **Declarations of Interest**

To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.

8 **Chairman's Announcements** (*Pages 19 - 22*)

To include:

- a) Car Parking Strategy Consultation
- b) Countryside Benefits Consultation

9 **Town, Parish and Partner Updates** (*Pages 23 - 32*)

**8:05pm**

To note the written updates provided and answer any questions arising from the floor:

- a) Parish and Town Councils
- b) Parish Forum
- c) Wiltshire Police
- d) Wiltshire Fire and Rescue Service
- e) Wiltshire Clinical Commissioning Group (CCG)
- f) Chippenham and Villages Area Partnership (ChAP)
- g) Chippenham Vision
- h) Chippenham Campus Development Team
- i) Chippenham Partnership of Schools
- j) Skatepark Update
- k) Other Community Groups

10 **Area Board Focus Areas 2014/15**

**8:20pm**

To receive updates on the following priority areas, as follows:

- a) Crime & Community Safety (Cllr Desna Allen), to include Road Safety (Cllr Bill Douglas).
- b) Child Poverty (Cllr Chris Caswill)
- c) Outdoor Spaces (Cllr Linda Packard)

11 **Local Youth Network for Chippenham Community Area** (*Pages 33 - 68*)

**8:35pm**

The purpose of the item is to ask the Chippenham Area Board to note the information contained in the report; to consider and approve the recommendations from the Chippenham Local Youth Network (LYN) outlined in this report, including:

1. To adopt the guidance and terms of reference for the LYN;
2. To consider the application from the Riverbank Studios project for £5000; and
3. To agree arrangements for dealing with urgent issues.

12 **Area Board Funding** (Pages 69 - 90)

8:50pm

**Community Area Grants**

To ask councillors to consider the following applications for funding:

1. CLOGS Musical Theatre award £1,479 towards an amplifier and mikes kit, conditional upon the balance of funding being in place.
2. Friends of Chippenham Museum award £716 towards Chippenham Museum Oral History kits.
3. Castle Combe Parish Council award £973 towards Castle Combe Village Hall hearing loop installation, conditional upon the balance of funding being in place.
4. The Ivy Community Partnership award £1,000 towards Ivy Estate Resident Empowerment Training, conditional upon the balance of funding being in place.

Grants application packs are available from the Community Area Manager or at: [www.wiltshire.gov.uk/areaboardscommunitygrantsscheme.htm](http://www.wiltshire.gov.uk/areaboardscommunitygrantsscheme.htm)

13 **Community Area Transport Group (CATG)** (Pages 91 - 122)

9:05pm

To consider the report arising from the last meeting of the CATG and any recommendations within.

14 **Evaluation and Close**

9:15pm

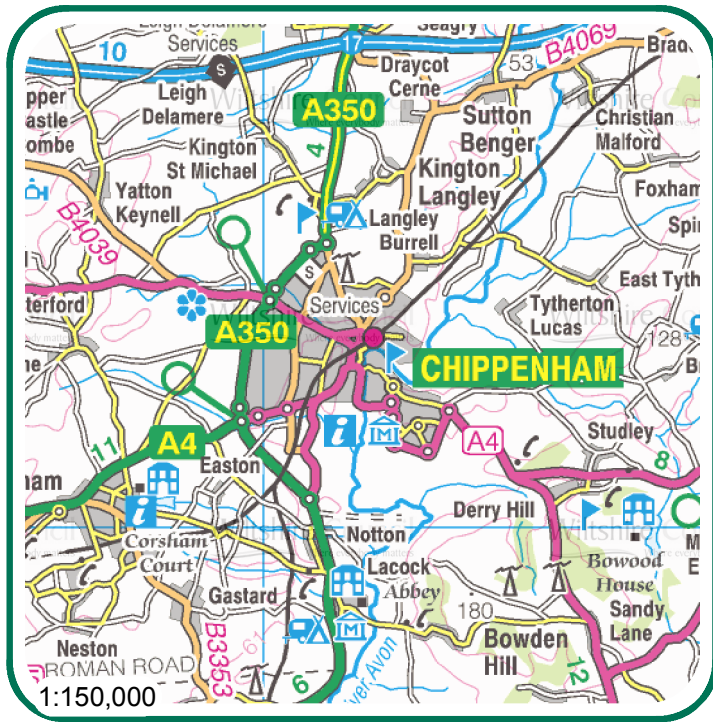
The Chairman will invite any remaining questions from the floor and will welcome the submission of new Community Issues. The next agenda planning meeting will take place on Wednesday 17 December at 10:30 at Monkton Park. Any parish or town council representative interested in attending should contact the Community Area manager or the Chairman.

The meeting is asked to note the future meeting dates below

**Future Meeting Dates**

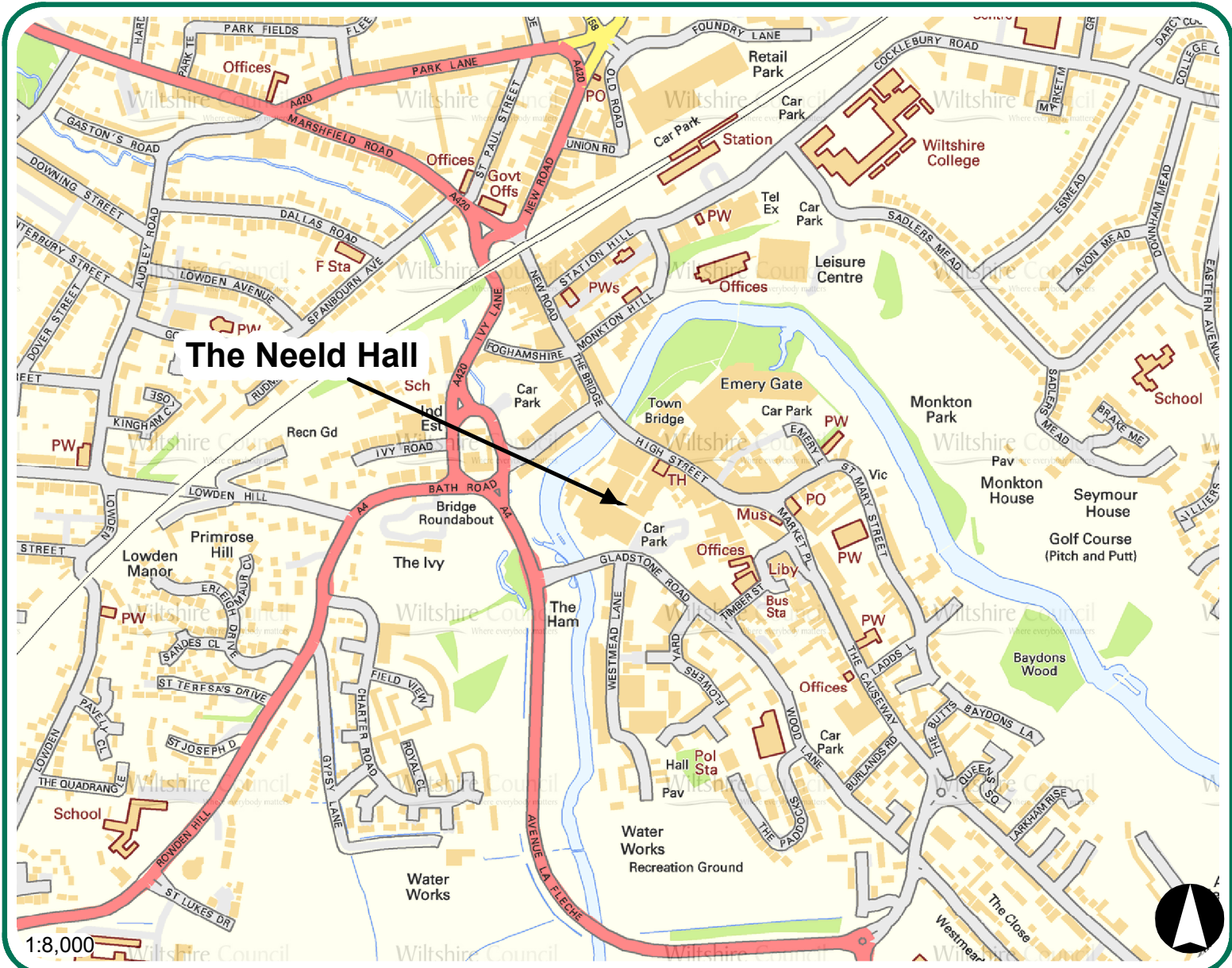
Monday 19 January 2015  
6.30 pm for 7.00 pm  
(Neeld Hall)

Monday 2 March 2015  
6.30 pm for 7.00 pm  
(Venue to be confirmed)



**The Neeld Hall  
Borough Parade  
Chippenham  
SN15 3WL**

**Wiltshire Council**  
Where everybody matters





## Highways Major Maintenance 2014 -2015 – Chippenham Area Board

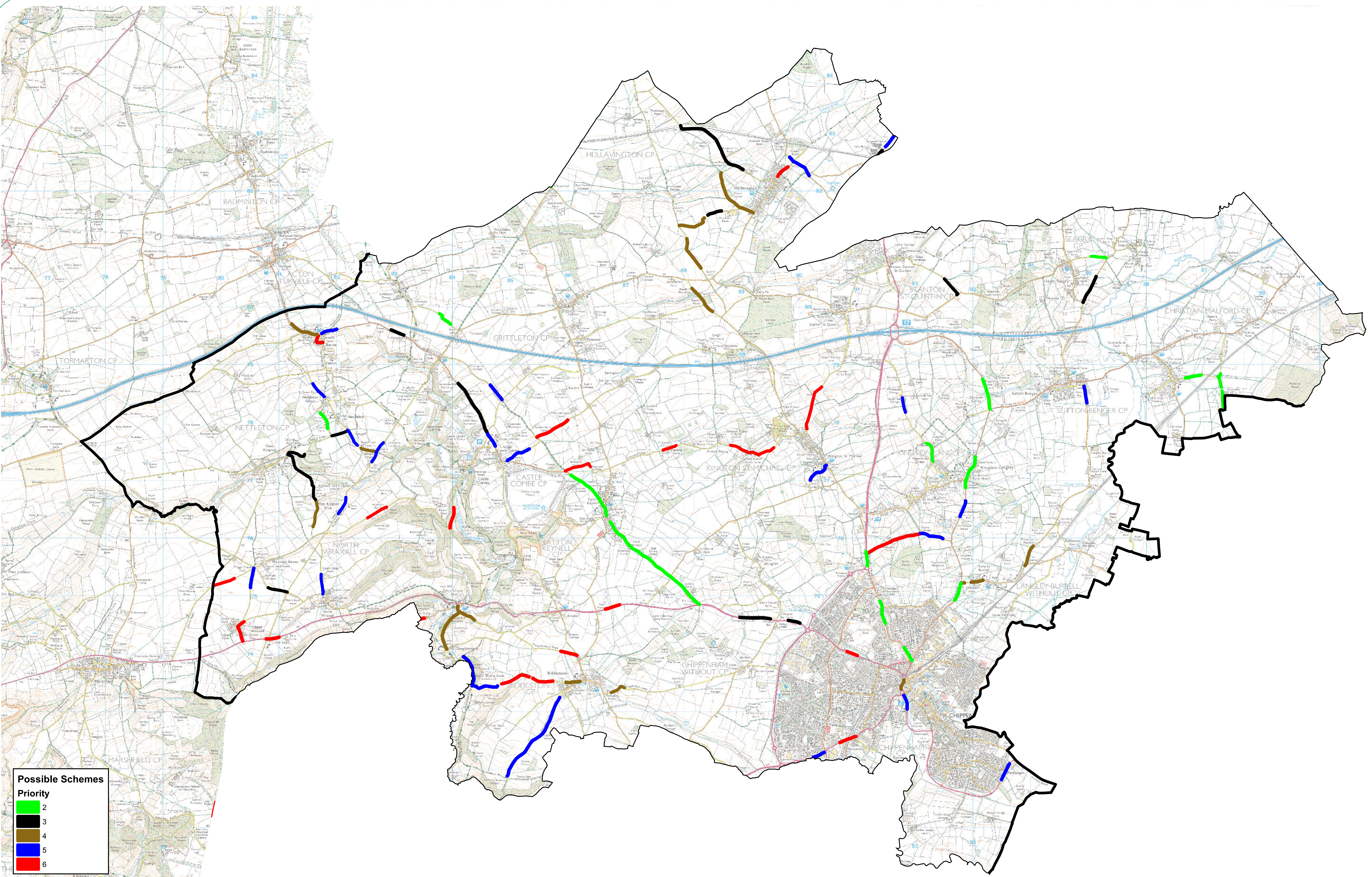
Road	Location	Area Board	Recommended Treatment	Average Width (m)	Estimated Length (m)	Est Area of Site (m <sup>2</sup> )
UC	Parklands, Hullavington	Chippenham	Resurfacing and footway reconstruction	5	150	750
U/C	Nettleton Loop.	Chippenham	Resurfacing	4	760	3,040
U/C	Ford to Biddestone.	Chippenham	Patching and Surface dressing	4	2,400	9,600
U/C	Chippenham A350 Dual Off slip to Plough Pub.	Chippenham	Resurfacing	7.2	510	3,672
U/C	Biddestone Weavern Ln.	Chippenham	Patching and Surface dressing	4	1,820	7,280
U/C	Chippenham Lords Mead.	Chippenham	Resurfacing	6	464	2,784
C181	Jacksoms Lane	Chippenham	Resurfacing	4.5	1,560	7,020
C367	Station Hill / Cocklebury	Chippenham	Resurfacing	9.5	380	3,610
C367	Station Hill / Cocklebury	Chippenham	7 Resurfacing	7.8	520	4,056
B4122	B4122 Heading southeast from Junction 17 M4	Chippenham	Resurfacing	6.1	200	1,220
B4122	B4122 Heading south from Junction 17 M4	Chippenham	Resurfacing	3.8	90	338
A420	A420 Bristol Road, Bumpers Farm Rbt, Chippenham	Chippenham	Resurfacing	7.2	210	1,512
B4122	B4122, Junction 17 M4	Chippenham	Resurfacing	9.4	260	2,444

Road	Location	Area Board	Recommended Treatment	Average Width (m)	Estimated Length (m)	Est Area of Site (m <sup>2</sup> )
B4122	B4122, Junction 17 M5	Chippenham	Resurfacing	9.4	110	1,034
C86	C86, Yatton Road, Biddestone	Chippenham	Resurfacing	6.2	50	310
C86	C86 Biddestone Road, Biddestone	Chippenham	Resurfacing	5.7	80	456
B4039	B4039 Horsedown, near Littleton Drew	Chippenham	Resurfacing	6	180	1,080

\* Sites highlighted in yellow involve skid resistance improvements.



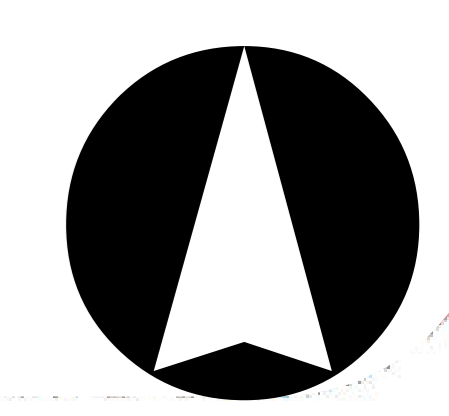
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**Possible Schemes**  
**Priority**

Green	2
Black	3
Brown	4
Blue	5
Red	6

1:21,455





Highway Investment - Possible Sites – 2015/16

Class	Road	Section Description	Scheme Length (m)	Recommended Treatment	Priority
A Class	A350	MALMESBURY ROAD RBT NORTH TO START DUAL	250	Reconstruction	2
B Class	B4158	DEANSWAY TO HILL CORNER ROAD (CHIPPENHAM) to HILL	420	Surface Dressing	2
B Class	B4039	A420 LANHILL TO C153 FOWLSWICK X RDS	701	Surface Dressing	2
B Class	B4039	C153 TO 40MPH LIMIT YATTON KEYNELL to 30 MPH YATTO	1446	Surface Dressing	2
B Class	B4039	30 MPH YATTON KEYNELL NW TO 30 MPH YATTON KEYNELL	200	Surface Course	2
B Class	B4069	C181 TO 50/40 MPH (KINGTON LANGLEY) to C154 NORTH	629	Surface Course	2
B Class	B4039	C153 TO 40MPH LIMIT YATTON KEYNELL to 30 MPH YATTO	1446	Surface Dressing	2
C Class	C171	C154 NORTHWARDS TO 30 MPH KINGTON LANGLEY to 30 MP	369	Surface Dressing	2
C Class	C132	ENTRANCE TO PARK FARM HOUSE TO UC TO CHRISTIAN MAL	380	Surface Dressing	2
C Class	C132	ENTRANCE TO PARK FARM HOUSE TO UC TO CHRISTIAN MAL	281	Surface Dressing	2
C Class	C171	C154 NORTHWARDS TO 30 MPH KINGTON LANGLEY to 30 MP	369	Surface Dressing	2
B Class	B4158	A420 TO DEANSWAY (CHIPPENHAM)	270	Surface Dressing	2
B Class	B4039	30 MPH YATTON KEYNELL TO C172	770	Surface Dressing	2
B Class	B4069	PEW HILL (50MPH TO LANGLEY BURRELL) CHIPPENHAM	326	Surface Dressing	2
B Class	B4122	B4069 TO ENTRANCE TO DRAYCOT HOUSE	560	Surface Dressing	2
C Class	C166	30 MPH UPPER SEAGRY EAST TO C66	277	Surface Dressing	2
C Class	C71	C71 (FOSSE GATE C72 NW TO 30MPH)	290	Surface Dressing	2
Unclassified	UC817701	C173 TO C173 NETTLETON GREEN	330	Surface Dressing	2
Unclassified	UC967804	STATION RD TO 30 MPH CHRISTIAN MALFORD to 30 MPH	285	Surface Course	2
Unclassified	UC967804	STATION RD TO 30 MPH CHRISTIAN MALFORD to 30 MPH	285	Surface Dressing	2
A Class	A420	END OF DUAL C/WAY TO C180 (ALLINGTON X-RDS)	540	Surface Dressing	3
A Class	A420	C180 (ALLINGTON X-RDS) TO BUMPERS FARM RBT	220	Surface Dressing	3
B Class	B4039	C151 (NORTH JUNCTION) TO 40 MPH CASTLE COOMBE to 4	580	Surface Course	3
B Class	B4039	NORTH WALL 3 GIBB HILL TO 30MPH THE GIBB	420	Surface Course	3
B Class	B4039	30 MPH THE GIBB WEST TO TRACK UNDER M4	250	Surface Dressing	3
B Class	B4039	C151 (NORTH JUNCTION) TO 40 MPH CASTLE COOMBE to 4	580	Surface Course	3
C Class	C166	A429 EAST TO C166/C166 SPLIT to C166/ C166 SPLIT N	381	Surface Dressing	3
C Class	C173	ENTRANCE TO WICK COTTAGE TO UC TO SHIRE HILL (WEST	1369	Surface Dressing	3
C Class	C173	UC TO SHIRE HILL NORTHEAST TO C173 SPLIT (NETTLETO	310	Surface Dressing	3
C Class	C66	30 MPH SUTTON BENDER TO C82 SEAGRY to C82 TO C166	517	Surface Dressing	3
C Class	C175	C71 TO C160 MOUNTAIN BOWER	359	Surface Dressing	3

