

AGENDA

Meeting: MALMESBURY AREA BOARD
Place: Malmesbury School, Corn Gastons, Malmesbury SN16 0DF
Date: Wednesday 4 September 2013
Time: 7.00 pm

Including the Parishes of Ashton Keynes, Brinkworth, Brokenborough, Charlton, Crudwell, Dauntsey, Easton Grey, Great Somerford, Hankerton, Lea & Cleverton, Leigh, Little Somerford, Luckington, Malmesbury, Minety, Norton & Foxley, Oaksey, Sherston, Sopworth and St Paul Malmesbury Without

The area board welcomes and invites contributions from members of the public. The Chairman will try to ensure that everyone who wishes to speak will have the opportunity to do so.

If you have any requirements that would make your attendance at the meeting easier, please contact your Democratic Services Officer.

Refreshments and networking opportunities will be available from 6.30 pm.

Please direct any enquiries on this agenda to Samuel Bath (Democratic Services Officer), on 01225 718211 or samuel.bath@wiltshire.gov.uk

or Miranda Gilmour (Malmesbury Community Area Manager), on 01672 515742 or miranda.gilmour@wiltshire.gov.uk

All the papers connected with this meeting are available on the Council's website at www.wiltshire.gov.uk

Press enquiries to Communications, on 01225 713114 / 713115.

Wiltshire Councillors

Cllr Chuck Berry
Cllr Simon Killane (Vice Chairman)

Cllr Toby Sturgis
Cllr John Thomson (Chairman)

	Time
<p>1 Chairman's Welcome and Introductions</p> <p>The Chairman will welcome those present to the meeting.</p>	7.00 pm
<p>2 Apologies for Absence</p>	
<p>3 Minutes (<i>Pages 1 - 12</i>)</p> <p>To approve and sign as a correct record the minutes of the meeting held on 03 July 2013.</p>	
<p>4 Declarations of Interest</p> <p>To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.</p>	
<p>5 Chairman's Announcements (<i>Pages 13 - 16</i>)</p> <p>The Chairman will provide information about:</p> <ul style="list-style-type: none"> a. Core Strategy Consultation b. Community Area Joint Strategic Assessments c. Road Signs d. What Matters to you? Survey launch 	7.10 pm
<p>6 Partner Updates</p> <p>To receive updates from the Malmesbury Area Board partners:</p> <ul style="list-style-type: none"> 6a Wiltshire Police and Crime Commissioner (<i>Pages 17 - 18</i>) A report on the findings of the Police and Crime Commissioners 'public opinion survey' is included for the Area Boards attention. 6b Wiltshire Police (<i>Pages 19 - 20</i>) 6c Wiltshire Fire and Rescue Service (<i>Pages 21 - 24</i>) 6d Malmesbury and the Villages Community Area Partnership (<i>Pages 25 - 26</i>) 6e Malmesbury Youth Advisory Group 6f Town and Parish Councils 	7.15 pm
<p>7 Community Operations Board (<i>Pages 27 - 30</i>)</p> <p>Lucy Murray Brown (Head of Campus & Operational Models) will be in attendance to discuss the Campus Programme and the</p>	7.30 pm

	<p>formation of a Shadow Community Operations Board.</p> <p>The Area Board will be asked to consider the effectiveness of these proposals and if agreed, will then ask the community to submit an expression of interest should they wish to be considered for a place on the COB.</p> <p>There will also be an opportunity to submit questions.</p>	
8	<p>Transport: Review of Local Bus Services and Alternative Transport Options</p> <p>Ian White, Head of Service Passenger Transport, will speak to the Area Board about the current review of subsidised bus services across the Malmesbury area.</p> <p>Liam Tatton-Bennett Community Transport Manager at Community First will also discuss; community transport, car sharing and local transport schemes.</p> <p>There will be an opportunity for community input and questions.</p>	7.45 pm
9	<p>Community Issues Update (<i>Pages 31 - 36</i>)</p> <p>The Community Area Manager will provide a summary of current community issues and the area board will agree those to be closed.</p>	8.30 pm
10	<p>Neighbourhood Planning</p> <p>Councillor Killane will provide a brief overview of the Neighbourhood Planning process and the key considerations for those wishing to develop a plan.</p>	8.40 pm
11	<p>Community Area Transport Group (<i>Pages 37 - 48</i>)</p> <p>To consider recommendations from the Malmesbury Community Area Transport Group (CATG).</p>	8.45 pm
12	<p>Area Board Funding (<i>Pages 49 - 54</i>)</p> <p>Councillors will be asked to consider the Community Area Grants report and make recommendations on the applications received:</p> <ol style="list-style-type: none"> 1. Little Somerford Short Mat Bowls Club – award £418 towards a new bowls mat, conditional on the balance of funding being in place. 2. That revenue funding of £3,154 allocated in 2012/13 towards filming equipment for a youth media project (connected with the Malmesbury Neighbourhood Plan consultation) be retained by the area board, as the project is no longer taking 	8.50 pm

place.

13

Evaluation and Close

9.00 pm

Future Meeting Dates

Wednesday, 6 November 2013

7.00 pm

Malmesbury Town Hall, Cross Hayes, Malmesbury
SN16 9BZ

DRAFT MINUTES

Meeting: MALMESBURY AREA BOARD
Place: Crudwell Village Hall, Tetbury Lane, Crudwell SN16 9HB
Date: 3 July 2013
Start Time: 7.00 pm
Finish Time: 9.40 pm

Please direct any enquiries on these minutes to:

Samuel Bath (Democratic Services Officer) Tel: 01225 718211 / Email: samuel.bath@wiltshire.gov.uk,

Papers available on the Council's website at www.wiltshire.gov.uk

In Attendance:

Wiltshire Councillors

Cllr Simon Killane, Cllr Toby Sturgis and Cllr John Thomson

Wiltshire Council Officers

Samuel Bath – Democratic Services Officer

Miranda Gilmour Community Area Manager

Barbara Gray – Senior Events and Campaign Officer

Parvis Khansari – Service Director Strategic Services

Bill Parks – Head of Local Highways (North)

Jacqui White – Service Director Business Services

Malcolm Beaven - Highways & Streetscene Engineer for Malmesbury & Wootton Bassett

Tracy Ruse – Highways & Streetscene Community Coordinator for Malmesbury

Town and Parish Councillors

Malmesbury Town Council – Mayor John Gundry, Francesca Caton, Amanda Kettlely, Julie Exton, Sue Poole, Kim Power

Ashton Keynes Parish Council – David Wingrove

Brinkworth Parish Council – John Beresford, Owen Gibbs

Charlton Parish Council – Simon Burne

Crudwell Parish Council – Ian Mckay

Easton Grey Parish Council – John Tremayne

Great Somerford Parish Council – Melvyn Hourigan, Sid Jevons

Hankerton Parish Council – Terry Mockler

Lea & Cleverton Parish Council – John Cull
Little Somerford Parish Council – Deborah Bourne, Simon Spooner,
Luckington & Alderton Parish Council – Ashley Stopforth, John Buckley
Minety Parish Council – Graham Thorne
Oaksey Parish Council – Robin Rogers
Sherston Parish Council – John Matthews, Martin Rea
St Paul Malmesbury Without Parish Council -

Partners

Police – Mark Thompson, Martin Alvis
Fire – Mike Franklin, Graham Weller

Total in attendance: 50

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
1	<u>Election of Chairman</u> <u>Decision:</u> That Cllr John Thomson would be elected as the Malmesbury Area Board Chairman for the next term of office.
2	<u>Election of Vice Chairman</u> <u>Decision:</u> That Cllr Simon Killane would be elected as the Malmesbury Area Board Vice Chairman for the next term of office.
3	<u>Chairman's Welcome and Introductions</u> The Chairman welcomed everyone to the meeting.
4	<u>Apologies for Absence</u> Apologies for absence were received from: <ul style="list-style-type: none"> • Cllr Chuck Berry • Andrew Woodcock (Malmesbury Town Council) • Tony Pooley (Little Somerford Parish Council) • Gareth Brown (Malmesbury YAG)
5	<u>Minutes</u> The Minutes of the previous meeting, held 6 March 2013 were signed and agreed as an accurate record.
6	<u>Declarations of Interest</u> There were no declarations of interest.
7	<u>Chairman's Announcements</u> The Chairman made the following announcements: <ol style="list-style-type: none"> a) Works on the redoubling of the Swindon to Kemble rail line will commence on Friday 10 August 2013. The road and level crossing in Minety will be closed from Friday, 9 August 2013 to Thursday, 5 September 2013. Further details would be signposted in the area. b) On 1 April 2013 Wiltshire Clinical Commissioning Group (CCG) became

	<p>the statutory body responsible for commissioning local health services for Wiltshire. Any questions on what this means for the Malmesbury Area can be directed to Tracey Torr, Wiltshire CCG, Tel: 01380 736010 or tracy.torr@nhs.net</p> <p>c) NHS 111 will be a free to call service, available 24 hours a day, 365 days a year. It will act as a one stop shop for patients if their healthcare need is urgent, but not a 999 emergency. Wiltshire and BANES CCGs have decided to defer the full launch of NHS 111 until issues around delays in patient treatment and the provision of clinical support are resolved.</p> <p>d) Wiltshire Fire and Rescue Service draft Public Safety Plan 2013-16 is now available to view on the Wiltshire Fire and Rescue Service website. The service welcomes any comments on its plans. Please send any comments or feedback to consultation@wiltsfire.gov.uk</p> <p>e) Wiltshire Safeguarding Children Board: review of guidance on safeguarding thresholds has been completed and hopes to ensure that children and young people get the right help at the right time. New guidance has been issued and your views on this are very welcome. Contact: Tamsin Stone, Lead Commissioner and Children's Trust on 01225 713504.</p>
8	<p><u>Outside Bodies and Working Groups</u></p> <p><u>Decision:</u></p> <p>1) Agreed the following appointments to outside bodies:</p> <p>a) Malmesbury Activity Zone: Cllr Chuck Berry</p> <p>b) MVCAP: Cllr John Thomson</p> <p>c) Malmesbury Community Trust: Cllr John Thomson and Cllr Simon Killane</p> <p>d) Malmesbury Youth Advisory Group: Cllr John Thomson</p> <p>2) Agreed the Appointments to Working Groups as detailed on Appendix B of the Officer report.</p> <p>a) Agreed to appoint Ellen Blacker (Dauntsey Parish Council) to CATG as the representative for Brinkworth.</p> <p>b) Agreed to Appoint Hugh Pitman to the Burnham House Working Group membership.</p> <p>3) Agreed the specified Terms of Reference for Working Groups as listed in Appendix C of the Officer report.</p>
9	<p><u>Partner Updates</u></p> <p>The following updates were made:</p>
9.1.	<p><u>Police and Crime Commissioner</u></p> <p>A representative from the Police and Crime Commissioners office will be in</p>

	attendance prior to Area Board meetings for a 'meet and greet' session from 6.30pm – 7pm to enable local people to discuss and raise any issues.
9.2.	<p><u>Wiltshire Police</u></p> <p>The police provided the meeting with an update on figures for the previous month. It was reported that a slight increase in anti social behaviour at Station Yard car park had been recorded in the previous month. Overall, the number of crimes around the Malmesbury Area has fallen over a 12 month period.</p> <p>A brief discussion was held as to the reasons behind the fall in crime, and this was largely attributed to the continued work of the police team, better community intelligence, and closure of the Guildhall Bar in Malmesbury.</p> <p>Robin Rogers (Oaksey Parish Council) then asked a question about the community speedwatch initiative, and it was confirmed that an event was scheduled in September that would allow parish council representatives to attend and receive training on the new systems.</p>
9.3.	<p><u>Wiltshire Fire and Rescue</u></p> <p>Mike Franklin provided an update to the meeting about the Draft Public Safety Plan and encouraged any comments on the plan to be sent to the Fire and Rescue Service.</p> <p>Mike provided a summary of the latest incidents report, and outlined the fall in fires and incidents across the county. Mike also stressed the importance of safe responsible use of 'Chinese lanterns' following the incident in the West Midlands.</p>
9.4.	<p><u>NHS Wiltshire</u></p> <p>No update was made at the meeting.</p>
9.5.	<p><u>Malmesbury and the Villages Community Area Partnership</u></p> <p>A summary of upcoming events was provided by MVCAP. These included:</p> <ul style="list-style-type: none"> • Saturday 20 July 2013: Annual Walking of Malmesbury Bridges • Malmesbury Great Walks - http://www.malmesburypathfinders.org.uk/ • Establishment of the Malmesbury Youth Cafe. <p>MVCAP also expressed their thanks to Sarah McGrory for helping to establish the Youth cafe.</p> <p>A presentation was then made to the Area Board detailing the PHEW (Participation, Health, Exercise, and Well-being) programme that has been established as part of the Olympic Legacy in Wiltshire for 2013. PHEW consists of a summer showcase of events, sports and activities across the region. Further information can be found on: http://legacymalmesbury.org.uk/.</p>

