

# MINUTES

**Meeting:** MALMESBURY AREA BOARD  
**Place:** Malmesbury Town Hall, Cross Hayes, Malmesbury, SN16 9BZ  
**Date:** 7 September 2011  
**Start Time:** 7.00 pm  
**Finish Time:** 9.20 pm

---

Please direct any enquiries on these minutes to:

Alexa Smith (Democratic Services Officer)

Tel: 01249 706610 or email: [alexa.smith@wiltshire.gov.uk](mailto:alexa.smith@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 Carole Soden and Cllr Toby Sturgis

### **Wiltshire Council Officers**

Miranda Gilmour, Community Area Manager  
Barbara Gray, Events and Sponsorship Manager  
Alexa Smith, Democratic Services Officer  
Jacqui White, Service Director Shared Services & Customer Care

### **Town and Parish Councils**

Malmesbury Town Council – Andrew Carnegie, Steve Cox\*, Catherine Doody, Charles Vernon and Andrew Woodcock  
Brinkworth Parish Council – John Beresford\* and Roy Guest  
Charlton Parish Council – Simon Burne\*  
Crudwell Parish Council – Terry Fraser and Ian McKay\*  
Dauntsey Parish Council – Ellen Blacker\*  
Lea & Cleverton Parish Council – John Parmiter  
Little Somerford Parish Council – Deborah Bourne  
Minety Parish Council – Graham Thorne\*  
Norton & Foxley Parish Council – Peter Campaigne\* and Hugh Pitman  
Oaksey Parish Council – Robin Rogers\*

Sherston Parish Council – Martin Rea\*

St Paul Malmesbury Without Parish Council – Roger Budgen and Roger Lee\*

### **Partners**

Wiltshire Police – Sergeant Martin Alvis and Inspector Chris Martin

Malmesbury & the Villages Community Area Partnership – Mark Allen, Alison Cross-Jones, Julie Exton, Peter Gilchrist and Sid Jevons\*

Chamber of Commerce – Ruth Jeffrey

Wiltshire Assembly of Youth/ UK Youth Parliament/Malmesbury Area Board – Chloe Harris-Alba

Wiltshire and Gloucestershire Standard – Tina Robins

\* = Denotes nominated representative

**Total in attendance: 72**

---

<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 everyone to Malmesbury Area Board and introduced the Councillors and Officers present to the new faces in the room.</p>
2.	<p><u>Apologies for Absence</u></p> <p>Apologies were received from Paul Baker (Chamber of Commerce), Bill Blake (Malmesbury Town Council), John Cull (Lea and Cleverton Parish Council), Mike Franklin (Wiltshire Fire and Rescue Service), Owen Gibbs (Brinkworth Parish Council), Graham Harrop (Little Somerford Parish Council), Mike Jones (Little Somerford Parish Council), George Lynham (Luckington and Alderton Parish Council), Terry Mockler (Hankerton Parish Council), Tony Pooley (Little Somerford Parish Council), Stephanie Stephenson (Wiltshire College), Mark Wilkins (Charlton Parish Council) and James York-Moore.</p>
3.	<p><u>Minutes</u></p> <p>The minutes of the meeting held on 29 June 2011 were approved and signed as a correct record.</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 Chairman drew attention to the written announcements included in the agenda pack. Information was provided about the new mini agendas that were produced as a trial cost saving exercise for the meeting, Jane Scott, Leader of Wiltshire Council, attending the next Area Board meeting on 9 November 2011, the new waste and recycling collection service and Wiltshire's new 'Warm and Well' free home insulation scheme.</p> <p>Additional information was provided about the new use of video recording. Presentations from the meeting would be filmed and then could be watched by members of the public on You Tube.</p> <p>The Chairman was pleased to announce that Malmesbury and Sherston had been successful in their applications and been awarded funding from the Department for Communities and Local Government to develop Neighbourhood Plans as part of the Neighbourhood Planning Front Runners Scheme.</p>
6.	<p><u>Partner Updates</u></p> <p>The Chairman noted the written updates from partners included in the agenda</p>

