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. <u>Present</u>: Peter Richardson; Lesley Sibbald; Alison Candlin; Ann Harrison; Kirsty Jamieson; Dan Pike; Helen Mitchell; Melinda Adcock; Lesley Woolmer

<u>Apologies:</u> Mike Booth; Joan Boorer; Maureen Hibbot; Alex Lunt; Mary Pile; Pippa Richardson

3. Actions from previous meeting

Design Chatty Bench sign Consult with Methodist Church re a chatty bench at that site	Mike / Peter Peter	WIP – Mike to draft sign
-	Peter	the state of the s
at that site	. 0.0.	Outstanding – awaiting draft
		sign to show to church
Purchase Tree guards	Peter / Lesley	Postponed until Autumn
CAWS to provide chatty bench for Whitley Stores	Alison	Ongoing – to be timed in to
with the proviso that the bench is made of		coincide with the opening of
recycled material		the new location
Initiate discussion with Shaw School on Travel Plan	Kirsty	WIP
Discuss creation of a practical skills matrix with Jonathan Rumens	Peter	Complete
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
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
Develop a draft safeguarding policy	Kirsty	WIP
Generate a gap analysis to show what parts of a	Peter	Not yet started
·	Kirsty Lesley	Complete?
Trait and print operation posters	I	- Completer
All committee members to identify residents who	All	Complete
may be willing to join the committee		
Approach Methodist Church for availability on	Lesley	Complete
Wednesday 6th September.		
Date and venue of AGM to be advertised in	Peter / Mike	Complete
Connect and Facebook		
Consider including on the AGM agenda an item	Peter / Lesley	Complete
of the Local/Neighbourhood Plan		
•		WIP
	Peter	Complete – to be discussed
		during the meeting (see item 7)
application, taking photographs / keeping notes	All	Ongoing
	with the proviso that the bench is made of ecycled material initiate discussion with Shaw School on Travel Plan Discuss creation of a practical skills matrix with conathan Rumens Provide a contact list of CAWS committee, once CEG approval given for use in an emergency Provide a list of Whitley Stores volunteers as 'non pecialist' volunteers once CEG approval is given, or use in an emergency. Develop a draft safeguarding policy Generate a gap analysis to show what parts of a deighbourhood Watch scheme are already being lelivered in a different way. Draft and print Speedwatch posters All committee members to identify residents who may be willing to join the committee approach Methodist Church for availability on Wednesday 6th September. Date and venue of AGM to be advertised in Connect and Facebook Consider including on the AGM agenda an item of the Local/Neighbourhood Plan CAWS to underwrite cost of Local History books Peter to seek updated quotes for design and production of Topography Signs Monitor and report on any new planning	with the proviso that the bench is made of ecycled material nitiate discussion with Shaw School on Travel Plan Discuss creation of a practical skills matrix with onathan Rumens Provide a contact list of CAWS committee, once Discuss given for use in an emergency Provide a list of Whitley Stores volunteers as 'non pecialist' volunteers once CEG approval is given, or use in an emergency. Develop a draft safeguarding policy Eleivered in a different way. Draft and print Speedwatch posters All committee members to identify residents who may be willing to join the committee Exproach Methodist Church for availability on Wednesday 6th September. Date and venue of AGM to be advertised in Connect and Facebook Consider including on the AGM agenda an item of the Local/Neighbourhood Plan EAWS to underwrite cost of Local History books Peter / Joan Peter roseek updated quotes for design and production of Topography Signs Monitor and report on any new planning application, taking photographs / keeping notes All

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
Field	The committee agreed with Peter's suggestion that a letter of thanks be sent to the buyer	Peter
Road safety	Peter is encouraging MWPC to take a more pragmatic / strategic approach to ensure all relevant parties are joined up.	Peter
	Evidence is key in identifying issues so reporting is very helpful – potholes to Highways Dept and accidents / incidents to the Police	All
Field	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.	Peter
Local Plan	Consultation started 29/09/23 (runs until 22/11/23) and consultation event is on 4/10/23 (Melksham Community Campus)	All
	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).	Peter
	Dan to circulate a link to the committee for the Local Plan email from Wiltshire Council	Dan
Neighbourhood Plan	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)	
Topography signs	Peter proposed that the A1 size design is accepted and all agreed. This can now be progressed	Peter

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 Elizabethe 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.

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

17. Outstanding Action Summary

4 (Jan 23) Design Chatty Bench sign Mike / Peter WiP – Mike to draft sign Consult with Methodist Church re a chatty bench at that site draft sign to show to church at that site draft sign to show to church residents 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 Peter / Lesley Postponed until Autumn (when trees are ready to be planted – hopefully November) Lesley has consulted residents Peter / Lesley Postponed until Autumn (when trees are ready to be planted – hopefully November) Lesley has consulted residents Peter / Lesley Postponed until Autumn (when the proviso that the bench is made of recycled material Initiate discussion with Shaw School on Travel Plan Plan Firsty is joining the school's travel group Plan Pl	#	Action	Responsible	Status
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