9.6.	<p><u>Town and Parish Councils</u></p> <p>John Gundry (Mayor of Malmesbury) provided an update on events in Malmesbury and highlighted the events listed in the Malmesbury Town Council Newsletter. John also stated that Malmesbury Town Council were looking forward to working with the Area Board and MVCAP to achieve the 16 Town Council objectives outlined on the newsletter.</p>
9.7.	<p><u>Young People</u></p> <p>Updates will be made in future by the Malmesbury Youth Advisory Group.</p>
9.8.	<p><u>Greensquare Marden Communities Board</u></p> <p>No update was made at this meeting.</p>
10	<p><u>Malmesbury's Highway and Street Scene Co-ordinator</u></p> <p>Malcolm Beaven made a presentation to the Area Board detailing the new arrangements for street scene management in the area. The Street Scene contract was awarded to Balfour Beatty and came into effect on 1 June. The contract includes maintaining clear drains, grass cutting, litter and town centre maintenance. The contract performance would be monitored by Wiltshire Council. Residents can report issues to community stewards and Parish Councils should raise issues with the newly appointed Community Coordinator for Malmesbury – Tracey Ruse.</p> <p>John Thomson outlined plans for the new app to be launched in Wiltshire that will allow remote reporting of issues via Smartphone's.</p> <p>A discussion was then had on the budget for maintenance, and John outlined the budget for 2013/14.</p> <p>Lisa Tweedie (resident) asked a question regarding the crossing outside St Joseph's School.</p> <p>Action: Miranda to contact the Schools Travel Plans Coordinator to investigate the matter.</p> <p>Quality Control and performance monitoring of contractors was discussed, and Bill Parks provided a summary of monitoring arrangements and contract incentives.</p> <p>The Area board thanked Bill and Malcolm, and welcomed the appointment of Tracey Ruse, the new Community Coordinator for the area.</p>
11	<p><u>Highways</u></p> <p>Parvis Khansari gave a presentation to the meeting on Highways Maintenance.</p>

	<p>This included a breakdown of road types, road conditions and planned and completed works.</p> <p>Some of the planned Major Road Maintenance Works in the Malmesbury Community Area include:</p> <ul style="list-style-type: none"> •A429 Hankerton – (A429-C80) Five Lanes Crossroads to Hankerton. •The Green – Oaksey. •A429 Malmesbury (Whitchurch & B4014 Junction). •A429 North of Malmesbury. •C84 Alderton Road, Malmesbury •Minety Railway Bridge Resurfacing. •B4040 West of Malmesbury. <p>Some of the planned bridge works include:</p> <ul style="list-style-type: none"> •Dauntsey Church Bridge •Sambourne Bridge •Rebuilding Cabbage Lane Bridge •Rebuilding Pig Lane Bridge •Fosse Way Bridge <p>Parvis assured residents that their needs would be considered when devising work plans, to minimise the disruption to travel around the region.</p> <p>Toby queried how road work needs are assessed, and how some roads can look worse than others and yet do not receive priority treatment. Parvis stated that whilst some roads may look worse, other factors including the speed of the road and number of road users is also taken into consideration when devising schedules of work.</p> <p>Robin Rogers then asked why Malmesbury ranked so badly on the condition of its roads. Parvis stated that whilst the condition of A, B and C roads are ranked poorly, the number of roads treated and planned investment in the region ranks well. The state of the roads was linked to various factors including the composition of the ground, utility works and historical neglect.</p> <p>A discussion took place about this, and it was clarified that priority work is planned for the most dangerous areas. These are normally considered to be those with poor road surface with higher speed limits.</p> <p>Concerns were raised around the planned fibre optic instalments throughout the region and what this would mean for the conditions of the roads. It was stated that assurances and agreements are in place to return the road surfaces affected by this work to an agreed standard of repair.</p>
12	<u>Community Area Transport Group</u>

A summary of the budget for the year was provided by John. This amounted to a total budget of £21,150 for 2013/14.

Miranda Gilmour provided information on how to apply for project funding, through the logging of a community issue.

Decision:

- 1) Approve a programme of roundels on B4040 in Leigh (50mph), Minety (30mph) and Charlton (30mph) costing £1,800 to help raise awareness to the speed limits.
- 2) Approve changes to existing signs plus white lining at Tetbury Hill/Filands junction and Tetbury Hill/Avenue de Gien mini roundabout, Malmesbury in order to improve road safety, costing £3,400.
- 3) Approve gateways at the south of Minety village, roundels and slow signs (pending local consultation) at a cost of £5,000.
- 4) Approve speed limit terminal gateway signs costing £1,500 as an addition to the gateway works and speed roundels in Leigh.
- 5) Approve signage costing £218 at the Blinks Hill and Holloway junction which would improve road safety.
- 6) Request that Malmesbury CATG reconsider the Foxley Road (C68) recommendation at its July meeting in light of the reviewed funding arrangements.
- 7) Approve Speed Indicator Devices (SIDs) sites for the coming year at:
 - Charlton B4040
 - The Street, Startley
 - Minety (Station Road)
 - Leigh (between Swan lane and the pub)
 - Malmesbury , B4042 between Cowbridge and priory roundabout)
 - Minety (north east of Turnpike PH)
 - Brinkworth (Callow Hill – South End)
- 8) A condition of progressing schemes relies on parish councils consulting locally and demonstrating community support for schemes. They are also asked to contribute 25% towards the cost of schemes.
- 9) Widening of The Green, Oaksey would be addressed when roads maintenance was undertaken later in the year, so no longer required

	<p style="text-align: center;">CATG support.</p> <p style="text-align: center;">10) All recommendations of the Malmesbury CATG contained in the Action Notes of the 21 May 2013 meeting, apart from 2.6, be approved and the progress of a wide range of issues and schemes (see Appendix 2) is noted.</p>
13	<p><u>Community Issues Update</u></p> <p>Miranda explained how the community issues system worked and the updates that had been made to streamline the process. She went on to provide a summary of the five issues for closure from the issues report.</p> <p>Ashley Stopforth (Luckington and Alderton Parish Council) suggested that Issue 2419 be kept open as work had not yet finished in Back Lane, Luckington and was yet to be tested.</p> <p>John Gundry raised concern over closing Issue 2887 as traders were still experiencing difficulties.</p> <p>It was;</p> <p><u>Decision:</u> To close the following issues:</p> <ul style="list-style-type: none"> •Issue 2852 – Request to move 30mph signs in Great Somerford. •Issue 2515 – Lack of footpath along B4696 in Ashton Keynes. •Issue 2714 – Signage and parking issue Horsefair/Foundry Road area.
14	<p><u>Flooding Update</u></p> <p>Miranda gave a brief update on the progress on the flooding action sheet.</p> <p>John Gundry gave an update to the Area Board detailing the progress of the Flooding/Emergency Plan. John summarised the outcomes from a recent Emergency Working Group and outlined some of the proposals from the group.</p> <p>Terry Mockler (Hankerton Parish Council) queried the outcome of the meeting between Toby and CLA, Environment Agency and the NFU regarding access to blockages on land contributing to flooding. Toby stated that a further meeting had been planned in July to discuss the issue, and stated that he would report back any relevant findings from the meeting.</p>
15	<p><u>MVCAP Core Funding and Signing of CAPA</u></p> <p>The Community Area Partnership Agreement was signed by the Chairman.</p> <p><u>Decision:</u></p>

	<p>Approved the whole year's core funding of £8,118; with an agreement to release the 1st tranche of £4,059 immediately.</p> <p>Agreed to the release of the 2nd tranche at the November 2013 area board as long as conditions set by the Partnership Development Officer and agreed by the Board, have been met.</p>
16	<p><u>Area Board Funding</u></p> <p>Miranda explained the changes to the 2013/14 area board funding arrangements, and provided an outline of the applications for consideration. A total of £53,000 is available for projects. The deadline for the next round of applications was 15 July 2013.</p> <p><u>Decision:</u> The Area Board noted the budget for 2013/14.</p> <p><u>Decision:</u> APPROVE funding for Minety Village Hall - award £5,000 towards insulation of the village hall roof, conditional on the balance of funding being in place.</p> <p><u>Reason:</u> The application met the core criteria for funding and would benefit local people by providing suitable facilities for local events.</p> <p><u>Decision:</u> The Area Board noted the request for funding from the Malmesbury & Village Community Area Partnership for £8,118, details of which were contained in the MVCAP Core Funding Report.</p>
17	<p><u>Area Board Satisfaction Survey</u></p> <p>Miranda provided a brief summary of the satisfaction survey. Residents and users of the Area Board were mostly satisfied with the Board, although expressed a desire for more powers to be devolved to the Area Board.</p> <p>Miranda also provided information on the Consultation of the Bus Services in the region, and asked for any suggestions for themed meetings to be provided.</p>
18	<p><u>Evaluation and Close</u></p> <p>At the end of the meeting, a criticism over the lack of clarity for broadband rollout plans was made and supported from the floor.</p> <p>Before the close of the meeting it was agreed:</p> <p><u>Decision</u> That the Area Board would appoint Cllr Simon Killane as a representative to the Community Safety Partnership to address the issues at Station Yard</p>

	<p>car park. The Partnership would report back to the Area Board with its findings and proposals after three months.</p>
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	<p>It was noted that the next meeting of the Malmesbury Area Board would be Wednesday 4 September 2013, 7.00 pm at Malmesbury School, Corn Gastons, Malmesbury SN16 0DF</p>
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Agenda Item 5

Chairman's Announcements

Subject:	<u>Wiltshire Core Strategy – Consultation on Schedule of Proposed Modifications (including SA and HRA updates); two ministerial statements relating to wind farm development; and national planning practice guidance for renewable energy</u>
Officer Contact Details:	Spatial Planning team on 01225 713429 or email: spatialplanningpolicy@wiltshire.gov.uk
Further details available:	Spatial Planning team on 01225 713429 or email: spatialplanningpolicy@wiltshire.gov.uk

The Wiltshire Core Strategy, which provides the planning policy framework for Wiltshire, recently underwent discussion at a public examination conducted by an independent Planning Inspector.

Following the examination hearing sessions the council has published a Schedule of Proposed Modifications (August 2013) containing 'main' and 'minor' changes to the Core Strategy to give all interested parties the opportunity to comment before the Inspector completes his report.

The consultation will take place for a six week period from **Tuesday 27 August to Wednesday 9 October 2013 inclusive**.

The council has produced an update to the Sustainability Appraisal (SA) and Habitats Regulation Assessment (HRA) based on the Schedule of Proposed Modifications. Comments can also be made on these updates.

