

AGENDA

Meeting: MALMESBURY AREA BOARD
Place: Malmesbury School, Corn Gastons, Malmesbury SN16 0DF
Date: Wednesday 8 July 2015
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 Adam Brown (Democratic Services Officer), on 01225 718038 or email: adam.brown@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 John Thomson
Cllr Simon Killane

Cllr Chuck Berry
Cllr Toby Sturgis

RECORDING AND BROADCASTING NOTIFICATION

Wiltshire Council may record this meeting for live and/or subsequent broadcast on the Council's website at <http://www.wiltshire.public-i.tv>. At the start of the meeting, the Chairman will confirm if all or part of the meeting is being recorded. The images and sound recordings may also be used for training purposes within the Council.

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If you have any queries please contact Democratic Services using the contact details above.

	Time
<p>1 Election of Chairman <i>(Pages 1 - 2)</i></p> <p>To elect a Chairman for the 2015/16 municipal year.</p>	7.00pm
<p>2 Election of Vice-Chairman</p> <p>To elect a Vice-Chairman for the 2015/16 municipal year.</p>	
<p>3 Chairman's Welcome and Introductions</p> <p>The Chairman will welcome those present to the meeting.</p>	7.05 pm
<p>4 Apologies for Absence</p>	
<p>5 Minutes <i>(Pages 3 - 14)</i></p> <p>To approve and sign as a correct record the minutes of the meeting held on 6 May 2015.</p>	
<p>6 Declarations of Interest</p> <p>To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.</p>	
<p>7 Chairman's Announcements <i>(Pages 15 - 20)</i></p> <p>The Chairman will provide information about:</p> <ul style="list-style-type: none"> a. Changes to Street Lighting b. LEADER Funding c. School Place Planning d. Magna Carta Celebrations e. Launch of Safe Places across Malmesbury Community Area f. Your Care, Our support. We need your help! 	7.15 pm
<p>8 Local Youth Network Update and Applications for Youth Funding <i>(Pages 21 - 28)</i></p> <p>To receive an update on the Local Youth Network (LYN) and for the Area Board to consider one Youth Grant recommendation:</p> <ul style="list-style-type: none"> 1. Music Maniacs: £250 (to be match funded by Green Square). 2. Local Youth Network Management Group (LYNMG): £300.00 allocation for hoodies for LYNMG attendance at promotional events. 	7.20pm

9	<p>Youth Consultation Results (<i>Pages 29 - 36</i>)</p> <p>Members of the Malmesbury Local Youth Network Management Group will be in attendance to deliver the results of the youth consultation.</p>	
10	<p>Partner Updates (<i>Pages 37 - 40</i>)</p> <p>To receive updates from the following partners:</p> <ul style="list-style-type: none"> a. Wiltshire Police b. Wiltshire Fire and Rescue Service c. Malmesbury and the Villages Community Area Partnership d. Wiltshire Clinical Commissioning Group (CCG) e. Good Neighbours f. Malmesbury Campus g. Highways Community Co-ordinator h. JSA update i. Young People j. Town and Parish Councils 	7.40pm
11	<p>Community Area Transport Group (<i>Pages 41 - 52</i>)</p> <p>The Area Board will be asked to:</p> <ol style="list-style-type: none"> 1. Consider the recommendations from the Malmesbury Community Area Transport Group (CATG) outlined in the report and appendices. 2. Remind town and parish councils that a contribution of at least 25% is requested towards all CATG schemes (with the exception of substantive schemes). 	7.50pm
12	<p>Community Issues Update (<i>Pages 53 - 60</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>	8.00pm
13	<p>Area Board Funding (<i>Pages 61 - 68</i>)</p> <p>Councillors will be asked to consider the Community Area Grants report and make recommendations on the applications received.</p> <p>The following application has been received from:</p> <ol style="list-style-type: none"> 1. Bradstone Playing Field – £960 capital funding towards the provision of a replacement oil tank. <p>The Area Board will be updated in respect to their 2015/16 budget.</p>	8.10pm

14 **Appointment to Outside Bodies and Working Groups** (*Pages 69 - 90*) **8.20pm**

To appoint members to the Working Groups, Task Groups and Outside Bodies of the Area Board including the Local Youth Network (LYN).

15 **Evaluation and Close** **8.25pm**

Future Meeting Dates

Wednesday, 9 September 2015

7.00 pm

Malmesbury School, Corn Gastons, Malmesbury SN16
ODF

Wednesday, 4th November, 2015

7.00 pm

Malmesbury School, Corn Gastons, Malmesbury SN16
ODF

Wednesday, 13th January, 2016

7.00 pm

Malmesbury School, Corn Gastons, Malmesbury SN16
ODF

Constitutional Guidance on Election of Chair/Vice-Chair for Area Boards: Taken from Part 3 of the Wiltshire Council Constitution

- 4.9 The chairman and vice-chairman of an area board will be appointed at the first meeting of an area board, which takes place after the annual meeting of the Council, by the unitary councillors on each area board, except in an election year where after the first meeting of Full Council a special meeting of each area board will take place to appoint a chairman and a vice-chairman.
- 4.9.1 The Democratic Services representative will call for nominations for the position of chairman of the area board. A councillor's nomination must be seconded to be valid. A councillor shall not be nominated in his/her absence without their written consent.
- 4.9.2 In the event of only one valid nomination being received the person presiding will declare the nominated councillor elected.
- 4.9.3 In the case of two valid nominations the Democratic Services representative will ask for a show of hands from those councillors in favour of each councillor and declare the candidate receiving the majority of votes of the councillors present and voting, to be the winner.
- 4.9.4 In the case of an equality of votes for the two candidates, the Democratic Services representative shall draw lots to determine the winner of the election and then declare the result.
- 4.9.5 In the case of three or more valid nominations being made, the Democratic Services Representative will call for a show of hands for each of the candidates. The Democratic Services representative will then announce the candidate with the least number of votes and that candidate will be eliminated (in the case of a tie for the least number of votes, the Democratic Services representative shall draw lots to determine which candidate to be eliminated). A further vote shall be taken for the remaining candidates and after each vote the candidate with the least number of votes shall be eliminated until only two candidates remain and a final vote taken.
- 4.9.6 The newly elected Chairman of the Area Board shall then preside over the election of the Vice Chairman in the manner described above with the ability to use a casting vote in the event of an equality of votes.
- 4.9.7 With the exception of an election year, the chairman and vice-chairman of an area board shall remain in post until their successors are appointed.

MINUTES

Meeting: MALMESBURY AREA BOARD
Place: Crudwell Village Hall, Tetbury Lane, Crudwell SN16 9HB
Date: 6 May 2015
Start Time: 7.00 pm
Finish Time: 9.10 pm

Please direct any enquiries on these minutes to:

Adam Brown (Democratic Services Officer) Tel: 01225 718038, Tel: 01225 718038 or (e-mail) adam.brown@wiltshire.gov.uk

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

In Attendance:

Wiltshire Councillors

Cllr John Thomson (Chairman), Cllr Chuck Berry and Cllr Toby Sturgis

Wiltshire Council Officers

Miranda Gilmour (Community Area Manager), Adam Brown (Democratic Services Officer), Ollie Phipps (Community Youth Officer), Nicola Gregson (Head of Commissioning for Older People)

Town and Parish Councillors

Malmesbury Town Council – Sue Poole

Brinkworth Parish Council – Elizabeth Threlfall, John Beresford

Luckington Parish Council – Ashley Stopforth

St Paul Malmesbury Without Parish Council – Deborah Clogg, Roger Budgen, Andy Hatherell

Partners

MVCAP – Peter Gilchriest, Sid Jevons

Good Neighbours – Ellen Blacker

Total in attendance: 24

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
33	<p><u>Chairman's Welcome and Introductions</u></p> <p>The Chairman welcomed all those present at the meeting.</p>
34	<p><u>Apologies for Absence</u></p> <p>Apologies were received from:</p> <p>Cllr Simon Killane Dave Wingrove – Ashton Keynes Parish Council John Gundry – Malmesbury Town Council Wayne Jones – Malmesbury Town Council John Matthews – Sherston Parish Council Terry Mockler – Hankerton Parish Council</p> <p>Congratulations were extended from the Area Board to John Gundry for his appointment as Mayor for Malmesbury and to Wayne Jones for his appointment as Deputy Mayor for Malmesbury.</p>
35	<p><u>Minutes</u></p> <p>The Minutes of the previous meeting held on 4 March 2015 were presented.</p> <p>Approved To approve the Minutes of the previous meeting as a true and accurate record</p>
36	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>
37	<p><u>Chairman's Announcements</u></p> <p>The Chairman and Area Board members made the following announcements:</p> <p>a) Universal Credit</p> <p>The announcement was referred to in the agenda pack.</p> <p>b) New School Place Planning Strategy</p> <p>The announcement was referred to in the agenda pack.</p> <p>c) Older People's Event</p> <p>Cllr Berry announced that there would be an Older People's Event held on</p>

	<p>Thursday 25th June at 2pm in the Wesleyan Room, Malmesbury Town Hall. People were invited to discuss views, experiences and expectations of activities and services for older people in the Malmesbury Community Area. The event would be used to identify service gaps and work with the elderly to commission them.</p>
38	<p><u>Services to the Elderly</u></p> <p>Nicola Gregson, Head of Commissioning for Older People, was in attendance to deliver the presentation.</p> <p>A market position booklet on services for older people in the Malmesbury community area was distributed. It was explained that people often found it hard to get the information required for older people's services they needed at the right time. As a result a new information portal had been created on the Adult Services section on the Wiltshire Council website. Entering a postcode into the portal would display clubs and services available to older people in the surrounding area.</p> <p>It was explained that Wiltshire Council wanted to know from older people what they thought about services available and what they needed. A carer and older people's champion would be discussed at the Older People's Event on 25 June 2015 and appointed by the area board. These people would aim to create a better dialogue with the elderly about what was being done and what was needed.</p> <p>A plan would be created as a result of the meeting. People who were interested were urged to attend on 25 June 2015.</p> <p>A question was asked regarding where the number of looked after people in Wiltshire would go in the coming years as it had already increased by 10%. This statistic was explained as increasing with regards to the number of elderly people and those with dementia. It was noted as being important to ensure they have the help required.</p> <p>It was asked what was being done to solve the problem of "bed-blocking". This was noted as not yet having been solved, but the council was working with the NHS to improve the situation. The work included looking at how health and social care could provide and integrated service to the user.</p>
39	<p><u>Health and Social Care Updates</u></p>
40	<p><u>Dementia Awareness</u></p> <p>Trish Blacker, Dementia Advisor at the Alzheimer Society, was in attendance to deliver a talk on dementia awareness.</p> <p>It was stated that Dementia Awareness Week would be occurring from the 19th to the 25th May 2015. The focus behind this event would be to raise money and</p>

remove the stigma behind dementia.

The dementia advice service had been running for two years as a result of people not knowing where to go for support. They were seeing an increasing number of self-referrals. The service was able to provide help to people of any age at various stages of diagnosis. The service was also open for those affected by dementia, including friends and family. It was noted that the earlier help could be provided to help people living in their own homes, the better the results would be. People were generally visited in their own homes in order to get to know them and provide tailored signposting help.

Partners working with the service included Wiltshire Good Neighbours, the Police, and other local organisations.

The role of a Dementia Support Worker involved working with those with complex needs and those at their point of crisis. It was explained that sometimes the workers would only be present for short periods, but their role was to put in coping mechanisms to help the person with dementia and their carer.

The Carer's Information Support Programme ran as and when it was needed. In the previous year four were held in North Wiltshire. The programme ran fortnightly over the course of twelve weeks. Programme content included looking at what dementia was and how it affected a person, along with the issue of future planning.

The new role of Independent Learning Worker had opened up. The worker had been given an amount of money to use on a pilot scheme and would go out to support those with no family members or friends nearby. The worker would then work with the transport services to try and help the person with dementia stay within their own home. This position had been funded by the Alzheimer Society for twelve months. Evidence was being gathered from the scheme to move forward with it. Catherine Dyer was noted as being the Independent Learning Worker.

Information was provided on the Home Support Service. This had been set up a number of years ago, initially to provide carers with a break. The size of the break was dependent on the amount of funding available. One trained member of the Home Support Team, registered through the Care Quality Commission, would be made available to stay with the person with dementia. What the member did during this time would be decided by the person with dementia.

A number of support groups available were listed. These included: Singing for the Brain; Memory Cafés (Calne/Chippenham/Malmesbury); Carer's Information Support Programme; Carer's Support Group; Carer's Day Out. The volunteer groups were noted as being largely reliant on volunteer help. There were more volunteers within the Alzheimer Society than paid staff.

People were encouraged to take part in Dementia Awareness Week. Events

	<p>would include: a library stand in Calne and Corsham campus to provide information; opportunities to become a dementia friend; and a Dementia Tea Party in the Malmesbury hub.</p>
41	<p><u>Dorothy House Hospice Care</u></p> <p>Louise Clapton, Community Engagement Officer, and Rebecca Jones, Local Nurse Specialist, were in attendance to deliver a talk on Dorothy House Hospice Care.</p> <p>It was explained that Dorothy House provided help for those with life-limiting illnesses. Dorothy House was equipped with the time to give attention to people's needs, along with the expertise to provide services. There were in-patient and out-patient facilities available. Emotional and spiritual support was also offered to friends and family.</p> <p>Outreach centres were located in Trowbridge and St. John's. These were open Monday to Friday from 10am to 4pm as a drop-in service. Signposting would be offered to those who did not meet the criteria; this ensured that not one was left without help.</p> <p>Currently there were 26 Community Nurses working for Dorothy House. Help was offered free, but did come without a cost. In order to provide services £12,000 was needed per day. Fundraising was explained to be the main source of income for the service, along with the help of 1000 volunteers. The NHS was noted as now only providing 16% of the funding.</p> <p>Rebecca Jones introduced herself as the Local Nurse Specialist. She had been in her position for the last 15 years and currently had 16 patients.</p> <p>Death and dying was described as a taboo subject at the moment. It was explained that she was trying to break this mentality down and make people feel at ease to help express their needs. Her role included listening and facilitating a conversation that some may be scared to have.</p> <p>It was noted that the hospice package came with help through various services. The GP's and district nurses were available to help. The Malmesbury GP's were described as fantastic and accessible. Help could be offered medically, physically, emotionally, and financially to enable people to both live and die well.</p>
42	<p><u>Age UK Wiltshire</u></p> <p>Susan Desrosiers, Age UK Support Worker, was in attendance to deliver an update on the services Age UK Wiltshire provides in the Malmesbury Community Area and future plans.</p> <p>Her role was described as a service which aimed to help people feel more comfortable once they came home from hospital. Services available also included information and advice on finance, possible allowances, and other</p>

areas including writing a will.

