

MINUTES

Meeting: MALMESBURY AREA BOARD
Place: Assembly Rooms, Malmesbury Town Hall
Date: 1 March 2017
Start Time: 7.00 pm
Finish Time: 9.20 pm

Please direct any enquiries on these minutes to:

Becky Holloway (Democratic Services Officer) Tel: 01225 718063 Email
becky.holloway@wiltshire.gov.uk, Tel: 01225 718063 or (e-mail)
becky.holloway@wiltshire.gov.uk

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In Attendance:

Wiltshire Councillors

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

Wiltshire Council Officers

Ollie Phipps, Community Engagement Manager
Richard Williams, Locality Youth Facilitator
Becky Holloway, Democratic Services Officer
Bill Parks, Head of Service for Highways North
Jim Bailey, Highways Principal Technical Officer

Town and Parish Councillors and Community Partners

Great Somerford Parish Council - S Webb, H Cole, D. Bourne
St Paul Malmesbury Without Parish Council - Deborah Clegg, Roger Budgen
Brinkworth Parish Council - Elizabeth Thelfall, John Beresford
Malmesbury Town Council - Wayne Jones
Little Somerford Parish Council - Tony Pooley
Health and Wellbeing Champion - Ellen Blacker

Total in attendance: 25

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
1	<p><u>Chairman's Welcome and Introductions</u></p> <p>The Chairman welcomed everyone to the meeting</p>
2	<p><u>Apologies for Absence</u></p> <p>Apologies were received from Andrew Woodcock of Malmesbury Town Council, and Charles Cook of Minety Parish Council.</p>
3	<p><u>Minutes</u></p> <p>The minutes of the last meeting of Malmesbury Area board were presented and it was</p> <p>Resolved:</p> <p>To approve and sign the minutes of the meeting of Malmesbury Area Board held on 9 November 2016 as a true record.</p>
4	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest made</p>
5	<p><u>Chairman's Announcements</u></p> <p>The Chairman made the following two announcements:</p> <p>The Riverside Community Centre had opened and had been handed over to the Friends of Riverside, a voluntary organisation, to run. The chairman thanked all involved for their hard work in enabling this to happen.</p> <p>Additional funding would be available to the Area Board in the new financial year to improve the maintenance of pavements in the Malmesbury area.</p>
6	<p><u>Local Youth Network Update and Applications for Youth Funding</u></p> <p>Richard Williams, the local youth facilitator, gave an overview of the work done with young people in the Malmesbury area over the previous year. He reported the funding allocations made through the youth grant scheme and explained what support was available to local and voluntary sector youth groups and organisations including training and safeguarding support.</p> <p>The officer outlined plans for Malmesbury Area over the financial year 2017/18. This would include outreach work, targeted work on mental health support, and continued partnership work with local stakeholders. He thanked all those who continued to deliver positive activities for young people in the area.</p>

	<p>A short video was then shown which covered the work done with young people in Wiltshire during the year 2016/17.</p> <p>Following the officer's presentation, the board was asked to consider four youth grants. Representatives from Ashton Keynes youth club and the Open Blue Bus spoke in support of their applications and it was</p> <p>Resolved:</p> <p>To award £1052.00 to the Friends of Riverside for a young musician project</p> <p>To award £3200.00 to Ashton Keynes youth café</p> <p>To recommend that the following grants be awarded at the meeting of the Area Board held on 31 May 2017:</p> <ul style="list-style-type: none"> • £2650.00 to Oaksey Youth Club • £3000.00 to the Open Blue Bus outreach and engagement programme.
7	<p><u>Partner Updates</u></p> <p>The Chairman drew the meeting's attention to the written reports from partners in the agenda pack.</p> <p>Ellen Blacker, the Health & Wellbeing Champion, provided a spoken update on the new Sunday lunch club held monthly at Malmesbury garden centre which had proved very popular. A second club would be established in order to cater for more people and anyone interested in attending should contact Ellen Blacker.</p> <p>The Chairman thanked Ellen for her update and for all the work she had done to establish the lunch club, and expressed a desire to see it continue into the future.</p> <p>Roger Budgen, of Malmesbury Without Parish Council, reported that the opening of Cowbridge footpath which had been planned for that week, would be delayed to enable the completion of a formal consultation period.</p> <p><i>Admin note: an up-to-date report from the Fire Service is included in these minutes to replace the report sent out with the agenda.</i></p>
8	<p><u>Cyber crime</u></p> <p>PS Paul Harvey delivered a presentation on Cyber crime; one of Wiltshire Police's four priority areas and part of the national policing agenda. He reported that cyber crime included any crime that took place through digital media and</p>