Highway Investment - Possible Sites – 2015/16

Class	Road	Section Description	Scheme Length (m)	Recommended Treatment	Priority
Unclassified	UC888101	THE PARK LANDS TO SURRENDELL LANE (HULLAVINGTON)	260	Surface Dressing	3
Unclassified	UC898203	HILL HAYES LANE (UC SE TO 30MPH) HULLAVINGTON	1490	Surface Dressing	3
A Class	A420	A4/A420 RAB TO IVY LANE	200	Surface Course	4
B Class	B4039	40 MPH WEST TO 40 MPH BURTON	500	Surface Dressing	4
C Class	C154	C178 TO C151 to C151 TO C72 (DELAMERE)	556	Surface Course	4
C Class	C170	C86 BIDDESTONE TO C/L ELECTRICITY TRANS LINE	280	Surface Course	4
C Class	C173	C160 NORTH WRAXALL NORTH TO ENTRANCE TO WICK COTTA	490	Surface Dressing	4
C Class	C173	C173 SPLIT SOUTHEAST TO C71 NETTLETON SHRUB	270	Surface Dressing	4
C Class	C179	C86 BIDDESTONE WEST TO 20 MPH LIMIT BIDDESTONE	270	Surface Dressing	4
C Class	C375	B4069 EAST TO 30 MPH LANGLEY BURRELL to 30 MPH EAS	390	Surface Dressing	4
C Class	C375	30 MPH LANGLEY BURRELL TO C113 TO KELLAWAYS to C11	397	Surface Dressing	4
C Class	C375	B4069 EAST TO 30 MPH LANGLEY BURRELL to 30 MPH EAS	390	Surface Dressing	4
Unclassified	UC847401	C151 FORD SOUTH TO 30 MPH SLAUGHTERFORD to 30 MPH	903	Reconstruction	4
Unclassified	UC847402	C179 NW PAST TOPLANDS FARM TO UC SOUTH OF FORD	320	Strengthening	4
Unclassified	UC888001	C72 NORTH TO UC JUNCTION TO EAST (HULLAVINGTON)	610	Surface Dressing	4
Unclassified	UC888101	THE PARK LANDS TO SURRENDELL LANE (HULLAVINGTON)	540	Surface Dressing	4
Unclassified	UC898104	C33 TO GAUZE BROOK HULLAVINGTON	984	Surface Course	4
Unclassified	UC847401	C151 FORD SOUTH TO 30 MPH SLAUGHTERFORD to 30 MPH	903	Strengthening	4
A Class	A4	SAINSBURY RBT. EAST TO PHEASANT RBT.	210	Surface Dressing	5
A Class	A4	BY-PASS ROUNDABOUT TO WESTMEAD ROUNDABOUT	260	Surface Dressing	5
A Class	A4	FOREST LANE (TRACK) TO PEWSHAM ROUNDABOUT	310	Surface Dressing	5
B Class	B4039	C178 TO C151 NORTH JUNCTION (CASTLE COOMBE)	290	Surface Course	5
B Class	B4039	40 MPH WEST TO 40 MPH BURTON	280	Surface Dressing	5
B Class	B4069	C181 TO 50/40 MPH (KINGTON LANGLEY)	298	Surface Course	5
C Class	C1	A429 TO JUNCTION C1 SPUR (SOUTH SPUR) to C33 TO C2	513	Surface Dressing	5
C Class	C171	30 MPH KINGTON LANGLEY TO TRACK TO WHITELANDS FARM	270	Strengthening	5
C Class	C173	UC LOOP TO C173 NORTHWEST TO UC TO WESTFIELD FARM	310	Strengthening	5
C Class	C173	C173 SPLIT SOUTHEAST TO C71 NETTLETON SHRUB	314	Surface Dressing	5
C Class	C176	C174 UPPER WRAXALL TO C160 MOUNTAIN BOWER	350	Strengthening	5
C Class	C177	C174 NORTH WRAXALL NORTH TO JUNC C71 (SOUTH SPUR)	353	Surface Dressing	5
C Class	C179	WEST BOUNDARY OF QUARRY TO UC TO HONEYBROOK FARM t	1080	Surface Course	5

Highway Investment - Possible Sites – 2015/16

Class	Road	Section Description	Scheme Length (m)	Recommended Treatment	Priority
C Class	C375	30 MPH SUTTON BENDER TO B4069 SUTTON BENDER	260	Surface Dressing	5
C Class	C71	C160 (WEST) JUNC TO C/L BROADMEAD BROOK	330	Strengthening	5
C Class	C71	C/L BROADMEAD BROOK TO C173 NETTLETON SHRUB/B to C	402	Surface Dressing	5
C Class	C178	B4039 TO UC TO GREEN BARROW FARM	461	Surface Dressing	5
C Class	C181	TRACK TO MORRELL COTTAGE TO B4069	414	Reconstruction	5
Unclassified	UC837902	SUMMER LANE (60MPH TO C151)	329	Strengthening	5
Unclassified	UC907601	C153 TO 30 MPH KINGTON ST MICHAEL to 30 MPH KINGTO	421	Strengthening	5
Unclassified	UC907601	C153 TO 30 MPH KINGTON ST MICHAEL to 30 MPH KINGTO	421	Strengthening	5
Unclassified	UC857306	WEAVERN LANE (BIDDESTONE SOUTHWEST TO TRACK JUNC)	1700		5
A Class	A4	THE PHEASANT RBT. TO A350 BATH ROAD MINI to A350 B	310	Surface Dressing	6
A Class	A420	COUNTY BOUNDARY (STAR FARM) TO C71(THE SHOE X-RDS)	240	Surface Dressing	6
A Class	A420	C86 (TO YATTON KEYNELL) TO C153 (TO KINGTON S.M.)	270	Surface Dressing	6
A Class	A420	A420 MINI NO 2 TO PARK LANE/MARSHFIELD ROAD SPLIT	200	Surface Dressing	6
C Class	C151	C160 TO 30 MPH CASTLE COMBE	380	Surface Dressing	6
C Class	C160	C71 (NORTH) TO ENTRANCE HAZELTON FARM	390	Surface Dressing	6
C Class	C172	TRACK TO BROOMFIELD FARM TO TRACK TO MANOR FARM	250	Strengthening	6
C Class	C172	TRACK TO MANOR FARM TO UC LOOP TO C154	840	Surface Dressing	6
C Class	C172	30 MPH KING ST MICHAEL TO TRACK TO FORD to TRACK T	793	Surface Course	6
C Class	C174	A420 TO C71 (NORTH WRAXALL)	424	Surface Course	6
C Class	C179	20 MPH BIDDESTONE TO WEST BOUNDARY OF QUARRY	370	Strengthening	6
C Class	C179	20 MPH BIDDESTONE TO WEST BOUNDARY OF QUARRY to WE	536	Surface Course	6
C Class	C33	30MPH LIMIT SIGN TO 30MPH HULLAVINGTON to 30MPH L	251	Surface Dressing	6
C Class	C160	COUNTY BOUNDARY (UPPER WRAXALL) TO C175	401	Strengthening	6
C Class	C172	B4039 TO C86 X-RDS (YATTON KEYNELL)	500	Surface Course	6
C Class	C178	UC TO GREEN BARROW FARM TO C86	628	Surface Course	6
C Class	C181	A350 TO TRACK TO MORRELL COTTAGE	1008	Strengthening	6
C Class	C33	30MPH LIMIT SIGN TO 30MPH HULLAVINGTON to 30MPH L	251	Strengthening	6
Unclassified	UC817901	C173 BURTON LOOPING BACK TO C173 BURTON	250	Surface Course	6
Unclassified	UC867307	SLAUGHTERFORD RD (C164 NW TO 20 MPH) BIDDESTONE to	317	Surface Dressing	6
Unclassified	UC867307	SLAUGHTERFORD RD (C164 NW TO 20 MPH) BIDDESTONE to	317	Surface Dressing	6



# MINUTES

**Meeting:** CHIPPENHAM AREA BOARD  
**Place:** Monkton Park Offices, Chippenham Wiltshire SN15 1ER  
**Date:** 8 September 2014  
**Start Time:** 7.00 pm  
**Finish Time:** 9.10 pm

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Please direct any enquiries on these minutes to:

Kevin Fielding (Democratic Services Officer), Tel: 01249 706612 or (e-mail) [sharonl.smith@wiltshire.gov.uk](mailto:sharonl.smith@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 Desna Allen (Vice Chairman), Cllr Chris Caswill, Cllr Bill Douglas, Cllr Nick Watts, Cllr Howard Greenman, Cllr Peter Hutton, Cllr Linda Packard (Chairman), Cllr Mark Packard, Cllr Nina Phillips and Cllr Jane Scott OBE

### **Wiltshire Council Officers**

Maggie Rae – Corporate Director  
Parvis Khansari - Associate Director  
Victoria Welsh - Community Area Manager  
Kevin Fielding - Democratic Services Officer

### **Town and Parish Councillors**

Hullavington Parish Council – Sharon Neal  
Kington Langley Parish Council – Sue Webb, Dennis Webb

### **Partners**

Wiltshire Police – Inspector Dave Hobman  
Chippenham and Villages Area Partnership – Julia Stacey

**Total in attendance: 40**

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<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
1	<p><u>Chairman's Welcome and Introductions</u></p> <p>The Chairman, Councillor Linda Packard, welcomed everyone to the meeting and thanked everybody for attending the proceeding Health Fair.</p>
2	<p><u>Better Care Plan</u></p> <p>Cllr Jane Scott – Leader, Wiltshire Council and Maggie Rae - Director of Public Health, Wiltshire Council introduced a short film on the Better Care Plan which was followed by questions and answers from the floor.</p> <p>Questions raised included:</p> <p>The importance of basic level carers should not be over looked.  <i>a. Carers are the most important people, if we are to provide a good quality of care then our carers need to be paid accordingly with a programme of training and development.</i></p> <p>A large turnover of care staff means a loss of continuity which is a problem.  <i>a. Yes, continuity is key to drive up professionalism within the care industry. In certain areas of Wiltshire it has been difficult to recruit carers and retain them.</i></p> <p>Where do the NHS Hospitals fit into the plan?  <i>a. The hospitals have been an integral partner on Wiltshire Council's Health &amp; Wellbeing Board. Treating a person safely in their own home is preferred to that person becoming embedded in the hospital system.</i></p> <p>Where does Chippenham Hospital fit into the plan?  <i>a. Chippenham Hospital is part of the plan, but some of the dynamics of the beds may change. Chippenham would continue to be utilised.</i></p> <p>Won't it be problematic to try and treat people living in rural areas in their own homes?  <i>a. Yes, it would be challenging, but Wiltshire is very much a rural county. Wiltshire Council is now planning to build specialist older peoples housing stock in rural areas of the county.</i></p> <p>The Chairman thanked all the speakers for attending the meeting and presenting the plan.</p>
3	<p><u>Apologies</u></p> <p>Apologies for absence were received from Maurice Dixson, Chair of Kington</p>



	Langley Parish Council and Mike Franklin – Wiltshire Fire & Rescue Service.
4	<p><u>Minutes</u></p> <p><b>Decision</b></p> <ul style="list-style-type: none"> <li>• <b>The minutes of the meeting held on the 30th June 2014 were agreed a correct record and signed by the Chairman.</b></li> </ul>
5	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>
6	<p><u>Chairman's Announcements</u></p> <p>The following Chairman's Announcements were included in the agenda pack were noted:</p> <ul style="list-style-type: none"> <li>• Review of Pavements</li> <li>• Chippenham Area Board Community Awards</li> <li>• Changes to the Electoral Registration System</li> <li>• Chippenham Campus Project 'Equality &amp; Inclusion' workshop</li> <li>• Wiltshire Fire &amp; Rescue Service consultation</li> </ul> <p>Skatepark Project</p> <p>The Chairman gave a brief update, points made included:</p> <ul style="list-style-type: none"> <li>• Timeline – Evaluation of the responses from interested suppliers to the pre-tender qualification questions (PQQ) would be undertaken over a two week period by Wiltshire Council Procurement (financial) and Ridge (technical).</li> <li>• Technical Aspects – Topographical and ground investigation surveys had been completed. Reports had not identified any significant items of concern (no contamination etc).</li> </ul> <p>Environmental/Habitat survey had been completed. The report did not identify any significant issues that would impact on the proposals.</p> <p>Desktop Flood Risk Assessment had been completed.</p>

Acoustics report was available as prepared by Mach Acoustics.

- Planning position – Liaison with the Planning Authority had confirmed that planning statements would be developed for inclusion within a planning application, including:

Community consultation (as had already been undertaken)

Design and Access Statement, covering the rationale for the design and matters relating to access and equality under the Equality Act 2010.

In accordance with the guidance, it was proposed to request formal pre-application advice from the planning authority, in advance of the planning application expected to be made around the end of 2014.

- Approach to Consultation - The view of the planning officer was that had been considerable consultation undertaken already on the proposal and that in this context and given the scale and nature of the development proposals itself, further consultation with all parties on such matters was neither necessary or beneficial. This position was also informed by the fact that any application would be subject to statutory consultation procedures.

A question was raised Alan Gould - Chippenham resident re the Skatepark Working Party.

*Why is there a total refusal to meet or listen to local council tax payers in Sadlers Mead and Queen Mary's Street, and other interested local people, to hear their views which are likely to improve the quality of the application and thereby avoid great dissent when the application is considered?*

*Why does the Working Party insist that there will be an opportunity to express views when the application is submitted, when that is likely to be too late to take benefit from the information and views which can improve the application?*

*Does the Board support, or not support, its own environmental policy which is to "involve the local people"? Does the Board support the principal of the exercise of local democratic involvement? If so, it should instruct the Working Party to listen to the views NOW, when they can be of use.*

*And while it is at it, the Board might examine why its officers go out of their ways to turn down requests for information made under the Freedom of Information Act.*

The Chairman advised Mr Gould that there had been a long consultation that

	<p>had involved local people, and that Wiltshire Council officers had never been obstructive in this matter.</p> <p>Cllr Peter Hutton advised that the proper process was to submit a planning application, this was the way forward.</p>
7	<p><u>Town, Parish and Partner Updates</u></p> <p>Updates from partners were received as follows:</p> <p><b>Proposal to form a Parish Forum</b></p> <p>The Chairman advised that she and the Community Area Manager had met with Parish Representatives on 5<sup>th</sup> August 2014 to discuss forming a Parish Forum that would give the rural communities a voice at the Area Board meeting.</p> <p>It was proposed that Cllr Howard Greenman would Chair the forum.</p> <p><b>Decision</b></p> <ul style="list-style-type: none"> <li>• <b>That a Parish Forum would be formed, which would be chaired by Cllr Howard Greenman, and which would work with any other Chippenham area rural forums in existence.</b></li> </ul> <p><i>Note</i> Cllr Chris Caswill abstained from the vote</p> <p><b>Wiltshire Police</b></p> <p>The written report from Wiltshire Police was noted. Inspector Dave Hobman reported that:</p> <ul style="list-style-type: none"> <li>• That the Neighbourhood Policing Team was now fully staffed.</li> <li>• That there had been 508 fewer victims of crime in the last twelve months compared to the previous twelve months.</li> </ul> <p>Questions raised included:</p> <ul style="list-style-type: none"> <li>• Would it be possible to have a “Mobile CCTV Van” standing item as part of the police update? <i>a. Yes, a regular update would be given, the van should be operational during November 2014.</i></li> <li>• Could Neighbourhood Watch communications be improved? <i>a. Yes, the new “Community Information” service would help to improve the flow of information.</i></li> </ul>

- Kingston Langley would like more Neighbourhood Watch signs to put up, could you assist with this?  
*a. Yes, This would be followed up.*

### **Parish and Town Councils**

The written report from Grittleton Parish Council was noted.

The written report from Kingston Langley Parish Council was noted, points made included:

- The recently held Parish Forum was attended by the Parish Council Chairman and Clerk. Both found it to be a very useful meeting.
- School parking was still a concern to the village and was an ongoing issue that was being looked into by the School and the Parish Council. One solution could be to allow parking on part of the commons - however any information on the legalities of this would be appreciated.
- Drainage issues are ongoing - a meeting was held with Danny Everett - a proposal, with costings to rectify the problems at Silver Street/Fairleigh Rise is awaited. However it was understood that during the holiday season it was proving difficult to arrange the necessary site visit.
- A350 – Concern over increased traffic noise had been raised at a recent parish council meeting. A formal request had been made to the Project Manager of the A350 upgrade project to include noise abatement measures in the design of the upgrade and to advise what steps are being taken to reduce and control traffic noise.
- Councillor Dennis Gill had been appointed to represent the Parish Council at the Police meetings.
- The Parish Council was still taking an active part in discussing planning applications. An enforcement issue had been raised on application Nos 05/02382/FUL and 14/06203/FUL. The appropriate forms had been completed.  
An update on this was awaited.

A Housing Needs Survey had been carried out.

- The Parish Council had submitted its response to the Chippenham Landscape Setting Study.
- Chippenham gateway and the proposed distribution centre was raising concerns. This was being proposed for land off J17 of the M4.

Suggested alternative sites had been made.

- The Village Sign on entry to the village from the A350 was to be moved to incorporate more of the village. Martin Rose agreed to oversee this, funded by the Parish Council.
- The sports pavilion had been tidied up and was now fit for use. This work had been carried out by the Playing Field Association.
- The Parish Council was looking to setting up a scheme to raise funds for a defibrillator for the village. To date no response to assist in this had come forward.
- The newly appointed Community Emergency Volunteer Peter Hart was working on necessary steps for Kington Langley to participate in the Salt Bag Scheme. Other intended actions include updating the contact list and developing response plans for three different scenarios.
- Future meeting dates: 15<sup>th</sup> September, 13<sup>th</sup> October, 17<sup>th</sup> November and 8<sup>th</sup> December.

**Chippenham and Villages Area Partnership (ChAP)**

The written report was noted.

**Chippenham Campus Development Team (CDT)**

A preliminary meeting with the CCG was to take place, CDT would report back to the Area Board when any information is available.

**Proposal to form a Local Youth Network (LYN)**

The Chairman advised the Area Board members that under the new community-led model for Youth Activities the Area Board would need to form a Local Youth Network (LYN) and appoint a lead Councillor.

**Decision:**

- **That Cllr Peter Hutton was appointed interim lead councillor of the Chippenham Local Youth Network (LYN).**

*Note*

*That Cllr Chris Caswill abstained from the vote and raised concerns re the tardiness of Terms of Reference for the Local Youth Network.*

The Chairman thanked all the partners for their updates.

Area Board Focus Areas 2014/15

Updates were received as follows:

Crime & Community Safety - Cllr Desna Allen

Points made included:

- That work continued on the Crime & Community Safety Plan.
- That group would next meet during October 2014.
- That aspirations for Purple Flag status would continue.

Road Safety – Cllr Bill Douglas

Points made included:

- That the recently launched Voluntary Speed Reduction Program had had a disappointing take up within the local community. More information on this would be made available at the next Area Board meeting.

Child Poverty - Cllr Chris Caswill

Points made included:

- That nine organisations had now formed the Chippenham Child Poverty Group.

Cllr Caswill had draft terms of reference which he wished to circulate to the Area Board members. The Chairman felt that these Terms of Reference should first be viewed by a senior officer of Wiltshire Council's Democratic Services to decide whether the group was a sub group of the Area Board or an Outside Body.

Democratic Services Officer will refer Draft Terms of Reference to Senior Officer for guidance.

Outdoor Spaces - Cllr Linda Packard

Points made included:

- An improved toolkit for those organising Outdoor events was being drafted. That the group would next meet during October 2014, with an update at the next Area Board meeting.

The Chairman thanked the Councillors for their updates.

