

# AGENDA

**Meeting:** Malmesbury Area Board

**Place:** Online

**Date:** Tuesday 8 June 2021

**Time:** 7.00 pm

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

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Press enquiries to Communications on direct lines (01225) 713114 / 713115.

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## Wiltshire Councillors

Cllr Gavin Grant, Malmesbury (Vice-Chair)

Cllr Chuck Berry, Minety (Chair)

Cllr Martin Smith, Sherston

Cllr Elizabeth Threlfall, Brinkworth

## **Recording and Broadcasting Information**

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Please see the agenda list on following pages for details of deadlines for submission of questions and statements for this meeting.

For extended details on meeting procedure, submission and scope of questions and other matters, please consult [Part 4 of the council's constitution](#).

The full constitution can be found at [this link](#).

For assistance on these and other matters please contact the officer named above for details

## Items to be considered

1 **Chairman's Welcome and Introductions**

The Chairman will welcome those present to the meeting.

2 **Apologies for Absence**

To receive any apologies for absence.

3 **Minutes** (*Pages 1 - 12*)

To approve and sign as a correct record the minutes of the meetings held on 2 March 2021 and 18 May 2021.

4 **Declarations of Interest**

To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.

5 **Chairman's Announcements** (*Pages 13 - 14*)

To receive the following announcements through the Chairman:

- Area Board Model May 2021

6 **Partner Updates** (*Pages 15 - 24*)

To receive updates from the following partners:

- a. Wiltshire Police
- b. Wiltshire Fire and Rescue Service
- c. Healthwatch Wiltshire
- d. Wiltshire Clinical Commissioning Group (CCG)
- e. Malmesbury and the Villages Community Area Partnership (MVCAP)
- f. Riverside Centre
- g. Health & Wellbeing Champion
- h. Highways Community Co-ordinator
- i. Town and Parish Councils

7 **Outside Bodies and Working Groups** (*Pages 25 - 42*)

To agree the memberships and representatives for the Outside Bodies and Working Groups for 2021/22.

8 **Community Engagement Manager Delegated Decisions** (*Pages 43 - 46*)

To agree and adopt the Delegated Powers to the Community Engagement Manager proposals.

9 **Community Area Status Report and Area Board Priority Setting** (Pages 47 - 52)

To discuss the findings, recommendations and next steps. The report sets out the full set of actions the board can agree up to five as priorities for Malmesbury.

10 **Area Board Funding** (Pages 53 - 76)

To consider applications for funding from the Community Area Grants Scheme.

- Great Somerford Parish Council - £500 for Great Somerford Footpath Gates.
- Ashton Keynes Playing Fields - £5,000 for Ashton Keynes playing fields and fitness equipment scheme.
- Lea & Garsdon School Association - £5,000 for Lea Garsdon Playground Project.
- Malmesbury Town Team - £1,500 for Malmesbury and Malmesbury Area Visitor Guide.

To consider applications for funding from the Community Area Youth Grants Scheme.

- The Wiltshire Outdoor Learning Team CIC - £3,200 for Malmesbury Multi Venue Activity Treasure Hunt.

11 **Community Area Transport Group** (Pages 77 - 94)

The Area Board will be asked to consider the recommendations from the **9 March 2021** Malmesbury Community Area Transport Group (CATG) meeting outlined in the report.

12 **Urgent items**

Any other items of business which the Chairman agrees to consider as a matter of urgency.

13 **Evaluation and Close**

The next meeting of the Malmesbury Area Board will be held on Wednesday, 21 September 2021, 7.00 pm.

# MINUTES

**Meeting:** Malmesbury Area Board  
**Place:** Online Meeting  
**Date:** 2 March 2021  
**Start Time:** 7:00 pm  
**Finish Time:** 9:00 pm

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Please direct any enquiries on these minutes to:

Ben Fielding, Democratic Services Officer, (Tel): 01225 718656 or (e-mail)  
[benjamin.fielding@wiltshire.gov.uk](mailto:benjamin.fielding@wiltshire.gov.uk)

Papers available on the Council's website at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

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## **In Attendance:**

### **Wiltshire Councillors**

Cllr John Thomson (Chairman), Cllr Toby Sturgis (Vice-Chairman), Cllr Gavin Grant and Cllr Chuck Berry

### **Wiltshire Council Officers**

Dominic Argar (Assistant Multimedia Officer), Ollie Phipps (Community Engagement Manager), Tara Shannon (Senior Democratic Services Officer) and Ben Fielding (Democratic Services Officer)

### **Partners**

John Matthews (Chairman of Sherston Parish Council), Sean Magee (Sherston Parish Council), CPT Inspector Doug Downing (Wiltshire Police) and Kim Power (Chair of Friends of Riverside and the Malmesbury Health and Wellbeing Forum)

**Total in attendance: 20**

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<u>Minute No..</u>	<u>Summary of Issues Discussed and Decision</u>
1	<p><u>Chairman's Welcome and Introductions</u></p> <p>The Chairman welcomed those present to the meeting and invited members of the board to introduce themselves.</p> <p>The Chairman noted that this would be his last meeting and thanked the Area Board, Ollie Phipps and officers for their constructive work over the past years.</p>
2	<p><u>Apologies for Absence</u></p> <p>Apologies for absence were received from Rachel Nuttal (Little Somerford Parish Council) and Darren Nixon (Dorset &amp; Wiltshire Fire and Rescue Service).</p>
3	<p><u>Minutes</u></p> <p>The minutes of the meeting held on 26 November 2020 were presented for consideration and it was;</p> <p><b>Resolved</b></p> <p><b>To approve the minutes as a correct record.</b></p>
4	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>
5	<p><u>Chairman's Announcements</u></p> <p>The following announcements were received:</p> <ul style="list-style-type: none"> <li>• <b>Covid-19</b> The Chairman gave a brief update on Covid-19, which stressed that though infection rates are falling across the county, it is still important to take great care and stay at home where possible. Additionally, the Wiltshire Wellbeing Hub is available to help and support those who might need it. People can get in touch with the hub via email at <a href="mailto:wellbeinghub@wiltshire.gov.uk">wellbeinghub@wiltshire.gov.uk</a> or by calling 0300 003 4576.</li> <li>• <b>Local Plan Review Consultation</b> The Chairman invited Cllr Toby Sturgis to introduce the announcement, which outlined that the Local Plan Review was an informal consultation that was taking place before a local draft plan would be published. Cllr Sturgis explained that there are two figures of housing distribution involved, 40,000 and 45,000. The lower figure produced by the government methodology in 2019 to look at house prices and annual income; and the higher figure produced by consultants on past trends and evidence.</li> </ul>

The Local Plan Review Consultation is an opportunity to invite residents to state their opinions on what they think of the numbers and where the allocations will potentially be made, such as a number of sites in urban areas and market towns.

- **Census 2021**

The Chairman invited Jonny Corbett, Census Engagement Manager for County of Wiltshire, to introduce the announcement. Jonny Corbett provided a presentation to the Area Board, which explained that the census is a national survey which takes place every 10 years. Additionally, it was explained that the census takes place, in order to provide information to national government and local authorities in order to shape policy; allocate resources; plan services and monitor equality. The next census will take place on Sunday 21 March 2021.

The presentation reassured the Area Board that all information collected is locked away and remains anonymous for 100 years. Jonny Corbett also stressed the legal obligation of citizens to complete the census and informed that there is a £1,000 fine for non-completion of a census form. Additionally, reassurance was given that Covid-19 measures will be followed by those visiting residents' doors, as well as there being an online method of completion.

- **Fostering in Wiltshire**

The Chairman invited Cllr Chuck Berry to introduce the announcement. Cllr Berry noted that Wiltshire Council plan to recruit 100 foster carers in the next 3 years and that this could potentially be a way that people could give back to the community. Fosterers can potentially be paid around £16,000-£17,000 and can provide support for both long or short periods of time; the main requirement being that they are over 21 years of age and have a spare bedroom.

Cllr Berry also drew attention to an offer provided by the Fostering in Wiltshire programme, where it is possible to receive a £500 payment to keep or donate to charity for anyone who recommends someone as a foster carer. More details are available on the fostering website: [www.fosteringwiltshire.uk](http://www.fosteringwiltshire.uk).

- **Welcome to our new CEM**

The Chairman announced that Alexa Davies, Community Engagement Manager, will be the new Malmesbury CEM from April 2021.

- **Electoral Timetable**

The Chairman invited Ollie Phipps, Community Engagement Manager, to introduce the announcement. The following details were provided that at present the Wiltshire Council Unitary Elections are taking place on Thursday 6 May 2021, along with the Police and Crime Commissioner Elections and Parish Elections. Wiltshire Council are working hard to ensure that polling stations will be Covid secure, however the option to register for a postal vote is also available. The count will most likely take place over 4 days, Friday 7 May (verification), Saturday 8 May (unitary), Sunday 9 May (parish) and Monday 10

	<p>May (PCC). To register to vote go to <a href="https://www.gov.uk/register-to-vote">https://www.gov.uk/register-to-vote</a> or see <a href="https://www.wiltshire.gov.uk/Elections-2021">https://www.wiltshire.gov.uk/Elections-2021</a> for further details.</p>
6	<p><u>Partner Updates</u></p> <p>Updates were received from the following partners:</p> <ul style="list-style-type: none"> <li> <p>• <b>Wiltshire Police</b></p> <p>The Area Board received an update on behalf of Wiltshire Police from CPT Inspector Doug Downing. Inspector Downing reported that he will soon be changing roles and will be moving on to work in the control room; the selection process for his replacement is up and running and they will want to be part of the Area Board.</p> <p>Through the impact of the lockdowns, Malmesbury has seen a reduction of crime since October 2020, with only two noticeable incidents, which were for possession of weapons, that were shown as an exception for the area. Burglary rates have been lower and though anti-social behaviour did increase for a period, this has now been dealt with and is seeing a steady reduction. Attention has now turned to vehicular anti-social behaviour, with road policing units looking to deal with this on a long-term level.</p> <p>Cllr Gavin Grant thanked Inspector Downing for his contribution to the local area, having always been approachable and willing to be engaged. The importance of Inspector Downing’s successor attending future Area Board meetings was stressed, with there being great value in bringing together the resources from different organisations.</p> <ul style="list-style-type: none"> <li> <p>• <b>Dorset &amp; Wiltshire Fire and Rescue Service</b></p> <p>The Area Board noted a written update attached to the agenda.</p> </li> <li> <p>• <b>Healthwatch Wiltshire</b></p> <p>The Area Board noted a written update attached to the agenda.</p> </li> <li> <p>• <b>BaNES, Swindon and Wiltshire Clinical Commissioning Group (CCG)</b></p> <p>The Area Board noted written updated attached to the agenda.</p> </li> <li> <p>• <b>Town and Parish Councils</b></p> <p>Sean Magee and John Matthews raised concerns regarding traffic within the Sherston Parish Council area. The concerns were in relation to traffic created by Westonbirt Arboretum, which has seen an increase in anti-social parking in Willesley and visitors walking through residents’ gardens in order to gain illegal access to the Arboretum. It was reported that there has been an increase in such behaviour due to Covid-19 restrictions and limited entry into the Arboretum. Currently, residents have parking stickers, however there is currently no enforceable parking restrictions.</p> </li> </ul> </li> </ul>



	<p>Cllr Thomson stated that this issue has been discussed with Matt Perrott, Highways Wiltshire Council and Steve Hinds, Community Area Transport Group (CATG). The issue will be taken up with senior members of the Highways team and will be added to the agenda for the next CATG meeting.</p> <p>Cllr Grant stated that as a trustee of The Friends of Westonbirt, he would be happy to raise it with the director in order to investigate what could be done from their perspective. Concern was also expressed in relation to the inflation of numbers beyond the Covid compliant booking system and the loss of income. Additionally, there is set to be a meeting between the new Chief Executive of Forestry England and the Friends of Westonbirt trustees' group, where this concern could be of interest.</p> <p>Cllr Sturgis expressed that it would be helpful to have a plan of the areas worst affected by this behaviour and that he would raise this with Cllr Bridget Wayman, Cabinet member for highways, as well as with the Corporate Leadership Team.</p> <p>Cllr Berry noted that a potential solution could be a resident scheme, which might involve permits and as Westonbirt Arboretum would be a beneficiary, it could be worth investigating whether they would be content to assist financing.</p> <ul style="list-style-type: none"> <li> <p><b>Riverside Community Centre Update</b></p> <p>Kim Power, Chair of Friends of Riverside, provided the Area Board with an update. It was reported that due to the pandemic and lockdowns, the Riverside Community Centre has been experiencing periods of intermittent opening and closing. Whilst open, the Riverside has adapted to meet government guidelines and there has been an average of 8 regular hirers. The Riverside has also supported and subsidised some local groups, as well as the police using the office as a drop in and King's Day Nursey using the building for three weeks due to a building emergency.</p> <p>Saturday Friends and Seniors has continued to take place, in the form of Telephone Befriending calls. The Wiltshire Community Foundation has also helped to fund projects, such as a Christmas Card exchange and more recently the Hope Springs Eternal project and the Daffodil project. The Riverside is aiming to have some Dementia sessions from Alzheimer's UK before lockdown ends.</p> <p>It has been 4 years since the Riverside Community Centre opened and Kim Power paid thanks to Cllr Thomson, the Area Board and Ollie Phipps. Before the pandemic, the Riverside was highly successful and was something that the northern part of the town needed, with 45 regular users.</p> </li> </ul>
7	<p><u>Area Board End of Cycle Report</u></p> <p>Ollie Phipps (CEM), provided a presentation on the Area Board End of Cycle Report. It was reported that over the past four years, the Area Board, had awarded £134,623 through Community Capital Grants towards 84 projects,</p>