Support community day centres were available in Malmesbury, Corsham, and Chippenham.

It was explained that there were currently about 1million residents in the UK who had not spoken to anyone in a month. Loneliness and social isolation were described as being dangerous to a person's health. Causes of both could be due to various reasons, including medical and emotional issues and fear or lack of transportation.

Criteria for the Age UK Befriending Service were described as someone living alone with less than seven hours social contact per week, not including helpers. Help would be provided in the form of home visits and trips out with a volunteer. Telephone befriending was also available. Services worked through referrals, usually from a friend or family member. The client is spoken to in order to find out their likes and dislikes to ensure they are matched with the correct helper. Early conversations were monitored to check progress. Any possible referrals were requested to be sent to Susan (susan.desrosiers@ageukwiltshire.org.uk).

It was noted that Age UK Wiltshire was in need of more volunteers, to maximise their resources, and to map out local activities in the area. Future aspirations were to have a telephone hub in each area.

It was asked by Miranda Gilmour when and where the fitness and friendship club in Malmesbury would be. The information would be passed on when available.

The Area Board noted that the continuing increase in life expectancy would be an issue in future elderly care. Support needed to be offered as a community to address this.

The ages of befrienders was explained as including a wide range. Many were young mothers. The youngest at a recent training group was 25.

Wiltshire Good Neighbours

Ellen Blacker, Wiltshire Good Neighbours, was in attendance to deliver a talk on their role in helping the elderly run independent lives.

Help was offered to vulnerable people with a majority of referrals coming from the vulnerable people themselves.

Work was done over a range of areas, including: practical help, social groups, disabled parking applications, repatriation, and financial help.

Thanks were expressed to parishes that had been active with events such as

	<p>coffee mornings. Parish magazines were also commended, as these were widely read. An influx of calls and emails were noted as always being received once adverts had been placed within the magazines.</p> <p>It was noted that the Safe Spaces national scheme had reached Wiltshire. Businesses were being recruited to display a “Safe Space” sticker in their window to show that they were trained to help elderly and vulnerable people.</p>
43	<p><u>Local Youth Network Update and Applications for Youth Funding</u></p> <p>Ollie Phipps, Community Youth Officer, was in attendance to deliver an update and recommend Youth Grant Funding.</p> <p>A total of 841 responses had been received to the Needs Assessment survey. The survey would provide information on needs, wants, and what was already available.</p> <p>Resolved</p> <ol style="list-style-type: none"> 1. To award 4 Street Theatre Workshops & Performance in Carnival by Last Baguette Theatre Company £400 (to be match funded £400 by the Carnival Committee) 2. To award Malmesbury Skate Park Seed Fund: £905.50 for initial set up funds to support the training of new volunteers and overheads.
44	<p><u>Partner Updates</u></p> <p>a. Wiltshire Police</p> <p>There was no update.</p> <p>b. Wiltshire Fire & rescue</p> <p>There was no update.</p> <p>c. Healthwatch Wiltshire</p> <p>A written update was provided.</p> <p>d. Malmesbury and the Villages Community Area Partnership (MVCAP)</p> <p>A written update was provided.</p> <p>e. Good Neighbours</p> <p>The Good Neighbours update was taken during item 7.</p> <p>f. Malmesbury Campus</p>

	<p>A meeting had taken place with Property Services on how to bring Cotswold House back into use with the budget available. Information would be coming back from Property Services and the design would go to the Malmesbury COB for signing off.</p> <p>g. Highways Community Co-ordinator</p> <p>There was no update.</p> <p>h. JSA Update</p> <p>One of the issues for concern which came from the JSA event held in Malmesbury during the previous year was isolated and older people. With the information held at this Area Board meeting and the workshop in June these needs could be addressed. Parishes were requested to promote the workshop event. It was noted that the Area Board was available to help provide funding for transport to the Older People's Event.</p> <p>i. Town/Parish Councils</p> <p>Luckington Parish Council – Luckington and Alderton high streets had recently been resurfaced. Thanks were expressed to the Wiltshire Council Highways. It was understood that more was to come over the next five years.</p> <p>It was explained that top dressing across rural roads would be focused on over the summer period. An estimated five years would be required to finish this.</p>
45	<p><u>Community Issues Update</u></p> <p>Miranda Gilmour explained changes to the report regarding issues recommended for closure and referral.</p> <p>Regarding the recommended closure of Issue 2172 it was heard that although it would be closed due to financial issues, it should still be noted as an issue within the community. It was also noted that Councils can remove untaxed vehicles from highways. Richard Mortimer was given as a contact for informing the Local Authority of untaxed vehicles within the area.</p> <p>It was noted that referrals to the CATG needed to be more selective as resources to deal with them were limited.</p> <p>Issue 3956 was not referred to the CATG as the money was not available to do so. It was noted that the money should come out of the developer's contribution from housing developments in the area.</p> <p>Issue 3932 was described as a conflict as the number of streetlights switched on at night was trying to be reduced. It was recommended that a quote be given for</p>

this rather than sending it to the CATG.

In regards to a death on the stretch of highway between Kemble to Chelworth, a coroner's report was being awaited. It was explained that the position of Cabinet member for highways allows the member to view the coroner's report in relation to possible highways related deaths. This was to avoid kneejerk reactions as there were a number of factors which can lead to accidents. Wiltshire Council had a good history of responding to coroner's reports which cite highway related factors.

Resolved

To close the following issues and take on views regarding Issue 2172:

- **Issue 3761 – Ashton Keynes parish council requested 'Pedestrians crossing' signs at crossing of B4696 and Thames Path. CATG considered there were already sufficient signs in the vicinity.**
- **Issue 3560 – Junction B4040 Malmesbury to Tetbury Road at Shipton Moyne Road. CATG felt that fencing had been installed but removal of hedges was likely to increase traffic speed, so not advised. There is no evidence of accidents at this junction.**
- **Issue 3403 – Speeding through Milbourne Village. Metro counts have been undertaken and CSW group are now in operation. 30mph roundels at terminal points have also been installed in encourage vehicles to reduce their speed.**
- **Issue 2660 – Drainage issues Reeds Farm. Alleviation of this problem needs to be addressed through any future development of adjacent land. The town council and local residents need to respond to planning applications at the appropriate time.**
- **Issue 2172 – Parking in Cross Hayes by Hyams Garage – There appears to be no enthusiasm to pursue this issue.**

To recommend for referral to the Community Area Transport Group (CATG):

- **Issue 3973 HGV concerns on Pound Hill (agreed with addition of a HGV sign).**
- **Issue 3963 – Pavement from water tower roundabout down Holloway Hill, Malmesbury.**
- **Issue 3962 – Request for a dropped kerb at the junction of Filands Road and Tetbury Hill.**
- **Issue 3926 - Traffic speed on B4042 in Brinkworth (agreed pending results of a householder cutting down a hedge and a metro count)**
- **Issue 3897 - Pedestrian safety concerns at bottom of Swindon Road, Malmesbury.**

46	<p><u>Community Area Transport Group (CATG)</u></p> <p>Parish councils were reminded that they were responsible for contributing 25% towards CATG actions.</p> <p>Two 20mph schemes had been considered which met the criteria. It was noted that research suggested that these schemes may not be the answer to highway safety. There was a suggestion to focus on 20mph schemes outside of schools as there was a higher degree of compliance.</p> <p>Resolved</p> <p>To note and approve the actions and recommendations of the 4 April 2015 Malmesbury CATG meeting</p>
47	<p><u>Area Board Funding</u></p> <p>The Community Area Manager outlined the funding report.</p> <p>Resolved</p> <ol style="list-style-type: none"> 1. To award Malmesbury Skatepark Group £965 capital funding towards start-up costs 2. To allocate £1,000 from the Legacy fund towards the Magna Carta 800 celebrations
48	<p><u>Any Other Questions</u></p> <p>It was asked if Wiltshire Council should be spending more money on organisations that help the elderly to allow them to go out and recruit more volunteers. It was explained that this was why Wiltshire Council was spending money on the organisations present and workshop events similar to the Older People's Event in June. Events like this would allow the Council to identify the best areas to allocate money.</p> <p>An update was requested on broadband in Luckington. It was noted that this project was being monitored. Phase two of the broadband projected had been signed on the 6 May 2015. This would provide help for an extra 5000 homes. Work was ongoing with BT to get maximum value for money. A complaint had been sent to central government regarding a complicated central government contract which made it difficult to get notice of when high speed broadband was available before BT knew.</p>
49	<p><u>Urgent items</u></p> <p>There were no urgent items.</p>

50	<p><u>Evaluation and Close</u></p> <p>The Chairman thanked all those present for their attendance.</p> <p>The next meeting would take place on:</p> <p>Wednesday, 8 July 2015, 7.00 pm at Malmesbury School, Corn Gastons, Malmesbury SN16 0DF</p>
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Chairman's Announcements

Subject:	Changes to Street Lighting
Officer Contact Details:	Peter Binley, Head of Highways Asset Management and Commissioning, Tel: 01225 713412 Email: peter.binley@wiltshire.gov.uk

Summary of announcement:

The Council needs to save money and reduce its carbon footprint by reducing energy usage. Rising energy costs, carbon tax and budget restraints make it necessary to change the way we light our streets.

We will be converting some of the street lights in our towns and surrounding areas, so that some of them are not on between about midnight and 5.30am where it is safe to do so.

Lights at junctions, pedestrian crossings and where required for safety will remain on all night. Lighting where there are CCTV systems, in the town centre, and in areas where crime is a problem will remain on and at normal lighting levels.

The scheme was the subject of a consultation in 2012 when the views of the public and organisations were invited before the Council's Cabinet considered the matter.

The scheme has been operating successfully in Trowbridge for over six months and will be rolled out in the other towns this summer. A review of the scheme will be undertaken after six months to determine whether further changes are necessary, and the views of the Town and Parish Councils will be sought.

Date of Implementation	Area
1 st July	Melksham, Westbury, Salisbury, Laverstock, Wilton
5 th August	Warminster, Corsham, Chippenham, Bradford on Avon
2 nd September	Calne, Malmesbury, Royal Wotton Bassett, Devizes, Marlborough, Amesbury

After the introduction of the scheme if there are locations where there are any serious safety issues, these will be considered and changes made as necessary.

Chairman's Announcements

Subject:	Grants for rural organisations and businesses
Officer Contact Details:	See links below
Weblink:	See links below

Summary of announcement:

Agricultural businesses and organisations across Wiltshire are being encouraged to apply for European grants designed to boost rural employment.

The Leader scheme is one element of the Rural Development Programme for England, funded by the EU and DEFRA. This tranche of grants runs for five years, until March 2021.

Grants will be available to support the local rural economy, in the following areas of activity: farming, micro and small enterprise employing fewer than 50 people (including farm diversification), rural tourism/the visitor economy, forestry, rural services, and culture and heritage.

The application process is being administered by; Local Action Groups each with a board of volunteers assessing applications to make sure the money goes to those projects likely to create the most new rural jobs for the county. Most grants will be between £2,500 and £50,000.

Six Local Action Groups (LAG) covering Wiltshire have been awarded funding under the new programme (2015 to 2021). North Wessex Downs based on the Area of Outstanding Natural Beauty (AONB), New Forest based on the national park, Heart of Wessex along the A303 in Wiltshire and Somerset, Plain Action centred on Salisbury Plain, Vale Action along the A350 corridor and Cotswold, based on that AONB.

For information about applying for a grant contact the programme manager for your local action group:

North Wessex: Dawn Hamblin, email nwdleaderprogramme@wiltshire.gov.uk call 01488 680458 or visit: www.northwessexleader.org.uk

New Forest: Sally Igra, email Sally.Igra@NFDC.gov.uk call 02380 285368 or visit www.newforestleader.org.uk/8573

Heart Of Wessex: Sarah Dyke-Bracher, email sarah@heartofwessex.co.uk call 07826 907361 or visit www.heartofwessex.co.uk

Plain Action: Alan Truscott, email atruscott@communityfirst.org.uk call 01380 732814 or visit www.plainaction.org.uk

Vale Action: Alan Truscott, email atruscott@communityfirst.org.uk call 01380 732814 or visit www.valeaction.org.uk

Cotswold: James Lloyd, email James.Lloyd@cotswoldaonb.org.uk call 01451 862000 or visit www.cotswoldaonb.org.uk/leader

Chairman's Announcements

Subject:	School Place Planning and Commissioning
Officer Contact Details:	Clare Medland, Head of School Place Commissioning, Clare.medland@wiltshire.gov.uk, Ext 13966
Further details available:	Further details will be available in June 2015

Summary of announcement:

A new School Place Planning Strategy and associated Implementation Plan are being developed following the recent approval of the Core Strategy. The Strategy will detail the current demographic trends in relation to the school population and where we will be proposing to expand, extend or provide new school places.

The draft Strategy will be made available on the Council's website in June and an Executive Summary briefing will be provided.

It is anticipated that there will be up to 3 Workshops organised across the County during June/July to explain the Strategy in more detail and for anyone who wishes to find out further information.

Report to Malmesbury Area Board
Date of meeting 8th July 2015
Title of report Youth Grant Funding

Purpose of the Report:

To consider the applications for funding listed below together with the recommendations of the Local Youth Network (LYN) Management Group.

