

MINUTES

Meeting: MALMESBURY AREA BOARD
Place: Crudwell Village Hall, Tetbury Lane, Crudwell SN16 9HB
Date: 4 July 2012
Start Time: 7.00 pm
Finish Time: 9.00 pm

Please direct any enquiries on these minutes to:

Alexa Smith (Democratic Services Officer), on 01249 706610 or email:
alexa.smith@wiltshire.gov.uk

Papers available on the Council's website at www.wiltshire.gov.uk

In Attendance:

Wiltshire Councillors

Cllr Simon Killane (Vice Chairman), Cllr Carole Soden and Cllr Toby Sturgis

Wiltshire Council Officers

Miranda Gilmour, Community Area Manager
Alexa Smith, Democratic Services Officer
David Ashdown, Technical Support Officer

Town and Parish Councillors

Malmesbury Town Council – Kim Power, Ray Sanderson and Andrew Woodcock
Ashton Keynes Parish Council – John Marsh
Brinkworth Parish Council – John Beresford and Owen Gibbs
Charlton Parish Council – Simon Burke
Crudwell Parish Council – Gerda Hayes and Ian McKay
Hankerton Parish Council – Terry Mockler
Lea & Cleverton Parish Council – John Cull and John Parmiter
Little Somerford Parish Council – Tony Pooley
Luckington Parish Council – George Lynham
Sherston Parish Council – Martin Rea
St Paul Malmesbury Without Parish Council – Roger Lee

Partners

Wiltshire Police – Sergeant Martin Alvis and Inspector Chris Martin
Wiltshire Fire and Rescue Service – Damian Bence and Mike Franklin

Network Rail – Robin Basu and Ross Mahoney
Wiltshire and Gloucestershire Standard – Laura Shack
Young people – Chloe Harris-Alba

Total in attendance: 41

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
1	<p><u>Appointment of Area Board Chairman</u></p> <p>Councillor Simon Killane sought nominations for the position of Chairman of the Malmesbury Area Board for the 2012/13 forthcoming year. Councillor John Thomson was nominated in his absence from the meeting. The Democratic Services Officer confirmed Councillor John Thomson had provided written consent to be nominated.</p> <p><u>Decision</u> Councillor John Thomson was elected Chairman of the Malmesbury Area Board for the 2012/13 forthcoming year.</p>
2	<p><u>Appointment of Area Board Vice Chairman</u></p> <p>Councillor Simon Killane explained that he was unable to chair this item as he was standing for Vice Chairman. As such he sought nominations for a councillor to chair this item only.</p> <p><u>Decision</u> Councillor Carole Soden was elected as Chairman for this item only.</p> <p>Councillor Carole Soden sought nominations for the position of Vice Chairman of the Malmesbury Area Board for the 2012/13 forthcoming year.</p> <p><u>Decision</u> Councillor Simon Killane was elected Vice Chairman of the Malmesbury Area Board for the 2012/13 forthcoming year.</p> <p><u>Councillor Simon Killane in the Chair.</u></p>
3	<p><u>Appointments to Outside Bodies and Working Groups</u></p> <p>The appointments to outside bodies would be as below for 2012/13:</p> <p>Malmesbury Activity Zone Leisure Centre Advisory Committee – Councillor Killane Malmesbury and Villages Community Area Partnership – all four councillors would attend as required Malmesbury Community Trust – Councillor Soden and Councillor Thomson Youth Advisory Group – Councillor Thomson</p> <p>Councillor Soden spoke about her work with Malmesbury Community Trust. Councillor Soden was a founding member of the group, which focused on elderly and vulnerable people. Over the last year, Malmesbury Community Trust had been working successfully with the Elizabeth Hodges Trust, which aimed to</p>