	<p>that in the last year, around £4.3million had been illegally taken from Wiltshire residents online. It was explained that 80% of crimes could be prevented by the use of strong passwords, the installation of virus protection software, and by keeping up to date with any software updates.</p> <p>The officer shared examples of people who had been affected locally, and reported that there were online safety volunteers to support people most at risk of being targeted. Information sessions could be delivered to groups who felt it would be of use and interested groups should get in touch with Paul Harvey on paul.harvey@wiltshire.pnn.police.uk.</p> <p>The officer then took questions and it was explained that it was important to report cybercrime as many incidences went unreported, especially non-financial crime such as sexual exploitation and bullying.</p> <p>The chairman thanked the officer for his presentation</p>
9	<p><u>Wiltshire Community Foundation</u></p> <p>Heidi Yorke, from Wiltshire Community Foundation, gave a presentation on the grant programmes the foundation could make available to local groups. She explained that Wiltshire Community Foundation (WCF) managed a number of grant programmes, all of which were open to local organisations or individuals. Group applicants required a constitution, bank account, and a minimum of three un-related trustees. Projects with a focus on alleviating disadvantage were preferred and applications for training and development were also seen particularly favourably. Applications could not be made by groups who had more than 12 months running costs in their reserves.</p> <p>The representative reported that WCF managed two primary grant programmes: large grants of up to £15,000 over three years, and small grants of up to £2000. The grant committee met quarterly and applicants were required to submit an expression of interest before being supported through the longer application process.</p> <p>Other programmes included: the Youth Social Action fund that delivered up to £5000 for social action activities in communities; the Comic Relief fund; educational grants for looked after young people or those with disabilities; vocational grants for travels costs to further education courses; scholarship grants for university students for up to £1500 a year; and Surviving Winter grants of up to £200 for individuals.</p> <p>In the last year, Wiltshire Community Foundation had granted £2.1million of funds in Wiltshire, including £18,000 to the Malmesbury Area. Members were encouraged to raise awareness of the different programmes as there were a lower than average number of applications from the Malmesbury Area.</p>

	<p>The representative explained that further information about all the programmes could be found at www.wiltshirecf.org.uk where it was also possible to sign up for a regular funding bulletin.</p> <p>The Chairman thanked Heidi Yorke for her presentation.</p>
10	<p><u>Local Highways Investment Fund 2014 - 2020</u></p> <p>Bill Parks, Head of Service for Highways North, and Jim Bailey, Highways Principal Technical Officer, from Wiltshire Council, provided an update of the work done on highways in the Malmesbury Area in 2016/17 and presented a list of proposed improvement works for 2017/18.</p> <p>Bill Parks encouraged members of the public to make use of the council app for reporting potholes and other highway maintenance issues. He reported that the parish steward scheme continued to have been positive and that there would be a series of meetings with Cllr Philip Whitehead, Cabinet member for transport which members of town and parish councils were encouraged to attend.</p> <p>The Chairman highlighted that a phone call to report a highways issue cost the council around £5 while use of the app cost only around 5p and this was why its use was being so heavily promoted.</p> <p>Jim Bailey explained the context of the Local Highways Investment Fund and reported that a budget of £21million had been allocated for the period 2014-2020 for road maintenance schemes and that substantial improvement had already been seen to the road network. The officer then presented the list of proposed works for 2017/18 as outlined in Appendix 2 of the report.</p> <p>The Chairman invited questions from the floor and the following points were raised and clarified: that Wiltshire Council had taken on the management of highways contracts from Balfour Beatty; that since the start of the Investment fund the percentage of roads (of all classifications) in bad condition had reduced significantly and that it had made ongoing monitoring of road conditions easier to manage; that the focus of the scheme was predominately on roads but that pavements could also be considered in the remaining years of the fund; that the repair of potholes was prioritised based on their depth and on the classification of the road; that the condition of A roads was assessed annually by a private contractor and the worst sections were then prioritised for repair and that patching sometimes took place as an interim measure; that the initial assessment of highways in the Malmesbury Area done in 2014 had led to the development of a priority list and the list of which schemes were taken forward each year was decided annually; and that different types of highway repair carried different costs and the priority was on making roads safe for users.</p> <p>In reference to specific highways in the Malmesbury area, it was clarified: that the section of road between Corston and Malmesbury which had been identified</p>