Applicant	Amount requested	LYN Management Group recommendation
Music Maniacs	£250.00	Award full amount, match funded by Green Square
LYNMG	£300.00	Allocation for hoodies for LYNMG attending promotional events

1. Background

The recommendation from the LYN Management Group has been made in accordance with the following guidelines:

- Leaders guidance for Community Area Boards on Positive Activities for Young People
- Positive Activities for Young People local Youth Network Terms of Reference
- Positive Activities Toolkit for Community Area Boards

Young people have considered this application and identified it as a priority for Area Board funding.

2. Main Considerations

- 2.1. Councillors will need to be satisfied that Youth Grant Funding awarded in the 2015/2016 year are made to projects that can realistically proceed within a year of it being awarded.
- 2.2. Councillors will need to decide and be assured that young people and the community will benefit from the funding being awarded and the project/positive activity proceeding. The application should meet the identified needs, priorities and outcomes for young people in the areas, as identified in the LYN Needs Assessment and Strategic Plan.
- 2.3. Councillors will need to ensure measures have been taken in relation to safeguarding children and young people.
- 2.4. Councillors will need to ensure that young people have been central to each stage of this Youth Grant Funding application.

3. Environmental & Community Implications

Youth Grant Funding will contribute to the continuance and/or improvement of cultural, social and community activity and wellbeing in the community area, the extent of which will be dependent upon the individual project.

4. Financial Implications

Financial provision had been made to cover this expenditure.

5. Legal Implications

There are no specific legal implications related to this report.

6. Human Resources Implications

There are no specific human resources implications related to this report.

7. Equality and Inclusion Implications

Ensuring that Community Area Boards and LYNs fully consider the equality impacts of their decisions in designing local positive activities for young people is essential to meeting the Council's Public Sector Equality Duty.

8. Safeguarding Implications

The Area Board has ensured that the necessary policies and procedures are in place to safeguard children and young people. The Community Youth Officer has assessed this application agreed it meets safeguarding requirements.

9. Applications for consideration

Application ID	Applicant	Project Proposal	Requested
ID 79 (hyper link)	Oaksey Youth Club	Music Maniacs	£250.00
<p>Project description</p> <p>The project aims to provide two day summer music workshops, one at the beginning of August and one on 26th August. They will provide an environment in which 12-19 year olds can learn to perform with friends. There is limited provision in the Malmesbury Community Area providing creative music and an opportunity for young people to create their own work. The project will cater for those with no musical skills to those who already play an instrument, encouraging creativity and developing an environment where young people can share their skills with others. Transferable skills that will be developed include team work, working with others, listening, improved confidence, concentration and encouraging positive behavior within the community. We will provide a wide range of musical instruments for young people to engage with and give a go.</p>			
<p>Recommendation of the Local Youth Network Management Group</p> <p>That the application meets the grant criteria and is approved for the amount of £250.00, subject to the following conditions:</p> <p>To be match funded £250. By Green Square Housing Association (secured)</p>			

No unpublished documents have been relied upon in the preparation of this report

Report Author: Ollie Phipps Tel: 07795 060797 Email: Ollie.phipps@wiltshire.gov.uk

**Malmesbury Community Area Board and Local Youth Network
Positive Activities for Young People Grants Scheme**

Local Youth Network Scoring Sheet

Organization: Music Maniacs ___ Date Received: 22.06.15 ___ Amount Requested: £250. ___

Category:	Total mark available	Mark given:	Comments:
<p>Meets local needs & priorities How well does the project/activity/programme meet local needs, outcomes, priorities and objectives?</p> <ul style="list-style-type: none"> - Organizations own Consultation (2 Marks) - CYO Needs Assessment (2 Marks) - JSA (2 Marks) - 507B Offer (2 Marks) - Community/ Neighborhood plan (2 Marks) 	10	9	<p>Meeting the needs on CYO needs assessment School Music department support summer scheme Have run workshops before with great success</p>
<p>Young people's involvement Is there evidence that young people have been involved in informing the development of the project/activity/programme?</p> <ul style="list-style-type: none"> - Organizations own Consultation (3 Marks) - Young people involved in development of activity/ project (7 Marks) 	10	9	<p>Previous workshops engaging young people Spoken to young people in the school</p>
<p>Potential reach/participation of young people How many young people could take part in this project/activity/programme?</p> <ul style="list-style-type: none"> - Promotion of activity/ project - Involvement of rural communities - Engagement plan 	10	10	<p>Central location in Malmesbury School to help promotion and sign up</p>

<p>Outcomes & benefits for young people Does the project/activity/programme support young people to:</p> <ul style="list-style-type: none"> - Build resilience (2 Marks) - Make positive lifestyle choices (2 Marks) - Achieve in learning (2 Marks) - Gain independence (2 Marks) - Encourage personal and social development and help young people to make a successful transition to adulthood (2 Marks) 	10	8	Young people learn new skills and develop current Peer educate skills Transferable skills, communication, working together, social development
<p>Affordability & accessibility Is this project/activity/programme accessible, affordable, wanted and valued by local young people?</p> <ul style="list-style-type: none"> - Accessible location - Transport - Cost to young people - Other income sources 	10	10	Central location in Malmesbury Free for young people
<p>Vulnerable and hard to reach groups of young people Does this project/activity/programme work with hard to reach groups/vulnerable young people? For example, looked after children, care leavers, homeless young people, young carers, young offenders, young people with disabilities, ethnic minority young people, young travelers, lesbian, gay, bisexual and transgender young people, or young people from areas of deprivation? (Please give a higher score to a project that includes more than one of these groups.)</p>	10	8	Working alongside Green Square Housing to promote activities Project aims to be inclusive and invites those from any level of musical ability

<p>Equalities Is the project/activity /programme inclusive and accessible for hard to reach/underrepresented groups of young people? For example, young people with disabilities?</p> <ul style="list-style-type: none"> - Up to date Equality of Opportunity Policy - Inclusive project - Plan to engage young people - Reach to underrepresented groups 	10	10	Project aims to be inclusive and invites those from any level of musical ability
<p>Partnership working & Community involvement Does this project/activity/programme involve working with other local community partners?</p> <ul style="list-style-type: none"> - Promote volunteering - Engage wider community - Partnership working - Member of the LYN/ CAP 	10	9	Green Square Housing association Community Volunteers to support delivery
<p>Matched Funding Does this project/activity/programme have matched funding?</p> <ul style="list-style-type: none"> - Financially - Resources/ Equipment - Spaces - People 	5	5	Half funded by Green Square Housing

<p>Safeguarding and promoting the welfare of young people</p> <p>Is there a strong commitment to safeguarding and promoting the welfare of young people?</p> <ul style="list-style-type: none"> - Insurance cover is in place. - Up to date Child Protection Policy, Complaints Procedure and Whistle Blowing Policy - Health & Safety Policy - Safer Recruitment Process - Staff DBS Checked 	10	10	<p>The organization running the project also run a youth club in Oaksey. They have the relevant policies in place. Ollie (CYO) will be support both workshops.</p>
<p>Monitoring and evaluation</p> <p>Does the applicant have clear and robust arrangements in place to monitor the outcomes and impact of this project/activity/programme?</p> <ul style="list-style-type: none"> - Monitoring process - Evaluation process - Photos/ Videos - Young people feedback/ evaluations - Check against aims/ objectives 	5	5	<p>Young people will engage in feedback at the end of the workshops</p> <p>Photos and recordings will be made of the day</p> <p>At the end of the workshop parents will be invited to an informal sharing</p>
<p>TOTAL</p> <p>Benchmark is 60/100</p>	100	93	

Discussion Topics

Questions:	Comments:
<p>1. What could the long term impact/benefit of this project/activity/programme be? Will there be a long term benefit?</p>	<p>Young people will leave these workshops more confident in their musical skill, or having learnt something new. Ideally young people will also have develop soft outcomes around confidence and social development alongside making new friends.</p>
<p>2. Is the project/activity/programme cost effective?</p>	<p>This project is free to young people. The project aims to have 20 participants per workshop, 40 in total</p>
<p>3. Is this an innovative/original project/activity/programme in idea and/or location?</p>	<p>There are music academies and clubs in the Malmesbury area, but none that offer free sessions, or the chance to work creatively.</p>
<p>4. Is there a clear need/demand for the project/activity/programme?</p>	<p>Young people have asked for more music provision in the Malmesbury Community Area</p>
<p>5. Is there a potential risk to the fund or Wiltshire Council Malmesbury Community Area Board and Local Youth Network being involved in this project/activity/programme?</p>	<p>None</p>

Local Youth Network Funding Panel Decision (to go as a recommendation to the Community Area Board)

Decision:	Yes
Amount Awarded:	£250. (Half of the full amount of £500. Matched by Green Squares contribution of £250.)
Reason for part award (if applicable):	
Reason for rejection:	
Local Youth Network Members present:	Aston Atkinson Finn Wood Shaina Snashall Jade Saunders Ollie Phipps (CYO)
Date:	24.06.15