	<p>help young people. Malmesbury Community Trust were now looking to reach out to other small trusts and charities to form partnerships to share ideas and pool resources. Their annual general meeting would take place on 10 September at Malmesbury Town Hall at 6.15 pm and all were invited.</p> <p>The appointments to the Community Area Transport Group and the Cowbridge working group were agreed for 2012/13, as included in the agenda pack.</p> <p>The terms of reference for CATG were agreed, as attached (a small amendment from the document circulated in the agenda pack).</p>
<u>Appendix 2 CATG TOR</u>	
4	<p><u>Chairman's Welcome and Introductions</u></p> <p>The Chairman welcomed those present to Crudwell Village Hall.</p>
5	<p><u>Apologies for Absence</u></p> <p>Apologies had been received from Ellen Blacker (Dauntsey Parish Council), Gareth Brown (Youth Development Coordinator), Frances Goldstone (Malmesbury River Valleys Trust), Ian Mace, Adam Margetts, Shaun Martin, Tina Robbins (Wiltshire and Gloucestershire Standard), John Tremayne (Easton Grey Parish Council), Councillor John Thomson, Jacqui White (Service Director) and Ian Woods.</p>
6	<p><u>Minutes</u></p> <p>The minutes of the meeting held on 9 May 2012 were approved and signed as a correct record.</p>
7	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>
8	<p><u>Chairman's Announcements</u></p> <p>The Chairman provided information about dog fouling, grants for paths and the Localism Act, as in the agenda pack.</p> <p>There was a short quiz using electronic voting handsets about car parking in the local area. Councillor Killane explained that Malmesbury Area Board had worked hard to address car parking issues. Points raised from the quiz included that:</p> <ul style="list-style-type: none"> • You could park legally on the high street or in the bays outside Malmesbury Abbey for 30 minutes free of charge • The average cost per day of an annual standard season ticket in Station Yard car park was 72p • The average cost per day of an annual residents permit in Station Yard car park was 27p

	<ul style="list-style-type: none"> • A business did not have to purchase individual permits for each member of staff as permits were not specific to vehicle registrations • Cross Hayes car park in the main was not more expensive than equivalent car parks in market towns in the county. <p>He added information about Fun in the Sun 2012. This was a programme of free summer holiday sports coaching in various sports for children aged 5 - 11 years. It was being offered in Sherston, Crudwell and Minety on Wednesdays during the summer holidays. For further information and to obtain a consent form, please contact Paul Pritchard, Senior Sports Development Officer, on 01249 706452 or paul.pritchard@wiltshire.gov.uk.</p> <p>Councillor Sturgis provided information about highways activities in the area. He asked people to be patient as the resurfacing programme of work depended on weather conditions and so published dates were no longer applicable.</p> <p>Councillor Sturgis also provided an update about the WOMAD festival. A review of the festival's license was taking place and WOMAD were in negotiation with Wiltshire Police regarding security issues. Councillor Sturgis was confident that any issues would soon be sorted and the festival would go ahead.</p>
9	<p><u>Partner Updates</u></p> <ol style="list-style-type: none"> a. The written update from Wiltshire Police was noted. Michael Tripp had been recruited for the Malmesbury Rural Team as new Beat Manager. Wiltshire Police also had a facebook page for Malmesbury. b. The written update from Wiltshire Fire and Rescue Service was noted. Mike Franklin introduced his colleague David Bence who would be working in the local area. c. The written update from NHS Wiltshire was noted. d. The written update from Malmesbury and the Villages Community Area Partnership was noted. Volunteers had now been trained for Malmesbury Community Area Transport and the group aimed to run a service from the villages to Malmesbury cinema. The cinema now had a new projector, a new screen, comfy seats and an online ticket booking service. e. Malmesbury Town Council encouraged people to visit the excellent Malmesbury cinema. f. Chloe Harris-Alba reported that the Youth Advisory Group had met and were hoping to start up a youth cafe. g. There was no representative at the meeting from Malmesbury and District Chamber of Commerce.
10	<p><u>Network Rail Swindon to Kemble Presentation</u></p> <p>Ross Mahoney, Project Manager from Network Rail, gave a short presentation regarding the redoubling of line between Swindon and Kemble. Please find slides from the presentation attached to the minutes.</p> <p>The presentation covered:</p>

- An introduction to the project – the intention was to work with the community and Malmesbury Area Board and to keep the area board informed of developments.
- Route map.
- Project objectives – provision of infrastructure capable of meeting future growth forecast over the next 30 years.
- Project scope – to redouble 12½ miles of track. This would involve considerable earthwork, upgrading two level crossings on the route and the closure of two footpaths in Stroud.
- Project delivery – there was the need to shift existing track and to install a new second track.
- Timescale - the aspiration was to start minor earthworks in October 2012. Track works would start in March 2013 and there would be a 23 day blockade of the line in August 2013. From September until December 2013 there would be track works to install the new line and new works would be commissioned in Easter 2014 in a nine day blockade.

