

# MINUTES

**Meeting:** MALMESBURY AREA BOARD  
**Place:** Sherston Village Hall  
**Date:** 12 July 2017  
**Start Time:** 7.15 pm  
**Finish Time:** 9.00 pm

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Please direct any enquiries on these minutes to:

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## **Present:**

### **Wiltshire Councillors**

Cllr Toby Sturgis, Cllr Gavin Grant, Cllr John Thomson and Cllr Chuck Berry

### **Wiltshire Council Officers**

Ollie Phipps, Community Engagement Manager  
Becky Holloway, Democratic Services Officer  
Sarah Kelly, Emergency Plan, Resilience and Response (EPRR) Officer

### **Town and Parish Councillors**

Malmesbury Town Council – John Gundry  
St Paul Malmesbury Without Parish Council – Roger Budgen, Deborah Clogg  
Brinkworth Parish Council – Owen Gibbs, John Beresford  
Crudwell Parish Council – Mike Credicott  
Dauntsey Parish Council – Claire Blacker, Ian Chatterton  
Lea and Cleverton Parish Council – John Cull, Nigel Higginbottom  
Minety Parish Council – Adrian Read  
Sherston Parish Council – Cpt John Matthews

### **Partners**

Dorset and Wiltshire Fire and Rescue Service – Ade Hurren  
Health and Wellbeing Champion – Ellen Blacker

**Total in attendance: 25**

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<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
21	<p><u>Chairman's Welcome and Introductions</u></p> <p>The chairman welcomed everyone to the meeting.</p>
22	<p><u>Apologies for Absence</u></p> <p>Apologies were received from Kim Power.</p>
23	<p><u>Minutes</u></p> <p>The minutes from the two previous meetings were received and it was</p> <p><b>Resolved:</b></p> <p><b>To approve and sign as a correct record the minutes of the meetings held on 16 May and 31 May 2017.</b></p>
24	<p><u>Declarations of Interest</u></p> <p>Cllr Gavin Grant declared a non-pecuniary interest in agenda item 7 (minute 27) as chair of trustees at HEALS, the grant applicant. He declared he would not vote on this item.</p>
25	<p><u>Chairman's Announcements</u></p> <p><u>Consultation on the Draft Wiltshire Housing Site Allocations Plan</u>  The meeting's attention was drawn to the consultation period which had begun for the above document. The draft plan included sites in Crudwell and Oaksey. Four public exhibitions would be held in July and attendees at the meeting were encouraged to submit their comments before the closing date in mid-September.</p> <p><u>Malmesbury Dementia Action Alliance (DAA)</u>  The Malmesbury DAA had recently been launched and it was hoped that membership would extend to include the Area Board, local businesses, and community groups. The aim of the alliance was to create communities and spaces where people with dementia and their carers could feel safe and accepted.</p>
26	<p><u>Sherston Parish Council</u></p> <p>John Matthews and Mike Johnson gave a presentation on the work of Sherston Parish Council and the village shop.</p>

### Sherston Parish Council

Cpt Matthews shared some key statistics about the village including its demographics and features of interest. The village had a number of retail outlets as well as a village hall, primary school, GP surgery, church and allotments. The village was well served by local recreational groups and facilities and the village was held an annual boule competition which attracted 128 teams and included a separate youth contest. A parish newsletter, The Cliffhanger, was used to communicate with villagers. Sherston was fortunate in having upwards of 30 local employers which prevented it from becoming a dormitory village and allowed local shops and facilities to be supported. Key issues for the village included parking and traffic, and the development of neighbourhood plan. An emergency plan had also recently been created for the village. The majority of the precept raised by the parish council was spent on employing a parish clerk.

Cpt Matthews expressed his gratitude for the considerable amounts of time given by keen and active volunteers to supporting village activity. He concluded by thanking the Area Board for their support and expressing his opinion that despite the change from a district to unitary model, the parish felt closer to the council than in previous years.

### Village post office and general stores

Mike Johnson gave a talk on the establishment and operation of the village shop, which had opened in 2012 and was run by a Community Interest Company. The building had previously been the primary school which, after a village referendum, the parish council had bought. The operating company was self-financing, employing local people and paying back a community loan which had been taken out to finance the upfront refurbishment costs. After the loan was paid off, the proceeds from the business would go into village projects and facilities. The project had been made possible by local legacies and fundraising activities, and receipt of grants including from the Area Board. Along with work to make the property suitable for use as a shop, a second phase of the project had been undertaken to install office space and toilets which had enabled other units to be opened and let out to local businesses which brought in a regular rental income.

