

NOTES OF THE CAWS COMMITTEE MEETING – WEDNESDAY 29 NOVEMBER 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; Dan Pike; Melinda Adcock; Mike Booth; Ann Harrison; Maureen Hibbot; Kirsty Jamieson; Helen Mitchell; Mary Pile; Lesley Sibbald; Lesley Woolmer

**Apologies:** Alison Candlin; Alex Lunt

Absent: Joan Boorer

**3. Actions from previous meeting**

#	Date	Action	Responsible	Status
101	Jan 23	Design Chatty Bench sign	Mike / Peter	WIP – Mike to draft sign
102	Jan 23	Consult with Methodist Church re a chatty bench at that site	Peter	Outstanding – awaiting draft sign to show to church
103	Jan 23	Purchase Tree guards	Peter / Lesley	Postponed until Autumn (when trees are ready to be planted – hopefully November) Lesley has consulted residents
104	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
105	May 23	Initiate discussion with Shaw School on Travel Plan	Kirsty	Complete – discussions have commenced
106	May 23	Develop a draft safeguarding policy	Kirsty	WIP Kirsty has drafted and sent to PR – will review jointly. Kirsty to also share with Lesley S
107	May 23	Generate a gap analysis to show what parts of a Neighbourhood Watch scheme are already being delivered in a different way.	Peter	Complete
108	May 23	Draft and print Speedwatch posters	Kirsty, Lesley, Mike	Complete
109	Jul 23	CAWS to underwrite cost of Local History books	Peter / Joan	Ongoing
110	Jul 23	Monitor and report on any new planning application, taking photographs / keeping notes as appropriate	All	Ongoing
111	Jul 23	Lobby for Village Broadband updates	Dan	Ongoing
112	Sep 23	Write update article on AGM for Connect	Peter	Complete
113	Sep 23	Peter to send letter of thanks to the benefactor for the field	Peter	Complete
114	Sep 23	Peter to liaise with the field benefactor re future engagement with CAWS	Peter	Complete
115	Sep 23	Peter to speak with Philip Alford regarding a local event regarding the Wiltshire Local Plan	Peter	Complete
116	Sep 23	Circulate link to the Local Plan	Dan	Complete
117	Sep 23	Confirm NP local event with NP Steering Group	Peter	Complete
118	Sep 23	Arrange production of topography signs	Peter	Complete
119	Sep 23	Thank You for Richard and Elizabeth Bean	Peter	Outstanding
120	Sep 23	Investigate joining national road safety week (organised by BRAKE)	Peter	Cancelled – overtaken by events

- 4. Chair's Report and discussion / agreement on matters arising** (noting that items may also be discussed via outstanding Actions and other Agenda items below:

NOTES OF THE CAWS COMMITTEE MEETING – WEDNESDAY 29 NOVEMBER 2023

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>Local/Neighbourhood Plans</b>	To discuss if we wish to be represented at a hearing session regarding the Local Plan – this action was noted for future consideration See details captured in Agenda item #5	<b>Peter</b>
<b>Field</b>	Ongoing dialogue with the new owners coincident with the development of their own plans – CAWS will remain in close contact with them Peter has issued a letter of appreciation and thanks to the new owners	<b>Peter</b>
<b>Trees</b>	To note planting issues and plans Peter is still chasing MWPC for a date and has also asked Teresa Strange for a quote as it may be that CAWS need to plant the trees and seek reimbursement from MWPC	<b>Peter</b>
<b>Signs</b>	To finalise content and further consult with landowners See details captured in Agenda item #8	<b>Peter, Lesley S</b>
<b>History book</b>	To donate £75 to Wiltshire Air Ambulance, as the original authors of some of the pictures cannot be traced. Peter indicated that he intends to produce an update to the book, as there is already a lot of interest in a 2 <sup>nd</sup> edition.	<b>Peter</b>

**5. Update on consultation submissions regarding the Local and Neighbourhood Plans – Peter**

Peter advised that the submissions have been made and it is now a case of waiting to see what happens. He expressed his nervousness that CAWS points could get overlooked or lost in amongst other responses. The way forward is unclear and Peter is going to speak with Wiltshire Councillors to try and ascertain their approach / next steps. There will be a hearing session on the Local Plan at some stage in the future and CAWS will need to decide if it wished to attend. **Action: Peter**

Lesley S asked if our responses could be referenced if any other planning requests come through in the meantime and Peter agreed.

