

# MINUTES

**Meeting:** MALMESBURY AREA BOARD  
**Place:** Malmesbury Town Hall, Assembly Rooms  
**Date:** 13 January 2016  
**Start Time:** 7.00 pm  
**Finish Time:** 9.15 pm

---

Please direct any enquiries on these minutes to:

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

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

---

## **In Attendance:**

### **Wiltshire Councillors**

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

Cllr Philip Whitehead

### **Wiltshire Council Officers**

Ollie Phipps, Community Engagement Manager  
Xina Hart, Community Youth Officer  
Adam Brown, Democratic Services Officer  
Bill Parks, Head of Local Highways North  
Sue Wilkin, Senior Public Protection Officer  
Vicky Oates, Road Safety Officer

### **Town and Parish Councillors**

Malmesbury Town Council – Kim Power, Catherine Doody, John Gundry  
Ashton Keynes Parish Council – Michael Seymour, Dave Wingrove  
Brinkworth Parish Council – Elizabeth Threlfall, John Beresford  
Brokenborough Parish Council – Bob Tallon  
Charlton Parish Council – M. Bromley Gardner, Hannah Piet  
Crudwell Parish Council – Roger Wilson, Terry Fraser, Jonathon Stanford, Lisa Dent  
Dauntsey Parish Council – Ellen Blacker, R. Gregory  
Easton Grey Parish Council – John Tremayne  
Lea & Cleverton Parish Council – John Cull

Leigh Parish Council – Roger Baker  
Little Somerford Parish Council – Tony Pooley  
Minety Parish Council – Adrian Read  
Norton & Foxley Parish Council – Mike Pitt  
Oaksey Parish Council – Richard Moody  
Sherston Parish Council – John Matthews, Sarah Wood, Graham Morris, S. Magee  
St Paul Malmesbury Without Parish Council – Deborah Clogg, Roger Budgen

**Partners**

Police – Police Sergeant Philip Connor  
Local Youth Network – Shaina Snashall, Finn Wood

**Total in attendance: 65**

---

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
1	<p><u>Chairman's Welcome and Introductions</u></p> <p>The Chairman welcomed those present at the meeting. Thanks were expressed to Ollie Phipps, Community Engagement Manager (CEM), and Xina Hart, Community Youth Officer (CYO), for organising the food available. The food had been personally funded by members of the Area Board.</p>
2	<p><u>Apologies for Absence</u></p> <p>Apologies were received from:</p> <p>Ashley Stopforth – Luckington Parish Council Mike Franklin – Wiltshire Fire and Rescue Service</p>
3	<p><u>Minutes</u></p> <p><b>Resolved</b></p> <p><b>To approve the Minutes of the previous meeting as a true and accurate record</b></p>
4	<p><u>Declarations of Interest</u></p> <p>None.</p>
5	<p><u>Chairman's Announcements</u></p> <p>The following announcements were made by members of the Area Board:</p> <p><b>a) Wiltshire Passenger Transport Review</b></p> <p>Cllr Killane announced that Wiltshire Council was undertaking a review of Council supported bus services. No decisions had yet been made, and a consultation was open to see how far residents agreed or disagreed with the presented options, or to suggest alternatives. The consultation was open from 11 January 2016 to 4 April 2016.</p> <p><b>b) New Health and Social Care Information Website for Wiltshire</b></p> <p>The announcement was available in the agenda pack. Cllr Thomson announced that with agreement of the Area Board members Ellen Blacker had been funded to fill the role of Malmesbury's Older People's Champion. Parish Councils were advised to contact her to provide community links.</p>

