

MINUTES

Meeting: MALMESBURY AREA BOARD
Place: Malmesbury School, Corn Gastons Malmesbury SN16 0DF
Date: 5 November 2014
Start Time: 7.00 pm
Finish Time: 9.10 pm

Please direct any enquiries on these minutes to:

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In Attendance:

Wiltshire Councillors

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

Wiltshire Council Officers

Miranda Gilmour, Community Area Manager
Adam Brown, Democratic Services Officer
Ollie Phipps, Community Youth Officer
Janet O'Brien, Head of Housing

Town and Parish Councillors

Malmesbury Town Council – Kim Power, Sue Poole, John Gundry
Ashton Keynes Parish Council – Ernie Tidmarsh
Brinkworth Parish Council – Elizabeth Threlfall, John Beresford
Brokenborough Parish Council – Charles Carpenter
Easton Grey Parish Council – John Tremayne
Little Somerford Parish Council – Tony Pooley
Luckington Parish Council – Ashley Stopforth
Oaksey Parish Council – Richard Moody
Sherston Parish Council – John Matthews
St Paul Malmesbury Without Parish Council – Roger Budgen, Peter (Andy) Hatherell, Deborah Clogg

Partners

Police – Sgt. Martin Alvis

Fire – Mike Franklin

Total in attendance: 38

| <u>Agenda Item No.</u> | <u>Summary of Issues Discussed and Decision</u> |
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| 42 | <p><u>Chairman's Welcome and Introductions</u></p> <p>The Chairman welcomed those present to the meeting of Malmesbury Area Board.</p> |
| 43 | <p><u>Apologies for Absence</u></p> <p>Apologies were received from:</p> <p>Terry Mockler - Hankerton Parish Council. Dave Wingrove - Ashton Keynes Parish Council. Ellen Blacker - Dauntsey Parish Council and Good Neighbours Scheme Coordinator. Matt Perrot - Local Highways Community Coordinator.</p> |
| 44 | <p><u>Minutes</u></p> <p>The minutes of the previous meeting held on 10 September were presented.</p> <p>Decision:</p> <p>To approve the minutes of the previous meeting as a true and accurate record.</p> |
| 45 | <p><u>Declarations of Interest</u></p> <p>There were no declarations of interest made at the meeting.</p> |
| 46 | <p><u>Chairman's Announcements</u></p> <p>The Chairman and Area Board members made the following announcements:</p> <p>a. Car Parking Review:</p> <p>Cllr Thomson explained that Wiltshire Council was reviewing its car parking service and had completed a pre-consultation assessment.</p> <p>Consultation would be take place from 27 October 2014 to 16 January 2015. Cllr Thomson stated that there would be more information available from the 10 November. The information was said to contain financial and usage data on car parks.</p> <p>Residents were urged to take the chance to tailor car parking to suit their community.</p> |

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| | <p>b. Highways Update:</p> <p>Cllr Killane announced that a number of highways works had been undertaken since 1 April 2014 in the Malmesbury community area including: A429 – 4km of resurfacing north of Filands, and A429 Malmesbury Bypass Roundabout - repairs and retexturing on approaches to roundabout.</p> <p>It was also stated that 666 defects had been addressed by the local highways team including: 253 minor carriage way repairs, 99 issues relating to signs, 72 incidences of fly tipping, 66 maintenance of grass/verges, and 52 drain-clearing.</p> <p>Cllr Killane reminded those present of the App available to more easily report issues.</p> <p>c. Letter Notifying Cllr & Community Area Manager of Decision to List as an Asset of Community Value:</p> <p>Cllr Sturgis informed the Area Board that following nomination the Wheatsheaf Inn, Oaksey, had been now listed as an Asset of Community Value.</p> <p>The property would remain on the list until 20 October 2019.</p> <p>d. Emergency Planning:</p> <p>Fourteen of the twenty parishes from Malmesbury Community Area had attended the Emergency Planning Workshop held in October. Cllr Berry expressed thanks to those who had attended Emergency Planning training sessions.</p> <p>Cllr Berry stressed the importance of having a plan ready for emergency situations.</p> <p>Information was heard to be available online, and copies of guidelines were said to be available on request to parishes which were unavailable to attend through Miranda Gilmour.</p> <p>e. Question Time:</p> <p>The Area Board were informed that a “Question Time” item had been added to this meeting’s agenda, and those in attendance were told that they could participate verbally or by filling out the slips provided.</p> |
| 47 | <p><u>Malmesbury Extra Care Scheme</u></p> <p>The Area Board welcomed Janet O’Brien, Head of Housing, and James Parkhurst, Development Manager at Abbeyfield Housing.</p> <p>Janet O’Brien introduced the item, stating that the consultation on the care home</p> |