	<p>in the list of proposed works had originally been designated for resurfacing but that a re-assessment would take place before work commenced to check whether this was still the best option; and that the road surface of the roads affected by the new traffic calming measures introduced in Oaksey would be considered among the other aspects of road safety in the area. It was also suggested that the Tetbury roundabout would benefit from resurfacing and new markings and signage, and the officers agreed to give this consideration.</p> <p>After discussion it was</p> <p>Resolved:</p> <p>To note the progress report on the Local Highways Investment Fund 2014-17 and to approve the list of proposed works for 2017/18 as outlined in Appendix 2 of the report</p>
11	<p><u>JSA event: Feedback and Outcomes</u></p> <p>Ollie Phipps, the Community Engagement Manager (CEM), delivered a report on the “Our Community Matters” Joint Strategic Assessment (JSA) event that had taken place in Malmesbury on 11 January 2017. Around 100 people had attended the event and through table discussions and a vote, the top three priority areas for the Malmesbury Area under each theme had been identified. The CEM explained that information on the event and all the priorities and projects that had been suggested could be found at www.wiltshirejsa.org.uk.</p> <p>In the discussion that followed, it was highlighted that social housing need was based not only on whether properties were available but also on whether households could be housed within communities in which they had existing connections and not simply within the wider Malmesbury Area. It was also suggested that the discussion at the event around Community Safety had been limited by the choices available.</p> <p>After discussion it was</p> <p>Resolved:</p> <p>To approve the recommendations of the JSA event held on 11 January 2017.</p>
12	<p><u>Legacy for Wiltshire</u></p> <p>Ollie Phipps, Community Engagement Manager, introduced a short “Legacy for Wiltshire” video which promoted the Great British Spring Clean; a national litter-picking initiative planned in Wiltshire for the weekend of 3-5 March 2017. The CEM explained he could also provide resources to groups who wished to organise litter-picks at other times of the year.</p>

	<p>The Chairman reminded members of the environmental and financial impact that littering had on Wiltshire and that it was an important issue to be tackled, highlighting that litter collected on the roadside could not be recycled and cost the Highways department £2.5million annually. It was agreed to include an item on littering on a future Area Board agenda.</p> <p>The video also promoted the London Calling challenge that was due to be held in Wiltshire in the summer and involved the collection of 'flags' based on active challenges. This was an initiative to promote physical activity amongst Wiltshire residents. The CEM explained that equipment resource packs would be made available to the first 50 schools who requested them.</p> <p>The CEM went on to report that the Healthy Schools award scheme was due to be launched in Malmesbury schools. This would involve addressing healthy lifestyles amongst students, awarding a bronze, silver or gold status, and putting in place action plans for improvement.</p>
13	<u>Area Board Funding</u>
13a	<p><u>Community Area Grant Fund</u></p> <p>The Area Board considered ten applications to the Community Area Grants fund. Applicants were in attendance and spoke in support of their applications. Following discussion of each application, it was</p> <p>Resolved:</p> <p>To award £3898.33 to the Open Blue Bus Trust for their Community Bus Conversion, with the additional condition that the bus would provide a minimum of six sessions in the Malmesbury Area within the first two years of its operation.</p> <p>To award £2000.00 to Brinkworth Church Council towards the restoration of their Bell Tower.</p> <p>To award £5000.00 to the Athelstan Museum towards the restoration of the Movarian Church.</p> <p>To award £1000.00 to Butterflies Pre-School for running costs.</p> <p>To award £480.00 to Ashton Keynes Seniors Group for table tennis club equipment.</p> <p>To award £254.98 to Sherston Shooters for Netball Club equipment.</p> <p>To award £3000.00 to Wilts and Berks Canal Trust for a Transitional Skills</p>