6	<p><u>Local Youth Network Update and Applications for Youth Funding</u></p> <p>Xina Hart, Community Youth Officer, along with Shaina Snashell and Finn Wood, Local Youth Network, were in attendance to provide an update on LYN activities.</p> <p>The LYN was described as a group of young people and professionals who helped provide positive activities for young people, as described by the young people themselves.</p> <p>Grants for youth activities could be applied for through the LYN. Activities must be for young people aged 13-19. The application form was available online, which would be evaluated by the LYN once complete. Once evaluated by the LYN a recommendation would be passed to the Area Board for funding.</p> <p>The CYO would ensure that the right policies and procedures are in place with regards to procurement with regards to grant applications. Grants could be up to a value of £5000 per project and needed to meet the needs, outcomes, priorities and objectives for young people in the area.</p> <p>Shaina Snashell and Finn Wood provided an update on LYN activities. An after-school Youth Café would be starting from 14<sup>th</sup> January, 3.45-5.45pm at Malmesbury Town Hall.</p> <p>It was requested that the Area Board note the LYN expenditure for LYN training and consider the recommendation to award £1800 to Malmesbury Mindreset Project.</p> <p><b>Resolved</b></p> <ol style="list-style-type: none"> <li><b>1. To note the expenditure of £382.20 for a LYN training and team building day approved by delegated authority.</b></li> <li><b>2. To award Thrive £1800 towards the Malmesbury Mindreset Project.</b></li> </ol>
7	<p><u>Cllr Philip Whitehead - Cabinet Member for Highways and Transport</u></p> <p>Cllr Philip Whitehead, Cabinet member for Highways and Transport, was in attendance to provide information on the public transport review.</p> <p>Currently eleven evening routes were supported, with 350,000 passenger journeys were subsidised yearly. The withdrawal of this could save £639,000 a year. On Sundays and public holidays eight routes were supported, with 150,000 subsidised passenger journeys each year. The withdrawal of this could save £165,000 a year. There were thirteen strategic services support, with 420,000 subsidised passenger journeys each year. Reductions in this could save £430,000 a year. Fifty seven rural services were supported, with over 1million passenger journeys subsidised each year. Reductions in this could save £1.19million a year. Sixteen town services were supported, with 550,000 passenger journeys subsidised each year. Reductions in this could save</p>

	<p>£460,000 a year.</p> <p>In total 2.5million passenger journeys were subsidised each year. The withdrawal of this could save £5.1million a year.</p> <p>It was explained that although they knew about the number of passengers, they did not know the impact of the services not being available. A consultation was being held to help gauge this impact. People were encouraged to respond to the consultation, as more answers would provide a clearer picture.</p> <p>The possibility of community transport was being investigated. It was explained that a decision wouldn't be made until well into 2016.</p> <p>A question was asked as to whether an "Uber" style scheme could be created for Wiltshire. Crowd-funding for bus services had been investigated. The cost for this type of service was noted as varying a lot.</p> <p>The total subsidy cost of £5.1million was clarified as being all-subsidy. The cost of free bus passes was £4.9million per year for Wiltshire, which was required to be provided. The Malmesbury area subsidies were noted as being over £1million.</p> <p>The biggest issue with providing community transport was explained as the number of volunteer drivers. Vehicle availability was noted as not being a problem.</p>
8	<p><u>Bill Parks - Head of Service for Local Highways North</u></p> <p>Bill Parks, Head of Service for Local Highways North, was in attendance to discuss Parish Stewards, the MyWiltshire App, and insurance for Parish Councils when performing work on behalf of Wiltshire Council.</p> <p>A useful source of information for highways issues was noted as being the Highways and Streetscene newsletters, which had been published monthly since October 2015. A link to the newsletters would be circulated to parish clerks and members  (<a href="http://www.wiltshire.gov.uk/council/howthecouncilworks/plansstrategiespolicies/transportpoliciesandstrategies/highwaysnewsletters.htm">http://www.wiltshire.gov.uk/council/howthecouncilworks/plansstrategiespolicies/transportpoliciesandstrategies/highwaysnewsletters.htm</a>)</p> <p>The MyWiltshire app was described as a source of information relied upon by a number of services. Litter clearing and road sweeping were examples of services which reacted to issues submitted through the app.</p> <p>It was recommended that issues reported through the app were not submitted anonymously, as this allowed progress to be sent back to the reporter. Issues could be submitted directly through the app, through the Wiltshire Council website, or via phoning customer care to log an issue.</p>

