

# MINUTES

**Meeting:** MALMESBURY AREA BOARD  
**Place:** Assembly Room - Town Hall, Cross Hayes, Malmesbury SN16 9BZ  
**Date:** 4 March 2015  
**Start Time:** 7.00 pm  
**Finish Time:** 9.10 pm

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Please direct any enquiries on these minutes to:

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## **In Attendance:**

### **Wiltshire Councillors**

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

### **Wiltshire Council Officers**

Clare Langdon, Manager - Green Economy Team  
Miranda Gilmour, Community Area Manager, Malmesbury  
Jessica Croman, Democratic Services Officer  
Matt Perrott, Highways Community Coordinator

### **Town and Parish Councillors**

**Little Somerford Parish Council – Tony Pooley, Deborah Bourne**

**St Paul Malmesbury Without Parish Council – Roger Budgen**

**Dauntsey Parish Council - Ellen Blacker**

**Malmesbury Town Council – Sue Poole, Andrew Woodcock, Catherine Doody,  
John Gundry, Gavin Grant and Julie Exton**

### **Partners**

Police – Inspector Dave Hobman

**Total in attendance: 36**

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<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
18	<p><u>Chairman's Welcome and Introductions</u></p> <p>The Chairman welcomed all those present at the meeting.</p>
19	<p><u>Apologies for Absence</u></p> <p>Apologies were received from:</p> <p>Kim Power – Malmesbury Town Council  John Tremayne – Easton Grey Parish Council  Terry Mockler – Hankerton parish Council  John Mathews – Sherston Parish Council  Mike Franklyn – Wiltshire Fire and Rescue Service  Martin Rae – MVCAP  Mark Allen – MVCAP  Dave Wingrove - Ashton Keynes Parish Council</p>
20	<p><u>Minutes</u></p> <p>The Minutes of the previous meeting held on 14 January 2015 were presented.</p> <p><b>Approved</b></p> <p><b>To approve the Minutes of the previous meeting as a true and accurate record.</b></p>
21	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>
22	<p><u>Chairman's Announcements</u></p> <p>The Chairman and Area Board Members made the following announcements:</p> <p>a. Wiltshire New Housing Allocation Policy</p> <p>The Area Board was referred to the announcement in the agenda pack and informed they could also access the information online.</p> <p>b. Safe Places</p> <p>Following the January Area Board a group of volunteers agreed to set up 'safe places' initially in Malmesbury and then rolling it out across the community area and already business are agreeing to participate. The scheme will provide a safe place for anyone in the community who needs a safe place whilst out in the town</p>

	<p>or villages. Once training has been completed the scheme will formally launch.</p> <p>Sue Poole, the town mayor, and the volunteers were thanked for their hard work and support.</p> <p>Local businesses who are interested in becoming a safe place were urged to contact Miranda Gilmour at <a href="mailto:Miranda.gilmour@wiltshire.gov.uk">Miranda.gilmour@wiltshire.gov.uk</a>.</p> <p>c. Warm &amp; Safe Wiltshire</p> <p>Warm &amp; Safe Wiltshire was a collaborative effort between Wiltshire Council, Wiltshire Fire &amp; Rescue and partners to help residents live in safer and healthier homes.</p> <p>The scheme can help improve energy efficiency, advise on benefit entitlement and advise on reducing the risk of falls and fires in the home. More information could be found at the Wiltshire Fire and Rescue website where people can also request a free home fire safety visit.</p> <p>The Area Board was asked to contact 0300 003 4575 or email <a href="mailto:WarmandSafe@wiltshire.gov.uk">WarmandSafe@wiltshire.gov.uk</a> If they knew someone who could benefit from this service.</p>
23	<p><u>Develop</u></p> <p>The Chairman welcomed Simone Lord to the Area Board.</p> <p>A presentation was given on DEVELOP and the volunteer opportunities in the community area. It was noted that DEVELOP was a charity organisation who provide group support to new and emerging groups, charities and volunteers in all areas of policy development, governance and providing volunteers. They could also assist with training, recruiting volunteers, mentoring, researching and marketing.</p> <p>The Malmesbury area currently had a low percentage of volunteers compared to other areas and DEVELOP are keen to increase this percentage and create volunteering opportunities. Currently the charity are training a volunteer co-ordinator, who would be based in the local area, who would provide advise on all of the services DEVELOP offer.</p> <p>A question was asked about tradesmen volunteers and it was noted that the volunteers can come from any background.</p> <p>The Chairman thanked Simone for her presentation.</p>
24	<p><u>Climate Local Initiative</u></p> <p>The Chairman welcomed Clare Langdon, Manager of Green Economy Team, to the Area Board.</p>

A presentation was given on the Council's plans to cut its own and residents carbon emissions and how the green agenda could be used to create new jobs and boost the economy.