In response to questions, Mr Johnson explained that the Community Interest Company was run by a board of annually-elected directors and had around 250 members, mostly from the parish. The post office and store operated as a business, and was not reliant on volunteers or regular charitable or community grants. A suggestion was made that other similar groups in the community area could benefit from networking with one another and could provide support to villages planning similar projects. It was confirmed that Sherston parish council were already involved in doing this, with positive feedback.

The Chairman thanked Cpt Matthews and Mr Johnson for their presentations and for their continuing work in the parish.

27	<p><u>Local Youth Network Update and Applications for Youth Funding</u></p> <p>Richard Williams, the locality youth facilitator, gave an update on his recent work which included supporting an apprentice youth worker funded by a group of local churches, and working with the LYN to identify priority areas for spending the remainder of the youth fund for 2017/18.</p> <p>The Area Board then considered two applications to the youth fund.</p> <p>The application from HEALS for their Summer Holiday Programme was presented. Members discussed the value of the project and the ways in which Wiltshire Council and Malmesbury Area Board could support the programme of events planned. It was reported that funding from an alternative source funding had become available for the Falcon Summer Camp places. Members asked that the Community Engagement Manager and Locality Youth Facilitator worked to support HEALS in spending the grant and in seeking appropriate transport to and from planned activities.</p> <p>An application from Malmesbury Town Council was presented, for a number of recycled-art workshops to be run over the summer holidays. The resulting art work would be displayed in the Town Hall.</p> <p><b>Resolved:</b></p> <p><b>To delegate authority to the Community Engagement Manager and Locality Youth Facilitator to award up to £2000 to HEALS to support the delivery of their Summer Holiday Programme.</b></p> <p><b>To award £240.00 to Malmesbury Town Council to run recycled art workshops.</b></p>
28	<p><u>Partner Updates</u></p> <p>The Chairman drew the meeting's attention to the written reports in the agenda pack and invited partners to give verbal updates. A request was made that the community update report from Wiltshire Police to town and parish councils be re-continued.</p> <p><u>Dorset and Wiltshire Fire and Rescue Service</u></p> <p>The written report was tabled (appended) and Ade Hurren gave a verbal update. A new chairman had been appointed for the fire authority, and in response to recent events, work had been done to check the safety and evacuation procedures of high-rise residential buildings in the region. Fire teams had been trained in using defibrillators and these were now carried on board. There was currently a recruitment drive for on-call firefighters, particularly those able to work during the day and at weekends. In response to questions, it was confirmed that the location of fire hydrants was not in the public domain, but that members of the public would be encouraged to report any damage to them. In</p>

	<p>very rural areas of the county, postcodes would not always direct fire crews to the right location and anyone with concerns about specific areas should contact their local service.</p> <p>Members thanked the officer for the response of the fire service to the Grenfell Tower incident and for the service’s ongoing work to help Wiltshire residents to improve their fire safety understanding.</p> <p><u>Riverside Community Centre</u>  Ellen Blacker gave an update on the centre which was operating well with trustees putting in a lot of effort. Lots of new groups had been established to fill the centre, users were not solely those who had moved in from elsewhere. Feedback had been very positive and the board were in the process of reviewing what was and wasn’t working in order to encourage a more diverse range of centre users.</p> <p><u>Health &amp; Wellbeing Champion</u>  Ellen Blacker reported that client numbers went down during the summer but that these would increase again as autumn came. The two monthly lunch clubs continued to be popular and more volunteers were needed. Dementia Friends had met their target nationally of training 2 million friends, and the Dementia Action Alliance now established in Malmesbury would operate as an umbrella organisation for supporting communities to become dementia-friendly.</p> <p>Members thanked Ellen for her updates and reminded parish councillors that a letter had been circulated seeking funding to support the older people’s champion’s work.</p>
29	<p><u>Malmesbury Area Community Trust</u></p> <p>Phil Rice gave a presentation on the work of the Malmesbury Area Community Trust. The Trust had originated in the 18<sup>th</sup> century from a legacy left by a Malmesbury resident for the education of the town’s children. This later amalgamated with the Elizabeth Hodges Trust and until recently, had managed a small grant fund, awarding around 4 grants a year to people and organisations who were in need of the funding. The Trust was managed by a diverse board of trustees with a range of experiences, and grant recipients included schools, families, community groups, and individuals. Four years ago, a much greater amount of funding had become available to the trust and this had increased the size and number of grants that the Trust were able to award. Increased efforts had been made to publicise the funds on offer. Anyone interested in applying for funding should get in touch.</p> <p>The Chairman thanked Mr Rice for his presentation and congratulated him on taking on the increased demands of the role in more recent years.</p>