Malmesbury Community Area

**LOCAL
YOUTH
NETWORK**

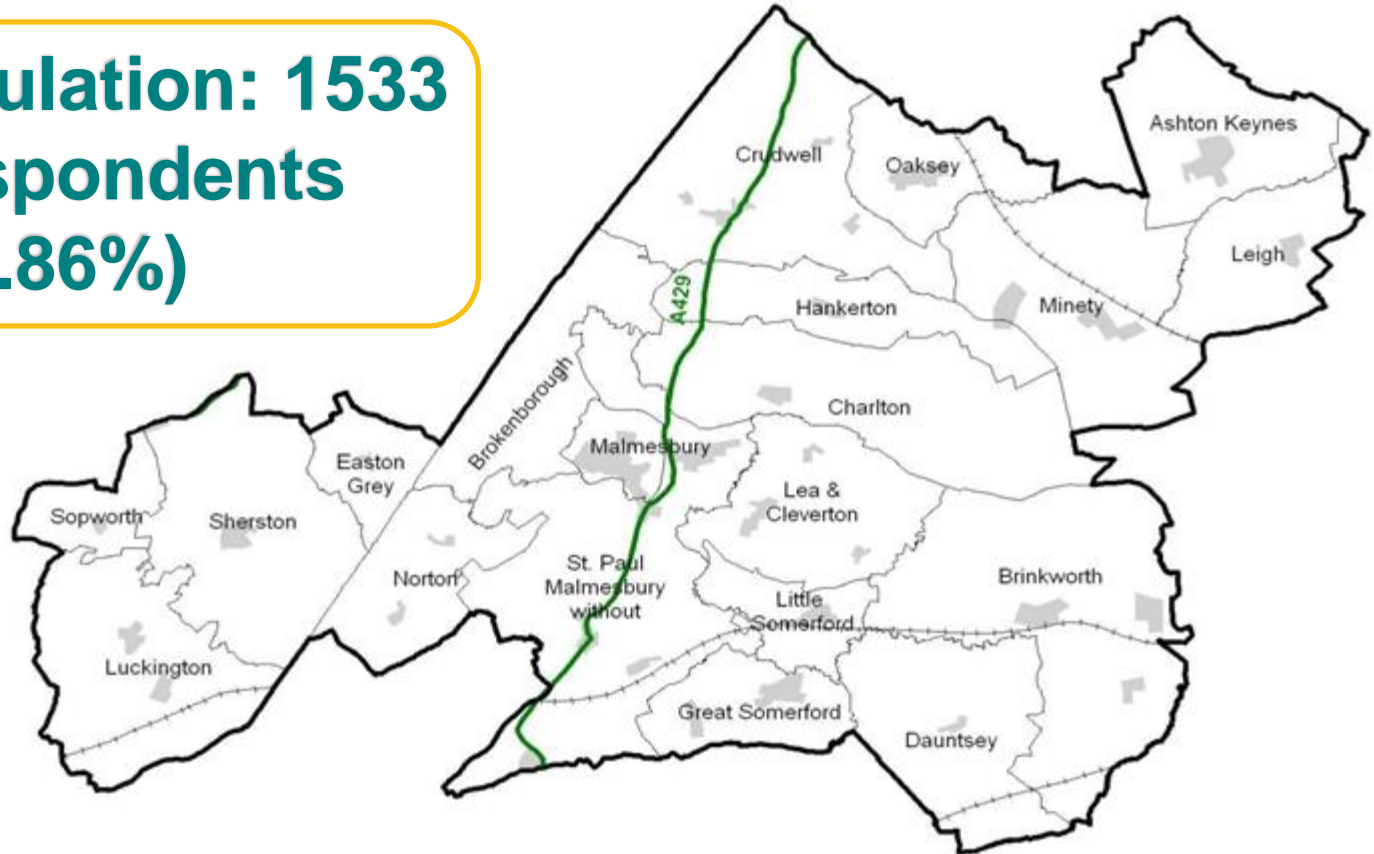
Management Group

**NEEDS ASSESSMENT
SURVEY RESULTS**

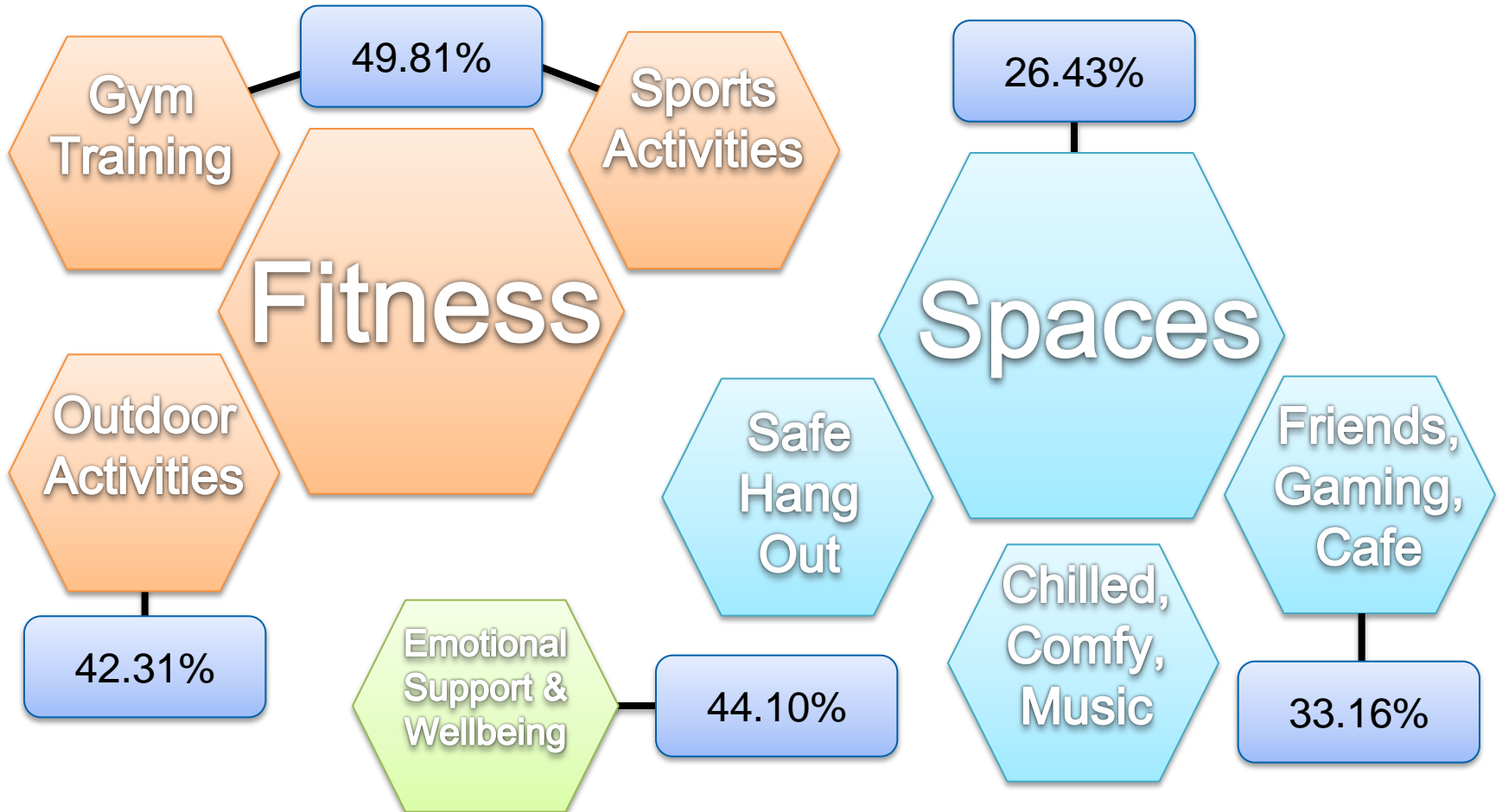
February 2015

Malmesbury Community Area

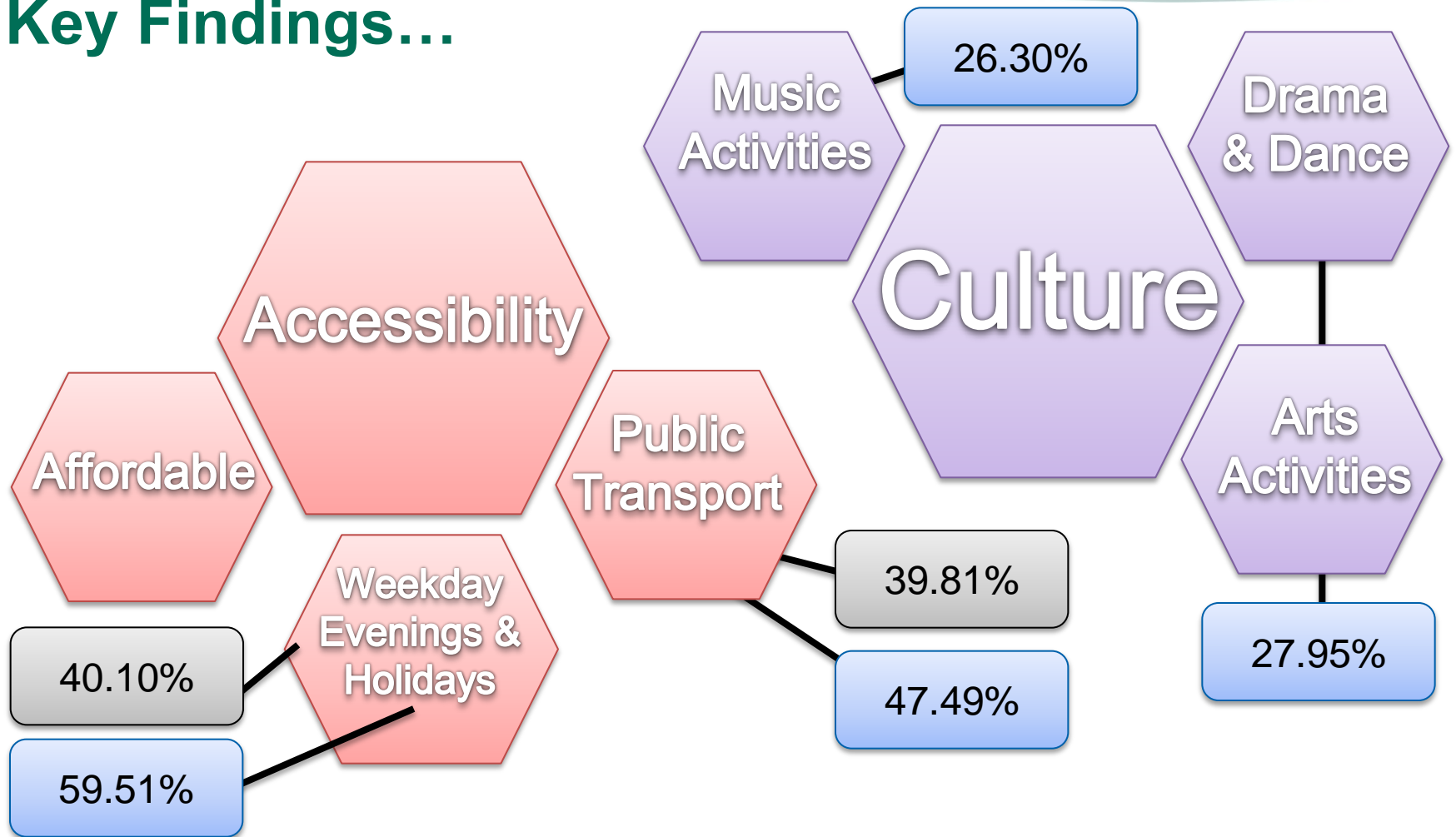
Youth Population: 1533
841 Respondents
(54.86%)



Key Findings...



Key Findings...



Page 32

What Next?



Page 33

Keep in touch...

Contact us

Ollie Phipps
Community Youth Officer
Ollie.phipps@wiltshire.gov.uk
07795 060797



www.facebook.com/MalmesburyLYN

*Big Thanks
Malmesbury School
& Green Square Housing*

Malmesbury Community Area

**LOCAL
YOUTH
NETWORK**

Management Group

Wiltshire Council
Where everybody matters

Community Youth Officer

Ollie Phipps is the 'go to guy' for youth issues and to signpost young people to local services and activities.

As part of his role he will be focusing on community working, growing and enhancing voluntary and community sector positive activity provision.

Also facilitating engagement with young people and champion their voice and influence in local decision making. Ollie will be supporting the participation and involvement of young people in the design, development, delivery and review of youth activities.



Local Youth Network



The Local Youth Network Management will identify local needs, priorities and outcomes and make recommendations to the Area Board on how funding for positive activities for young people should be deployed.

The LYN will facilitate partnership working at a locally, particularly between voluntary and community providers of youth activities. The aspiration is that this approach will develop a more joined-up and consistent positive activities offer for young people and improve safeguarding and child protection.

Contact us

Ollie Phipps

Community Youth Officer

Ollie.phipps@wiltshire.gov.uk

07795 060797



www.facebook.com/MalmesburyLYN

Malmesbury Community Area

LOCAL YOUTH NETWORK

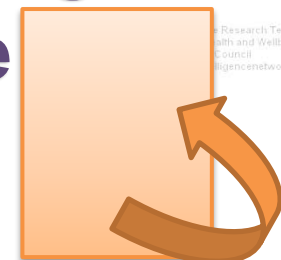
NEEDS ASSESSMENT SURVEY RESULTS

Youth Population: 1533
841 Respondents
(54.86%)

Key Findings Inside

February 2015

Wiltshire Council
Where everybody matters



Research Team
Health and Wellbeing
Council
wiltshirenetwork.org.uk

Young People in Malmesbury want:



Crime and Community Safety Briefing Paper Malmesbury Community Area Board June 2015



1. Neighbourhood Policing Team

Sgt:

Sgt Donna West

Malmesbury Town

Beat Manager – PC Rachel Webb
PCSO – Michaele Lareine

Ashton Keynes, Crudwell, Minety and Villages

CBM - PC Steve Harvey
PCSO- Dee Curran

Malmesbury Rural

Beat Manager- PC Mike Tripp
PCSO- Durry Maule

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 the Wiltshire Police Website.

- Visit the new and improved website at: www.wiltshire.police.uk

3. Performance and Other Local Issues:

Drugs and other Operations

No Drugs Warrants this section of the year

A warrant was conducted under Animal Cruelty and one male has been interviewed by Police, enquiries are ongoing.

A report of an illegally held firearm, was investigated by NPT and Firearms Officers from Tri-Force, and it was found to be legally held, with all correct paperwork.

A Young male arrested for breaching his court bail conditions. This male is constantly causing problems in the town centre and due to him being policed robustly he has now been given conditions to live and sleep in Wales until August.

Local Concerns

An elderly female has now been identified as vulnerable by local officers / PCSOs from NPT Malmesbury – This female was walking around the town centre, entering local shops and causing people concern. Her health was deteriorating giving the police and locals concern. She became a danger to herself and others. Due to constant updates

and intervention with police and social services and speaking with local people, 24 hr care has now been put in place now.

Criminal Damage – Some Good News

An elderly lady had her bike trashed outside CO OP Gloucester Road, The offender was identified and has over the last 2 months managed to pay £120 to the IP as compensation.

Speed Checks

NPT have regularly been conducting high visibility speed checks in and around Malmesbury and the rural areas. Over the past 3 months only a few speeding vehicles have been found, and of those, 2 were given a ticket. What has been found is that in all cases, they have been local to the village. NPT will continue to conduct speed checks and anyone found speeding will be dealt with robustly.

Non Dwelling Burglaries.

Since the beginning of April, there has been an increase in non dwelling burglaries. These have been night time burglaries, where all sheds and outbuildings were secured. The local NPT have conducted 2 warrants to disrupt potential Offenders, and a stolen trailer was recovered at one of those warrants. There is no pattern to any of the burglaries, as to time of week and night. NPT continue to work with the local community and Rural Crime Team to gather any intelligence around the burglaries, and have stepped up patrols. CCTV Unit has been utilised to provide reassurance to the communities and as a deterrent. We urge Communities to continue to secure their premises and consider the purchase of shed alarms. Remind communities to report anything suspicious.

2 premises where shed alarms were activated, has resulted in both being disturbed and one of them seeing a vehicle, which is still being investigated but arrests are pending.

News from your NPT

Pc Steve Harvey retires on the 4th July and Pc Marie Poole, commences on the same date, we welcome Marie and look forward to working with her. We wish Steve Harvey well for his future endeavours.

Sgt Donna West

MVCAP

Report for Area Board meeting on Wednesday 8th July 2015

We are working with the Bristol Avon Rivers Trust and members of the community to explore the possibility of setting up a new project to manage nature reserves close to Sherston.

About MVCAP:

We are a community development charity working in Malmesbury and the Villages. We work to encourage volunteering and public participation in community matters, and help local charities and community groups with practical support.

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

MVCAP is a Charitable Incorporated Organisation registered with the Charity Commission.

Registration number: 1155592

Report to	Malmesbury Area Board
Date of Meeting	8 July 2015
Title of Report	Small Scale Transport and Highway Improvement Schemes – Recommendations from Malmesbury Community Area Transport Group (CATG)

Purpose of Report

1. To ask the area board to consider and approve the recommendations from the Malmesbury Community Area Transport Group (CATG) outlined in this report/ appendices.
2. Remind town/parish councils that a contribution of at least 25% is requested towards all CATG schemes (with the exception of substantive schemes).

1. Background

- 1.1. In 2015/2016 Malmesbury area board has been 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. The 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.
- 1.2. 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](#)
- 1.3. The membership of the Malmesbury CATG comprises of Malmesbury area board councillors and a nominated parish council representative from each electoral division (see table below).

Division	Area Board councillor	Nominated representatives
Malmesbury	Simon Killane	Roger Budgen
Sherston	John Thomson	Graham Morris
Brinkworth	Toby Sturgis	Ellen Blacker
Minety	Chuck Berry	Mandy Thomas

- 1.4. Further information about how the CATGs operate can be found at <http://www.wiltshire.gov.uk/catg-area-boards-practice-papers.pdf>
- 1.5. Parish councils and individuals who have submitted issues being discussed by the CATG are also invited to attend CATG meetings.
- 1.6. All issues referred to Malmesbury CATG will be assessed and scored at the appropriate time to assist members of CATG to prioritise projects.
- 1.7. A condition of progressing schemes relies on parish councils consulting locally and demonstrating community support for schemes. They are also asked for a contribution of at least 25% towards the cost of schemes. Town/parish councils are reminded to consider this when setting their precepts. The exception of the 25% contribution applies to substantive schemes.
- 1.8. Malmesbury CATG last met on 23 June 2015 and the next meeting will take place on 13 October 2015.

2. Recommendations from CATG and other information

- 2.1. The area board is asked to note and approve actions and recommendations of the 15 April 2015 Malmesbury CATG meeting contained in Appendix 1. These will shortly to be available from the [Malmesbury area board pages](#) of the council's website.
- 2.2. The CATG budget balance on 31 May was **£30,029.63** (including carry forwards). The full statement is available in Appendix 2.

3. HR Implications

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

4. Equality and Inclusion Implications

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

5. Environmental & Community Implications

- 5.1. 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.