The Inspector has also requested that the council invites comments on the implications that the two recent ministerial statements relating to wind farm development, and the recently published national planning practice guidance for renewable energy may have on the Wiltshire Core Strategy.

Details of where you can view the Core Strategy, Schedule of Proposed Modifications and associated documents (including the SA update, HRA update, ministerial statements and planning practice guidance document) will be available on the Wiltshire Council website from 27 August 2013: [Core Strategy](#)

Alternatively, copies of the documents will be available to view at the main council offices (see below) and at all libraries across Wiltshire during normal opening hours:

Wiltshire Council County Hall Trowbridge BA14 8JD	Wiltshire Council 27/29 Milford Street Salisbury SP1 2AP
Wiltshire Council Monkton Park Chippenham SN15 1ER	Wiltshire Council 3-5 Snuff Street Devizes SN10 1FG

Chairman's Announcements

Subject:	Community Area Joint Strategic Assessments
Officer Contact Details:	Aimee Stimpson, Associate Director of Public Health Aimee.Stimpson@wiltshire.gov.uk 0300 0034566
Weblink:	
Further details available:	Wiltshire Intelligence Network http://www.intelligencenetwork.org.uk/

Summary of announcement:

The JSA for Wiltshire 2012-13 was published in late 2012 on behalf of the Public Services Board (PSB). You may recall this was made possible by the contributions made by each of the thematic delivery partnerships.

The value of local data and evidence meant we supplemented the JSA Wiltshire with 20 individual local community area assessments. The community area JSAs, first published in 2011, added to our local knowledge and helped us and communities focus on the real issues in their local area. As part of the JSA programme, the Community Area level assessments (CAJSAs) are in the process of being updated this year, these will provide updated data about our local communities across the ten chapters.

The CAJSAs have taken on board feedback from Councillors, officers, organisations and feedback from our community events (held in 2012) and will build on the existing document and include more information on changes; trends; qualitative survey data (such as the results from the What Matters to You survey 2013) and other primary research such as the Census 2011.

We also intend to address some gaps in the first community area JSAs by including two new chapter's one covering leisure, and a second chapter art and culture which aligns the CA JSAs with community plans. The assessment will follow a similar structure to the JSA Wiltshire 2012-13 version, and will include a chapter written by each thematic delivery partnership (TDP).

We aim to publish the CA JSAs at a second round of community events between January and April 2014 and have discussed these plans at the Chair of the Area Board meeting and also met with Area Board managers. We are currently in the process of agreeing dates for each community event. The event dates are listed here - www.jsaevents2014.weebly.com

For more information on the JSAs please visit the Wiltshire Intelligence Network website <http://www.intelligencenetwork.org.uk/joint-strategic-assessment/>



Public opinion survey – Royal Wootton Bassett – Malmesbury Section

The Office of the Police and Crime Commissioner (OPCC) commissioned M.E.L. Research to consult local residents. During 2012/13 4408 Wiltshire residents completed the survey. A minimum of 384 people took part in each of the eleven policing sectorsⁱ ensuring that the results for each sector were significantⁱⁱ.

The aims of this survey are:

- To measure public perception of Wiltshire Police and how communities are policed
- To consult the public and enable the OPCC and Wiltshire Police to prepare policing plans
- To enhance the OPCC and Wiltshire Police’s understanding of how policing influences people’s sense of security and wellbeing

The report below sets out the results for the Malmesbury section. A summary for the whole Force area will be available shortly on the Commissioner’s website. If you have any queries please contact the OPCC on the details below.

Public perceptions linked to the Police and Crime Commissioner Priorities

	Malmesbury Section	Royal Wootton Bassett Sector	Wiltshire Police Force Area
Feel safe when outside in their local area after dark	85.9%	71.7%	63.9%
Feel safe when outside in their local area during the day	94.5%	97.1%	93.4%
Satisfaction with the level of police visibility in their neighbourhood	73.6%	63.9%	59.1%
Number Surveyed	73	385	4408
Population	18870	47660	684028

Key:

	significantly better than Wiltshire average*
	in line with Wiltshire average*
	significantly worse than Wiltshire average*

* Wiltshire average = Wiltshire Police force area

What types of crime and anti social behaviour (ASB) cause a problem in your area?

Issues in the local area	There are no crime and ASB issues in my local area	Domestic burglary	Non dwelling burglary	People being drunk or rowdy in public places	Young people hanging around	Graffiti & vandalism to public property
Malmesbury Section	64.4%	13.7%	8.2%	8.2%	5.5%	4.1%
Royal Wootton Bassett Sector	61.0%	7.8%	3.9%	5.5%	12.5%	7.0%
Wiltshire Police Force Area	53.9%	8.0%	3.0%	10.0%	16.5%	7.5%

Office of the Police and Crime Commissioner for Wiltshire and Swindon

London Road, Devizes, Wiltshire, SN10 2RD

Telephone: 01380 734 022

Facsimile: 01380 734 025

Email: pcc@wiltshire.pcc.pnn.gov.uk

Web Site: www.wiltshire-pcc.gov.uk

What are the concerns in your area?

Concerns in local area	Malmesbury Section	Royal Wootton Bassett Sector	Wiltshire Police Force Area
Lack of facilities for young people	65.6%	56.6%	56.3%
Lack of local amenities	34.7%	21.4%	25.0%
Standard of public transport	34.3%	24.9%	20.4%
Crime	25.4%	20.2%	29.1%
Unemployment	22.6%	31.8%	36.9%
Anti-social behaviour	18.6%	25.7%	33.5%
Drug misuse	15.9%	23.2%	30.0%
Standard of education services	13.8%	9.4%	11.7%
Other	13.6%	17.8%	13.5%
Standard of health services	11.0%	15.9%	16.0%

What should the priorities be in your area?

Priorities	Malmesbury Section	Royal Wootton Bassett Sector	Wiltshire Police Force Area
None - not a problem in my area	35.6%	25.5%	23.6%
More police out and about	20.5%	27.5%	28.6%
Tackling speeding	17.8%	7.8%	4.7%
None - police do as much as they can	12.3%	16.4%	15.7%

Perceptions of Crime and ASB

Perceptions of Crime and ASB being a problem in the Royal Wootton Bassett Sector are the lowest in the Wiltshire Police area.

- The average perceived level of crime on a scale of 1 – 10 (with 1 being 'none' and 10 being 'a lot') is 3.39 for Wiltshire Police as a whole. For the Royal Wootton Bassett Sector the average score is improved at 2.96, this improves further for respondents in the Malmesbury Section where the average score is 2.70
- The average perceived level of ASB on a scale of 1 – 10 (with 1 being 'none' and 10 being 'a lot') is 3.34 for Wiltshire Police as a whole. For the Royal Wootton Bassett Sector the average score is improved at 2.84, again this improves further for respondents in the Malmesbury Section where the average score is 2.25

The perceived levels of crime and ASB are an accurate reflection of the actual crime and ASB levels which are also the lowest in Wiltshire per 1000 population.

- There were 27 crimes per 1000 population in the Royal Wootton Bassett sector in 2012/13, this compares to a Wiltshire average of 46 crimes per 1000 population.
- There were 19 reported ASB incidents per 1000 population in the Royal Wootton Bassett sector in 2012/13, in comparison to a Wiltshire average of 37 incidents.

ⁱ Wiltshire Police is divided geographically into 11 local policing sectors. These sectors are then further divided into sections - these usually consist of a large town and the neighbouring villages or community areas.

ⁱⁱ Statistical significance; If the survey was completed using an alternative set of respondents there is a 95% chance that the result would fall within $\pm 1.5\%$ of the current result at force level. At sector level there is a 95% chance that the result would fall within $\pm 5\%$ of the current result.

Crime and Community Safety Briefing Paper Malmesbury Community Area Board Sept 2013



1. Neighbourhood Policing

Sector Commander: Insp Mark Thompson

NPT Sgt: Martin Alvis

Town Centre Team

Beat Manager – PC Rachel Webb

PCSO – Dee Curran

Malmesbury Rural Team

Beat Manager – PC Mike Tripp

PCSO – Durry Maule

Ashton Keynes & Minety Team

Beat Manager – PC Steve Harvey

PCSO Sam Walsh

2. NPTs - Current Priorities & Consultation Opportunities:

Up-to-date details about Neighbourhood Policing Teams including team membership, current priorities and forthcoming community consultation events can be found on our Wiltshire Police Website.

3. Performance and Other Local Issues

Firstly I am pleased to report that anti-social behaviour in the area has decreased by 14.6% over the current rolling 12 months with 88 reported incidents compared with 103 the previous year. This is encouraging considering we normally see a rise in the summer months.

We have however seen a rise in crime in general on the area across the board. Although we are not talking large numbers, such as vehicle crime has increased by 9 offences to 44 reported offences. The rise in non-dwelling burglaries that we have reported on in the past has slowed down of recent with 64 offences reported compared with 61 the previous year. The only other significant crime to report on is the rise in assaults. We are currently looking at 81 reported offences to the previous year of 61 offences. The vast majority of these offences are of a minor nature and tend to occur in private spaces (dwellings). In many of these incidents it is friends that have fallen out with each other who report the incidents then don't wish to pursue. We also see the reporting of domestic violence, something that we are very keen to see reported, so we can take firm positive action against the offenders and support those victims of such incidents.

The team at Malmesbury will continue to look at the crime trends and using Community intelligence will target any known individual, bringing them to justice in our effort to reduce crime and disorder in your area.

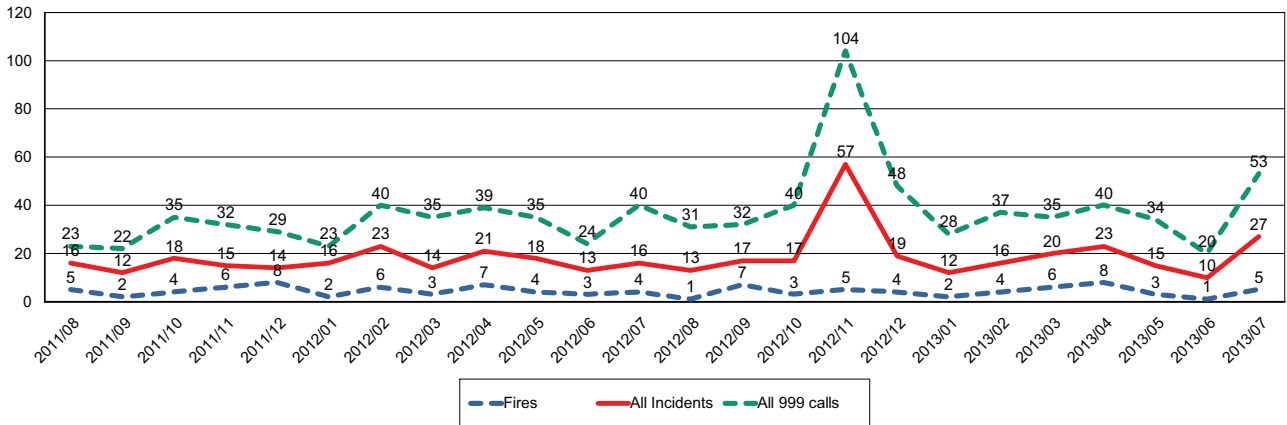
Insp Mark Thompson



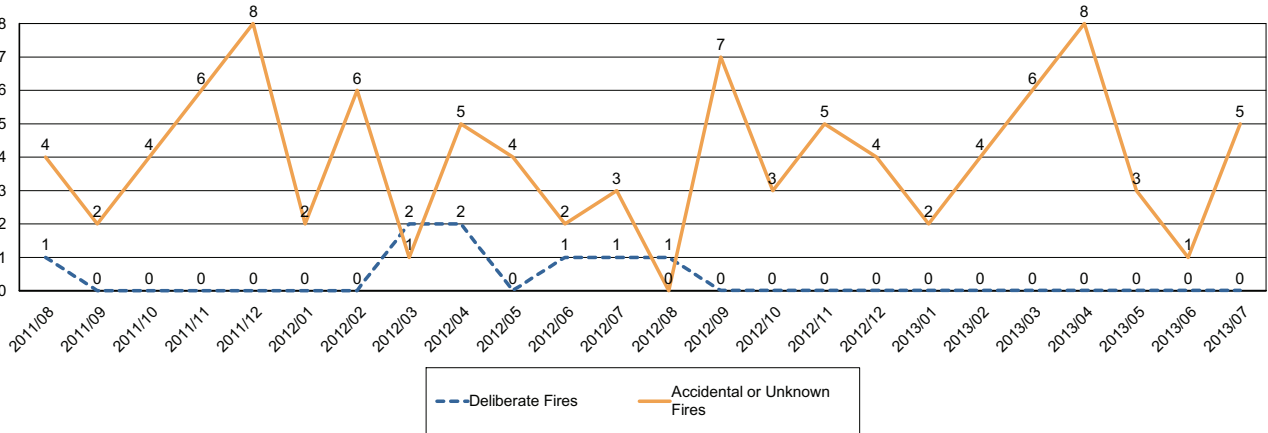
Report for Malmesbury Area Board

The following is an update of Fire and Rescue Service activity up to and including July. It has been prepared using the latest information and is subject to change.