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| | <p>site began six years ago. It was heard that it had been decided that an extra care scheme would be developed and lifelong accommodation for old people would be created.</p> <p>It was stated that use of site had been approved in 2010, and after developing plans with Leadbitter and Abbeyfield the planning application had been submitted in September 2014.</p> <p>James Parkhurst introduced the Abbeyfield Charity, a charity founded in 1956 by Richard Carr-Gomm specialising in care and housing for older people. It was heard that they had a site in Malmesbury from 1989, which was unfortunately closed in 2003 after being designated as no longer suitable.</p> <p>It was stated that Abbeyfield were encouraged to maintain a presence in Malmesbury after the closure due to the scale of local support. Since then a plan to develop a housing scheme was started. The final scheme would include 49 units, with 41 two-bed units and 8 one-bed units. 32 affordable units were stated as being all nominated through Wiltshire Council, and it was also stated that the site had been gifted by Wiltshire Council under a 250 year lease. The scheme was said to have been influenced by the Local Working Group and their direct input into the scheme. It was also heard that Abbeyfield will run “Help to Live at Home” from the site for the residents.</p> <p>James Parkhurst informed the Area Board that a decision on the planning application was expected on 22 December 2014, and that they were expecting to be on site by January 2015 with a target completion date of March 2016.</p> <p>Plans were then outlined on a site map to those present, and it was heard that guest suites would be available for guests of residents to stay in.</p> <p>Questions were asked over who will manage the allocations and control the usage. It was heard that nominations for units would be run through Wiltshire Council. It was stated that local people would be identified as preferences.</p> <p>The Area Board thanked Janet O’Brien and James Parkhurst for their contribution and recognised the valuable work of the Working Group.</p> |
| 48 | <p><u>Core Strategy and the Neighbourhood Plan</u></p> <p>Cllr Toby Sturgis introduced a presentation on the Core Strategy and the Neighbourhood Plan.</p> <p>Cllr Sturgis stated that the current government were keen on boosting the housing supply, deregulating planning, and speeding up the process. Faster planning appeals and more submitted information were also heard to be priorities.</p> |

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| | <p>The Core Strategy would bring a consistent planning policy across Wiltshire. It was explained that the process had started seven years ago, and that on 6 October 2014 the inspector stated he will be receiving a report. It was stated that the report had now been received, and that they had 14 days to fact-check the 400-page document. The report is expected to be received formally 14 days after sending the fact-check back. It was stated the next stage in the process was for it to be then received and adopted by Cabinet, and then to be sent to Full Council for approval, after which there would be a 6 week period for legal challenges to come forward.</p> <p>Cllr Sturgis reminded those present that the Malmesbury Neighbourhood Plan referendum would take place on 27 November and urged people to get involved and vote.</p> <p>Questions were asked on what effect the approval of Wiltshire's Strategy Plan would have on Malmesbury's Neighbourhood Plan. It was heard that the adoption would give the neighbourhood plan full-weight, as it was stated to be a policy which planning officers would have to follow.</p> |
| 49 | <p><u>New Community-Led Youth Model</u></p> <p>Community Area Manager (CAM), Miranda Gilmour, explained that Cabinet had adopted a new model to provide positive activities for young people, which had commenced on 1 October 2014. The Community Area Model was described as meeting each area's needs, and therefore would be different across all of Wiltshire. It was explained that there was a dedicated youth budget which will allow the delegation of up to £1000 to the CAM for urgent projects between Area Board meetings. It was also explained that £500 would be ring-fenced to cover the cost of Local Youth Network (LYN) meetings. It was stated that up to the 31 March 2015 there was £10,000 available for local youth activities and support and that the money needed to be allocated by the end of the financial year or it would be lost. It was also stated that there would be in the region of £16,000 in the next financial year.</p> <p>Miranda Gilmour outlined the Leader's Guidance. Key objectives were explained to be creating something sustainable and strong, this was said to be reliant on the Local Youth Network (LYN), which would be a sub-group of the Area Board. The expectations were described as making sure that young people are getting what they want, and that a large portion of them were engaged in the process. The leader's guidance was said to be reviewed at a later date, as it was at the beginning of the process. Those interested were urged to help, as there was a need for partnership working, volunteers, good ideas, and general support.</p> <p>The terms of reference for the LYN were then introduced. It was stated that the structure would be around promoting active engagement, dialogue and debate. Membership was said to include young people, an Area Board representative, a schools representative, and locally identified stakeholders. It was explained that members would be identified by the CAM and CYO, and then confirmed by the</p> |

