

NOTES OF THE CAWS COMMITTEE MEETING – WEDNESDAY 24 JANUARY 2024

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

1. Welcome / Present /Apologies:

Peter welcomed everyone to the meeting.

Before the meeting commenced in full, Peter asked the committee if they would be happy for Lesley K to record the meeting on her phone to aid with the documentation of the minutes. The recording will be deleted once the minutes are signed off. All agreed.

2. Present: Peter Richardson; Dan Pike; Melinda Adcock; Joan Boorer; Mike Booth; Alison Candlin; Ann Harrison; Maureen Hibbot; Lesley King; Mary Pile; Lesley Sibbald

Apologies: Kirsty Jamieson; Helen Mitchell; Alex Lunt

3. Actions from previous meeting

#	Date	Action	Responsible	Status
101	Jan 23	Design Chatty Bench sign	Mike / Peter	Complete. See Chair Report.
102	Jan 23	Consult with Methodist Church re a chatty bench on site	Peter	Outstanding
103	Jan 23	Purchase Tree guards	Peter / Lesley	Postponed
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	Review complete and draft to be reviewed in the meeting
109	Jul 23	CAWS to underwrite cost of Local History books	Peter / Joan	Complete. See Chair Report.
110	Jul 23	Monitor and report on any new planning application, taking photographs / keeping notes as appropriate	All	Ongoing but remove from action list - see below
111	Jul 23	Lobby for Village Broadband updates	Dan	Ongoing but remove from action list – see below
119	Sep 23	Thank You for Richard and Elizabeth Bean	Peter	Complete. See Chair Report.
121	Nov 23	Ascertain Wiltshire Council approach / next steps for Local and Neighbourhood plans	Peter	Complete. See Chair Report.
122	Nov 23	Circulate correspondence with Philip Alford re Melksham approach to planning	Peter	Complete. See Chair Report.
123	Nov 23	Review topography signs for grammatical errors / typos etc	Lesley S	Complete
124	Nov 23	Ask Shaw Village Hall Committee for view on where topography sign should be placed	Mike	Complete. Lectern sign preferred near play area. See Chair Report.
125	Nov 23	Progress annual grant application with MWPC	Peter	Complete. See Chair Report.
126	Nov 23	Liaise with Alison re donation of prizes to the Whitley Stores Creative Market raffle	Lesley S	Complete
127	Nov 23	Investigate ventilation fans and 'book ends' in the phone box library	Mike	Ongoing
128	Nov 23	Seek views of Shaw Village Hall Committee regarding a car boot sale on the playing field	Mike	Complete – see below
129	Nov 23	Agenda items for 2024 – Litter Picking and Best Kept Village	Dan	Complete – see below
130	Nov 23	Google drive for CAWS documentation	Dan	Ongoing

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:

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.

NOTES OF THE CAWS COMMITTEE MEETING – WEDNESDAY 24 JANUARY 2024

Topic	Discussion and / or Action Points	Decision/Action
Planning	To note status on NP and LP and correspondence with WC. PR has received a response from Wiltshire council and is liaising with Phil Alford. Peter agreed to circulate the correspondence to the committee (and this action was completed on 25 th January 2024). It was agreed to close action #110 as planning is a standing agenda item.	Peter
Chatty Bench Sign	To note / confirm final design. Mike has added the church to the background and all agreed with the final design.	Peter
CEG	PJR to pass on thanks to CEG at their next meeting? All agreed that thanks should be given following recent events.	Peter
SID	To note potential 50/50 grant application for a SID on the same basis of previously approved applications to MWPC and the PCC. If the Area Board do ultimately give the go ahead to submit an application, (by 7 th February 2024) this would be for £2k and Peter will go to MWPC to ask if they will match the funding as the cost of the SID is circa £4k. The road markings of SLOW on Shaw Hill and Corsham Road are approved will be painted on once there are enough jobs in the area	Peter
Safeguarding	To approve policy (agenda item) – carried forward to next meeting.	Peter

5. **Update on the field between Whitley & Shaw – Peter**

Land for the houses at The Beeches has been squared off. Progress continues to be made and the second bench will go on the field. Peter mentioned that he thinks MWPC could be persuaded to make pond at bottom of the field as it would be good for biodiversity etc but would also help mitigate the amount of water that flows across to the school.