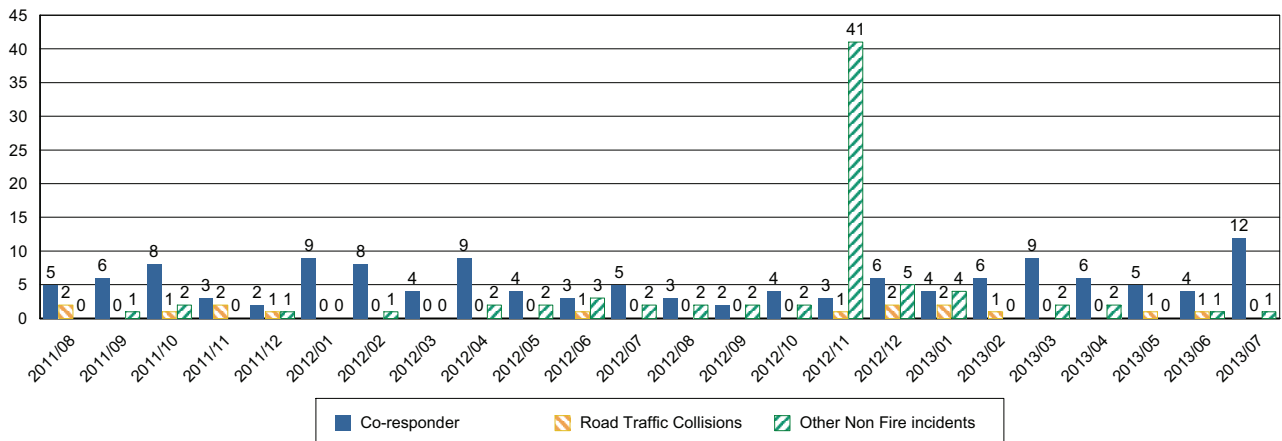
Incidents and Calls



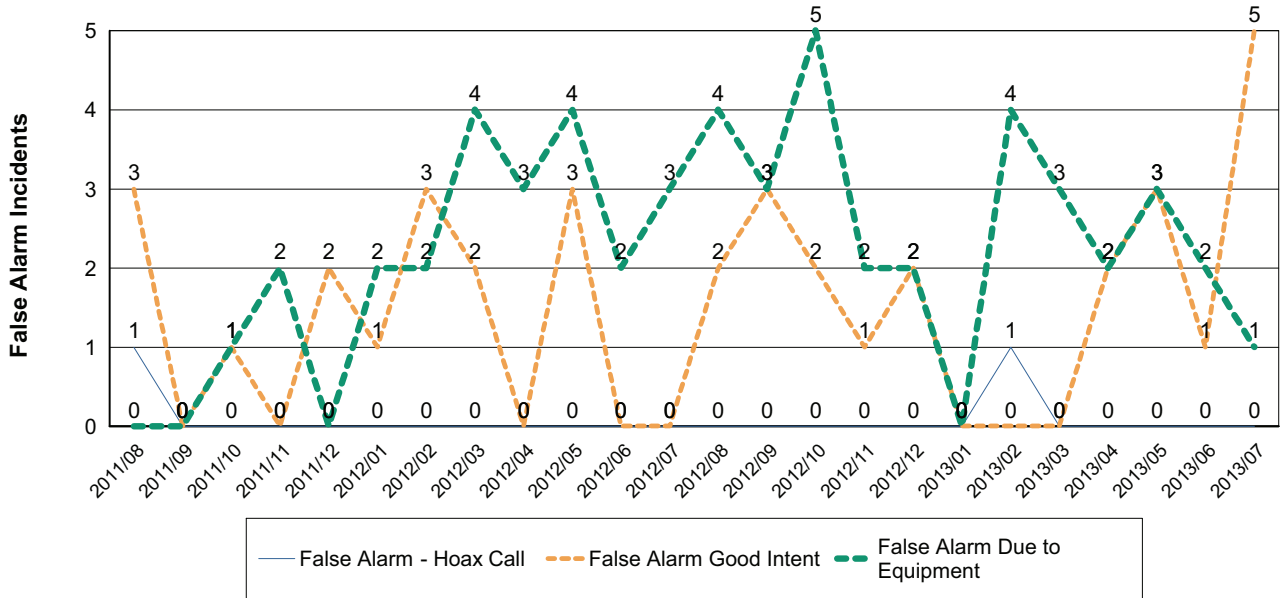
Fires by Cause



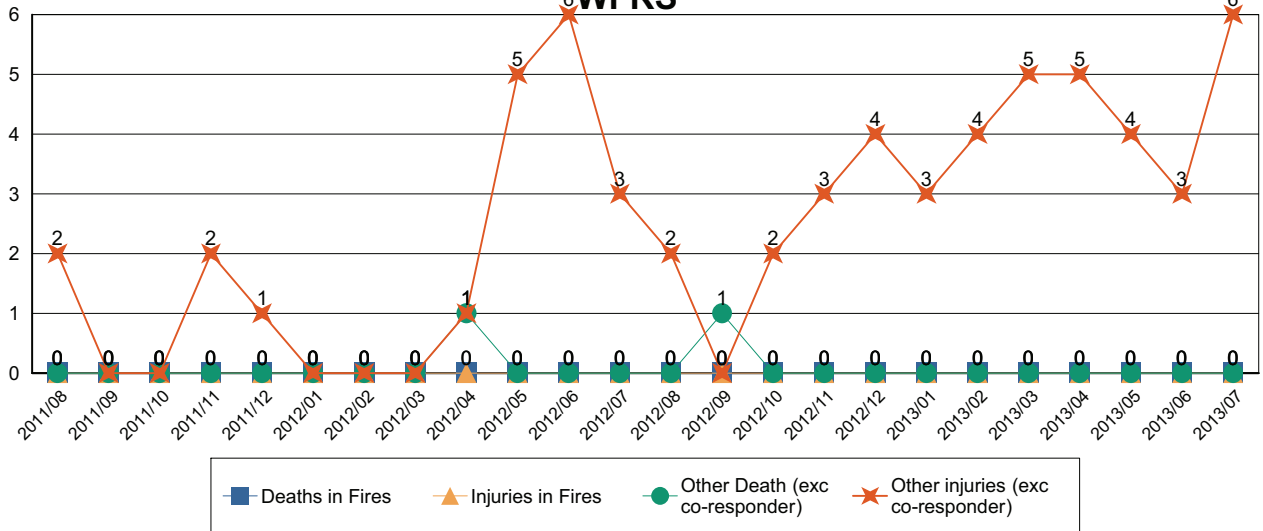
Non-Fire incidents attended by WFRS



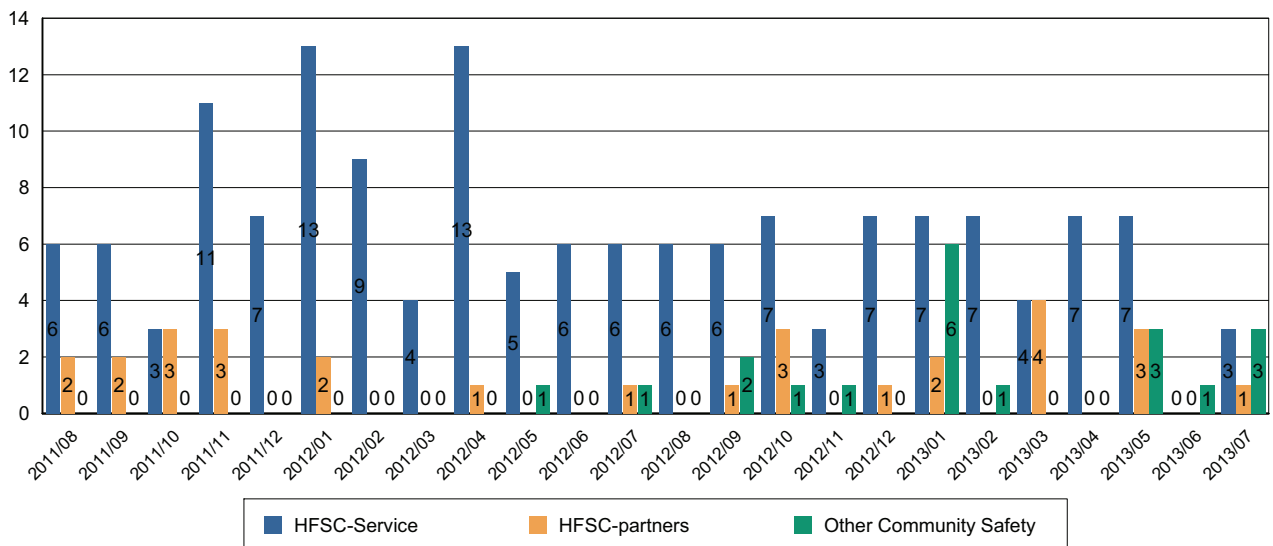
Number of False Alarm Incidents



Death & Injuries in incidents attended by WFRS



Home Fire Safety Checks and other domestic safety



Comments and Interventions overleaf

Michael Franklin Wilts FRS Partnerships Manager

Date: 1307813

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The following information detailing fires attended by Wilts FRS within the Malmesbury Area Board during July has been provided by Watch Manager Chris HARVEY, Station Commander Malmesbury Fire station. It should be read in conjunction with the Wilts FRS report that has already been provided.

8 th	July	Railway embankment fire Minety
11 th	July	Grass fire on the side of the A429 Corston
22 nd	July	Hedge fire Bremilham Rise Malmesbury
24 th	July	Garden waste fire Newton Grove Malmesbury
26 th	July	Tree fire Milbourne Malmesbury
27 th	July	Grill pan fire Hankerton

Malmesbury and the Villages Community Area Partnership

Report for Area Board meeting on Wednesday 4th September 2013

Malmesbury Area Pathfinders: We've put up a new sign giving details of the Malmesbury Bridges walk by the long stay car park in Malmesbury. We would like to thank Malmesbury Town Council for the use of their display space.

<http://www.malmesburypathfinders.org.uk>

PHEW! An Olympic Legacy: The Olympic legacy project is going very well and has been our major area of work during recent months. We've had nearly 60 events so far with hundreds of participants, but there's still more to come.