6. Financial Implications

- 6.1. Malmesbury area board approved the recommendation of the CATG that town/parish councils should contribute 25% to all schemes. An exception being substantive schemes.
- 6.2. All decisions must fall within the funding allocated to Malmesbury Area Board.

7. Legal Implications

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

Appendices	Appendix 1 – Malmesbury CATG Action Notes 23 June 2015. Appendix 2 – Financial Summary 31 May 2015, Malmesbury CATG.
Report Author	Miranda Gilmour, Community Area Manager Tel: 01672 515742 Mobile:07990 505882 E-mail: miranda.gilmour@wiltshire.gov.uk

Action Notes of Malmesbury Community Area Transport Group (CATG) meeting 23 June 2015

Item	Item details	Outcomes/Decisions
Attendance	Toby Sturgis (Chairman), Chuck Berry, Ellen Blacker (Brinkworth Ward), Mandy Thomas (Minety Ward), Roger Budgen (Malmesbury), Graham Morris (Sherston Ward), Mel Hourigan, Edelgard Chivers, Charles Cook, David Richards, Mathew Cockram, Elizabeth Threlfall, Malcolm Beaven, Spencer Drinkwater, Martin Rose and Miranda Gilmour	
Apologies	Cllr John Thomson, Robert Wassili, Tom de Lange, Ashton Keynes PC, Sid Jevons, Kim Sheridan, Andy Hatherell and Simon Killane	
Matter arising from 14 April 2015 meeting (other than contained in the agenda)		Mandy Thomas did sent her apologies for the 14 April meeting but this was not minuted
Budget	<i>Balance of 2015/16 Budget (see attachment)</i>	Martin Rose (MR) ran through the expenditure since the last meeting (see finance sheet). The current balance was £30,029.63
Update on the development of current CATG schemes		
	<u>Issue 3129</u> Pedestrian safety - 7 Dauntsey Road to the Old School, Dauntsey Road, Great Somerford	MR – the design work had been finalised. Provisionally scheduled for Feb 2016, but will try to bring forward.
	<u>Issue 3134</u> Pedestrian safety – request for crossing in Corston	Cllr Toby Sturgis and Roger Budgen updated the group about the S106 funding and whether it could

Action Notes of Malmesbury Community Area Transport Group (CATG) meeting 23 June 2015

		be redirected towards the crossing ACTION: Toby to talk to John Evis and the developer asap. Substantive bid agree on the basis that the parish council would contribute £40k and the request from the substantive scheme would be for £30k ACTION: Miranda to submit before Friday 26 June.
	<i><u>Issue 3164 & 3190 Pedestrian safety – request for crossing on A429 at Blicks Hill</u></i>	MR- Footway works programme have commenced today. Coloured surfacing will be later to prevent 'bleeding'. A new street name plate is also on order.
	<i><u>Issue 3309</u> Willesley village seeking 30mph speed limit</i>	MR – Signing and lining work complete. Temporary sign (<i>No Entry to A433. It is an offence to exit this junction</i>) still in place, but will be removed in a few weeks. Further SDR count to take place afterwards to measure contravention levels. 30mph scheme may a possibility at a later date.
	<i><u>Issue 3425 - Request to improve pedestrian crossing on B4040 in Sherston</u></i>	MR- Works delayed due to BBLP issues re costs. Likely completion in the next 6-8 weeks
	<i><u>Issues 3453,3455,3457,3505 – Parking in Burnivale</u></i>	Issue closed but single yellow line at the junction of Burnivale and Bristol Street still to be completed.
	<i><u>Issue 3520 – speed concerns on Foxley Road Malmesbury</u></i>	MR - Topo survey received, still waiting for drainage survey. Lack of carriageway space is severely limiting options for improvement. Footway on northern side and amendments to junction to facilitate improved left turn out of. Outline option for improvements adjacent to Byway discussed, including building out between Common Road and the Byway, over-runnable, but using granite sets so drivers were aware. Hopefully this will encourage

Action Notes of Malmesbury Community Area Transport Group (CATG) meeting 23 June 2015

		<p>drivers to reduce speed when turning left into Common Road. Rough estimate, £2,500 - £3,000. Could omit the road marking across byway if parish council were happy. The footway on the opposite side of the road may take longer to resolve as may require 3rd party land. StPMWPC could talk to the landowner.</p> <p>Replacement of electricity pole between Common Road and Foxley Road was potentially expensive £5/6k to relocate the pole. Grass area in question seemingly not within ownership of WC. Land registry search required to establish ownership.</p> <p>Agreed an incremental approach.</p> <p>ACTION: Martin to supply details of over-runnable scheme with estimated costs to Roger Budgen/StPMWPC and PC to agree 25% contribution</p>
	<p><u>Issue 3616</u> - Request for signage and lines at B4014 Fosse Way where it crosses the border with Gloucestershire</p>	<p>MR - Order for 'Carriage' sign installation issued to BBLP. No discussion has yet taken place with Gloucestershire CC re overtaking TRO.</p>
	<p><u>Issues 3571, 3572 & 3584</u> and numerous others - Safety concerns at junction of A429 and the road from Oaksey to Culkerton</p>	<p>The Coroner's report (19/5/15), gave the cause of death as a 'road traffic collision as a result of the driver failing to negotiate a 20 degree bend in the road'. Other stated contributory factors included an over-inflated rear tyre and driver alcohol levels two and a half times the legal drink drive limit. The council are aware that there have been a number of personal injury collisions 4 in the last 3 years at the A429 / C85 crossroads. The cluster site will now be</p>

Action Notes of Malmesbury Community Area Transport Group (CATG) meeting 23 June 2015

		investigated by Wiltshire highways as part of its 2015-16 local safety scheme programme. This issue will be addressed centrally by Wiltshire Council.
	<u>Issue 3567</u> - Accidents on B4042 west end of Brinkworth at Causeway End Farm	MR – order issued to BBLP. Implementation date probably July.
	<u>Issue 3564</u> - Perceived speeding in vicinity of B4014 Filands (St Paul Without) Hitchens Close and David Hendry Garage	On-going. CSW group being trained and other groups in the parish to assist. CSW site to be agreed. When roundabouts have been built review this site again as roundabouts may reduce speed. ACTION: Miranda to chase Leanne for CSW site.
	<u>Issue 3534</u> – HGV route in Malmesbury and <u>Issue 3535</u> – Improve signage to reduce HGVs in Malmesbury town centre	Matter currently under consideration by Malmesbury Town council who should liaise with Wiltshire council officers direct. CATG agreed no further action until the town council have agreed a way forward.
	<u>Issue 3750</u> – Road surface on B4042 between Cowbridge and Lea turning	MR- Widening works complete but white edge line still outstanding. ACTION: Malc to request landowner to cut back hedge (which belongs to the cottage rather than the farm).
	<u>Issue 3743</u> – Improve safety on B4696/Swan Lane junction, Leigh	MR - Design complete. Order be issued to BBLP in next few weeks
	<u>Issue 3699</u> Road safety concerns on Bristol Street, Malmesbury	MR – Metro-counts remain outstanding
	– Concerns relating to single track part of West Street, Great Somerford	Site visit to take place between MR and Cllr. Toby Sturgis. ACTION Martin to email Paula Tucker to arrange date.
	20mph areas – Sherston	Waiting for the parish council to consult with the community over summer before deciding next course of action.

Action Notes of Malmesbury Community Area Transport Group (CATG) meeting 23 June 2015

	<i>20mph areas – Oaksey</i>	MR – met parish council. Two elements the 20mph area and another about de-cluttering of signs (potentially expensive). Waiting to hear back from parish council.
	<i>Issue 3845 Speeding on Callow Hill, Brinkworth.</i>	On-going. Undertake metro counts in the autumn 2015 when road re-opened following Network Rail bridge works.
	<i>Issue 3800 Road safety issues on Whychurch Hill, Malmesbury.</i>	Town council waiting for response to waiting restriction request. ACTION – MR to set up site meeting with Roger Budgen. And costings to be worked on re pavement and virtual pavement + couple of parking places for house without parking.
	<i>Issue 3754 Perceived speeding Ashton Road Minety</i>	The metro count 85th percentile was 53.5mph in a 60mph area. ACTION: Miranda to recommend closure of issue
	<i>Issue 3878 Road safety on High Road Ashton Keynes</i>	MR confirmed that 'STOP' sign is not possible due to visibility requirements not being met. Such a sign need approval of Secretary of State. ACTION: Miranda to recommend closure of issue.
	<i>Issue 3879 Pedestrian safety, Station Road, Minety</i>	Already are 'pedestrians in the road' signs and 100m of pavement would be expensive. ACTION: Martin to arrange another site visit and draw up design and costings.
Issues referred by May 2015 area board for initial consideration by CATG		
	<i>Issue 3973 - HGV concerns on Pound Hill.</i>	CATG agreed there was no value in implementing a sign which could not be easily enforced. Some

Action Notes of Malmesbury Community Area Transport Group (CATG) meeting 23 June 2015

		vehicles had to use that route. ACTION: Miranda to recommend closure of issue.
	<u>Issue 3963</u> – Pavement from water tower roundabout down Holloway Hill, Malmesbury.	See Issue 3800
	<u>Issue 3962</u> – Request for a dropped kerb at the junction of Filands Road and Tetbury Hill.	ACTION: Malcolm to contact Roger Witt as works taking place in the area and it may be that Maybe delay Roger Witt and it may be that Dyson would pay for this work.
	<u>Issue 3926</u> - Traffic speed on B4042 in Brinkworth (agreed pending results of a householder trimming back a hedge and a metro count)	Metro count in 30mph area. The 85th percentile was 36.0mph (the 85th percentile is the speed at which 85% of the traffic is travelling at or below). ACTION: Malcolm to follow up with 2nd letter to householder about trimming back hedge.
	<u>Issue 3897</u> - Pedestrian safety concerns at bottom of Swindon Road, Malmesbury.	Development behind primary care centre may provide an opportunity to request a footpath through CIL. Toby suggested far better to make a request for the footpath when considering the application. ACTION: Roger Budgen to ensure a pavement is raised when the Town/StPMWPC consider the planning application.
Date of next meeting		Tuesday 13 October 2015 at 6pm Malmesbury Library

MALMESBURY CATG**FINANCIAL SUMMARY****BUDGET 2014-15**

	£13,360.00	CATG ALLOCATION 2014-15
	£32,332.68	2013-14 underspend
Contributions	£500.00	Ashton Keynes PC for B4696 signs
	£350.00	Great Somerford PC for topo
	£337.00	Corston PC for pedestrian survey
	£450.00	Charlton PC for gates
	£325.00	Malmesbury TC for Dark Lane island

Total Budget 2014-15 **£47,654.68**

Commitments carried forward from 2013-14

Roundels on B4040 in Leigh (50mph)	£611.50	Estimate - works complete
Roundels on B4040 in Charlton (30mph)	£611.50	Estimate - works complete
Gateway signing improvements - 40mph limit at Leigh	£1,500.00	Estimate - works complete
Blicks Hill and Holloway junction - Signing Improvements	£218.00	Estimate - works complete
Newton Grove Malmesbury playground warning signs	£219.43	Final
Corston pedestrian Survey	£1,350.00	Final

Scheme Commitments 2014-15

Ashton Keynes B4696 roundels and signs	£1,801.00	Actual
Charlton B4040 Pike Field crescent footway	£0.00	Scheme abandoned.
Charlton B4040 village gates	£1,800.00	Estimate
Malmesbury Dark Lane traffic island	£1,300.00	Estimate
The Street Bendy Bow Oaksey (Signs / Lines)	£325.00	Actual

Total commitment 2014-15 **£9,736.43**

Remaining budget 2014-15 **£37,918.25**

BUDGET 2015-16

	£13,360.00	CATG ALLOCATION 2015-16
	£37,918.25	2014-15 underspend
Contributions	£875.00	Sherston PC - High St coloured surfacing
	£2,000.00	Malmesbury St Pauls for Blicks Hill
	£240.08	Sherston PC - Willesley Signing
	£500.00	Brinkworth PC TBC
	£475.00	Leigh PC - B4696 / Swan Lane

Total Budget 2015-16 **£55,368.33**

Scheme Commitments carried forward from 2014-15

1. A429 Blicks Hill pedestrian crossing works	£9,178.39	Estimate Additional surfacing costs £3k inc
2. Dauntsey Road Gt Somerford Footway	£6,000.00	Contribution to substantive scheme
3. Willesley signing / lining to No Entry	£960.31	PC contribution TBC
4. Sherston High St. -Coloured sufacing at crossing point.	£3,500.00	PC contribution TBC
5. Foxley Road Topo survey	£1,050.00	Actual
6. B4014 Carriage Sign in advance of byway	£250.00	PC contribution TBC
7. B4042 Brinkworth - Bend warning signs / chevrons/ Lines	£2,000.00	PC contribution TBC
8. B4042 Cowbridge to Lea - Adverse camber sign / lines	£500.00	
9. B4696 / Swan Lane Junction Leigh	£1,900.00	

Total commitment 2015-16 **£25,338.70**

Remaining budget 2015-16 **£30,029.63**

Report to	Malmesbury Area Board
Date of Meeting	8 July 2015
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 11 issues
3. Consider 2 new issues and decide whether they should be referred to the Community Area Transport Group (CATG).

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](#).
- 1.3. All parish councils should be in regular contact with the Highways Community Coordinator and all highways issues should be discussed with him first.
- 1.4. The online area board community issues system should be used when the parish/town council has been unable to solve the matter through normal channels with Wiltshire council and its partners and/or where an issue is causing widespread concern in the community. Please report it to the Malmesbury area board via the [online community issue form](#).
- 1.5. At the time of writing (22 June 2015), a total of 219 community issues have been received, of which 180 have been closed and 39 are currently in progress.

Background documents used in the preparation of this report	Malmesbury community issues online at: http://portal.wiltshire.gov.uk/area_board/areaboard_issues_search.php?issue_location_in=Malmesbury http://www.wiltshire.gov.uk/council/areaboards.htm
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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](#)
- 2.1.2. It should be noted that for the last year virtually all issues received from the community have been road safety related, the majority of which have been referred to the Malmesbury CATG. This is adding to the workload of the highways team. Councillors may wish to consider limiting referrals to CATG, or ask CATG to prioritise the issues; or maybe both. Whichever approach is adopted, it is likely that the community will have to wait longer for issues to be considered and resolved.

