

**Traveller Reference Group Strategy Group Meeting**  
**Thursday 19 October 2017 - 10:00**  
**Salisbury Room, County Hall, Trowbridge**

**Minutes**

**TRG Strategy Group Membership:**

Steve Maddern (SM)	Public Health Consultant, Wiltshire Council	Dave Payne (DP)	Senior Health Trainer, Wiltshire Council
Wendy Atkinson (WA)	Education, Wiltshire Council	Sam Heathcote (SH)	Assistant Team Manager Children's Safeguarding & Assessment, Wiltshire Council
Mike Davies (MD)	G & T Manager, Wiltshire Council	Stephen Davies (SDa)	Commissioning Officer, Wiltshire Council
Emily Higson (EH)	Corporate Support Manager, Wiltshire Council	Carolyn Gibson (CG)	Spatial Planning Economy, Wiltshire Council
Henning Totz (HT)	Senior Planning Officer, Wiltshire Council	Rosalind Green (RG)	GP, Salisbury Medical Practice
Mike Hewitt (MH)	Wiltshire Councillor - Bourne and Woodford Valley Division	Joel Williams (JW)	Dorset & Wiltshire Fire & Rescue
Nicola Powell (NP)	Early Help Team Leader, Wiltshire Council	Jenny Rowe (JR)	Estates Manager, Wiltshire Council
Janet O'Brien (JOB) [Nicole Smith to receive minutes]	Head of Housing Strategy & Assets, Wiltshire Council	Jim Lynch	Wiltshire Councillor
Ken Oliver (KO)	Countryside Manager	Andy Mullings (AM)	Enforcement, Wiltshire Council
Peter Sparrow (PS)	Wiltshire Police	Jane Vowles (JV)	Public Health Specialist, Wiltshire Council
Sean Chacksfield (SC)	Communications Officer, Wiltshire Council	Tom Bray (TB)	Community Engagement Manager, Wiltshire Council
Steven Donohue (SDo)	Traveller Education Service (TES); Wiltshire Council	Sean Williams (SW)	Enforcement Team Leader, Wiltshire Council

**Attendees:**

Andy Mullings (AM), Steve Maddern (SM), Dave Payne (DP), Jane Vowles (JV) Jenny Rowe (JR), , Dr Rosalind Green (RG), via lync Stephen Davies (SD) Henning Totz (HT) Steven Donohue (SDo), Bryton Spalling (BS), Cllr Mike Hewitt (MH), Cllr Jim Lynch (JL).

**Apologies received:**

Sean Chacksfield, Nicole Smith, Sean Williams, Tom Bray, Janet O'Brien, Wendy Atkinson, Nicola Powell, Mike Davies.

Agenda Item	Action
<p>1. <u>Welcome/Apologies and Introductions from the Chair</u> The Chair, Andy Mullings welcomed attendees to the meeting and 'around the table' introductions took place.</p> <p>Apologies were noted, as per the above list.</p>	
<p>2. <u>Minutes / Actions of the last meeting held in July 2017</u> The Minutes were reviewed and actions discussed. Updates were given as follows:</p> <ul style="list-style-type: none"> <li>• Samantha Heathcote has agreed to join the group as representative from the children's</li> <li>• Tom Bray was invited to discuss how we manage community engagement, but unfortunately unable to attend, Tom will attend the January meeting. <b>Action: JV to add to January agenda</b></li> <li>• Attendees reviewed the TRG Implantation Action Plan, SM provided a copy of the TRG report he took the ESC meeting in September.</li> <li>• MD was unable to attend the meeting, please see the link to the web pages that Lisa Hannaway Assistant Communications Officer has put together (although the pages are not yet live). It is possible to produce the training package based on this info, that way we would be consistent although members of this group could add/delete detailed info from services as required. <a href="http://www.wiltshire.gov.uk/gypsies-travellers-review">http://www.wiltshire.gov.uk/gypsies-travellers-review</a> <b>Action: Some pages still require content, All members to review website. JV to work with MD to produce the training package</b></li> <li>• The paper outlining the options for the undeveloped council owned sites is now complete, with additional options for the transit site being included. The paper will be discussed with CLT and a briefing paper for members which summarises the report is being produced. <b>Action SD to share briefing paper with TRG Group.</b></li> <li>• JV discussed customer feedback with Frank Colman, Frank explained the council's customer service doesn't have a feedback process, they use their data to measure satisfaction, and they don't actually go out to customers to survey them. In the past they have and it has not produced a great deal, customers tend to shy away from surveys! Frank is happy to support/help in any way to design something, electronic or paper based...or both. JV also had a conversation with Phil Morgan (Knowledge Management &amp; Census Liaison Manager). He has a lot of information on the county demographic but not on traveller sites. <b>Action: JV to follow-up with Customers services to see if they have any data on G&amp;T</b></li> <li>• KO provided the group with a summary report from the Boaters survey.</li> <li>• Housing strategy has gone to full Cabinet, a further report to will go back to Cabinet in a few weeks.</li> <li>• Action from Police uptake carried forward, Rough sleeps meeting, PS will update the group at the next meeting <b>Action: PS will send over contact details of Lisa Lewis from Doorway to AM so he can ask to attend the meetings.</b> However AM has no time resource to attend meeting at present.</li> <li>• Carried forward: At the last meeting CG asked if there was a 'Spider</li> </ul>	<p>JV</p> <p>ALL</p> <p>JV</p> <p>SD</p> <p>JV</p> <p>PS</p>

