

## AGENDA

**Meeting:** MALMESBURY AREA BOARD  
**Place:** Crudwell Village Hall, Tetbury Lane, Crudwell SN16 9HB  
**Date:** Wednesday 3 July 2013  
**Time:** 7.00 pm

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Including the Parishes of Ashton Keynes, Brinkworth, Brokenborough, Charlton, Crudwell, Dauntsey, Easton Grey, Great Somerford, Hankerton, Lea & Cleverton, Leigh, Little Somerford, Luckington, Malmesbury, Minety, Norton & Foxley, Oaksey, Sherston, Sopworth and St Paul Malmesbury Without

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**The area board welcomes and invites contributions from members of the public. The Chairman will try to ensure that everyone who wishes to speak will have the opportunity to do so.**

If you have any requirements that would make your attendance at the meeting easier, please contact your Democratic Services Officer.

**Refreshments and networking opportunities will be available from 6.30 pm.**

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Please direct any enquiries on this agenda to Samuel Bath (Democratic Services Officer), on 01225 718211 or [samuel.bath@wiltshire.gov.uk](mailto:samuel.bath@wiltshire.gov.uk)

or Miranda Gilmour (Malmesbury Community Area Manager), on 01672 515742 or [miranda.gilmour@wiltshire.gov.uk](mailto:miranda.gilmour@wiltshire.gov.uk)

All the papers connected with this meeting are available on the Council's website at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

Press enquiries to Communications, on 01225 713114 / 713115.

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### Wiltshire Councillors

Cllr Chuck Berry  
Cllr Simon Killane

Cllr Toby Sturgis  
Cllr John Thomson

	<b>Time</b>
<p>1      <b>Election of Chairman</b></p> <p>Councillors will be invited to nominate and elect a Chairman for the current and subsequent meetings of the Malmesbury Area Board over the next term of office.</p>	<b>7.00pm</b>
<p>2      <b>Election of Vice Chairman</b></p> <p>Councillors will be invited to nominate and elect a Vice Chairman for the current and subsequent meetings of the Malmesbury Area Board over the next term of office.</p>	
<p>3      <b>Chairman's Welcome and Introductions</b></p> <p>The Chairman will welcome those present to the meeting.</p>	
<p>4      <b>Apologies for Absence</b></p> <p>To note any apologies for the meeting.</p>	<b>7.10pm</b>
<p>5      <b>Minutes</b></p> <p>To confirm the minutes of the meeting held on <b>6 March 2013</b></p>	
<p>6      <b>Declarations of Interest</b></p> <p>To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.</p>	
<p>7      <b>Chairman's Announcements</b> (<i>Pages 1 - 8</i>)</p> <p>The Chairman will provide information about:</p> <ul style="list-style-type: none"> <li>a. The redoubling of the Swindon to Kemble rail line and the impact on the Minety area.</li> <li>b. Wiltshire CCG: Commissioning Local Health Services</li> <li>c. NHS 111: Service Update</li> <li>d. Wiltshire Fire &amp; Rescue Service draft Public Safety Plan 2013-16 'Have your say'</li> <li>e. Revised Multi-Agency Thresholds for Safeguarding Children 2013</li> </ul>	<b>7.15 pm</b>
<p>8      <b>Outside Bodies and Working Groups</b> (<i>Pages 9 - 32</i>)</p> <p>The Area Board will confirm appointments to Outside Bodies and Working Groups.</p>	<b>7.25pm</b>
<p>9      <b>Partner Updates</b></p>	<b>7.35 pm</b>

The Area Board will receive updates from its partners.

- 9a **Police and Crime Commissioner**
- A representative from the Police and Crime Commissioners office will be in attendance prior to Area Board meetings for a 'meet and greet' session from 6.30pm – 7pm to enable local people to discuss and raise any issues.
- 9b **Wiltshire Police** (*Pages 33 - 34*)
- 9c **Wiltshire Fire and Rescue** (*Pages 35 - 36*)
- 9d **NHS Wiltshire**
- NHS Wiltshire will in future be replaced by updates from Malmesbury Local Health Centre to provide health updates relevant to the Malmesbury Area.
- 9e **Malmesbury and the Villages Community Area Partnership** (*Pages 37 - 40*)
- 9f **Town and Parish Councils**
- 9g **Young People**
- In future the 'young people' update will be made by a representative from the Malmesbury Youth Advisory Group. The first update will be made at the September meeting.
- 9h **Greensquare Marden Communities Board**
- Updates from the Greensquare Marden Communities Board will be made regularly from September 2013.
- 10 **Malmesbury's Highway and Street Scene Co-ordinator** **7.50pm**
- A short item to explain the role as the first point of contact on highways and street-scene issues, and to introduce the new Community Co-ordinator - Adrian Hampton.
- 11 **Highways** **7.55pm**
- As requested by the Area Board, a presentation will be made by Parvis Khansari (Service Director: Strategic Services) regarding the condition of highways within the community area, and the level of maintenance in recent years and upcoming maintenance schemes. There will be an opportunity to ask questions.
- 12 **Community Area Transport Group** (*Pages 41 - 52*) **8.25pm**

	The Area Board will be asked to approve the recommendations of the Malmesbury Community Area Transport Group.	
13	<p><b>Community Issues Update</b> (<i>Pages 53 - 60</i>)</p> <p>The Community Area Manager will provide a summary of current community issues and the area board will agree those to be closed.</p>	8.30pm
14	<p><b>Flooding Update</b> (<i>Pages 61 - 64</i>)</p> <p>A chance for the Area Board and public to review progress from the flooding workshop in January.</p> <p>Mayor John Gundry will also provide an update about the progress of the Emergency/Flood Plan for Malmesbury.</p>	8.35pm
15	<p><b>MVCAP Core Funding and Signing of CAPA</b> (<i>Pages 65 - 68</i>)</p> <p>The Area Board will agree the core funding to MVCAP for the 2013/14 financial year.</p> <p>The Chairman will also formally sign the Community Area Partnership Agreement.</p>	8.45pm
16	<p><b>Area Board Funding</b> (<i>Pages 69 - 74</i>)</p> <p>Councillors will be asked:</p> <ol style="list-style-type: none"> <li>1. To note the area board budget for 2013/14, the types of funding available and the new on-line application process.</li> <li>2. Minety Village Hall - award £5,000 towards insulation of the village hall roof, conditional on the balance of funding being in place.</li> <li>3. To note the request for funding from the Malmesbury &amp; Village Community Area Partnership for £8,118, details of which are contained in a separate report.</li> </ol>	8.50pm
17	<p><b>Area Board Satisfaction Survey</b> (<i>Pages 75 - 78</i>)</p> <p>The results of an electronic survey undertaken during Spring 2013 will be considered. Overall those respondents providing feedback indicated a high degree of overall satisfaction, with 79.6% agreeing that the area board was working well. Areas of serious concern related to the board not having adequate powers.</p>	8.55pm
18	<b>Evaluation and Close</b>	9.00pm

**Future Meeting Dates**

**Wednesday, 4 September 2013**

7.00 pm

Malmesbury School, Corn Gastons, Malmesbury SN16  
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**Wednesday, 4 September 2013**

7.00 pm

Malmesbury Town Hall, Cross Hayes, Malmesbury  
SN16 9BZ

**Wednesday, 15 January 2014**

7.00 pm

Malmesbury Town Hall, Cross Hayes, Malmesbury  
SN16 9BZ





## **AREA BOARD UPDATE – MAY 2013**

On 1 April 2013, the GP led Wiltshire Clinical Commissioning Group (CCG) became the statutory body responsible for commissioning local health services for Wiltshire. Wiltshire CCG is passionate about commissioning the highest quality care for our patients as close to their homes as possible - 'The right healthcare, for you, with you, near you'

Our vision will ensure that NHS care in Wiltshire can operate with improved effectiveness. Implicit in this will be greater integration between community services, general practice and working in close partnership with Wiltshire Council.

The vision puts the patient in control whilst ensuring that every opportunity is given for the residents of Wiltshire to improve their health. It's about the CCG working with people in the community, the Local Authority and other organisations to identify and understand patients' requirements so that services can be designed to meet their needs. Key to our approach is that the CCG is clinically led with GPs proactively involved in the decision making as they are in the best place to engage with the local population to help improve health and wellbeing.

As Wiltshire is a relatively dispersed, rural community which naturally divides into three areas of population, our structure incorporates three local groups to gain the collective, specific and local knowledge of general practitioners across the county. The three local groups cover the communities of:

- South Wiltshire – (Sarum Group)
- North and East Wiltshire (NEW Group)
- West Wiltshire (WWYKD Group)

The CCG will commission services for the population of Wiltshire using local information obtained from members of GP practices in each group. The groups will be responsible for ensuring delivery of quality health services from acute and community providers of health services.

We aim to ensure that all our stakeholders are engaged in a meaningful, consistent and timely manner in having a say regarding health services. The feedback we garner will be used to assist in the decision making process for healthcare improvements in Wiltshire.

Our aims are to:

- To make clinically led commissioning a reality in providing local solutions to local needs
- To deliver strategic plans which address the needs of local populations and involve patients, practices and partners
- To address the growing needs of our ageing population, and the mental health and emergency needs of our combined populations
- To encourage and support the whole population in managing and improving their health and wellbeing
- To ensure sustainability of the emerging organisation in delivering cost effective healthcare
- To communicate effectively, staying engaged with all of our patients, partners and stakeholders.

**Our 7 key priorities are:**

- 1 – Staying healthy and preventing ill health
- 2 – Planned care
- 3 – Unplanned care and frail elderly
- 4 – Mental health
- 5 – Long term conditions (inc Dementia)
- 6 – End of life care
- 7 – Community services and integrated care.

Contact:

Tracy Torr  
Communications and Engagement Officer  
Wiltshire Clinical Commissioning Group  
Tel: 01380 736010 or [tracy.torr@nhs.net](mailto:tracy.torr@nhs.net)



## MEDIA STATEMENT

2 May 2013

### **NHS 111**

The NHS 111 service is currently being established across Bath and North East Somerset and Wiltshire, following a 'soft' launch in February. This means that a test period is now underway in order to identify problems and rectify them before the service goes fully live.

"Performance is continuing to improve, but we know that some patients and providers are still experiencing some problems with getting through to the service as well as delays in receiving treatment particularly during busy weekend periods," said Dr Simon Douglass, Clinical Accountable Officer for BaNES Clinical Commissioning Group. "We'd like to apologise for this and reassure patients that we are continuing to work with our NHS 111 provider, Harmoni, to resolve the remaining issues before the service is launched in full. We have seen a reduction in the number of 999 ambulances dispatched by the NHS 111 service, and an encouraging improvement in the number of these ambulance call outs that result in patients requiring transfer to hospital or another service."

Wiltshire and B&NES CCGs have decided to defer the full launch of NHS 111 until all such issues are resolved. Both CCGs and Harmoni are committed to providing a safe and high quality NHS 111 service and contingency plans, involving the established local out-of-hours GP service for patients, have been in place throughout this period.

NHS England supports the CCGs' decision and is working alongside them to ensure that the service meets national requirements.

When fully launched, NHS 111 will be a free to call service, available 24 hours a day, 365 days a year. It will act as a one stop shop for patients if their healthcare need is urgent, but not a 999 emergency.