We've also been helping groups to apply to Wiltshire & Swindon Sport for grant funding to support their events. So far this has raised £1200.

<http://legacymalmesbury.org.uk/>

Malmesbury and the Villages Great War Project: We want to create a living memorial to mark the centenary of the First World War. Our first project is to get poppies blooming across the area.

We are giving away one thousand packets of poppy seeds, though we ask that people donate something to the Royal British Legion if they can afford to. We will have stalls at local events including Malmesbury Carnival's Petticoat Lane and Sherston's Pop-Up Village.

<http://greatwarproject.org.uk>

AGM: This will take place at 7:00pm on Wednesday 25th September at the meeting room in Malmesbury Fire Station. All welcome.

Further to our work on the future of MVCAP (see *MVCAP Times - Issue 8*), the main item of business will be a motion for us to change into an incorporated registered charity which will enable us to grow & take advantage of new funding opportunities whilst retaining our core values.

Community Safety Forum: We meet with the Police and other safety bodies to discuss

issues and priorities. The public are welcome and there are usually some refreshments available. If you can't attend we can pass on any issues to the appropriate body.

Next meeting: Wed 25th Sep 2013 7:30pm - Malmesbury Fire Station

csfmalmesbury.weebly.com

About MVCAP: We work to boost our community, encourage a sense of togetherness, and help our community groups.

If you like starting with a blank sheet, coming up with ideas and then putting together new projects to benefit the community you would really enjoy being involved with MVCAP. Why not get in touch to find out more?

For more information visit www.mvcap.org.uk or call 01666 390110

CAMPUS AND OPERATIONAL DELIVERY PROGRAMME

Campus & Operational Estate Management Workstream

Draft Terms of Reference for Shadow Community Operations Board

1 Background

On 15 February 2011 Wiltshire Council's Cabinet approved the implementation of the Campus and Operational Delivery Programme. The Programme will:

- Work with local communities to develop, facilitate and deliver community campus buildings across Wiltshire which seek to co-locate existing Council and partners services in one accessible location (or possibly more if appropriate) in a community area.
- Carry out the development of campus facilities in line with the Campus and Operational Management workstream principles (noted in section 2 of this document).
- Implement the Preliminary Management Project which will test the potential to develop some form of community driven strategic non -profit distributing organisation to deliver and support public services across Wiltshire.

Some of the benefits that the Council is seeking to achieve from a campus are:

- Accessible facilities that accurately reflect the specific needs of the local area being served.
- Reducing the Council's estate producing an estimated 40% reduction in operational costs across all estate (this is an estimation based upon an initial assessment of the impact of the Workplace Transformation Programme which preceded the Campus and Operational Delivery Programme).
- Combining point of contact arrangements and improving accessibility to services.
- Developing and providing sustainable and energy efficient buildings.
- Ensuring long term flexibility in terms of the use of space is fundamental to the design.
- Developing the synergies between the management of individual services at a community level.
- Working with communities to develop a coherent and effective volunteering policy relevant to the local campus.
- Reducing the current overall risk to the Council from aging, disparate and inefficient buildings.
- Increased, beneficial and sustainable partnership working.

Fundamental to the successful implementation of the programme is the commitment to empower local people to have a direct influence on the delivery of public services in their area. This supports the concepts of Localism and the decentralisation of decision making to local communities.

In order to facilitate the above the area boards will establish Shadow Community Operations Boards, reporting into the Area Board, who will make final recommendations to Cabinet for their consideration. The Shadow Community Operations Boards, will, subject to the agreement of the Area Board, take on a key role in coordinating and leading communications, influencing, and local engagement. This will cover areas such as the consultation processes, commenting on facility design and development and the ongoing indirect management and strategic planning of the resulting campus facility.

The Shadow Community Operations Boards will be in place from April 2011 until the Council determines otherwise.

2 Campus Management Principles

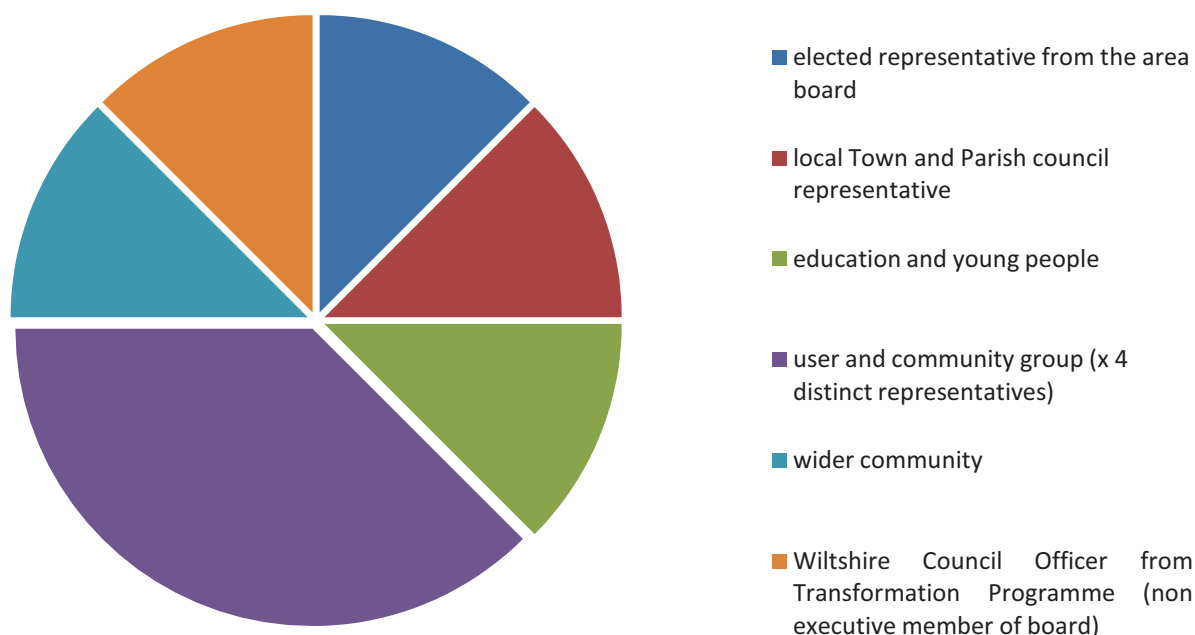
The Shadow Community Operations Board will need to work with the Council and its partners to ensure that the following approved principles are delivered:

- (i) Create an environment which empowers local people to directly influence the delivery and improvement of unique needs based services in their community.
- (ii) Ensure a singularity of vision to enable local needs to be foremost in strategic planning and operational service delivery.
- (iii) Be proactive in meeting economic challenges and widen the scope for investment in services and assets.
- (iv) Share the accountability for service delivery with the community and partners.

- (v) Secure a sustainable and innovative form of management that complements the evolving national context of the localisation of service delivery.
- (vi) Promote social inclusion and resilience by increasing accessible opportunities for volunteering and community involvement
- (vii) Make specific provision for accessible opportunities for partnership working.
- (viii) Provide accessible local decision making processes and governance structures.
- (ix) Provide opportunities for a consistent and sustainable support network for the voluntary and community sector in Wiltshire.
- (x) Provide a consistent strategic vehicle for all services in a locality that is financially robust and able to respond to the changing face of the public and community service delivery rather than a range of competing initiatives based on existing service models.

3 Membership

The shadow community operations board membership will be determined by the Area Board and should consist of an appropriate, mutually agreeable representative from the following broad sectors of the local community area:



- (i) There will be one representative for each party identified.
- (ii) The board will need to nominate a chairperson at its inaugural meeting.
- (iii) The board will need to determine if the suggested representation appropriately reflects the description of the party.
- (iv) There will be up to four representatives identified by the user and community group sector and approved by the Area Board. Such representatives should be selected so as to ensure proper representation from distinct interest groups within that sector.
- (v) The Wiltshire Council liaison representative will be an officer from the Transformation Programme and will be invited to sit on the board as a non-executive party.
- (vi) Each party should endeavour to be represented at each formal meeting.
- (vii) Each executive party will have equal rights.
- (viii) The chairperson may, in consultation with the area board representative on the COB, co-opt on non-executive representatives of the community as appropriate.

4 Roles and responsibility

4.1 Community leadership & engagement

- (i) On behalf of the Area Board, provide effective community leadership and accountability and ensure the workstream principles are met.
- (ii) As required by the Area Board, to effectively manage the communications of the project within the community area and to liaise with the officer working group to ensure any locally focused communications

plan complements the wider strategic communications plan.

- (iii) To make representation to the Area Board based on ongoing community engagement and consultation to determine or recommend levels of services provided within each phase of the project.
- (iv) To work with the Area Board to identify local partners and facilitation and support of sustainable partnership working.

4.2 Responsibility for outcomes

- (i) To define community need and make recommendations to the Area Board over facility specification and operations.
- (ii) Support the Area Board in the delivery of the campus building.
- (iii) On behalf of the Area Board develop, and subject to future cabinet approval, implement a local volunteering strategy (specific framework for the engagement and management of volunteers) to support the campus.
- (iv) Influence the campus design and specification where appropriate by recommendation to the Area Board
- (v) Positive engagement in the ongoing strategic planning, programming and operation of the campus

4.3 Project coordination and reporting

- (i) To develop a community led action plan that clearly sets out the approach the shadow board will take and seek Area Board approval for this
- (ii) To assist the Campus and Operational Delivery Team in developing, managing and monitoring the progress and delivery of an action plan
- (iii) To assess any potential risks and advise the Campus Management Working Group and Area Board accordingly.
- (iv) To develop a marketing plan and strategy, to be supported by the Council, that sets out the proposed approach to maximising sustainable community use of the campus facility, subject to approval by the Area Board and Wiltshire Council Cabinet
- (v) To ensure a co-ordinated community approach to the engagement, development and operation of a campus facility.
- (vi) To report progress and make recommendations to the Area Board and officer working group for improved services, community orientated services based upon need, facility development and local opinion
- (vii) Partner role in the wider management options and governance appraisal

4.4 The role of Wiltshire Council

- (i) The ultimate responsibility for all service delivery and responsibility for the delivery of the Campus will remain with the Council for the duration of the campus delivery project.
- (ii) There may be elements or decisions required that will need to be determined by elected members of the Area Board or Cabinet following recommendation to them by the Area Board
- (iii) The Council will endeavor to support the approach the Shadow Community Operations Board takes where that approach supports the principles set out in section two of this document and has been supported by the Area Board

5 Outcomes

- (i) The local community and partners in the widest sense are informed and proactively engaged with the process of delivering and the future operation of a community campus.
- (ii) The community campus is delivered within the timescales set, with full proactive engagement from the local community and the service delivery meets local needs.
- (iii) The community-led aspect of campus delivery is clearly defined, managed and continually assessed to ensure maximum use of the facility by the local community and continued engagement in concept of local people directly influencing the delivery of local services.