2.2. Closure of Issues

- 2.2.1. It is recommended that the following 11 issues are closed (emboldened in Appendix 1).

- **Issue 4021 – Request for pavement on A429 from Murcott Lane into Crudwell** to enable a resident to use a lightweight wheelchair to access community meetings at the public house, as road worthy chair is not accessible. Crudwell Parish Council is unable to support this issue at present.
- **Issues 3892, 3705, 3681, 3679, 3678, 3584, 3572 and 3571 – Road Safety concerns in environs of Oaksey/Culkerton crossroads.** The Coroner's report, gave the cause of death as a "road traffic collision as a result of the driver failing to negotiate a 20 degree bend in the road". Other stated contributory factors included an over-inflated rear tyre and driver alcohol levels two and a half times the legal drink drive limit. As the council are aware that there have been a number of personal injury collisions 4 in the last 3 years at the A429 / C85 crossroad this cluster site will now be investigated by Wiltshire highways as part of its 2015-16 local safety scheme programme.
- **Issue 3878 – Road safety on High Road Ashton Keynes.** The visibility requirement is not met to permit a Stop sign.
- **Issue 3754 – Perceived speeding Ashton Road Minety.** The 85th percentile was 53.5mph (on a 60mph limit), while the fatality in 2014 was from natural causes.

2.3. New Issues for consideration; including referral to CATG

- 2.3.1. Two new issues are shown *in italics* in Appendix 1 and are as follows:

- ***Issue 4042 – HGVs demolishing Sherston at Jubilee Triangle, Sherston.*** *This happens when HGVs realise they are not allowed down Noble Street, Tanners Hill and try to turn around the triangle. They then find out that this manoeuvre is virtually impossible and then proceed to either knock the wall*

down (three times previously) or damage the triangle.

- **Issue 4022 – Needs to improve No Entry signs at junction of West Street and Katifer Lane/Glovers Court when coming from The Horsefair. The town council support this request.**

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 22 June 2015.
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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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Malmesbury Area Board Issues Update 8 July 2015

Issue No	Electoral Division	Summary of Issue / scheme	Latest Update
4042	Sherston	HGVs demolishing Sherston at Jubilee Triangle!	This matter will be raised at the 8 July area board with a suggestion that it is referred to Malmesbury CATG in October.
4023	Minety	Road safety near school collection point in Leigh	Waiting to hear from parish council following their research.
4022	Malmesbury	Improve No Entry signs at junction of West Street and Katifer Lane/Glovers Court when coming from The Horsefair.	The town councils Planning and Environment Committee considered this issue in May and agreed to support the request. Recommend referred to October CATG for approval.
4021	Minety	Request for pavement on A429 from Murcott Lane into Crudwell	A lightweight wheelchair suitable to access community meetings at the public house is unsuitable for use on the road, while the gentleman's road worthy chair does not provide access to the public house, leaving him isolated at home. Crudwell Parish Council decided they were unable to support this issue at the moment. On that basis there is little point in forwarding the issues to CATG. Recommend closure
3973	Sherston	HGV concerns on Pound Hill Rodbourne	To be considered at the 23 June CATG meeting
3962	Malmesbury	Request for dropped kerb, Malmesbury	To be considered by CATG on 23 June. The town council are supportive.
3932	Sherston	Street lights requested on Common & Foxley Road and Haddons Close	6 May the area board considered this issue. Councillors were concerned about a request for street lighting when the council was trying to reduce street lighting. It was recommended that a quote be provided to St Paul Malmesbury Without PC rather than sending it to the CATG.
3926	Brinkworth	Traffic speed on B4042 in Brinkworth	To be considered at the 23 June CATG meeting.
3897	Malmesbury	Road safety concerns bottom of Swindon road, Malmesbury	6 May the area board approved consideration by the CATG, although they did feel that funding to develop a scheme would probably need to come from S106 funding of development at Burton Hill.
3892 3705 3681 3679 3678 3584 3572 3571	Minety	A429 towards Crudwell-dip between Oaksey and Culkerton crossroads	The fatal collision occurred in October 2014 and was located approximately 200 metres south of the A429 / C85 cross roads. The Coroner's report, dated 19 May 2015, gave the cause of death as a "road traffic collision as a result of the driver failing to negotiate a 20 degree bend in the road". Other stated contributory factors included an over-inflated rear tyre and driver alcohol levels two and a half times the legal drink drive limit. The council are aware that there have been a number of personal injury collisions 4 in the last 3 years at the A429 / C85 crossroads. The cluster site will now be investigated by Wiltshire highways as part of its 2015-16 local safety scheme programme. This issue is

			being addressed centrally by Wiltshire Council and the CATG will have no further involvement. Recommend closure.
3879	Minety	Pedestrian safety, Station Road, Minety	CATG considered on 14 April. There are already Pedestrian in the road signs and a footpath of approx. 100 metres would be expensive. A site visit is planned.
3878	Minety	Road safety on High Road Ashton Keynes	CATG considered the matter on 14 April. The visibility requirement is not met to permit a Stop sign. No further options for improvement. Recommend closure.
3845	Brinkworth	Speeding Callow Hill	Malmesbury CATG this issue on 14 May and agreed they would re-visit in the Autumn when the road had been reopened and traffic levels had returned to normal.
3963 3800	Malmesbury	Road safety concerns on Whychurch Hill	The matter was discussed at the Malmesbury 14 April CATG. Malmesbury town council have considered the matter and have submitted Waiting Restrictions for the length of the road. Options and costs of a pedestrian way were discussed ranging from a physical pavement to a continuous white line. Parking was largely commuter with the exception of one property. Pedestrian use was not thought to be high at present. A site visit would be planned.
3754	Minety	Perceived speeding Ashton Road Minety	The 85th percentile was 53.5mph (on a 60mph limit). The fatality in 2014 was from natural causes. Recommend closure
3750	Sherston	Accidents on B4042 between Cowbridge and Lea turning	20/04/2015 14:05:21 The issue was considered by the CATG on 14 May. Kerbing and banking has been completed. White edge line is outstanding. The landowner opposite will be asked to keep hedge well cut back.
3743	Minety	Improve safety at B4696/Swan Lane junction, Leigh	The matter was considered by Malmesbury CATG on 14 April. Signing and lining at an approximate cost of £2,500 has been agreed with the parish council. The design is complete and work will be issued to BBLP.
3699	Malmesbury	Road safety concerns about Bristol Street, Malmesbury	This matter was discussed at 14 April CATG meeting. A 20mph assessment would cost £2,500 of which 25% would be required from the town council. Agreed in the first instance to carry out some metro count checks as little could be done about the vehicles using the road.
3661	Brinkworth	Dangers relating to single track part of West Street, Great Somerford	Malmesbury CATG considered the matter at their 14 April meeting. Waiting for the parish council to consider a metro count and return the forms. A site visit will be undertaken.
3616	Sherston	Request for signage and lines on B4014 Fosse Way	Considered by Malmesbury CATG on 14 April. Carriage Drivers sign ordered and location agreed. CATG agreed that the TRO re No overtaking should come from Gloucestershire county council and officers would contact them.
3567	Brinkworth	Accidents on B4042 west end of Brinkworth	Edge margins and signing plan agreed with parish council who have also agreed to contribute 25%. Order issued to BBLP.
3564	Sherston	Perceived speeding in vicinity of B4014	Being considered by CATG. CSW in place. CATG agreed to wait until after Dyson/Bloor

		Filands	development work has been completed before considering the issue further.
3535	Malmesbury	Improve signage to reduce HGVs In Malmesbury town centre	Considered by Malmesbury CATG on 14 April. Freight team officers have responded to the Town councils report and it is up to the town council to consider and respond.
3534	Malmesbury	Need a HGV route around Malmesbury	Considered by Malmesbury CATG on 14 April. Freight team officers have responded to the Town councils report and it is up to the town council to consider and respond.
3520	Sherston	Speed on Foxley Road, Malmesbury	CATG are currently considering this issue. The topographical survey has been completed but the drainage investigation is outstanding.
3425	Sherston	Improve pedestrian crossing on B4040 in Sherston	Sherston parish council have agreed to contribute 25% of the works. Works delayed.
3309	Sherston	Willesley village seeking 30mph speed limit	Temporary sign installed No entry to A433. It is an offence to exit this junction. Lining complete. An SDR will be installed in 6 month to measure impact.
3190 3164	Malmesbury	Pedestrian crossing on A429 near Blicks Hill	Works now provisionally scheduled for July.
3134	Sherston	Pedestrian crossing requested in Corston	Planning permission has been granted for a development in Corston, although concerns were expressed that Section 106 towards the crossing was only 40k when the full costs had been promised. This has been investigated.
3129	Brinkworth	Request for a footpath in Great Somerford	More topographical work is being undertaken to inform drainage issues. Parish council to consult with the community in summer. Provisionally schedule for February 2016.

Report to	Malmesbury Area Board
Date of Meeting	8 July 2015
Title of Report	Area Board Funding

Purpose of Report

To ask councillors to consider officer recommendations in respect to 1 funding application.

1. Bradstone Playing Field - award £960 capital funding, towards provision of a replacement oil tank.
2. To update the area board in respect to their 2015/16 budget.

1. Background

- 1.1. Area Boards have authority to approve Area Grants under powers delegated to them by the Leader of the Council. Under the Scheme of Delegation area boards must adhere to [the area board funding criteria and guidance 2015/16](#).
- 1.2. Key aspects of the 2015/16 criteria differ little from 2014/15 and include:
 - Applications of up to and including £1,000 can be made for a Community Area Grant, which will not require matched funding, however the area board will look more positively on applicants where they are able to contribute some funding towards their project.
 - Amounts of £1,001 - £5,000 will be required to find matched funding.
 - The area board will rarely award more than £5,000.
 - Malmesbury Area Board's Community Area Grants scheme will be for capital projects only.
 - The area board will prioritise funding to projects under their JSA 2013 -2015 headings. *Health & Wellbeing* and *Leisure* (details of which can be found [here](#)), were identified for 2014/15 as key areas for community and area board priority; however other priorities are likely to be added during 2015/16.
 - The decision to support a funding application and to what level will be the decision of the Malmesbury area board, with recommendations from officers.

- 1.3. In accordance with the Scheme of Delegation, any decision of an Area Board that is contrary to the funding criteria would need to demonstrate that the application in question has a wider community benefit, and give specific reasons why this should justify an exception to the criteria which must be minuted.
- 1.4. In accordance with the Scheme of Delegation, any decision of an Area Board that is contrary to the funding criteria would need to demonstrate that the application in question has a wider community benefit, and give specific reasons why this should justify an exception to the criteria which must be minuted.
- 1.5. 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.
- 1.6. There 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.](#)
- 1.7. Funding will be considered at every area board and these dates including the [deadline for receipt of applications can be found on the Malmesbury area board webpage.](#)

The Malmesbury area board budget for 2015/16 has been updated and incorporates year-end adjustments and the roll forward of some under spends. For 2015/16 the area board has a total budget of **£90,217**, which is allocated and ring-fenced in the following way:

- **£41,743 capital** for area board community area grants and councillor led projects.
 - **£1,500 capital** for area board digital literacy grants.
 - £13,360 capital for area board Community Area Transport (CATG) projects.
 - £33,614 revenue for area board for Local Youth Network projects.
- 1.8. On 6 May the area board allocated £965 capital to Malmesbury Skatepark Group; leaving a balance of **£40,778** for area board community area grants and councillor led projects.
 - 1.9. This is the second funding round; the deadlines for receipt of funding applications during the rest of the year will be:
 - **31 July 2015 for consideration at 9 September 2015 area board**
 - 25 September 2015 for consideration at 4 November 2015 area board
 - 27 November 2015 for consideration at 13 January 2016 area board
 - 22 January 2016 for consideration at 2 March 2016 area board
 - 1.10. Delegated authority to the Community Area Manager of £500 was approved in respect of Malmesbury area board's Community Area Grants budget on 10 November 2010.

Background documents used in the preparation of this report	Area Board Community Area Grant Scheme and Digital Literacy Grants – information and funding criteria 2014/15
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2. Main Considerations

- 2.1. Councillors will need to be satisfied that funding awarded by the area board satisfy [2015/16 area board funding criteria](#) and financial regulations of the council and can proceed within a year of the award being made.
- 2.2. That funding is directed towards community priorities, most especially those identified in the Joint Strategic Assessment (JSA) for the community Area.

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 the area board approve the funding application, the capital balance for area board community area grants and councillor led projects will be **£39,818**.

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 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 of the funding report.

8. Applications for Consideration

Ref	Applicant	Project proposal	Funding requested
8.1.	Bradstone Playing Field, Ashton Keynes	Replacement oil tank.	£960 capital

- 8.1.1. Officers recommend that Bradstone Playing Field is awarded £960 capital funding towards a replacement oil tank.
- 8.1.2. This application meets the grant criteria 2015/16. It links to the local Joint Strategic Assessment (JSA) priority of Leisure in that it, '*supports development for more social activities with a physical activity across the community area*'. It also relates to the desire to promote community engagement.
- 8.1.3. The Bradstone playing fields are used primarily by the cricket club and junior and adult football teams. Other users are the local play group, primary school, local cycling club and a singing group.
- 8.1.4. These facilities provide a valuable facility for the Ashton Keynes community, providing valuable facilities for people to socialise, learn new skills and take exercise.
- 8.1.5. The playing field is owned by the parish council, but has Fields in Trust status and is independently operated by a local management committee.
- 8.1.6. A new committee have recently taken over the management of the playing fields and are having to address outstanding maintenance.
- 8.1.7. The applicant has obtained £500 from the parish council towards this project and is making up the remaining 50% from club funds.