**-END-**

#### **Contact details for further information:**

Tracy Torr, Communications and Engagement Officer  
Wiltshire Clinical Commissioning Group  
01380 736010 or [tracy.torr@nhs.net](mailto:tracy.torr@nhs.net)

The right healthcare, for you, with you, near you



## Chairman's Announcements

<b>Subject:</b>	<b>Wiltshire Fire and Rescue Service draft Public Safety Plan 2013-16 'Have your say'</b>
<b>Officer Contact Details:</b>	Mike Franklin <b>Partnership &amp; Community Engagement Manager</b> Tel: 07919 306037 e-mail: <a href="mailto:michael.franklin@wiltsfire.gov.uk">michael.franklin@wiltsfire.gov.uk</a>
<b>Weblink:</b>	<a href="http://www.wiltsfire.gov.uk/About_Us/Publications/publications.htm">http://www.wiltsfire.gov.uk/About_Us/Publications/publications.htm</a>
<b>Further details available:</b>	e-mail: <a href="mailto:michael.franklin@wiltsfire.gov.uk">michael.franklin@wiltsfire.gov.uk</a>

### **Wiltshire Fire and Rescue Service draft Public Safety Plan 2013-16 "Have your say"**

The new draft Public Safety Plan 2013-16 (Integrated Risk Management Plan) is now available to view on the Wiltshire Fire and Rescue Service website. The plan shows what the service has been doing and how it intends to build on that for the future. Part of this is around how they operate as an emergency service, utilising personnel differently to have greatest impact on local communities.

The service very much welcomes your thoughts and opinions on its plans for the future. The consultation period will run from 10 June until 01 August. Please send any comments or feedback to [consultation@wiltsfire.gov.uk](mailto:consultation@wiltsfire.gov.uk). or Sarah Hargreaves, Wilts FRS HQ, Manor House, POTTERNE, SN10 5PP.

To view the plan please use the following link below or for a paper copy contact Sarah Hargreaves as above.

[http://www.wiltsfire.gov.uk/About\\_Us/Publications/publications.htm](http://www.wiltsfire.gov.uk/About_Us/Publications/publications.htm)



## Chairman's Announcements

<b>Subject:</b>	<b>Revised Multi-Agency Thresholds for Safeguarding Children 2013</b>
<b>Officer Contact Details:</b>	Tamsin Stone Lead Commissioner and Children's Trust 01225 713504
<b>Weblink:</b>	<a href="http://www.wiltshirepathways.org">www.wiltshirepathways.org</a> and <a href="http://www.wiltshirelscb.org">www.wiltshirelscb.org</a> .
<b>Further details available:</b>	<a href="mailto:Pathways@wiltshire.gov.uk">Pathways@wiltshire.gov.uk</a>

### Accessing the right level of support to safeguard children and young people

A thorough review of guidance on safeguarding thresholds has been undertaken jointly by the Wiltshire Safeguarding Children Board and the Wiltshire Children and Young People's Trust. Working in close collaboration with our partner agencies we have taken the opportunity to consider how we can make integrated working and early intervention even more effective to improve outcomes for children and young people.

To this end the 'Multi-agency Thresholds Document 2011' has been simplified and a collection of supporting tools has been designed to provide clear practical guidance and advice to all agencies. A 'golden thread' running through this is the critical importance of collaborative working between agencies to ensure there is a coordinated approach to supporting the child or young person. Creating a 'team around the child' allows professionals to make fully informed collective decisions and take coordinated action based on what is best for the child or young person.

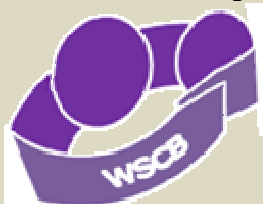
The revised document and practitioners' toolkit can be found at [www.wiltshirepathways.org](http://www.wiltshirepathways.org) and at [www.wiltshirelscb.org](http://www.wiltshirelscb.org). The Wiltshire Safeguarding Children Board is overseeing the dissemination and education of this new guidance and implementation will be led by the multi-agency Early Intervention Group (which reports to both the Board and the Children's Trust).

We all want to ensure that children and young people get the right help at the right time, and I hope that the model outlined in this document will ensure that children and young people with additional needs are identified earlier and that help can be provided before any difficulties become more entrenched.

Your views are very welcome as ever and can be sent to [Pathways@wiltshire.gov.uk](mailto:Pathways@wiltshire.gov.uk).

With regards,

Cliff Turner  
Chair – Wiltshire Safeguarding Children Board



**Wiltshire Safeguarding  
Children Board**



**Malmesbury Area Board**  
**03 July 2013**

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**Appointments to Outside Bodies, and Constitution of and Appointments to Working Groups 2013/14**

**1. Purpose of the Report**

- 1.1. To appoint representatives to Outside Bodies, and to reconstitute and appoint to Working Groups for the year 2013/14.

**2. Background**

- 2.1. The Area Board is invited to appoint Councillor representatives to the Outside Bodies listed at Appendix A. These appointments will continue for the duration of Councillors' terms of office, unless the Board determines otherwise.
- 2.2. Similarly, the Area Board is invited to reconstitute the Working Groups set out at Appendix B, with the Terms of Reference set out at Appendix C, and to make appointments to these groups. These appointments are for 2013/14.

**3. Main Considerations**

- 3.1. In 2010, all Area Boards appointed Community Area Transport Groups (CATGs), which operated as informal working groups making recommendations to the Area Board for approval. Terms of reference are set out at Appendix C. It should be noted that the establishment of the CATGs, along with the delegation of the relevant budget to Area Boards, was a delegation of authority from the Cabinet Member for Highways, and so the Terms of Reference for these cannot be amended.
- 3.2. Some Area Boards also established Shadow Community Operations Boards to discuss and facilitate the development of Campus proposals. Similarly, these Groups were established as part of the Council's corporate programme for Campuses, and so the Terms of Reference cannot be amended.
- 3.3. Some Area Boards have established other Working Groups to consider and address local issues. Where these have Terms of Reference, this is for the Area Board to determine and amend where required.

**4. Financial and Resource Implications**

- 4.1. None.

## **5. Legal Implications**

- 5.1. Some appointments carry responsibilities and duties, for example, those which involve becoming a trustee. Councillors are advised to seek advice on individual appointments if required.
- 5.2. [Protocol 3](#) in the Council's [Constitution](#) sets out Guidance to Members on Outside Bodies.

## **6. Environmental Impact of the Proposals**

- 6.1. None.

## **7. Equality and Diversity Implications**

- 7.1. None.

## **8. Delegation**

- 8.1. Under Wiltshire Council's constitution (Part 4, paragraph 5), appointments to Outside Bodies will be made by the Leader of the Council, Cabinet, Area Boards or a meeting of group leaders, as appropriate. By convention, appointments to Outside Bodies which operate within the boundary of a community area are made by the relevant Area Board.
- 8.2. The appointment of Councillors and other representatives to working groups operating under the Area Board is a matter for the Area Board to determine.

## **9. Recommendation**

- 9.1. The Area Board is requested to:
  - a. appoint Councillor representatives to Outside Bodies as set out at Appendix A.
  - b. agree to reconstitute and appoint to the Working Group(s) as set out at appendix B.
  - c. note the Terms of Reference for the Working Group(s), as set out at Appendix C.

### Report Author:

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Appendices:

Appendix A – list of appointments to Outside Bodies

Appendix B – list of appointments to Working Group(s)

Appendix C – Terms of Reference for Working Group(s)

Unpublished background documents relied upon in the preparation of this report

None.



**WILTSHIRE COUNCIL OUTSIDE BODIES**

<b>Outside Body Title ( A to Z )</b>	<b>Appointed By</b>	<b>Why Rep Needed</b>	<b>Organisation aims</b>	<b>Meeting schedule</b>	<b>Voting rights</b>	<b>Reps needed</b>
Malmesbury Activity Zone Leisure Centre Advisory Committee	Area Board - Malmesbury	Centre funded by council so representation is important	Leisure provision for the whole Malmesbury community	Quarterly meetings	No	1 member + 1 officer
Malmesbury and Villages Community Area Partnership	Area Board - Malmesbury	To inform on the development of the Community Area Plan	Development of the Community area Plan	Normally every 6 weeks	No	1
Malmesbury Community Trust	Area Board - Malmesbury	Trust deed states that two WCC reps appointed by Dir of Social Services	Help and assistance to elderly	Four meetings per annum	Yes	2
Malmesbury Youth Issues Group (CAYPIGS)	Area Board - Malmesbury	So young people can present ideas to councillors and council	Youth issues and democracy	4 meetings per year	Yes	Up to 2



## **Appointments to Working Groups** **Malmesbury Area Board**

### **Community Area Transport Group:**

- Cllr John Thomson
- Cllr Toby Sturgis
- Cllr Chuck Berry
- Cllr Simon Killane

And nominated for the coming year:

- Brinkworth: Ellen Blacker (Dauntsey PC) & Mel Hourigan (Great Somerford PC)
- Minety: Duncan Lamb (Crudwell PC)
- Malmesbury: Martin Snell (Malmesbury TC)
- Sherston: Martin Rea (Sherston PC)

### **Cowbridge Footpath/Cycle Route Task Group:**

- Cllr Simon Killane and Cllr John Thomson
- Caroline Pym (St Paul Malmesbury Without Parish Council and Malmesbury Residents' Association)
- Kim Power and Steve Cox (Malmesbury Town Council)
- Peter Gilchriest (Malmesbury & Villages Community Area Partnership)
- Barry Dent (Malmesbury Civic Trust)
- Judy Jones, Heather Newton-Lewis, Miles Cross and James Stanger (community from Cowbridge area, the town and those with a local walking/cycling interest)
- Alistair Millington (Sustrans)
- Miranda Gilmour (Wiltshire Council)

### **Burnham House Working Group:**

- Cllr John Thomson
- Jen Woodcock
- Cllr Simon Killane
- Maureen Lovett
- Marsha Rigg
- Iona Pinches
- Mr Michael and Mrs Holland
- Anna Haggerty
- Mike Elam
- Angelina Hibberd
- Chris Matthews
- James Cawley (WC)
- Karen Jones (WC).

The group want to invite Hugh Pitman to join the group and are requesting area board approval.



## **COMMUNITY AREA TRANSPORT GROUP (CATG)**

### **TERMS OF REFERENCE**

#### **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 is 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.

### **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.

The CATG's terms of reference are set out below at Appendix C1:



**Terms of Reference**

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 & UC 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 the 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.

Wiltshire Council – Burnham House Working Group:

Terms of Reference for the Working Group for the  
Development of Burnham House

V1.0

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## **Contents**

- 1. Background**
- 2. Objectives**
- 3. Membership**
- 4. Chair**
- 5. Roles and Responsibilities**
- 6. Confidentiality**

**This Terms of reference was adopted on 25<sup>th</sup> January 2012**

## **1. BACKGROUND**

- 1.1. This document is the Terms of reference for the above mentioned working group.
- 1.2. The representatives on the board are people nominated through the Area Board who have volunteered to ensure that this new facility will reflect the views of the community and wish to take an active role in its development.

## **2. OBJECTIVES**

- 2.1. The Working Groups objectives are as follows:
  - To ensure that the community have an opportunity to understand and inform the development
  - To ensure the development and its associated facilities meets the needs of local community
  - To support the integration of the development with local services
  - To provide a consultative voice for local people
  - To reflect service user views and opinions
  - To ensure that the nature of the development is reflective of person centred services
  - To promote interest in the scheme within the community and for the working group members to act as local champions for the scheme
  - To support the Area Board on development of the Extra Care build and report progress at regular intervals

## **3 MEMBERSHIP**

- 3.1 Membership of the Working Group will be determined locally but could consist of a selection of the following:
  - 3.1.1 The Surrounding Community: 10 representatives;
  - 3.1.2 Church Leaders: 1-2 representatives;
  - 3.1.3 The Successful Development Partner: 1 representative;
  - 3.1.4 Care and Support Provider: 1 representative;
  - 3.1.5 Health / GP: 1 representative;
  - 3.1.6 Voluntary Sector: 1-2 representatives;
  - 3.1.7 Cabinet or Portfolio Holder: 1 representative;
  - 3.1.8 Local Members: 1-2 representatives;
  - 3.1.9 Community Area Manager: 1 representative;
  - 3.1.10 The Council: 2 representatives;

- 3.2 The Surrounding Community representatives will be nominated and appointed through the Area Board. Such representatives should be selected so as to ensure adequate representation from distinct interest groups within that sector.
- 3.3 The Members may be changed but the Working Group must be informed.
- 3.4 If a member representative fails to attend 3 consecutive meetings of the Working Group, the Full Members may vote to remove that member representative from the Board;
- 3.5 Sub-groups of the working group may be formed to take forward specific elements i.e. the appointment of a developer contractor (quality and technical submission only) and the finalisation of the design due to the need to progress various elements within a timely fashion. However, progress reports will be submitted to the full Working Group to ensure continued involvement and engagement.
- 3.6 Volunteers for sub-groups will be sought from the Working Group members and the membership of each sub-group will be approved and ratified by the full Working Group.