	<p>leveraging £955,701 extra. Such projects included but were not limited to Defibrillators; Kissing Gates; Litter Picking; Outdoor Classrooms and Playpark equipment.</p> <p>Regarding Youth Grants, it was reported that over the past four years, the Area Board had awarded £55,598 towards 40 youth related projects; leveraging £112,899 extra. Such projects included but were not limited to Mind Reset Mental Health Sessions; Abbey Skate; Last Baguette Theatre and Rise Trust Youth Clubs.</p> <p>Ellen Blacker, Health and Wellbeing Champion, provided a round up of statistics from April 2017 to February 2021, with a total number of 725 clients supported.</p> <p>Majority of enquiries are from Malmesbury (24%) with Dauntsey, Sherston, Great Somerford, Minety and Lea following. All parishes have been supported. 41% of clients have been helped in the past and are returning with new questions to ask. New clients come mostly from talking to friends and family or from magazine articles. Age range of those supported are as you may expect with most referrals made for the 70-80-year-old bracket with a rough range of 2:1 female to male ratio. The majority of clients suffer with mobility issues but most feel that they aren't truly housebound. About 45% do have their own transport.</p> <p>The overwhelming majority of people make contact by phone or at social meetings (28%, all pre pandemic) with only 9% making contact by email. These clients are entirely in the younger age groups. Referrals are made following discussion with the individual or family. Discussions start with the original reason for contact and usually expand to talk about many aspects of life. Clients are then referred to the correct specialist advisor to support with specific needs.</p> <p>The impact for clients can be hard to define, but most would consider that they have a feeling of improved wellbeing, knowing that there is someone who they can turn to for information and help. The financial impact is easier to quantify, with 45 individuals now receiving the extra benefits that their circumstances qualify for example Attendance Allowance and Pension Credits. These benefits can be in excess of £9k per year per person. Individuals have also enjoyed almost £18k "one off" grants. These have benefitted 71 individual clients and are mostly grants towards the cost of winter fuel bills.</p>
8	<p><u>Speeding Concerns in the Rural area</u></p> <p>The Area Board received an update on Speeding Concerns in the Rural Area, from Cllr Chuck Berry. It was recognised that Cllr Berry had recently chaired a meeting with prospective candidates for the PCC position, each of whom had a strong message and pledged to work tirelessly to stop speeding in the community. Thanks, were given to the Parish Councils and Community Speed</p>

	<p>Watch individuals who attended the meeting.</p> <p>Currently, the auto speed watch cameras are doing a very good job, however they remain auto and are not using the data that is being collected. The PPC candidates supported the use of data in order to restart and reinvigorate letter sending in North Wiltshire. Some of the speeds being recorded by the cameras are unacceptable and if the police were to use the top 5% of the data recorded, it could potentially spread the message.</p> <p>It was recognised that lorry watch could be brought up and dealt with, once Covid permits it to take place.</p>
9	<p><u>Community Area Transport Group</u></p> <p>Cllr Chuck Berry provided an update on the Community Area Transport Group and noted that there is due to be a meeting Tuesday 9 March, which will sadly be the last meeting for Cllr John Thomson and Martin Rose, who were thanked for their efforts. The group will be welcoming Highways Officer, Steve Hind.</p> <p><b>Resolved:</b></p> <p><b>To note the minutes from the CATG meeting which took place 1 December 2020 and approve included recommendations within the report.</b></p>
10	<p><u>Health and Wellbeing Group</u></p> <p>The Area Board received an update on the Health and Wellbeing Group from Kim Power, Chair of the Malmesbury Health and Wellbeing Forum. The Forum is a group made up of care providers, associated organisations and volunteers who meet on a 3 to 6-month basis in order to network and discuss working together in order to promote health and wellbeing, primarily of older and vulnerable people. The network has been incredibly important during the pandemic, allowing many individuals and organisations to work on projects to support elderly residents.</p> <p>An update was provided on the projects which have taken place, which included Telephone Befriending; an Online Connectivity Project; The Big Christmas Get Together 2020; Hope Springs Eternal in January 2021 and Friends of Riverside Daffodils Project in February 2021.</p> <p>The next Forum meeting is likely to take place in approximately a months' time, with consideration to the vaccine rollout and lockdown occupying a lot of member's time and resources.</p>
11	<p><u>Rise Trust Youth Work</u></p> <p>Danielle Blake, Youth Co-ordinator from the Rise Trust gave an update to the meeting. The Rise Trust had been delivering outreach work throughout the</p>

	<p>lockdowns which took place last year and experienced a quiet period from Christmas to January. Over the past few weeks, they have begun to see young people more and noted that relationships with young people have got stronger, with them often messaging staff regarding issues that might be troubling them.</p> <p>The Rise Trust has been signposting other provisions of support, such as Wiltshire Early Help Mental Health and Motiv8, who they have been conducting joint work with regarding substance misuse. Feedback was provided by young people regarding what they would like to see once lockdown ends, with an outreach style youth café being an end goal. The age range of those involved was from year 10/11 to those in early employment.</p>
12	<p><u>Area Board Funding</u></p> <p>The Area Board considered the following grant applications. Full details of which were published in the agenda:</p> <p><b>Community Area Grants:</b></p> <ul style="list-style-type: none"> <li>• <b>Sherston Parish Footpath Group</b> - £425, towards replacement defibrillator.</li> <li>• <b>Friends of Riverside</b> - £1,610.03, towards Riverside Community Centre Skatepark CCTV lighting.</li> <li>• <b>Malmesbury Town Council</b> - £5,000, towards Cloister Gardens Refurbishment.</li> <li>• <b>Sherston Village Hall</b> - £1,984.36, towards Sustainable Sherstons Community Orchard in the Village Field.</li> <li>• <b>Residents of the Derry, Ashton Keynes, Wiltshire</b> – £500, towards The Derry Ashton Keynes ditch reinstatement.</li> <li>• <b>St Joseph’s Catholic Primary School Parents and Friends Association</b> - £732.50, towards St Joseph’s Catholic Primary School CCTV System.</li> <li>• <b>Luckington Children’s Playground Charity</b> - £1,975, towards Luckington Playground Maintenance.</li> <li>• <b>Sherston Parish Council</b> - £400, towards Sherston Phone Box refurbishment.</li> <li>• <b>Charlton Recreational Centre</b> - £5,000 towards Charlton Park Play Area New Equipment older children.</li> </ul> <p><b>Youth Grants:</b></p> <ul style="list-style-type: none"> <li>• <b>Rise Trust Youth</b> - £4,640, towards Detached Outreach Youth Work.</li> <li>• <b>Mind Reset</b> - £1,500, towards Mental Health Awareness.</li> <li>• <b>Stay Safe Initiative</b> - £1,000, towards Keeping young people safe online.</li> </ul> <p>It was;</p> <p><b>Resolved:</b>  <b>To award the following Community Area Grants:</b></p> <ul style="list-style-type: none"> <li>• <b>Sherston Parish Footpath Group</b> - £425, towards replacement</li> </ul>

	<p><b>defibrillator.</b></p> <ul style="list-style-type: none"> <li>• <b>Friends of Riverside - £1,610.03, towards Riverside Community Centre Skatepark CCTV lighting.</b></li> <li>• <b>Malmesbury Town Council - £5,000, towards Cloister Gardens Refurbishment.</b></li> <li>• <b>Sherston Village Hall - £1,984.36, towards Sustainable Sherstons Community Orchard in the Village Field.</b></li> <li>• <b>Residents of the Derry, Ashton Keynes, Wiltshire – £500, towards The Derry Ashton Keynes ditch reinstatement.</b></li> <li>• <b>St Joseph’s Catholic Primary School Parents and Friends Association - £732.50, towards St Joseph’s Catholic Primary School CCTV System.</b></li> <li>• <b>Luckington Children’s Playground Charity - £1,975, towards Luckington Playground Maintenance.</b></li> <li>• <b>Sherston Parish Council - £400, towards Sherston Phone Box refurbishment.</b></li> <li>• <b>Charlton Recreational Centre - £5,000 towards Charlton Park Play Area New Equipment older children.</b></li> </ul> <p><b>To award the following Youth Grants:</b></p> <ul style="list-style-type: none"> <li>• <b>Rise Trust Youth - £4,640, towards Detached Outreach Youth Work.</b></li> <li>• <b>Mind Reset - £1,500, towards Mental Health Awareness.</b></li> <li>• <b>Stay Safe Initiative - £1,000, towards Keeping young people safe online.</b></li> </ul>
13	<p><u>Urgent items</u></p> <p>Councillors John Thomson and Toby Sturgis were thanked for their efforts and service provided to the Area Board.</p>
14	<p><u>Close</u></p> <p>The next meeting of the Malmesbury Area Board will be held on 18 May 2021 (time to be confirmed). This meeting will be to elect a Chair, Vice Chair and appoint Members to Outside Bodies and Working Groups for the forthcoming year.</p> <p>The next full meeting of the Malmesbury Area Board will be held on 8 June 2021 at 7.00pm.</p>

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# MINUTES

**Meeting:** Malmesbury Area Board  
**Place:** Civic Centre, St Stephens Place, Trowbridge, BA14 8AH  
**Date:** 18 May 2021  
**Start Time:** On the Rising of Full Council, not before 11:00 am.  
**Finish Time:** 12:00 pm.

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Please direct any enquiries on these minutes to:

Ben Fielding, Democratic Services Officer, (Tel): 01225 718656 or (e-mail)  
[benjamin.fielding@wiltshire.gov.uk](mailto:benjamin.fielding@wiltshire.gov.uk)

Papers available on the Council's website at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

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## **In Attendance:**

### **Wiltshire Councillors**

Cllr Gavin Grant, Cllr Chuck Berry, Cllr Martin Smith and Cllr Elizabeth Threlfall

### **Wiltshire Council Officers**

Kieran Elliott – Senior Democratic Services Officer

**Total in attendance: 4**

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<u>Minute No.</u>	<u>Summary of Issues Discussed and Decision</u>
1	<u>Apologies</u> No apologies for absence were received.
2	<u>Election of the Chairman</u> <b>Resolved:</b> <b>To appoint Councillor Chuck Berry as Chairman of the Malmesbury Area Board for the forthcoming year.</b>
3	<u>Election of the Vice-Chairman</u> <b>Resolved:</b> <b>To appoint Councillor Gavin Grant as Vice-Chairman of Malmesbury Area Board for the forthcoming year.</b>



## Chairman's Announcements

<b>Subject:</b>	Area Board model May 2021
<b>Web /contact:</b>	Rhys Schell, Specialist Manager - Community Engagement and Governance <a href="mailto:rhys.schell@wiltshire.gov.uk">rhys.schell@wiltshire.gov.uk</a>

The Area Board model was first introduced in 2009 and has delivered significant success in developing stronger communities since its inception. The overall aims of the Wiltshire Area Boards remain the same, however, an evolved framework has been created that builds on the strengths of the model and enables Area Boards to use more flexible, informal methods to engage with local residents.

Over recent years multiple Area Boards have piloted different approaches using events, workshops and surveys, with the data clearly showing that this varied approach to resident engagement reaches a wider cross section of the community. This leads to a more consultative and collaborative approach and one that promotes local intelligence gathering to inform decision making.

The new framework allows Area Boards to tailor their approach to their communities, considering what their local priorities are, the partners involved and the outcomes they wish to achieve. It will importantly offer more opportunities for our residents to engage with us on issues important to them. The model promotes each Area Board to develop its network of community led activity through business meetings, community engagements such as events, workshops and surveys and a wide range of sub-groups.

Figure 1 shows an example of how the annual Area Board cycle could look. Four Area Board business meetings, with multiple Area Board engagements taking place at other times during the year, which focus on specific local priorities. In addition, working groups of the board such as youth networks, health and wellbeing groups and community area transport groups will continue to meet and link with the Area Board.

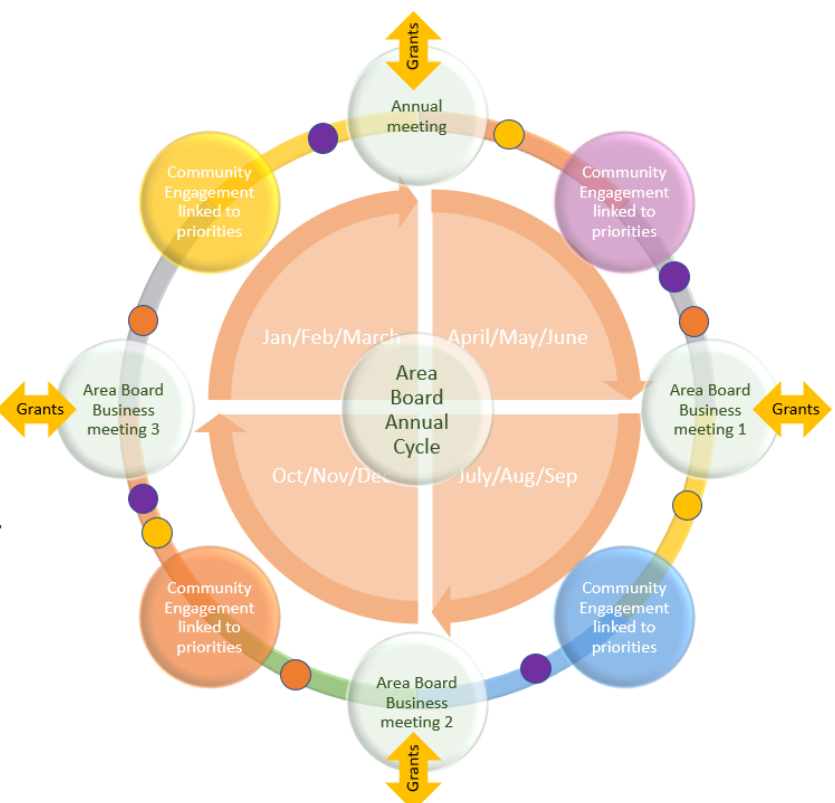
Figure 1 - The Area Board model

### Area Board Example Model

4 business meetings scheduled evenly across the year. If additional business decisions are needed then meetings can be set or delegated decisions taken.