This was followed by a question and answer session which included the following:

- The capacity of the line would be for four trains an hour going to and coming from the Gloucester direction.
- The operator determined the service that would be provided.
- The WOMAD festival would be taken into account when the dates of the blockade were confirmed.
- Changes to provision at Hullavington were raised.
- Concerns were spoken about regarding the level crossing and footpath at Minety – the proposal was to lower the existing part of the track subject to consultation, as otherwise two tracks could not be accommodated.
- There was not currently a date to seek electrification of the line.
- Ross was not aware of any plans for a new train station in Swindon.
- Ross was not aware of plans to re-open the station at Purton, however the work proposed would not prevent this option in the future.
- The estimated cost of the project was £45 million funded by the Government.

Please contact Robin Basu as below if you have any queries or comments regarding the scheme:

Robin Basu (Community Relations Manager) – robin.basu@networkrail.co.uk.

Decision

Ross Mahoney/Robin Basu would look into queries raised about provision at Hullavington and the footpath at Minety and report back to the area board.

Councillor Soden thanked Ross and Robin and their colleagues from Network Rail who recently attended a Minety Parish Council meeting to discuss the rail

	plans.
<u>Swindon to Kemble (Presentation to Malmesbury Area Board)</u>	
11	<p><u>Informal Adult Education in Wiltshire</u></p> <p>Councillor Stuart Wheeler gave a presentation to consult the area board on the future provision of informal adult education in Wiltshire.</p> <p>Informal adult education refers to courses for leisure and pleasure (a non statutory service). Consultation was taking place now due to the closure of Urchfont Manor, the Government's 'Community Learning Trust' model, new community campuses and the need to consider the role that Wiltshire Council should take. Consultation had involved an online questionnaire survey open until 27 June and paper copies of the survey had been available in libraries until 15 June 2012.</p> <p>Four options were presented to the meeting, for area board members to agree which they considered to be the best option for the community area. The options were:</p> <ol style="list-style-type: none"> 1. Take no action 2. Council to be direct provider 3. Council to facilitate provision 4. Council to coordinate and promote activities. <p>This was followed by an opportunity for those at the meeting to vote for their preferred option to be taken to Cabinet in September 2012. Option 3 and 4 were considered by the room to be the best options. This would use the expertise and experience of other providers, limit financial risk to the council, reduce financial risk to providers, build upon a network of community areas and allow for certain funding bids to be made by providers and Wiltshire Council together.</p> <p><u>Decision</u> Malmesbury Area Board would recommend Options 3 and 4 together – for Wiltshire Council to facilitate provision of informal adult education and coordinate and promote activities in Wiltshire.</p>
12	<p><u>Cabinet Representative - Councillor Stuart Wheeler</u></p> <p>Councillor Stuart Wheeler, Cabinet Member for Transformation, Culture, Leisure and Libraries provided a short overview of his responsibility for campus development and culture. The main part of his role at present was the development of campuses across the county. A campus is a building, or buildings, in a community area that will provide improved services fit for a specific community. The aspiration is for eighteen in total across the county.</p> <p><u>Decision</u> Malmesbury Area Board would discuss the concept of having a campus at the next ABC meeting after interest was expressed from the room.</p>

13	<p><u>Community Issues Update</u></p> <p>Members of the area board were invited to close five issues and refer one to the Malmesbury Community Area Transport Group (CATG). This was an amendment to the agenda which proposed the closure of three issues only. The Community Area Manager encouraged anyone with an issue they would like solved to submit a community issues sheet.</p> <p><u>Decision</u> The area board would close the following issues:</p> <p>Issue 655 – St Joseph’s primary school seeking parking permits for Cross Hayes. A policy had been produced to manage this request and the School Travel Plan Adviser would work with the school to manage their request.</p> <p>Issue 2088 – increase number of parking bays in the Cross Hayes car park. This would be counterproductive as the reason for the revised lay out (when it was re-surfaced) was to respond to local complaints that the parking bays were too small and difficult to manoeuvre into and vehicles were getting damaged.</p> <p>Issue 1608 - speeding vehicles and HGVs on Wood Lane Brinkworth. This route was not a Wiltshire council priority for freight management compared to elsewhere in Wiltshire; however some resurfacing work was undertaken earlier in the year to improve the road. Councillor Sturgis added that a weight limit would need to be enforceable and to consider where traffic would be diverted to.</p> <p>Issue 2314 – the dog bins at Filands had been changed and made larger. New legislation meant that dog waste could also go in any bin.</p> <p>Issue 1602 – Wiltshire Council hedge trimming would take place in Autumn.</p> <p><u>Decision</u> The area board would refer the following issue to the Community Area Transport Group (CATG):</p> <p>Issue 2397 – related to the creation of a passing place on The Green, Oaksey and maintenance of the verges.</p>
14	<p><u>Community Area Transport Group Update</u></p> <p>The area board were asked to consider and approve recommendations from the Malmesbury Community Area Transport Group.</p> <p><u>Decision</u> The area board would note the progress of the schemes contained in Appendix 1 of the CATG report included in the agenda pack.</p>