Peter advised that he has written to Philip Alford to challenge the approach to planning in Melksham. He will distribute a copy of his correspondence. Fundamentally there are two technical problems which encourage developers to build in Melksham:

- Wiltshire council are required to have a 5 year development plan and do not have this. So, if any planning applications for large developments are submitted, the balance is automatically in favour of approval.
- Farmers in the Melksham area are submitting their land as being “available to purchase for development”.

**Action: Peter (note – this action was completed 30/11/23)**

**6. In light of the gap analysis, do we wish to pursue a Neighbourhood Watch Scheme? – Peter**

Peter has completed and circulated the gap analysis to identify what we would get for the community if we joined a Neighbourhood Watch Scheme compared to what CAWS provide. No significant benefits were identified and all agreed that we do not join the scheme at the current time.

**7. Update on the field between Whitley & Shaw**

Prior to the meeting Peter circulated his document detailing assumptions and options (inc pros and cons) for the field which has also been shared with the new owners – Mike and Leila. He advised that a positive meeting was held with Mike and Leila on 5<sup>th</sup> November and it was agreed that CAWS would continue to work closely with them to provide help and support. A volunteer day has already taken place in the field and was well attended, and Whitley Golf Club have also offered help with maintenance e.g. grass cutting.

**8. Topography Sign Design etc - Peter**

Peter presented the topography signs. Lesley S will check these for any grammatical errors / typos. It was noted that a QR code to be shown on the signs will take you to a Wiltshire Council map of all the footpaths in the local area.

With regard to the location of the sign to be displayed at Shaw Village Hall, Mike agreed to raise this with the Village Hall Committee and respond to Peter who will then place the order. It may be appropriate for it to be attached to the wall rather than be placed on its own lectern. **Action: Lesley S, Mike**

**9. General Finance update – provided by Peter in Joan’s absence**

The balance remains healthy (circa £8k) but there are still a number of outstanding liabilities e.g. signs, bench, insurance etc.

Peter advised that MWPC have opened their annual grant applications and discussion took place as to which grants might benefit the work that CAWS chooses to do. It was agreed that CAWS should apply for half the cost of two benches (one for Whitley Stores and one for the field), plus the full cost of its annual insurance policy. However, given that both benches are on privately owned land, it is not clear if MWPC will agree to the award of such a grant. Peter agreed to discuss with Teresa Strange before submitting anything. **Action: Peter**

**10. Whitley Stores Update - Alison**

Alison issued a full update to the committee prior to the meeting, as she was unable to attend the meeting. Peter summarised this and said that the work is progressing well, except for the electrical connection.

Lesley S asked if any of CAWS existing stock of raffle prizes should be donated to the raffle at the Whitley Stores Creative Market raffle. It was agreed that the more expensive alcoholic items should be kept, but that other items would be donated to Whitley Stores. Lesley S will speak to Alison. **Action: Lesley S**

**11. Broadband Monitoring Update – Dan**

Dan advised that this activity is carried forward – nothing is going to happen quickly.

Peter advised that in his response to the Neighbourhood Plan, he included the expectation that any benefits from developments would need to include improvements to the local broadband provision.

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

Kirsty advised that she now has the data to support the need for police to attend the new Corsham Road Speedwatch site. The police have recently carried out checks on Shaw Hill. Further details will be provided at the next meeting.

Kirsty reported that in the period July 2020 to November 2023, “1<sup>st</sup> letters” for speeding had been issued as follows:

Shaw & Whitley - 504

Beanacre - 35

Berryfields - 70

Seend - 12

It was agreed that this is concerning and that more data and analysis would be required to understand the disparity.