Area Board.

Ollie Phipps introduced himself as the Community Youth Officer (CYO) for Malmesbury community area, and explained that he would be working with 13-19 year olds and those up to 25 with special needs. It was stated that he would be enabling the local community to work with and support young people, getting them to engage with activities in their area. Ollie stated that he would be working with the CAM, and would be focusing on supporting, advising, guiding and helping young people engage more effectively. It was explained that he had worked with local groups and had many ideas for the future.

It was heard that the LYN would be a local youth democracy group formed primarily of young people. There would be 10 people envisaged to constitute the management board, and the LYN would have to assess the needs of local youth in order to tailor services to them.

The youth fund was described as being assigned for activities for 13-19 year olds (up to 25 with special needs) in the Malmesbury community area. Grant applications for this fund would be handled in a similar way to the on-line Community Area Grants process. They would then be considered by the LYN, CYO, and CAM, before being sent to the Area Board. The Area Board would also be able to procure services using the youth fund to support the needs highlighted by the LYN and other documents such as the Joint Strategic Assessment in order to deliver activities and services.

Questions were asked on young people not being as involved in their local parish area post-primary school. It was explained that the CYO was happy to meet with individual parishes to discuss different ways to engage local young people.

Decision:

- 1. To adopt the Leaders Guidance for Positive Activities for young people and Terms of Reference for Local Youth Networks (LYNs) and commence work on establishing a LYN.**
- 2. That the Community Area Manager, in consultation with the Community Youth Officer and Chairman of Malmesbury Area Board, may authorise expenditure in support of positive activities for young people of up to £1,000 per project between Area Board meetings and that this will be recorded at the next available Area Board.**
- 3. To delegate to the Community Area Manager to manage a budget of up to £500 to cover expenditure related to the management of the LYN meetings.**

Partner Updates**a. Wiltshire Police**

Cllr Thomson expressed his regrets that Sgt Martin Alvis would be leaving his post at Malmesbury and thanked him for all his hard work.

Sgt Alvis expressed disappointment as there had been an increase in dwelling and vehicle crime, but noted that there has been a lot of work going into the response. It was also noted that a significant arrest had been made, that two expensive bikes had been successfully recovered, and that criminal damage and violent crime had gone down.

b. Wiltshire Fire and Rescue Service

Mike Franklin announced that there would be a Fire Authority meeting on 11 November 2014 with the focus on the potential merge.

Questions were asked on how the Fire Service strike action would affect cover for Malmesbury. It was heard that the strike had finished at 6pm on 5 November 2014. It was stated that there were contingency plans in place to provide cover.

c. Malmesbury and the Villages Community Area Partnership

A written update was provided.

d. Good Neighbours

A written update was provided.

e. Malmesbury Campus

Kim Power announced that the delivery of the first phase of a community campus in Malmesbury had been sent for approval by Cabinet on 11 November 2014.

f. Highways Community Co-ordinator

A written update was provided.

g. JSA Update

A written update was provided.

h. Young People

Kath Brownlee, Community Development Worker at Buckley Barracks introduced herself to the Area Board. She explained that while the Barracks fell