<p>30</p>	<p><u>Emergency Planning for Parish Councils</u></p> <p>Sarah Kelly, Emergency Plan, Resilience and Response (EPRR) Officer, gave a presentation on emergency planning in parishes.</p> <p>The officer explained that the purpose of an emergency plan was to ensure thought had been given to the different risks that communities may be subjected to, and the people within those communities would may be most vulnerable in an emergency. Examples given of potential risks included flooding, snow-blockages, flu epidemics, and power outages. A community risk register was available online to aid parish council's with writing their plans and could be accessed at: <a href="http://wiltshireandswindonprepared.org.uk/">http://wiltshireandswindonprepared.org.uk/</a> Plans should also include mitigation factors as well as response procedures, for example promotion of smoke alarms, and awareness of the Run-Hide-Tell national guidance.</p> <p>The officer explained that 60 designated rest centres had been identified across the county for use in times of emergency, ranging from village halls and community centres, some schools and most of the county's leisure centres. Venues did not need to be on the list to be included in an emergency plan and the main criteria was space for enough people and access to chairs and tables and facilities for making tea. A resilience fund was available from SSE for local communities to apply for up to £20,000 of work to improve community resilience. Details of the grant scheme were available online.</p> <p>Local knowledge was invaluable in developing plans as experience of past problems and particular trouble-areas would help in identifying what the plan should cover. Emphasis was put on keeping plans up to date: to include any new housing developments, main roads, water pipelines or substations etc. Keeping emergency plans up to date was also important for enabling local authority officers to get in touch with parish contacts when incidents occurred and to support the emergency services in finding rural or isolated locations.</p> <p>Parish Councils were encouraged to send their emergency plans in to the EPRR team at Wiltshire Council.</p> <p>The Chairman thanked the officer for her presentation and explained that the Area Board would like to work with parishes to ensure they were adequately trained and prepared.</p>
<p>31</p>	<p><u>Area Board Funding</u></p> <p>One application to the Community Area Grant fund had been received from Minety Village Hall for £4524 to insulate the building in preparation for a new heating scheme being planned.</p> <p><b>Resolved:</b></p> <p><b>To award £4524.00 to Minety Village Hall for hall repairs and upgrades</b></p>

32	<p><u>Dementia Friends</u></p> <p>This item was deferred to a future meeting.</p>
33	<p><u>Community Area Transport Group</u></p> <p>The notes from the CATG meeting held on 13 June 2017 were received and it was reported that additional funding had now been allocated to CATG for pavement improvement work. Following recommendations from the CATG, it was</p> <p><b>Resolved:</b></p> <p><b>To allocate £5000 towards a substantive bid for a new footway on Holloway Hill (aka Wychurch Hill), Malmesbury (issue 3963)</b></p> <p><b>To allocate £5000 towards a substantive bid for traffic calming measures in Oaksey (issue 4391/4660)</b></p>
34	<p><u>Urgent items</u></p> <p>There were no urgent items.</p>
35	<p><u>Evaluation and Close</u></p> <p>It was reported that the Wiltshire Council business plan was available online and could be downloaded here: <a href="http://www.wiltshire.gov.uk/council-democracy-business-plan">http://www.wiltshire.gov.uk/council-democracy-business-plan</a></p> <p>The Chairman thanked everyone for their attendance and reminded Members that the next meeting of Malmesbury Area Board would be held on Wednesday 6 September 2017 in Crudwell Village Hall.</p>

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## Malmesbury Area Board - Report 12<sup>th</sup> July 2017

### New Fire Authority Chairman

Dorset & Wiltshire Fire and Rescue Authority has a new Chairman.

At its meeting on 27 June, **Cllr Spencer Flower** (Dorset County Council – Verwood) was unanimously elected into the role.

He replaces Cllr Rebecca Knox, who had been Chairman since 1 April 2016, when the new Authority came into being.

The Authority's Vice-Chairman remains Cllr Garry Perkins (Swindon Borough Council – Haydon Wick).

### Grenfell Tower

Since the last Area Board meeting we have all been shocked by the events of 14<sup>th</sup> June when a serious fire claimed the lives of so many at Grenfell Tower in London.

Dorset & Wiltshire Fire and Rescue Service is working with building owners to inspect and check almost 250 high rise residential tower blocks across its area, following the tragedy.

Fire crews are visiting 202 blocks of five to eight storeys, most of which fall within the local authority areas of Bournemouth and Poole. In addition, fire safety officers are focusing on a further 40 blocks of nine storeys and above.

Amongst the areas being checked by the Service are fire risk assessments, means of escape from the building, fire doors, fire alarms, evacuation plans and emergency lighting.

Dorset & Wiltshire Fire and Rescue Service continues to promote the fitting of sprinkler systems in all buildings, as they are known to save lives and reduce property damage. This was proven earlier this month, when a sprinkler system prevented a flat fire in Poole from spreading out of control.

We continue to work with local authorities, developers, and tenants to help ensure that the fire safety arrangements in high rise accommodation is safe and appropriate.