Informal engagement activities can be flexibly built into the Area Board programme, agreed between the Community Engagement Manager and Cllrs.

- Community Area Transport Group
- Health & Wellbeing Forum
- Local Youth Network







## **DORSET & WILTSHIRE FIRE & RESCUE SERVICE**

### **WILTSHIRE AREA BOARD REPORT (May 2021)**

#### **Community Safety Plan**

DWFRS Community Safety Plan can be found on the DWFRS website;  
<http://www.dwfire.org.uk/community-safety-plan/>

#### **Prevention**

We are committed to making a real difference to the lives of people in Dorset and Wiltshire. Our aim is to reduce the level of risk and harm to our communities from fire, targeting those most at risk. We do this primarily through our Safe and Well visits.

A Safe and Well visit is **FREE** and normally lasts about one hour covering topics such as:

- Using electricity safely
- Cooking safely
- Making an escape plan
- What to do if there is a fire
- Keeping children safe
- Good practice – night time routine and other points relevant to you
- Identifying and discussing any further support the occupier may need

Are you or anyone you know:-

- Over the age of 65?
- Need a smoke detector?
- Have a long-term health condition?
- Suffer from poor hearing or sight loss?
- Would you struggle to escape in the event of a fire?

If you can answer yes to more than one of these questions, then please call us on 0800 038 2323 or visit <https://www.dwfire.org.uk/safety/safe-and-well-visits/>



**DORSET & WILTSHIRE  
FIRE AND RESCUE**

## Protection

On-going interaction by Protection Team members with Local Authorities, Private landlords and tenants regarding fire safety-related matters: external cladding systems; fire detection and warning systems; fire resisting doors (& self-closers); combustibility/fire resistance of construction materials; commercial and residential sprinklers systems and water-mist suppression systems

### **General Enquiries**

If you have a general fire safety enquiry regarding commercial property, please email [fire.safety@dwfire.org.uk](mailto:fire.safety@dwfire.org.uk) and the Fire Safety Team will respond in office hours.

### **Fire Safety Complaint**

If you wish to tell us about fire safety risks in commercial premises, such as locked or blocked fire exits, you have three options:

- You can email the fire safety department at [enforcement@dwfire.org.uk](mailto:enforcement@dwfire.org.uk)
- Call 01722 69 1717 during office hours (9am-5pm).
- Call our Service Control Centre on 0306 799 0019 out of office hours (5pm-9am)

## On Call Recruitment

Have you always wondered if you could join the fire service, but haven't had the opportunity to find out more? Have you found yourself seeking your next challenge, keen to give back to the local community or wanting to learn new skills including leadership and teamwork? Then becoming an on-call firefighter is for you.

As a paid position, on-call firefighters commit anywhere between 40 to 120 hours per week, during which time they must be able to respond to the station immediately.

Many have 'normal' jobs during the day, then upon their return home make themselves available overnight or during the weekends. Some of our crew respond from their workplaces during the day, and we are very grateful to their employers for releasing them to perform their vital duties.

Anyone over 18 years old can apply (although you can also apply once you are 17½) you must be able to respond and attend the fire station within 5-8 minutes, you have a good standard of physical fitness (i.e. you are generally active), and you must have the right to work in the UK.

Further information on becoming an On Call Firefighter can be found at [www.dwfire.org.uk/working-for-us/on-call-firefighters/](http://www.dwfire.org.uk/working-for-us/on-call-firefighters/) or should you have any questions, you can call **01722 691444**.



**DORSET & WILTSHIRE  
FIRE AND RESCUE**

## **Recent News & Events**

### **Fire escape hoods used at incident for first time**

Life-saving equipment, brought in following recommendations from the Phase 1 report of the Grenfell Tower public inquiry, has been used for the first time by the Service. Fire escape hoods, which help to protect the wearer from toxic fire-related gases, vapours and particles for at least 15 minutes, are currently being rolled out. They are used when people need to be evacuated from or through a smoke-filled location, and other exits – such as using a ladder or a smoke-free staircase – are not available. A procurement for the fire escape hoods started last September, with a training package made available to firefighters in February and the first supplies being delivered to fire stations last month. All fire engines within DWFRS will carry the hoods by the end of April. SM Adam Martin, who led the project to bring in the hoods, said: “We have allowed four hoods per appliance, and BA wearers can clip a pouch to their set when they enter a location where people may need to be rescued or brought to safety. The pouch can be restowed if the hood isn’t needed; if used, it should be disposed of and replaced. An e-learning package has been added to Grow, and procedure AEQ 3.6 provides all the relevant information to operational crews.”

CFO Ben Ansell said: “The provision of fire escape hoods was a recommendation within the Phase 1 report of the Grenfell Tower public inquiry and we worked with other fire and rescue services within the South West to agree a common approach. Although prompted by the Grenfell Tower fire, these hoods are not limited to use in high-rise buildings; they are suitable for any situation where a member of the public has to be moved to safety through a smoke-filled area.” He added: “Fifteen minutes of protection against toxic smoke can make the difference between life and death. We would always prefer an escape route away from smoke, but that isn’t always possible. At a recent fire in Bournemouth, we brought 11 people to safety from a three-storey block of flats; nine of those people were evacuated using a ladder, but two wore our new fire escape hoods and were led safely through the building.” The hoods were tested by firefighters in the Bournemouth, Christchurch and Poole area during four high-rise exercises held in November and December. A video showing how the hoods are fitted can be found here:-

<https://www.youtube.com/watch?v=6WEO48Bv3H0>



**DORSET & WILTSHIRE  
FIRE AND RESCUE**

## **Safe and Well Visits**



During the coronavirus pandemic we are still able to offer support to you in your home, albeit with a slightly different approach to help prevent the inadvertent spread of the virus.

Your safety is really important to us, so to help us before we visit your home we will telephone you to provide you with home fire safety advice and to identify if any additional equipment may be required, such as smoke, heat or CO alarms.

We will then arrange to visit you at a convenient time to install any equipment and briefly look around your home to identify any fire risks.

To help us keep you safe we will wear appropriate PPE whilst in your home and will ask you to remain at a safe distance away from us, as well as wear a face covering, if possible.

## **Business safety during coronavirus outbreak**



While we all deal with the implications of the coronavirus pandemic, Dorset & Wiltshire Fire and Rescue Service will continue to support the owners and managers of buildings and businesses.





**DORSET & WILTSHIRE  
FIRE AND RESCUE**

The Service is not carrying out routine fire safety visits during this period; however, please be aware that enforcement and prohibition work will continue.

Further guidance on carrying out a risk assessment is available here

<https://www.gov.uk/government/publications/making-your-premises-safe-from-fire>

If you have a general fire safety enquiry regarding commercial property, please email [fire.safety@dwfire.org.uk](mailto:fire.safety@dwfire.org.uk) and the Fire Safety Team will respond during office hours.

## **Demand**

Total Fire Calls for Malmesbury Fire Station for period 1<sup>st</sup> January to 31<sup>st</sup> March 2021:-

<b>Category</b>	<b>Number of Incidents</b>
No. of False Alarms	6
No. of Fires	6
No. of Road Traffic Collisions and other Emergencies	2
<b>Total</b>	<b>14</b>

**Darren Nixon**

**Station Manager  
North West Wiltshire**

**Email: [Darren.nixon@dwfire.org.uk](mailto:Darren.nixon@dwfire.org.uk)**

**Mobile: 07860 345294**





## Helping you stay up to date with the latest changes in health and care

Providing information and signposting is a key part of our role at Healthwatch Wiltshire, and since the start of the Covid-19 pandemic we've seen an increasing number of visitors to our website to get the information they need from a trusted source.

Our advice and information pages help people to stay up to date with the latest changes in health and social care, as well as what's happening with Covid testing, vaccinations and the lifting of lockdown restrictions.

The range of information provided on the pandemic includes:

- [Where you can go](#) for a Covid test – and where you can collect lateral flow test kits.
- [What you need to know about the Covid vaccine](#) – a Q&A about the vaccination programme.
- The [roadmap out of lockdown](#) – detailing

the Government's four-step plan.

- Where you can [get support in your community](#) – particularly for those who are struggling and don't know where to get help.

There is also a wide range of help and advice on other issues including:

- [Downloadable guides](#) to mental health resources in Wiltshire for both children and adults – created by our young volunteers and members of our [mental health forum](#).
- How to use the [NHS 111 First service](#).
- Getting the most out of [virtual appointments](#).
- Plus details of [Wiltshire advocacy services](#), if you need help and support with the complaints process.

Find out more at [healthwatchwiltshire.co.uk/advice-and-information](https://healthwatchwiltshire.co.uk/advice-and-information)

### Advice and information

[View all](#)



#### Which Covid-19 test is right for you?

Not all Covid tests are the same so it's important to get the right one. Find out where to go to get tested,...

21 April 2021



#### What you need to know about the Covid-19 vaccine

Take a look at what you need to know about the Covid-19 vaccination programme including how you will know...

21 April 2021



#### Where to get mental health support in Wiltshire

Download our guides to help you find support for your mental health and wellbeing.

14 April 2021



#### The roadmap out of lockdown

The Government has announced an easing of lockdown restrictions from 8 March, including a four step plan to...

1 March 2021



## Covid-19 vaccination programme: Stakeholder briefing

Friday 28 May 2021



Gill May,  
Director of Nursing and  
Quality

“Thirty-year-olds across our region, as well as those in all other areas of the country, have started to receive invites for their coronavirus vaccine.

“This latest move is a turning point in the vaccination programme, as it marks the start of us providing the vaccine to those considered least likely to fall seriously ill with Covid-19.

“We are very conscious that as new age groups are invited some people are still trying to get their vaccination and some are having to wait a few weeks for an appointment date.

“In addition, some older people and the more vulnerable may still be worried or apprehensive to have the vaccine.

“This inevitably creates a level of inequity, but I can assure you we are working with primary care to identify all those who are eligible to ensure they are invited and supported to attend.

“I have received emails directly from people who are finding it difficult to book or concerned some people may be queue jumping.

“We endeavour to look into each case, and we have been able to resolve many of the problems, and I would like to thank you all for your patience and understanding as we work to improve access to the vaccine, while doing everything possible to make sure only those who are eligible receive the vaccine.

“Seeing greater numbers of younger people come forward for their vaccine in recent weeks is a huge contrast from where we were six months ago, when nearly all our patients were aged over 80, some of whom were very frail.

“The model in which we delivered the vaccine was set nationally, and included setting up the large vaccine centres, primary care sites and hospital hubs.

“As we move to invite our younger population, we have been required to review the model of delivery.

“The review will allow some of our non-clinical venues to return to their pre-covid uses, while also enabling a number of our GP-led sites to change their focus from vaccinating to providing much-needed everyday care.

“However, we are still dedicated to the vaccination programme and ensuring that provision is maintained, which is why new pharmacy-based venues will be added to the fold over the next few weeks, with extra capacity also being incorporated into many of our existing sites.

“The first of these new pharmacies will begin providing the vaccine this week, in areas such as Bath city centre, Combe Down and Lyneham in the north of Wiltshire.

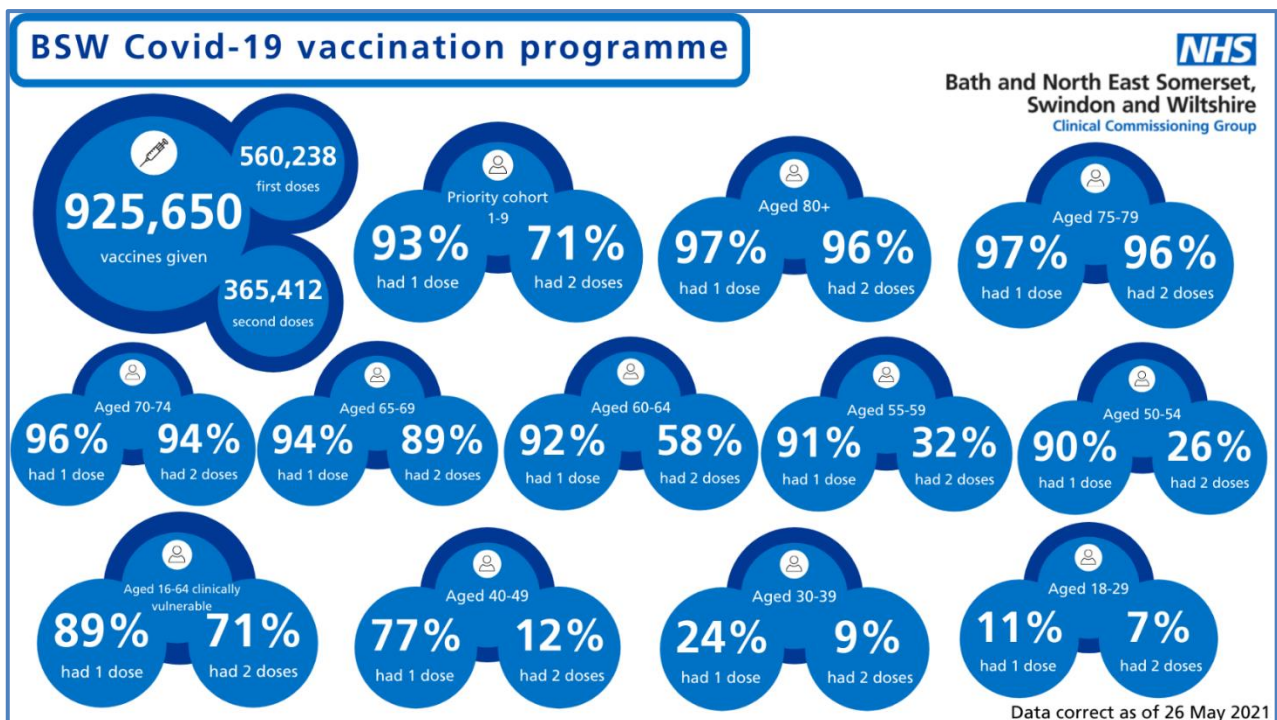
“To those sites that are leaving the programme, I would like to say thank you for all the dedication, determination and professionalism that has been shown since the vaccinations started at the beginning of December.