	<p>pack. He invited partners to speak if they had further information for the meeting and highlighted this was an opportunity for members of the public to ask questions.</p> <ol style="list-style-type: none"> <li>a. Sergeant Martin Alvis reported there had been a reduction in criminal damage. Wiltshire Police was launching a new telephone number from 19 September and there would be a road show providing more information on this date in the town.</li> <li>b. Mike Franklin had provided in advance of the meeting a written update in addition to that in the agenda pack, please find attached.</li> <li>c. The written update from NHS Wiltshire was noted.</li> <li>d. The written update from Malmesbury and the Villages Community Area Partnership was noted. The annual general meeting of the Partnership would be held on 27 September 2011 in the town hall and this would be followed by the next community safety meeting. The Partnership were organising a charity quiz night on Sunday 25 September 2011 at The Kings Arms in Malmesbury from 7.30 pm. Tickets cost £15 for a team of four people and were on sale at The Kings Arms or by calling 01666 390110.</li> <li>e. Steve Cox informed the meeting that the Town Council had had discussions with Westlea Housing Association regarding the use of land in Katifer Lane for residents parking. Work was ongoing on improving local cycle and footpaths. The Town Council had been involved in a successful kite festival, WOMAD festival and Malmesbury Carnival. A meeting was scheduled to discuss holding celebration events for the Olympics and the Jubilee.</li> </ol> <p>Chloe Harris-Alba would be attending the House of Commons to debate youth issues in her role as representative for the United Kingdom Youth Parliament. She would be feeding back to young people through school assemblies.</p> <p>Ted Palmer requested more information about the Youth Parliament.</p> <p>Councillor Killane then provided an update on progress on the Filands Community Park. £65,000 of Section 106 funding was available for the project. A community group had chosen a design and work was due to commence in late September 2011. The group would come to an Area Board meeting once the project had been completed.</p>
7.	<p><u>Help to Live at Home</u></p> <p>Councillor Thomson gave an update on his Cabinet responsibility for Adult Care, Communities and Housing. He explained that his responsibility was for a budget of approximately £160 million and this was mostly to fund Adult Care. There had been a huge growth in demand for this service as people were living longer and the present focus for Wiltshire Council was delivering the service that people wanted which was support for people in their own home.</p>

	<p>Councillor Thomson was followed by a presentation by Nicola Gregson, Head of Commissioning for Care, Support and Accommodation. The presentation included the following main points:</p> <ul style="list-style-type: none"> <li>• A two year programme was underway to improve the services provided by Adult Care.</li> <li>• Research had found out that resources were being wasted because of duplication of effort.</li> <li>• There were too many groups involved in the provision of care meaning that people did not know who to turn to.</li> <li>• Particular concerns of vulnerable individuals were; having an accident in the middle of the night, the need for small acts of help, such as mowing the lawn and feelings of loneliness and isolation.</li> <li>• The Wiltshire Council and NHS response: in Malmesbury the contract for council funded care had been awarded to Leonard Cheshire. This would mean one organisation instead of eight. The service would aim to go beyond domiciliary care and enable individuals to live their lives as independently as possible. There would be a new Telecare service available to the whole population and a new equipment service with the provision of practical help.</li> <li>• Work was in hand to ensure continuity of care with carers being brought on to decent terms and conditions.</li> <li>• The changes were being discussed with people in receipt of care which were being supported with a helpline and home visits.</li> </ul> <p>The presentation was followed by a question and answer session. This included the following main issues:</p> <ul style="list-style-type: none"> <li>• Personal positive feedback about the service provided by Leonard Cheshire.</li> <li>• Monthly coffee mornings were held in conjunction with Malmesbury Town Council by The Beeches Homecare Services.</li> <li>• Finding ways to publicise the befriending scheme run by Age UK.</li> <li>• Finding ways to value older people in the community.</li> <li>• The new Telecare service provided by Wiltshire Council would not rely on having a friend or family member able to respond to alerts.</li> <li>• Independent testers would trial the new Wiltshire Council service.</li> <li>• A new older person's champion had been appointed as a direct contact for the older community.</li> <li>• Concern was raised regarding the disruption of care with the new provision.</li> </ul>
8.	<p><u>Area Board Funding</u></p> <p>The Chairman thanked Derek Tilney from the Malmesbury River Valleys Trust for the bird eggs display stand that was available to view before the meeting. The area board had contributed towards their funding earlier in the year.</p> <p>Consideration was given to the three applications made to the Community Area</p>