	<p>As a result of the demobilisation of Balfour Beatty and the retendering of the highways contract an opportunity had become available to reintroduce parish stewards. The stewards would be reintroduced from April with the new contractor.</p> <p>Parishes were asked to itemise issues which could be addressed by parish stewards. These included issues such as straightening signs and gritting. Parishes were asked list their top five issues in a spreadsheet which would be circulated to all parishes for response to the Community Co-ordinator.</p> <p>It was explained that Wiltshire Council did not insure volunteers, and that insurance for volunteers working within parish borders usually came from parish insurance. More information was available in the Highways and Streetscene December newsletter.</p> <p>A question was asked on how someone would know an issue submitted had fallen below the priority level. The November Highways and Streetscene newsletter was referenced as listing and detailing the different service levels.</p> <p>Instances of not receiving information on when an issue would be treated were raised. It was explained that a change and improvement in this kind of feedback would be seen once the new contractor had started. For now it was recommended to liaise with the Community Co-ordinator for information.</p> <p>Signage problems were noted as having been an ongoing issue with the outgoing contractor. Bill Parks would talk to Matt Perrott to arrange a time to speak with the parish.</p> <p>A paper which was received by the Area Board in May 2014 was referenced. The paper presented priorities and an approach to address the priorities. It was noted that more roads had been fixed than ever before. All work scheduled would be performed within two years of prioritisation for major resurfacing. Any details of work that hadn't been performed should be sent to Cllr Whitehead.</p> <p>A scheme to map out issues would be launched on the MyWiltshire app between the end of March and summer 2016.</p>
9	<p><u>Sue Wilkin - Senior Public Protection Officer</u></p> <p>Sue Wilkin, Senior Public Protection Officer, was in attendance to discuss No Cold Calling Zones.</p> <p>The process of setting up No Cold Call Zones had been decided to become a community project. This was so that areas requiring the zones were able to set them up themselves.</p> <p>Identified areas included those where people living with dementia were being targeted. Prosecution of people targeting those people was difficult without the</p>

	<p>presence of a No Cold Call Zone.</p> <p>It was explained that the scheme was not aiming to stop all people selling door to door. However, if someone going door to door in one of the zones could be arrested if they refused to leave.</p> <p>Kim Power had helped set up one of the zones, and had previously discussed how successful it had been. A total of 30 zones had been set up. The main cost to the community was the purchasing of signs. Three polycarbonate signs were needed on average per zone, and 10 could be purchased for about £110. Residents are given letters, door stickers, and an information booklet, all of which are funded.</p> <p>Those interested in setting up a zone were advised to contact Sue Wilkin, who could talk through setting the zone up as a community.</p> <p>It was asked if a whole village could be set up as a No Cold Call Zone. This was explained as not being a problem legally. However, the cost of signage would need to be considered along with any potential negative impact on businesses within the village.</p>
10	<p><u>Vicky Oates - Road Safety Unit</u></p> <p>Vicky Oates, Road Safety Officer, was in attendance to discuss Speed Indicator Devices (SIDs), Community Speed Watches (CSW), and Metro Counts.</p> <p>It was explained by Vicky that the 1988 Road Traffic Act placed a statutory duty on Wiltshire Council to promote road safety. Specifically this was to undertake collision and casualty data analysis and to devise programs, including engineering and road user education, training and publicity that would improve road safety.</p> <p>Metro Counts were described as a test to monitor traffic speeds, times, and vehicle types. Not all metro counts were run by Wiltshire Council, some were performed by developers. Any member of the public could request a metro count, which would be received by the Community Area Transport Group (CATG). Locations for metro counts could be requested in 20/30/40mph zones, but could not be repeated in the same zone within a 12month period without exceptional reasons.</p> <p>Metro counts were currently still performed by Balfour Beatty as part of the 35% of their contract still in operation until 01 April 2016. Once results are received from the metro count they were analysed and set to the relevant Business Support Officer, the Community Speed Watch Co-ordinator, and the metro count requester. Results were based on the 85<sup>th</sup> percentile, which was the speed at which 85% of the traffic is travelling at or below. This was the standard method to assess traffic speed in the UK.</p>