“We’ve come an incredibly long way in what is still a very short time, and none of this would have been possible without the input of each vaccination site. Going forward, I know that we can keep the momentum up and ensure that every person in our region is offered this lifesaving vaccine.”

## At a glance: the latest coronavirus vaccine developments in BSW

- As of Wednesday 26 May, our vaccine teams have carried out a total of 925,650 vaccinations, made up of 560,238 first doses and 365,412 second doses
- Over the last week, around 2,300 first dose vaccines were given each day, while approximately 6,100 second doses were also given each day
- More than 770 people have, over the last four weeks, received their first vaccine dose from our mobile vaccination clinic
- The mobile clinic will soon begin its return leg and revisit previous locations to provide second doses
- Our floating vaccine clinic has been making its way across the region's canals this week, and we expect the delivery of second doses to our boater community to be completed before the bank holiday weekend
- Vaccine information specific to students has now been added to the CCG's website
- The large vaccination centres at Bath Racecourse and Salisbury City Hall are now able to provide patients with the Pfizer vaccine, as well as that which is produced by AstraZeneca
- However, patients travelling to either of the sites will not be able to choose the vaccine they are given

## Vaccination progress to date



### Malmesbury Area Board 8 June 2021

#### Appointment of Area Board Lead Councillors

##### 1. Purpose of the Report

- 1.1. To appoint lead Councillor representatives for the Area Board. This will include appointing to Outside Bodies and to reconstitute and appoint to Working Groups for the year 2021/22.

##### 2. Background

- 2.1. Area Boards are invited to appoint Councillors to be their respective lead for particular themes, Outside Bodies or Working Groups. The following guiding principles are in place for Councillors who take a role as an Area Board lead:
  - To be the main Area Board point of contact for local Officers within their respective lead area
  - To attend (and often Chair) relevant sub-groups of the Area Board
  - To work collaboratively with relevant local partners and community groups
  - To provide regular updates back to the Area Board in relation to their lead area
- 2.2. The Area Board is invited to appoint Councillor lead 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.
- 2.3. The Area Board is also 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.
- 2.4. Similarly, the Area Board is invited to appoint a named Older Persons and Carer Champion to work with the Area Board and Health and Wellbeing Group for 2021/22 (if applicable).

##### 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.
- 3.2. Some Area Boards have a Local Youth Network (LYN) to facilitate positive activities for young people in the community area. Terms of Reference are set out in Appendix C.



- 3.3. Some Area Boards have also established working groups to consider and facilitate the development of Health and Wellbeing Centre proposals. Where these have Terms of Reference it is for the Area Board to determine and amend where required.
- 3.4. From 2015, Area Boards have been able to establish a local Health and Wellbeing Group to consider health and wellbeing priorities in their local area. These groups are sub-groups of the Area Board and their Terms of Reference can be found in Appendix C.
- 3.5. A key role within the Health and Wellbeing Group is that of the local 'Champion' who works with the Area Board to address priorities for older people and carers, further details on this role can be obtained on request from the officer named on this report.
- 3.6. Area Boards may 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. [Protocol 3](#) of the Council's Constitution sets out Guidance to Members on Outside Bodies.

## **6. Safeguarding Implications**

- 6.1 Processes are in place to ensure Disclosure and Barring Service (DBS) checks are undertaken as appropriate.

## **7. Environmental Impact of the Proposals**

- 7.1 None.

## **8. Equality and Diversity Implications**

- 8.1 None.

## **9. Delegation**

- 9.1 By convention, appointments to Outside Bodies which operate within the boundary of a community area are made by the relevant Area Board.

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

## **10. Recommendation**

10.1 The Area Board is requested to:

- a. Appoint Members as Lead representatives to Outside Bodies as set out at Appendix A;
- b. Agree to reconstitute and appoint to AB Themed Areas and 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.
- d. To appoint a Carer and Older People's Champion for the Area Board.

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Ben Fielding – Democratic Services Officer – Benjamin.Fielding@wiltshire.gov.uk

### **Appendices:**

Appendix A – Appointment to Outside Bodies

Appendix B – Appointment of Lead Members to Themed Areas and Working Groups

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

### **Unpublished background documents relied upon in the preparation of this report**

None.





**Malmesbury Area Board**

**Appendix A**

**Appointments of Lead Members to Outside Bodies 2021/22**

Outside Body	Councillor Representative
Malmesbury Area Community Trust (2)	
Malmesbury CATG (4)	
Malmesbury LYN (1)	
Malmesbury HWB (1)	



## Malmesbury Area Board

## Appendix B

### Appointments of Area Board Lead Councillors

To Themed Areas as set out in the JSNA and Working Groups of the Board:

Highways and Transport, including Community Area Transport Group (CATG):

Councillor

Children and Young People, including Local Youth Network

Councillor

Health and Wellbeing, including the Health and Wellbeing Group

Councillor

Economy and Employment (add in any relevant working groups)

Councillor

Environment (add in any relevant working groups)

Councillor

Older People (add in any relevant working groups)

Councillor

Arts, Culture and Leisure (add in any relevant working groups)

Councillor

Community Safety (add in any relevant working groups)

Councillor

Housing and Development (add in any relevant working groups)

Councillor

Other Councillor leads?

## **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.

Any recommendations of the CATG 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. It should be noted that CATG is an advisory body, it does not exercise delegated decision making powers.

### **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. Additional support will be provided outside of the meeting by the Corporate Office Business Support unit, as per Area Boards.

### **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 at Appendix A:

**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. 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)*

4. 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)*

5. 20mph speed restrictions – review and implementation

To make recommendations to the Area Board as to the priority routes/areas for review and implementation of 20mph speed restrictions in accordance with the guidance issued by the Cabinet Member for Highways.

*(Cabinet Member Decision HSB-007-13)*

6. Other decisions

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



# Community Area Health and Wellbeing Group Terms of Reference

## 1. Purpose

### Definition of a Health and Wellbeing Group (HWG)

The Health and Wellbeing Group is a sub group of the Community Area Board. It represents a wide range of community stakeholders who work in partnership to facilitate well-being across the community area. People and organisations living and working in the community play a direct role in setting the agenda for this group.

HWGs will identify local needs, priorities and outcomes and make recommendations to the Area Board on how funding for activities should be deployed.

## 2. Membership

The Health and Wellbeing Groups may include representatives of:

- Members of the Community Area Board,
- Older Peoples Champion,
- Carers Champion,
- People from the community,
- Town and Parish Councils,
- Health and social care commissioners,
- Community and voluntary organisations and groups,
- Community transport providers,
- Police,
- Fire and rescue services,
- GP Practices,
- Other organisations, agencies and individuals that have a genuine interest in promoting the welfare and interests of older people.

All representatives must be subject to appropriate safeguarding requirements.

### The participation and involvement of people

People living in the community must play a central role in all aspects of the Health and Wellbeing Groups including the design, development, delivery and review of the local activities.

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

Health and Wellbeing Groups must ensure that consultation with people is representative and takes into account the views and needs of under-represented groups (those with protected characteristics) to ensure compliance with the local authorities Public Sector Equality Duty.

### Roles of all members of the Health and Wellbeing Groups

All members will be required to:

## **Community Area Health and Wellbeing Group Terms of Reference**

- Take an active part in the development of the Health and Wellbeing Group 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 Health and Wellbeing Group relevant to their organisation/ stakeholders/sector.
- Contribute any information that may have a bearing on activities for older people and ensure that this is shared with the Health and Wellbeing Group.
- Champion the voice and influence of people in decision making.
- Be open and honest and work collaboratively.
- Work to promote equality and non-discriminatory practices in all aspects of the Health and Wellbeing Groups activities.
- Respect all members of the Health and Wellbeing Group and invited representatives.
- Work to improve outcomes for people and ensure high quality safeguarding practice.

### **3. Structure**

The Health and Wellbeing Groups should come together on a quarterly basis, 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 Health and Wellbeing Groups activities. The Chair of the group will be decided locally and could be any member of the Group. 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:

- The Chairperson
- Older Persons Champion/ Carers Champion
- Community Engagement Manager
- Commissioning representative (Community Commissioner)

The appointment of Councillors (excluding officers) to Health and Wellbeing Groups 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, the Chairperson and Community Engagement Manager may appoint additional people to the management group if it is felt their involvement would be important for the function of the group.

Alternative people can represent people at the management group, however, it is preferred that the same representative attends if possible to ensure consistency of membership.

### **4. Responsibilities of the Health and Wellbeing Groups**

Key responsibilities for the Health and Wellbeing Groups include:

## **Community Area Health and Wellbeing Group Terms of Reference**

- Recommending grants that support the priorities identified in the local Joint Strategic Needs Assessment (JSNA).
- Ensuring that any grants and activities take into account any applicable safeguarding implications.
- Making recommendations to the Community Area Board on how priorities for funding should be determined (to include evaluating opportunities for applying for grants)
- Monitoring and reporting on the quality and effectiveness of local activities and grants.
  
- Based on the JSNAs, local intelligence and Area Board priorities coordinating joint working to deliver these objectives.
- 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.

### **5. Funding**

Area Boards will have an annual revenue budget allocated to them. The Health and Wellbeing group will advise the Area Board on how these funds should be allocated. Health and Wellbeing Groups will be able to bid, apply for funding from other sources and would also be expected to feedback to commissioners on priorities for the Countywide contracts.

### **6. Media Relations**

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

### **7. Review**

These terms of reference are subject to change and should be reviewed by the Cabinet Member for Adult Care and Health on an annual basis.



## Local Youth Network (LYN) Terms of Reference

### 1. Purpose

#### Definition of a Local Youth Network

A Local Youth Network (LYN) is a sub group of the 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.

Local Youth Networks will engage young people and support their voices being heard in order to help shape local decision making. LYNs will adopt an evidenced and need based approach for young people and will actively work with the local Area Board on the provision of positive activities for young people. The membership, aims and relationship with the local Area Board may vary slightly in each community area.

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

### 2. Membership

The LYN may include representatives of:

- Members of the Area Board
- Young people
- 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.

#### Participation and involvement of young people

Youth networks are encouraged to use a variety of approaches to ensure young people participate and are involved in decision making processes.

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 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.
- Make recommendations to the Area Board on how positive activities funding should be deployed.
- 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 frequency, location and format of LYN meetings and activities should be determined locally, however it is recommended that the group meets at least two times per year.

The 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.

The Chair of the group will be decided locally. The group will include a member of the Area Board, who will provide updates on progress at Area Board meetings and advise on recommendations where appropriate.

Each network will be supported by the local Community Engagement Manager, however, models that are independently run in the communities are also encouraged.

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.

### **4. Media Relations**

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

### **5. Review**

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

Wiltshire Council

7 May 2021

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## Delegation to Community Engagement Manager

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### Summary

Wiltshire Area Boards have previously delegated authority to officers to grant funding from their delegated community, youth, health and wellbeing budgets in respect of urgent matters that may arise between meetings of the Area Board. It is proposed this delegation is updated for the new council term and extended to cover Community Area Transport Group recommendations.

In light of the Covid-19 pandemic, and due to Area Board engagements increasingly taking place outside of formal meetings, it is recognized that Area Boards now conduct their businesses with increased flexibility and according to community need. The proposed delegation will allow essential decision-making business to continue under such circumstances.

Under the proposed delegation, consultation will take place with the Chairman of the Area Board (or in their absence, the Vice-Chairman) by the Community Engagement Manager to determine urgent matters. It is recognized in urgent situations all members may not be contactable in the timescales required (for instance due to time off or sickness), however, where possible the views of all members should be sought.

### Proposal

To consider passing the following resolution:

*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, following consultation with the Chairman (or in their absence, the Vice-Chairman) of the Area Board, may authorise expenditure to support community projects (including youth, health and wellbeing and community area transport) from the delegated budget of up to £5,000 per application between meetings of the Area Board. The Community Engagement Manager should seek the views of all Area Board members to obtain a majority in support, prior to the expenditure being agreed.*

*Decisions taken between meetings will be reported in the funding report to the next meeting of the Area Board explaining why the matter was considered urgent or necessary to expedite the work of the Board. Where a significant number of urgent matters arise between meetings, a special meeting may be called, following consultation with the Chairman to determine such matters.*

### Reason for Proposal

In order to expedite the work of the Area Board and to deal with urgent matters that may arise between meetings.

**Ben Fielding**  
**Democratic Services Officer**  
[benjamin.fielding@wiltshire.gov.uk](mailto:benjamin.fielding@wiltshire.gov.uk)







## Community Area Status Report

Spring 2021

### Malmesbury Community Area

#### Background and context

The overarching aim of the Wiltshire Council recovery plan is to enable Wiltshire agencies and partners to support local residents, communities and businesses and staff from responding organisations to manage their own recovery from the incident.

The Malmesbury community area has seen an incredible response to the COVID-19 pandemic with volunteers leading the response and strategic partners working collaboratively to support our communities. Covering the parishes of Ashton Keynes, Brinkworth, Brokenborough, Charlton, Crudwell, Dauntsey, Easton Grey, Great Somerford, Hankerton, Lea and Cleverton, Leigh, Little Somerford, Luckington and Alderton, Malmesbury, Minety, Norton and Foxley, Oaksey, Sherston, Sopworth and St Paul Malmesbury Without.

As we now look ahead, this document provides a summary of information that can be utilised to help inform local community recovery plans. It brings together the differing data and information sources from across the community area that will help us to understand the local impact of COVID-19. It also highlights communities that may have been disproportionately affected by the pandemic and any gaps in our current knowledge that may be suitable for further intelligence gathering.

Over time this document will be regularly updated in response to changes, new information and actions undertaken. Whilst the impact of COVID-19 is considerable, it is recognised that many of the issues identified in this report were existing ones.