#### **4 CHAIR**

- 4.1 Upon establishment of a working group, a chairman will be nominated and seconded by the members.
- 4.2 In the event that the chairman is absent, a council representative will chair the meeting.

#### **5. ROLES AND RESPONSIBILITY**

The Working Group is responsible for:

- 5.1 The strategic direction and planning of services, including:
  - 5.1.1 Agreement of the development / implementation plans for each service within the remit of the Working Group;
  - 5.1.2 Promoting and supporting the development / implementation plans to the community.
  - 5.1.3 Ensuring that the views of the community are expressed and properly represented.
  - 5.1.4 Inputting into the appointment of a developer (quality and technical submission only), design, service specification and construction plan for the new development. Please note that the Council has a duty to ensure best value and therefore whilst

views are welcomed and encouraged, there may be instances where the Council must override views from the local community to ensure the financial viability and deliverability of the scheme.

5.1.5 Development of partnership working between the community, the developer, the Council and key stakeholders.

5.1.6 Ensure that the area board is kept informed of the progress at periodic intervals

## 5.2 The Role of Wiltshire Council

5.2.1 The Council will retain overall responsibility for the delivery of this project, including the definition of service delivery and appointment of partner organisations.

5.2.2 Certain decisions may be required to be taken by formal Council committee's due to delegated authority restrictions. Working group members will be informed of this on a case by case basis as they arise.

## 5.3 Working Group (Governance Structure)

5.3.1 This Working Group forms part of the consultation process and will meet once at least quarterly, although the frequency may be increased at key stages of the project.

5.3.2 Any Member of the working group may ask the Chairman to include an item on an agenda for a meeting provided that such a request is made at least 4 days in advance of the meeting at which it will be discussed;

5.3.3 The content and order of items on the agenda and the amount of time allocated to each one will be set at the discretion of the Chairman.

5.3.4 The Council will provide administrative support for these meetings, which will include assistance with arranging meeting times / venues and the production of minutes.

## 5.4 Recording

5.4.1 Minutes will be taken at each working group meeting and used as a record of the meeting.

5.4.2 The minutes will be written up and circulated to all members within 10 working days of the meeting.

5.4.3 All minutes will be approved at the next meeting by the members and the chair.

## **6 CONFIDENTIALITY**

- 6.1 Whilst most information provided by the council, other participants or partners will be non-confidential in nature, there may be occasions when due to the commercial nature of discussions or where matters are relevant to policy development by the council, requests may be made for certain information or items to be confidential. Should any participant be unable to respect this request, they must absent themselves from the meeting prior to discussion and consideration of the relevant item.
- 6.2 Please note that working group members will only be involved in the quality and technical aspects of the tender evaluation to select a preferred development partner. The commercial or price submission will be evaluated by officers of the Council only.



## **Malmesbury to Cowbridge Walking and Cycling Route Task Group Terms of Reference**

### **Background**

- This document is the Terms of reference for the above working group.
- The representatives on the task group are people nominated by the Malmesbury Area Board who have volunteered to ensure that the Section 106 agreement to provide a walking and cycling route is implemented and will reflect the views of the community and wish to take an active role in its development.

### **Objectives of Malmesbury to Cowbridge walking and cycling route task group:**

- to support delivery a footpath/cycle route from Cowbridge Mill and Malmesbury
- to increase levels of walking and cycling between the Cowbridge Mill and Malmesbury
- to involve the community in planning and delivering the scheme.

### **Role of the Task Group:**

- to ensure strong local stakeholder and community involvement in advising and practically supporting Wiltshire Council and Sustrans in the planning, designing and project delivery, and sustaining the maintenance, promotion and usage of the Malmesbury to Cowbridge walking and cycling route. Tasks are as follows:

### **Membership:**

2 x Wiltshire Councillors representing the two divisions  
1-2 St Paul Malmesbury Without Parish Council  
1-2 Malmesbury Town Council  
1 x Malmesbury Residents' Association  
1 x Malmesbury Civic Trust  
1 x Malmesbury & Villages Community Area Partnership  
Up to 6 community representatives from Cowbridge area, the town and those with a local walking/cycling interest  
1 x Sustrans  
1 x Community Area Coordinator

- Sub-groups of the working group may be formed to take forward specific projects e.g. consultation, publicity, route maintenance etc.

### **Chair:**

- Upon establishment of a working group, a chairman will be nominated and seconded by the members.
- In the event that the chairman is absent, a council representative will chair the meeting.

### **Roles and Responsibilities:**

- Ensure that the task group establishes and supports formal reporting/ accountability arrangements with the Area Board, funding bodies and other relevant organizations.
- To assist Sustrans where requested in discussions with landowners.
- To help ensure good relationships are maintained with all the landowners once the path is opened.
- To ensure that the route is well promoted locally through events, publicity materials and media coverage as appropriate.
- To ensure a maintenance plan is put in place and implemented.
- To work with St Paul's Malmesbury Without Parish Council to ensure the continued upkeep of the path and associated features to a satisfactory standard.
- Wiltshire Council will provide administrative support for these meetings, which will include assistance with arranging meeting times / venues and the production of minutes.
- To assist Sustrans in organizing consultation events with the local community as appropriate.
- To support Sustrans in identifying and securing additional funding for the completion of the project.

DRAFT

## Crime and Community Safety Briefing Paper Malmesbury Community Area Board June 2013



### 1. Neighbourhood Policing

**Sector Commander:** Insp Mark Thompson

**NPT Sgt:** Martin Alvis

**Town Centre Team**

Beat Manager – PC Louis Bowden

PCSO – Dee Curran

**Malmesbury Rural Team**

Beat Manager – PC Mike Tripp

PCSO – Durry Maule

**Ashton Keynes & Minety Team**

Beat Manager – PC Steve Harvey

### 2. NPTs - Current Priorities & Consultation Opportunities:

Up-to-date details about Neighbourhood Policing Teams including team membership, current priorities and forthcoming community consultation events can be found on our Wiltshire Police Website.

□ Visit our website at: [www.wiltshire.police.uk](http://www.wiltshire.police.uk)

### 3. Performance and Other Local Issues

As this is the first area board report since the elections in May, can I on behalf of the team wish all the elected members both on Wiltshire Council, Town and Parish, the very best for their forthcoming term. The team and I look forward to working with you all to reduce crime and ASB.

As you will see from the current figures available to us at the time of completing the report, things are looking good with the only rise being an increase in ASB by one incident.

We are aware of a spate of shed breaks that occurred in May and into June. We have been liaising with Gloucestershire Police where searches and arrest have been made.

Station yard car park continues to receive 2-3 calls a week from concerned persons but these incidents are very low level involving people playing football

to loud music being played. Patrols in the area will continue with occasional operations but our valuable resources cannot be drawn away from other more pressing engagements requiring our attention.

Pc Louis Bowden has joined the team as a temporary beat manager to replace Pc Rachel Webb who is currently away. Pc Bowden has a good working knowledge of the area, having served both as a response and rural Officer in Malmesbury.

Insp Mark Thompson

## Local Performance

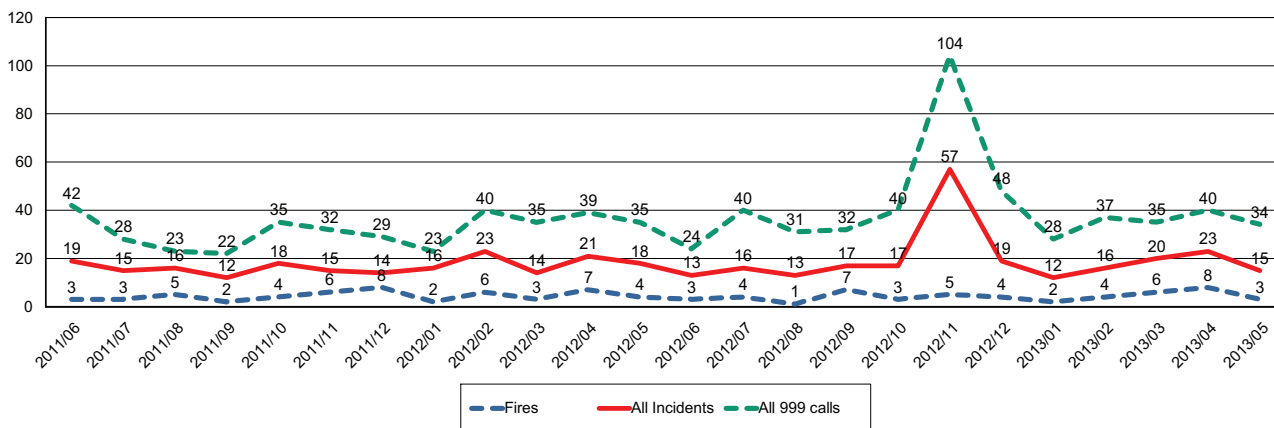
EY Malmesbury NPT	Crime				Detections*	
	12 Months to May 2012	12 Months to May 2013	Volume Change	% Change	12 Months to May 2012	12 Months to May 2013
Victim Based Crime	509	392	-117	● -23.0%	12%	24%
Domestic Burglary	31	20	-11	● -35.5%	16%	20%
Non Domestic Burglary	89	59	-30	● -33.7%	1%	0%
Vehicle Crime	62	34	-28	● -45.2%	2%	3%
Criminal Damage & Arson	83	70	-13	● -15.7%	10%	29%
Violence Against The Person	65	57	-8	● -12.3%	45%	82%
ASB Incidents (YTD)	45	46	+1	● +2.2%		
<p>Wiltshire Police are compared against a group of 8 most similar forces. Wiltshire Police have performed in line with peers and better than average for Victim Based Crime and significantly better than peers for Domestic Burglary in the previous 12 month period (April 2012 - March 2013).</p> <p>* Detections include both Sanction Detections and Local Resolutions</p>						



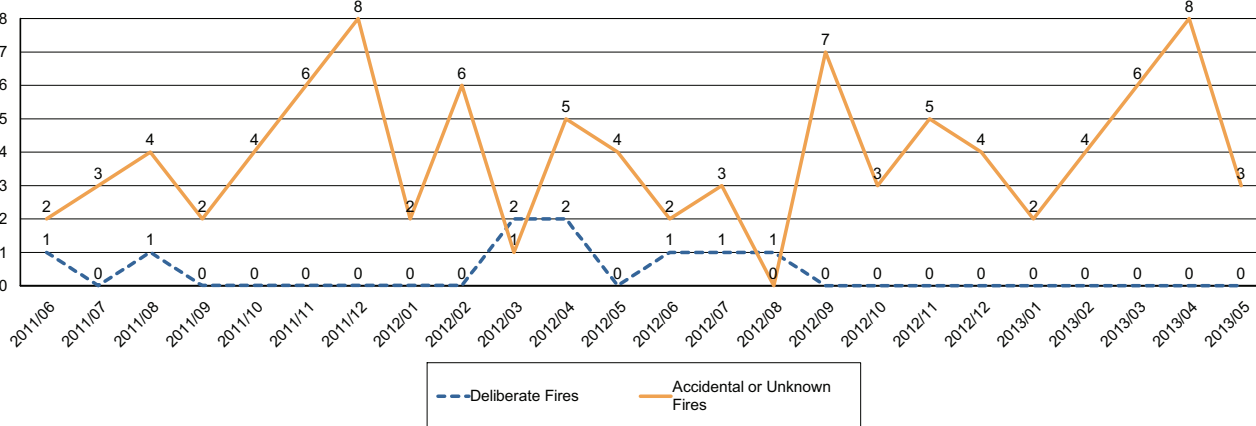
## Report for Malmesbury Area Board

The following is an update of Fire and Rescue Service activity up to and including May. It has been prepared using the latest information and is subject to change.