A quiz was given based on Wiltshire's energy consumption. It was noted that Wiltshire Council had been aiming to reduce its carbon emission by tackling energy efficiency, affordable warmth, renewable energy and sustainable transport.

So far in the Malmesbury area the leisure centre has had a number of invest to save projects which have delivered energy efficiency and cost savings on fuel bills. The project installed technology to generate both electrical power and heat for the leisure centre. A combined heat and power unit has reduced the cost of running the leisure centre by using gas to generate electricity for use on site, instead of drawing it from the National Grid. Heat is a side product of this process and is used to warm the building and pool water, therefore reducing the need for additional heating. This installation has saved approximately £47,000 over the past two years of operation.

Lighting upgrades had also taken place across the leisure centre. On average 25 per cent of energy use at sports facilities is consumed by lighting. As well as improving energy efficiency, it is also important for sports lighting to be high quality in terms of light emitted, robustness and durability. The sports hall, swimming pool hall, studio, gym and reception areas have all benefited from new lighting, including the use of LED. The total estimated savings from these improvements, and the use of occupancy sensors is £5,700 a year.

Through the EU funded SEACS (sustainable energy across the common space) programme, an energy ambassador was employed by Wiltshire Council to work with schools for 18 months, from late 2012 to early 2014.

Sherston Primary School was one of nine schools that received in depth support from the SEACS ambassador. As well as identifying practical ways for the school to reduce its energy consumption, pupils took part in workshops to make them more aware of the energy the school uses. This included using a thermal imaging camera to show heat loss from the building.

Luckington Community Primary School also participated in this project. Pupils at the school joined others in Wiltshire to make posters reminding people to switch things off; as part of their campaign of awareness raising and energy reduction. A pupil at the school submitted the winning entry to the poster competition and the school received power saving devices for every PC and laptop as a prize.

Community Activity:

Since 2011 the Malmesbury and the Villages Community Area Partnership

	<p>(MVCAP) have had a website dedicated to identifying local community issues and addressing them by forming partnerships with local agencies, organisations and community service providers.</p> <p>One of the actions to come out of this voluntary group is the community led One Planet Action Plan, which focuses on four key areas:  Reduce our carbon footprint  Reduce our waste  MVCAP Sustainable Transport - Malmesbury Area Transport Hub  Improve local community facilities and voluntary services</p> <p>The Energy Resilience Plan aims to develop energy resilience in Wiltshire as a whole by helping to make the counties energy supply more secure, affordable and sustainable.</p> <p>A question was asked about heat prevention for homes and it was noted that within the core strategy there is provision to build energy resilient homes. In the past that had not been the case. It was also noted that the Malmesbury Neighbourhood Plan supported hydro electric and domestic solar panels.</p> <p>Another question was asked about wall cavity for solid walls. It was noted that due to solid wall cavity being very expensive the funding from the utility companies would not support this. Although the Green Deal would be worth looking into which supported home owners.</p> <p>The Chairman thanked Clare for the presentation.</p>
25	<p><u>Legacy</u></p> <p>Miranda Gilmour, Community Area Manager, gave a presentation on the Legacy for Wiltshire which highlighted events throughout 2014 and up and coming events in 2015.</p> <p>2014 was a great success throughout Wiltshire which help build closer links with communities and local businesses. Key event dates for 2015 included:</p> <p>March 26 – Business and sports dinner to support Olympians and Paralympians.</p> <p>May to September – The Big Pledge – Communities are encouraged to make a pledge whether it be big or small. The area Board and Communications would be happy to help and promote any events where they can.</p> <p>May 3 – 10 – Cycling festival</p> <p>June 13/14 – Community celebration in the Malmesbury Abbey (pending award of funding bid).</p> <p>June 15 – Magna Carta celebrations - Schools and local communities were</p>