6. **General Finance update - Joan**

Joan talked through the Treasurers report (as at 24th January 2024) as follows:

Balances 01/01/23:

CAWS: £6367 **CEG:** £548 **Total** £6915

Balances 31/12/23:

CAWS: £6680 **CEG:** £846 **Total** £7,526

Transactions in November included a grant of £1797 to CEG from Scottish Hydro

Peter then bought a Honda Generator for £1,300

£63 to Jonathan for CEG expenses

£45 for hire of Whitley Methodist Church for the AGM

So far this year we have paid £75 to Wiltshire Air Ambulance

Peter displayed the following table he has drafted. This shows estimated commitments and potential commitments and indicates that if everything comes off then we will be spending all of the funds.

Lesley S suggested that if the car boot sale goes ahead (see below) then this could perhaps go towards the SID and this in turn might encourage more involvement from local people.

CAWS Liabilities (Estimate)	
Commitments	
Head Shed Venue for 12 months (estimate)	£350
Topography signs (50% grant received)	£2,500
Chatty Bench signs (estimate)	£50
Telephone Box repairs - vents and repaint (estimate)	£150
Tree guards etc (estimate)	£100
Misc admin costs (estimate)	£50
Total	£3,200
Potential Commitments	
Benches & Insurance @ 50% (if grant approved)	£1,290
SID @ 50% - if grant submitted and approved (estimate)	£2,000
Total	£3,290
Grant Total	£6,490

7. Whitley Stores update - Alison

Alison passed her thanks for the prizes donated by CAWS.

Matters are still stuck in an administrative dead end regarding the electricity supply which is causing a delay in the electricity being connected.

The drainage is in and the framework is up for the deck and the cladding (steps will be taken to make sure the deck is not slippery), the walkway is cleared and the doors will be fitted next week following which the flooring will go down.

The Hub (from Melksham Station) has offered their defibrillator and till.

Peter noted that Teresa Strange had reported the good progress at the last MWPC meeting.

8. Broadband monitoring update – Dan

Dan advised that there is no sign of any money forthcoming. Dan is pursuing the 5G option and considering where the tower could be placed as this needs to be somewhere strategic to reach the widest area. The best candidate is currently Shaw Village Hall although this has not yet been discussed with the Shaw Village Hall committee. Discussion is ongoing regarding cost because there needs to be enough people to make it viable so until we get commitment from people to sign up for 2 years they can't make it cheap enough so that people will readily swap over.

It was agreed to close action #111 as this is now a standing agenda item.

9. Speedwatch/road safety – Peter (in Kirsty's absence)

Kirsty provided a report to Peter for the meeting (see Appendix A).

Peter would like to see more speed enforcements and road marking and speed limits on roads.

Mary asked about the missing 'halo' on the beacon at the zebra crossing outside the school – Peter agreed to look at this.

Action: Peter

10. Safeguarding – Peter (in Kirsty's absence)

Prior to the meeting Peter circulated the safeguarding policy drawn up by Kirsty which has had reviewed. Given Kirsty's absence it was agreed to review this with the committee next month (action #106).

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

Maureen advised that a number of books appear to have gone missing, however she will not restock the library until the phone box renovations are complete (the door is also now not closing properly).

Mike advised that the priority is the damp but unfortunately it will never be 100% dry. He hopes to be able to look at the ventilation (fans) in the next month and the painting in April time. Dan offered to help with cutting any perspex if needed.

12. Litter picking – Lesley S

Lesley proposed the date of 24th March 2024 for the litter picking (starting 1pm at Shaw School). Peter advised that this coincides well with The Great British Spring Clean (all as part of Keep Britain Tidy).

Lesley agreed to draw up posters (based on templates that should be available) and Mike will print these. Lesley will use the posters and Facebook to publicise the event and Mike will arrange for it to go in Connect. **Action: Lesley S and Mike**

13. Best Kept Village – Dan

Dan asked for someone from Shaw (preferably) to volunteer to take this on. He is going to ask Helen but wondered if there were any other volunteers. If no one is forthcoming then there will be no entry this year. The deadline is 19th April 2024.