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| | <p>within the Chippenham community area, many of the families were users of services with the Malmesbury community area. Her role involved providing development support to military families and she would ensure the area board was kept updated.</p> <p>i. Town and Parish Councils</p> <p>There were no updates.</p> |
| 51 | <p><u>Community Issues Update</u></p> <p>Miranda Gilmour explained changes to her report regarding issues recommended for closure and referral.</p> <p>Issue 3652 which had been recommended for closure was said to have instead been issue 3562.</p> <p>Issue 3574 was changed from recommended for closure to recommend for referral to the Community Area Transport Group (CATG).</p> <p>Questions were asked on whether issue 3574 should have been raised as a town council issue first. It was explained that parishes should double check first with Highways when signing was requested before an issues sheet was raised.</p> <p>Questions were also asked on issue 3534. It was asked whether road markings should be refreshed without the need to refer the issue to CATG. It was stated that whenever anyone is aware of poor quality road markings they should be reported direct to highways by parish councils. Cllr Thomson stated that he would find out the status of the line painting and update Cllr Berry.</p> <p>Decision</p> <p>To close the following issues:</p> <ul style="list-style-type: none"> • Issue 3562 - Undulating road surface between Backbridge and Brokenborough village, as this is on the list of road due for resurfacing over the next 5 years. • Issue 3506 - Concern about speed limit on A429 south of Malmesbury, as CATG felt it was more appropriate to address this issue under the Malmesbury Neighbourhood Plan. • Issue 3290 - Speeding traffic B4042 Malmesbury to Sir Bernard Lovell Road is being addressed through a community Speed watch programme and maintaining the verges/pavement. • Issue 3151 - Speeding through Foxley village, Foxley Road (C68) as options CATG considered were inappropriate in a rural setting. • Issue 3103 - Road safety B4696 Ashton Keynes, as signs and lines have been installed. • Issue 3066 - Pedestrian safety concerns at Bendy Bow, Oaksey, following reversing the priority of traffic. |

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| | <ul style="list-style-type: none"> • Issue 1783 - Parking problems at Hillside, Leigh, following completion of kerb work. <p>To refer the following issues to the Community Area Transport Group meeting:</p> <ul style="list-style-type: none"> • Issue 3574 - No through Road sign needed at entrance to Reeds Farm off Gloucester Road. • Issue 3616 - Request for signage and lines at B4014 Fosse Way where it crosses the border with Gloucestershire. • Issues 3571, 3572 & 3584 - Safety concerns at junction of A429 and the road from Oaksey to Culkerton. These and similar issues would not be considered until the Coroner's Report was received. • Issue 3567 - Accidents on B4042 west end of Brinkworth at Causeway End Farm. • Issue 3564 - Perceived speeding in vicinity of B4014 Filands. • Issue 3560 - Junction B4040 Malmesbury to Tetbury Road and Shipton Moyne Road. <p>Issue 3534 – HGV route in Malmesbury.</p> |
| 52 | <p><u>Community Area Transport Group (CATG)</u></p> <p>Miranda Gilmour, Community Area Manager, outlined the CATG report.</p> <p>It was stated that CATG were a dynamic group and that it was worth attending their meetings if you had submitted an issue (or were the relevant parish council) under discussion.</p> <p>Decision:</p> <p>The area board noted and approved the minutes, actions and recommendations of the Malmesbury CATG contained in appendices one and two to the report with key issues highlighted below:</p> <p>The current CATG budget balance for 2014/15 (see Appendix 2) is £28,944.45.</p> |
| 53 | <p><u>Area Board Funding</u></p> <p>Miranda Gilmour, the Community Area Manager, outlined the funding report.</p> <p>Decision:</p> <p>The Area Board granted Cross Hayes Pre-school £1,014.96 funding towards the replacement of play mats and display boards.</p> |
| 54 | <p><u>Question Time</u></p> <p>Questions were received from the floor on the status of Bristol Street. Concerns were raised on large vehicles coming down a small street. It was explained that</p> |

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| | <p>there had been a suggestion that Malmesbury Town Council follow the possibility that the road be proposed for a 20mph speed limit. The person raising the issue should submit a community issues sheet and the area board would refer to CATG. John Gundry of Malmesbury Town Council stated that the criteria would need to be looked at. Kim Power stated that issue 3534 is trying to divert HGVs away from Bristol Street, and so should be of help.</p> <p>Kim Power was invited to contact Miranda Gilmour over invites to the CATG where this issue is discussed.</p> |
| 55 | <p><u>Evaluation and Close</u></p> <p>Those in attendance were thanked.</p> <p>It was announced that the next meeting would be on Wednesday, 14th January, 2015 7.00 pm at Malmesbury School, Corn Gastons, Malmesbury SN16 0DF.</p> |