	<p>project.</p> <p>To award £3000.00 to Great Somerford Parish Council for a playground upgrade.</p> <p>To award £1560.00 to Friends of Riverside for their Seniors Group.</p> <p>To award £750.00 to Malmesbury & District Twinning for an engagement website to encourage inter-country links.</p>
13b	<p><u>Councillor-Led Initiative Grant Scheme</u></p> <p>The Area Board considered two applications to the Councillor-Led Initiative Fund from Cllr Killane and Cllr Thomson. The second application, for Luckington Church, was considered as an urgent item due to the need to determine it before the end of the financial year.</p> <p>Cllr Killane and Cllr Thomson spoke in support of their applications and provided details of what the projects would concern. After discussion it was</p> <p>Resolved:</p> <p>To award £1077.64 for extending and enhancing current provision for children at Malmesbury library.</p> <p>To award £1000.00 to Luckington Church for initial graveyard surveys to promote restoration work and to enable applications to other schemes for match funding.</p>
13c	<p><u>Health and Wellbeing Fund</u></p> <p>Ollie Phipps, Community Engagement Manager, outlined the application to the Health and Wellbeing Fund to fund the post of the Health and Wellbeing Champion for the financial year 2017/18. The board was in agreement that the work done by the HWB Champion had proved invaluable to the Malmesbury Area and it was</p> <p>Resolved:</p> <p>To award £6700.00 from the Health and Wellbeing Fund to fund the post of Health and Wellbeing Champion for the financial year 2017/18.</p>
14	<p><u>Community Area Transport Group</u></p> <p>The notes of the Malmesbury Community Area Transport Group (CATG) meeting of the 7 February 2017 were presented and it was</p>

	<p>Resolved:</p> <p>To agree the recommendations of the CATG meeting of 7 February 2017 as outlined in the meeting notes.</p>
15	<p><u>Community Asset Transfer - Rodbourne Road Play Areas, Corston</u></p> <p>A proposal to grant a lease of the Wiltshire Council play area in Rodbourne Road, Corston, to St Paul's Malmesbury Without Parish Council was presented and it was</p> <p>Resolved:</p> <p>To note that a single member decision would approve the grant of a 7 year (less one day) contracted out lease of Rodbourne Road play area to St Paul's Malmesbury Without Parish Council.</p>
16	<p><u>Delegated authority of Community Engagement Manager (CEM)</u></p> <p>The Chairman presented an update to the authority delegated to the Community Engagement Manager by the Area Board to allocate funding between formal Area Board meetings and it was:</p> <p>Resolved:</p> <p>To approve the following statement of delegated authority</p> <p><i>In order to expedite the work of the Area Board and to deal with urgent matters that may arise between meetings, the Community Engagement Manager, in consultation with the Chairman (or in their absence, the Vice-Chairman) of the Area Board, may authorise expenditure to support community projects from the delegated community grants budget of up to £5,000 in total, youth projects of up to £5,000 in total, and health and wellbeing projects of up to £1,000 in total, between meetings of the Area Board.</i></p> <p><i>Decisions taken between meetings will be reported to the next meeting of the Area Board explaining why the matter was considered urgent or necessary to expedite the work of the Board and the Cabinet Member for Communities, Campuses, Area Boards and Broadband will also be kept informed of any such decisions.</i></p>
17	<p><u>Urgent items</u></p> <p>In addition to the Councillor-Led Initiative application from Cllr Thomson taken under agenda item 13b, a further two applications for funding were taken as urgent due to the need to determine them before the end of the financial year.</p>

	<p>The Community Engagement Manager presented both applications and provided details of the projects and after discussion it was</p> <p>Resolved:</p> <p>To delegate to the Community Engagement Manager, authority to release funding up to a total of £538.00 to the Friends of Riverside for the purchase of combi-ovens for Riverside Community Centre, upon receipt of final details.</p> <p>To delegate to the Community Engagement Manager, authority to release funding up to a total of £1000.00 for project costs associated with the work of the Health and Wellbeing Champion, upon receipt of final details.</p>
18	<p><u>Evaluation and Close</u></p> <p>Cllr Chuck Berry paid tribute to the work of Cllr Simon Killane who would be standing down as a Wiltshire Councillor in May and thanked him for his hard work and commitment to the Malmesbury Area. This was echoed by the other members of the Area Board.</p> <p>The Chairman thanked everyone for coming and reminded members that the next meeting of the Malmesbury Area Board would be held at the Riverside Community Centre on 31 May 2017 at 7pm.</p>