Whilst it is natural to focus on the issues where improvement is required, it is important to recognise and build on the positives that have arisen during the pandemic. These include the closer working between organisations, increased community cohesion, new volunteers and the wider use of the internet / social media.

This document considers the actions, projects and plans that are emerging from across our volunteers, community groups and partners. This subsequently provides an overview of the gaps in our local knowledge and some potential next steps for further collaborative working.

#### Community data and information

Local data is being collected from a range of sources to provide an overview of the current situation within our community. This is being combined with the outcomes of discussions on the impact of COVID-19 to inform the key issues emerging and where resources should be focussed:

- JSNA local data sets – (collected in winter 2019)
- JSNA 2020 – Demography and overarching indicators
- [Children and young people mental health needs Assessment](#)
- [Gypsy, traveller and boater populations health needs assessment Wiltshire](#)

- [Office for National Statistics](#)
- COVID19 support group survey – (June 2020)
- Wiltshire CAJSNA 2020 Community Survey Results
- Local Youth Network Needs Assessment
- Consultation with Town and Parish Council meeting - (22<sup>nd</sup> Sept 2020)
- Discussions with other key groups including:
  - I. Wiltshire Police
  - II. Health & Wellbeing Forum
  - III. Health & Wellbeing Champion
  - IV. Town & Parish Councils
  - V. Malmesbury Town Team
  - VI. Local Youth Network
  - VII. Rise Trust Youth Workers
  - VIII. Citizen Advice Wiltshire
  - IX. Malmesbury Multi-Agency Forum
  - X. Malmesbury GP Locality

Additional conversations will need to be undertaken with partner groups and organisations especially when further investigation into issues is required. Any subsequent new information or alterations can be made to this report.

## Understanding the impact

### COVID Support Groups

Malmesbury Town Council and HEALS have been coordinating the volunteer efforts during the peak of the pandemic and are well positioned to re-launch this service should the community require the support.

Every village in the area set up their own volunteer network which offered various services reflecting the needs in their parishes. The main items covered were prescription and food collection to those shielding and befriending to those who missed the usual social groups they attended. One remote village established a small foodbank for its residents to supplement the regular local foodbanks in Malmesbury and Cricklade. Our Health and Wellbeing Champion took calls and emails from volunteers offering to help and forwarded to the local coordinators and likewise forwarded the requirements of those seeking help.

### Community

Currently in the Malmesbury community attention has turned back to issues pre-COVID19 as well as a renewed focus on encouraging people to 'Explore Malmesbury';

- The launch of 'Explore Malmesbury' by Malmesbury Town Team and its trails and online offer
- Anti-social behaviour, drug and alcohol misuse especially at key hotspots in the town
- Activities for young people
- Mental health for all as lockdown restrictions ease.

All parishes are encouraged to have Emergency Plans which should be reviewed and updated to offer better information on coping with this type of emergency.

### **Community Safety**

Malmesbury has a community safety forum now which emerged following community safety concerns escalating over summer 2020.

Issues identified at the most recent meeting (May 2021) have been:

- A rise in anti-social behaviour in the town as lockdown restrictions ease, particularly at specific locations such as Daniels Well, Cloister Gardens, Jubilee Gardens, Baskerville and around the Riverside community centre.
- Finding an indoor venue for youth workers and Wiltshire Police to engage with young people.
- Identifying a police hot desk space in the centre of the town (they already have a presence at Riverside community centre).
- Concern over heavy vehicles in Malmesbury town centre – causing damage to buildings and police enforcement of the weight limit restriction.
- Speeding concerns: Auto Speed Watch intelligence suggested there were repeat offenders at certain times at identified locations such as Burnivale Road, new and existing 20 mph zones enforcement was also discussed.
- Progress with CCTV in the town.

The group are due to meet again on a two-month basis, with the next meeting to be scheduled before the summer holidays.

### **Older People and Vulnerable People – update from our Health and Wellbeing Champion, Ellen Blacker**

As COVID-19 is starting to recede and so many of our population have been vaccinated, many older and vulnerable people are now feeling a little easier about going out and there is an appetite to get back to some form of normality. After such a long winter, there is almost a “devil may care” attitude and a determination to enjoy every minute from now on. Having said this, for many their priorities have changed and so I envisage different groups emerging, for example specific craft activity groups as well as general get togethers.

The Area Board is working to support groups to find methods to overcome concerns by those who normally participate and to help get social groups open again. Malmesbury Area Board has funded starter kits for village social groups with refreshments, cups, and face masks available to community groups for free.

The lack of home visits by professionals was grudgingly accepted and I am hearing that there has been a lot of catching up taking place. There is a general feeling that the pandemic is blamed for everything that doesn't “work well”.

Regular social activities are being reopened and planning is underway for the usual round of summer celebrations. Everyone is aware that events may have to be cancelled depending on national and local guidance.

### **Young People and Children**

The Rise Trust produce weekly reports of their interactions with young people during their detached youth work sessions in the town funded by the Area Board. The Rise Trust are funded until August and will be applying for a youth grant to continue their youth work in the locality for the whole of this financial year, 2021/22. There is an ongoing issue with young people requesting inside provision in Malmesbury.

Concerns have been raised regarding the fallout from COVID-19 and the impacts this will have on young people, e.g. there has been a rise in reports of eating disorders and mental health issues more widely. The Area Board has worked successfully with Malmesbury School in conducting a youth survey pre-pandemic and it would be beneficial to build on this relationship with further engagement.

**High Street Business**

There will be a need to support High Street Business as lockdown restrictions ease.

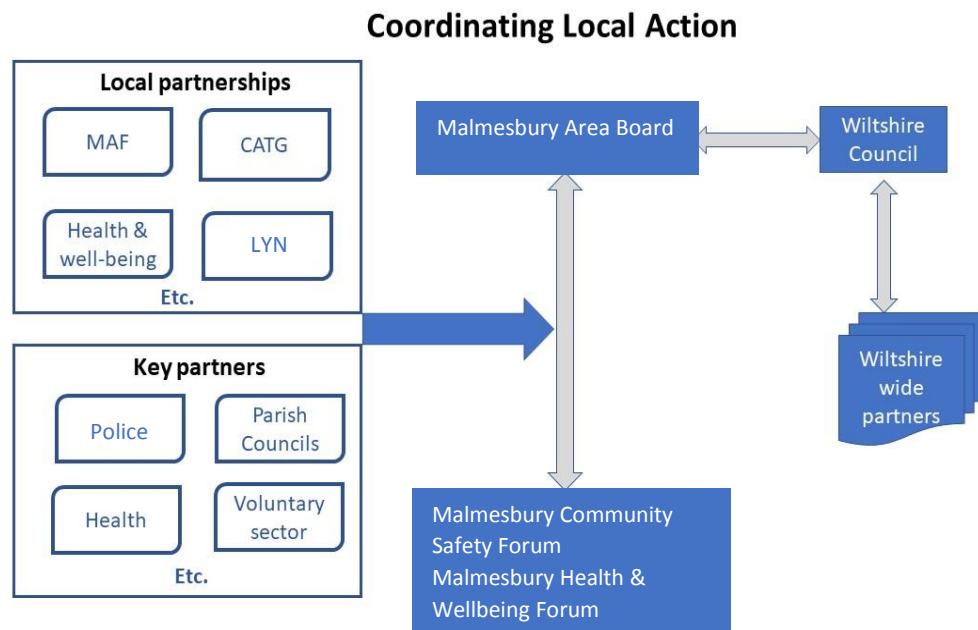
**Employment (county-wide update)**

Across Wiltshire the percentage of young people aged 18-24 now claiming work-related benefits, either Job Seekers' Allowance or Universal Credit, ranges from 9-12% in the constituencies of Chippenham and South West Wiltshire to 3-6% in Devizes. This is an increase from 3-6% in Chippenham, Salisbury and South West Wiltshire and from 0-3% in Devizes and North Wiltshire. Similarly, the 11 number of Jobseekers' Allowance or Universal Credit claimants nationally between the ages of 18-24 has doubled since March.

<https://www.citizensadvicewiltshire.org.uk/campaigning-for-change?start=1>

**How local actions will be supported**

The local response within the Malmesbury Community Area is one of co-production recognising that to rebuild our communities, it is important that we work together, sharing information and resources where appropriate.



**Malmesbury Area Board** covers the whole community area and is responsible for the production and management of this document. It links local delivery to Wiltshire Council, police, health and other partners. It is an accountable body with influence and powers. It has its own funding to help support local initiatives. The Area Board will produce its own work plan to show how what actions will be taken to help address the issues raised by the community and captured in this report.

**Themes:** The recovery work within Wiltshire is organised around 4 key themes and these are also reflected within this report and the discussions taking place locally. They are:

- I. Economy and employment
- II. Health, well-being and adult care
- III. Community resilience
- IV. Young people, education and children

Malmesbury Area Board will receive regular updates around its own work plan of actions that will support and contribute to the local priorities. This report will be presented to the Malmesbury Area Board for acceptance at its June 2021 meeting along with an action plan to agree the priorities moving forwards following the local elections.

### Next steps

- This report will be considered for acceptance by Malmesbury Area Board at its meeting on the 8<sup>th</sup> June 2021 following the local elections.
- An Area Board work plan will be presented to the following Area Board meeting.
- The CEM will engage with partners and stakeholders so that they understand the report and can consider how they will play their part in responding.
- Updates will be a standard item at future area board meetings.

### List of emerging issues as identified by the community and supporting data

Issue	Supporting evidence
Waste and recycling	CAJSNA 2020 Community survey results
Accessible, positive activities for all ages	CAJSNA 2020 Community survey results
Climate change and renewable energies	CAJSNA 2020 Community survey results
Public transport	CAJSNA 2020 Community survey results
Wildlife and biodiversity	CAJSNA 2020 Community survey results
Highway infrastructure and maintenance	CAJSNA 2020 Community survey results
Anti-social behaviour and crime	CAJSNA 2020 Community survey results
Cycling and walking	CAJSNA 2020 Community survey results
Mental health and wellbeing	CAJSNA 2020 Community survey results
Fly tipping	CAJSNA 2020 Community survey results
Physical activity and healthy lifestyles	CAJSNA 2020 Community survey results
Access to health-related services and activities	CAJSNA 2020 Community survey results
Appropriate housing (social and affordable)	CAJSNA 2020 Community survey results
Community venues and open spaces	CAJSNA 2020 Community survey results
Highway safety	CAJSNA 2020 Community survey results





<b>Report To</b>	<b>Malmesbury Area Board</b>
<b>Date of Meeting</b>	<b>Tuesday, 08 June 2021</b>
<b>Title of Report</b>	<b>Malmesbury Area Grant Report</b>

## Purpose of the Report

- To provide detail of the grant applications made to the Malmesbury Area Board. These could include; community area grants, health and wellbeing, young persons grants and Area Board initiatives.
- To document any recommendations provided through sub groups.

## Area Board Current Financial Position

	Community Area Grants	Young People	Health and Wellbeing
<b>Opening Balance For</b> <u>2021/22</u>	<u>£34,438.00</u>	<u>£14,679.00</u>	<u>£7,700.00</u>
<b>Awarded To Date</b>	<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>
<b>Current Balance</b>	<u>£34,438.00</u>	<u>£14,679.00</u>	<u>£7,700.00</u>
<b>Balance if all grants are agreed based on recommendations</b>	<u>£22,438.00</u>	<u>£11,479.00</u>	<u>£7,700.00</u>

## Grant Funding Application Summary

Application Reference	Grant Type	Applicant	Project	Total Cost	Requested
<a href="#">ABG53</a>	Community Area Grant	Great Somerford Parish Council	Great Somerford Footpath gates	£1156.00	£500.00

### Project Summary:

**Great Somerford Parish Council is investing in 7 new dog friendly stiles and new footpath signs to improve access by residents and walkers to the network of footpaths around the village. It would like to supplement this by buying 2 kissing gates and 2 bridle gates from Centrewire.**

## 1. Background

Area Boards have authority to approve funding under powers delegated to them. Under the Scheme of Delegation Area Boards must adhere to the Area Board Funding and Grants Criteria. This document is available on the council's website.

Three funding streams are available to the Area Board, each with an annually awarded amount. These funding streams are as follows:

- Community Area Grants (capital)
- Young People (revenue)
- Health and Wellbeing (revenue)

The Area Board will be advised of the funding available prior to their first meeting of each financial year.

## 2. Main Considerations

2.1. Councillors need to be satisfied that the applications meet the requirements as set out in the Area Board Funding and Grants Criteria and that the health and wellbeing and young persons funding guidelines have been adhered to.

2.2. Councillors must ensure that the distribution of funding is in accordance with the Scheme of Delegation to Area Boards.

2.3. Councillors need to consider any recommendations made by sub groups of the Area Boards.

### **3. Environmental & Community Implications**

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**

Councillors must ensure that the Area Board has sufficient funding available to cover the grants awarded.

### **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**

Community Area Boards must fully consider the equality impacts of their decisions in order to meet the Council's Public Sector Equality Duty.

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.

### **8. Safeguarding Implications**

The Area Board has ensured that the necessary policies and procedures are in place to safeguard children, young people and vulnerable adults.

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

### **Report Author**

Alexa Davies, Community Engagement Manager, [Alexa.Davies@wiltshire.gov.uk](mailto:Alexa.Davies@wiltshire.gov.uk)

<b>Report to</b>	Malmesbury Area Board
<b>Date of Meeting</b>	08/06/2021
<b>Title of Report</b>	Community Area Grant funding

**Purpose of the report:**

To consider the applications for funding listed below.