	<p>being encouraged to take part in the Magna Carta celebrations by creating a new modern Magna Carta, school competitions, designing and making community baron's to be displayed or carried in the Wiltshire wide festivals and the Magna Carta parade on 15 June in Salisbury.</p> <p>September 6 to 12 – Walking festival</p> <p>It was noted that the event in the Malmesbury Abbey would be very appropriate considering the history.</p> <p>The Chairman thanked Miranda for the presentation.</p>
26	<p><u>Malmesbury Town Team Action Plan</u></p> <p>The chairman welcomed Gordon Macpherson, Chairman of the Malmesbury Town Team, who gave a presentation on the work of the Town Team. Extensive research had been carried out which highlighted that Malmesbury was not attracting many visitors to the area, pubs and leisure facilities were less occupied in the evenings, businesses need to promote themselves better and there was a negative mind set. It was noted that the information was a top line overview and that more detailed information was available on request.</p> <p>New members would always be welcomed to the Town team and it was essential for the community to have an input.</p> <p>A comment was made on the car parking review and the options available to comment on, with the paper going to Cabinet on the 17 March 2015, comments were being accepted on the review until the end of April. It was noted that there was an opportunity to transfer Burnham Road car park to the Town Council.</p> <p>The Chairman thanked Gordon for the presentation.</p>
27	<p><u>Station Yard Car Park Working Group</u></p> <p>The Station Yard Car Park Working Group's monitoring undertaken last summer had returned a surprisingly low response rate. It was mentioned that the youths could have possibly moved on and it was noted by the Police Inspector that, although he did not have exact figures to hand, disturbance figures were low.</p> <p>It was noted that disturbances at the Station Yard car park had reduced over the years because of better communication, collaborative working and pub watch, in which the Police were thanked.</p> <p>A number of options were discussed to deter any disturbances which included:</p> <p>Bolted down speed bumps High friction surfaces CCTV</p>

	<p>Shrub cover/ height Improved lighting</p> <p>It was noted that speed bumps, high friction surfaces and CCTV were expensive in relation to the level of concern and that lighting had already been improved.</p> <p>It was agreed to maintain the shrubs.</p> <p>A question was asked about using the car park at night. It was noted that many people did not use the car park out of fear and because it is a long way away from people's homes to walk in the dark.</p> <p>The Chairman thanked the working group for the report and urged local residents to keep watch.</p>
28	<p><u>Partner Updates</u></p> <p>a. Wiltshire Police</p> <p>A written update was provided.</p> <p>b. Wiltshire Fire &amp; rescue</p> <p>A written update was circulated.</p> <p>c. Wiltshire Clinical Commissioning Group</p> <p>A written update was provided.</p> <p>d. Malmesbury and the Villages Community Area Partnership (MVCAP)</p> <p>MVCAP were disappointed that they would no longer receive funding. A special thanks was given to the Area Board, Cllr John Thompson and Miranda Gilmour for their help and support.</p> <p>MVCAP would still exist as a charity and will do what they can to continue their work.</p> <p>The Chairman thanked MVCAP for their work/ help over the years.</p> <p>e. Good Neighbours</p> <p>A verbal update was given highlighting their achievements of raising £800. They had been working with safe places and befriending has been difficult, Age UK has been trying to develop some volunteering opportunities.</p> <p>f. Malmesbury Campus</p>

	<p>It was noted that a lot of work had been taking place around designing the building.</p> <p>g. Highways Community Co-ordinator</p> <p>A written update was provided.</p> <p>h. JSA Update</p> <p>There was no update.</p> <p>i. Young People</p> <p>It was noted that the LYN had been busy with the following:</p> <ul style="list-style-type: none"> <li>• LYN Management Group training event</li> <li>• 'We Will' charter created and signed by the members</li> <li>• A logo has been developed</li> <li>• New Facebook page</li> <li>• Online survey - over 800 responses so far and hoping to get close to 1000 before it closes on Friday.</li> </ul> <p>The Area Board was asked to agree the membership of the LYN and the allocated group roles and it was;</p> <p><b>Resolved</b></p> <p><b>To agree the group roles and new youth members as per the report.</b></p> <p>An urgent youth grant was presented and it was;</p> <p><b>Resolved</b></p> <p><b>To award Thrive Counselling £2100.</b></p> <p>j. Town and parish Councils</p> <p>It was noted that the river bank by Cotswold House had now been cleared. Thanks were given to Matt Perrott and the Area Board and congratulations were given to John Gundry for driving this work forward.</p>
29	<p><u>Community Issues Update</u></p> <p>Miranda Gilmour explained changes to the report regarding issues recommended for closure and referral and it was;</p> <p><b>Resolved</b></p>