**13. Phone Box Library maintenance, damp issues and ventilation – Maureen**

Maureen reported a major problem with condensation in the phone box and suggested that a ventilator fan should be installed. . It was agreed that CAWS shall cover the costs of doing so.

Maureen also reported that we need to prevent the books from touching the damp walls. Mike said that he may have the appropriate materials to upgrade the shelving to achieve this. He pointed out that this would only be a temporary solution to the issue of the books being damaged by water.

It was agreed that a full refurbishment of the phone box would be considered in 2024. **Action: Mike**

14. **Fete (Summer 2024) – All**

It was agreed that there would not be a summer fete in 2024. CAWS would support the Shaw Village School fete in some way.

Mike requested that CAWS look at clearing its shelves in the shipping container at the village hall. It was agreed to do this in the spring of 2024. This led to discussions about holding a car boot sale on the playing field (at which CAWS could potentially sell some of the items from the shipping container). Mike agreed to take this suggestion to the Shaw Village Hall Committee. **Action: Mike**

15. **AOB – Peter / All**

- a) **Litter picking:** Maureen raised the fact that this had been missed this year. It was agreed to have this as an agenda item for the January 2024 meeting. **Action: Dan**
- b) **Best kept village:** Lesley S advised that this has not been entered since pre-Covid. It was agreed to pick this up in 2024. **Action: Dan**
- c) **Google drive:** Peter requested that Dan continues to investigate the use of a new repository (Google drive). **Action: Dan**

16. **Date of Next Meeting**

Wednesday 24th January 2024 commencing at 19:00. Venue - The Headshed.

The meeting closed at 20:40

Lesley Woolmer  
CAWS Minutes Secretary

NOTES OF THE CAWS COMMITTEE MEETING – WEDNESDAY 29 NOVEMBER 2023

17. Outstanding Action Summary

#	Date	Action	Responsible	Status
101	Jan 23	Design Chatty Bench sign	Mike / Peter	Mike has designed and is to just add a church in the background £16 cost per sign agreed – Mike to purchase 2
102	Jan 23	Consult with Methodist Church re a chatty bench at that site	Peter	Outstanding – awaiting draft sign to show to church
103	Jan 23	Purchase Tree guards	Peter / Lesley	Postponed until Autumn (when trees are ready to be planted – hopefully November) Lesley has consulted residents
104	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
106	May 23	Develop a draft safeguarding policy	Kirsty	WIP Kirsty has drafted and sent to PR – will review jointly. Kirsty to also share with Lesley S
109	Jul 23	CAWS to underwrite cost of Local History books	Peter / Joan	Ongoing
110	Jul 23	Monitor and report on any new planning application, taking photographs / keeping notes as appropriate	All	Ongoing
111	Jul 23	Lobby for Village Broadband updates	Dan	Ongoing
119	Sep 23	Thank You for Richard and Elizabeth Bean	Peter	Outstanding
121	Nov 23	Ascertain Wiltshire Council approach / next steps for Local and Neighbourhood plans	Peter	
122	Nov 23	Circulate correspondence with Philip Alford re Melksham approach to planning	Peter	Complete
123	Nov 23	Review topography signs for grammatical errors / typos etc	Lesley S	
124	Nov 23	Ask Shaw Village Hall Committee for view on where topography sign should be placed	Mike	
125	Nov 23	Progress annual grant application with MWPC	Peter	
126	Nov 23	Liaise with Alison re donation of prizes to the Whitley Stores Creative Market raffle	Lesley S	
127	Nov 23	Investigate ventilation fans and 'book ends' in the phone box library	Mike	
128	Nov 23	Seek views of Shaw Village Hall Committee regarding a car boot sale on the playing field	Mike	
129	Nov 23	Agenda items for 2024 – Litter Picking and Best Kept Village	Dan	
130	Nov 23	Google drive for CAWS documentation	Dan	