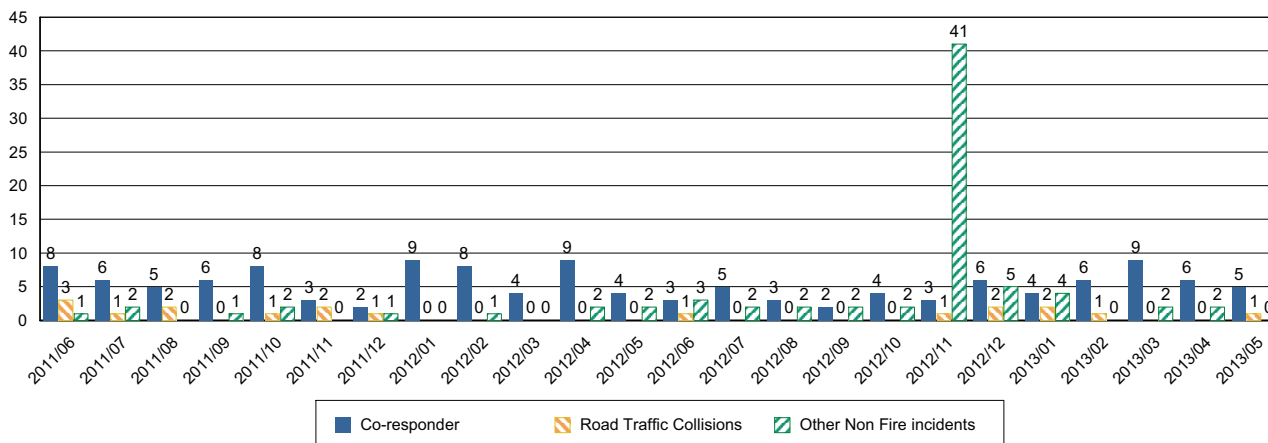
### Incidents and Calls



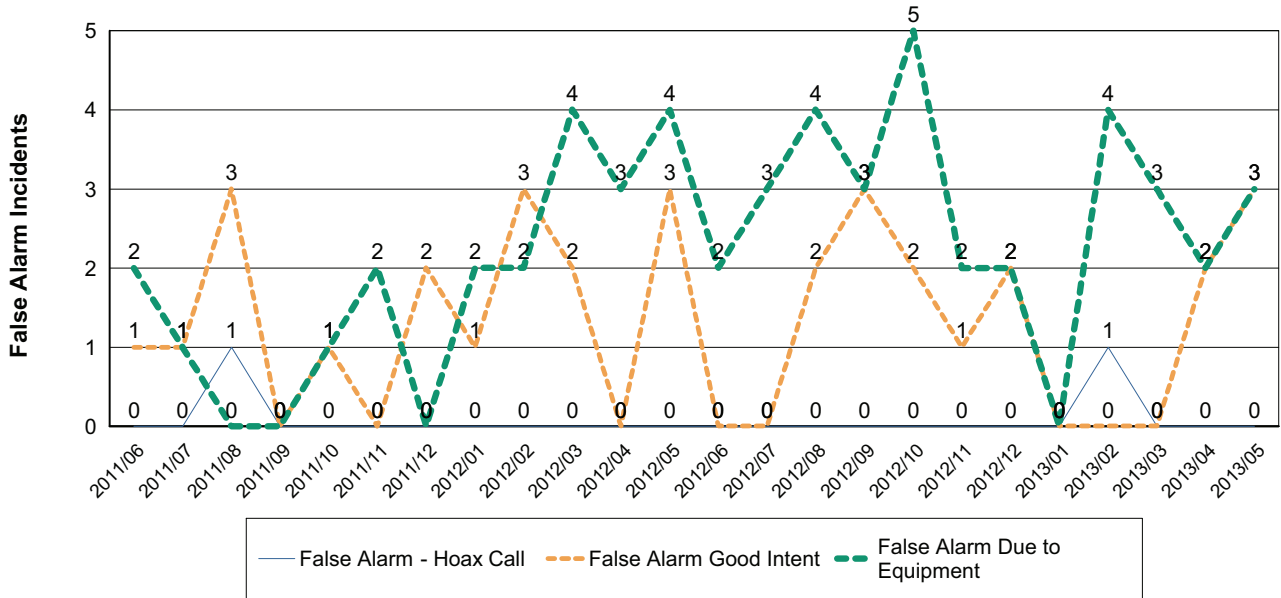
### Fires by Cause



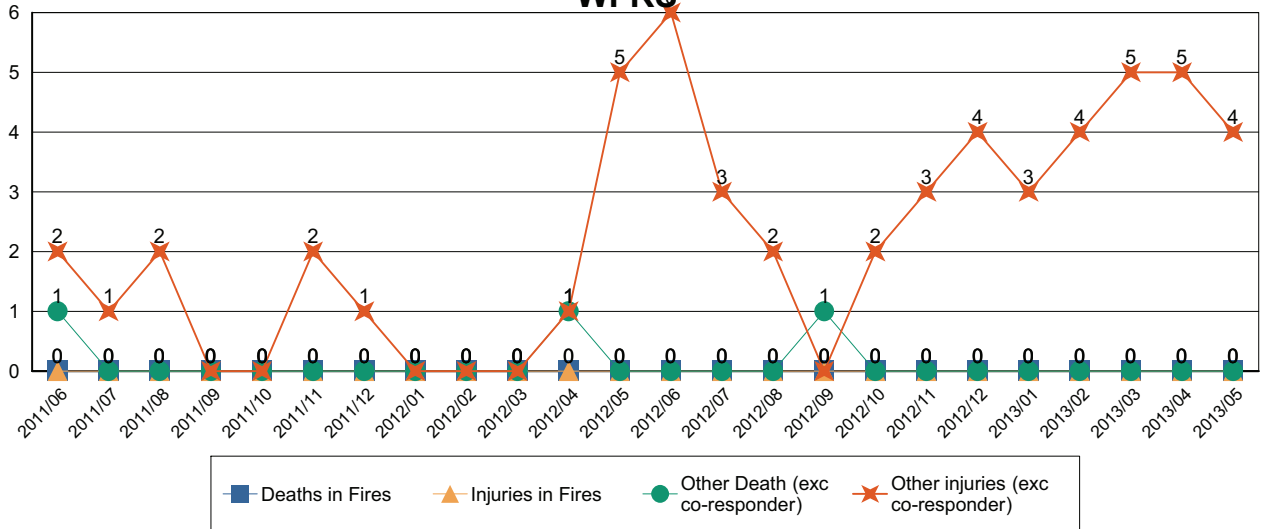
### Non-Fire incidents attended by WFRS



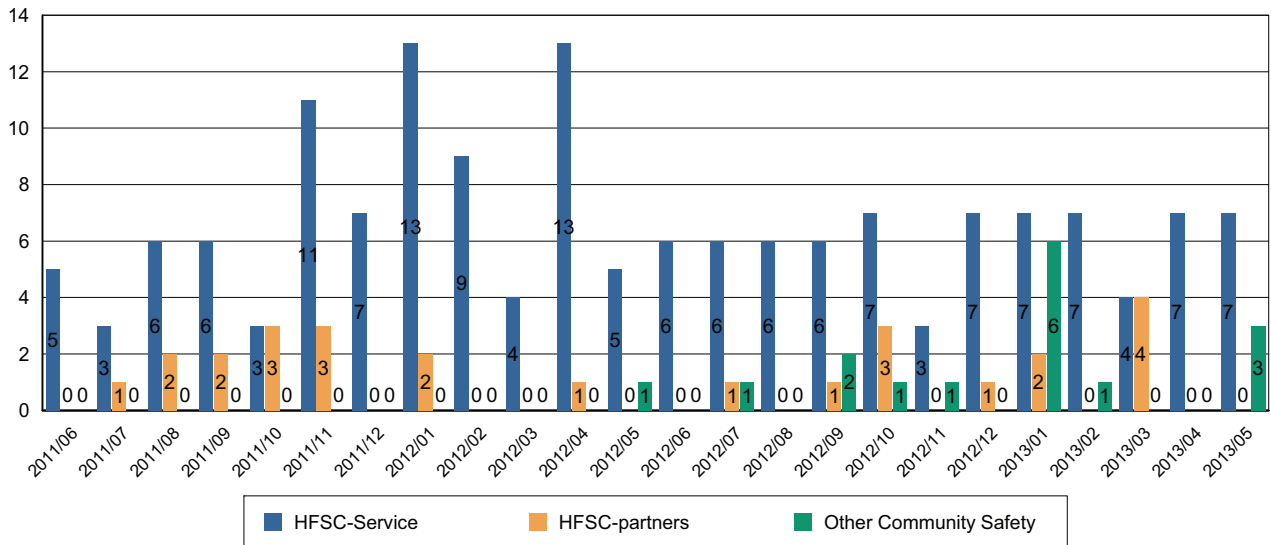
### Number of False Alarm Incidents



### Death & Injuries in incidents attended by WFRS



### Home Fire Safety Checks and other domestic safety



Comments and Interventions overleaf

## Malmesbury and the Villages Community Area Partnership

Report for Area Board meeting on Wednesday 3<sup>rd</sup> July 2013

### Headlines

#### Malmesbury Area Pathfinders:

MAP are concentrating upon developing a new trail named the *White Walls Way*. The website is now being prepared.

#### *Malmesbury Bridges walk:*

A community walk of this trail will take place on 20<sup>th</sup> July starting at Stainsbridge Mill, Gloucester Road, Malmesbury

<http://www.malmesburypathfinders.org.uk>

#### PHEW! An Olympic Legacy

MVCAP are organising a summer festival of sport & activity in July, August and September. With funding from Malmesbury Area board, the aim is to showcase the wide range of sports and activities in the community area and to encourage people to try a new activity or to volunteer to help run them. The programme includes free taster sessions, demonstrations, open days and discounts.

<http://legacymalmesbury.org.uk/>

#### Malmesbury and the Villages Great War Project

MVCAP will be coordinating a series of projects about the first world war to start in 2014. Exact details are yet to be decided but we welcome interest or input from individuals and groups.

As the first step, later this year we will be giving away free poppy seeds to churches, schools, parish councils and individuals to sow in the autumn to produce a living display of remembrance for next summer and subsequent years. Full instructions will be provided and, whilst the seeds are free, there will be opportunities to make a donation to the Royal British Legion.

Further details of the poppy seed distribution and of the project as a whole will follow shortly. In the meantime, if you are interested in getting involved or finding out

more please visit the Great War Project website

<http://greatwarproject.org.uk>

## **Partners**

Where possible MVCAP will provide assistance to other groups with existing community projects and to groups and individuals with ideas for new projects.

Malmesbury Victoria Football Club:

MVCAP are providing assistance to MVFC on grant applications.

<http://malmesburyvictoriafc.co.uk>

Free community websites:

MVCAP can setup websites for community groups and provide some training at no cost. This quarter we have provided a free website for these groups:

- Sherston Carnival & Boules: <http://sherstonboules.weebly.com/>
- VicFest: <http://vicfest.weebly.com/>
- Helpinghands Malmesbury: <http://helpinghandsmalmesbury.weebly.com/>
- Sherston Mangold Hurling: <http://mangoldhurling.weebly.com/>

Representation:

MVCAP have representatives on the Malmesbury, Sherston, Oaksey and Great Somerford Neighbourhood Steering Groups; Sustans Cowbridge-Malmesbury Cyclepath Group and a member of MVCAP attends the Youth Advisory Group meetings.