6 Confidentiality

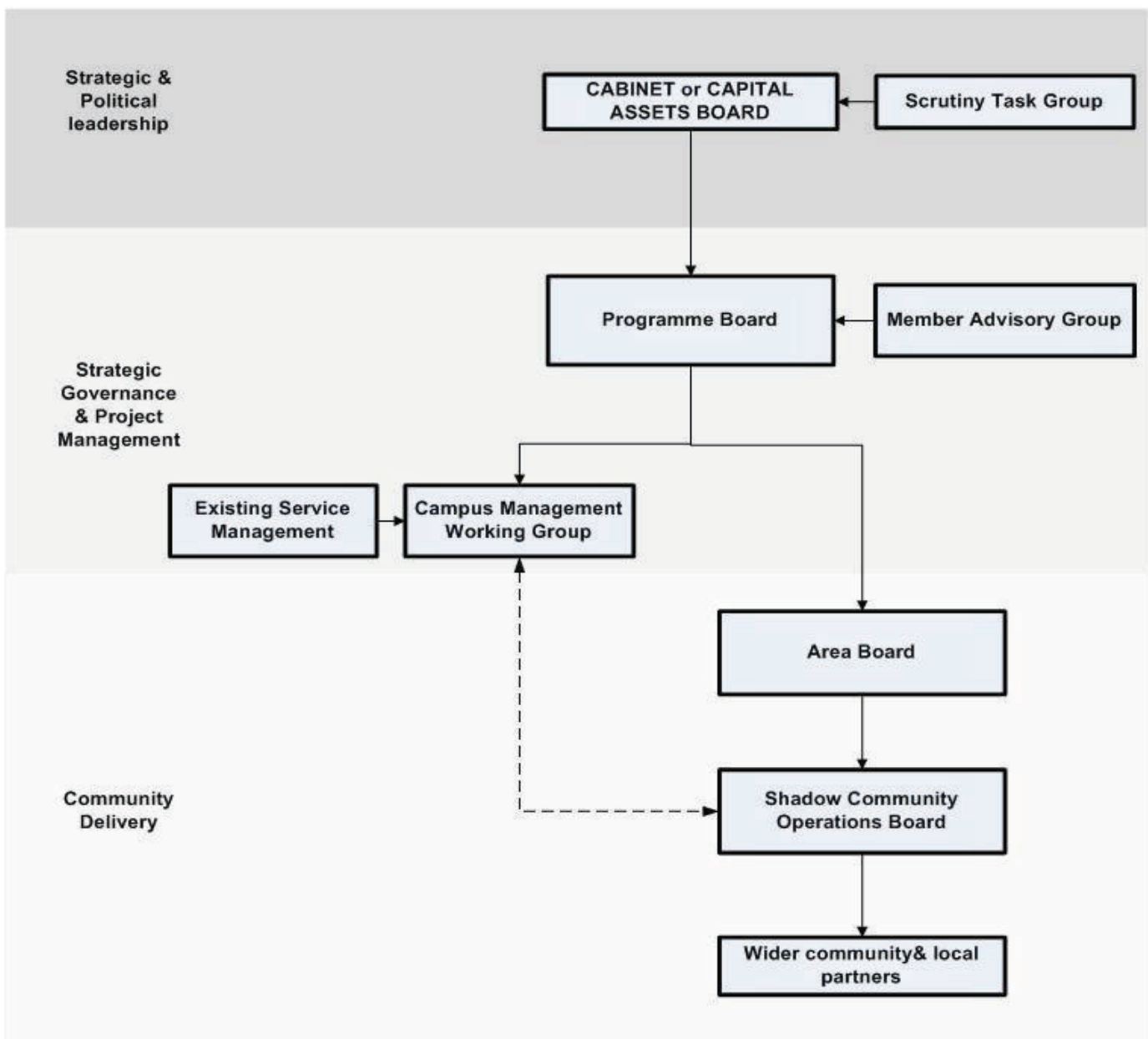
Whilst most information provided by the council or other participants or partners will be non-confidential in nature there may be occasions when due to the commercial nature of discussions or where matters are relevant to policy development by the council, it may request that individual information or items are confidential and as such the Council requires all members of the Shadow Community Operations Board to sign non-disclosure agreements. Should any participant be unable to respect this request they must absent themselves from the meeting prior to discussion and consideration of the relevant item.

7 Governance Arrangements

There is a need to implement an interim governance structure that provides an appropriate framework to operate. It should be noted that managerial responsibility for operations, health and safety, staff etc remains with the Council for the duration of the project however there is scope for the Shadow Community Operations Board to influence, plan and programme services, subject to Cabinet approval following a recommendation from the Area Board. A chart showing the relationships between the various parties is noted below.

- (i) The Shadow Community Operations Board will meet as necessary and as determined by the Board.
- (ii) The Shadow Community Operations Board will be chaired by a representative elected by the Board.
- (iii) The Shadow Community Operations Board will report to the Area Board, but where request to do so by the Area Board, may provide advice directly to the Campus Management Working group, which is a cross departmental officer team coordinated by the Campus and Operational Delivery Programme.
- (iv) The administration of the Shadow Community operations Board will be the responsibility of the Board itself.
- (v) There may be occasions whereby sub-groups of the Shadow Community Operations Board will be necessary. In this instance any sub-group will report directly to the Shadow Community Operations Board in governance terms.

Preliminary Management Project Governance Arrangements



Report to	Malmesbury Area Board
Date of Meeting	4 September 2013
Title of Report	Malmesbury Community Issues Update

Purpose of Report

To provide an update about Community Issues and invite members of the Area Board to:

1. Note the progress in dealing with issues.
2. Close 4 issues.

1. Background

- 1.1. One of the key roles of the area board is to help local people find solutions to things that are complex or non-routine which affect the community as a whole; not simply a few individuals.
- 1.2. The majority of routine problems can be dealt with by the council faster through direct contact and to help local people do this, the section of the area board web page has been updated to allow logging of simple issues direct with a person who can help them e.g. [Lost and stray dogs](#) and [Common road and highway problems \(CLARENCE\)](#). Where a problem does not fit into any of these categories or if the matter is causing widespread concern in the community, it should be reported to the Malmesbury area board via the [online community issue form](#).
- 1.3. At the time of writing (20 August 2013), a total of 150 community issues have been received, of which 135 have been closed and 15 are currently in progress.
- 1.4. If the area board approve the recommendations to close issues there will be 11 issues to progress by the area board, while others remain active but the responsibility of the Malmesbury Community Area Transport Group (CATG).

Background documents used in the preparation of this report	<p>Malmesbury community issues online at:</p> <p>http://portal.wiltshire.gov.uk/area_board/areaboard_issues_search.php?issue_location_in=Malmesbury</p> <p>http://www.wiltshire.gov.uk/council/areaboards.htm</p>
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2. Main Considerations & Officer Recommendations

2.1. Progress of Issues

2.1.1. The progress of issues is outlined in Appendix 1. More detailed information is readily available to councillors and members of the public via [the area board website](#)

2.2. Closure of Issues

2.2.1. The area board are invited to close 4 issues. The reasons are self explanatory and can be found emboldened in Appendix 1.

- **Issue 2536** - Flooding of road from Startley to Rodbourne near Heath Farm after heavy rain.
- **Issue 2737** - Speed and HGV use of Murcott Lane, Crudwell.
- **Issue 2919** – Install bus stop clearway outside village hall.
- **Issue 2925** - Insufficient parking available in Malmesbury town centre.

2.2.2. Issues already being considered or recommended to be considered by Malmesbury Community Area Transport Group (CATG) are shown in italics in Appendix 1.

3. Environmental & Community Implications

3.1. Addressing community issues contribute to the improvement of community wellbeing in the area, the extent and specifics of which will be dependent upon the individual issue.

4. Financial Implications

4.1. There are no specific financial implications related to this report.

5. Legal Implications

5.1. There are no specific legal implications related to this report.

6. HR Implications

6.1. There are no specific HR implications related to this report.

7. Equality and Inclusion Implications

7.1 The opportunity to raise Community Issues enables individuals, voluntary and community groups, town and parish councils an equal opportunity to identify and seek assistance to address problematic issues.

Appendices:	Appendix 1 Update of Malmesbury Area Board Community Issues 4 September 2013.
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No unpublished documents have been relied upon in the preparation of this report.

Report Author	Miranda Gilmour, Community Area Manager Tel: 01672 515742 Mobile:07990 505882 E-mail: miranda.gilmour@wiltshire.gov.uk
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Update of Malmesbury Area Board Community Issues 4 September 2013

ID	Category	Division	Summary of Issue	Status
2925	Car Parking	Malmesbury	Insufficient parking available in Malmesbury town centre.	The Cross Hayes car park is available free of charge on a Sunday. Occasionally parking is allowed on single yellow lines on a Sunday too, but is up to the driver to check this by following the advice on the parking plate which will clearly say when parking is not allowed. If elderly churchgoers are finding it difficult to park, it is suggested that the local churches consider suggesting to their parishioners that they car share to avoid difficulties in parking. Yellow lines are there for a purpose - to reduce congestion and improve safety of local residents including access by emergency services. This issue will be recommended for closure at the September area board. Strategic parking decisions are made by Cabinet and not the area board.
2887	Car Parking	Malmesbury	Parking difficulties for tradesmen working in Malmesbury	Malmesbury Town Council requested that the issue remain open as they wished to investigate the matter further. The area board are waiting for feedback from the town council.
2172	Car Parking	Malmesbury	Parking in Cross Hayes by Hyams garage	The Town Council has formed a working group to consider this issue.
1783	Car Parking	Minety	<i>Parking problems at Hillside, Leigh</i>	<i>The matter was discussed at the 23 July CATG meeting. Unfortunately the scheme is not eligible to apply to the centrally held substantive funding pot as it is largely related to car parking. Without a 50% contribution from Greensquare this scheme is unlikely to be considered further. Greensquare are currently considering the matter.</i>
2660	Environment	Malmesbury	Drainage issues Reeds Farm, Malmesbury	The town council plan to have a meeting with Wiltshire Councils drainage engineer regarding this matter.
3066	Highways	Minety	<i>Pedestrian safety concerns at Bendy Bow, Oaksey.</i>	<i>A request will be made at the September Malmesbury area board to refer this item to the Malmesbury Community Area Transport Group (CATG) who meet in October.</i>
3035	Highways	Brinkworth	<i>Increasing number of HGV's using School Hill, Brinkworth.</i>	<i>This issue will be referred to highways colleagues for comment and to the area board for referral to the Malmesbury CATG.</i>

2919	Highways	Malmesbury	Install bus stop clearway outside village hall	CATG considered this issue in July and agreed that 'bus stop' markings would compete with 3 keep clear signs in the same area which related to access over the lay-by. There was a long-term aspiration to have a car park in the village but progress with the Diocese was slow. CATG felt no further action was possible at the present other than asking local people to please keep the lay-by near the bus stop, clear to allow the bus to access the bus stop. It is recommended that this issue is closed at the September area board.
2737	Highways	Minety	Speed and HGV use of Murcott Lane, Crudwell	This issue was not closed at the 3 July area board due to an officer oversight and the recommendation will be considered at the September meeting. Community Speed Watch is not possible on an unrestricted road and introducing speed limits/signage which could not be easily enforced was considered poor use of limited resources. Murcott Lane (C92) was low on the C Road Collision Rates list and the group felt was not a priority for further action.
2656	Highways	Sherston	Speeding on B4042 Malmesbury to Cowbridge	CSW training hopefully underway. CATG approved a SID for this site.
2599 and 2798	Highways	Minety	Perceived speeding and HGV on Callow Hill, Brinkworth	Waiting for confirmation from the Parish Council as to whether they wish to adopt a Community Speedwatch Scheme. A Speed Indicator Device (SID) for the southern end of Callow Hill will be considered at the October CATG meeting. The metro count at the northern end of Callow Hill also included the class of vehicle. HGV's are generally considered to be class 5 and above (3 or more axles). This data needs to be discussed at the October CATG.
2554	Highways	Sherston	Severe damage to road surface at the Rathole, Luckington	This stretch of road is scheduled for resurfacing this year 2013/14.
2536	Highways	Brinkworth	Flooding of road from Startley to Rodbourne near Heath Farm	No flooding observed during July down-pours. On that basis the recommendation is that the issue should be closed at the September area board.
2419	Highways	Sherston	Severe and prolonged flooding in Back Lane, Alderton	The area board (on 3 July) agreed not to close this issue as the parish representative explained the work had not be completed and had yet to be tested once it rained. The area board agreed that the issue should remain open for the time-being. A response from Luckington & Alderton parish council has been sought.