	<p>Grants Scheme.</p> <p><b><u>Decision</u></b>  <b>Malmesbury Bowls Club were awarded £1,495 towards the replacement of a heating boiler in the club house.</b></p> <p><b><u>Reason</u></b>  <i>The application meets the 2011/12 grant criteria and it would help to maintain community facilities.</i></p> <p><b><u>Decision</u></b>  <b>Luckington Children’s Playground Charity were awarded £3,959 towards the second phase of the playground.</b></p> <p><b><u>Reason</u></b>  <i>The application meets the 2011/12 grant criteria and it would help to provide community facilities.</i></p> <p><b><u>Decision</u></b>  <b>Minety Village Hall were awarded £1,162 towards provision of UPVC cladding to the outside of the building, conditional on planning permission being received if required.</b></p> <p><b><u>Reason</u></b>  <i>The application meets the 2011/12 grant criteria and it would improve village hall facilities.</i></p> <p>Councillors were asked to consider a request to improve parking for residents in Glovers Court, Malmesbury, through transfer of ownership of the land to Westlea Housing Association. A presentation was given by Sheena Mac Brayne and Anna Haggerty in support of the application. This was followed by a short public debate and those at the meeting were asked to express their support or otherwise for the application by using the electronic voting handsets. Of the 54 people who voted, seventy six percent voted in support of the application and twenty four percent voted against the application.</p> <p><b><u>Decision</u></b>  <b>£2,000 was awarded as an Area Board/Councillor led initiative to improve parking for residents in Glovers Court, through legal and advertising costs for a ‘Stopping Up Order’ of parking bays, conditional on this sum being matched by Westlea Housing Association.</b></p>
9.	<p><b><u>Community Issues Update</u></b></p> <p>The Chairman explained that the Area Board had received the following list of streets (with postal codes) from the Town Council where they suggested residents should qualify to purchase permits to use the long stay car park in Station Road. He advised there was space for fifty cars to use this scheme and</p>

that permits would be issued on a first come first served basis:

Abbey Row  
Back Hill  
Burnham Road  
Burnivale  
Foundry Road  
Gloucester Road  
Gloucester Street  
High Street  
Hudson Road  
Ingram Street  
Katifer Lane  
Lovers Lane  
Market Cross – (restrict to Whole Hog, Old Water Tower and Abbeyfield)  
Mill Lane  
Oxford Street  
Silver Street  
St Dennis Road  
St Mary's Street  
The Triangle  
West Street

**Decision**

**Malmesbury Area Board approved the above list of streets. Officers would contact the residents concerned about the permit scheme and invite them to apply.**

The Community Area Manager provided a summary of current community issues and the Area Board were asked to agree those to be closed and/or sent to the Community Area Transport Group.

Amy Franklin asked for clarification about concessionary parking for businesses in the town and especially in Station Yard long stay car park.

**Decision**

**The Area Board would close the following issues:**

**Issue 1574, a Community Payback Scheme undertaken in Grove Wood, Sherston had been completed.**

**Issues 334 and 620, two highways issues in Ashton Keynes and Dauntsey, were now being addressed and funded through the Malmesbury Community Area Transport Group (CATG).**

**Issue 1494, concerning the poor state of the B4040 (Holloway Road), had recently been re-patched and was on the current list for further work in 2012/13.**

	<p><b>Issue 1492, related to repeat repairs to the road outside the Bell Hotel and in the High Street, would be addressed in the autumn when the High Street was re-surfaced.</b></p> <p><b>Issue 906, related to an unclassified road between Lea and Cleverton, was on the current highways list for 2012/13.</b></p> <p><b>Issue 1537, related to a Community Speedwatch request for a metro count. The results of the metro count showed there was not a speeding issue at Bustlers Hill, Sherston.</b></p> <p><b><u>Decision</u></b>  <b>Issue 1809, related to pedestrian safety in Oaksey and a church footpath, would be referred to the Malmesbury Community Area Transport Group (CATG).</b></p>
10.	<p><u>Community Area Transport Group Update</u></p> <p>The Area Board were asked to consider and approve a recommendation from the Malmesbury Community Area Transport Group for a small scale transport and highway improvement scheme.</p> <p><b><u>Decision</u></b>  <b>Malmesbury Area Board would allocate £1,696 to undertake a topographical survey related to pedestrian safety in the area of Sherston High Street.</b></p>
11.	<p><u>Section 106 Update</u></p> <p>A request had been made by Malmesbury Area Board for an update on the money secured through Section 106 agreements in the community area over the last seven years, in response to concern raised in the local press. This information was provided in the agenda pack.</p> <p>An exercise was currently being carried out to capture all Section 106 agreements in Wiltshire and to unify the procedures employed by the previous district and county councils. Malmesbury community area was being provided with a preview of this information. In future the agreements would be published on the website and would feature on the agenda for the Area Board on at least an annual basis.</p> <p>Section 106 monies were defined in the Town and Country Planning Act 1990 as:</p> <p>“Section 106 allows a local planning authority to enter into a legally-binding agreement or planning obligation with a landowner in association with the granting of planning permission. The obligation is termed a Section 106 Agreement.</p>