	<p>A new policy was in place which meant parish councils could install their own SIDs. Parish councils had been asked to apply, preferably in groups, for SIDs. Maintenance, fitting, and refitting, would be the responsibility of the parish council.</p> <p>It was recommended that SIDs be run for three weeks at a time in each location. Running a SID for longer than this in a single location would have less of an impact.</p> <p>Guidance was sought on getting a quote for the cost of installing SIDs. Good quality SID units usually cost about £2000. Local landscape groups were explained as now providing quotes to parish councils on installing SIDs. This information would be sent to parish councils.</p> <p>The importance of providing insurance for working on the side of highways was emphasised, particularly for volunteers.</p> <p>Cllr Thomson explained that he would discuss with the other Area Board members how to join up parish councils and share SIDs.</p>
11	<p><u>Partner Updates</u></p> <p>a) Police</p> <p>A written update was included within the agenda pack.</p> <p>b) Wiltshire Fire</p> <p>No update.</p> <p>c) Malmesbury and the Villages Area Partnership</p> <p>No update.</p> <p>d) Campus</p> <p>Kim Power announced that two open day events would be held at the Riverside Centre/Cotswold House: Wednesday 27<sup>th</sup> January, 6.00-9.00pm and Saturday 30<sup>th</sup> January 10.00am-2.00pm. This would be the opportunity to look at the building and comment on the proposed plans for development.</p> <p>Scott Farlow was introduced as an artist who was co-ordinating a project across all the parishes. The project would be taking inspiration from locality, local identity, and people’s imaginations. People were encouraged to take home information and pass it on. An arts option plan would be developed to present a series of art projects. This would be hosted by the Riverside Centre and involve communities across the summer.</p>



	<p>e) Highways</p> <p>The December edition of the Highways and Streetscene newsletter was included in the agenda pack.</p> <p>f) Town/Parish Councils</p> <p>No update.</p> <p>g) Police and Crime Commissioner (PCC)</p> <p>Clive Barker, Chief Finance Officer, was in attendance to deliver a short presentation on the PCC’s precept proposals for 2016/17.</p> <p>There had been a 12% increase in crime from December 2014 to November 2015. Much of this was explained as resulting from encouraging people to report any crimes committed.</p> <p>Public confidence in the police was at a good level, and good reports had been received from Her Majesty’s Inspector of Constabulary.</p> <p>The majority of funding for the PCC came through grants (62%), 38% was from Council Tax.</p> <p>This year’s provisional settlement demonstrated a central funding reduction from £63.7million to £63.4million, a £0.3million reduction.</p> <p>Council Tax for Wiltshire was noted as being the lowest in its region. The consultation was about a proposed increase of 1.9%, which would be an increase of £3.12 per year. A £3.12 increase in Council Tax would provide a budget of £105.695million compared to £103.956million. There would be a funding gap of £2.6million for policing in Wiltshire. It was being investigated how to deal with the gap without losing any police officers.</p> <p>Consultation was taking place from 16 December until 03 February 2016.</p>
12	<p><u>Update from Community Engagement Manager</u></p> <p>Ollie Phipps, Community Engagement Manager, was in attendance to provide an update.</p> <p>Carolyn from Dementia Friends was introduced. Carolyn was working with Wiltshire Council to ensure that all employees had the opportunity to become dementia aware. Dementia friendly communities were being set up across the county. A dementia friendly community was an area where those living with dementia were understood and supported by the community. Carolyn was available to help the process in Malmesbury.</p> <p>“Singing for the Brain” sessions were already taking place in Malmesbury, along</p>

	<p>with Memory Cafés. It was also noted that everyone at the abbey had become a dementia friend.</p> <p>Packs had been made available for each parish to take away from the meeting. Each pack contained information on community transport, and upcoming Legacy 2016 events. Ollie Phipps and Xina Hart were available to talk to the parish councils on this information and provide help with grant applications.</p>
13	<p><u>Area Board Funding</u></p> <p>Councillors were asked to consider the applications in the Community Area Grants report.</p> <p><b>Resolved</b></p> <ol style="list-style-type: none"> <li><b>1. To award Dauntsey Vale Link Scheme £3475 for the Dauntsey Croquet Club mains electrical connection.</b></li> <li><b>2. To award Dauntsey Parish Council £5000 for play equipment for Dauntsey Recreational Ground.</b></li> </ol>
14	<p><u>Urgent items</u></p> <p>None.</p>
15	<p><u>Evaluation and Close</u></p> <p>The next meeting of Malmesbury Area Board would be on Wednesday, 02 March 2016, 7.00 pm, at Malmesbury Town Hall - Assembly Rooms.</p>