## **About MVCAP**

We are an independent non-political organisation working to develop and promote community work and to represent those living and working in the Malmesbury Community Area. Membership is open to everybody so if you want to make a difference to your local community why not join us? We have opportunities available for those who want to volunteer regularly or just on the odd occasion.

For more information visit [www.mvcap.org.uk](http://www.mvcap.org.uk) or call 01666 390110



<b>Report to</b>	<b>Malmesbury Area Board</b>
<b>Date of Meeting</b>	<b>3 July 2013</b>
<b>Title of Report</b>	<b>Small Scale Transport and Highway Improvement Schemes – Recommendations from Malmesbury Community Area Transport Group</b>

**Purpose of Report**

To ask the area board to consider and approve the recommendations from the Malmesbury Community Area Transport Group (CATG) outlined in this report and appendices.

**1. Background**

- 1.1. In 2013/2014 the 18 Area Boards were again allocated a discretionary budget of £250,000 to involve them in the assessment and selection of small scale transport schemes to be progressed in their community areas. Malmesbury area board has been allocated £13,360.
- 1.2. Following financial reconciliations plus 2013/14 funding, the balance of the CATG budget is **£21,150** (see Appendix 1).
- 1.3. This funding allocation is for capital funding and can only be used to provide new and improved 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 maintenance schemes or to pay for revenue functions such as passenger transport.
- 1.4. Malmesbury area board agreed to the establishment of a Community Area Transport Group (CATG) to consider issues /schemes with the support of highways officers and make recommendations to the area board. The means by which the public and parishes can identify issues for consideration to the Malmesbury CATG is primarily via the [area board community issues process](#)
- 1.5. The current membership of the Malmesbury CATG comprises of Malmesbury area board councillors and a nominated parish council representative from each electoral division. Membership for 2013/14 will be agreed elsewhere on this agenda. Further information about CATGs can be found operate can be found <http://www.wiltshire.gov.uk/catg-area-boards-practice-papers.pdf>
- 1.6. Parish councils and individuals who have submitted issues being discussed by the CATG are also invited to attend CATG meetings.
- 1.7. Malmesbury CATG last met on 21 May and will next meet on 23 July 2013.

1.8. Malmesbury CATG action notes (see Appendix 2) are available from the [Malmesbury area board pages](#) of the council's website.

## **2. Recommendations from CATG and other information**

2.1. Approve a programme of roundels on B4040 in Leigh (50mph), Minety (30mph) and Charlton (30mph) costing £1,800 to help raise awareness to the speed limits.

2.2. Approve changes to existing signs plus white lining at Tetbury Hill/Filands junction and Tetbury Hill/Avenue de Gien mini roundabout, Malmesbury in order to improve road safety, costing £3,400.

2.3. Approve gateways at the south of Minety village, roundels and slow signs (pending local consultation) at a cost of £5,000.

2.4. Approve speed limit terminal gateway signs costing £1,500 as an addition to the gateway works and speed roundels in Leigh.

2.5. Approve signage costing £218 at the Blicks Hill and Holloway junction which would improve road safety.

2.6. Submit Foxley Road (C68) as the CATG nomination for the C class and unclassified road speed limit review.

2.7. Approve Speed Indicator Devices (SIDs) sites for the coming year at:

- Charlton B4040
- The Street, Startley
- Minety (Station Road)
- Leigh (between Swan lane and the pub)
- Malmesbury , B4042 between Cowbridge and priory roundabout)
- Minety (north east of Turnpike PH)
- Brinkworth (Callow Hill – South End)

2.8. A condition of progressing schemes relies on parish councils consulting locally and demonstrating community support for schemes. They are also asked to contribute 25% towards the cost of schemes.

2.9. Widening of The Green, Oaksey would be addressed when roads maintenance was undertaken later in the year, so no longer required CATG support.

2.10. All recommendations of the Malmesbury CATG contained in the Action Notes of the 21 May 2013 meeting be approved and the progress of a wide range of issues and schemes (see Appendix 2) is noted.

### **3. Environmental & Community Implications**

- 3.1. Environmental and community implications were considered by the CATG during their deliberations. The funding of projects will contribute to the continuance and/or improvement of environmental, social and community wellbeing in the community area, the extent and specifics of which will be dependent upon the individual project.

### **4. Financial Implications**

- 4.1. All decisions must fall within the funding allocated to Malmesbury Area Board.

### **5. Legal Implications**

- 5.1. There are no specific legal implications related to this report.

### **6. HR Implications**

- 6.1. There are no specific HR implications related to this report.

### **7. Equality and Inclusion Implications**

- 7.1. The schemes recommended to the area board will improve road safety for all users of the highway.

<b>Appendices</b>	Appendix 1 – Malmesbury CATG Action Notes 21 May 2013. Appendix 2 – Financial Summary – Malmesbury CATG
<b>Report Author</b>	Miranda Gilmour, Community Area Manager Tel: 01672 515742 Mobile:07990 505882 E-mail: <a href="mailto:miranda.gilmour@wiltshire.gov.uk">miranda.gilmour@wiltshire.gov.uk</a>



**MALMESBURY CATG**FINANCIAL SUMMARY

<b>BUDGET 2012-13</b>	<b>A</b>	£13,360.00	CATG ALLOCATION 2012-13	
	<b>B</b>	£3,687	2011-12 underspend	
<b>3rd party Contributions</b>	<b>C</b>	£10,000.00	Area Board Grant	
<b>Total Budget 2012-13</b>	<b>D</b>	<b>£27,046.54</b>	<b>(A+B+C)</b>	
<b>Commitments agreed by AB</b>				
Sherston High Street		£5,000.00	Contribution to Substantive scheme	
Tetbury Hill, Malmesbury		£5,359.00		
Ashton Keynes Substantive Bid		£0.00	Contribution to Substantive scheme	On hold
Minety Substantive bid		£5,000.00	Contribution to Substantive scheme	
Startley Village minor works		£562.00	Actual	
Silver street minety		£212.00	Rogue item - Awaiting confirmation from finance	
Ashton Keynes north end crossroads lining		£282.00	Actual	
Ashton Keynes High Street pedestrian imp lining		£241.00	Actual	
<b>Total Commitments</b>	<b>E</b>	<b>£16,656.00</b>		
<b>Remaining budget 2012-13</b>	<b>F</b>	<b>£10,390.54</b>	<b>(D-E)</b>	<b>Carryover to 2013-14</b>
<b>BUDGET 2013-14</b>				
	<b>G</b>	£13,360.00	CATG ALLOCATION 2013-14	
	<b>F</b>	£10,390.54	2012-13 Underspend	
<b>3rd party Contributions</b>				
	<b>H</b>	£700.00	Malmesbury TC - Dark Lane Width restriction	
	<b>J</b>	£700.00	Malmesbury TC - Mill Lane Access restriction	
<b>Total Budget 2013-14</b>	<b>K</b>	<b>£25,150.54</b>	<b>(F+G+H+K)</b>	
<b>Agreed Commitments carried forward from 2012-13</b>				
Mill Lane Access restriction	<b>L</b>	£2,000.00		
Dark Lane Width Restriction	<b>M</b>	£2,000.00		
<b>Remaining Budget 2013-14</b>	<b>N</b>	<b>£21,150.54</b>	<b>(K-L-M)</b>	



**Action Notes – Malmesbury Community Area Transport Group (CATG) meeting 21 May 2013 Malmesbury Library 6.00pm**

	<b>Item</b>	<b>Notes</b>	<b>Action</b>
	Attendance	Councillors Toby Sturgis John Thomson & Simon Killane, Martin Rea (Sherston Division and M&VCAP), Ellen Blacker (Brinkworth Division), Roger Budgen (St Paul Malmesbury Without PC), Graham Thorne (Minety PC) Melvyn Hourigan (Gt. Somerford PC), Nikki Long (re Callow Hill, Brinkworth), Barry Hammond (re Leigh parking), Keith Maslin (re Foxley Road) Martin Rose, Malcolm Beaven & Miranda Gilmour	
1.	Apologies	John Marsh (Minety Division), Catherine Doody (Malmesbury Division), Spencer Drinkwater, Malcolm Beaven, Cllr. Chuck Berry	
2.	Matters/Actions arising from the last meeting (other than items on the agenda)		None
3.	Budget Update 2013/14	Malmesbury CATG budget for 2013/14 is £13,360 and with amendments to schemes and under spends, the balance was £21,150.54.  It was anticipated that £250,000 would be available centrally for substantive bids which the group could bid for	CATG to submit any suitable schemes for substantive funding. Substantive bids for 2013-14 to be submitted late June / early July
		Implementing roundels on B4040 in Minety, Leigh and Charlton was considered and approved at a cost of £1,800 (Cost per roundel is £50.53. Assuming 8 no. roundels per site and some traffic management costs (4 hours stop/Go = £200) The approx cost is £600 per site or <b>£1,800</b> for all three).	Martin to write to all three parish councils to check that they there was support in their parish for the scheme to request a 25% contribution.
4.	Update re Substantive bids	<b>The pavement in Silver Street, Minety</b> (£15,000) project had been completed and Graham said that local people were delighted and it encouraged parents to walk their children to school and supported school's Travel Plan.	Completed.  Issue could be closed
		<b>The pedestrian safety project in Sherston High Street</b>	Anticipate completion before the August bank

**Action Notes – Malmesbury Community Area Transport Group (CATG) meeting 21 May 2013 Malmesbury Library 6.00pm**

		(£25,000) was on hold as materials were coming from China! It had been agreed with the parish council that it was now best to delay implementing the work until after the Boules & carnival, so they would start on 15 July and last 5 weeks. A slight overspend was anticipated but this would not have to be picked up by the CATG.	holiday
		A public meeting was held in Ashton Keynes where <b>the provision of footway from White Hart PH to Church Walk, Ashton Keynes (£30,000)</b> was discussed. Local people were not supportive for the scheme, so it was currently on hold.	Chair of Malmesbury area board to write to new Chairman of the parish council, David Wingrove to explain that the substantive funding would have to be returned and the £5,000 from the Malmesbury CATG would be made available for other projects.  The group agreed that in future results of local consultation would need to be provided from parish councils before the CATG agreed to fund schemes.
		Need for robust consultation provided to CATG before any scheme is approved for financial support by CATG/area board.	Martin
5.	Update on the development of CATG schemes		
	Tetbury Hill works	Changes to the existing signs and white lines at the Tetbury Hill/Filands junction and Tetbury Hill/Avenue de Gien mini roundabout is still pending. Costs are in the region of <b>£3,400</b> . CATG approved that this work should be completed.	Martin to check his figures and request 25% from Malmesbury town council.
	Speeding on B4040 in Minety	The scheme to address speeding on B4040 in Minety was discussed and plans considered. It would include 2 gateways at the southern end of the village, 30mph roundels on the road and Slow markings, at a cost of £5,000 CATG gave their approval to this work being undertaken	Minety parish council did not want speed roundels but were happy with gateways. The parish council would consult with the community and confirm that there was support for the work and a willingness to contribute 25% of the cost. Martin to provide revised costs of gateways to Minety parish council.
	Parking Hillside, Leigh	The parking scheme to reduce congestion at Hillside, Leigh was considered. The plan was viewed which showed provision of 10 parking spaces and would cost approximately	Chairman of Malmesbury area board to write to Greensquare Chief Executive about the issue and to request a financial contribution towards this



