

NOTES OF THE CAWS COMMITTEE MEETING – WEDNESDAY 27 SEPTEMBER 2023

**The Community Action: Whitley & Shaw (CAWS) committee met at the Head Shed at 7pm.**

1. **Welcome / Present /Apologies:**

Peter welcomed everyone to the meeting.

2. **Present:** Peter Richardson; Lesley Sibbald; Alison Candlin; Ann Harrison; Kirsty Jamieson; Dan Pike; Helen Mitchell; Melinda Adcock; Lesley Woolmer

**Apologies:** Mike Booth; Joan Boorer; Maureen Hibbot; Alex Lunt; Mary Pile; Pippa Richardson

3. **Actions from previous meeting**

#	Action	Responsible	Status
4(Jan23)	Design Chatty Bench sign	Mike / Peter	WIP – Mike to draft sign
5 (Jan23)	Consult with Methodist Church re a chatty bench at that site	Peter	Outstanding – awaiting draft sign to show to church
6 (Jan23)	Purchase Tree guards	Peter / Lesley	Postponed until Autumn
5 (Mar 23)	CAWS to provide chatty bench for Whitley Stores with the proviso that the bench is made of recycled material	Alison	Ongoing – to be timed in to coincide with the opening of the new location
1 (May 23)	Initiate discussion with Shaw School on Travel Plan	Kirsty	WIP
2 (May 23)	Discuss creation of a practical skills matrix with Jonathan Rumens	Peter	Complete
3 (May 23)	Provide a contact list of CAWS committee, once CEG approval given for use in an emergency	Lesley	Overtaken by events as CEG have now compiled a list of specialists and will contact CAWS (via Chair) if they need additional support during an incident
4 (May 23)	Provide a list of Whitley Stores volunteers as ‘non specialist’ volunteers once CEG approval is given, for use in an emergency.	Alison	Overtaken by events as CEG have now compiled a list of specialists and will contact CAWS (via Chair) if they need additional support during an incident
5 (May23)	Develop a draft safeguarding policy	Kirsty	WIP
11 (May 23)	Generate a gap analysis to show what parts of a Neighbourhood Watch scheme are already being delivered in a different way.	Peter	Not yet started
13 (May 23)	Draft and print Speedwatch posters	Kirsty, Lesley, Mike	Complete?
14 (Jul23)	All committee members to identify residents who may be willing to join the committee	All	Complete
15 (Jul 23)	Approach Methodist Church for availability on Wednesday 6th September.	Lesley	Complete
16 (Jul 23)	Date and venue of AGM to be advertised in Connect and Facebook	Peter / Mike	Complete
17 (Jul 23)	Consider including on the AGM agenda an item of the Local/Neighbourhood Plan	Peter / Lesley	Complete
18 (Jul 23)	CAWS to underwrite cost of Local History books	Peter / Joan	WIP
19(Jul 23)	Peter to seek updated quotes for design and production of Topography Signs	Peter	Complete – to be discussed during the meeting (see item 7)
20 (Jul 23)	Monitor and report on any new planning application, taking photographs / keeping notes as appropriate	All	Ongoing

NOTES OF THE CAWS COMMITTEE MEETING – WEDNESDAY 27 SEPTEMBER 2023

21 (Jul 23)	Report areas of overgrown vegetation to MWPC	Lesley	Complete
22 (Jul 23)	Lobby for Village Broadband updates	Dan	Ongoing
23 (Jul 23)	Identify and print suitable Speedwatch posters	Kirsty	Complete
24 (Jul 23)	Transfer books from shipping container	Mike/Maureen	Outstanding

4. **AGM Feedback – All**

Peter advised that the governance in terms of new committee members required completion Peter therefore proposed the new CAWS committee members - Helen Mitchell, Melinda Adcock and Lesley Woolmer. Dan seconded the proposal.

All agreed that the venue worked well and the topics were interesting. Lesley advised that it had been the best attended AGM (excluding the one that took place during covid). Peter agreed to write an update article for Connect. **Action: Peter**

5. **Chair Report discussion:**

Having circulated his report in advance, Peter advised that he would not go through it in detail but would concentrate on the key issues for discussion / agreement and / or action from the committee.