9	<p><u>Funding</u></p> <p>The Area Board considered the following applications to the Community Area Grant Scheme 2014/15:</p> <p>Community Area Grant</p> <p><b>Decision</b></p> <p><b>Sheldon Road Methodist Church Chippenham awarded £800 towards a portable community defibrillator, conditional upon the balance of funding being in place and that the applicant agrees to register defibrillator with an ambulance station if required and also ensures it is regularly maintained.</b></p> <p><b>Reason</b></p> <p><b><i>The application meets grant criteria 2014/15 and has been classified as a capital project.</i></b></p> <p>Area Board Project</p> <p><b>Decision</b></p> <p><b>Street Pastors awarded £1,600 towards a portable community defibrillator, conditional upon the applicant agreeing to register the defibrillator with an ambulance station if required and also ensures it is regularly maintained.</b></p> <p><b>Reason</b></p> <p><b><i>The application meets grant criteria 2014/15 and has been classified as a capital project.</i></b></p>
10	<p><u>Community Area Transport Group (CATG)</u></p> <p>The Chippenham Area Board noted and approved the recommendations from the Chippenham Community Area Transport Group (CATG) outlined in the report included in the 8<sup>th</sup> September 2014 agenda pack:</p> <ul style="list-style-type: none"> <li>• Noted - The CATG membership for 2014/15. (Appendix 1)</li> <li>• Approved - The CATG recommendation for an amendment to the Terms of Reference; to amend the words “ can be open to the public” to “is open to public”. (Appendix 2)</li> <li>• Noted - The financial summary. (Appendix 3)</li> <li>• Approved - The recommendation that Issue 2407 Cuttle Lane is</li> </ul>

	<p>submitted to the Substantive Highways Scheme. (Appendix 4)</p> <ul style="list-style-type: none"> <li>• Noted - The update on the Local Sustainable Transport Fund (LSTF). (Appendix 5)</li> <li>• Noted - Progress on schemes in progress. (Appendix 6)</li> <li>• Approved - The list of schemes recommended for prioritisation &amp; funding. (Appendix 7)</li> <li>• Approved - The list of schemes recommended for retention &amp; further consideration. (Appendix 8)</li> <li>• Approved the list of schemes recommended for removal. (Appendix 9)</li> <li>• Approved the list of schemes recommended for SID deployment. (Appendix 10)</li> </ul>
11	<p><u>Evaluation and Close</u></p> <p>The Chairman thanked everyone for attending the meeting. The next meeting of the Chippenham Area Board would take place on Monday 10<sup>th</sup> November 2014 at the Neeld Hall, Chippenham.</p>



## Wiltshire's Car Parking Review Chair's Announcement

### Introduction

Wiltshire Council is reviewing its car parking service and has completed a pre consultation assessment, which was undertaken in May and June of this year. It has also reviewed the evidence from the community workshops held in May. The findings of the pre-consultation exercises have been combined with parking data to form the basis of the next stage of the review.

The review focuses on car parking charges and management, with the potential use of new technologies and the future role of local communities. The review also covers other aspects such as parking standards, first hour free parking and other charging exemptions.

We are keen to hear the views of residents to help us shape the new strategy. The Council has made no decisions and would like to see how far you agree or disagree with the presented options, or alternatively suggest your own. Therefore, we have produced consultation documents which can be viewed at <http://consult.wiltshire.gov.uk/portal> (not available until the 27<sup>th</sup> October 2014). Hard copies of the background evidence will also be available at local libraries and the main council offices. The online questionnaire and one possible charging option will be available for viewing and completion from the 10<sup>th</sup> November.

The consultation will be open from 27th October 2014 to the 16th January 2015.

### How to respond

Our preferred method to receive comments is through completion of the on-line electronic questionnaire (please note that there is no requirement to register or log-in to the portal to respond to this pre-consultation exercise). Paper copies of the questionnaire will also be available on request by phoning the below number

Your comments need to be submitted by **5pm on 16<sup>th</sup> January 2015**.

If you have any queries, please contact us using the details below or by telephone on 0300 456 0100.

Sustainable Transport Group  
Highways and Transport  
Wiltshire Council  
County Hall  
Bythesea Road  
Trowbridge  
Wiltshire  
BA14 8JN  
By email to: [transportplanning@wiltshire.gov.uk](mailto:transportplanning@wiltshire.gov.uk)





## COUNTRYSIDE BENEFITS ONLINE SURVEY

**Please contribute to research  
on the benefits of Wiltshire countryside**

- Part 1. Place your flag on the map and tell us about outdoor places you value
- Part 2. Your views on two locally important land types- arable farmland and ancient grassland
- Part 3. Tell us about yourself

**Survey results will help shape future  
land management in your area**

To take part please go to  
**[www.ppgis.manchester.ac.uk/bess/](http://www.ppgis.manchester.ac.uk/bess/)**

For more info email Dr Helen King

[wessex-bess@cranfield.ac.uk](mailto:wessex-bess@cranfield.ac.uk)

BESS is a scientific research programme studying the role that biodiversity plays in providing society with benefits such as clean water, food, flood protection and nature based recreation. For more details, please see: <http://www.brc.ac.uk/wessexbess/>



## **Update for Chippenham Area Board**

<b>Update from</b>	<b>Christian Malford Parish Council</b>
<b>Date of Area Board Meeting</b>	10 <sup>th</sup> November 2014

### **Headlines**

- Neighbourhood Planning

The Parish Council were updated on, what had proven to be, a successful Open Meeting on 30<sup>th</sup> September at which the results of the recent questionnaire had been reported and discussed. The team will now be working on a first draft Neighbourhood Plan in readiness for further consultation with residents.

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- The (former) Mermaid Public House

The applicant also kindly attended the Neighbourhood Planning open meeting and updated those present on his long-outstanding planning application for the site. Those present were encouraged to hear that a decision on the application is likely to be made by Wiltshire Council before the end of the year.

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- Planning Application – Conversion of Barn into a single residential unit

Also informed by the recent Neighbourhood Planning questionnaire results, the Parish Council will not be opposing an application for a change of use of a barn into residential accommodation. However, the Parish Council will be looking critically at any future full planning application for the site, preferring a number of smaller units as opposed to the prospective single large house.

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- Recreation Ground Improvements

The Parish Council have moved a little closer to implementing a Recreation Ground Development Plan, which it agreed at its April 2014 meeting. Prices are currently being sought to carry out works comprising improvements to main entrance (including bridge widening and the car park), fencing and skate ramp. The scheme will be subject to a successful application for S106 monies from Wiltshire Council.

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- Allotments Project

The Parish Council agreed a plan for the proposed allotments garden that will allow for up to 16 plots on Malford Meadow. Currently the Allotmenters Group are compiling a project funding application for the Parish Council to submit to Wiltshire Council

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# ***Update for Chippenham Area Board***

- Hedges

Following articles in the Parish Magazine earlier in the year, the Parish Council expressed its thanks to those residents who had maintained hedges which grow adjacent to public rights of way (roads and footpaths). However Councillors remained concerned that there were still a number of hedges in the village which had not been properly maintained and, as a result, public rights of way had become unsafe to use. In the interest of public safety, therefore, the Parish have asked residents who have a hedge that has overgrown a public right of way to take action this Autumn.

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- Marking the Centenary of the Outbreak of the Great War

This year, in addition to its annual donation to the Royal British Legion, the Parish Council will be marking the outbreak of the Great War in two further ventures: in partnership with the Primary School, fifteen small crosses will be planted on 11<sup>th</sup> November to remember those whose names appear on the village war memorial. Secondly, approval has been given to order a similar number of porcelain poppies from the Tower of London to provide a more lasting memorial.

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- The next meeting of the Parish Council will be on Tuesday 2<sup>nd</sup> December starting at 7:30pm in the village hall.

## **Update for Chippenham Area Board**

<b>Update from</b>	<b>[Kington Langley Parish Council]</b>
<b>Date of Area Board Meeting</b>	[10 <sup>th</sup> November 2014 ]

<b>Headlines and ongoing issues/projects.</b>
<ul style="list-style-type: none"> <li>• A new bench is soon to be sited on The Common at Plough lane</li> </ul>
<ul style="list-style-type: none"> <li>• School parking is still a concern to the village and is an ongoing issue that is being looked into by the School and the Parish Council. One solution could be is to allow parking on part of the commons - however any information on the legalities of this would be appreciated.</li> </ul>
<ul style="list-style-type: none"> <li>• The Village Sign on entry to the village from the A350 is to be moved to incorporate more of the village. Martin Rose agreed to oversee this, funded by the Parish Council.</li> </ul>
<ul style="list-style-type: none"> <li>• Improvements to the Village Hall have been carried out – thanks to the initiative of the Village Hall Committee</li> </ul>
<ul style="list-style-type: none"> <li>• The village pond - A maintenance working party has been organised for the morning of 25<sup>th</sup> October starting at 10am. The pond is maintained by the Parish Council</li> </ul>
<ul style="list-style-type: none"> <li>• The Parish Council still takes an active part in discussing planning applications. It was disappointing that the application for The Stables (14/06203/FUL) had been approved as this was strongly objected to. I would also point out that the application held incorrect information on what Officer was dealing with the application which held up the proceedings for calling in. 05/02382/FUL is still an enforcement issue - An update on this is awaited.</li> </ul>
<ul style="list-style-type: none"> <li>• Community Assets – The Union Chapel and The Hit or Miss public house are looking to be listed.</li> </ul>
<ul style="list-style-type: none"> <li>• Chippenham gateway and the proposed distribution centre is raising concerns. This is being proposed for land off J17 of the M4. Suggested alternative sites have been made.</li> </ul>
<ul style="list-style-type: none"> <li>• Drainage issues are ongoing - a meeting was held with Danny Everett - a proposal, with costings to rectify the problems at Silver Street/Fairleigh Rise is awaited.</li> </ul>
<ul style="list-style-type: none"> <li>• Future meeting dates: 17<sup>th</sup> November and 8<sup>th</sup> December.</li> </ul>





# Update for Chippenham Area Board

Update from	Chippenham & Villages Area Partnership
Date of Area Board Meeting	10 <sup>th</sup> November 2014

## Headlines/Key Issues

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**Defibrillators** ChAP continues to support communities with the installation of AEDs and to map the locations and availability of existing AED units.

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**Better Use of Open Spaces** ChAP is working with Wiltshire Council and Chippenham Town Council to produce a Chippenham Supplement to the WC Public Events Toolkit. This will be available to anyone planning an event in the Community Area.

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**ChAP Equipment Loan Project** ChAP was pleased to be able to support the Wilts & Berks Canal Trust, with the loan of outdoor furniture.

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**Rural Parishes** ChAP was delighted that the inaugural meeting of the Area Board Parish Forum was well attended by parish representatives. The forum has evolved from its early days, when ChAP facilitated and hosted the meetings. ChAP will continue to promote and support the forum.

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**Chippenham Older Peoples Forum** ChAP continues to support the COPF. The October meeting welcomed Cllr Linda Packard, Nicola Gregson and Vicky Welsh from Wiltshire Council. The next meeting will focus on health issues, and Chris Graves Chairman of Healthwatch Wiltshire will be attending.  
DONM 2pm 10<sup>th</sup> December St Cats Hall, St Andrews Chippenham.

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**BSO Project** The Bournemouth Symphony Orchestra music project '**Symphony in a Day**' will take place on Sunday 8<sup>th</sup> February at the Neeld Hall. Further details of this event will follow. The schools and young peoples' projects are being developed.

ChAP representatives continue to take an active role in the Chippenham Vision Board , the Chippenham Campus Development Team and the Local Youth Network

Julia Stacey ChAP



## **Update for Chippenham Area Board**

<b>Update from</b>	Tim Martienssen, Head of Economic Development / Chippenham Vision Director, Wiltshire Council
<b>Date of Area Board Meeting</b>	10 <sup>th</sup> November 2014
<b>Subject</b>	Chippenham Vision – update

### **Update**

#### Chippenham Masterplan

The Chippenham Vision has completed work on the Chippenham Masterplan – available here <http://www.thechippenhamvision.co.uk/documents.aspx>

The Vision is waiting for the Core Strategy to be approved so that the Masterplan can be considered for adoption as a Supplementary Planning Document (SPD).

The Masterplan has proved an effective tool in guiding development and major planning applications over the past few months including the Chippenham College development and the proposals for Langley Park.

In addition the Masterplan provided the basis for the Growth Deal bid submitted by the Swindon and Wiltshire Local Enterprise Partnership which secured £16m towards the redevelopment of Chippenham Station.

The Vision is working with partners including Network Rail, First Great Western and Wiltshire Council to refine the progress the Station project

Chippenham Vision has commissioned a detailed Car Parking study to help inform the Masterplan. The final analysis is being completed by Atkins and will feed into the countywide car parking review being carried out by Wiltshire Council.

The Vision received a presentation from Wavin at its last meeting regarding its proposals for expansion. As a result of this Wavin were asked to present to Town Council members as well.

The Vision received an update on Langley Park. The site has been put up for sale by its owners, Ashtenne Industrial Fund/Hansteen PLC. It is understood they are hoping to complete the sale before Christmas. This could have an impact on the Station proposals depending on the intentions of the final purchaser.

The Vision discussed the Bath Road/Bridge Centre site in light of the recent planning permission granted on the former Focus store on the edge of town. It was felt by members of the board that as the Development Agreement on the site was due to expire there was a significant opportunity to reconsider the opportunity the site presented to the Town. The Vision Board has written to Wiltshire Council requesting that the Development Agreement not be extended and that a new development brief be produced for the site in partnership with the local community.

The Vision received notification that Borough Parade has been bought by Development Securities. The Vision will make the new owners aware of the Vision and the Masterplan and ask them to engage regarding future development proposals.



## Update for Chippenham Area Board

Update from	Chippenham Partnership of Schools
Date of Area Board Meeting	Monday 10 <sup>th</sup> November 2014

### Headlines

- **Next Partnership** meeting Monday 24<sup>th</sup> November 2014

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- **Next Multi Agency Forum (MAF)** Thursday 13<sup>th</sup> November 2014. Stanley Park

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- **Governor Training**  
The Role of the Governor 2014/2015 – Thursday 27<sup>th</sup> November 2014  
School Inspections / Ofsted Preparation – Wednesday 21<sup>st</sup> January 2015  
Bookings now being taken

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- **Children's and Young People's Parliament**  
Next meeting to be held on Wednesday 12<sup>th</sup> November where we will be working with the Town Council on their Blooming Bulbs project

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- **Local Youth Network (LYN) Steering Group**  
The Partnership has been invited to be part of the LYN and Stephanie Davis, the Partnership Manager, attended the first meeting on Friday 17<sup>th</sup> October.

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- **School Sports Partnership**  
Young Officials Course - Friday 16<sup>th</sup> October,  
Year 6 pupils from 7 different schools took part in one of two courses offered throughout the year which enables selected pupils to gain an understanding of how to officiate in a variety of sports.

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<b>Report to</b>	<b>Chippenham Area Board</b>
<b>Date of Meeting</b>	<b>10<sup>th</sup> November 2014</b>
<b>Title of Report</b>	<b>Local Youth Network for Chippenham Community Area</b>

### **Purpose of Report**

To ask the Chippenham Area Board to note the information and consider and approve the recommendations from the Chippenham Local Youth Network (LYN) outlined in this report:

1. To note the appointment of the Community Youth Officer (CYO) for Chippenham Community Area
2. To note the Positive Activities for Young People Toolkit (See Appendix 2)
3. To note the current position regarding community based youth activities
4. To consider the recommendations:
  - Adopt the Leaders Guidance for positive activities for young people and the Terms of Reference for the LYN (See Appendix 1)
  - Revisit to ascertain the relevance of prior consultation re : youth strategy and complete an up to date needs analysis and market the new youth offer model as part of the scoping exercise to ensure up to date overview of current provision. Discussions with partners to include
    - villages and Parish's.
    - neighborhood areas
    - Partners and Stakeholders
  - Develop the idea for a ' Youth Equipment Store' (if highlighted via need analysis)
  - Award Riverbank Studios £5000 for start up and running costs ( See appendix 3).
  - Community Area Manager, in consultation with the Community Youth Officer, Chairman of Chippenham LYN and Chairman of Chippenham Area Board, may authorise expenditure in support of positive activities for young people of up to £1,000 per project between Area Board meetings and that this will be recorded at the next available Area Board meeting.

## 1. Background

- 1.1. Historically, positive activities for young people have been provided by Wiltshire Council on a centrally managed and one size fits all basis. This approach relied on the delivery of youth work and activities via 24 different youth centres across the county. In 2014, Wiltshire Council undertook a wide-ranging review and public consultation on options to reshape youth services – with the aspiration to transform youth activities so that provision responds to the modern lives of young people, focuses on supporting the most vulnerable, provides good value for money, meets the council's statutory duties and delivers the service that communities want.
- 1.2. The council's vision is that all young people have access to a varied and innovative youth offer, shaped by them and their communities. Those who are vulnerable also get the right help when they need it to enable them to tackle problems before they reach crisis point, meaning they are more likely to achieve positive outcomes.
- 1.3. Taking into account the views of young people and other stakeholders, as well as the council's overall vision to create stronger and more resilient communities, it was agreed to implement a community-led model for youth activities. This involves delegating responsibility and resources to Community Area Boards, to bring young people and the community together to develop a responsive and locally driven positive activities offer for young people.
- 1.4. With the right support, the council believes that empowering young people and the community in this way will better deliver what young people want. This will increase opportunities for young people's participation and involvement, and help them to build resilience, make positive lifestyle choices, achieve in learning, gain independence and ultimately make a successful transition to adulthood.

## 2. Current position

- 2.1. Some current youth provision is continuing as 'going concerns' which the CYO and LYN are looking to support where possible.
  - Riverbank Studios is aiming to continue as Community Interest Company, offering band development support, a recording studio, practice space and showcase performance times.
  - A new 'self defence/ resilience group starting at Riverbank, the Zanshin Group'. run by the CYO in partnership with Genshin Kia International School of Martial Arts with two young volunteers helping, supported by the Olympiad Leisure Centre.
  - The Duke of Edinburgh Award Group continues to be run by a committed group of volunteers. The group is temporarily at Sheldon.
  - There is a 'Youth' store area at Monkton Park with some useful equipment and games.
- 2.2. In the area there is a very good range of sports clubs and activities that young people can access. These include:
  - There are several youth football clubs, youth rugby, youth hockey and youth cricket clubs.,



- There is 'Kandu Kicks' football project –run by Kandu Arts (and supported by GreenSquare and WC)
- Turn and play football at Stanley Park
- 'Door Step Street games' at John Cole Park ( WC and Rise Trust).
- The Olympiad Leisure Centre offers swimming, gymnastics, martial arts, squash and badminton, fitness classes and the weight training for post sixteen's.
- A Boxing club (West End Club) and a number of kick boxing clubs.
- Youth Club provision can be found at St Pauls Church Hall run by the Rise Trust, Yatton Keynell, Ladyfield Church, and Sheldon Methodist Church..
- The Dirt Jumps remain maintained by Chippenham Town Council at Stanley park, with seasonal use.
- Chippenham Youth Theatre runs from Sheldon Road Methodist Church.
- Chippenham Canoe and Sailing club offer kayaking, canoeing, and sailing.
- There are a number of uniform groups notably the Sea Cadets, the Army cadets, Air Cadets, Scouts and Guides.

2.3. The action for the LYN to take next in support of implementing the new youth model is to do a needs analysis and consultation exercise. Previous consultation work can be used as a basis for the exercise, to make good use of time, and to take account of expressed views of young people over the past few years that will due to their ages when consulted remain relevant. It will be a good opportunity to health check the broad vision and needs of young people. This approach has been adopted by the LYN and as such it recommends the following be used, though not definitively, as a basis for any consultation aimed at young people and other interested parties;

- Chippenham Youth Strategy 2009 – consultation findings and recognition of different cultural needs (Revisited at Chippenham Children's Parliament in 2010 and 2012)
- Youth Café research 2012 identified need for a drop in café in central location on Chippenham.

### **3. Community Youth Officer**

3.1. Chippenham Area Board is asked to note the appointment of the Community Youth Officer for the Chippenham Community Area

### **4. LYN Terms of Reference**

4.1. Chippenham Area Board is asked to approve the LYN Terms of Reference attached as Appendix 1

### **5. Positive Activities for Young People Toolkit**

5.1. Chippenham Area Board is asked to note the Positive Activities for Young People Toolkit attached as Appendix 2

## 6. Funding Allocation

5.1 The funding allocation for the period for the remainder of the financial year is £25,620; plus a sum carried over from locally held youth work funds attributed to the historical work of the youth work team; this additional allocation is currently subject to clarification.