**Action Notes – Malmesbury Community Area Transport Group (CATG) meeting 21 May 2013 Malmesbury Library 6.00pm**

		£17,000. This was considered a project worth submitting for substantive funding as it was deemed more than a parking scheme as current congestion was problematic for emergency and council vehicles. A 50% contribution would be sought from GreenSquare and a contribution from the parish council. Local resident, Barry Hammond felt the parking was a good idea but only a drop in the ocean as far as addressing parking in the area. There was scope for the parish council and Greensquare to engage with this community to encourage more considerate parking by local residents, although it was accepted with as many as 3 cars per household, there would always be problems.	scheme.
	Vehicular access to Malmesbury Primary Care Centre	Malcolm and Martin had had another site visit to view vehicular access to Malmesbury Primary Care Centre. It was felt that white lining would really make no difference and that mistakes had been made by highways when the plans for the centre were considered.	John Thompson to discuss the issue with Parvis Khansari
	Speeding Leigh	40mph roundels had been painted on B4040 in Leigh in order to help address the speeding problems and the Neighbourhood Policing Team had been supportive of the CSW group. Gateway surfacing will be funded from 2012/13 gateway budget, but £1,500 was still required for changes to the speed limit terminal gateway signs.	CATG recommended that the signage should be installed at a cost of £1,500 and the parish council should be asked for 25% contribution.
	Mill Lane, Malmesbury	Public consultation period re Mill Lane TRO had ended; no objections had been received. Work would be completed by the end of the summer.	Issue to be closed
	Dark Lane, Malmesbury	Public consultation period re Dark Lane TRO had ended; no objections had been received. Work would be completed by the end of the summer.	Issue to be closed
	The Green, Oaksey	Roads maintenance would be re-surfacing The Green, Oaksey later in the year and had agreed to widen part of the road to allow vehicles to pass one another. Maintenance would be funding this work.	Issue to be closed

**Action Notes – Malmesbury Community Area Transport Group (CATG) meeting 21 May 2013 Malmesbury Library 6.00pm**

	Road safety - Blicks Hill and Holloway, Malmesbury	Designs were shared about a re-think about road safety concerns at the junction of Blicks Hill and Holloway. These included white line changes to encourage vehicles to travel nearer to the centre of the road, improving their view of this junction. As maintenance of this road was due shortly it was agreed that this work would be undertaken when the road maintenance was done. In the meantime it was agreed that £218 should be spent on signing changes.	Sign changes to be implemented at a cost of £218. Martin to check when road maintenance was due to be undertaken and advise the team to undertake white lining as per design when the road is re-surfaced.
	Speed - Callow Hill, Brinkworth	Speeding on Callow Hill, Brinkworth was evident and a site was on the SID list and another metro count has been requested. Concerns were expressed about HGV use.	Miranda to request that metro count measures class of vehicles, speed and volume and notify PC.
	Road safety near Corston	The forward visibility of white lines on A429 between Corston and the railway bridge had been observed as being acceptable and that the incident reported was probably unfortunate.	Martin to provide further information for issue closure.
	Newnton Grove	Simon Killane reported that the Newnton Grove was being completed.	There being no representation from Greensquare, this could not be confirmed.
	Murcott Lane, Crudwell	Concerns about speeding in Murcott Lane, Crudwell was considered. CSW was not appropriate on an unrestricted speed area and introducing speed limits/signage which could not be easily enforced was poor use of limited resources. Murcott Lane (C92) was low on the C Road Collision Rates list and the group felt was not a priority for further action.	Miranda to update issue.
	Foxley Road, Malmesbury	Concerns had been expressed about speed of vehicles using Foxley road and consideration was given to investigating the possibility of a graduated speed limit (40mph) beyond the 30pmh area to act as a buffer between the 30moh and the de-restricted road. This road (C68) was a designated cycle route and as a result was very busy especially at weekends.	See No 7
6.	Speed Indicator Devizes	To obtain a 12 week turn round of a SID required only 6 sites approved. Concern had been expressed in 2012/13 about the long gaps between the SID being in a village. Eligibility had been tightened up with 8 sites currently being eligible. It	Agreed sites for the coming year: Charlton B4040, The Street, Startley (with a request that they alternate between the two directions), Minety (Station Road), Leigh (between

**Action Notes – Malmesbury Community Area Transport Group (CATG) meeting 21 May 2013 Malmesbury Library 6.00pm**

		was suggested to reduce it to 7 sites; Startley might be offered only one site.	Swan Lane and the pub), B4042 between Cowbridge and Priory roundabout and Minety (north east of Turnpike PH) <i>N.B. to be confirmed in which direction the SID will be placed.</i>
	SIDs	SID purchase and operating costs were discussed. It had been estimated that the equipment (including servicing, batteries etc) cost £3,754, while the annual cost of deployment was £12,800. It was agreed these were costs that could be ill afforded. Speeding traffic was an important issue for local communities in the Malmesbury area and it was felt that the police really didn't support the schemes sufficiently, although local NPT had been supportive in Minety and Leigh where speeding was a quarterly priority. John explained that conversations had taken place with the Police Commissioner Angus Macpherson, but it was felt that a conversation at an area board might be valuable as CSW groups felt unsupported.	Miranda to add invitation to Angus Macpherson to July ABC agenda
7.	C class and unclassified road speed limit review	Routes chosen would be reviewed in detail by consultants in respect to changing the speed limits. The reports would be brought back to the CATG for consideration. There was some discussion about the value and cost effectiveness of this work.	CATG approved one route for 2013/14 – C68 Foxley Road, Malmesbury.
8.	Date of next meeting	Tuesday 23 July 2013, Malmesbury Library at 6pm	



<b>Report to</b>	<b>Malmesbury Area Board</b>
<b>Date of Meeting</b>	<b>3 July 2013</b>
<b>Title of Report</b>	<b>Malmesbury Community Issues Update</b>

### Purpose of Report

To provide an update about Community Issues and invite members of the Area Board to:

1. Note the progress in dealing with issues.
2. Close 5 issues.

### 1. Background

- 1.1. One of the key roles of the area board is to help local people find solutions to things that are complex or non-routine which affect the community as a whole; not simply a few individuals.
- 1.2. The majority of routine problems can be dealt with by the council faster through direct contact and to help local people do this, the section of the area board web page has been updated to allow logging of simple issues direct with a person who can help them e.g. [Lost and stray dogs](#) and [Common road and highway problems \(CLARENCE\)](#). Where a problem does not fit into any of these categories or if the matter is causing widespread concern in the community, it should be reported to the Malmesbury area board via the [online community issue form](#).
- 1.3. At the time of writing (10 June 2013), a total of 148 community issues have been received, of which 132 have been closed and 16 are currently in progress.
- 1.4. If the area board approve the recommendations to close issues there will be 11 issues to progress by the area board, while others remain active but the responsibility of the Malmesbury Community Area Transport Group (CATG).

<b>Background documents used in the preparation of this report</b>	<p>Malmesbury community issues online at:</p> <p><a href="http://portal.wiltshire.gov.uk/area_board/areaboard_issues_search.php?issue_location_in=Malmesbury">http://portal.wiltshire.gov.uk/area_board/areaboard_issues_search.php?issue_location_in=Malmesbury</a></p> <p><a href="http://www.wiltshire.gov.uk/council/areaboards.htm">http://www.wiltshire.gov.uk/council/areaboards.htm</a></p>
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## 2. Main Considerations & Officer Recommendations

### 2.1. Progress of Issues

2.1.1. The progress of issues is outlined in Appendix 1. More detailed information is readily available to councillors and members of the public via [the area board website](#)

### 2.2. Closure of Issues

2.2.1. The area board are invited to close 5 issues. The reasons are self explanatory and can be found emboldened in Appendix 1.

- **Issue 2887** – Parking difficulties for tradesmen working in Malmesbury.
- **Issue 2852** – Request to move 30mph signs in Great Somerford.
- **Issue 2515** – Lack of footpath along B4696 in Ashton Keynes.
- **Issue 2714** – Signage and parking issue Horsefair/Foundry Road area.
- **Issue 2419** – Severe and prolonged flooding in Back Lane, Alderton.

## 3. Environmental & Community Implications

3.1. Addressing community issues contribute to the improvement of community wellbeing in the area, the extent and specifics of which will be dependent upon the individual issue.

## 4. Financial Implications

4.1. There are no specific financial implications related to this report.

## 5. Legal Implications

5.1. There are no specific legal implications related to this report.

## 6. HR Implications

6.1. There are no specific HR implications related to this report.

## 7. Equality and Inclusion Implications

7.1 The opportunity to raise Community Issues enables individuals, voluntary and community groups, town and parish councils an equal opportunity to identify and seek assistance to address problematic issues.

<b>Appendices:</b>	Appendix 1 Update of Malmesbury Area Board Community Issues 3 July 2013.
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No unpublished documents have been relied upon in the preparation of this report.

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## Update of Malmesbury Area Board Community Issues – 3 July 2013

ID	Category	Division	Summary of Issue	Status
2925	Car Parking	Malmesbury	Insufficient parking available in Malmesbury town centre	Forwarded issue to the councils Parking Services Manager for consideration - the matter relates to the difficulty of parking in the Cross Hayes for one hour to attend the Sunday 10am Catholic church service. There appears to be very strict enforcement of parking at this time, while it was hoped that as long as parking was not dangerous more leniency could be shown to churchgoers who would be gone in an hour.
2172	Car Parking	Malmesbury	Parking in Cross Hayes by Hyams garage	It has been suggested that the town council could request an extension to the car parking order in relation to the route through the car parking near Hyams. If this was approved this would enable parking to be enforced.
2887	Car Parking	Malmesbury	Parking difficulties for tradesmen working in Malmesbury	<b>The Parking Services Manager advises that Wiltshire Council operates a daily tradesman waiver scheme (costing £11) which is designed for planned events rather than responsive works. This allows tradesmen to park for longer than the permitted time, in-time restricted areas or, if absolutely necessary, on double yellow lines. Double yellow lines are, however, primarily in place for road safety and permission to park on double yellow lines is generally not made except in very unusual circumstances. Waivers are not issued without due consideration being given to any road safety implications. Waivers have been used in north Wiltshire for about 3 years and appear to work well for most tradesmen. Issuing a yearly or monthly permit would not allow the council to assess the location of a tradesmen's vehicle for suitability whilst parked in restricted areas and therefore I am advised would not be practical. Long stay parking is available in the Station Road car</b>

				<p>park at a reasonable daily cost. Loading and unloading whilst parked on double yellow lines is permitted where thereafter the vehicle is moved to a suitable, legal parking place. The Council has introduced a cashless parking service where you can purchase a parking stay over the telephone via MiPermit, further details of this can be found on the Councils website <a href="http://www.wanttopark.com/wiltshire">www.wanttopark.com/wiltshire</a></p>
1783	Car Parking	Minety	Parking problems at Hillside, Leigh	<p>The matter was discussed at the 21 May CATG meeting. Plans were viewed for 10 parking spaces to be provided costing in the region of £17,000. This would not necessarily provide additional parking but would improve the parking surface and parking areas would be lined. Because of the costs the only option would be to submit it as a substantive scheme for funding. Greensquare would be approached for financial assistance as would be the parish council. It was accepted that because many householders had 3 cars, the issue would never go away.</p>
2660	Environment	Malmesbury	Drainage issues Reeds Farm, Malmesbury	<p>Contacted Malmesbury Town Council for update, as at December site visit the Town Council officials agreed to liaise with the farmer to look at quick wins which the farmer is willing to undertake in order to lessen the present flood risk from surface water flooding.</p>
2919	Highways	Brinkworth	Install bus stop clearway outside Brinkworth village hall	<p>It is recommended this issue is referred to the 23 July Community Area Transport Group.</p>
2852	Highways	Brinkworth	Request to move 30mph signs in Great Somerford	<p><b>It is understood that when the affordable housing was built, a footpath was provided along the frontage, and more recently a footpath was installed to the east of the school within the Glebe land on the bend between the school and the old Police House to assist pedestrians. There is little evidence to suggest that moving the speed limit sign 200 yards back towards Dauntsey would reduce the speed of traffic.</b></p>