	<p>These agreements are a way of delivering or addressing matters that are necessary to make a development acceptable in planning terms. They are increasingly used to support the provision of services and infrastructure, such as highways, recreational facilities, education, health and affordable housing.”</p> <p>Questions about specific agreements should be submitted in writing to the Community Area Manager, Miranda Gilmour, email: <a href="mailto:miranda.gilmour@wiltshire.gov.uk">miranda.gilmour@wiltshire.gov.uk</a>.</p> <p>Kim Power asked for a definition of Public Open Space.</p>
12.	<p><u>Newnton Grove</u></p> <p>In an amendment to the agenda, this item related to Newnton Grove. Councillor Killane explained this was the old outdoor swimming pool site and an example of a Section 106 agreement. £30,000 had been received as compensation for development with respect to the parking issues that were raised. A community group had come up with a proposed design showing improvements to the parking provision and were working with Westlea and the highways department on this.</p>
13.	<p><u>Request for Community Asset Transfer</u></p> <p>The Area Board were asked to approve a request from Crudwell Parish Council to transfer the Memorial Garden Crudwell from Wiltshire Council to Crudwell Parish Council.</p> <p><b><u>Decision</u></b>  <b>To transfer the Memorial Garden Crudwell from Wiltshire Council to Crudwell Parish Council, conditional on officers ensuring that all necessary access to the site was ensured to enable the council and other agencies to fulfil their statutory duties and that a review and amendments were made to the land required by the council to identify whether the land currently known as the Memorial Garden was surplus to Wiltshire Council’s requirements.</b></p>
14.	<p><u>Parish and Town Council Engagement 2011</u></p> <p>The Community Area Manager provided feedback on meeting with representatives from the town and parish councils at two ‘Tea and Talk’ sessions, as in the agenda pack. Section 106 and Public Open Space had been the theme of the meetings, which had left little time to discuss concerns about Malmesbury area board.</p> <p>Some parishes in Councillor Soden’s division had expressed the desire to have a question and answer session with a senior planning officer in order to improve understanding of the rules related to planning applications, appeals and enforcement.</p>

	<p>The Chairman explained that concern had also been raised about the use of the gravel pits at Ashton Keynes.</p> <p><b><u>Decision</u></b>  <b>'Tea and Talk' sessions would be offered to town/parish councils in 2012 as they were felt to be useful.</b></p> <p><b><u>Decision</u></b>  <b>A special event would be arranged for all town/parish councils to enable them to discuss planning issues, to discuss local concerns and obtain advice from a relevant officer from Wiltshire Council, probably before an area board meeting.</b></p> <p><b><u>Decision</u></b>  <b>An opportunity would be arranged for all town/parish councils concerned to discuss issues related to restoration of local gravel pits.</b></p>
15.	<p><b><u>Public Consultation</u></b></p> <p>Written information was provided showing feedback on the draft Wiltshire Core Strategy, as in the agenda pack. It was commented that the initial responses received had focused on the town rather than the whole of the Community Area.</p> <p>This was followed by a short opportunity to ask questions. A question was raised by a representative from Oaksey Parish Council regarding how a village was categorised as a large village or a small village and the planning implications of this categorisation.</p> <p><b><u>Decision</u></b>  <b>The categorisation of a village as large or small and the planning implications of this would be investigated and reported back to the individual concerned.</b></p>
16.	<p><b><u>Evaluation and Close</u></b></p> <p>Councillor Killane emphasised that it was possible to register for a free garden waste bin by 30 September 2011. Registration could be undertaken online via the following link: <a href="http://www.wiltshire.gov.uk/rubbishrecycling/gardenbin.htm">http://www.wiltshire.gov.uk/rubbishrecycling/gardenbin.htm</a>.</p> <p>The Chairman thanked everyone at the meeting. He noted that in the evaluation of the June Area Board meeting, the welcome to the meeting, though rated as good, was an area that could be improved. He invited people to leave their suggestions to improve the welcome on the sticky notes that were available on each table.</p>