## 7. Recommendations from LYN

7.1	Adopt the Leaders Guidance for positive activities for young people and the Terms of Reference for the LYN (See Appendix 1)	
7.2	Revisit to ascertain the relevance of prior consultation re : youth strategy and complete an up to date needs analysis and market the new youth offer model as part of the scoping exercise to ensure up to date overview of current provision. Discussions with partners to include  villages and Parish's.  neighborhood areas  partners and stakeholders	
7.3	Award Riverbank Studios £5000 for start up and running costs  See Appendix 3	
7.4	Develop the idea for a 'Youth equipment Store' (if highlighted via need analysis)	
7.5	Community Area Manager, in consultation with the Community Youth Officer, Chairman of Chippenham LYN and Chairman of Chippenham Area Board, may authorise expenditure in support of positive activities for young people of up to £1,000 per project between Area Board meetings and that this will be recorded at the next available Area Board meeting.	

## 8. Environmental & Community Implications

8.1. Environmental and community implications were considered by the LYN 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.

## 9. Financial Implications

- 9.1. All decisions must fall within the Youth Funding allocated to Chippenham Area Board.
- 9.2. If funding is awarded in line with the Lyn recommendation, Chippenham will have a Youth Funding balance of £20620

## 10. Legal Implications

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

## 11. HR Implications

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

## 12. Equality and Inclusion Implications

12.1. Youth Funding gives all local community and voluntary groups an equal opportunity to apply for funding to support positive activities for young people

<b>Appendices</b>	Appendix 1 – LYN Terms of Reference Appendix 2 – Positive Activities for Young People Toolkit Appendix 3 – Application from Riverbank Studios
<b>Report Author</b>	Richard Williams, Community Youth Officer Tel: 07765101338 E-mail: <a href="mailto:richard.williams@wiltshire.gov.uk">richard.williams@wiltshire.gov.uk</a>



## POSITIVE ACTIVITIES FOR YOUNG PEOPLE GRANTS APPLICATION FORM

This application should normally be completed online via the Area Board website.

Complete this application form to let us know about the project/programme/activity you want to do.

Please return this form to: Richard Williams – Community Youth Officer, Wiltshire Council, Monkton Park Offices.

Remember to read the Criteria and Hints and Tips to make sure you include everything you need to.

FOR AREA BOARD/LYN USE ONLY: Date application received	
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### Is my organisation/group eligible?

We are a voluntary and community sector organisation as per the council definition or have sponsor organisation or group which meets this criteria	Y
We are based in the county of Wiltshire and/or will be providing services/activities for the so benefit of Wiltshire residents for the funding awarded	Y
We have a bank account in the name of the organisation or group, which requires at least two joint signatories, who are not related, for all transactions or have a sponsor organisation which meets this criteria	N (pending)
We have the necessary policies and procedures that fulfil legal requirements e.g. accounts, health and safety, equal opportunities, insurance, safeguarding etc.	N (pending)
We are applying on behalf of a political party	N
This application is for religious activity	N
We are applying on behalf of a statutory body or school (including Wiltshire Council)	N
This application is for the sole benefit of an individual	N
We are applying on behalf of a private – profit making / commercial organisation	N

### Is my project/activity/programme eligible?

My project/activity/programme is for the provision of positive activities for young people	Y
My project/activity/programme is for 13-19 year olds (up to 25 years of age for young people with special educational needs and/or disabilities)	Y
My project/activity/programme has already happened	N
My project/activity/programme has involved young people in the application process	Y
My project/activity/programme helps meet the outcomes and priorities set out by the relevant Local Youth Network	Y
My project/activity/programme is solely for capital items (equipment)	N
My project/activity/programme is to train funders and/or trustees	N
We have already made 2 successful applications to the Area Board in this financial year	N
The primary purpose of this project/activity/programme is to raise funds for another organisation	N

**How is your organisation committed to the organisational principles required of applicants?**

**(Please refer to the application pack)**

Our equality and diversity policy allows access to our facilities for people from all backgrounds and abilities. The site from which we operate was designed for full access for those with special requirements. Our business is built around a sustainable model which includes income projections over a three year period (as detailed in our business plan) based on generated income and receiving funding from local grant sources. We have already been in discussions with Chippenham Borough Lands Charity and will be applying for funding imminently. Our project is tailored to represent mostly those interested in musical activities from Chippenham and the surrounding areas. We often engage young people from local villages who would otherwise be unable to access such activities. We were originally part of the integrated youth service for Wiltshire Council but due to the service being discontinued, we are now currently working closely with the CYO for Chippenham (Richard Williams) in order to deliver outcomes set by the LYN. We have also worked with local arts groups such as WYAP and Music Matters as well as featuring our young people on local radio stations BBC Introducing in the West and Chippenham FM. We are also in contact with BBC Wiltshire. We ensure that we deliver a high standard of service and a professional product to all young musicians involved with us. We have been in discussion with the new Chippenham campus team regarding our facilities being integrated into the new development and we have offered advice as to how to maintain and expand musical activities for young people in the area. Our project is run by a small local team who have experience and skills in both youth work and in the music industry and are able to deliver a high quality service which is far below the rate of local commercial studios, allowing young people access to professional facilities at a rate which is affordable to them but still generates enough revenue to remain self-sustainable. We take a record of all data regarding numbers of young people engaged on a session-by-session basis and this data is used to monitor outcomes and targets allowing us to take steps to continuously improve the service that we offer.

**SECTION 1: ORGANISATION/GROUP DETAILS**

<b>Name of organisation/group:</b>	CPM Sounds Ltd.
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<b>How much are you applying for?</b>	£5,000
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<b>Name of sponsor organisation (if applicable):</b>	
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<b>Organisation/group contact details:</b>		
Name / position:	Guy Britton – company director	
<b>Address:</b>	16 Hatherell Road, Chippenham, Wiltshire	
<b>Postcode:</b>	SN15 3ST	
<b>Phone number:</b>	01249 661467	
<b>Mobile phone number:</b>	07743384556	
<b>E-mail:</b>	guybritton@gmail.com	
<b>Web address:</b>		

<b>Organisation/group contact details:</b>		
Name / position:	Thomas Mallard – company director	
<b>Address:</b>	9 Derriads Green, Chippenham, Wiltshire	
<b>Postcode:</b>	SN14 0QR	
<b>Phone number:</b>	01249 462426	
<b>Mobile phone number:</b>	07792059216	
<b>E-mail:</b>	tommallard.drummest@gmail.com	
<b>Web address:</b>		

<b>Do you have an up to date Health and Safety Policy in place?</b>	Yes/under review
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<b>Please provide details of insurance cover you have in place</b>	
Public liability insurance is pending	

<b>Do you have an up to date Equality of Opportunity Policy in place?</b>	Yes/under review
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**You will be required to provide a copy of your governing document (i.e. constitution, memorandum and articles of association) as well as copies of the policies listed above.**

<b>How many young people do you expect to engage through your project/activity/programme?</b>	<p>So far in 2014 we have engaged 56 individual young people on a close working level and we expect this to increase in 2015 aiming to engage nearer to 100 young people on a close working level.</p> <p>More will also be engaged casually through live events and similar events held throughout the year.</p>
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<b>How have young people been involved in the development of your project/activity/programme?</b>
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Our project has been running as part of the Integrated Youth Service since February 2011, and was built on research carried out on young people in the area which demonstrated an expressed need for this kind of service. As of October 2014 we have become an independent organisation.

During our 3 years under Wiltshire Council we have directly engaged 32 bands equating to 95 young people. We have also put on 8 gigs, with attendances on average of 50 young people from various backgrounds and abilities within the local area, plus a number of parents and interested partners, all of whom have helped to shape and raise the standards of the activities we deliver. We currently have a waiting list of 11 bands and performers, equating to 32 young people, for live events, recording space, and rehearsal rooms. We are now continuing this service as a private company as a response to the desire amongst local young people with a passion for music to continue using our facilities and working with the team we have in place. This work has also been recognised by parents, who regularly contact us and attend events, as an extremely positive activity for young people.

**How does your project/activity/programme support local needs, outcomes, priorities and objectives for positive activities?**

Our facility provides a unique access to professional recording and rehearsal facilities that are otherwise unaffordable and inaccessible to a large majority of young people. We work with the Community Youth Officer to outline objectives, as well as interacting with young people to establish goals both on a personal level and with benefits to the wider community.

**How will your project/activity/programme be accessible, affordable, wanted and valued by young people?**

Due to the unique nature of our facilities, and being the only one of its kind in Chippenham and the surrounding area, our service is seen as an important stepping stone for young musicians towards higher education and/or working within a professional capacity in the music industry. The affordability of our services means it is highly valued by young people who are passionate about developing their creative needs. In order to remain accessible, we offer our services at prices far below like-services in commercial recording and rehearsal facilities.

**SECTION 2: WHAT ARE YOU PLANNING TO DO?**

**What will your project/activity/programme involve?**

(Use the box below to say why/how you identified the project/activity/programme, what you want to do, where, when and how you plan to do it. The more detail you give us the better). Please use a separate sheet if you need to.

Our intention is to provide a service that offers band development, support and technical advice, instrument & skills tuition, recording and rehearsal facilities and showcased performance experiences. The sessions are open to all young people, particularly those with an active interest in music, and are available at a very affordable cost subject to prior booking. The sessions will run Monday to Thursday evenings from 6pm to 9:30pm with the view to also using a Saturday morning session if required.

See attached business plan for more detail.

<b>How long will the project/activity/programme last? (This could be for more than one year – subject to Area Board funding)</b>	Start Date: 01/11/2014	End date: Ongoing; (NB funding application towards 6 months costs subject to partnership match funding).
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<b>Where will your project/activity/programme take place?</b>		
Please give the address, or area where the project/activity/programme will take place:	Riverbank Studios, Monkton Park, Chippenham. (Beneath the Olympiad)	

**How will you encourage volunteering and community involvement in your project/activity/programme?**

As mentioned in our business plan, it is one of our ambitions to take on volunteers to help with the running of the studio and the management of live events; this is in keeping with an established volunteer culture within the studio. To date we have had 4 volunteers assist in the development and running of the service. We believe that these opportunities as volunteers may also lead to future employment either with us at Riverbank, or elsewhere in the field of music. We also work closely with other local music and media related organisations with a goal to create a greater presence of arts and culture in Chippenham and the surrounding area. Tom Mallard, Company Director was until recently a long committed volunteer and Riverbank and has played a big role in helping the studio reach the position it is in now.

**Is your project/activity/programme targeted at any vulnerable groups of young people e.g. Looked After Children etc?**

It is not specifically targeted at vulnerable groups, but we have previously worked with vulnerable young people and it is our policy not to discriminate against any groups. We will work closely with the CYO to enable any opportunities for marginalised groups or individuals if the work of Riverbank is deemed to be beneficial to them.

**Will you be working with other community partners (e.g. police, schools etc) to support the delivery of your project/activity/programme?**

As mentioned previously we often work with local community radio stations such as Chippenham FM and Sparksite, we also worked with Wiltshire Next Generation. In the long term we believe it is a service which could potentially be offered to schools, as mentioned in the business plan, and could be very supportive and complementary of any campus development, and/or the work of Wiltshire College.

<b>Which of the following categories would you say your</b>				
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project/activity/programme falls into? (please tick)				
Informal education	Y	Youth work/development	Y	
Sport/Leisure		Residential		
Arts/Culture	Y	Employment or training	Y	
Music/Dance/Drama	Y	1:1/group work	Y	
Community project	Y	Volunteering	Y	
Other (please state)				

<b>What is the target age range for this project/activity/programme?</b>	13-19
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<b>How will ensure your project/activity/programme is inclusive and is accessible to 'hard to hear/underrepresented' groups of young people (those with protected characteristics)?</b>
The marketing strategy will ensure all schools and local youth service providers are aware of the service and where necessary we will (in liaison with the CYO) do outreach visits when able/ as requested, to talk about the service we aim to offer. This might include housing services, community based youth clubs, or SEND service providers.

<b>Who else will your project/activity/programme benefit?</b>
Giving the next generation of musicians and creative people a place to develop is of benefit to the entire community and will improve local arts and culture. It also benefits parents and the public by giving young people a place to go and positive activities to participate in.

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**SECTION 3: FINANCE**

<b>Overall cost of the project/activity/programme?</b>		
Please give us a breakdown of what you intend to spend the money on.		
<b>ITEM/ACTIVITY</b>	<b>COST</b>	
Wages for two staff at current opening hours for 6 months:	£3250	
PA System (Pulse PMH) x3	£390	
LIVE PA Speaker Stand x6	£120	
Nikon D3200 DSLR Camera	£339	
SanDisk Extreme SDHC 16GB Memory Card	£30	
Shure SM58 Microphone x4	£380	
Rode NT-1a Recording Pack x2	£300	
AKG C1000s MKIV + 5M XLR Lead	£130	
ART PDB Passive D.I. Box	£30	
Refreshments (drinks + snacks)	£30	
<b>Total cost of project/activity/programme</b>	<b>£4999 NB this is for 6 months match funding.i.e whole service based on projections will cost £20000 per annum</b>	

<b>Are you using any of your own funds for this project/activity/programme?</b>	<b>No</b>
<b>If yes, How much?</b>	<b>£0</b>

<b>State / De-minimus aid (to be completed by sponsoring organisation if applicable)</b>		
We confirm that including any proposed grant sum together with any other public money we have received from any source in the past three fiscal years does not exceed €200,000	<b>Yes/No</b>	
Please give details below of any other de-minimus aid received during the previous two fiscal years and the current fiscal year		
Exemption – If applicable, please confirm the basis on which you are except from the state aid regulations		

<b>Details of your sponsor organisation (if applicable):</b>		
Name of sponsor organisation:		
Key contact name/position:		
Address of sponsor organisation:		

Telephone number of sponsor organisation:		
We may need to contact your sponsor organisation before we agree any funding. Are you happy for us do this?	Yes/No	

**A copy of your most recent financial management accounts which show current income and expenditure may be required or if you are a new organisation (less than 6 months) then you can submit a cash flow statement and a copy of a recent bank statement (this will need to be provided by the sponsor organisation if applicable).**

<b>Financial Management (this section will need to be completed by the sponsor organisation if applicable)</b>			
Please confirm that you have a minimum of 2 signatories for your bank account (1 must be a member of your governing body)		Yes/No	
Bank account. Please provide current bank or building society account details which must be in the organisation's/sponsor organisation's name (personal accounts will not be accepted)			
Bank account name			
Bank account number			
Bank sort code			
Bank or building society branch name			
Building society roll number (if applicable)			

**SECTION 4: SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE (to be completed by sponsor organisation if applicable)**

The council takes safeguarding and promoting the welfare of children and young people very seriously. We want to ensure that all those working with young people share this commitment and provide safe environments.

**Please evidence your commitment to safeguarding and promoting the welfare of children and young people.**

We have a joint working policy on site. We monitor and supervise the spaces used. Records and contact details are kept of all participants. Membership/consent/photographic consent forms are used for young people under 18 years. We have a commitment to anti-discriminatory and anti-oppressive practice, and all participants are made aware of their responsibility to support this cultural aim when inducted. We operate a secure door policy which manages access.

**Do you have the following policies and procedures in place (please note you may be required to provide copies of these):**

- **Child Protection Policy**
- **Complaints Procedure**
- **Whistle Blowing Policy**

Yes , pending review

**How do you make sure staff and volunteers understand their safeguarding responsibilities?**

All staff and volunteers receive induction training on the matters, and will work closely with the CYO for update training as available.

**Are staff and volunteers Disclosure and Barring Service (DBS) checked and do you hold a central record of this as well as details of staff references.**

Yes.

**How are young people involved in the development and delivery of your activities/services?**

Being relatively young ourselves and having risen through the youth service ranks we are very aware of what work is relevant to young people interested in performing or developing their music interest. All users are in the 13-19 age range and integral to how we shape the service on a daily basis.

Current users have been consulted when developing our business plan and features have been implemented as a response to requests made by them; including extended opening hours, more equipment to handle larger recording projects, use of studio-owned PA and drum kit so they don't have to rely on lifts from parents, and more regular live events.

Young people are heavily involved in planning, promoting and performing at our live events. We work closely with them to ensure such events are fun safe and beneficial to them.



A lot of recent development in our service has been through social media. We regularly communicate with young people and get feedback on our work, and take steps to improve and modify our services accordingly.

**What policies and procedures do you have in place for dealing with safeguarding issues and concerns?**

Pending

**Who in your organisation/group is ultimately responsible for safeguarding?**

Thomas Mallard and Guy Britton

**What is your procedure for dealing with an allegation against a member of staff or a volunteer?**

We will report to the CYO for advice or report to Social Services or the police depending on the severity.

**How do you ensure that young people are kept safe online when accessing your services/activities?**

We will monitor online activities for appropriateness. Direct access to the internet is does not feature directly as part of the service we aim to provide.

**SECTION 5: MONITORING AND EVALUATION**

**What outcomes and impact will your project/activity/programme achieve for young people?**

An accessible and safe venue for young people wanting to practice and develop bands and music.  
Increased music and performance ability.  
Increased self confidence and self esteem.  
Skill development specific to their music interest/need.

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**How will you monitor and measure outcomes and impact, including feedback from young people who use the project/activity/programme?**

We will collate participant feedback via social media routes and in hard copy form; sign self assessment form for participants at the start and end of their service period.

**Other Information**

If there is anything else you would like to tell us about your project/activity/programme please use the space below.

Are you happy for us to share information about your project/activity/programme with others and in promotional materials? For example, on websites, on the radio, in adverts, on posters etc. Y

Are you happy to join the Local Youth Network if not already involved? Y

Declaration		Tick	
I confirm that, as far as I know, all the information on the application form is true and correct.		Y	
I understand that you may ask for more information on the project/activity/programme at any stage.		Y	
Your name/position:	Thomas Mallard/ Director Guy Britton/ Director		
Your signature:	Date:23/10/2014		

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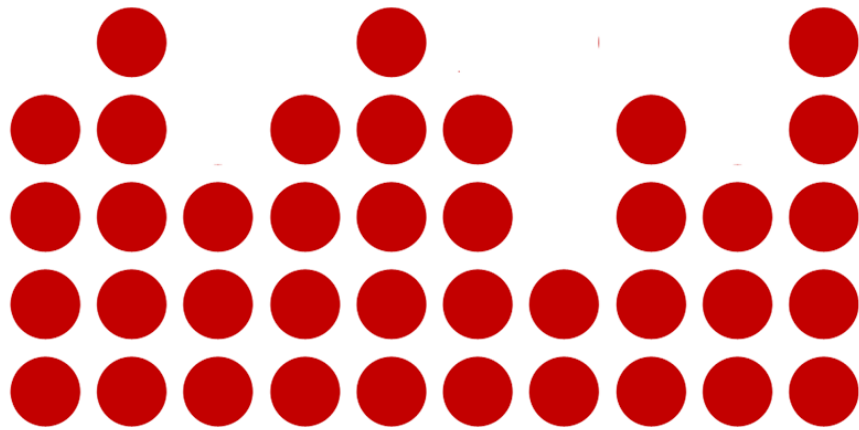
Thank you for taking the time to complete this form. Please make sure that you have completed every question and read the criteria thoroughly before returning your form.

Please see our **hints and tips** information.



# Business Plan

Guy Britton  
Tom Mallard



**riverbank  
studios**

Young People's Arts & Media Suite  
Wiltshire Council

[facebook.com/RiverbankChippenham](https://facebook.com/RiverbankChippenham)

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## Introduction

Riverbank Studios, based in Chippenham, has evolved into a community-based recording and rehearsal facility set up as part of Wiltshire Council's Youth Offer in order to provide young people aged 13 to 19 with a place to rehearse, record, and develop their musical abilities under the guidance of experienced professionals who have backgrounds in both work with young people and music production, performance & tuition. The facility was built on research carried out with young people in the area which demonstrated an expressed need from them for this kind of service.

It currently opens two nights a week (Tuesday & Thursday evenings) from 7pm to 9:30pm offering access to a state of the art recording studio as well as three rehearsal rooms. The studio currently allows young people free access to all of the facilities subject to prior booking. Other services offered include popular live events which showcase a number of young musicians from Chippenham and the surrounding area. At these events staff film and record the performances allowing the musicians access to a professionally shot live music video that they are then able to share online and use for their own promotional purposes.