Appendices	Appendix 1 containing funding applications
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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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Grant Applications for Malmesbury on 08/07/2015

ID	Grant Type	Project Title	Applicant	Amount Required
1305	Community Area Grant	Bradstone playing field pavillion oil tank renewal	Ashton Keynes Playing fields	£960.00

ID	Grant Type	Project Title	Applicant	Amount Required
1305	Community Area Grant	Bradstone playing field pavillion oil tank renewal	Ashton Keynes Playing fields	£960.00

Submitted: 21/04/2015 17:02:36

ID: 1305

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£0 - £500

3. Are you applying on behalf of a Parish Council?

No

4. If yes, please state why this project cannot be funded from the Parish Precept

5. Project title?

Bradstone playing field pavillion oil tank renewal

6. Project summary:

At our bradstone playing fields pavillion the oil tank is beyond use as it is excessively corroded and now needs replacing with a bunded tank on new piers

7. Which Area Board are you applying to?

Malmesbury

Electoral Division

Minety

8. What is the Post Code of where the project is taking place?

SN6 6QW

9. Please tell us which theme(s) your project supports:

Children & Young People

Countryside, environment and nature

Health, lifestyle and wellbeing
 Inclusion, diversity and community spirit
 Safer communities
 Sport, play and recreation

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

03/2015

Total Income:

£7013.85

Total Expenditure:

£8644.31

Surplus/Deficit for the year:

£4627.77

Free reserves currently held:

(money not committed to other projects/operating costs)

£4627.77

Why can't you fund this project from your reserves:

Our playing fields pavillion has had very little spent on it over recent years and we are looking to carry out repairs and maintenance which will expire all of the monies we have. we have already a deficit from our last years running costs and we desperatly need to upgrade for our sports groups to use a safe and healthy enviroment.

We are a small community group and do not have annual accounts or it is our first year:

10b. Project Finance:

Total Project cost		£1922.00		
Total required from Area Board		£960.00		
Expenditure		Income	Tick if income	
(Itemised	£	(Itemised	confirmed	£
expenditure)		income)		
tank and	1922.00	hopefully from		500.00
fitting(kd tanks)		Parish council		
		from our		462.00
		reserves		
Total	£1922			£962

11. Have you or do you intend to apply for a grant from another area board within this financial year?

No

12. If so, which Area Boards?

Malmesbury

13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?

Our pavillion and sports field is used by the youth and mens football,cricket club,ashton keynes play group and our primary school, our local signing groups and a local cycle club also use this facility on a weekly basis.

14. How will you monitor this?

we use a google calender booking system which keeps track of all bookings and use

15. If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?

from our yearly parish budget and the monies we get from lets to the various clubs/groups that use the pavillion etc

16. Is there anything else you think we should know about the project?

Up Dating of the pavillion as much of it has not had any work since it was built in the 1980's. approx cost Â£6000-Â£10000

17. DECLARATION

Supporting information - Please confirm that the following documents will be available to inspect upon request:

Quotes:

yes I will make available on request 1 quote for individual project costs over £500 & 2 quotes for project costs over £1000 (Individual project costs are listed in the expenditure section above)

Accounts:

yes I will make available on request the organisation's **latest accounts**

Constitution:

yes I will make available on request the organisation's Constitution/Terms of Reference etc.

Policies and procedures:

yes I will make available on request the necessary and relevant policies and procedures such as Child Protection, Safeguarding Adults, Public Liability Insurance, Access audit, Health & Safety and Environmental assessments.

Other supporting information (Tick where appropriate, for some project these will not be applicable):

yes I will make available on request evidence of ownership of buildings/land

yes I will make available on request any other form of licence or approval for this project has been received prior to submission of this grant application.

And finally...

yes The information on this form is correct, that any award received will be spent on the activities specified.

Malmesbury Area Board
8 July 2015

Appointments to Outside Bodies and Constitution of and Appointments to Working Groups 2015/16

1. Purpose of the Report

- 1.1. To appoint representatives to Outside Bodies, and to reconstitute and appoint to Working Groups for the year 2015/16.

2. Background

- 2.1. The Area Board is invited to appoint Councillor representatives to the Outside Bodies listed at **Appendix A**. These appointments will continue for the duration of Councillors' terms of office, unless the Board determines otherwise.
- 2.2. Similarly, the Area Board is invited to reconstitute the Working Groups set out in **Appendix B**, with the Terms of Reference set out at **Appendix C**, and to make appointments to these groups. These appointments are for 2015/16.

3. Main Considerations

- 3.1. In 2010 all Area Boards appointed Community Area Transport Groups (CATGs), which operated as informal working groups making recommendations to the Area Board for approval. Terms of Reference are set out in Appendix C. It should be noted that the establishment of the CATGs, along with the delegation of the relevant budget of Area Boards, was a delegation of authority from the Cabinet Member for Highways, and so the Terms of Reference for these cannot be amended.
- 3.2. In 2014 all Area Boards appointed Local Youth Network (LYN) Management Groups to coordinate wider LYNs, sub-groups of the Area Boards, to facilitate positive activities for young people in the community area. Terms of Reference are set out in Appendix C and may be reviewed by the Leader on an annual basis.
- 3.3. Some Area Boards also established Shadow Community Operations Boards to discuss and facilitate the development of Campus proposals. Similarly these groups were established as part of the Council's corporate programme for Campuses and so the Terms of Reference cannot be amended.
- 3.4. Some Area Boards have established other working groups to consider and address local issues. Where these have Terms of Reference, this is for the Area Board to determine and amend where required.

4. Financial and Resource Implications

4.1. None.

5. Legal Implications

5.1. Some appointments carry responsibilities and duties, for example, those which involve becoming a trustee. Councillors are advised to seek advice on individual appointments if required.

5.2. Protocol 3 of the Council's Constitution sets out Guidance to Members on Outside Bodies.

6. Environmental Impact of the Proposals

6.1 None.

7. Equality and Diversity Implications

7.1 None.

8. Delegation

8.1 Under Wiltshire Council's constitution (Part 4, paragraph 5), appointments to Outside Bodies will be made by the Leader of the Council, Cabinet, Area Boards or a meeting of group leaders, as appropriate. By convention, appointments to Outside Bodies which operate within the boundary of a community area are made by the relevant Area Board.

8.2 The appointment of Councillors and other representatives to working groups operating under the Area Board is a matter for the Area Board to determine.

9. Recommendation

9.1 The Area Board is requested to:

- a. Appoint Councillor representatives to Outside Bodies as set out at Appendix A;
- b. Agree to reconstitute and appoint to the Working Group(s) as set out in Appendix B; and
- c. Note the Terms of Reference for the Working Group(s), as set out in Appendix C.

Appendices:

Appendix A – list of appointments to Outside Bodies

Appendix B – list of appointments to Working Group(s)

Appendix C – Terms of Reference for Working Group(s)

Unpublished background documents relied upon in the preparation of this report

None.

WILTSHIRE COUNCIL OUTSIDE BODIES

Outside Body Title (A to Z)	Appointed By	Why Rep Needed	Organisation aims	Meeting schedule	Voting rights	Reps needed	Representative (s)
Malmesbury Activity Zone Leisure Centre Advisory Committee	Area Board - Malmesbury	Centre funded by council so representation is important	Leisure provision for the whole Malmesbury community	Quarterly meetings	No	1 member + 1 officer	Cllr Chuck Berry
Malmesbury and Villages Community Area Partnership	Area Board - Malmesbury	To inform on the development of the Community Area Plan	Development of the Community area Plan	Normally every 6 weeks	No	1	Cllr John Thomson
Malmesbury Community Trust	Area Board - Malmesbury	Trust deed states that two WCC reps appointed by Dir of Social Services	Help and assistance to the elderly	Four meetings per annum	Yes	2	Cllr John Thomson and Cllr Simon Killane
Malmesbury Local Youth Network (LYN)	Area Board - Malmesbury	So young people can present ideas to councillors and council	Youth issues and democracy; to enable young people to present ideas to councillors and the council.	4 meetings per year	Yes	Up to 2	Cllr John Thomson

Appointments to Working Groups **Malmesbury Area Board**

Community Area Transport Group:

- Cllr John Thomson
- Cllr Simon Killane
- Cllr Toby Sturgis
- Cllr Chuck Berry

And nominated for the coming year:

- Brinkworth: Ellen Blacker (Dauntsey PC)
- Minety: Duncan Lamb (Crudwell PC)
- Malmesbury: Roger Budgen (Malmesbury TC)
- Sherston: Graham Morris (Sherston PC)

Shadow Community Operations Board (SCOB):

- Wiltshire Council Officer – Community Area Manager/Community Engagement Manager
- Area Board Representative – Simon Killane
- Town/Parish Council representative – Catherine Doody
- Education and Young People Representative – Dr Alison Simpson
- Wider Community Representative – Pete Gilchriest
- User and Community Groups – Kim Power, Miriam Nicholls
- Appointed until such time as the COB is deemed fully operational – Cllr John Thomson

Cowbridge Footpath/Cycle Route Task Group:

- Cllr Simon Killane and Cllr John Thomson
- Caroline Pym, (St Paul Malmesbury Without Parish Council and Malmesbury Residents' Association)
- Roger Budgen and Deborah Clogg (St Paul Malmesbury Without Parish Council)
- Kim Power and Steve Cox (Malmesbury Town Council)
- Peter Gilchriest (Malmesbury & Villages Community Area Partnership)
- Barry Dent (Malmesbury Civic Trust)
- Judy Jones, Heather Newton-Lewis, Miles Cross and James Stanger (community from Cowbridge area, the town and those with a local walking/cycling interest)
- Alistair Millington (Sustrans)
- Miranda Gilmour (Wiltshire Council)

Local Youth Network (LYN):

- Young People:
 - Aston Atkinson (Chair)
 - Simone Snashall (Safeguarding Champion)
 - Finn Wood (Rural Rep)
 - Steph Vincent (Equalities Rep)
 - Shaina Snashell (Promotion Champion)
 - Jade Saunders (Secretary)
- Supporting Community Roles:
 - Area Board Rep – Cllr Simon Killane
 - Town Council Rep – Amanda Kettley
 - School Rep – Shelly Ball
 - Voluntary Community Sector – Denise Little

COMMUNITY AREA TRANSPORT GROUP (CATG)

TERMS OF REFERENCE

Membership of the CATG

The CATG will normally be made up of not more than 10 members from the following groups:

- Members of the Area Board
- Town and Parish Council representatives
- Community representatives

Representatives should act as a conduit between their organisations and the CATG by putting forward the views of the body they represent and providing feedback to its members regarding the work of the CATG. The group members will also need to be mindful of the needs of the community area as a whole when making their recommendations, as not all councils and groups can be represented on the CATG.

Recommendations to the Area Board will usually be reached by consensus but if necessary these can be agreed by a show of hands by those representatives present at the meeting.

The group will normally be chaired by a Wiltshire Councillor. Membership of the CATG will cease when a member ceases to hold the stated office as when first appointed.

The CATG may invite representatives from local organisations to its meetings to give technical advice or to share pertinent local knowledge on projects in the area.

Appointment of CATG Members

Appointment of members to the CATG will normally be agreed at a full meeting of the Area Board. Membership may be varied, with the agreement of the Area Board Chairman, subject to approval at the next full Area Board meeting.

Where required for flexibility, the Area Board may appoint an unnamed representative of an organisation to the CATG (e.g. Town/Parish Council or Community Area Partnership) to ensure that the organisation is always represented at meetings. However it is preferred that the same representative attends if possible to ensure consistency of membership.

Media Relations

Members of the CATG must not issue press statements on behalf of the Area Board.

Any press statements about the work of the CATG should be agreed between the Chairman of the CATG and the Chairman of the Area Board.

Meetings

It is recommended that the CATG meet at least four times a year. Meetings are intended to be limited to the Membership set out above, and is open to other members of the Area Board who wish to attend. It can be open to public if the Area Board wishes to do so. It should be noted that CATG is not a constitutional or decision making body and hence proceedings will not be minuted by Democratic Services.

Officer Support

Meetings will be attended by relevant officers from Wiltshire Council including a senior transport planner, a senior traffic engineer and a local highway maintenance engineer as necessary.

Terms of Reference

The CATG has no formal decision making authority on operational matters or budget expenditure but acts as an informal discussion forum making recommendations to the Area Board. Recommendations must be agreed at a full CATG meeting before being brought to the next Area Board for approval.

The CATG's terms of reference are set out below.

Terms of Reference

1. Small scale transport schemes – discretionary funding

To make recommendations to the Area Board to determine priorities and levels of expenditure required for small scale transport schemes in the community area. A discretionary highways budget has been allocated to the board by the Cabinet Member for Highways and Transport. The funding allocation is for capital funding and can only be used to provide new and improved highway 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 revenue functions such as maintenance schemes or the provision of passenger transport services. Schemes considered by the CATG should have first been raised through the community issues system and endorsed by the relevant town or parish council.

In choosing their local transport schemes Area Boards will need to be mindful of the priorities of the Local Transport Plan and the likely availability of future funding for implementation.

(Cabinet Member Decision HT-021-10)

2. Small scale transport schemes – substantive funding

To submit bids for funding from the centrally held substantive funds. A scheme qualifies as substantive if the estimated cost is in excess of the total discretionary amount available.

(Cabinet Member Decision HT-026-11)

3. Speed Indication Devices

To make recommendations to the Area Board as to the locations for speed indicator devices (SIDs) in line with the guidance issued by the Cabinet Member for Highways.

(Cabinet Member Decision HT-023-11)

4. C & UC roads speed limit review

To make recommendations to the Area Board as to the priority routes for review on C Class and unclassified roads in accordance with the guidance issued by the Cabinet Member for Highways.

(Cabinet Member Decision HT-027-11)

5. Waiting restrictions

To make recommendations to the Area Board regarding waiting restrictions in areas where the Town or Parish Councils do not wish to undertake this function.

(Cabinet Member Decision HT-031-11)

6. Other decisions

To make recommendations to the Area Board regarding any other local highways issues when requested.

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.