	<p><u>Decision</u> The area board would endorse the allocation of funding, as below:</p> <ul style="list-style-type: none"> • £500 towards the Startley scheme • £2,800 towards the Mill Lane, Malmesbury scheme (on condition the Town Council would contribute £700) • 10,000 towards the Ashton Keynes and Minety substantive bids. <p><u>Decision</u> The area board would close the issue related to Wood Lane, Brinkworth as this had been addressed as far as possible within the scope of the CATG.</p> <p><u>Decision</u> The area board would endorse the three submissions for substantive funding, as below:</p> <ul style="list-style-type: none"> • Provision of footway from White Hart PH to Church Walk, Ashton Keynes • Pedestrian safety in Sherston High Street • Provision of pavement in Silver Street, Minety.
15	<p><u>Area Board Funding</u></p> <p>Councillors were asked to consider the Community Area Grants report and make recommendations on the applications received. Councillor Sturgis explained that while he was minded against the officer recommendation for the Charlton Recreation Centre on this occasion, it was important for applicants to follow up advice from the Community Area Manager and seek sources of funding other than the area board.</p> <p><u>Decision</u> Charlton Recreation Centre was awarded £5,000 for kitchen refurbishment, conditional on the balance of funding being in place.</p> <p><u>Reason</u> <i>The application did meet the core 2012/13 grant criteria but the applicant had not applied for other sources of funding as recommended. Members felt this was however outweighed by the wider community benefit of the centre as a meeting place for local people.</i></p> <p><u>Decision</u> Minety Village Hall were awarded £811 towards refurbishment of driveway, height limiting barrier, hearing loop and flooring, on condition the balance of funding was in place.</p> <p><u>Reason</u> <i>The application meets the 2012/13 grant criteria and linked to the community plan in improving village hall facilities.</i></p>

	<p>Councillors were then asked to approve core funding for MVCAP covering the financial year 2012/13. The Community Area Manager commented that MVCAP had performed strongly over the last twelve months, with work in the local area on the Malmesbury cinema bus service, road maintenance, young people, reducing street lighting and the walking group. A detailed report was included in the agenda pack.</p> <p><u>Decision</u> MVCAP were awarded the whole year's core funding of £8,118 with an arrangement to release the first tranche of £4,059 immediately and the second tranche at the November 2012 area board meeting, on condition the Partnership Development Officer and the area board were content to do so.</p>
16	<p><u>Evaluation and Close</u></p> <p>Councillor Killane thanked those who attended the meeting and reminded all that the next meeting would take place on Wednesday 5 September at 7.00 pm, with refreshments available from 6.30 pm, at Sherston Village Hall.</p>

COMMUNITY AREA TRANSPORT GROUP (CATG)

TERMS OF REFERENCE

The CATG has no formal decision making authority on operational matters or budget expenditure but acts as an informal discussion forum making recommendations to the Area Board. Recommendations must be agreed at a full CATG meeting before being brought to the next Area Board for approval.

Membership of the CATG

The CATG will normally be made up of not more than 10 members from the following groups:

- Members of the Area Board
- Town and Parish Council representatives
- Community representatives

Representatives should act as a conduit between their organisations and the CATG by putting forward the views of the body they represent and providing feedback to its members regarding the work of the CATG. The group members will also need to be mindful of the needs of the community area as a whole when making their recommendations, as not all councils and groups can be represented on the CATG.

Recommendations to the Area Board will usually be reached by consensus, but if necessary these can be agreed by a show of hands by those representatives present at the meeting.

The group will normally be chaired by a Wiltshire Councillor. Membership of the CATG will cease when a member ceases to hold the stated office as when first appointed.

The CATG may invite representatives from local organisations to its meetings to give technical advice or to share pertinent local knowledge on projects in the area.