Riverbank has recently seen a surge in popularity with a high demand for its services. It is clear that there is a huge amount of musical talent amongst local young people who are often looking for a place where they are able to pursue their creative interests. This year alone, Riverbank has worked with 20 unique acts which has engaged 56 individual young people. 26 of whom have performed across 5 Riverbank Live events throughout the year which have seen over 100 young people in attendance. 6 young people took part in a feature by BBC Introducing which aired nationally in April. As well as this, 3 young people also appeared on local radio station Chippenham FM.

This development at Riverbank has been aided in the last 12 months with the introduction of two volunteers working five hours a week which has allowed for more focus on engaging with young people through social media and planning of live events.

Recent budget cuts to Wiltshire Council's Youth Offer means that Riverbank will no longer receive the funding in order to continue operating in its current format. However, due to the high level of time and work that the team has put into this project along with the great feedback from young people and their parents, it would be a highly beneficial to young people to see such a unique facility remain open just as it begins to realise its full potential.

It is now the aim of the Riverbank team to continue the development and expand on the work which has already been done; this requires finding alternative funding sources in order to make this possible. The intention is to establish Riverbank as a thriving social enterprise focused on delivering high quality services and activities to local young people with a strong interest in music and creative arts.

## Feedback Statements

"Riverbank studio is an essential outlet to preview the new young acts as they are starting out & for their friends/fans to see these bands perform live"

"Having heard the Social Glitch demo, these recordings are of a high standard & at a price that any young band can afford."

"Just wanted to say what a great night we all had the other evening at the Riverbank studio gig... Chippenham's music scene would be in a worse place without you!"

**- David Coley, father of young musician**

"There's nowhere else around here that does this... Being able to get music out when we've got no money to spend on that stuff and we've got no connections other than this and it's just so helpful"

**- Jaz Oehley, 19 year-old musician from Calne**

"You meet people in your area that you wouldn't necessarily meet before. A lot of it is also down to the work that the people here do - the engineering and the producing that they put into it - and I think that's really good that you've got people who understand music and have been in that situation"

**- Paddy Morrison, 19 year-old musician from Chippenham**

"I came here a few months ago with my friends who are here to see me today and I thought it was a really good venue"

**- Luke Gittins, 13 year-old musician from Chippenham**

"It's a really good opportunity for people my age. The best thing is really high quality recordings, it helps in the process of getting gigs as well"

**- Jack Moore, 17 year-old musician from Calne**

"We really appreciate what they do here. It's been very difficult to get a gig in Chippenham, we're just very lucky to have these guys keeping it going"

**- Joe Robinson, 18 year-old musician from Chippenham**

"It's been a real pleasure coming down tonight and checking it out, it's been a really good show"

**- Brian Reid, Chippenham FM**



## SWOT Analysis

*After a review of what Riverbank is able to offer as a service, below is a list of what is believed to be the strengths, weaknesses, opportunities and threats.*

### **Strengths:**

- Established facility, professional equipment and developing 'brand'
- Loyal base of users
- Experience in youth work and providing services to young people
- Well trained staff familiar with equipment and musical environments
- Established relationships with many local young musicians across many backgrounds and musical genres

### **Weaknesses:**

- Availability of space and facility - not exclusive ownership of building, shared space conflicts
- Due to lack of current funding, currently unable to offer better equipment for rehearsal spaces
- Currently unable to expand local networks through social media due to Wiltshire Council policy

### **Opportunities:**

- Chance to extend opening hours across more weeknights and increase participation levels
- Established links with local music-based media (BBC Introducing, Chippenham FM) - want to expand network here
- Build a bigger social media profile with use of other social networks (twitter, youtube etc.)
- Providing more services from studios such as teaching (instrument lessons, audio engineering lessons etc.), better video production opportunities
- Potential to become self-sustainable through various income sources such as small, competitive studio-time fees and charging for lessons etc.

### **Threats:**

- Potential loss of space and equipment due to non-exclusive ownership
- Other local youth-work based arts projects
- Budget cut has left Riverbank with a lack of secure, regular funding and support
- Local professional recording studios, although more expensive, offer more established and specialised facilities and equipment.

## **Business Objectives**

### **Immediate Objectives (2014):**

- Inform young people of the changes to the structure of the youth service and future aims for Riverbank
- Establish basic funding in order to cover initial wages & startup costs, meet with local organisations and discuss funding options
- Redesign booking systems and general management to ensure smooth changeover
- Setup structure of social enterprise including financial management etc.
- Continue to build relationships with both young people and other valuable contacts
- Ensure the space and equipment will remain available after transition
- Contact relevant people in order to establish extra opening hours
- Continue to work on projects left from previous model

### **Short term (next 12 months):**

- Establish new opening hours Monday - Thursday, 6pm - 9:30pm
- Aim to take average bookings of 2 recording sessions, 4 rehearsal sessions per week
- Expand profile through use of more social media platforms and paid advertising
  - Twitter, Youtube, other social media by October 2014
  - Own website setup by December 2014
  - Local magazines, Gazette & Herald, Flyers & Posters etc.
- Begin tuition sessions (guitar, bass, drums, studio engineering) - run at least one tuition course by March 2015
- More regularly scheduled live events with the intention of running a show every 6-8 weeks on average
- Purchase new equipment and upgrade studio where necessary by early 2015

### **Medium term (next 1-3 years):**

- Aim to be more self-sustainable with the intention of cutting need for funding by at least 15% by 2016
- Establish relationships with local schools with the offer of providing workshops to students (likely Primary Schools)
- Develop mobile studio possibilities in order to go into the community and provide services away from Monkton facility
- Aim to fill studio bookings to 80% per week
- Establish regular workshop sessions by 2016
- Take on at least one young volunteer by 2016
- Look to establish links with new Chippenham campus and integrate the studio services into the facility

### **Long term (next 5 years):**

- Be a reputable facility for young musicians all across Wiltshire with a proven track record of successful development of young people
- Be almost completely self-sustainable and rely on very little funding from community sources
- Offer potential employment opportunities to young people involved in order to maintain core values and succession

## Business Operations

Under the current operation at Riverbank Studios, recording & rehearsal facilities are offered to people aged 13-19 on two weeknights (Tuesday & Thursday evenings) totalling to just five business hours each week. The vision is to be able to secure the space in order to open four nights a week with an extra hour allocated to opening times each evening. This would mean that the studios would open Monday - Thursday from 6pm to 9:30pm with a view to possibly opening on Saturday mornings should an extra session be required.

The recording and rehearsal programme (Tuesday & Thursday evenings) would remain mostly unchanged as it currently does not interfere with other activities in the vicinity. Depending on the availability of the shared space on the remaining evenings (Monday & Wednesday) further consideration would be given to what activities will be possible. Providing there is no other usage of the rehearsal rooms the intention would be to open Monday to Thursday with full access to all recording and rehearsal facilities. If this is not possible 'quieter' sessions would run on Mondays & Wednesdays, during which only the recording studio rooms would be occupied. A wide range of activities would be run from here including standard recording sessions, audio & video post-production as well as workshops and various tuition courses (instrument teaching, audio production lessons etc.).

So far, as part of the Wiltshire Council youth offer, the funding had been in place for all attendees to pay only 50p (per person) admission to the building which allows them full access to any of the services (subject to prior booking). However, due to no longer receiving council funding, alternate funding options must be sought with the view to becoming as self-sustainable as possible. This means charges must be increased with a view towards establishing fixed-rate prices whilst still enabling the provision of a service which remains accessible to young people and offers an alternative to ever-increasing rates of local commercial studios.

Research has shown that within an area covering Wiltshire, Bath & Bristol, the cheapest going rate for rehearsal facilities is £7/hour with most bookings being for 3 to 4 hour sessions (*Appendix C*). This means that musicians will be spending roughly £25 per rehearsal session. It is recognised that in order for Riverbank to succeed whilst charging a fee for the use of the facilities, the first year of new operation must remain as cheap to musicians as possible in order to retain current users and allow time to build enough of a reputation to follow this mode fully. This time will allow for a smooth introduction of charges and also allow time to improve the facilities on offer by purchasing PA systems and drum kits that would be available in each rehearsal room.

The long term intention of Riverbank is to offer an equivalent service to professional rehearsal studios elsewhere in Wiltshire for £10 per night, based on a three and a half hour session. This would include a rehearsal room with full PA and basic drum kit hire and would allow the service to remain affordable to young people whilst still generating enough income to eventually become self-sustainable. As of November 2014 a rehearsal room at Riverbank will be available for just £5 per night and once the rooms have been upgraded to include a PA system and drum kit hire, the cost will then raise to £10 per room, per night.

The recording studio follows a similar approach, with the cheapest local recording studios offering their services at £25/hour. Riverbank will offer young musicians full access to the recording facilities at £30/night, again based on a three and a half hour session with discounts available on block-booked sessions (i.e. £30 for one night, £50 for two etc.). Similarly to the rehearsal rooms, from November the studio will be available at a lower rate of £15 per until more equipment has been purchased and the studio facilities have been upgraded.

Currently, Riverbank is running semi-regular live events and this is something that is a priority to continue and improve on as it offers good opportunities for young people to come together and showcase their talents. The vision is to host more regular events with the intention of putting on a show (on average) every 6-8 weeks. This ties in with the video production service offer as staff are able to film the live shows and multitrack the audio from the performance to produce professional videos which can be shared on social networks. To improve this service a new camera must be purchased which will also be used in a wider range of photographic and video production projects.

Other sources of income would include tuition which would be charged at £10 based on a half-hourly rate as this is below current Musician's Union recommended rate for instrument tuition.

Providing access is granted to the recording studio on Saturday mornings (sessions running from 10:30am to 2pm) another service available will be bookings for parties of children who are looking for 'popstar recording experience' packages. This would consist of a two-hour recording session for a party of children including a CD of three tracks recorded at Riverbank, plus photos/videos from the day and the opportunity to provide another room for snacks, drinks and birthday cake etc. This package will cost £175.

## Personnel

### Studio & Events Manager:

*Tom Mallard - 25 year-old Bsc(Hons) Music Technology graduate, five years studio experience, runs own drum tuition business, highly commended volunteer youth-assistant at Riverbank, eight years experience in event management & promotion, wide knowledge of local music scene, DBS checked and first-aid trained.*

Management of facility during opening hours, including assigning rehearsal rooms, meeting needs of those using the space. Will be responsible for developing and maintaining a studio booking system, managing events and ensuring they are promoted appropriately, general studio promotion and marketing, building relationships with local musicians and other key figures in the local music scene.

### Sound Engineer:

*Guy Britton - 22 year-old music producer & recording studio engineer, BTech National Diploma in Music Technology. Eight years studio experience, work as freelance engineer in both professional studio and live situations. Three years experience as Youth Worker for Wiltshire Council, DBS checked and first-aid trained.*

Guy will be responsible for managing and running of recording sessions, ensuring targets are met for each session. Responsible for maintenance of equipment; ensuring gear is operated and stored safely and securely. With experience in youth work, Guy will be responsible for meeting and liaising with young people, ensuring their aims and needs are met during every session.

### Volunteer:

*Aaron Viveash - 25 year-old, highly commended volunteer with experience in hosting and promoting live events. DJ and electronic music producer with live and recording studio experience. DBS checked.*

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Shared duties will include managing social media accounts, financial management, health and safety checks and protocols such as recording/logging any incidents etc.

The aim is also to look towards taking on young volunteers in order to help with the workload and further career opportunities for young people. Some tuition sessions may also require bringing in teachers for evenings in order to run sessions properly.

## Finances

In order to successfully establish Riverbank as a social enterprise, it is estimated that an initial £21,500 will be required in funding for the first year of operation. This funding will be used to cover initial startup costs, advertising and wages in the first year. *See appendices for a full breakdown of the costing.*

### EXPENDITURE:

#### Wages

The wage cost in the first year will be up to £17,500 based on employing two members of staff with a basic wage of £12.50 an hour. Both members of staff will initially work Tuesday and Thursday, 18:00 - 21:30 for 50 weeks per year with the intention of eventually including Monday and Wednesday as working days providing access to the space is granted for these hours.

#### Startup Costs

The startup costs total to £2,500 which will be used to purchase extra necessary equipment in order to run new activities and improve the standards of the current facilities. This will include purchasing three PA systems for use in the rehearsal rooms in order to compete with the facilities offered by other local rehearsal studios as well as purchasing extra equipment for the recording studio in order to be able to adequately tutor local young people who wish to participate in courses throughout the year and improve the recording capabilities (*Appendix A*).

#### Administration

Administration costs for the first year will be £1,500. These costs will include advertising (physical advertising: flyers, magazines and newspaper adverts; digital advertising: website hosting and startup, online advertising, social media etc) plus accounting costs for the year.

### INCOME:

The aim at Riverbank is to provide a service for the community that is accessible to young people from all backgrounds. Research has identified that in order for the studio to remain accessible and encourage as much participation as possible, rates for the first six months must be kept lower (£5/night and £15/night for the rehearsal and recording studios respectively) and following on from then, the rates will increase although must still be as affordable as possible whilst still recognising that it must generate some income to continue running as a self-sustainable enterprise without a direct intention of generating profit. This means that initially the studio will require external funding in order to establish a new model for the recording and rehearsal facilities which will eventually generate their own income and the need for alternative funding will decrease over time.

*Full list of income sources in appendix B*

## APPENDICES

### Appendix A - List of equipment:

Pulse PMH PA System (£135 per unit) (x3) - [http://simplysoundandlighting.co.uk/index.php?route=product/product&product\\_id=577&search=pulse](http://simplysoundandlighting.co.uk/index.php?route=product/product&product_id=577&search=pulse)

Shure SM58 (£95 per unit) (x4) - [https://www.studiospares.com/Microphones/Mics-Vocalist/Shure-SM58-Microphone\\_423011.htm](https://www.studiospares.com/Microphones/Mics-Vocalist/Shure-SM58-Microphone_423011.htm)

Behringer Ultravoice XM1800s (£29.99 per unit) (x3) - <http://www.studiospares.com/mics-vocalist/behringer-ultravoice-xm1800s/inv/381130?VBMST=behringer%20ultravoice>

Rode NT1A Recording Pack (£149.99 per unit) (x2) - <http://www.studiospares.com/mics-condenser/rode-nt1a-recording-pack/inv/417005?VBMST=rode%20nt1>

Behringer Composer Pro XL (£89.00 per unit) (x2)  
<http://www.studiospares.com/compressors/behringer-composer-pro-xl-mdx2600/inv/359200?VBMST=behringer%20composer>

Art Pro VLA II 2-Channel Compressor (£289 per unit)  
<http://www.studiospares.com/compressors/art-pro-vla-ii-2-channel-compressor/inv/325730?VBMST=art%20pro%20vla>

LIVE PA Speaker Stand (£19.98 per unit) (x6)  
<http://www.studiospares.com/stands-speaker/live-pa-speaker-stand-x1/inv/449350?VBMST=pa%20speaker%20stand>

NIKON D3200 DSLR Camera (£339 per unit)  
[http://www.argos.co.uk/static/Product/partNumber/5598263.htm?CMPID=GS001&\\_sja=cgid:12525697850|tsid:59158|cid:200291090|lid:94832036690|nw:g|crid:42772545170|rnd:10558361275102859106|dvc:c|adp:1o1|bku:1](http://www.argos.co.uk/static/Product/partNumber/5598263.htm?CMPID=GS001&_sja=cgid:12525697850|tsid:59158|cid:200291090|lid:94832036690|nw:g|crid:42772545170|rnd:10558361275102859106|dvc:c|adp:1o1|bku:1)

SanDisk Extreme SDHC 16GB Memory Card (£29.99):  
<http://www.argos.co.uk/static/Product/partNumber/1077362.htm>

AKG C1000s MKIV (£129.98):  
<https://www.studiospares.com/ProductDetail.aspx?p=469231>

ART PDB Passive DI Box (£30.48):  
[https://www.studiospares.com/Microphones/DI-Boxes/ART-PDB-Passive-DI-Box\\_325650.htm](https://www.studiospares.com/Microphones/DI-Boxes/ART-PDB-Passive-DI-Box_325650.htm)

## Appendix B - Rates

### **Riverbank Studio Rates**

OPENING TIMES: MON-THURS, 6pm-9:30pm

RECORDING STUDIO OPEN MON- THURS NORMAL STUDIO OPENING

REHEARSAL SPACES OPEN TUES & THURS 6pm-9:30pm

POSSIBLE SAT OPEN 10am-1:30pm

#### **Recording & Rehearsal Rates:**

Studio time:     £30/night based on 3 ½ hour session  
                  £50/week based on two 3 ½ hour sessions  
                  £100/week based on four 3 ½ hour sessions

Rehearsal space:     £10/night based on 3 ½ hour session

#### **Tuition Rates:**

Drum Tuition:             £10/half hour session

Guitar/Bass Tuition:     £10/half hour session

Audio Engineering Tuition: £25/hour and a half session per person.

#### **Video Production:**

Half an hour live recording & video shoot:     £120

“Documentary” style video recording during studio session: +£10/studio session

Live event filming @ Riverbank gig: £10/pre-specified song

#### **Party/Studio Experience Days (Saturday Sessions Ideally)**

2 Hour Recording Session: Includes 3 songs, photoshoot & one CD master copy. £2.50 per extra copy. Snacks & Drinks included - £175 total

Full package + video of day - £250

## Appendix C - Local Rehearsal Rates

Crest Studios (Trowbridge) - £7 per hour

<http://www.creststudios.co.uk/page2.html>

The Warehouse Studios (Devizes) - £8 per hour

<http://www.thewarehousestudios.co.uk/rates/4548171361>



Stage 2 Studios (Bath) - £9 per hour  
<http://stage2studios.co.uk/rehearsal.html>



<b>Report to</b>	<b>Chippenham Area Board</b>
<b>Date of Meeting</b>	<b>10 November 2014</b>
<b>Title of Report</b>	<b>Area Board Funding</b>

### **Purpose of Report**

To ask councillors to consider the following applications for funding:

#### Capital

1. CLOGS Musical Theatre award £1,479 towards an amplifier and mikes kit, conditional upon the balance of funding being in place.
2. Friends of Chippenham Museum award £716 towards Chippenham Museum Oral History kits.
3. Castle Combe Parish Council award £973 towards Castle Combe Village Hall hearing loop installation, conditional upon the balance of funding being in place.

#### Revenue

4. The Ivy Community Partnership award £1,000 towards Ivy Estate Resident Empowerment Training, conditional upon the balance of funding being in place.