The Preliminary Management Project will initially be focused on Corsham, Melksham, Pewsey, Tisbury and Wootton Bassett. This will encompass the creation of 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 preliminary management project will be in place from April 2011 through to April 2013 unless 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:

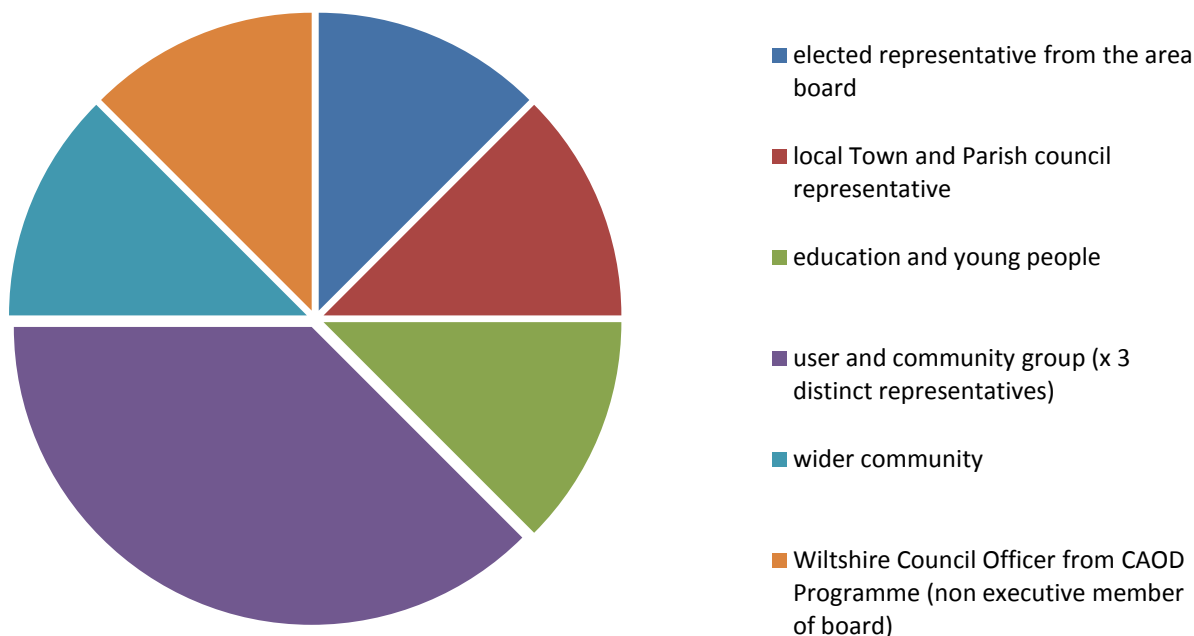
- (i) Create an environment which empowers local people to directly influence the delivery and improvement of unique needs based services in their community.
- (ii) Ensure a singularity of vision to enable local needs to be foremost in strategic planning and operational service delivery.
- (iii) Be proactive 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.

Version3 – 5/4/11

- (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 three 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 Campus and Operational Delivery Programme team 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.

4 Roles and responsibility

4.1 Community leadership & engagement

- (i) On behalf of the Area Board, provide effective community leadership and accountability for the preliminary management project 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 not for profit distributing 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 preliminary management project.
- (ii) There may be elements or decisions required within the preliminary management project 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 endeavour 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

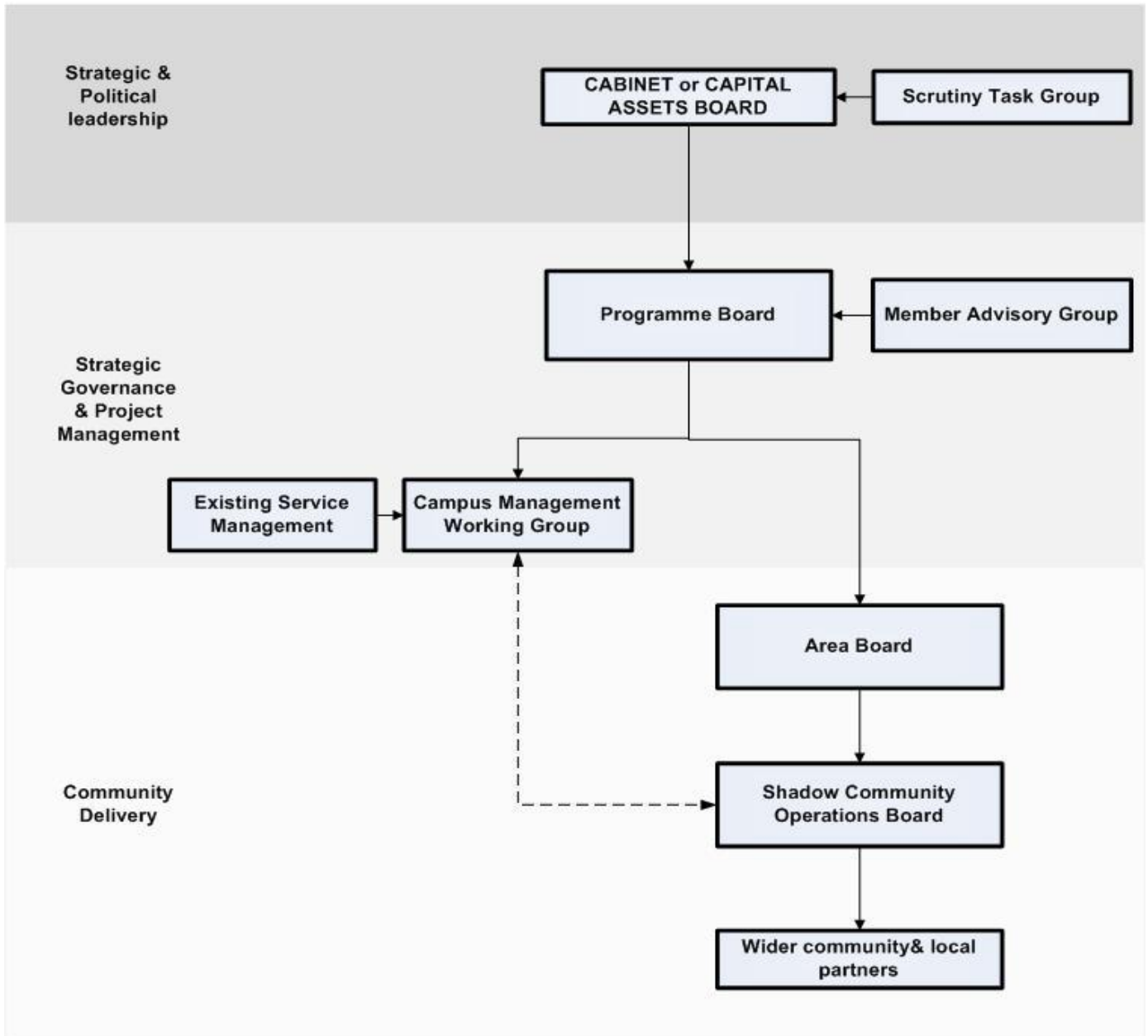
Whilst most information provided by the council or other participants or partners will be non-confidential in nature there may be occasions when due to the commercial nature of discussions or where matters are relevant to policy development by the council, it may request that individual information or items are confidential. 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

The project remit currently extends up to April 2013. Prior to this 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



Positive Activities for Young People Local Youth Network (LYN) Terms of Reference

September 2014

1. Purpose

Definition of a Local Youth Network

A Local Youth Network (LYN) is a sub group of the Community Area Board. It represents a wide range of community stakeholders who work in partnership to facilitate a range of positive activities across the community area. Young people play a central role in all aspects of the LYN.

Local Youth Networks will identify local needs, priorities and outcomes and make recommendations to the Area Board on how funding for positive activities for young people should be deployed.

The obligations of the Community Area Board are set out in the *'Leaders Guidance for Community Area Boards on Positive Activities for Young People'*.

2. Membership

The LYN may include representatives of:

- Members of the Community Area Board
- Young people (see below)
- Schools
- Town and Parish Councils
- Community and voluntary organisations and groups
- Police
- Health organisations
- Other organisations, agencies and individuals that have a genuine interest in promoting the welfare and interests of young people

All representatives must be subject to appropriate safeguarding requirements.

The participation and involvement of young people

Young people must play a central role in all aspects of the LYN including the design, development, delivery and review of the local positive activities offer.

LYNs are encouraged to use a variety of methods to ensure young people participate and are involved in decision-making processes. Existing Youth Advisory Groups (YAGs) may provide a useful forum for involving young people, although the decision to retain these groups is for local determination.

LYNs must ensure that consultation with young people is representative and takes into account the views and needs of underrepresented groups (those with protected characteristics) to ensure compliance with the local authorities Public Sector Equality Duty.

Roles of all members of the LYN

All members will be required to:

- Take an active part in the development of the LYN and its aims.
- Ensure that their organisation is represented by a person of appropriate experience/competency (or his/her appointed deputy) who has full authority within the relevant organisation to speak on behalf of the organisation and contribute fully to all discussions.
- Take responsibility for sharing information with the LYN relevant to their organisation/stakeholders/sector.
- Contribute any information that may have a bearing on positive activities and ensure that this is shared with the LYN.
- Champion the voice and influence of young people in decision making.
- Be open and honest and work collaboratively.
- Work to promote equality and non-discriminatory practices in all aspects of the LYNs activities.
- Respect all members of the LYN and invited representatives.
- Work to improve outcomes for young people and ensure high quality safeguarding practice.

3. Structure and operation

The wider LYN may come together at events, workshops, youth fairs, meetings and consultations, operating in a way which encourages active engagement, dialogue, debate and improved partnership working between key stakeholders.

A smaller management group will take responsibility for coordinating and planning the LYNs activities. The Chair of the group will be decided locally (and could be a young person). The group will include a member of the Community Area Board, who will work with the Chair to present recommendations and provide updates on progress at Area Board meetings.

The management group will generally comprise of no more than ten members including:

- The chairperson and such other Area Board representatives as wish to attend
- Young people (at least 2)
- A local school representative
- Voluntary/community sector representative
- Any other key stakeholders identified locally

The management group will be supported by:

- The Community Youth Officer
- The Community Area Manager / Community Engagement Officer
- Such other officers as may be appropriate

The appointment of members (excluding officers) to the management group will normally be agreed at a full meeting of the Area Board. Membership may be varied, with the agreement of the Area Board Chairperson, subject to approval at the next full Area Board meeting.

Where required for flexibility, the Area Board may appoint an unnamed representative of an organisation to the management group (e.g. Town/Parish Council or Community Area Partnership) to ensure that the organisation is always represented at meetings. However, it is preferred that the same representative attends if possible to ensure consistency of membership.

If nominal membership of the management group exceeds ten members, attendance at meetings should be sought by those most appropriate to the agenda.

Key responsibilities for the management group include:

- Facilitating and coordinating the process to design, develop, deliver and review positive activities for young people in the local area;
- Maintaining regular and effective communication between all members of the LYN;
- Developing a written overview of the needs, outcomes, priorities and objectives for positive activities in the local area;
- Making recommendations to the Community Area Board on how positive activities funding should be deployed (to include evaluating grant requests and identifying suitable suppliers of positive activities);
- Overseeing the work plan of the Community Youth Officer;
- Monitoring and reporting on the quality and effectiveness of local youth activities;
- Addressing any conflicts of interest that may arise as part of the local decision making process.

Recommendations to the Community Area Board will usually be reached by consensus but if necessary these can be agreed by a vote.

The management group may invite representatives from local organisations/agencies to its meetings etc to provide expertise or to share local knowledge on activities, projects and programmes in the area.

The frequency, location and format of LYN activities should be determined locally, however it is recommended that the management group meets at least six times per year.

4. Media Relations

Members of the LYN may not issue media statements on behalf of the Community Area Board. Any media statements about the work of the LYN should be agreed with between the LYN and Chairperson of the Community Area Board.

5. Review

These terms of reference are subject to change and may be reviewed by the Leader on an annual basis.

Malmesbury to Cowbridge Walking and Cycling Route Task Group Terms of Reference

Background

- This document is the Terms of reference for the above working group.
- The representatives on the task group are people nominated by the Malmesbury Area Board who have volunteered to ensure that the Section 106 agreement to provide a walking and cycling route is implemented and will reflect the views of the community and wish to take an active role in its development.

Objectives of Malmesbury to Cowbridge walking and cycling route task group:

- to support delivery a footpath/cycle route from Cowbridge Mill and Malmesbury
- to increase levels of walking and cycling between the Cowbridge Mill and Malmesbury
- to involve the community in planning and delivering the scheme.

Role of the Task Group:

- to ensure strong local stakeholder and community involvement in advising and practically supporting Wiltshire Council and Sustrans in the planning, designing and project delivery, and sustaining the maintenance, promotion and usage of the Malmesbury to Cowbridge walking and cycling route. Tasks are as follows:

Membership:

2 x Wiltshire Councillors representing the two divisions
1-2 St Paul Malmesbury Without Parish Council
1-2 Malmesbury Town Council
1 x Malmesbury Residents' Association
1 x Malmesbury Civic Trust
1 x Malmesbury & Villages Community Area Partnership
Up to 6 community representatives from Cowbridge area, the town and those with a local walking/cycling interest
1 x Sustrans
1 x Community Area Coordinator

- Sub-groups of the working group may be formed to take forward specific projects e.g. consultation, publicity, route maintenance etc.

Chair:

- Upon establishment of a working group, a chairman will be nominated and seconded by the members.
- In the event that the chairman is absent, a council representative will chair the meeting.

Roles and Responsibilities:

- Ensure that the task group establishes and supports formal reporting/ accountability arrangements with the Area Board, funding bodies and other relevant organizations.
- To assist Sustrans where requested in discussions with landowners.
- To help ensure good relationships are maintained with all the landowners once the path is opened.
- To ensure that the route is well promoted locally through events, publicity materials and media coverage as appropriate.
- To ensure a maintenance plan is put in place and implemented.
- To work with St Paul's Malmesbury Without Parish Council to ensure the continued upkeep of the path and associated features to a satisfactory standard.
- Wiltshire Council will provide administrative support for these meetings, which will include assistance with arranging meeting times / venues and the production of minutes.
- To assist Sustrans in organizing consultation events with the local community as appropriate.
- To support Sustrans in identifying and securing additional funding for the completion of the project.