The advice provided is based on effective fire safety arrangements in the building including effective compartmentation and protected means of escape.

If there is a fire inside a flat or maisonette our advice is to alert all the people in the flat and leave, closing all doors on the way out. The stairs rather than the lift should always be used and 999 called as soon as the individual is in a safe place.

If there is a fire elsewhere in the building then the structure of flats – walls, floors and doors– is designed to give appropriate protection. It is usually safer to stay in the flat unless the heat or smoke from the fire is having an effect. If someone stays put, they should still immediately call 999 for advice and to ensure that FRS crews have been notified.

The majority of purpose built blocks of flats will not be designed with a common alarm system within the building. Each flat will have their own stand-alone detection and alarm which will not normally be linked to any other area of the block.

Of course, once a 999 call is made and firefighters arrive at the fire, this advice may be reinforced or changed depending on the nature of the fire and the performance of the particular building.

### **Defibrillators**

All frontline Fire Appliances have now been issued with defibrillators as part of the programme to improve the Emergency Medical Response provided by the Fire & Rescue Service. This can only benefit the local community in ensuring vital lifesaving equipment is readily available.

### **Response**

#### **Total Incidents attended by DWFRS for Malmesbury Area; 19/05/17 – 08/07/17.**

DWFRS have responded to 20 incidents on Malmesbury’s station ground between the dates above categorised in the table below.

The number of fires includes an accidental dwelling fire where a tea towel was left on a hob.

The number of special services include 2 Road Traffic Collisions

<b>Category</b>	<b>Total Incidents</b>
False Alarm	13
Fire	3
Special Service	4
<b>Total</b>	<b>20</b>

#### **Response Times (Time of call received by Control to FRS resource at scene)**

The average response time for the incidents in this period is 12 minutes. Response times ranged from 3 mins to 20 mins.

### **Recent Notable Incidents**

There have been no incidents of particular note over this period.

### **Community Engagement**

Dorset & Wiltshire Fire and Rescue Service provides a free service called a Safe and Well visit. We will visit a person's home by appointment and discuss any safety issues in the home. We will also have a conversation about improving an individual's health and well-being.

If you or someone you know need a smoke alarm, some advice or are worried about what to do in an emergency, contact us for a free Safe and Well visit;

<http://www.dwfire.org.uk/safety/safe-and-well-visits/>

### **Community Safety Plan**

DWFRS Community Safety Plan 2016 – 2020 outlines our plans for the future. It explains the diverse services we provide and how we plan to improve and deliver them over the four-year period. The plan can be found on the DWFRS website <http://www.dwfire.org.uk/community-safety-plan/>

### **On-Call Recruitment**

Malmesbury Fire Station is crewed by part time "On-Call" Fire fighters. To maintain the availability of the fire engine at the station we are recruiting for On-Call Fire fighters. We are particularly interested in people who could provide availability at weekends. If you are interested or know anyone who might be interested, please visit our website (check the link below) or contact our HR team on 01722 691444.

<https://www.dwfire.org.uk/working-for-us/on-call-firefighters/>

Ade Hurren

District Commander, Chippenham, Corsham and Malmesbury.

Email: [ade.hurren@dwfire.org.uk](mailto:ade.hurren@dwfire.org.uk)

Tel: 01722 691206 | Mobile: 07739 899635

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# Planning for Emergencies

Sarah Kelly

EPRR Officer, Wiltshire Council

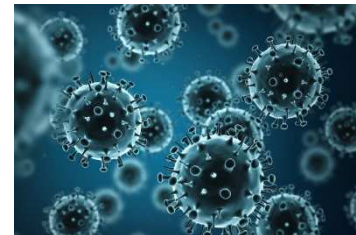
# Topics

- Risks – What is your area most vulnerable to?
- Planning for these risks
- Response – Multi-agency



# Risks

- Know your local area
  - Is there anything specific which could cause an issue?
- What has happened in the past?
- Has anything new been developed?
- Do you have any vulnerable people nearby?



# Planning

- Orientation
  - Pre
- Mitigation
  - Small

RUN



HIDE



TELEPHONE



Has a deliberate attempt been made to **HIDE** the item?



Does the item have **OBVIOUSLY** suspicious characteristics?



Is the item **TYPICAL** of what you would expect to find in this type of location?

## Unattended Item Procedure

1. Complete **HOT** assessment on the item (above)
2. Check whether anyone nearby knows anything about the item or where it came from
3. If you believe the item poses a hazard:
  - a) Notify Management
  - b) Begin to move people away from the item
  - c) Do not use mobile phones or radios within 15m of item



# Response

- Always ring 999 if you need to
- Do you know what to do and where to go?
- What happens
- What you can do



Thank  
You