## 1. Background

- 1.1. Area Boards have authority to approve Area Grants under powers delegated to them. Under the Scheme of Delegation Area Boards must adhere to the Area Board Grants Guidance.
- 1.2. In accordance with the Scheme of Delegation, any decision of an Area Board that is contrary to the funding criteria and/or the officer's recommendation would need to demonstrate that the application in question has a wider community benefit, and give specific reasons for why this should justify an exception to the criteria.
- 1.3. The Localism agenda supports the ethos of volunteering and community involvement and the nurturing of resilient communities. With this in mind Community Area Grants (CAGs) should be encouraged from and awarded to community and voluntary groups.
- 1.4. The area board may wish to link funding to local priorities, including those identified in their Community Plan, Community Area Joint Strategic Assessment and any other community based consultative work.
- 1.5. For the 2014/15 financial year Chippenham Area Board has been allocated a budget of **£92,383** for Community Area Grants, Digital Literacy Grants, Community Partnership Core Funding, Chippenham Area Board operational funding and Chippenham Area Board/Councillor Led Initiatives. **£1,500** was allocated to Digital Literacy funding, **£77,025** was allocated to capital funding and **£13,857** was allocated to revenue funding.
- 1.6. Following awards made by Chippenham Area Board Meeting 8<sup>th</sup> September 2014, the Chippenham Area Board balance of funding was of **£67,481** capital and **£2,945** revenue.
- 1.7. In addition to Community Area Grants and digital literacy grants councillors can submit an Area Board/Councillor-Led Initiative. This enables area boards to tackle sticky community issues and/or community identified priorities. Cabinet have emphasised that they do not wish these to be used to avoid complying with Community Area Grant criteria or for filling gaps where there are council service shortfalls.
- 1.8. Applications of up to and including £1,000 can be made for a Community Area Grant, which do not require matched funding. Amounts of £1,001 - £5,000 will be required to find matched funding. The area board will rarely award more than £5,000.
- 1.9. A ring-fenced budget of £1,500 has been provided specifically for Digital Literacy Grants, although the area board may spend more. Up to £500 per project is available for capital projects.
- 1.10. There is a single on-line application process for Community Area Grants and Digital Literacy grants, introduced to provide an easy step by step application process. The application process and funding criteria can be found under <http://www.wiltshire.gov.uk/council/areaboards/areaboardscommunitygrantsscheme.htm>

- 1.11. Area boards will not consider Community Area Grant applications from town and parish councils for purposes that relate to their statutory duties or powers that should be funded from the local town/parish precept. However this does not preclude bids from town/parish councils, encouraging community projects that provide new opportunities for local people or those functions that are not the sole responsibility of the town/parish council.
- 1.12. The decision to support applications is made by Chippenham Area Board councillors.
- 1.13. Funding applications will be considered at every Area Board meeting whilst there is money available.
- 1.14. All recipients of area board funding are expected to complete an evaluation form as soon as the project has been completed and provide receipts if requested. Groups are encouraged to up-load information and photographs about their project on to the Chippenham 'Our Community Matters' website Failure to evaluate projects will preclude applicants/organisations being considered for future funding.

<b>Background documents used in the preparation of this report</b>	<u>Area Board Grant Criteria and Guidance 2014/15 as approved by delegated decision</u>
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## **2. Main Considerations**

- 2.1. Councillors must ensure that the distribution of funding is in accordance with the Scheme of Delegation outlined in Section 1 of this report.
- 2.2. Councillors will need to be satisfied that grants awarded in 2014/2015 are made to projects that can realistically proceed within a year of the award being made.
- 2.3. This is the third funding round of the 2014/15 financial year.

Future funding rounds and deadline for applications will take place as follows:

- 8 December 2014 for consideration on 19 January 2015
- 19 January 2015 for consideration on 2 March 2015

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

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

#### 4. Financial Implications

- 4.1. Awards must fall within the Area Boards budget allocated to the Chippenham Area Board.
- 4.2. If grants are awarded to all of the applications considered by Chippenham Area Board on 10 November 2014, the board will have a capital balance of **£64,313** and a revenue balance of **£1,945**

#### 5. Legal Implications

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

#### 6. HR Implications

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

#### 7. Equality and Inclusion Implications

- 7.1. Community Area Grants and Small Grants will give local community and voluntary groups, town and parish council's equal opportunity to receive funding towards community based projects and schemes, where they meet the funding criteria.
- 7.2. Implications relating to individual grant applications will be outlined in section 8, "Applications for Consideration" of the funding report.

#### 8. Applications for Consideration

	Applicant	Project proposal	Funding requested
8.1.	CLOGS Musical Theatre	Amplifier and Mikes Kit	£1,479

- 8.1.1. Chippenham Area Board is asked to consider granting CLOGS Musical Theatre, a community area grant of £1,479 towards an amplifier and mikes kit, conditional on the balance of funding being in place.
- 8.1.2. This application meets grant criteria 2014/15 and has been classified as a **capital** project.
- 8.1.3. CLOGS Musical Theatre has been operating since 1979, producing one major performance per year and supplementing this with other fund-raising concerts through the year.
- 8.1.4. CLOGS Musical Theatre is a not-for-profit community group which has been sustainable for over 30 years.
- 8.1.5. CLOGS Musical Theatre requested and received a grant from Chippenham Area Board on 3<sup>rd</sup> March 2014 for 6 Radio Mikes and Mixer desk, which are being used by the group to perform as either a large or smaller group. The addition of these items has proved a great success. CLOGS have been borrowing a member's amplifier/speakers and hand held microphones and are requesting a further grant to purchase these items for the group.

Ref	Applicant	Project proposal	Funding requested
8.2.	Friends of Chippenham Museum	Chippenham Museum Oral History kits	£716

8.2.1. Chippenham Area Board is asked to consider granting the Friends of Chippenham Museum a community area grant of £716 towards Chippenham Museum Oral History kits.

8.2.2. This application meets grant criteria 2014/15 and has been classified as a **capital** project.

8.2.3. The project will support the purchase of two digital recording kits so that volunteers may carry out Oral History interviews, thus preserving Chippenham's history and heritage through the recollections of its community. Firstly, the recorders will be used to collect stories for the museum's forthcoming WWI VAD Hospital Exhibition. This will tell the story of the lives of the men and women who worked and volunteered in the hospital, and the vital role they played in the Home Front effort. Oral History training will be provided by Emma Golby-Kirk (Wiltshire at War project Officer) and the museum's team.

8.2.4. Chippenham Museum Oral History kits will be shared with the whole community of Chippenham, through the exhibition, as well as tourists and visitors to the area. 100 volunteers from the Friends of Chippenham Museum will have the opportunity to receive training in How to Carry Out an Oral History Interview.

8.2.5. The digital recorders will be a valuable asset to the museum and will ensure the continuation of Oral History practices for future projects.

Ref	Applicant	Project proposal	Funding requested
8.3.	Castle Combe Parish Council	Castle Combe Village Hall hearing loop installation	£973

8.3.1. Chippenham Area Board is asked to consider granting Castle Combe Parish Council a community area grant of £973 towards a hearing loop installation in Castle Combe Village Hall, conditional upon the balance of funding being in place.

8.3.2. This application meets grant criteria 2014/15 and has been classified as a **capital** project.

8.3.3. Castle Combe Village Hall has several users with increasing hearing difficulties who have expressed the hope that an efficient hearing loop with appropriate ancillary equipment can be installed to help them. Currently some have elected not to attend meetings or functions (including performances under Wiltshire Council's Rural Arts programme) as they are unable to enjoy such events to the maximum.

8.3.4. The village hall is a focal point for events and meetings. Many users are now finding increasing difficulty in hearing as they age and several have been prescribed hearing aids fitted with the facility to utilise the benefits of a hearing loop system. They have asked if the village hall will consider such an installation in order that they can still enjoy the events and facilities provided.

Ref	Applicant	Project proposal	Funding requested
8.4.	The Ivy Community Partnership	Ivy Estate Resident Empowerment Training	£1,000

- 8.4.1. Chippenham Area Board is asked to consider granting The Ivy Community Partnership a community area grant of £1,000 towards Ivy Estate Resident Empowerment Training, conditional upon the balance of funding being in place.
- 8.4.2. This application meets grant criteria 2014/15 and has been classified as a **revenue** project.
- 8.4.3. The Ivy Community Partnership is a new group comprising local residents, supported by Sovereign Housing to work with partners to improve issues within the Ivy estate. The group has identified a residential training course which will contribute to residents learning and confidence to lead and develop events and build a stronger sense of community spirit. The area suffers from having a poor reputation but there is a will amongst key residents to turn things around. This training, called C2, is a recognised national training for residents to lead local community partnerships, developed by the University of Exeter Medical School.
- 8.4.4. The primary beneficiaries of this funding are the four residents who will attend this training who have been identified from earlier community development work undertaken by Sovereign in the area.
- 8.4.5. The longer-term outcome of this investment will benefit all residents living in the Ivy estate (Field View, Royal Close and Charter Road) and its partners by helping to create an effective community partnership with confident residents who will benefit from the ongoing support of the C2 team. This support will also provide the partnership (whose membership will grow) to network with other similar groups nationally at different stages of development to share learning.
- 8.4.6. By investing in the development of skills and capacity of residents they will be able to ensure the community is better able to work with partner agencies and residents have more confidence to report issues concerning community safety and also work to create new projects to meet the needs of the area.
- 8.4.7. This investment will also help pave the way for the creation of a Community Hub on the estate which Sovereign is currently working on with the residents and GreenSquare. The intention is for residents to create a space on the estate to build community spirit, create better links with partner agencies and provide services such as employment and digital training in this space. We are also working with the Wiltshire Time Credits scheme to support increased volunteering in the area.



- 8.4.8. Sovereign's own contribution towards this project requires long-term impact measurement and the group will collect and share data with all partners and provide updates as required. Sovereign will be looking to see greater engagement of residents in decision-making locally, an increase in volunteering and more funding attracted into the area for project developed by resident-led partnership working.
- 8.4.9. This investment will pay for the up-front training for the residents involved but the partnership will continue to grow and be supported by Sovereign and its partnering agencies including GreenSquare, Wiltshire Police and local councillors.
- 8.4.10. The project detailed in this application is not dependent on additional unsecured funding or decisions as regardless of how/when the community hub develops, the community partnership will still be able to exist and develop. As the community partnership is still in its infancy the group does not yet have its own bank account or constitution but a Terms of Reference is in development and we will share this as soon as it has been finalised. Sovereign will hold the funding for this activity and process payment for the training as part funder.

<b>Appendices</b>	<p>Appendix 1 – CLOGS Musical Theatre - amplifier and mikes kit</p> <p>Appendix 2 – Friends of Chippenham Museum - Chippenham Museum Oral History kits</p> <p>Appendix 3 - Castle Combe Parish Council - Castle Combe Village Hall hearing loop installation</p> <p>Appendix 4 - The Ivy Community Partnership - Ivy Estate Resident Empowerment Training</p>
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No unpublished documents have been relied upon in the preparation of this report other than those requested in the funding criteria e.g. estimates.

<b>Report Author</b>	<p>Angela Sutcliffe  Area Boards Team  Tel: 01249 706 448  Email: <a href="mailto:angela.sutcliffe@wiltshire.gov.uk">angela.sutcliffe@wiltshire.gov.uk</a></p>
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## Chippenham Area Board Grants – 10<sup>th</sup> November 2014

ID	Grant Type	Project Title	Applicant	Amount Required
927	Community Area Grant	CLOGS Musical Theatre Amplifier and Mikes kit	CLOGS Musical Theatre	£1479.00
<p><b>Submitted:</b> 11/09/2014 11:33:52</p> <p><b>ID:</b> 927</p> <p><b>Current Status:</b> Application Submitted</p> <p><b>To be considered at this meeting:</b> tbc contact Community Area Manager</p> <p><b>1. Which type of grant are you applying for?</b> Community Area Grant</p> <p><b>2. Amount of funding required?</b> £501 - £5000</p> <p><b>3. Are you applying on behalf of a Parish Council?</b> No</p> <p><b>4. If yes, please state why this project cannot be funded from the Parish Precept</b></p> <p><b>5. Project title?</b> CLOGS Musical Theatre Amplifier and Mikes kit</p> <p><b>6. Project summary:</b> CLOGS Musical Theatre requested and received a Grant from Chippenham Area Board earlier this year for 6 Radio Mikes and Mixer desk, which are being used as we perform as either a large or smaller group. We have been using a members Amplifier/Speakers and Hand held Microphones, so we are requesting a further Grant to purchase these items please</p> <p><b>7. Which Area Board are you applying to?</b> Chippenham</p> <p><b>Electoral Division</b></p> <p><b>8. What is the Post Code of where the project is taking place?</b> SN15 3BE</p> <p><b>9. Please tell us which theme(s) your project supports:</b> Children &amp; Young People Arts, crafts and culture Festivals, pageants, fetes and fayres</p>				

Other

If Other (please specify)

Concerts and Theatrical productions

**10. Finance:**

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

**Your latest accounts:**

03/2014

**Total Income:**

£21848.02

**Total Expenditure:**

£19148.68

**Surplus/Deficit for the year:**

£2699.34

**Free reserves currently held:**

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

£16849.28

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

As our main objective is to offer our audiences a quality, and as professional performance and experience as possible, at the same time aiming to continue our longevity, (ie we have established now for over 30 years) to Chippenham people, (and surrounding villages) our annual Shows cost normally upwards of Â£15000.00, we aim to keep Â£20000.00 in our reserves in the case that maybe one of our productions \'flopped\'

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

**10b. Project Finance:**

Total Project cost		£2958.00		
Total required from Area Board		£1479.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Line 6 Stage Scape M20d digital mixing system inc cables	1698.00	Own reserves	yes	849.00
2 x Line 6 Stage Source	892.04	Own reserves	yes	446.02

L3T 1400 watt 3 way Speakers inc discount				
2 x Speaker cases and stands	59.00	Own reserves	yes	29.50
2 x Hand held Microphones	200.00	Own reserves	yes	100.00
Cables	108.96	Own reserves	yes	54.48
<b>Total</b>	<b>£2958</b>			<b>£1479</b>

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

No

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

**13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?**

Our main Adult group CLOGS, (aged 14 and above) our Junior Cloquettes group, (aged 6 to 14) and our Singing Waiters Group will benefit by using this equipment, by being able to amplify voices, (spoken and sung). Our audiences young and old locally in Chippenham or when we perform in local villages/ fetes/etc. inside or outside, will hear a professional sound reproduction enhancing their enjoyment of our art.

**14. How will you monitor this?**

By asking for feedback from our audiences

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

N/A

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

N/A

**17. DECLARATION**

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

**Quotes:**

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

**Accounts:**

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

**Constitution:**

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

**Policies and procedures:**

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

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

yes I will make available on request any other form of licence or approval for this project has been received prior to submission of this grant application.

**And finally...**

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

955	Community Area Grant	Chippenham Museum Oral History kits
<b>Submitted:</b> 03/10/2014 11:20:01		
<b>ID:</b> 955		
<b>Current Status:</b> Application Submitted		
<b>To be considered at this meeting:</b> tbc contact Community Area Manager		
<b>1. Which type of grant are you applying for?</b> Community Area Grant		
<b>2. Amount of funding required?</b> £501 - £5000		
<b>3. Are you applying on behalf of a Parish Council?</b> No		
<b>4. If yes, please state why this project cannot be funded from the Parish Precept</b>		
<b>5. Project title?</b> Chippenham Museum Oral History kits		
<b>6. Project summary:</b> The funding will support the purchase of two digital recording kits so that volunteers may carry out Oral History projects in the local community. Firstly, the recorders will be used to collect stories for the museum's forthcoming WWI VA		

volunteered in the hospital, and the vital role they played in the Home Front effort. Oral History training wil

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

Chippenham

**Electoral Division**

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

SN15 3HF

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

- Health, lifestyle and wellbeing
- Heritage, history and architecture
- Inclusion, diversity and community spirit
- Technology & Digital literacy

If Other (please specify)

**10. Finance:**

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

**Your latest accounts:**

10/2014

**Total Income:**

£5260.00

**Total Expenditure:**

£20287.00

**Surplus/Deficit for the year:**

£-15027.00

**Free reserves currently held:**

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

£0.00

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

We do not hold any free reserves at present

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

**10b. Project Finance:**

Total Project cost		£716.00
Total required from Area Board		£716.00
Expenditure	£	Income

(Itemised expenditure)		(Itemised income)
ZOOM HN4 Recorder	229.00	
ZOOM HN4 Recorder	229.00	
Lapel Mic - AKG C417PP	109.00	
Lapel Mic - AKG C417PP	109.00	
Storage bag	20.00	
Storage bag	20.00	
<b>Total</b>	<b>£716</b>	

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

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

**13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?**  
The project will be shared with the whole community of Chippenham, through the exhibition, as well as touring. It will provide an opportunity to receive training in How to Carry Out an Oral History Interview.

**14. How will you monitor this?**  
Through reporting to Friends of Chippenham Museum Committee meetings

**15. If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?**  
The digital recorders will be a valuable asset to the museum and will ensure the continuation of Oral History.

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

17. DECLARATION

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

**Quotes:**

yes I will make available on request 1 quote for individual project costs over £500 & 2 quotes for project costs over £1000

**Accounts:**

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

**Constitution:**

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

**Policies and procedures:**

yes I will make available on request the necessary and relevant policies and procedures such as Child Protection, Health and Safety, Safeguarding, and Risk assessments.

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



**And finally...**

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

960

Community Area Grant

Castle Combe Village Hall hearing  
loop installation

Castle Combe Pari

**Submitted:** 06/10/2014 20:33:16

**ID:** 960

**Current Status:** Application Submitted

**To be considered at this meeting:**

tbc contact Community Area Manager

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

Community Area Grant

**2. Amount of funding required?**

£0 - £500

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

No

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

**5. Project title?**

Castle Combe Village Hall hearing loop installation

**6. Project summary:**

Castle Combe Village Hall has several users with increasing hearing difficulties who have expressed the hope  
some have elected not to attend meetings or functions (including performances under Wiltshire Council's R

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

Chippenham

**Electoral Division**

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

SN14 7HU

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

Arts, crafts and culture

Health, lifestyle and wellbeing

Inclusion, diversity and community spirit

If Other (please specify)

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

03/2014

**Total Income:**

£3891.06

**Total Expenditure:**

£3877.84

**Surplus/Deficit for the year:**

£13.22

**Free reserves currently held:****(money not committed to other projects/operating costs)**

£2472.40

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

The hall is over 50 years old and in need of constant maintenance. We need to maintain an adequate level of levels are deliberately kept at a low level in order to encourage active participation by residents, as reflected

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

**10b. Project Finance:**

Total Project cost		£1944.68
Total required from Area Board		£972.34
Expenditure	£	Income
(Itemised expenditure)		(Itemised income)
Loop amplifier & bracket	270.00	Our reserves
Microphone mixer unit	82.28	
Feeds and stands	188.44	
Wirless microphones	659.96	
Wired microphone	181.00	
Test & rack units	143.00	
Installation	420.00	
Total	<b>£1944.68</b>	

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

No

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

**13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local co**  
 Our village hall is a focal point for events and meetings. Many users are now finding increasing difficulty in  
 benefits of a hearing loop system. They have asked that we consider such an installation in order that they ca

**14. How will you monitor this?**

By discussion with users.

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

Maintenance costs will be low and can be met from reserves without the need to increase fee rates unduly.

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

Not applicable.

17. DECLARATION

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

**Quotes:**

yes I will make available on request 1 quote for individual project costs over £500 & 2 quotes for project costs

**Accounts:**

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

**Constitution:**

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

**Policies and procedures:**

yes I will make available on request the necessary and relevant policies and procedures such as Child Protection  
 assessments.

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

yes I will make available on request evidence of ownership of buildings/land

**And finally...**

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

948	Community Area Grant	Ivy Estate Resident Empowerment Training	Sovereign Housing Association	£1000.00
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**Submitted:** 24/09/2014 15:52:18

**ID:** 948

**Current Status:** Application Submitted

**To be considered at this meeting:**

tbc contact Community Area Manager

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

Community Area Grant

**2. Amount of funding required?**

£0 - £500

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

No

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

**5. Project title?**

Ivy Estate Resident Empowerment Training

**6. Project summary:**

The Ivy Community Partnership is a new group comprising local residents, supported by Sovereign Housing to work with partners to improve issues within the Ivy estate. We have identified a residential training course which will contribute to resident's learning and confidence to lead and develop events and build a stronger sense of community spirit. The area suffers from having a poor reputation but there is a will among key residents to turn things around. This traioning, called C2, is a recognised national training for residents to lead local community partnerships, developed by the University of Exeter Medical School.