Appointment of CATG Members

Appointment of members to the CATG will normally be agreed at a full meeting of the Area Board. Membership may be varied, with the agreement of the Area Board Chairman, subject to approval at the next full Area Board meeting.

Where required for flexibility, the Area Board may appoint an unnamed representative of an organisation to the CATG (e.g. Town/Parish Council or Community Area Partnership) to ensure that the organisation is always represented at meetings. However it is preferred that the same representative attends if possible to ensure consistency of membership.

Media Relations

Members of the CATG must not issue press statements on behalf of the Area Board. Any press statements about the work of the CATG should be agreed between the Chairman of the CATG and the Chairman of the Area Board.

Meetings

It is recommended that the CATG meet at least four times a year. Meetings are intended to be limited to the Membership set out above and are open to other members of the Area Board who wish to attend. It can be open to public if the Area Board wishes to do so. It

should be noted that CATG is not a constitutional or decision making body and hence proceedings will not be minuted by Democratic Services.

Officer Support

Meetings will be attended by relevant officers from Wiltshire Council including a senior transport planner, a senior traffic engineer and a local highway maintenance engineer as necessary.

Matters for CATG consideration:

1. **Small scale transport schemes – discretionary funding**
To make recommendations to the Area Board to determine priorities and levels of expenditure required for small scale transport schemes in the community area. A discretionary highways budget has been allocated to the board by the Cabinet Member for Highways and Transport. The funding allocation is for capital funding and can only be used to provide new and improved highway infrastructure. It is suitable for schemes that improve safety, increase accessibility and sustainability by promoting walking; cycling and public transport and improve traffic management. It cannot be used to fund revenue functions such as maintenance schemes or the provision of passenger transport services. Schemes considered by the CATG should have first been raised through the community issues system and endorsed by the relevant town or parish council.
In choosing their local transport schemes Area Boards will need to be mindful of the priorities of the Local Transport Plan and the likely availability of future funding for implementation.
(Cabinet Member Decision HT-021-10)
2. **Small scale transport schemes – substantive funding**
To submit bids for funding from the centrally held substantive funds. A scheme qualifies as substantive if the estimated cost is in excess of the total discretionary amount available.
(Cabinet Member Decision HT-026-11)
3. **Speed Indication Devices**
To make recommendations to the Area Board as to the locations for speed indicator devices (SIDs) in line with the guidance issued by the Cabinet Member for Highways.
(Cabinet Member Decision HT-023-11)
4. **C Class & Unclassified roads speed limit review**
To make recommendations to the Area Board as to the priority routes for review on C Class and unclassified roads in accordance with the guidance issued by the Cabinet Member for Highways.
(Cabinet Member Decision HT-027-11)
5. **Waiting restrictions**
To make recommendations to the Area Board regarding waiting restrictions in areas where town or parish councils do not wish to undertake this function.
(Cabinet Member Decision HT-031-11)
6. **Other decisions**
To make recommendations to the Area Board regarding any other local highways issues when requested.