<b>Applicant</b>	<b>Amount requested</b>
<b>Applicant:</b> Ashton Keynes Playing fields <b>Project Title:</b> Ashton Keynes playing fields playing and fitness equipment scheme  <a href="#">View full application</a>	£5000.00
<b>Applicant:</b> Lea & Garsdon School Association <b>Project Title:</b> Lea Garsdon Playground Project  <a href="#">View full application</a>	£5000.00
<b>Applicant:</b> Malmesbury Town Team <b>Project Title:</b> Malmesbury and Malmesbury Area Visitor Guide  <a href="#">View full application</a>	£1500.00

## 1. Background

Area Boards have authority to approve Area Grants under powers delegated to them. Under the Scheme of Delegation Area Boards must adhere to the [Area Board Grants Guidance](#)

[The funding criteria and application forms](#) are available on the council's website.

## 2. Main Considerations

2.1. Councillors will need to be satisfied that funding awarded in the 2021/2022 year is made to projects that can realistically proceed within a year of it being awarded.

2.2. Councillors must ensure that the distribution of funding is in accordance with the Scheme of Delegation to Area Boards.

2.3. Councillors will need to be satisfied that the applications meet the Community Area Board grants criteria.

## 3. Environmental & Community Implications

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

Community Area Boards must fully consider the equality impacts of their decisions in order to meet the Council's Public Sector Equality Duty.

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.

#### 8. Safeguarding Implications

The Area Board has ensured that the necessary policies and procedures are in place to safeguard children, young people and vulnerable adults.

#### 9. Applications for consideration

Application ID	Applicant	Project Proposal	Requested
<a href="#">4188</a>	Ashton Keynes Playing fields	Ashton Keynes playing fields playing and fitness equipment scheme	£5000.00
<p><b>Project Description:</b> As our village is growing we are looking to improve outdoor activities for several groups so we are looking to put in a new wooden playing adventure trail and some outside fitness equipment to inspire all age groups to get outside and get active.</p> <p><b>Input from Community Engagement Manager:</b> (CEM put your input here)</p>			
<p><b>Proposal</b> That the Area Board determines the application.</p>			

Application ID	Applicant	Project Proposal	Requested
<a href="#">4073</a>	Lea & Garsdon School Association	Lea Garsdon Playground Project	£5000.00
<p><b>Project Description:</b> The Key Stage 1 playground is well loved by 3 of the 5 classes at school. It is the first area that greets visitors' children alike is most visible from the road. It is divided into 3 areas the sensory garden a tarmacked area adjacent to the school and a mound with a fort artificial grass surface which is degraded and needs to be replaced. As the area will be least affected by expansion plans starting this April which will see the school expand from 5 to 7 classes the entire front playground area will be under increased pressure to provide play options to a wider co-hort.</p>			

**Input from Community Engagement Manager:**  
(CEM put your input here)

**Proposal**  
That the Area Board determines the application.

Application ID	Applicant	Project Proposal	Requested
<a href="#">4124</a>	Malmesbury Town Team	Malmesbury and Malmesbury Area Visitor Guide	£1500.00

**Project Description:**  
To create a new printed map-based guide to Malmesbury and the surrounding area that will be attractive and useful to residents, visitors and tourists. Building on the successful Malmesbury Town Guide it will include information on the surrounding villages and highlight the walking and cycling links in the local area. The content will also link with the new Explore Malmesbury project and the Great West Way initiative. It will encourage residents and visitors to make increased use of local businesses and contribute towards meeting a number of Area Board objectives.

**Input from Community Engagement Manager:**  
(CEM put your input here)

**Proposal**  
That the Area Board determines the application.

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

**Report Author:**  
Alexa Davies  
Community Engagement Manager  
01249 706610  
[Alexa.Davies@wiltshire.gov.uk](mailto:Alexa.Davies@wiltshire.gov.uk)



## Grant Applications for Malmesbury on 08/06/2021

ID	Grant Type	Project Title	Applicant	Amount Required
4188	Community Area Grant	Ashton Keynes playing fields playing and fitness equiptt scheme	Ashton Keynes Playing fields	£5000.00
4073	Community Area Grant	Lea Garsdon Playground Project	Lea & Garsdon School Association	£5000.00
4124	Community Area Grant	Malmesbury and Malmesbury Area Visitor Guide	Malmesbury Town Team	£1500.00

ID	Grant Type	Project Title	Applicant	Amount Required
4188	Community Area Grant	Ashton Keynes playing fields playing and fitness equipment scheme	Ashton Keynes Playing fields	£5000.00

**Submitted:** 01/03/2021 03:06:02

**ID:** 4188

**Current Status:** Application Appraisal

**To be considered at this meeting:**  
08/06/21

**1. Which type of grant are you applying for?**  
Community Area Grant

**2. Amount of funding required?**  
£5001+

**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?**  
Ashton Keynes playing fields playing and fitness equipment scheme

**6. Project summary:**  
A our village is growing we are looking to improve outdoor activities for several groups so we are looking to put in a

new wooden playing adventure trail and some outside fitness equipment to inspire all age groups to get outside and get active.

**7. Which Area Board are you applying to?**

Malmesbury

**Electoral Division**

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

SN6 6NX

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

Children & Young People

Economy

Environment

Health and wellbeing

Leisure and Culture

Older People

Our Community

If Other (please specify)

**10. Finance:**

**10a. Your Organisation's Finance:**

**Your latest accounts:**

03/2020

**Total Income:**

£9988.84

**Total Expenditure:**

£8532.80

**Surplus/Deficit for the year:**

£1456.04

**Free reserves currently held:**

**(money not committed to other projects/operating costs)**

£4793.00

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

the total cost is more than we have in the bank. -

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



**10b. Project Finance:**

Total Project cost		£33000.00		
Total required from Area Board		£5000.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
wooden play scheme	20000.00	1360.80		1360.80
Outside fitness equipt	13000.00	1779.50		1779.50
		rentals/hire	yes	9988.04
<b>Total</b>	<b>£33000</b>			<b>£13128.34</b>

**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?**

This scheme is aimed at the young to the old...with a wooden adventure play scheme for school age including the outside fitness scheme for 16 to inspire and to try out and use fitness equipment in the great outdoors, helping those who cannot necessarily run for miles but need to keep fit and doing it outside gives huge wellbeing benefits.

**14. How will you monitor this?**

The use of these will be monitored using the local next door and village comms encouraging all to show what they do showing and inspiring everyone who sees it

**15. Safeguarding. Please tell us about how you will protect and safeguard those involved in your project**

We will also install notice boards with information and emergency contacts advertising that this is a safe place to have fun and keep fit.

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

We are applying to Calor gas funding which will use a crowd funding scheme to raise some funds we will hopefully also receive some funding from our local parish council and many local fundraising events once we are able to.

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

income in box 12 auto filled and i could not remove box 3 is correct

**18. 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 the relevant planning permission for the project.

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.

4073	Community Area Grant	Lea Garsdon Playground Project	Lea & Garsdon School Association	£5000.00
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**Submitted:** 22/01/2021 19:07:31

**ID:** 4073

**Current Status:** Application Appraisal

**To be considered at this meeting:**

08/06/21

**1. Which type of grant are you applying for?**

Community Area Grant

**2. Amount of funding required?**

£501 - £5000

**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?**

Lea Garsdon Playground Project

**6. Project summary:**

The Key Stage 1 playground is well loved by 3 of the 5 classes at school. It is the first area that greets visitors, children alike is most visible from the road. It is divided into 3 areas the sensory garden a tarmacked area adjacent to the school and a mound with a fort artificial grass surface which is degraded and needs to be replaced. As the area will be least affected by expansion plans starting this April which will see the school expand from 5 to 7 classes the entire front playground area will be under increased pressure to provide play options to a wider co-hort.

**7. Which Area Board are you applying to?**

Malmesbury

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

SN16 9PG

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

Children & Young People

If Other (please specify)

**10. Finance:****10a. Your Organisation's Finance:****Your latest accounts:**

08/2020

**Total Income:**

£15949.33

**Total Expenditure:**

£12159.63

**Surplus/Deficit for the year:**

£3789.70

**Free reserves currently held:**

**(money not committed to other projects/operating costs)**

£3789.70

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

We do not have a reserve policy as we have no running costs. The project will cost us much more than our reserves, but we will be spending some of our unrestricted income on this project.

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

**10b. Project Finance:**

Total Project cost		£25000.00		
Total required from Area Board		£5000.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
360m square ground works and preparation	25000.00	PTA match	yes	3789.00
installation of grass matrix				
NA	0.00	Coop Community Fund		6000.00
NA	0.00	NA		0.00
NA	0.00	NA		0.00
NA	0.00	NA		0.00
NA	0.00	NA		0.00
NA	0.00	NA		0.00
NA	0.00	NA		0.00
NA	0.00	NA		0.00
NA	0.00	NA		0.00
Total	<b>£25000</b>			<b>£9789</b>

**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?**

The playground is currently used by all of the children at the school - 120 - at different times of the day. At present it is reserved for the Key Stage 1 Children 4 classes c.80 children at morning and lunchtime breaks. During the school's expansion it will be used by all of the children. Children spend up to 20 of their time in school at play the equivalent of 1.4 years. As 56 of UK children only play outdoors with other children at school busier lifestyles the prevalence of screens heavier traffic less areas for play has led to play poverty making their play opportunities at school even more vital. Our upcoming school expansion makes this project a top priority.

**14. How will you monitor this?**

We will be working with play consultants OPAL to create a play plan which will include a monitoring and evaluation plan.

**15. Safeguarding. Please tell us about how you will protect and safeguard those involved in your project**

We have a Safeguarding Policy updated in September 2019. It contains all the elements required by the statutory

guidance Keeping Children Safe in Education 2019 child protection policy. It also contains additional statutory elements required by KCSiE and other related guidance/legislation. All staff and volunteers go through the DBS process and must sign an annual training review. A central record is held with details of staff references. For more information see [http://www.leagarsdon.wilts.sch.uk/uploads/2780278003311\\_g\\_safeguarding\\_and\\_child\\_protection\\_policy\\_sept\\_2019.pdf](http://www.leagarsdon.wilts.sch.uk/uploads/2780278003311_g_safeguarding_and_child_protection_policy_sept_2019.pdf)  
The Headmaster Peter Shewring is ultimately responsible. Contact [head@leagarsdon.wilts.sch.uk](mailto:head@leagarsdon.wilts.sch.uk)

**16. If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?**  
We have a fundraising strategy to find the remaining funds.

**17. Is there anything else you think we should know about the project?**  
The overall project should cost c.25k. We were successful in our bid to become one of the Co-ops community fund this year and we will receive our first payment this month and our next and final payment in November 2021. It has been a challenge for the PTA to fundraise through events and corporate sponsorship this year but we are hopeful we will fundraise the total by the time the children need to use the playground.

#### 18. 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):**

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

4124	Community Area Grant	Malmesbury and Malmesbury Area Visitor Guide	Malmesbury Town Team	£1500.00
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**Submitted:** 08/02/2021 18:26:34

**ID:** 4124

**Current Status:** Application Appraisal

**To be considered at this meeting:**

08/06/21

**1. Which type of grant are you applying for?**

Community Area Grant

**2. Amount of funding required?**

£501 - £5000

**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?**

Malmesbury and Malmesbury Area Visitor Guide

**6. Project summary:**

To create a new printed map-based guide to Malmesbury and the surrounding area that will be attractive and useful to residents, visitors and tourists. Building on the successful Malmesbury Town Guide it will include information on the surrounding villages and highlight the walking and cycling links in the local area. The content will also link with the new Explore Malmesbury project and the Great West Way initiative. It will encourage residents and visitors to make increased use of local businesses and contribute towards meeting a number of Area Board objectives.

**7. Which Area Board are you applying to?**

Malmesbury

**Electoral Division**

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

SN16 9BZ

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

Children & Young People

Economy

Health and wellbeing

Leisure and Culture

Older People

Our Community

Transport

If Other (please specify)

**10. Finance:****10a. Your Organisation's Finance:****Your latest accounts:**

06/2020

**Total Income:**

£49878.88

**Total Expenditure:**

£46660.52

**Surplus/Deficit for the year:**

£3218.36

**Free reserves currently held:****(money not committed to other projects/operating costs)**

£3000.00

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

The project cannot be completely financed from reserves as we have to operate with a contingency while sponsorship income is being delayed by the effects of COVID 19.

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

**10b. Project Finance:**

Total Project cost		£3000.00		
Total required from Area Board		£1500.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Information collection and checking	500.00	Reserves	yes	250.00
Design	300.00	Reserves	yes	150.00
Artwork	300.00	Reserves	yes	150.00
Project Management	400.00	Reserves	yes	200.00
Print	1500.00	Sponsorship or space sales		750.00
<b>Total</b>	<b>£3000</b>			<b>£1500</b>

**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?**

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

The project will benefit the following in Malmesbury and the villages. Residents - improved access to positive activities for all ages increased wellbeing and more information about spending opportunities in the local economy. Visitors and tourists - improved information about the local area. More likely to stay longer in the area and increase spending in the local economy. Retailers - increased visibility and sales to offset trade loss to new out of town retailers. Arts and crafts businesses - increased visibility and sales. Hospitality businesses - increased visibility and sales. Local service businesses - increased sales.

**14. How will you monitor this?**

Footfall to Malmesbury Town Councils Town and Tourist Information Centre. Footfall to local destinations including Malmesbury Abbey and the Athelstan Museum. High Street performance as measured by Wiltshire Council reports and other indicators.

**15. Safeguarding. Please tell us about how you will protect and safeguard those involved in your project**

The Chair of Malmesbury Town team is responsible for Safeguarding and promoting the welfare of volunteers. This project does not give rise to any specific or additional safeguarding concerns

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

The project outcome - the new local map guide which has been expanded to cover the surrounding villages and footpath and cycling links in the local area - will be updated and reprinted periodically. This project will establish a map and design framework that should remain current for a minimum of 3 years and will enable this maintenance to be completed cost effectively and within funding that is expected to be generated from sponsorship and other activities.

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

18. 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):**

**And finally...**

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

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Report to	Malmesbury
Date of Meeting	08/06/2021
Title of Report	Community Youth Grants

## 1. Purpose of the report:

To ask Councillors to consider the following applications seeking funding from the Malmesbury Area Board.