2559 and 2798	Highways	Brinkworth	Speeding on Callow Hill and HGV	The metro count survey on Callow Hill (sound end), was carried out between 15/04/2013 and 23/04/2013. A total of 6,651 vehicles were checked. The 85th percentile was 42.1mph (the 85th percentile is the speed at which 85% of the traffic is travelling at or below). This makes it eligible for the Speed Indicator Device (SID) programme. Malmesbury Community Area Group (CATG) considered the matter on 21 May and felt this site should be added to the SID sites for 2013/14. CATG recommendations will be considered by the area board on 3 July 2013. A replacement metro count will be placed at the north end of Callow Hill to measure traffic speeds in the near future.
2536	Highways	Brinkworth	Flooding of road from Startley to Rodbourne near Heath Farm	Highways have undertaken to jet the drainage pipes within their responsibility and part of the outlet pipe and the water appears to be getting away. The test will be when there is heavy rain. Should the highway flood following rain the landowner will be requested to clear the outlet pipe within the private property.
2737	Highways	Minety	Speed and HGV use of Murcott Lane, Crudwell	Malmesbury CATG considered this issue on 21 May. Neither Community Speed Watch nor Speed Indicator Devices are appropriate on an unrestricted road and introducing speed limits/signage which could not be easily enforced was considered poor use of limited resources. Murcott Lane (C92) was low on the C Road Collision Rates list and the group felt was not a priority for further action. These recommendations will be reported to the area board on 3 July. Based on these findings officers recommend that the area board closes this issue.
2515	Highways	Minety	<b>Lack of footpath along any stretch of the B4696 at Ashton Keynes.</b>	<b>This issue have developed further with a metro count being undertaken in the autumn. A total of 20,073 vehicles were checked. The 85th percentile was 48.3mph (the 85th percentile is the speed at which 85% of the traffic is travelling at or below), making this site eligible for Community Speedwatch (CSW. The parish council and local community are keen to establish the</b>

				group and at present are waiting for training which should take place in August. Highways and Street scene have been requested to check the signs in respect to vegetation obscuring them. The parish council have been sent details of Paths for Communities funding should they be pursuing the footpaths in the village. This issue will be recommended for closure at the July area board. Should there be continued concerns about traffic speeds following the introduction of the CSW programme a new issue may be raised at a later date.
2714	Highways	Malmesbury	Signage and parking issue Horsefair/Foundry Road area	Highways officers have arranged for a new street name sign to be placed on the other side of the road at Foundry Road. It will not be possible to add a No Through sign as it is a through road to Shipton Hill.
2656	Highways	Malmesbury	Speeding on B4042 Malmesbury to Cowbridge	Anticipate training for the new Community Speedwatch group to be available in August. In the meantime the Community Area Transport group (CATG) considered Speed Indicator Devices (SID) sites for 2013/14 when they met in May. Their recommendation to the 3 July area board will be that this site should receive a SID.
2554	Highways	Sherston	Severe damage to road surface at the Rathole, Luckington	This road has been submitted as a priority site for resurfacing in 2013/14. The major maintenance team will determine whether it is a suitable site amongst others submitted from across the county and that funding is available. In the meantime the council's contractor will carry out interim repairs.
2419	Highways	Sherston	Severe and prolonged flooding in Back Lane, Alderton	The major drainage works have been completed to address the problem. This involves a new system being installed from Back Lane to the watercourse at the bottom of the hill, including pipe work, cleared ditches, newly constructed manholes and gullies. The issue will be recommended for closure at the July 2013 area board.

**Malmesbury Area Board – 3 July 2013 (updated following 6 March area board)**

**Flipchart Notes from Flooding and Emergency Planning Item January 2013**

<b>What went well</b>	<b>Issues</b>	<b>Actions</b>
<b>Malmesbury Town</b>	Residents and MVCAP got together and took sandbags to one central base → took to key areas in town.	
	Using website / Facebook to collect information and where help was needed.	
	Congratulations to Wiltshire Fire & Rescue Service and Wiltshire Police for work at Town Bridge. Dave Ridges, Old Corporation – 24/7 working. Local community opened up their houses to those affected.	
<b>Dauntsey</b>	Resident about to be flooded. Spotted culvert blocked. Danny Everett Emergency procurement to get JCB on site to get culvert cleared within 1 hour. Result – house not flooded. Dauntsey flood plan and processes worked. Communications / liaison worked. Farmer/Council/Parish.	
	Measuring on River Avon available on the web to see river levels. Link on flood information website	
	Areas of roads around Dauntsey previously flooded didn't on this occasion. Measuring sticks at key flooding areas to see depth of flood.	Miranda Gilmour (MG) will investigate how many and where needed as well as cost and report back to the Area Board. <i>10 sticks requested but costs and other issues are being investigated.</i>
	Group of people in Dauntsey do ditch walks keeping an eye on key areas.	
<b>Crudwell</b>	Maintenance of brook helped. Fire Brigade helped to slow people going through water very fast. WFS advice is: drive through slowly maintaining revs on vehicle.	
<b>General</b>	Automated message from Floodcall. Able to move car. Those on register can alert others. No parking fines next day.	
	Use of web – to provide information/good planning. Ready to react, whatever the weather.	
	WC suspended skip licences so people could get skips in as soon as possible.	
	Restrictions lifted for commercial recycling at Stanton St Quintin recycling centre.	
	Local highway teams helped clear affected houses.	
	Two flood engineers are great – need a third and increase in funding.	

Malmesbury Area Board – 3 July 2013 (*updated following 6 March area board*)

What can be improved?	Issues	
<b>Crudwell</b>	Still experiencing problems	Request Danny Everett and Cllr. Jonathan Seed to make contact The OFWG (North) is now chaired by Cllr. Simon Jacobs, while Cllr. Jonathon Seed has strategic responsibility for flooding/drainage county wide. Crudwell parish council regularly attend the flood working group so any new/old issue can be discussed. <i>Matters resolved</i>
<b>Hankerton</b>	Waiting for actions from surveys done by local people. Hold up is due to only 2 flood engineers. Need help getting farmers, etc. to do their part and assistance from engineers to get actions completed. Issues need addressing between Crudwell/Hankerton.	Environment Agency is following this up. Cllr. Toby Sturgis to follow up.  Cllr. Sturgis updated the 6 March Area Board on the progress with the Environment Agency and also highlighted an upcoming meeting with the Country Land and Business Association (CLA) and the National Farmers Union (NFU) regarding access to blockages on land that contribute to flooding. <i>Cllr. Sturgis then highlighted that he would update the next Area Board meeting with the outcomes from this meeting and developments against the flood action sheet.</i>
<b>Little Somerford</b>	Little Somerford – sewer backed up and coming up through manhole covers foul water → road → river. Wessex Water say issue with housing water going into wrong place – can we get advice on this. Danny Everett – recommended people report individually to Wessex Water not a composite report. If 30 houses ensure 30 reports since Wessex Water count number of reports not houses affected.	<i>Cllr. Toby Sturgis is addressing this issue at present</i>

**Malmesbury Area Board – 3 July 2013 (updated following 6 March area board)**

	Agricultural land has drainage systems that have been destroyed causing current issues.	Little Somerford PC and Cllr. Toby Sturgis
<b>Brinkworth</b>	Survey sent for sucking out (Brinkworth/Dauntsey B4042) silt/grips only had 2 done to date. Parish Stewards say can't do it unless had permission from office. Concern what Parish Stewards doing. Grips are essential for clearance. Answer – Bill Parks will take this away and address.	Bill Parks to address. Owen Gibbs, Chairman of Brinkworth Parish Council confirmed at the 6 March area board that all roads around Brinkworth were now clear. <i>Matter resolved</i>
<b>General</b>	Identifying key culverts, ditches, etc. and areas that are critical for clearing to avoid flood.	Parish Council responsibility – MG reminder via parish newsletters/CAN
	Vehicle drivers driving through water too quickly (can damage properties/other vehicles)	Reminder for parish magazines/blog site/CAN highlighting this issue in the Autumn.
	Dealing with properties (which flood) away from rivers. Issue of home insurance	Resident's responsibility to report incidents at an early stage to enable investigations.
	Legislation is insufficient to enable enforcement on private landowners. Problem for Environment Agency on main river.	Seek support of James Gray to highlight problems with the government. Enforcement powers are needed.
	Farmers / landowners → Issues of getting special dispensation or authority to do any work – very limited timeframes to do work which caused problems if weather is unsuitable for work.	This can be a problem – common sense needs to be applied.
	Any photos of flooding in Malmesbury (this flood event) please give to Malmesbury Town Council to enable them to calibrate the flood model.	Community responsibility.

**Malmesbury Area Board 6 March 2013 – additional actions**

It was also confirmed that a meeting has been held in regarding the installation of a channel in Luckington where the land owner has agreed to the works.

Malmesbury Town Council would be invited to present its Flood Plan at the July area board





WILTSHIRE COUNCIL

ITEM

MALMESBURY AREA BOARD  
3 July, 2013

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**Malmesbury & Villages Community Area Partnership (MVCAP) Claim for Core Funding 2013/2014**

**1. Purpose of the Report**

- 1.1. To seek the Board's approval to core funding to MVCAP covering the financial year 2013/14 to be agreed at this meeting, 3 July.

**2. Background**

- 2.1. Officers are required to provide recommendations in a report, however the decision to support the community area partnership and to what level, is made by Wiltshire Councillors on this Area Board.
- 2.2. There will be 2 tranches of funding to community partnerships during 2013/14 (up to 50% of their total projected costs in each tranche). The first is contained within this report, and the Partnership Development Officer will advise MVCAP that the second tranche can be requested at the November, 2013 Board after evidence has been received of how the first tranche has been spent.
- 2.3. Malmesbury Area Board has been allocated a 2013/2014 budget of £53,137 for community grants, community partnership core funding, digital literacy and councillor led initiatives.
- 2.4. Community Area Partnerships have been invited to apply for up to 20% of the community grants scheme budget. 20% of the Malmesbury Area Board grants budget 2013/14 is £8,032.

**3. Main Considerations**

- 3.1. Councillors will need to be satisfied that core costs awarded in the 2013/14 year are made to projects that can realistically proceed within a year of the award being made.
- 3.2. MVCAP were awarded £8,118 in 2012/2013. The balance of MVCAP funds as at May, 2013 was £1,120. This level of reserves is perfectly acceptable to the Partnership Development Officer given the staff MVCAP employ and the level of work they carry out.

- 3.3. All partnerships funded by Area Boards are required to sign a Community Area Partnership Agreement (CAPA), which will be countersigned by the Chair of the Area Board. The CAPA is to be signed by both parties at this meeting if MVCAP's core funding is awarded.
- 3.4. In order to show how the community area partnership aims to meet the commitments set out in the CAPA, MVCAP are required to complete a work plan. This work plan has been reviewed and endorsed by Wiltshire Council's Partnership Development Officer and Wiltshire Forum of Community Area Partnership's (WfCAP's) Manager as a workable document.
- 3.5. Malmesbury area board meet MVCAP formally twice a year to review their work plan and discuss projects and future plans. The most recent meeting was held on 16 April 2013. In addition the chairman of the area board meets regularly with the chairman of MVCAP to share ideas and joint working.
- 3.6. Malmesbury & Villages Community Area Partnership submitted a 2013/14 claim for £8,032 total core costs. This figure falls slightly below previous year's levels. In discussion with MVCAP, Malmesbury Area Board has agreed to increase the funding available to the 2012/13 amount using other funds available. Malmesbury Area Board is able to award £8,118 at this meeting. 50% of this can be considered in the 1<sup>st</sup> tranche. The area board can therefore award up to £4,059 at this meeting to be paid immediately.

#### **4. Implications**

##### 4.1. Environmental Impact of the Proposals

- 4.1.2 The community partnership contributes to the continuance and improvement of cultural, social and community activity and wellbeing in the community area, the extent and specifics of which will be dependent upon individual projects.

##### 4.2. Financial Implications

- 4.2.1 Core costs awarded to the community partnership must fall within the Area Boards budget allocated to the Corsham Area Board.