Infrastructure Projects

Page 3

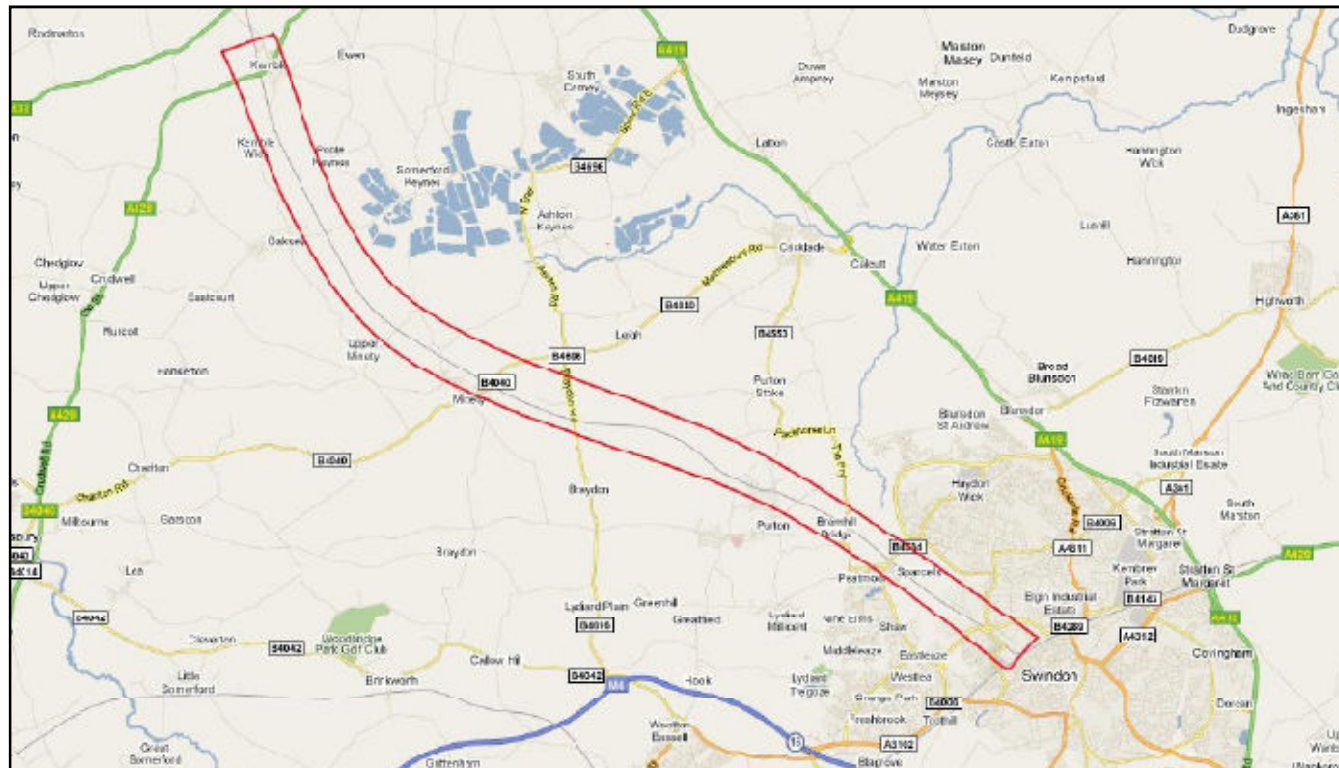
***Swindon-Kemble
Redoubling***

*Presentation to Malmesbury Area Board
Ross Mahoney, Project Manager*

Introduction

- Discussing the project and introducing key project personnel who will work with you over future years
- Understanding your issues and answering your questions
- Agreeing how we interact going forward
- What information would help you in respect of this scheme and meet your needs

Route Map



Project Objectives

- Provision of infrastructure capable of providing 4 train paths an hour (each way) to meet future growth forecast over next 30 years
- Performance Benefit – approximate 900 minutes delay per annum attributed to the single line constraint
- DfT propose hourly London Paddington to Cheltenham Spa service (as part of next franchise and aligned with IEP introduction)
- Robust diversionary route to Wales – critical over future years with planned works in the Bristol area (such as the re-signalling of the Bristol area, and Great Western Main Line Electrification) and routine works to Severn Tunnel

Project Scope

- Re-doubling the 12.5 mile railway between Swindon and Kemble
- Renewal of earthwork sites required to accommodate the second track;
- Additional intermediate infill signalling between Kemble and Standish Junction.
- The up-grading of Minety Crossing from a Manual Crossing to a CCTV Crossing which will be controlled from Thames Valley Control Centre;
- The up-grading of Purton Collins Lane Crossing from an Automatic Half Barrier Crossing (AHBC) to an Automatic Half Barrier Crossing for twin tracks;
- Closure of two footpaths in Stroud at Beards Lane and Downfield. A replacement footbridge will be commissioned as a replacement.

Project Delivery

Page 8



Project Programme

- Detailed design works started in February 2012
- Earthworks start on site in October 2012
- Track works start in March 2013
- 23 day blockade of the line in August 2013, which will be used to put the existing single line into its final location
- From September – December 2013 - Track works to install the new line
- New works commissioned at Easter 2014 in a 9 day blockade of the line
- Easter blockade has been timed to coincide with a project to re-signal Swindon area, meaning everything being done at the same time to try to minimise disruption to passengers

Project Contacts

- Points of contact for this scheme are:
 - Michelle Scogings – michelle.scogings@networkrail.co.uk
(Project Sponsor)
 - Ross Mahoney – ross.mahoney@networkrail.co.uk
(Project Manager)
 - Robin Basu – robin.basu@networkrail.co.uk
(Community Relations Manager)