Application	Grant Amount	
<b>Applicant:</b> The Wiltshire Outdoor Learning Team CIC <b>Project Title:</b> Malmesbury Multi Venue Activity Treasure Hunt	£3200.00	

## 2. Main Considerations

Councillors will need to be satisfied that grants awarded in the 2021/22 year are made to projects that can realistically proceed within a year of the award being made.

Area Boards have authority to approve Area Grants under powers delegated to them by the Cabinet member for Communities, Campuses, Area Boards, Leisure, Libraries and Flooding. Under the Scheme of Delegation Area Boards must adhere to the Area Board Grants Guidance 2021/2022.

Community Youth Grants will 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.

Community Youth Grants give all local community and voluntary groups, Town and Parish Councils an equal opportunity to receive funding towards community-based projects and schemes.

## 3. The applications

<b>Applicant:</b> The Wiltshire Outdoor Learning Team CIC <b>Project Title:</b> Malmesbury Multi Venue Activity Treasure Hunt	Amount Requested from Area Board: £3200.00	
This application meets grant criteria 2021/22.		
<b>Project Summary:</b> This activity involves groups walking around Malmesbury to set locations to find information or participate in various		

outdoor adventure challenges, wall climbing, river crossing, archery and axe throwing. The event will run for 2 days.

**Report Author:**

Alexa Davies, Malmesbury Area Board  
01249 706610

## Grant Applications for Malmesbury on 08/06/2021

914	Youth	Malmesbury Multi Venue Activity Treasure Hunt	The Wiltshire Outdoor Learning Team CIC	£3200.00
<p><b>Submitted:</b> 16/02/2021 07:40:31</p> <p><b>ID:</b> 914</p> <p><b>Current Status:</b> Application Appraisal</p> <p><b>To be considered at this meeting:</b> 08.06.21</p> <p><b>1. Which type of grant are you applying for?</b> Youth</p> <p><b>2. Amount of funding required?</b> £501 - £5000</p> <p><b>3. Are you applying on behalf of a Parish Council?</b> No</p> <p><b>4. If yes, please state why this project cannot be funded from the Parish Precept</b> N/A</p> <p><b>5. Project title?</b> Malmesbury Multi Venue Activity Treasure Hunt</p> <p><b>6. Project summary:</b> This activity involves groups walking around Malmesbury to set locations to find information or participate in various outdoor adventure challenges wall climbing river crossing archery axe throwing. The event will run for 2 days.</p> <p><b>7. Which Area Board are you applying to?</b> Malmesbury</p> <p><b>Electoral Division</b></p> <p><b>8. What is the Post Code of where the project is taking place?</b> SN16 9BZ</p> <p><b>9. Please tell us which theme(s) your project supports:</b> Youth work/development Sport/Leisure</p>				

If Other (please specify)

**10. Finance:**

**10a. Your Organisation's Finance:**

**Your latest accounts:**

01/2020

**Total Income:**

£261795.00

**Total Expenditure:**

£299031.00

**Surplus/Deficit for the year:**

£-29569.00

**Free reserves currently held:**

**(money not committed to other projects/operating costs)**

£59105.00

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

Very small reserves held.

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

**10b. Project Finance:**

Total Project cost		£3500.00		
Total required from Area Board		£3200.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
mobile climbing wall hire (subsidised)	1000.00	participants		200.00
WOLT staff and kit- axe throwing / kit usage	600.00	our reserves (set up costs)		100.00
WOLT staff and kit- water based challenge	600.00			

WOLT staff  
and kit - team 600.00  
challenges

WOLT staff  
and kit - 600.00  
archery / kit  
usage

publicity 100.00

Total **£3500** **£300**

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

No

**12. DECLARATION**

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

**Quotes:**

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)

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

**And finally...**

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





## MALMESBURY COMMUNITY AREA TRANSPORT GROUP ACTION TRACKER

	Item	Update	Latest Actions & Recommendations	Priority	Who
	<b>Date of meeting: 9<sup>th</sup> MARCH 2021 Meeting Notes</b>				
<b>1.</b>	<b>Attendees and apologies</b>				
	Present:	Cllrs John Thomson, Chuck Berry, Gavin Grant, Toby Sturgis. Peter Hatherell, Elizabeth Threlfall, Roger Budgen, Phil Cutcher, Veronica Hourihan, Phil Exton, Martin Evans Steve Hind, Matt Perrott, Martin Rose			
	Apologies:				
<b>2.</b>	<b>Notes of last meeting</b>				
		The minutes from the Area Board meeting dated 26th November are here:  <a href="#">Malmesbury Area Board on Thursday 26 November 2020</a>	Agreed		

## MALMESBURY COMMUNITY AREA TRANSPORT GROUP ACTION TRACKER

<b>3.</b>	<b>Financial Position</b>				
		<p><b>Budget 2020-21</b></p> <p>(a) £13,360.00 - CATG allocation 2020-21</p> <p>(b) £12,659.22 - Underspend from 2019-20 (Inc. committed schemes)</p> <p>(c) £3,000.00 Area Board underspend (25/03/20)</p> <p>(d) £10629.02 - 3<sup>rd</sup> party Contributions TBC</p> <p>(e) <b>£39,648.24</b> Total Budget 2020-21 (a+b+c+d)</p> <p>(f) Committed /New schemes 2020/21 = £41,572.83</p> <p><b>Current Balance £-1,924.59 (e-f)</b></p>	To be rolled over to next year		
<b>4.</b>	<b>Top 5 Priority Schemes (Priority 1)</b> Issues shown in GREY are <u>live</u> priority 1 schemes where work has been agreed / orders have been issued but awaiting implementation.				
a)	<p><u>Issue 3699 / Issue 4260</u> <u>Issue 4677, 5602</u></p> <p>Road safety concerns about Bristol Street, Malmesbury submitted 8/11/2014</p> <p>The Triangle grid ref ST 930 874. Junction layout at the Triangle War Memorial. submitted 30/09</p>	<p><b>16/06/20</b> Issue relating to terminal points. Email and plan issued to MTC. To be discussed at next PE meeting. Once confirmed advert to take place alongside Cross Hayes Car Park No Entry. Implementation Summer 2020.</p> <p><b>08/09/20</b> Burnivale, Dark Lane, Harpers Lane would be included but West Street, Gastons Road and Triangle would be excluded.</p> <p><b>01/12/20</b> <u>Formal Advert</u> Starts 12th November 2020</p>	<p><b>09/03/21</b> Objections to 20mph limit. Cabinet member report 95% complete.</p> <p>Detailed design to be developed and cost to be reported at next meeting for discussion.</p> <p>TC to be kept informed</p>	1.	

## MALMESBURY COMMUNITY AREA TRANSPORT GROUP ACTION TRACKER

		End of objection - 7th December. Objections will result in approx. 6-week delay to project			
b)	Issue <a href="#">5438</a> Brinkworth footway Submitted 16/06/17	<p><b>06/03/20</b> Substantive bid successful. £5000 allocated from 2019/20 budget. Detailed design work to commence once drainage survey complete.</p> <p><b>08/09/20</b> Design work delayed due to postponement of CATG activities. Design work to recommence Sept 20. Implementation of Phase 1 likely spring 2021</p> <p><b>01/12/20</b> 60% of design work complete All 20/21 Substantive scheme implementation moved to 21/22</p> <p>Residual design work to be completed. Implementation of Phase 1 likely spring /summer 2021. Phase 2 should have substantive bid application in 2021/22.</p> <p><b>Note:</b> Incorrect figure of £3000 CATG contribution showing on finance sheet. This should be £5000. Sheet corrected</p>	<p><b>09/03/21</b> SH has undertaken site visit and giving consideration on how to progress this.</p> <p>Scheme is designed and ard is thought to be 90% ready to deliver. Project to be offered to Atkins to move forward due to officer pressure of work. Timescale to be requested from Atkins.</p>	1.	

## MALMESBURY COMMUNITY AREA TRANSPORT GROUP ACTION TRACKER

c)	<p><a href="#">5980 6066</a> Ingram Street, Malmesbury. (Cross Hayes Car Park)</p>	<p><b>06/03/20</b> Schedules prepared. To be advertised along with town centre 20mph extension.</p> <p><b>01/12/20</b> Proposals awaiting formal advert along with Bristol Street. Implementation likely Autumn / Winter 2020/21 MR confirmed road markings to support changes</p>	<p><b>09/03/21</b> No objections to 'No Entry' into Cross Hayes car park. 20mph limit could be implemented at the same time. Cost estimate £1500 to be confirmed and anticipated timescale to be prepared for consideration at the next meeting.</p>	1.	
d)	<p><a href="#">7307</a> Southside Cottage to Radnor Close Corston - Footway link</p>	<p><b>06/03/20</b> Trial pits scheduled for March 2020. Detailed design and costing to be prepared. Estimate £7000 - £8000.</p> <p><b>08/09/20</b> Trial pits scheduled for March 2020. Detailed design and costing to be prepared. Estimate £7000 - £8000.</p> <p><b>01/12/20</b> Outline design completed and issued to Parish council for discussion at 25/11/20 meeting.</p> <p>Alternative funding (other than CATG) being investigated. Possible Section 106 monies. Total cost approx. £8,000 of which CATG to fund £3,000.</p> <p>Drainage outfall to be discussed with Danny Everett.</p>	<p><b>09/03/21</b> Plan sent to Danny Everett. Comments received that it is acceptable to outfall the gully into the watercourse. SH has visited the site. The gully would have to break through the stone wall of the open water course. Discussions will be required how this is to be resolved.</p> <p>Gulley to drain into watercourse as high as possible. Scheme details to be progressed.</p> <p>Timescale dates to be brought to next meeting. Consider combining with patching work on the A429.</p>	1.	

## MALMESBURY COMMUNITY AREA TRANSPORT GROUP ACTION TRACKER

e)	<p><a href="#">7025</a> Easton Grey. Speed Limit review/ signing request</p>	<p><b>06/03/20</b> Speed limit review complete. Recommendation for B4040 = Unchanged, Easton Grey village = reduction to 30/40. NOTE: Additional monies required for speed limit of £3000. (£2500 for legal order &amp; £500 signs)</p> <p><b>08/09/20</b> Formal advert to take place from 3/09/20 with the end of objection period 28/09/20. If no objections are received implementation likely Autumn 20</p> <p><b>01/12/20</b> Order placed with contractor. Works to commence 2<sup>nd</sup> week in December 20</p>	<p><b>09/03/21</b> It is understood that works are complete and this issue can be removed.</p> <p>Closed</p>	1.	
	<p><b>7-19-5</b> Mill Lane Malmesbury Submitted 7/08/19</p>	<p><i>My request is to allow Mill Lane to have two-way access for cycles. <a href="https://www.google.co.uk/maps/">https://www.google.co.uk/maps/</a></i></p> <p><b>03/09/19</b> - Legal issues as conversion required under cycle tracks act (1984). MR to investigate further and report to next meeting.</p> <p><b>06/03/20</b> - Confirmation that a legal change under the Cycle Tracks act 1984 would be required to permit cycle access along Mill Lane.</p> <p><b>08/09/20</b> Conversion of Mill Lane to a 2-way cycle track is possible but requires a conversion under the Cycle Tracks Act 1984. If there are no objections, the highway authority can confirm the Order. If the Order is opposed, confirmation</p>	<p><b>09/03/21</b> From looking at highways records, Mill Lane is an unclassified road and highways maintainable. If this is correct, a conversion to cycle track shouldn't be required and a traffic order for signing amendments will make Mill Lane accessible to cyclists.</p> <p>SH to investigate existing traffic orders including a one way restriction and advise on order amendments and signing alterations to legally permit cyclists access.</p>	1.	

## MALMESBURY COMMUNITY AREA TRANSPORT GROUP ACTION TRACKER

		<p>by the Secretary of State is required. which may involve a public inquiry. Suggest moving to Priority 1. NOTE: Proposal may be abandoned if objections are received £2,000 allocated. MTC contribution £500.</p> <p><b>01/12/20</b>  <u>The following response was received from Malmesbury TC via email dated 7<sup>th</sup> October</u></p> <p><i>Members resolved not to make that contribution but asked if there is an option to negotiate. They feel that £2,000.00, £500.00 being requested contribution, is an inordinately large sum of money to make a straightforward change (to remove the No Entry sign at the bottom of the lane).</i></p> <p>Phil Exton to enquire again to MTC for finance (with explanation). Also to bulk with other legal orders</p>			
	<p><b>7-20-4</b> Webbs Way / Old Railway close on Reeds Farm</p> <p>Issue Submitted 23/07/20</p>	<p><b>08/09/20</b> The current position of the dropped kerb and the erection of a 6ft fence impedes visibility for pedestrians crossing the road. MTC would like to see Repositioning of the dropped kerb appx 50m along into Webb's Way &amp; marking up of junction as was originally agreed. <a href="https://www.google.co.uk/maps">https://www.google.co.uk/maps</a></p> <p>Cost to remove dropped kerb approx. £2k plus reinstatement further along.</p> <p>Members felt it may be better in the first instance to install road markings to create a 'T' junction to see if this leads to a noticeable decrease in speed for traffic</p>	<p><b>09/03/21</b></p> <p>It is understood that works are complete and this issue can be removed.</p> <p>Closed.</p>	<p><b>1.</b></p>	