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

Chippenham

**Electoral Division**

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

SN15 3RG

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

Children & Young People

Arts, crafts and culture

Countryside, environment and nature

Economy, enterprise and jobs

Festivals, pageants, fetes and fayres

Health, lifestyle and wellbeing

Inclusion, diversity and community spirit

Recycling and green initiatives

Safer communities

Sport, play and recreation

If Other (please specify)

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

£

**Total Expenditure:**

£

**Surplus/Deficit for the year:**

£

**Free reserves currently held:****(money not committed to other projects/operating costs)**

£

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

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

**10b. Project Finance:**

Total Project cost		£3882.00		
Total required from Area Board		£1000.00		
Expenditure (Itemised £)		Income (Itemised income)	Tick if income confirmed	£
Subsidised training place for 4 residents	2400.00	Self paying staff/cllr for training		1200.00
subsidised training place for a staff member and local councillor	1200.00	Self paying rail travel for staff/cllr		94.00
return rail travel for 4 residents	188.00	Contribution from Sovereign	yes	1588.00
return rail travel for 2 self-paying staff/cllrs	94.00			
<b>Total</b>	<b>£3882</b>			<b>£2882</b>

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

No

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

Chippenham

**13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?**

The primary beneficiaries of this funding are the four residents who will attend this training who have been identified from earlier community development work undertaken by Sovereign in the area. However the longer-term outcome of this investment will benefit all residents living in the Ivy estate (Field View, Royal Close and Charter Road) and its partners by helping to create an effective community partnership with confident residents who will benefit from the ongoing support of the C2 team. This support will also provide the partnership (whose membership will grow) to network with other similar groups nationally at different stages of development to share learning. By investing in the development of skills and capacity of residents they will be able to ensure the community is better able to work with partner agencies and residents have more confidence to report issues concerning community safety and also work to create new projects to meet the needs of the area. This investment will also help pave the way for the creation of a Community Hub on the estate which Sovereign is currently working on with the residents and GreenSquare. The intention is for residents to create a space on the estate to build community spirit, create better links with partner agencies and provide services such as employment and digital training in this space. We are also working with the Wiltshire Time Credits scheme to support increased volunteering in the area. More details of C2 visit:

<http://medicine.exeter.ac.uk/research/healthserv/healthcomplexity/researchprojects/c2/>

**14. How will you monitor this?**

Sovereign's own contribution towards this project requires long-term impact measurement and we will collect and share data with all partners and provide updates as required. We will be looking to see greater engagement of residents in decision-making locally, an increase in volunteering and more funding attracted into the area for project developed by resident-led partnership working.

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

This investment will pay for the up-front training for the residents involved but the partnership will continue to grow and be supported by Sovereign and its partnering agencies including GreenSquare, Wiltshire Police and local councillors.

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

The project detailed in this application is not dependent on additional unsecured funding or decisions as regardless of how/when the community hub develops, the community partnership will still be able to exist and develop. As the community partnership is still in its infancy the group does not yet have its own bank account or constitution but a Terms of Reference is in development and we will share this as soon as it has been finalised. Sovereign







<b>Report to</b>	<b>Chippenham Area Board</b>
<b>Date of Meeting</b>	<b>10<sup>th</sup> November 2014</b>
<b>Title of Report</b>	<b>Local Transport Plan – Small Scale Transport and Highway Improvement Schemes</b>

## **Purpose of Report**

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

- To note the financial summary (see Appendix 1)
- To note the Local Sustainable Transport Fund (LSTF) update (see Appendix 2)
- To note the locations selected for 5 additional grit bins (see Appendix 3)
- To approve the list of 10 prioritised areas for installation of dropped kerbs (see Appendix 4)
- To note progress on prioritised schemes (see Appendix 5)
- To approve the scheme recommended for prioritisation & funding; Fenway Park / Cepen Park North – Request for pedestrian crossing. Pedestrian count required, cost £1,350 (see Appendix 6)
- To approve the list of schemes recommended for retention & further consideration (see Appendix 7)
- To approve the list of schemes recommended for removal (see Appendix 8)

## 1. Background

- 1.1. In 2014/2015 the 18 Area Boards were again allocated a discretionary budget of **£250,000** to involve them in the assessment and selection of small scale transport schemes to be progressed in their community areas. Chippenham Area Board was allocated **£18,087**.
- 1.2. The balance of funding carried over from 2013/2014 was £29,790.63. Please note this figure was due in part to a large number of schemes completed in 2013-15 but carried forward into 2014-15 for budgetary purposes
- 1.3. The Chippenham Area Board Highways Funding balance for 2014/15, including agreed contributions from 3<sup>rd</sup> parties is **£48,919.63**, of which **£35,636.00** is shown as committed. As of the 1<sup>st</sup> September 2015 the remaining balance for the Chippenham CATG is **£13,283.63**
- 1.4. This funding allocation is for capital funding and can only be used to provide new and improved infrastructure. It is suitable for schemes that improve safety, increase accessibility and sustainability by promoting walking; cycling and public transport and improve traffic management. It cannot be used to fund maintenance schemes or to pay for revenue functions such as passenger transport.
- 1.5. Chippenham Area Board agreed to the establishment of a Community Area Transport Group (CATG) to consider issues /schemes with the support of highways officers and make recommendations to the Area Board.
- 1.6. The means by which the public, Town and Parishes can identify issues for consideration to the Chippenham CATG is via the Community Issues system.
- 1.7. Representatives from Town & Parish councils and members of the public are welcome to attend meetings where there are issues under discussion relevant to their community. Please contact your Community Area Manager Victoria Welsh should you wish to attend to ensure that numbers can be accommodated:  
[victoria.welsh@wiltshire.gov.uk](mailto:victoria.welsh@wiltshire.gov.uk)
- 1.8. Summaries of Chippenham CATG meetings are made available on the Chippenham Area Board web pages of the council's website to enable information to be readily available to Town and Parish councils and the wider community.

## 2. Recommendations from CATG

2.1	<p>To approve the list of 10 prioritised areas for installation of dropped kerbs:</p> <ul style="list-style-type: none"> <li>▪ St Paul Street</li> <li>▪ Fogamshire</li> <li>▪ Ivy Road</li> <li>▪ Barrow Green</li> <li>▪ Hill Rise</li> <li>▪ Broomfield- Greenway Lane</li> <li>▪ Broomfield into Oaklands</li> <li>▪ Maple Way</li> <li>▪ Canal Road, Pewsham</li> <li>▪ Conway Road into Derriads Lane</li> </ul>	Appendix 4
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2.2	To approve the scheme recommended for prioritisation & funding: Fenway Park / Cepen Park North – Request for pedestrian crossing. Pedestrian count required cost £1,350	Appendix 6
2.3	To approve the list of schemes recommended for retention & further consideration	See Appendix 7
2.4	To approve the list of schemes recommended for removal	See Appendix 8

### 3. Environmental & Community Implications

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

### 4. Financial Implications

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

4.2. If funding is allocated in line with CATG recommendations outlined in this report, and all relevant 3<sup>rd</sup> party contributions are confirmed, Chippenham Area Board will have a remaining Highways funding balance of **£11,933.63**

### 5. Legal Implications

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

### 6. HR Implications

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

### 7. Equality and Inclusion Implications

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

<b>Appendices</b>	Appendix 1 – Financial Summary Appendix 2 – LSTF Update Appendix 3 – Selected locations for 5 additional grit bins Appendix 4 – Dropped kerbs Appendix 5 – Schemes in progress Appendix 6 – Schemes for prioritisation & funding Appendix 7 – Schemes for retention & further consideration Appendix 8 - Schemes recommended for removal
<b>Report Author</b>	Victoria Welsh, Community Area Manager Tel: 01249 706 446 E-mail: <a href="mailto:victoria.welsh@wiltshire.gov.uk">victoria.welsh@wiltshire.gov.uk</a>



**Chippenham CATG**FINANCIAL SUMMARY**BUDGET 2013-14**

£31,587.00 CATG ALLOCATION 2013-14

£17,604.24 2012-13 underspend

Contributions £4,250.00 Chip TC for Lowden Hill Tunnel works

**Total Budget 2013-14** **£53,441.24****Completed schemes 2013-14**

Chippenham New Road - Signing works £1,335.00 Actual  
 Accessibility Improvements £3,800.00 Actual - Contribution to Area Office  
 Chippenham Pew Hill Saxby Road £1,100.00 Actual Langley Road - Chippenham. Ped Improvements  
 improvements £8,515.61 Actual Lowden Hill Road Tunnel Ped & sign  
 £8,900.00 Estimate - Works complete but final account awaited.

Total commitment 2013-14 **£23,650.61**Remaining Budget 2013-14 **£29,790.63****Chippenham CATG****BUDGET 2014-15**

£18,087.00 CATG ALLOCATION 2014-15

£29,790.63 2013-14 underspend

Contributions £200.00 North Wraxall PC for C151 chevron sign  
 £342.00 Grittleton PC for Foscombe  
 £500.00 Kington Langley PC

**Total Budget 2014-15** **£48,919.63****Commitments carried forward from 2013-14**

Chippenham Wood Lane Area road safety posters substantive bid £1,500.00 Estimate Cuttle Lane bidstone  
 £5,000.00 Contribution to substantive scheme  
 Chippenham Lowden tunnel street lighting £1,238.00 Actual

**New Schemes**

1. Kington Langley footway extension £3,100.00 Estimate - Works complete but final account awaited.  
 2. New Road Chippenham zebra crossing refurbishment £8,223.00 Estimate  
 3. A4 Pewsham Way Chippenham signs £410.00 Estimate - Works complete but final account awaited.  
 4. C154 and Grove Lane speed limit implementation £4,500.00 Estimate  
 5. C86 Foscombe signs and lines £1,365.00 Actual  
 6. Lowden tunnel signals feasibility study £5,034.00 Actual  
 7. C151 Ford Chevron Warning signs £800.00 Estimate  
 8. Blackthorn Mews pedestrian survey £650.00 Estimate  
 9. Market Quarter cycleway works £3,016.00 Estimate  
 10. Church Lane Stanton St Quinton signs / lines £800.00 Estimate

Total commitment 2014-15 **£35,636.00**Remaining Budget 2014-15 **£13,283.63**



## Local Sustainable Transport Fund (LTSF) for the project “Improving Wiltshire’s Rail Offer”

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Progress with cycling and walking schemes:-

- Monkton Park cycle links now completed
- Long Close to Hardens Mead link now completed
- Bristol Road to Woodlands Road – this involves improvements to the existing pedestrian crossing, and lengths of shared-use path to make a link between the cycle path from the schools to Woodlands Road. Construction is scheduled to start on 2<sup>nd</sup> February 2015 and take 15 days
- Hungerdown Lane - Detail design of shared-use path on the southern section to be completed by end of October. Construction anticipated to take place between Jan/March 2015
- Avenue la Fleche/Wood Lane – cycle link comprising upgraded crossing and shared-use path. Detailed design nearing completion with construction scheduled for 5<sup>th</sup> January 2015 and last for 15 days
- Forest Lane to Lodge Lane – Provision of shared-use cycle links to existing zebra crossing. Construction scheduled to start on 3<sup>rd</sup> November for 10 days
- London Road to Habrels Close – Shared use path on London Road to make connections with paths linking Wood Lane with Habrel’s Close. Construction scheduled for 20<sup>th</sup> October for 5 days
- Long Close to Baydon’s Road - Two options were designed but Option 2 which avoids the neighbouring landowners land is considered too expensive and Option 1, which is on part of hid land, is not acceptable to the third party land owner. Discussions with the landowner will proceed but the scheme will not be progressed using LSTF funding which comes to an end in March
- Marshfield Road to Dallas Road (Ivy lane Gyrotory). A scheme for cycle improvements is being designed by Atkins
- High street to Gladstone Road - A feasibility study is being undertaken by Atkins and is due to be completed by the end of March 2015. A scheme will require Environment Agency consent to adapt the current footbridge and involves third party land. Design only in 2014/15 with construction following in a future year.







The TransWilts rail service is doing well with patronage levels well above the original predictions.

The Brompton cycle hire scheme planned for Chippenham Station has been given listed building consent and will be set up in the next couple of months. The provision of new cycle parking is also planned but we are awaiting agreement on locations with FGW.





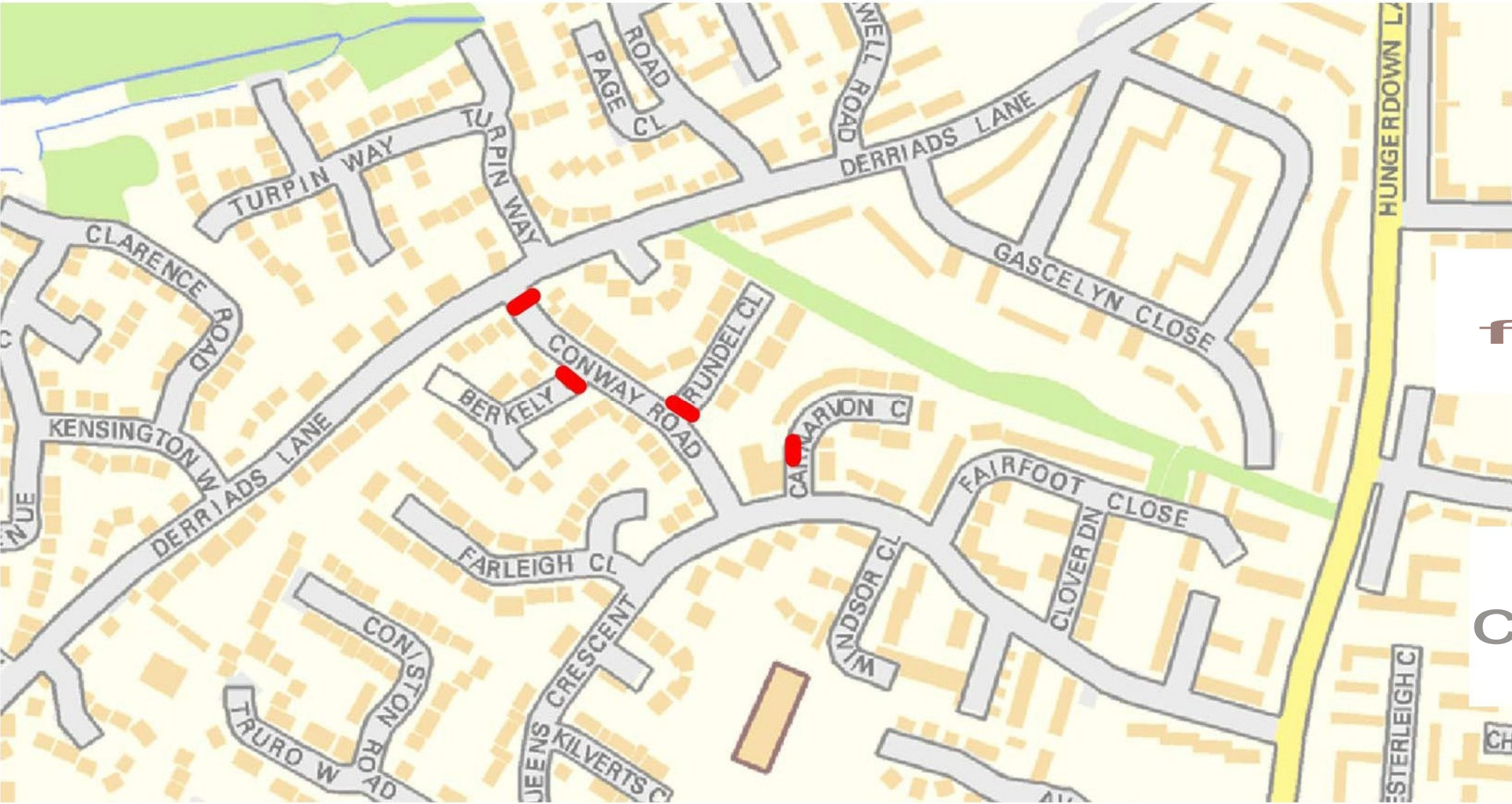
**Chippenham Grit Bin Selected Sites 2014**

<p><b>The Butts</b>          Grit Bin to be installed onto the grassed strip outside the flats. It is presumed it is private, and does not have Highway Rights' over it. Unless ownership can be determined, an alternative position will be to move the street name plate, which will allow the bin to be sited at that location.(See option 2 photo)          The grass verge is the preferred option.</p>	 <p>Option 1</p>  <p>Option 2</p>
<p><b>Wood Lane/Avenue La Fleche</b>          Grit bin to be sited on the splitter island, the bin accessible from the footway side and the rear of the bin to the road</p>	
<p><b>Saxby Road</b>          Grit bin to be sited next to light column Saxby Road</p>	
<p><b>Saxby Road/Evans Road</b>          Grit bin to be sited on the edge of the Public Open Space at the junction of Saxby Road and Evans Close</p>	
<p><b>Ivy Road</b>          Grit bin to be located mid way on hill, on the recess on wall on the edge of footway</p>	

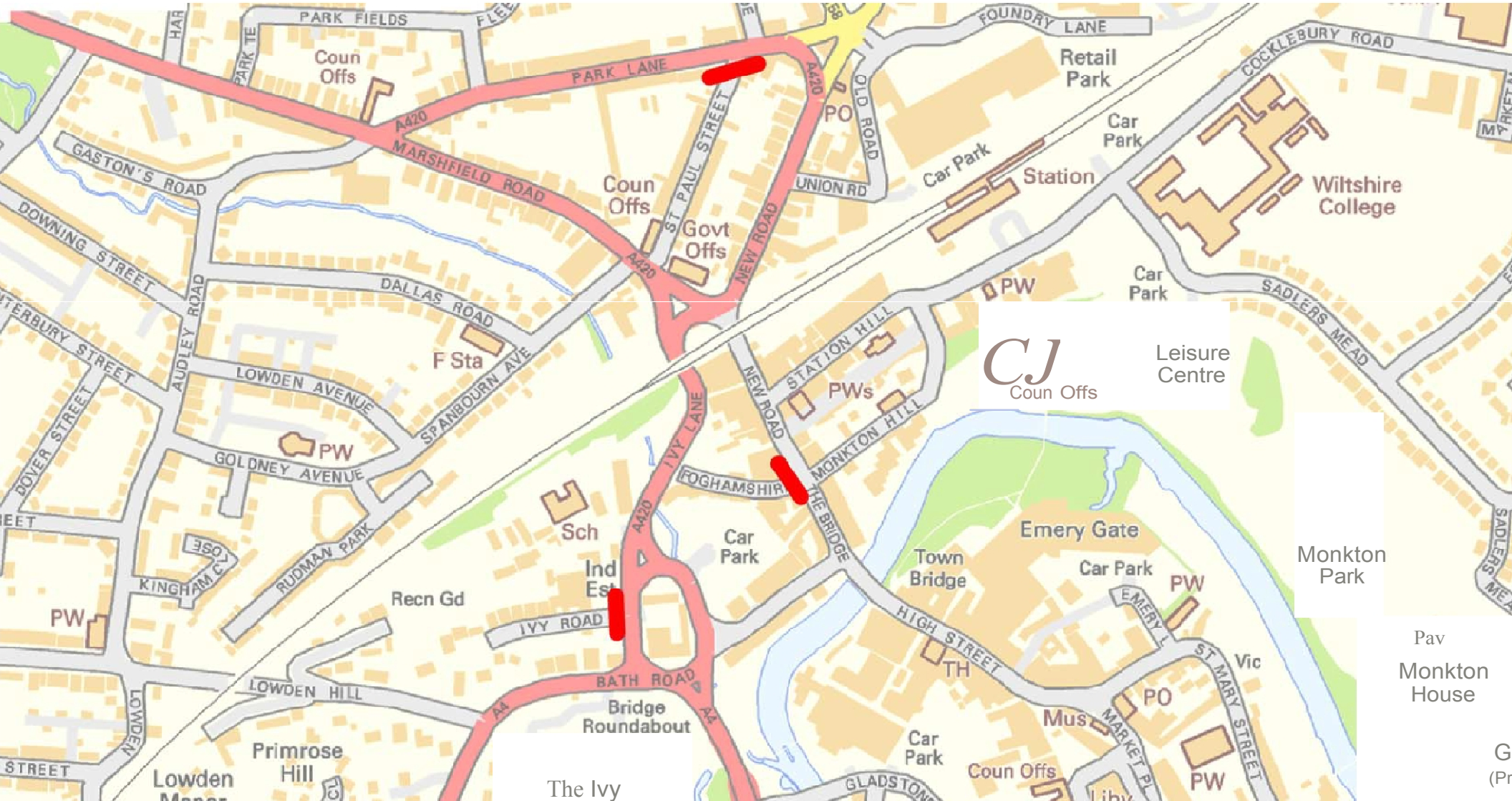




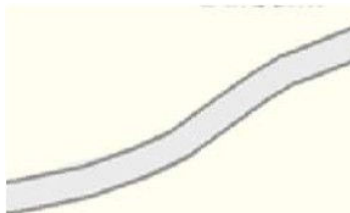
 REQUESTED DROP KERB LOCATION



■ REQUESTED DROP KERB LOCATION



 REQUESTED DROP KERB LOCATION



Woodhuish Brook

Scrap Yard

OL ROAD

ng

The Studio  
Dairy House Farm

Stonehayes

Farmhouse

Allington Bar

Allington Bar Farm

Bailey's Field

Brook Roundabout

A420

A420

BRISTOL RD

A350

Bumpers Farm

A350

Retail Park



 REQUESTED DROP KERB LOCATION

## Schemes in progress Chippenham CATG 13<sup>th</sup> October 2014

Street / Area Location	Town / Village	Issue No	Scheme Description	Actions & Notes	Score
Lowden Tunnel, Chippenham	Chippenham	2062	Pedestrian Safety	<ul style="list-style-type: none"> <li>• See archive issue 478.</li> <li>• The bids to the Substantive Highways Fund in 2012 &amp; 2013 for shuttle signals were not successful.</li> <li>• <b>CATG</b> agreed that a third bid to the Substantive Scheme will be rejected without specialist feasibility study. The group agreed to recommend funding of £5,000 is allocated for a feasibility study</li> <li>• Estimated cost of shuttle work system in excess of £100,000 and would not provide the overall level of improvement we are seeking for pedestrians</li> <li>• Directional LED lighting into the tunnel agreed. Cost £775. Lighting has been installed</li> <li>• Resurfacing needs to be undertaken underneath tunnel and footpath maintenance also required. <b>PB</b> will liaise with Peter Binley regarding the maintenance and advise <b>MR</b> when completed.</li> <li>• <b>MR</b> will produce a scheme for a narrow footpath and will report back to next CATG meeting. Anticipated cost £3,000/£4,000</li> </ul>	43