Topic	Discussion and / or Action Points	Decision / Action
<b>Field</b>	The committee agreed with Peter's suggestion that a letter of thanks be sent to the buyer	<b>Peter</b>
<b>Road safety</b>	Peter is encouraging MWPC to take a more pragmatic / strategic approach to ensure all relevant parties are joined up. Evidence is key in identifying issues so reporting is very helpful – potholes to Highways Dept and accidents / incidents to the Police	<b>Peter</b> <b>All</b>
<b>Field</b>	No action to be taken immediately but Peter will speak to the benefactor in a week or two to see how they want to progress matters with CAWS. Depending on the outcome, a sub-group could be set up.	<b>Peter</b>
<b>Local Plan</b>	Consultation started 29/09/23 (runs until 22/11/23) and consultation event is on 4/10/23 (Melksham Community Campus) Peter to speak with Philip Alford to see if he will be prepared to host a local event and then CAWS will need to decide how to best respond to the plan. Peter proposed that a working group be set up for this in due course (ensuring the engagement / views of villagers and not just CAWS members). Dan to circulate a link to the committee for the Local Plan email from Wiltshire Council	<b>All</b> <b>Peter</b> <b>Dan</b>
<b>Neighbourhood Plan</b>	Consultation starts mid-October but as soon as the NP is released Peter will let the committee know Peter will get confirmation from the NP Steering Group regarding a local consultation event (proposed date 10/11/23)	<b>Peter</b>
<b>Topography signs</b>	Peter proposed that the A1 size design is accepted and all agreed. This can now be progressed	<b>Peter</b>

6. **Field between Whitley & Shaw – Peter**

Peter suggested that a sub-group is set up to progress matters with the benefactor. All agreed but it was decided to pause for a short while before approaching the benefactor to see how they want to progress matters with CAWS. Peter may seek to engage the services of Fields in Trust to assist with any legal matters in due course. **Action: Peter**

7. **Quotation for Topography signs – Peter**

Peter has received the quote for two signs from Shelley Signs (other companies approached failed to respond). This is close to the original estimate. MWPC are providing a 50% grant. The committee agreed to move forward with two A1 signs.

**Action: Peter**

8. **General Finance Update**

Joan provided a report of the current financial position, as follows:

- CAWS: £6799 / CEG: £412 / Total: £7211

A recent payment of £333.35 was made for insurance.

9. **Whitley Stores Update – Alison**

Alison reported that the planning permission has been granted at the Pear Tree and that the portacabin has been purchased. They are hoping that this will be on site during the half term week. Clearance of the site has commenced and wood cladding for the portacabin is on order. A Corsham window company have provided doors and windows for free. The applications for the necessary licences have been reinstated and there will be a call for volunteers in the next issue of Connect. The AGM is being held next week.

10. **Safeguarding –Kirsty**

Kirsty advised that she has drafted the policy and it has been sent to Peter. The next activity is for Peter and Kirsty to review it. **Action Kirsty, Peter**

11. **Broadband Monitoring Update – Dan**

Dan updated the committee saying that he continues to be in discussion with the CEOs of BDUK and Open Reach. Dan is not expecting any quick resolution even if something can be done. **Action: Dan**

12. **Speedwatch/Road Safety – Kirsty (and noting Chair's report)**

Kirsty confirmed that Richard and Elizabeth Bean have now retired from Speedwatch. It was agreed that a 'thank you' should be given in recognition. Peter will arrange for a £50 Lowden voucher and 'thank you' to be sent. **Action: Peter**

Kirsty advised that the posters are complete and these will now need to be placed in noticeboards, on Facebook and also sent to the school for inclusion in the next newsletter. **Action: Kirsty, Mike**

Kirsty reported that the first Speedwatch session at the new position on Corsham Road was undertaken and clocked 305 vehicles in one hour (8.30 – 9.30), 15 cars were travelling at over 36mph. Another session held at the original spot closer to Shaw school clocked 578 vehicles in one hour (before and after school finishing times), 3 cars travelling at over 36mph. Details of these cars are passed to the police.