Report to	Malmesbury Area Board
Date of Meeting	4 September 2013
Title of Report	Small Scale Transport and Highway Improvement Schemes – Recommendations from Malmesbury Community Area Transport Group

Purpose of Report

To ask the area board to consider and approve the recommendations from the Malmesbury Community Area Transport Group (CATG) outlined in this report and appendices.

1. Background

- 1.1. In 2013/2014 Malmesbury area board was allocated a discretionary budget of £13,360 to involve them in the assessment and selection of small scale transport schemes to be progressed in their community area.
- 1.2. This funding allocation is for capital funding and can only be used to provide new and improved infrastructure. It is suitable for schemes that improve safety, increase accessibility and sustainability by promoting walking; cycling and public transport and improve traffic management. It cannot be used to fund maintenance schemes or to pay for revenue functions such as passenger transport.
- 1.3. Malmesbury area board agreed to the establishment of a Community Area Transport Group (CATG) to consider issues /schemes with the support of highways officers and make recommendations to the area board. The means by which the public and parishes can identify issues for consideration to the Malmesbury CATG is primarily via the [area board community issues process](#)
- 1.4. The current membership of the Malmesbury CATG comprises of Malmesbury area board councillors and a nominated parish council representative from each electoral division. Membership for 2013/14 is as follows:

Division	Area Board councillor	Nominated representatives
Malmesbury	Simon Killane	Martyn Snell
Sherston	John Thomson	Martin Rea
Brinkworth	Toby Sturgis	Ellen Blacker
Minety	Carole Soden	Duncan Lamb

- 1.5. Further information about how the CATGs operate can be found at <http://www.wiltshire.gov.uk/catg-area-boards-practice-papers.pdf>
- 1.6. Parish councils and individuals who have submitted issues being discussed by the CATG are also invited to attend CATG meetings.
- 1.7. Malmesbury CATG last met on 23 July and will next meet on 15 October 2013.
- 1.8. At the July area board the Chairman announced that in future rather than a ring-fenced budget being held centrally for the review of speed limits on C and unclassified roads, the funding would be devolved to the CATG who could agree how best the budget would be spent. The allocation for the Malmesbury CATG was £11,980, bringing their 2013/2014 budget to £22,615.
- 1.9. In light of these changes the area board requested that the Malmesbury CATG reconsider their decision relating to Foxley Road (C68).

2. Recommendations from CATG and other information

- 2.1. The recommendations of the CATG are contained in the action notes of the 23 July CATG (see Appendix 1). These are also available from the [Malmesbury area board pages](#) of the council's website. Key recommendations are as follows:
 - 2.1.1. Pedestrian safety work in Sherston High Street is currently underway
 - 2.1.2. It has been mutually agreed between CATG and the parish council not to proceed with a footway in Ashton Keynes.
 - 2.1.3. The town council has agreed to contribute £847 towards the completion of pedestrian safety works near Tetbury Hill/Filands junction and Tetbury Hill/Avenue de Gien mini roundabout.
 - 2.1.4. CATG are of the opinion that any action related to improving vehicular access to Malmesbury Primary Care Centre would be disproportionate to the benefits. The matter would be closed.
 - 2.1.5. Project costs for signs at Dark Lane had increased due to the cost of accessing electricity. There is a legal requirement that the sign is lit. The project now costs £4,000. At the same time the Mill Lane signage had reduced to £1,000. It was felt that the gains made at Mill Lane could help off-set the additional costs at Dark Lane, where the CATG would still be required to contribute a further £1,000 to complete the project.
 - 2.1.6. SID sites would need to be reviewed at the October CATG meeting as Callow Hill, Brinkworth was eligible for a SID. The figures here would be considered with the other sites, already agreed this year.
 - 2.1.7. A range of options were considered about reducing speed on the Foxley Road

(C68) which concerned residents in Foxley and on the outskirts of Malmesbury. The matter would be re-visited at the October CATG meeting.

- 2.1.8. Speed would be monitored on Gloucester Road following concerns.
- 2.1.9. A bus clearway was not considered the best way forward to solve the issue raised about buses accessing a bus stop in Brinkworth. Community courtesy options were being tried.
- 2.1.10. There were no recommendations of projects for substantive bids. It was agreed that it was important to undertake preliminary work in 2013/14 to ensure that potential projects which could be submitted for substantive funding.
- 2.2. A condition of progressing schemes relied on parish councils consulting locally and demonstrating community support for schemes. They are also asked to contribute 25% towards the cost of schemes. Town/parish councils are asked to consider this when setting their precept for 2014/15.
- 2.3. All recommendations of the Malmesbury CATG contained in the Action Notes of the 23 July 2013 meeting be approved and the progress of a wide range of issues and schemes (see Appendix 2) is noted.

3. Environmental & Community Implications

- 3.1. Environmental and community implications were considered by the CATG during their deliberations. The funding of projects will contribute to the continuance and/or improvement of environmental, social and community wellbeing in the community area, the extent and specifics of which will be dependent upon the individual project.

4. Financial Implications

- 4.1. All decisions must fall within the funding allocated to Malmesbury Area Board.
- 4.2. Following financial reconciliations and further delegated budget, the balance of the CATG budget for 2013/2014 is **£20,382.54** (see Appendix 2).

5. Legal Implications

- 5.1. There are no specific legal implications related to this report.

6. HR Implications

- 6.1. There are no specific HR implications related to this report.

7. Equality and Inclusion Implications

- 7.1. The schemes recommended to the area board will improve road safety for all users of the highway.

Appendices	Appendix 1 – Malmesbury CATG Action Notes 23 July 2013. Appendix 2 – Financial Summary – Malmesbury CATG
Report Author	Miranda Gilmour, Community Area Manager Tel: 01672 515742 Mobile:07990 505882 E-mail: miranda.gilmour@wiltshire.gov.uk

Action Notes – Malmesbury Community Area Transport Group (CATG) meeting 23 July 2013

	Item	Item details	Outcome/Action
	Attendance		
	Apologies	Mandy Thomas (Leigh PC), Nikki Long (Brinkworth), John Marsh (Ashton Keynes PC) and Barry Hammond (Leigh) <i>(N.B some apologies were received after I left for the meeting)</i> ,	
	Attendance	Councillors John Thompson (Chairman), Toby Sturgis & Simon Killane, Ellen Blacker (Rep. Brinkworth Division and Dauntsey parish council), Martyn Snell (Rep. Malmesbury Division & Malmesbury town council), Martin Rea (Rep. Sherston Division, Sherston parish council and MVCAP), Duncan Lamb (Rep. Minety Division and Crudwell parish council), Kate Makinson (Foxley & Norton parish council) Hugh Pitman (re Foxley Road), Roger Budgen (St Paul Malmesbury Without), Martin Rose, Malcolm Beaven, Spencer Drinkwater and Miranda Gilmour	
1.	Welcome and Introductions	New members to CATG were welcomed and introductions	
2.	Matters/Actions arising from the last meeting (other than items on the agenda)	None	All
3.	Update re 2012 Substantive bids	<i>Pedestrian safety in Sherston High Street (£25,000)</i>	Work starting in August for 5 ¹ / ₂ weeks, taking place between 9.30am and 3.30pm. Information had gone out in a resident's newsletter
		<i>Provision of footway from White Hart PH to Church Walk, Ashton Keynes (£30,000)</i>	This matter had been closed for the present. A letter had been sent to the parish council.
4.	Update on the development of current CATG schemes		
		<i>Tetbury Hill near Filands homes, Malmesbury. Pedestrian safety to cross road. £3,400 required to complete signage.</i>	Town council willing to contribute £850, 25% of the cost of the scheme (although still to be formally confirmed by a town council committee). The Town council were interested in broadening the scheme to consider a yellow

Action Notes – Malmesbury Community Area Transport Group (CATG) meeting 23 July 2013

			box at the junction to help reduce congestion. Martin R did not feel this was appropriate because of the inability to enforce and suggested a keep clear sign in the road might be equally effective. He would go away and consider and cost the options and inform Martyn Snell for consideration by the town council. CATG agreed to modest additional cost (to be shared with the TC)
		<i>B4040 Speeding Minety – gateways</i>	Cost of gateways £5,900 (road surfacing), requiring £1,445 from the parish council who still had to confirm their 25% contribution and consult with their community. Martin R
		<i>Parking congestion at Hillside, Leigh – grasscrete options</i>	Response letter being sent to Greensquare re 50% financial contribution of a £17,000 scheme. Notified that project is not appropriate for substantive scheme support.
		<i>Vehicular access to Malmesbury Primary Care Centre</i>	John Thompson had discussed with Parvis Khansari. It was accepted that this was quite a tight junction however the funding required to amend was disproportionate to the benefits. CATG agreed to close this issue. There was a lesson to learn than Development Control must consult more effectively in future. John Thomson to contact Parvis Khansari and Alan Creedy to ensure this happened in future.
		<i>Speeding problems in Leigh on B4040 – speed limit terminal gateway signs (£1,500)</i>	Awaiting installation which should be completed shortly.
		<i>Mill Lane, Malmesbury.</i>	Costs had come in below estimates £1,000 Martin
		<i>Dark Lane, Malmesbury – request for more funding to complete project.</i>	Project costs increased to £4,000 due to problems associated with lighting the sign (statutory requirement). CATG agreed to fund the additional £1,000. Martin

Action Notes – Malmesbury Community Area Transport Group (CATG) meeting 23 July 2013

		<i>Road Safety concerns at junction of Blicks Hill and Holloway</i>	Lining improvements would be undertaken when the road was resurfaced and this was not scheduled for 2013/14. In the meantime signing would be undertaken (Martin).
		<i>Speeding and HGV on Callow Hill, Brinkworth</i>	Both sites where metro counts had been placed on 30mph Callow Hill showed speeding. The southern part 42.1 mph, the northern end 37.1mph making both eligible for CSW and a SID. As SIDs had been allocated for the year these two sites would be added to the list and considered when SIDs were next reviewed. In the meantime Miranda would invite parish council to consider CSW and re-consider SID sites. The 2 nd metro count at Callow Hill Brinkworth also included of the class of vehicle. HGV's are generally considered to be class 5 and above (3 or more axles). In this instance the average number of vehicles per day ranged between 1 and 7. This isn't considered excessive for a 'C' class road.
5.	<i>Review of speed limits on C and unclassified roads</i>		
		<i>Results of reviews of 2012/13 nominations: C70 and C1</i>	The results were not yet available and would be considered at the October meeting - Martin
		<i>Decision to devolve funding to area board/CATG which was previously set aside for speed limit review. (see attached paperwork)</i>	John (as Portfolio member for transport and streetscene) had made a decision to devolve the money previously ring-fenced for speed limit review of C class and unclassified roads directly to the CATGs to spend as they wished. He was concerned that the C class reviews were often unsatisfactory – as even if there was a case for a change this often resulted in signage which was inappropriate in a rural setting and virtually

Action Notes – Malmesbury Community Area Transport Group (CATG) meeting 23 July 2013

			<p>impossible to enforce.</p> <p>An additional £11,980 would be allocated to Malmesbury CATG and they could decide how to spend the additional funding.</p>
		<p><i>Foxley Road (C68) – the recommendation of CATG was not approved by the area board on 3 July and the CATG were asked to reconsider in light of the funding changes.</i></p>	<p>There were concerns about Foxley Road at the Malmesbury town end and in the hamlets of Foxley and Norton. The road was used a great deal by cyclists and horses. A range of options were considered. Speed bumps being inappropriate as these could only be used in a 30mh (or below) area. Local people didn't want signs on the road or flashy signs. The route could be reviewed but it might come up with no-change (according to DFT guidelines) or the CATG would then have to consider implementing speed limits.</p> <p>John explained that he was about to go out to consultation with the parishes about grass cutting. Areas that were not cut for safety reasons could be considered for less frequent cutting and this might make the Foxley road appear more rural which would naturally slow traffic, as would white lining the road edge. It was agreed that this issue should be revisited in October and that the less obtrusive any changes were (at least at the Norton end), the better.</p>
6.	New projects		
		<p><i>Speeding traffic Gloucester Road, Malmesbury – sites for SDR</i></p>	<p>Site for SDR to be considered and Martin R and Martyn to have a meeting to discuss speeding on Gloucester Road and the associated problems with Station Road car park (the later to be part of the Community Safety</p>