## MALMESBURY COMMUNITY AREA TRANSPORT GROUP ACTION TRACKER

		<p>turning left into Webbs Way. If this doesn't work, consider moving the crossing point north away from junction. Road marking cost £200.</p> <p><b>01/12/20</b> Junction give way markings recently installed. Monitor site and report back to next meeting. Remove from next tracker.</p>			
<p><b>7-20-3</b> B4014 Filands, opposite Filands View</p> <p>Issue submitted 14/10/19</p>	<p><i>"Difficulty crossing the road due to volume and speed of traffic and width of the road. Lack of pavement to access narrower part of the road. I am partially sighted.</i></p> <p><i>Extend the pavement on the north side of the B4014 and install a pedestrian crossing to the east of the Filands View entrance – Garden Centre side.</i></p> <p><a href="https://www.google.co.uk/maps">https://www.google.co.uk/maps</a></p> <p><b>08/09/20</b> Site would not meet requirement for consideration of formal crossing facility. Approx. 80m of footway required. Would require existing traffic island to be changed to pedestrian refuge. Existing highway ditch may require piping. Estimated cost £10,000.</p> <p>Shorter length of footway may be possible in conjunction with a new refuge island north of Snell View junction. Formal costings to be sought and presented to next meeting. Funding contribution required from TC and Malmesbury ST P without.</p>	<p><b>09/03/21</b> SH has visited the site. Cost with TM for approx. 8m footway and pedestrian refuge could easily be up to £15k.</p> <p>Electric source will be expensive. Lighting of the central bollard is no longer a legal requirement but could be considered advisable. There is good lighting in the area, so it was felt that a "bounce back" bollard would fit the purpose.</p> <p>SH to develop cost estimates and consider whether electrically lit bollards are necessary.</p>		<b>1.</b>	

## MALMESBURY COMMUNITY AREA TRANSPORT GROUP ACTION TRACKER

		<p><b>01/12/20</b> Site visited. Recommend short length of footway between Old Lodge and #1 (approx. 8m long) and new pedestrian refuge island (1.8m wide) in ghost island area adjacent to #5. Requires detailed design work. Estimated cost £7,000 - £9,000 due to electrical work.</p> <p>30% Funding to be sought from Malmesbury St Paul Without PC. Supported.</p> <p>Agreed as Priority 1</p>			
	<p><b>7-20-5</b> (submitted 13/09/20) B4040 Leigh (southwest of Swan lane junction)</p>	<p>Request to replace existing speed limit repeater post with longer post to remount sign and allow erection of Auto Speed watch device. <a href="https://www.google.co.uk/maps/">https://www.google.co.uk/maps/</a></p> <p><b>01/12/20</b> Rough estimate of cost £300.00. Agreed as Priority 1</p>	<p><b>09/03/21</b> Detailed cost estimate being undertaken.</p> <p>May be extra Traffic Management costs. Request to carry on with the work without further delay</p>	1.	
	<p><b>7-20-6</b> (submitted 08/10/20) Junction/bend at Happy Land / Waterhay lane Ashton Keynes</p>	<p>Issue that navigating the bend is dangerous. Blind bend in both directions and cars are required to stop on bend when trying to turn Right onto the unnamed road (believe it is C70) that leads up to bradstone pavilion.</p> <p>Consideration of signing / road markings</p> <p><a href="https://www.google.co.uk/maps">https://www.google.co.uk/maps</a></p>	<p><b>09/03/21</b> Proposal and detailed estimate being undertaken.</p> <p>Next meeting</p>	1.	



## MALMESBURY COMMUNITY AREA TRANSPORT GROUP ACTION TRACKER

		<p><b>01/12/20</b> Suggest package of minor signing and road marking improvements including bend warning signs and possible chevrons. Estimate of cost £2,500. Agreed as Priority 1</p>			
	<p><b>7-20-7</b> Submitted (08/10/20) Gloucester Road / Station Road Malmesbury</p>	<p>Drop kerb request adjacent to Malmesbury Fire Station. <a href="https://www.google.co.uk/maps">https://www.google.co.uk/maps</a></p> <p><b>01/12/20</b> Accessibility in the area around Fire station and Gloucester Road rbbt poor. Suggest 1 Pair across Fire Station Entrance and 1 pair at Rdbt. Also a single drop by entrance to Kwik Fit to aid pedestrians crossing to river side of the road. Approx. cost £4,000. Agreed as Priority 1</p>	<p><b>09/03/21</b> No update. CATG to prioritise top 5 projects.</p> <p>Requested to be prioritised.</p>	<b>1.</b>	
<b>5.</b>	<b>Priority 2 / Other Priority issues</b>				
a)	<p><u>Issue 4317 / Issue 4786 (not logged)</u></p> <p>Burton Hill SN16 0EW. Dangerous levels of speed on A429 in 40 mph speed limit area between Malmesbury PCC and Grange Lane to Startley Seagry.</p>	<p><b>03/09/19</b> Development site sold, and proposal plans expected soon</p> <p><b>06/03/20</b> No update to report</p> <p><b>08/09/20</b> No update to report</p> <p><b>01/12/20</b> No update to report</p>	<p>Pending planning. Developers are aware of the work proposals and their expected input</p>	<b>2</b>	
b)	<p><u>Issue 4948</u> Park Road, Malmesbury.</p>	<p><b>06/03/20</b> No update to report</p>	<p>No action</p>	<b>2.</b>	

## MALMESBURY COMMUNITY AREA TRANSPORT GROUP ACTION TRACKER

	Submitted 18/10/16	<b>08/09/20</b> Awaiting development plans. No update to report <b>01/12/20</b> No update to report			
c)	Issue <a href="#">5134</a> / <a href="#">5408</a> Sandpits Lane / Green Lane - Sherston  Issue <a href="#">5288</a> Easton Town, Brook Hill, Church Street Sherston Submitted 12/04/17	<b>20/06/19</b> On-hold pending recommendations to neighbourhood plan. Passed and supported at referendum.  <b>03/09/19</b> NP approved and land transfer in progress. Issue on hold.  <b>06/03/20</b> No update to report  <b>08/09/20</b> Awaiting contact and update from parish council  <b>01/12/20</b> No update to report	No Action	2.	
d)	<a href="#">6314</a> Lea village	<b>03/09/19</b> Issue remains on hold pending school planning application  <b>06/03/20</b> No update to report  <b>08/09/20.</b> Awaiting further instruction from parish council  <b>01/12/20</b> No update to report	No Action	2.	
e)	<a href="#">6520</a> West Street, Great Somerford. Footway request	<b>20/08/19</b> Awaiting next action from PC. Issue remains on hold.	NFA Closed	2.	

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		<p>Danny Everett has agreed that the 40m of ditch can be filled appropriately with membrane and gravel. Further work in that area to be undertaken by local PC if they feel this is necessary.</p> <p><b>03/09/19</b> On hold pending action plan from PC.</p> <p><b>06/03/20</b> No update to report.</p> <p><b>08/09/20</b> Cllr Sturgis explained that work had taken place locally to pipe highway ditch and cover with unbound material. Further work expected to complete the footway.</p> <p><b>01/12/20</b> Email received from Mel Hourigan Great Somerford Parish Council 10/09/20 requesting update. MR informed PC via email that request had not been put forward for substantive funding and that members were made aware this issue was being dealt with locally and there was no further action required by CATG at this stage. No response to date. TS to liaise with local contractor to complete work. Remove from next tracker</p>			
f)	<b>7-19-4</b> B4014 Filands Submitted 7/08/19	<p><i>Make the existing Filands pedestrian path officially a pedestrian and cycle path from the Tetbury Hill junction round to the BP garage or at least up to the A429</i> <a href="https://www.google.co.uk/maps/">https://www.google.co.uk/maps/</a></p> <p>03/09/19 MR to site visit and assess</p>	Await further development in this area. Other works may be required, eg dropped kerb	2.	

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		<p><b>06/03/20</b> Widening of existing footway to 2.75m -3.0m required to meet necessary required standard. This is achievable for majority but constraints along length including open ditch, electrical poles and legal highway boundary. Overall length exceeds 1km. Estimated cost £100,000+</p> <p><b>08/09/20</b> Scheme considered as part of DfT's Emergency Active Travel fund but not deliverable within the required time frame. Further investigatory work would require a topographical survey of the length between Filands Rdbt and Tetbury Hill. Estimated cost £5000+ Consider when further detail is known for the development future of the site, including possible nursery provision.</p> <p><b>01/12/20</b> Transport Scoping note submitted by Gleeson Strategic Land for walking and cycling proposals on land to the south of the B4014 Filands (250 homes) Outline or full planning application expected over the coming months. Members agreed to wait to see planning consent offers in terms of walking and cycling before agreeing next steps.</p>			
g)	<b># to be assigned.</b> Sign / road markings on cycle route between Malmesbury / Sherston	<b>08/09/20</b> Request by 'sustainable Sherston' to promote cycle link on Foxley Road between Malmesbury and Sherston (and vice versa). Refer to submitted document. Route signing, road markings etc. Approx. length 4.25km	Cycle route signage required. Progress could be considered by Signing Team if there is officer availability. Parish Council would like summer usage.	<b>2.</b>	

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		<p>Members gave broad support to this request but felt that lots of signs and road markings in the rural environment should be avoided. Members suggest that overall route signing between Sherston and Malmesbury (flag signs) alongside cycle symbols on the carriageway where appropriate (i.e. in advance of junctions) to increase driver awareness of the presence of cyclists. MR to look at outline design and costings and present to next meeting for consideration</p> <p><b>01/12/20</b> Outline design remains outstanding. Broad estimate of costs for cycle route direction signs and road markings along length £2000+ Suggest repeater signs and painted signage on the road are unnecessary. Consider at junctions only to reduce impact on local environment. Contribution to be requested from PC.</p>			
<b>6.</b>	<b>New Issues submitted since previous meeting</b>				
	<p><b>7-20-10</b> End of Baskerville Submitted 15/12/2020</p>	<p>Double yellow line requested at end of Baskerville. Cars park in hammerhead preventing residents from turning.</p>	<p>Part of the general Town Centre review or if urgent, CATG to fund. Suggested best to go via the review.</p> <p>Suggest to use signage without the use of yellow lines for short term solution. Check with TC for suitable existing post or consider mounting on the gate</p>		
	<p><b>7-21-1</b> Sherston - Bollards, Church St (opposite Gray's garage)</p>	<p>Request for bollards. Large vehicles mount the footway to pass oncoming traffic.</p>	<p>JT to check with Parish Council. SH to check and advise if bollards are a</p>		

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	Submitted 14/2/.2021		feasible option leaving room for all pavement users.		
	<b>7-21-2</b> Ashton Keynes – Old Manor Farm, North End, SN6 6QR Road safety issue Submitted 1/1/2021	Road safety concern/ possible reflective marker posts	Potential for more permanent post or reflector on building. CB to investigate		
<b>7.</b>	<b>Other items -</b>				
	<p>1. Filands View footpath needs to be considered where the footpath meets the un surfaced area. MR email GG dated to visit. Suggestion to create a new access through the hedge which is closer to play area. GG to work with TS to plan solution. Some “DIY” action taken to make a wide gap. GG to check ownership of hedge to progress</p> <p>2. Resident of Bristol Street concerned that flooding issues may return following bollards etc in High Street – refer to Matt Perrott Visit and temporary fix done, permanent repair on list to be completed. Closed. Remove from Tracker</p> <p>3. CB Roundabout in Kemble, is there an impact on our area? Will come through planning process. NFA, part of planning process</p> <p>4. Baskerville residents concerned at parking by the by-pass. Yellow lines to be part of the annual review of the area and clarification from Matt Perrott re the re-installation of a lockable barrier. Wessex Water asked to provide temporary locked gates, permanent resolution will take time to agree. GG to discuss with Wessex representative and circulate keys as appropriate</p> <p>5. Parking issues at Westonbirt (Gloucester Council and Matt Perrott – funding to be determined) and Willesley- Highways Improvement Request would be required.</p> <p>Discussed at Area Board meeting re residents parking scheme. Discussion to be continued with Glos Council for agreement. GG to make contact with Glos Council and forward to MP</p>				

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8.	<b>Agreement of Priority 1 schemes (Max 5 to be progressed at any one time)</b> Note: Issues which are 'Greyed out' indicate schemes where orders have been issued /designed but are awaiting implementation. Schemes Highlighted in yellow require Area Board approval)
	<ol style="list-style-type: none"> <li>1. Bristol St / 20mph limit, Cross Hayes Car park - No Entry Cost <b>£5,000</b>, (CATG £2500, TC £2500)</li> <li>2. Brinkworth Footway Phase 1 . (Cost £5000 – contribution to substantive scheme)</li> <li>3. Southside Cottage to Radnor Close Corston - Footway link Cost <b>£8,000</b> CATG £3000, S.106 £5000)</li> <li>4. Mill Lane - Conversion to '2 way' Cycle Track (Cycle Tracks Act 1984) Cost <b>£2000</b> (CATG £1500, Malmesbury £500 TBC)</li> <li>5. B4014 Filands, west of Snell Avenue- Ped Refuge &amp; footway link <b>Cost £9000</b> (CATG £6300, Malmesbury St Pauls without PC £2700)</li> <li>6. B4040 Leigh Speed Limit repeater post. <b>Cost £300</b> (CATG £210, Leigh PC £90)</li> <li>7. Happyland / Waterhay Lane Ashton Keynes warning Signs / chevrons <b>Cost £2500</b>, (CATG £1750, Ashton Keynes PC £750.00)</li> <li>8. Gloucester Road / Station Road Drop kerbs (x 5) <b>Cost £4000</b>, (CATG £2800, Malmesbury TC £1200)</li> </ol>
9.	<b>Date of Next Meeting:</b>
	<b>Tuesday 22<sup>nd</sup> June 2021 6pm – Virtual via MS teams or at Riverside if possible</b>

Malmesbury Community Area Transport Group

Highways Officer – Steve Hind

1. Environmental & Community Implications

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

### **2. Financial Implications**

2.1. All decisions must fall within the Highways funding allocated to Malmesbury Area Board.

2.2. If funding is allocated in line with CATG recommendations outlined in this report, and all relevant 3<sup>rd</sup> party contributions are confirmed, Malmesbury Area Board will have a remaining Highways funding balance of **-£1924.59. (overspend)**

### **3. Legal Implications**

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

### **4. HR Implications**

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

### **5. Equality and Inclusion Implications**

5.1 The schemes recommended to the Area Board will improve road safety for all users of the highway.

### **6. Safeguarding implications**

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