Peter agreed to put something in Connect and to mention it to those he knows in the Gardening Club. Joan agreed to provide all of the material she has from a previous submission. **Action: Dan, Peter and Joan**

14. Potholes and pavements – Dan

Dan has been communicating with Phil Alford regarding the state of the pavements and potholes. He asked if the committee were happy for him to progress this in CAWS name rather than as an individual. Mary advised that she had been

NOTES OF THE CAWS COMMITTEE MEETING – WEDNESDAY 24 JANUARY 2024

dealing with Stuart Renfrew (a highway technician) regarding the same so Dan agreed to also talk to him. Dan will compile a list of all the issues. **Action: Dan**

15. AOB – Peter / All

- a) **Car boot sale** - Mike advised that Shaw Village Hall committee voted in favour of the car boot sale, to be held mid-summer when the playing field is dry and with a lunchtime start to avoid clashing with other local sales. The CAWS committee proposed a date of 10 August for this. It will require volunteers to run it and Peter offered to mention this in the Connect article. It was agreed to discuss this in more detail in the next meeting. **Action: Peter and Dan**
- b) **Shaw Village Hall AGM** - Mike advised that this is set for Saturday 16th March 2024, at 10.30am in the village hall. He also asked if anyone wanted to volunteer to join the committee as they are short of members.
- c) **New MWPC representative** - Peter advised that this will be Martin Franks (to replace Stefano Patacchiola).
- d) **Community picnic** - Ann advised that they are hoping to arrange a community picnic on 13th July 2024, possibly at Shaw School (or Evergreen Meadow) but this is all still to be confirmed.
- e) **Whitley Reading rooms** - Peter advised that there could be two vacancies for committee members around July time if anyone is interested.

16. Date of Next Meeting - Dan

Wednesday 27th March 2024 commencing at 19:00. Venue - The Headshed.

The meeting closed at 20:30

Lesley King
CAWS Minutes Secretary

NOTES OF THE CAWS COMMITTEE MEETING – WEDNESDAY 24 JANUARY 2024

17. Outstanding Action Summary

#	Date	Action	Responsible	Status
102	Jan 23	Consult with Methodist Church re a chatty bench on site	Peter	Outstanding
103	Jan 23	Purchase Tree guards	Peter / Lesley	Carried forward – proposal is for trees to be planted 1/2/24 by JH Jones for free. Lesley S to 'oversee'.
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	PR has reviewed. Committee review carried forward to next meeting in Kirsty's absence.
127	Nov 23	Investigate ventilation fans, 'book ends' and repainting the phone box library	Mike	Ongoing
130	Nov 23	Google drive for CAWS documentation	Dan Peter	Ongoing – Dan and Peter to meet to discuss
131	Jan 24	Topography signs – engineer has checked out the Littleworth Lane location, Shaw Village Hall is still to be completed	Peter	
132	Jan 24	Litter picking event – 24 th March 2024. Posters to be designed and printed and the event publicised	Lesley S Mike	
133	Jan 24	Best Kept Village – speak with Helen about becoming involved	Dan	
134	Jan 24	Best Kept Village – request for volunteer(s) to go in to Connect	Peter	
135	Jan 24	Best Kept Village – previous records/information to be provided	Joan	
136	Jan 24	Pavements and potholes – produce a list of all issues and progress with Phil Alford and Stuart Renfrew	Dan	
137	Jan 24	Car boot sale – to be publicised in Connect	Peter	
138	Jan 24	Car boot sale – to be discussed in more detail at next meeting	Dan	

APPENDIX A

Speedwatch notes for CAWs meeting 24th January 2024

There have been no Speedwatch team sessions since the last meeting due to the low numbers of team members. For several months there has only been Peter Harrison and Kirsty Jamieson, who has been unable to undertake duties recently due to eye surgery. One new volunteer has just undertaken training so sessions should be able to begin again early February. There are 3 other potential volunteers who hope to undertake the training. This would enable regular sessions in both Shaw and Whitley.

Speed Enforcement team have undertaken 2 sessions since our last meeting. The outcomes are highlighted in pink below.

Speed Enforcement Wiltshire Police. Shaw Hill – (around Beltane Place)

Date	# vehicles speeding	Highest speed	To be offered speed awareness sessions	3 points & £100 fine	Court Summons
6 Dec 2022	24	47	19	5	
20 Dec 2022	64	47	55	9	
26 Jan 2023	43	50	40	2	1
? Feb 2023	?	?	24	2	2
22 Feb 2023	13	52	17	2	
8 Sept 2023	<8	40	<8		
4 Oct 2023	9	40	9?		
29 Nov 2023	18	48	14	4	

Speed Enforcement Wiltshire Police. Corsham Rd – (around school)

Date	# vehicles speeding	Highest speed	To be offered speed awareness sessions	3 points & £100 fine	Court Summons
8 Sept 2023	<8	37 by school	<8		
28 Nov 2023	5	40	5		