	<p><b>To close the following issues:</b></p> <ul style="list-style-type: none"> <li>• <b>Issues 3851, 3846 &amp; 3823 - largely concern HGV on Callow Hill Brinkworth had been referred.</b></li> <li>• <b>Issue 3651 - Bus shelter request at Dauntsey St James – the petitioner failed to approach the parish council.</b></li> <li>• <b>Issue 3221 - Request for pavement in Charlton – the parish council had decided not to proceed.</b></li> <li>• <b>Issue 3226 - Dark Lane/Bristol Street Junction concerns – the matter has been resolved.</b></li> <li>• <b>Issues 3453, 3455, 3457 &amp; 3505 - Parking in Burnivale – Some lining has been undertaken and the remainder is scheduled.</b></li> <li>• <b>Issue 3574 - No Through Road sign requested for Reeds Farm – matter referred to relevant department.</b></li> </ul> <p><b>To recommend for referral to the Community Area Transport Group (CATG):</b></p> <ul style="list-style-type: none"> <li>• <b>Issue 3845 - Speeding on Callow Hill, Brinkworth.</b></li> <li>• <b>Issue 3800 - Road safety concerns Whychurch Hill.</b></li> <li>• <b>Issue 3761 - Pedestrians crossing the road needed on B4696 (Thames Path).</b></li> <li>• <b>Issue 3754 - Perceived speeding Ashton Keynes Road, Minety.</b></li> <li>• <b>Issue 3878 - Road safety on High Road Ashton Keynes.</b></li> <li>• <b>Issue 3879 - Pedestrian safety, Station Road, Minety.</b></li> </ul>
30	<p><u>Community Area Transport Group (CATG)</u></p> <p>A correction was provided in respect to the financial summary. The balance should have read: £24,239.86.</p> <p>Parish councils were reminded that they were responsible for contributing 25% towards CATG actions. It was noted that the Area Board at its next meeting would consider the top limit contribution costs for the Parish Councils.</p> <p>The Chairman was congratulated on his quick response and actions on the B4042.</p> <p><b>Resolved</b></p> <p><b>To note and approve the actions and recommendations of the 10 February 2015 Malmesbury CATG meeting.</b></p>

	<b>To approve the CATG budget balance.</b>
31	<p><u>Area Board Funding</u></p> <p>The Community Area Manager outlined the funding report and noted that the only capital funding would be available in the next financial year and it was;</p> <p><b>Resolved</b></p> <ol style="list-style-type: none"> <li><b>1. To award the Athelstan museum £4000 capital funding towards their phase 1 development to restore the former Moravian Church, subject to match funding being received.</b></li> <li><b>2. To award the Malmesbury tennis Club £5000 capital funding towards the cost of two courts and a mini tennis court.</b></li> <li><b>3. To award St Paul Malmesbury Without Parish Council £5000 capital funding towards the construction of a new walking link.</b></li> <li><b>4. To award Oaksey Parish Council £500 capital funding towards an auto-wider.</b></li> <li><b>5. To award Crudwell Village Hall Committee £2894.91 capital funding towards the tarmacking of their car park.</b></li> <li><b>6. To award Wilts &amp; Berks Canal Trust £1750 capital funding towards the provision of a disabled toilet, subject to the Parish Council supporting.</b></li> <li><b>7. To approve the allocation of funds of £1951.20 to the Malmesbury and Villages Community Area Partnership for 2015 legacy projects.</b></li> </ol>
32	<p><u>Evaluation and Close</u></p> <p>The Chairman thanked all those present for their attendance.</p> <p>The next meeting would take place on:</p> <p>Wednesday, 6 May 2015, 7.00 pm at the Crudwell Village Hall, Tetbury Lane, Crudwell SN169HB.</p>