Peter advised that he had met with the Atworth Parish Council member. The informed him that they are considering joining the national road safety week (19 – 25/11/23) run by BRAKE road safety charity. Peter has registered with the charity and when he hears more about the event he will engage / circulate details to the committee. Kirsty will then speak to the Head of Shaw School with a view to getting the children engaged with designing posters. **Action: Peter, Kirsty**

13. **Phone Box Library – Maureen**

Peter noted that the library now appeared to be well stocked and the outstanding action should be closed.

14. **Fete (Summer 2024) – All**

Carried forward to next meeting.

NOTES OF THE CAWS COMMITTEE MEETING – WEDNESDAY 27 SEPTEMBER 2023

15. **AOB – Peter/All**

- a) **CAWS AOL email:** Dan proposed using a new email address due to the issues experienced with AOL. He agreed to investigate this further including the use of a new repository (Google drive).

16. **Date of Next Meeting**

Wednesday 29th November 2023 commencing at 19:00. Venue - The Headshed

The meeting closed at 20:50

Lesley Woolmer  
CAWS Minutes Secretary

NOTES OF THE CAWS COMMITTEE MEETING – WEDNESDAY 27 SEPTEMBER 2023

17. Outstanding Action Summary

#	Action	Responsible	Status
4 (Jan23)	Design Chatty Bench sign	Mike / Peter	WIP – Mike to draft sign
5 (Jan23)	Consult with Methodist Church re a chatty bench at that site	Peter	Outstanding – awaiting draft sign to show to church
6 (Jan23)	Purchase Tree guards and notify nearby residents	Peter / Lesley	Postponed until Autumn (when trees are ready to be planted - hopefully November) Lesley has consulted residents
5 (Mar 23)	CAWS to provide chatty bench for Whitley Stores with the proviso that the bench is made of recycled material	Alison	Ongoing – to be timed in to coincide with the opening of the new location
1 (May 23)	Initiate discussion with Shaw School on Travel Plan	Kirsty	WIP – Kirsty is joining the school's travel group
3 (May 23)	Provide a contact list of CAWS committee, once CEG approval given for use in an emergency	Lesley	Overtaken by events as CEG have now compiled a list of specialists and will contact CAWS (via Chair) if they need additional support during an incident
4 (May 23)	Provide a list of Whitley Stores volunteers as 'non specialist' volunteers once CEG approval is given, for use in an emergency.	Alison	Overtaken by events as CEG have now compiled a list of specialists and will contact CAWS (via Chair) if they need additional support during an incident
5 (May23)	Develop a draft safeguarding policy	Kirsty	WIP Kirsty has drafted and sent to PR – will review jointly. Kirsty to also share with Lesley S
11 (May 23)	Generate a gap analysis to show what parts of a Neighbourhood Watch scheme are already being delivered in a different way.	Peter	Not yet started
13 (May 23)	Draft and print Speedwatch posters	Kirsty, Lesley, Mike	Ongoing - Posters to now be distributed and displayed
18 (Jul 23)	CAWS to underwrite cost of Local History books	Peter / Joan	Ongoing
20 (Jul 23)	Monitor and report on any new planning application, taking photographs / keeping notes as appropriate	All	Ongoing
22 (Jul 23)	Lobby for Village Broadband updates	Dan	Ongoing
1 (Sept 23)	Write update article on AGM for Connect	Peter	Outstanding
2 (Sept 23)	Peter to send letter of thanks to the benefactor for the field	Peter	Outstanding
3 (Sept 23)	Peter to liaise with the field benefactor re future engagement with CAWS	Peter	Outstanding
4 (Sept 23)	Peter to speak with Philip Alford regarding a local event regarding the Wiltshire Local Plan	Peter	Outstanding
5 (Sept 23)	Circulate link to the Local Plan	Dan	Outstanding
6 (Sept 23)	Confirm NP local event with NP Steering Group	Peter	Outstanding
7 (Sept 23)	Arrange production of topography signs	Peter	Outstanding
8 (Sept 23)	Thank You for Richard and Elizabeth Bean	Peter	Outstanding
9 (Sept 23)	Investigate joining national road safety week (organised by BRAKE)	Peter	Outstanding