<p>diagram'/Referral Pathway in existence highlighting the engagement with other group, the remaining members of the group were unsure what was required Action: <b>SM to contact CG clarification</b></p> <ul style="list-style-type: none"> <li>JV to follow up with Ann Knight at Virgin Care, Ann needs to provide SDo with a single point of contact/e-mail address, SDo to set up notification system (re TES staff group).</li> <li>HT to send a list of Council sites to AK via JV. JV to give Ann Knight AM contact details so he can inform Ann when families with young children or pregnant mothers stop on the highways.</li> <li>No good news stories to report</li> </ul>	<p><b>SM</b></p> <p><b>SDo</b></p> <p><b>JV</b></p>
<p>3. <u>Environment Select Committee Update</u> SM sent an update report to the group, The report is to provide an update to the Environment Select Committee on the progress of the Traveller Reference Group and Traveller Strategy. The 23 points from the implementation plan are included in this report.</p> <p>4. <u>Community Engagement</u> TB will attend the January meeting to give an update on community engagement with Gypsy and Travellers in South Wiltshire.</p> <p>5. <u>Training</u> MD and JV to work on the training package to bring to the January meeting</p> <p>6. <u>Implementation Plan</u> The group worked through outstanding actions, the plan has been updated to reflect updates.</p> <p>7. <u>Improving uptake of screening programmes</u> SM will bring this to the January meeting.</p>	<p><b>TB</b></p> <p><b>MD/JV</b></p> <p><b>SM</b></p>
<p>8. <u>Rolling chair</u> It had previously been agreed there would be a rolling chair for each meeting. Action: A Chair will be sort before the January meeting. JV will prepare the papers for the meeting.</p>	<p><b>HT/JV</b></p>
<p>9. <u>AOB</u> AM updated the group on current highway related issues.</p> <ul style="list-style-type: none"> <li>Separate group of travellers that are repeatedly coming to AM attention</li> <li>Looking for permanent stopping places, in employment and children are in school. HT will look into this</li> <li>17 vehicles were persuaded to leave under trespassing policy</li> </ul>	<p><b>HT</b></p>

<ul style="list-style-type: none"> <li>• Large group on Devizes common, have been asked to move</li> <li>• [REDACTED]</li> <li>• Rubbish dumping problem on the road in to Thingley site</li> <li>• [REDACTED]</li> <li>• [REDACTED]</li> <li>• [REDACTED] The grown is owned by the developers.</li> <li>• Rumer's are spreading between families that there are empty pitches</li> <li>• Amesbury town council feel they are not being support by the police regarding illegal stopping.</li> <li>• Library books are being donated to Thingley Park; they need to be kept securely. But it is understood some books will go missing or become damaged.</li> </ul> <p>JR asked for advice regarding fire issues around rubbish storage. There has to be 2 meters bridging.</p> <ul style="list-style-type: none"> <li>• Heat detectors are being fitted to improve fire safety.</li> <li>• Hedges and shed between caravans are discouraged.</li> </ul> <p>AM to provide a fire services contact to BS</p>	<p>AM</p>
--	-----------

**Dates of future meetings:**

- 15 January 2017 2pm – West Wilts room County Hall Trowbridge