Action Notes – Malmesbury Community Area Transport Group (CATG) meeting 23 July 2013

			Group discussion – Chair is Martin Rae). Apparently 'boy racers' are using Mill lane as a circuit. As soon as Mill lane signage is installed Martin R to advise Miranda who will contact the police to enforce.
7.	2013/14 Substantive Bids		
		<i>To discuss the process and any appropriate schemes as bids were needed in the next few weeks</i>	The Leigh car parking scheme was inappropriate for substantive funding so this year it looked as though we had no appropriate scheme to put forward, but this should not put the group off from considering future projects and undertaking preliminary investigative work so there were ready to submit for 2014/15.
8.	A.O.B.	Finance - Martin took the group through the figures	Martin R and Miranda to check they agree
		Bus stop Brinkworth – the bus company had reported difficulty at being to access the bus stop. Access across the lay-by added to the issue	Action in the village was slow and the car park was associated with the local Diocese. CATG felt no further action was necessary at the present
		Network Rail notification re bridge work in preparation for electrification of the line had been poor in Sherston. Toby agreed.	Martin R to ask for Network Rail to improve their contact with the parish councils.
		Request - could road closed signs please say how far up the road the road was closed to help road users	Malcolm
		Newnton Grove – residents were still parking on the pavements despite provision of new parking areas. Greensquare had not installed bollards and Slow (for children)	Parking services had been advised Martin R and Simon to liaise to address
		It was suggested earlier in the meeting that where village gates were installed, paving should be placed in front of them to easy grass cutting.	Martin R to note
9.	Date of next meeting	Tuesday 15 October 2013, Malmesbury Library	

MALMESBURY CATGFINANCIAL SUMMARY

BUDGET 2012-13	A	£13,380.00	CATG ALLOCATION 2012-13	
	B	£3,687	2011-12 underspend	
<u>3rd party Contributions</u>	C	£10,000.00	Area Board Grant	
Total Budget 2012-13	D	£27,066.54	(A+B+C)	
<u>Commitments agreed by AB</u>				
Sherston High Street		£5,000.00	Contribution to Substantive scheme	
Tetbury Hill, Malmesbury		£5,359.00		
Ashton Keynes Substantive Bid		£0.00	Contribution to Substantive scheme	On hold
Minety Substantive bid		£5,000.00	Contribution to Substantive scheme	
Startley Village minor works		£562.00	Actual	
Silver street minety		£212.00	Rogue item - Awaiting confirmation from finance	
Ashton Keynes north end crossroads lining		£282.00	Actual	
Ashton Keynes High Street pedestrian imp lining		£241.00	Actual	
Total Commitments	E	£16,656.00		
Remaining budget 2012-13	F	£10,410.54	(D-E)	Carryover to 2013-14
BUDGET 2013-14				
	G	£13,380.00	CATG ALLOCATION 2013-14	
	H	£10,390.54	2012-13 Underspend	
	J	£11,980.00	Additional Contribution	
<u>3rd party Contributions</u>				
	K	£700.00	Malmesbury TC - Dark Lane Width restriction	
	L	£700.00	Malmesbury TC - Mill Lane Access restriction	
	M	£150.00	Charlton PC - Contribution to speed roundels	
	N	£847.00	Malmesbury TC Contribution to Tetbury Hill)	
Total Budget 2013-14	P	£38,147.54	(Sum G to N)	
<u>Agreed Commitments carried forward from 2012-13</u>				
Mill Lane Access restriction	Q	£1,000.00		
Dark Lane Width Restriction	R	£4,000.00		
<u>New Schemes 2013-14</u>				
1.Roundels on B4040 in Leigh (50mph), & Charlton (30mph)	S	£1,800.00		
2. Tetbury Hill/Filands junction and Tetbury Hill/Avenue de Gien mini roundabout	T	£3,400.00		
3. Minety Gateway & signing improvements	U	£5,000.00		
4. Gateway signing improvements - 40mph limit at Leigh	V	£1,500.00		
5. Blicks Hill and Holloway junction - Signing Improvements	W	£218.00		
Remaining Budget 2013-14	X	£21,229.54	P - (SUM Q to W)	

Report to	Malmesbury Area Board
Date of Meeting	4 September 2013
Title of Report	Area Board Funding

Purpose of Report

To ask councillors to consider the following officer recommendations:

1. Little Somerford Short Mat Bowls Club – award £418 towards a new bowls mat, conditional on the balance of funding being in place.
2. That revenue funding of £3,154 allocated in 2012/13 towards filming equipment for a youth media project (connected with the Malmesbury Neighbourhood Plan consultation) be retained by the area board, as the project is no longer taking place.
3. To encourage applications for Community Area Grants.

1. Background

- 1.1. Area Boards have authority to approve Area Grants under powers delegated to them by the Deputy Leader and Cabinet member for Adult Care, Communities and Housing (5 April 2013). Under the Scheme of Delegation Area Boards must adhere to the [Area Board Grants Guidance 2013/2014](#).
- 1.2. In accordance with the Scheme of Delegation, any decision of an Area Board that is contrary to the funding criteria and/or the officer's recommendation would need to demonstrate that the application in question has a wider community benefit, and give specific reasons for why this should justify an exception to the criteria.
- 1.3. The Localism agenda supports the ethos of volunteering and community involvement and the nurturing of resilient communities. With this in mind Community Area Grants (CAGs) should be encouraged from and awarded to community and voluntary groups.
- 1.4. The area board may wish to link funding to local priorities, including those identified in their Community Plan, Local Area Joint Strategic Assessment and any other community based consultative work.
- 1.5. In 2013/14 Malmesbury Area Board was allocated a budget of **£53,138** for community area grants, digital literacy grants, community partnership core funding, area board operational funding and area board/councillor led

initiatives. In 2013/14 only capital funding is available for community area and digital literacy grants.

- 1.6. In addition to CAGs and digital literacy grants councillors can submit an Area Board/Councillor Led Initiative. This enables area boards to tackle sticky community issues and/or community identified priorities. Cabinet have emphasised that they do not wish these to be used to avoid complying with Community Area Grant criteria or for filling gaps where there are council service shortfalls.
- 1.7. Applications of up to and including £500 can be made for a Community Area Grant, which do not require matched funding. Amounts of £501 - £5,000 will be required to find matched funding. The area board will rarely award more than £5,000.
- 1.8. A ring-fenced budget of £1,500 has been provided specifically for Digital Literacy Grants, although the area board may spend more. Up to £500 per project is available for capital projects.
- 1.9. New for 2013/14 is a single on-line application process for Community Area Grants (CAG) and Digital Literacy grants, introduced to provide an easy step by step application process. The application process and funding criteria can be found [here](#).
- 1.10. Area boards will not consider CAG applications from town and parish councils for purposes that relate to their statutory duties or powers that should be funded from the local town/parish precept. However this does not preclude bids from town/parish councils, encouraging community projects that provide new opportunities for local people or those functions that are not the sole responsibility of the town/parish council.
- 1.11. Officers provide recommendations, however the decision to support applications is made by Malmesbury area board councillors.
- 1.12. Funding applications will be considered at every Area Board meeting whilst there is money available.
- 1.13. All recipients of area board funding are expected to complete an evaluation form as soon as the project has been completed and provide receipts if requested. Groups are encouraged to up-load information and photographs about their project on to the [Malmesbury & Villages – Our Community Matters blogsite](#). Failure to evaluate projects will preclude applicants/organisations being considered for future funding.

<p>Background documents used in the preparation of this report</p>	<p>Area Board Grant Criteria and Guidance 2013/14 as approved by delegated decision</p> <p>Area Board Grants Scheme 2013/14 – information and criteria</p> <p>Digital Literacy Grants 2013/14</p> <p>Malmesbury and Villages Community Area Plan 2009-2013</p> <p>Minutes of the 3 July 2013 Malmesbury area board</p>
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2. Main Considerations

- 2.1. At the 3 July 2013 area board £8,118 revenue funding was allocated to the Malmesbury & Villages Community Area Partnership and £5,000 capital awarded to Minety Village hall, leaving a balance of **£40,020** to be allocated through Community Area Grants, Digital Literacy Grants and Area Board/Councillor Led Initiatives.
- 2.2. Councillors must ensure that the distribution of funding is in accordance with the Scheme of Delegation outlined in Section 1 of this report.
- 2.3. Councillors will need to be satisfied that grants awarded in 2013/2014 are made to projects that can realistically proceed within a year of the award being made.
- 2.4. There are 3 funding rounds remaining in 2013/14. Deadlines for receipt of funding applications are as follows:
 - **20 September 2013 for consideration at 6 November 2013**
 - 22 November 2013 for consideration at 15 January 2014
 - 24 January 2014 for consideration at 5 March 2014

3. Environmental & Community Implications

- 3.1. Area Board Grants contribute to the continuance and/or improvement of cultural, social and community activity and wellbeing in the community area, the extent and specifics of which will be dependent upon the individual project.

4. Financial Implications

- 4.1. Awards must fall within the Area Boards budget allocated to the Malmesbury Area Board.
- 4.2. If grants are awarded and retained in accordance with officer recommendations Malmesbury area board will have a balance **£42,756**

5. Legal Implications

5.1. There are no specific legal implications related to this report.

6. HR Implications

6.1. There are no specific HR implications related to this report.

7. Equality and Inclusion Implications

7.1. Community Area Grants and Small Grants will give local community and voluntary groups, town and parish council's equal opportunity to receive funding towards community based projects and schemes, where they meet the funding criteria.

7.2. Implications relating to individual grant applications will be outlined in section 8, "Officer Recommendations" of the funding report.

8. Officer Recommendations

Ref	Applicant	Project proposal	Funding requested
8.1.	Little Somerford Short Mat Bowls Club	New bowls mat	£418

8.1.1. Officers recommend that Little Somerford Short Mat Bowls Club is awarded £418 towards the cost of a new bowls mat, conditional on the balance of funding being in place.

8.1.2. This application meets grant criteria 2013/14 and has been approved as a capital project by Wiltshire Council finance department.

8.1.3. The applicant is contributing 50% of the cost of this project from their own funds

8.1.4. The Malmesbury and the Villages Community Plan 2009-2013 lists the need to have more community events and activities and use of village halls.

8.1.5. The bowls club now plays in the Upper Seagry rather than Little Somerford village hall. With more space the club wishes to expand, hence the request for help to fund a second mat. With a second mat, members will be able to spend more time playing.

8.1.6. The intention is to use their reserves for more equipment and storage for the new mat. They will also be promoting their club and encouraging greater take up of the game amongst all age groups.

8.2. In January 2013, £3,359 was allocated by the area board to enable young

people to undertake a media project associated with the final consultation on the Malmesbury Neighbourhood Plan. Due to unforeseen delays this project has not progressed and as a result a decision has been made not to draw down this funding.

- 8.3. This funding will be returned to the area board funding pot for distribution during 2013/14.
- 8.4. Community groups are encouraged to make funding applications to the area board for support. The Community Area Manager, Miranda Gilmour is happy to help potential applicants.

No unpublished documents have been relied upon in the preparation of this report other than those requested in the funding criteria e.g. estimates.

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