## Schemes in progress Chippenham CATG 13<sup>th</sup> October 2014

Street / Area Location	Town / Village	Issue No	Scheme Description	Actions & Notes	Score
Langley Road, Chippenham	Chippenham	2086	Improve pedestrian safety. There is no footway provision on the Cliff House side of the road.	<ul style="list-style-type: none"> <li>• Footway installed, but scheme has gone over budget</li> <li>• Division Cllr request bollards are added to the scheme for improved pedestrian safety</li> <li>• Bollards estimated at approximately £600</li> <li>• Issue 2086 is complete and will be closed.</li> <li>• The request for bollards will be registered as a new issue, referred Chippenham Town Council and if supported reconsidered b CATG.</li> </ul>	43
Grove Lane, Kington St Michael	Kington St Michael	2467	Traffic calming, relocation of 30mph signs	<ul style="list-style-type: none"> <li>• Work is in progress</li> <li>• Combining work for efficiency with Kington St Michael Rd 50mph speed limit</li> <li>• Implementation in progress</li> </ul>	11



## Schemes in progress Chippenham CATG 13<sup>th</sup> October 2014

Street / Area Location	Town / Village	Issue No	Scheme Description	Actions & Notes	Score
Blackthorn Mews / Canal Road / Lodge Road	Chippenham	3013	Request to upgrade pedestrian crossing	<ul style="list-style-type: none"> <li>• Scheme supported by Chippenham Town Council on 14 October 2013:</li> <li>• A pedestrian count is required to inform CATG discussions this will cost £650</li> <li>• <b>CATG</b> agreed to recommend £487 funding allocation to Chippenham Area Board, conditional upon funding contribution of £163 from Chippenham Town Council</li> <li>• 26-Jun-14 Chippenham Town Council confirms funding contribution of £163 towards this scheme.</li> <li>• Pedestrian Count identified 791 individuals crossing to access Kings Lodge School</li> <li>• Highways officers advise:               <ul style="list-style-type: none"> <li>○ Movements in the area have increased due to the Rise Trust building</li> <li>○ Poor visibility due to parked vehicles</li> </ul> </li> <li>• <b>MR</b> recommends formal assessment is carried out. CATG agreed and asked MR to proceed with formal assessment and to liaise with local NPT regarding parked vehicles</li> </ul>	44

## Schemes in progress Chippenham CATG 13<sup>th</sup> October 2014

Street / Area Location	Town / Village	Issue No	Scheme Description	Actions & Notes	Score
Market Quarter	Chippenham	3048	Connect Market Quarter to Calne Railway Cycle Track	<ul style="list-style-type: none"> <li>• Chippenham Town Council confirmed support for this request 29-Aug-13</li> <li>• Mark Hunnybun has granted permission for the hedge to be cut, however, cutting cannot take place during nesting season 1<sup>st</sup> March – 31<sup>st</sup> July</li> <li>• <b>MR</b> confirmed costs to create a break in the hedge and provide a temporary cycleway:               <ol style="list-style-type: none"> <li>1. For hedge removal - £516</li> <li>2. Informal path 1.5 width &amp; 6m length with timber edging £2,500</li> </ol> </li> <li>• <b>CATG</b> agreed to recommend funding allocation of £2,262 to Chippenham Area Board conditional upon funding contribution of £754 from Town Council</li> <li>• 26-Jun-14 Chippenham Town Council confirms funding contribution of £754 towards this scheme</li> <li>• Highways Officers advise:               <ul style="list-style-type: none"> <li>○ Hedge cleared at the end of the nesting season</li> <li>○ Balance of funding remaining £2,600</li> <li>○ Not part of public highway so temporary path only and clearance and levelling also needed</li> <li>○ This work is not included in the contract with Balfour Beatty</li> </ul> </li> <li>• CATG agreed that <b>MR</b> should negotiate price with Balfour Beatty or with a local contractor to stay within budget of £2,600</li> </ul>	TBA

## Schemes in progress Chippenham CATG 13<sup>th</sup> October 2014

Street / Area Location	Town / Village	Issue No	Scheme Description	Actions & Notes	Score
C86 Foscote, Grittleton	Grittleton	3081	Traffic calming	<ul style="list-style-type: none"> <li>• Due to be installed by the Autumn</li> </ul>	17



## Schemes recommended for Priority & Funding

### Chippenham CATG – 13<sup>th</sup> October 2014

Street / Area	Town / Village	Issue No.	Scheme Description	Actions & Notes	Score
Fenway Park / Cepen Park North	Chippenham	3299	Request for pedestrian crossing	<ul style="list-style-type: none"> <li>• 01-May-14 Chippenham Town Council confirm support for this request</li> <li>• Division Councillor Nina Phillips has indicated that she wishes CATG to consider this scheme as a bid to the Substantive Scheme 2015/16</li> <li>• <b>MR</b> advises pedestrian count will be required (Average cost of count is £1,350)</li> <li>• CATG agreed to proceed with pedestrian count, conditional upon 25% contribution from Chippenham Town Council.</li> <li>• <b>VW</b> to include in report to Area Board 10-Nov-14</li> </ul>	



## New & existing Highways Requests for retention & further consideration Chippenham CATG – 13<sup>th</sup> October 2014

Street / Area	Town / Village	Issue No.	Scheme Description	Actions & Notes	Score
A350 Pretty Chimneys crossing	Kington Langley	3158	Handrails to be installed on both sides of crossing point	<ul style="list-style-type: none"> <li>• Request from Chairman of Parish Council to review this issue. Site meeting took place on 23<sup>rd</sup> March attended by <b>MR, DG, HG, MD</b>.</li> <li>• <b>MR</b> advised that nothing can be attached to guard rail, installation must be just inside the existing rail</li> <li>• <b>CATG</b> was reminded that the guard rails that have been installed meet required safety standards without hand rails</li> <li>• No evidence available regarding the number of people crossing the road. The bus company does not keep exact statistics of passengers using the stop but stated that the numbers were “very low”.</li> <li>• <b>MR</b> advised that in addition to the cost of rails, CATG should be aware that lanes on A350 would have to be closed to carry out the works, this will incur significant costs</li> <li>• Parish Council suggest that handrails could be installed when grass cutting is taking place as lane closures are required for this too</li> <li>• <b>MR</b> instructed to explore option to carry out work at the same time as grass cutting.</li> <li>• <b>MR</b> advised that safety auditor has been consulted and has stated: <ul style="list-style-type: none"> <li>○ A handrail cannot be attached to the barrier, as it would adversely affect integrity of the barrier</li> </ul> </li> </ul>	28

*(cont)*

## New & existing Highways Requests for retention & further consideration Chippenham CATG – 13<sup>th</sup> October 2014

Street / Area	Town / Village	Issue No.	Scheme Description	Actions & Notes	Score
				<ul style="list-style-type: none"> <li>○ The safety barrier is designed to implode upon impact. The proposed addition of a handrail could endanger drivers and is not advised.</li> <li>• <b>MD</b> asked if consideration could be given to painting the stretch of barrier a different colour</li> <li>• <b>MR</b> has consulted with barrier designer and safety auditor. Both were of the opinion that painting a different colour would offer little and may in fact distract drivers.</li> <li>• <b>MR</b> asked to provide a cost for next CATG</li> <li>• CATG asked how many people use the crossing and with what frequency. <b>VW</b> to contact Parish Clerk for details.</li> </ul>	



## New & existing Highways Requests for retention & further consideration Chippenham CATG – 13<sup>th</sup> October 2014

Street / Area	Town / Village	Issue No.	Scheme Description	Actions & Notes	Score
Stanton St Quintin, Various	Stanton St Quintin	3390	<ol style="list-style-type: none"> <li>1. Damaged or obscured existing signs</li> <li>2. Request for new sign E.g.: Please drive slowly through the village</li> <li>3. Village Gateways/White gates</li> </ol>	<ul style="list-style-type: none"> <li>• 6-Aug-14 Parish Council asked to confirm support for 2 &amp; 3</li> <li>• 7-Aug-14 Parish Clerk confirms support for 2 &amp; 3</li> <li>• There have been several requests from Stanton St Quintin in recent months. See also 3626 &amp; 3627.</li> <li>• CATG agreed the following actions: <ul style="list-style-type: none"> <li>○ Maintenance issues to be removed as they are not matters for CATG. These matters to be dealt with by <b>RD</b></li> <li>○ <b>MR</b> to arrange a site visit with Parish Chairman to clarify the remaining issues and report back to next CATG</li> </ul> </li> </ul>	
Canal Road	Chippenham	3392	<p>Road Safety</p> <ol style="list-style-type: none"> <li>1. Dropped kerbs by lamppost 11</li> <li>2. Crossing point or zebra crossing</li> </ol>	<ul style="list-style-type: none"> <li>• 9-Oct-14 The Town Council supports the request for dropped kerbs but needs more information before deciding whether a crossing is required</li> <li>• Dropped kerbs request added to the list of requests for consideration</li> <li>• <b>MR</b> to carry out informal assessment and report back to next CATG</li> </ul>	
Lysley Close	Chippenham	3393	Dead end signs	<ul style="list-style-type: none"> <li>• 9-Oct-14 The Town Council supports the request</li> <li>• <b>MR</b> to carry out site visit and cost of sign</li> </ul>	

## New & existing Highways Requests for retention & further consideration Chippenham CATG – 13<sup>th</sup> October 2014

Street / Area	Town / Village	Issue No.	Scheme Description	Actions & Notes	Score
Timber Street, Chippenham	Chippenham	3445	Create individual parking bays	<ul style="list-style-type: none"> <li>7-Aug-14 Chippenham Town Council confirm support for this request</li> <li><b>MR</b> to assess and report back to next CATG meeting</li> </ul>	
Union Road	Chippenham	3481	Road markings	<ul style="list-style-type: none"> <li>The Town Council suggest that Wiltshire Council send a letter requesting that these road markings are included in the improvements forming part of the redevelopment of the Railway Station</li> <li>MR will check that the lining crew have this on their list</li> </ul>	
Upper Seagry	Seagry	3486	White lines painted to protect grass verges from damage by parked vehicles	<ul style="list-style-type: none"> <li>8-Oct-14 Seagry Parish Council confirm in principle support for this request</li> <li><b>MR</b> to visit to establish exact requirements it may be possible to deal with this matter outside of CATG</li> <li><b>MR</b> to report back to next CATG</li> </ul>	
Pewsham Way	Chippenham	3503	Speeding traffic	<ul style="list-style-type: none"> <li>Member of the public completed a Metro Count Request form. This was sent to Road Safety Unit 6-Aug-14</li> <li>Road Safety Unit advises that for safety reasons, Metro Counts are not carried out in areas where the speed limit is over 40mph. The Police do not carry out speed monitoring where the speed limit is over 40mph</li> </ul>	

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## New & existing Highways Requests for retention & further consideration Chippenham CATG – 13<sup>th</sup> October 2014

Street / Area	Town / Village	Issue No.	Scheme Description	Actions & Notes	Score
				<ul style="list-style-type: none"> <li>Speed monitoring can be undertaken in areas over 40mph using Speed Detection Radar (SDR) to capture the necessary data.</li> <li><b>MR</b> will contact the correspondent directly to establish the exact location that is causing concern</li> </ul>	
Hill Rise	Chippenham	3569	Traffic calming/Speedwatch	<ul style="list-style-type: none"> <li>Sent to Chippenham Town Council for comment 29-Sep-14</li> <li>See 2438</li> </ul>	
Forest Lane/Pewsham Bypass	Chippenham	3605	Improve safety at crossing	<ul style="list-style-type: none"> <li>The Town Council supports this request for a Highways Officer to look at the current situation</li> <li><b>MR</b> to carry out site visit and report back to next CATG</li> </ul>	
Old Road off A429 at Stanton St Quintin by Murco Garage	Stanton St Quintin	3626	Unsuitable for HGV signage or something more suitable to stop HGVs parking along the road	<ul style="list-style-type: none"> <li><b>MR</b> to arrange a site visit with Parish Chairman to clarify the remaining issues and report back to next CATG</li> </ul>	

## New & existing Highways Requests for retention & further consideration Chippenham CATG – 13<sup>th</sup> October 2014

Street / Area	Town / Village	Issue No.	Scheme Description	Actions & Notes	Score
Stanton St Quintin	Stanton St Quintin	3627	<ul style="list-style-type: none"> <li>i. Parish Steward visits to occur when programmed to do so</li> <li>ii. Double yellow lines by the Murco Garage to be reinstated as soon as possible to prevent illegal parking.</li> <li>iii. Litter bins to be erected in the village as promised</li> </ul>	<ul style="list-style-type: none"> <li>• CATG agreed the following actions:                             <ul style="list-style-type: none"> <li>○ Maintenance issues to be removed as they are not matters for CATG. These matters to be dealt with by <b>RD</b></li> <li>○ <b>MR</b> to arrange a site visit with Parish Chairman to clarify the remaining issues and report back to next CATG</li> </ul> </li> </ul>	

## Requests recommended for removal

### Chippenham CATG – 13<sup>th</sup> October 2014

Street / Area Location	Town / Village	Community Issue No	Scheme Description	Actions & Notes	Score
Langley Road, Chippenham	Chippenham	2086	Improve pedestrian safety. There is no footway provision on the Cliff House side of the road	<ul style="list-style-type: none"> <li>• <b>COMPLETED</b></li> <li>• Footway completed</li> <li>• Division Cllr has requested bollards are also installed at this location</li> <li>• No residual funds available following the installation of the footway</li> <li>• A new request has been raised for considered by the Town Council and CATG</li> </ul>	
Hill Corner Road	Chippenham	2438	Traffic calming measures	<ul style="list-style-type: none"> <li>• <b>COMPLETED</b></li> <li>• Community Speedwatch Scheme for the are being coordinated by Cllr Nick Watts</li> </ul>	
Church Lane, Stanton St Quintin	Stanton St Quintin	3112	Traffic calming	<ul style="list-style-type: none"> <li>• <b>COMPLETED</b></li> <li>• Improvements made to signs and lines</li> </ul>	
Barley Leaze	Chippenham	3332	Request for 'No Access' road markings	<ul style="list-style-type: none"> <li>• Town Council confirms support 23-May-14</li> <li>• <b>MR</b> has carried out an informal assessment and advises that "No Access" would not be appropriate in this instance</li> <li>• <b>CATG</b> recommends removal from list</li> <li>• <b>VW</b> to include in report to Chippenham Area Board 10-Nov-14</li> </ul>	

# Requests recommended for removal

## Chippenham CATG – 13<sup>th</sup> October 2014

Street / Area Location	Town / Village	Community Issue No	Scheme Description	Actions & Notes	Score
Union Road	Chippenham	3481	Road markings	<ul style="list-style-type: none"> <li>The Town Council suggest that Wiltshire Council send a letter requesting that these road markings are included in the improvements forming part of the redevelopment of the Railway Station</li> <li>Highways Team confirmed that the lining crew have this one on their list</li> <li><b>CATG</b> recommends removal from list</li> <li><b>VW</b> to include in report to Chippenham Area Board 10-Nov-14</li> </ul>	
Station Hill	Chippenham	3488	Remove parking bays and reduce kerb width to widen road	<ul style="list-style-type: none"> <li>17-Jul-14 Chippenham Town Council confirm support</li> <li>Reduction in kerb width undertaken as part of the scheduled work on Cocklebury Road/Station Hill (Aug/Sept 2014)</li> <li>Reduction in the number of parking bays will be dealt with by Jamie Mundy as part of the Annual Waiting Restrictions review of Chippenham</li> <li>The proposal is to remove bays at top and to create new bays outside of old TJ Autos building instead</li> <li><b>CATG</b> recommends removal from list</li> <li><b>VW</b> to include in report to Chippenham Area Board 10-Nov-14</li> </ul>	

## Requests recommended for removal

### Chippenham CATG – 13<sup>th</sup> October 2014

Street / Area Location	Town / Village	Community Issue No	Scheme Description	Actions & Notes	Score
Malmesbury Road (near Deansway)	Chippenham	3554	Traffic calming or reduction to 20mph	<ul style="list-style-type: none"> <li>Considered by Chippenham Town Council 9<sup>th</sup> October 2014 – not supported.</li> <li>Chippenham CATG is not able to proceed with requests unless they are supported by the Town &amp; Parish Council</li> </ul>	
Cocklebury Road	Chippenham	3563	Remove parking bays	<ul style="list-style-type: none"> <li>Considered by Chippenham Town Council 9<sup>th</sup> October 2014 – not supported.</li> <li>Chippenham CATG is not able to proceed with requests unless they are supported by the Town &amp; Parish Council</li> </ul>	
Malmesbury Road	Chippenham	3592	Parking for residents	<ul style="list-style-type: none"> <li>Considered by Chippenham Town Council 9<sup>th</sup> October 2014 – not supported.</li> <li>Chippenham CATG is not able to proceed with requests unless they are supported by the Town &amp; Parish Council</li> </ul>	
London Road	Chippenham	3595	<ul style="list-style-type: none"> <li>Install measures to ensure that the set speed restriction is adhered to</li> <li>The road to be access only there is a bypass nearby.</li> </ul>	<ul style="list-style-type: none"> <li>Considered by Chippenham Town Council 9<sup>th</sup> October 2014 – not supported.</li> <li>Chippenham CATG is not able to proceed with requests unless they are supported by the Town &amp; Parish Council</li> </ul>	

## Requests recommended for removal

### Chippenham CATG – 13<sup>th</sup> October 2014

Street / Area Location	Town / Village	Community Issue No	Scheme Description	Actions & Notes	Score
Speed Awareness Project	Chippenham Community Area	N/A	Raise speed awareness near local schools using poster campaign	<ul style="list-style-type: none"> <li>Due to low level of participation CATG recommend this project is discontinued</li> <li><b>VW</b> to include in report to Chippenham Area Board 10-Nov-14</li> </ul>	