##### 4.3. Legal Implications

- 4.3.1 There are no specific Legal implications related to this report.

##### 4.4. HR Implications

- 4.4.1 There are no specific HR implications related to this report.

##### 4.5. Equality and Diversity Implications

- 4.5.1 Community partnerships have agreed to the terms of the Community Area Partnership Agreement, which requires them to be fully inclusive.

Membership of MVCAP is open to anyone with an interest in the community area.

## **5. Recommendation**

The Partnership Development Officer recommends that the area board:

- approve the whole year's core funding of £8,118 with an agreement to release the 1<sup>st</sup> tranche of £4,059 immediately.
- agree to the release of the 2<sup>nd</sup> tranche at the November 2013 area board as long as conditions set by the Partnership Development Officer and agreed by the Board, have been met.

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### **Appendices:**

Appendix 1 MVCAP Annual Workplan, 2013/14  
Appendix 2 MVCAP Core activities, 2013/14



<b>Report to</b>	<b>Malmesbury Area Board</b>
<b>Date of Meeting</b>	<b>3 July 2013</b>
<b>Title of Report</b>	<b>Area Board Funding</b>

**Purpose of Report**

To ask councillors to consider the following officer recommendations:

1. To note the area board budget for 2013/14, the types of funding available and the new on-line application process.
2. Minety Village Hall - award £5,000 towards insulation of the village hall roof, conditional on the balance of funding being in place.
3. To note the request for funding from the Malmesbury & Village Community Area Partnership for £8,118, details of which are contained in a separate report.

## 1. Background

- 1.1. Area Boards have authority to approve Area Grants under powers delegated to them by the Deputy Leader and Cabinet member for Adult Care, Communities and Housing (5 April 2013). Under the Scheme of Delegation Area Boards must adhere to the [Area Board Grants Guidance 2013/2014](#).
- 1.2. In accordance with the Scheme of Delegation, any decision of an Area Board that is contrary to the funding criteria and/or the officer's recommendation would need to demonstrate that the application in question has a wider community benefit, and give specific reasons for why this should justify an exception to the criteria.
- 1.3. The Localism agenda supports the ethos of volunteering and community involvement and the nurturing of resilient communities. With this in mind Community Area Grants (CAGs) should be encouraged from and awarded to community and voluntary groups.
- 1.4. The area board may wish to link funding to local priorities, including those identified in their Community Plan, Local Area Joint Strategic Assessment and any other community based consultative work.
- 1.5. Malmesbury Area Board has been allocated a 2013/2014 budget of **£53,138** for community area grants, digital literacy grants, community partnership core funding, area board operational funding and area board/councillor led initiatives. In 2013/14 only capital funding is available for community area and digital literacy grants.
- 1.6. In addition to CAGs and digital literacy grants councillors can submit an Area Board/Councillor Led Initiative. This enables area boards to tackle sticky community issues and/or community identified priorities. Cabinet have emphasised that they do not wish these to be used to avoid complying with Community Area Grant criteria or for filling gaps where there are council service shortfalls.
- 1.7. In support of the Olympic and Paralympic legacy, in 2013/14 the Malmesbury area board invites applications that encourage young people and people with disabilities to become more actively involved in sports, outdoor activities, recreation, arts and volunteering. This is to support communities (not individuals) and is for capital projects.
- 1.8. Applications of up to and including £500 can be made for a Community Area Grant, which do not require matched funding. Amounts of £501 - £5,000 will be required to find matched funding. The area board will rarely award more than £5,000.
- 1.9. A ring-fenced budget of £1,500 has been provided specifically for Digital Literacy Grants, although the area board may spend more. Up to £500 per project is available for capital projects.

- 1.10. New for 2013/14 is a single on-line application process for Community Area Grants (CAG) and Digital Literacy grants, introduced to provide an easy step by step application process. The application process and funding criteria can be found [here](#).
- 1.11. Area boards will not consider CAG applications from town and parish councils for purposes that relate to their statutory duties or powers that should be funded from the local town/parish precept. However this does not preclude bids from town/parish councils, encouraging community projects that provide new opportunities for local people or those functions that are not the sole responsibility of the town/parish council.
- 1.12. Officers are required to provide recommendations in their funding reports (except in the case of Area Board/Councillor led initiatives), although the decision to support applications is made by Wiltshire councillors on the area board.
- 1.13. Funding applications will be considered at every Area Board meeting whilst there is money available.
- 1.14. All recipients of area board funding are expected to complete an evaluation form as soon as the project has been completed and provide receipts if requested. Groups are encouraged to up-load information and photographs about their project on to the [Malmesbury & Villages – Our Community Matters blogsite](#). Failure to evaluate projects will preclude applicants/organisations being considered for future funding.
- 1.15. On the 16 January 2013 the area board ring fenced up to £5,000 (from the 2012/13 budget) for Malmesbury and Villages Community Area Partnership to deliver a range of 'legacy events' in 2013/14. To date £2,000 has been awarded towards the Phew! programme.

<p><b>Background documents used in the preparation of this report</b></p>	<p><a href="#">Area Board Grant Criteria and Guidance 2013/14 as approved by delegated decision</a></p> <p><a href="#">Area Board Grants Scheme 2013/14 – information and criteria</a></p> <p><a href="#">Digital Literacy Grants 2013/14</a></p> <p><a href="#">Malmesbury and Villages Community Area Plan 2009-2013</a></p> <p>Minutes of the 16 January 2013 Malmesbury area board</p>
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## **2. Main Considerations**

- 2.1. Malmesbury Area Board has been allocated a 2013/2014 budget of **£53,138** that may be allocated through Community Area Grants, Digital Literacy Grants, Area Board/Councillor Led Initiatives and core funding for the Community Area Partnership.
- 2.2. Councillors will need to ensure that the distribution of funding is in accordance with the Scheme of Delegation outlined in Section 1 of this report.
- 2.3. Councillors will need to be satisfied that grants awarded in 2013/2014 are made to projects that can realistically proceed within a year of the award being made.
- 2.4. There are 4 funding rounds remaining during 2013/14. Deadlines for receipt of funding applications are as follows:
  - **19 July 2013 for consideration at 4 September 2013**
  - 20 September 2013 for consideration at 6 November 2013
  - 22 November 2013 for consideration at 15 January 2014
  - 24 January 2014 for consideration at 5 March 2014

## **3. Environmental & Community Implications**

- 3.1. Area Board Grants contribute to the continuance and/or improvement of cultural, social and community activity and wellbeing in the community area, the extent and specifics of which will be dependent upon the individual project.

## **4. Financial Implications**

- 4.1. Awards must fall within the Area Boards budget allocated to the Malmesbury Area Board.
- 4.2. If grants are awarded in accordance with officer recommendations (in this and the MVCAP report), Malmesbury area board will have a balance of **£40,020**.

## **5. Legal Implications**

- 5.1. There are no specific legal implications related to this report.

## **6. HR Implications**

- 6.1. There are no specific HR implications related to this report.

## **7. Equality and Inclusion Implications**



- 7.1. Community Area Grants and Small Grants will give local community and voluntary groups, town and parish council's equal opportunity to receive funding towards community based projects and schemes, where they meet the funding criteria.
- 7.2. Implications relating to individual grant applications will be outlined in section 8, "Officer Recommendations" of the funding report.

## 8. Officer Recommendations

Ref	Applicant	Project proposal	Funding requested
8.1.	Minety Village Hall	Insulation of village hall roof	£5,000

- 8.1.1. Officers recommend that Minety Village Hall is awarded £5,000 towards insulation of the village hall roof, conditional on the balance of funding being in place.
- 8.1.2. This application meets grant criteria 2013/14 and has been approved as a capital project by Wiltshire Council finance department.
- 8.1.3. The Malmesbury and the Villages Community Plan 2009-2013 notes that village halls are considered important community assets, frequently being the single meeting place and hosting a range of activities.
- 8.1.4. The project forms phase 4 of a major refurbishment of the village hall, an invaluable meeting place for the local community and accommodating a wide variety of users and age groups.
- 8.1.5. The roof is being insulated in order to reduce heating costs and improve heating efficiency and at the same time creating a more comfortable atmosphere for hall users.

<b>Appendices</b>	Appendix 1 Grant Application – Minety Village Hall
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No unpublished documents have been relied upon in the preparation of this report other than those requested in the funding criteria e.g. estimates.

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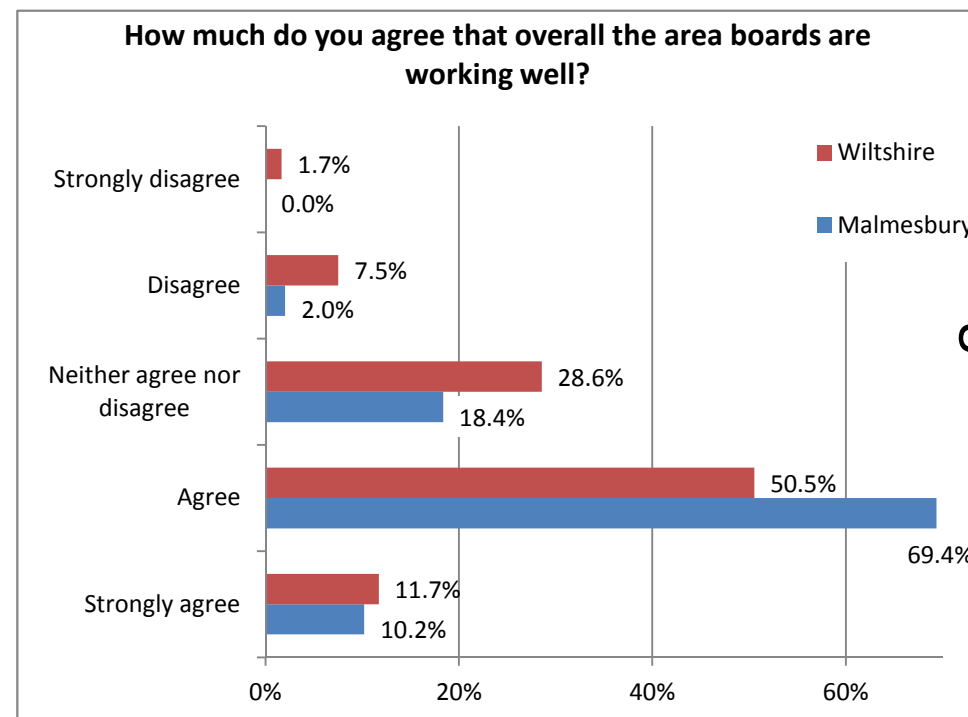
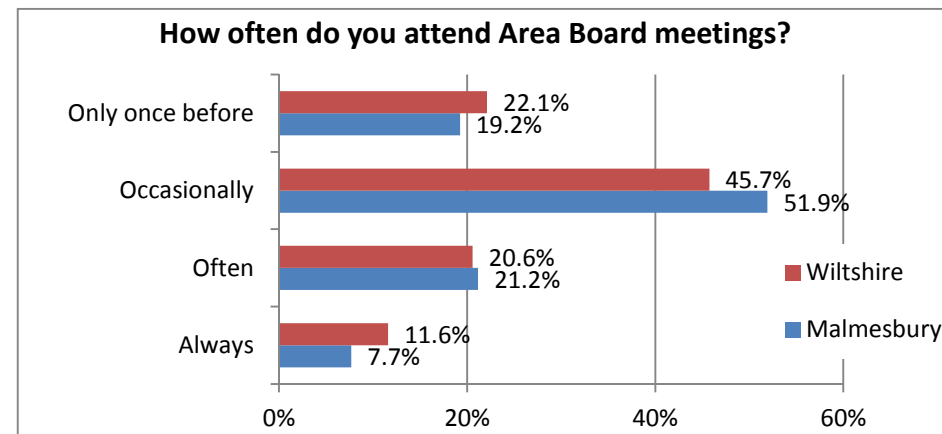
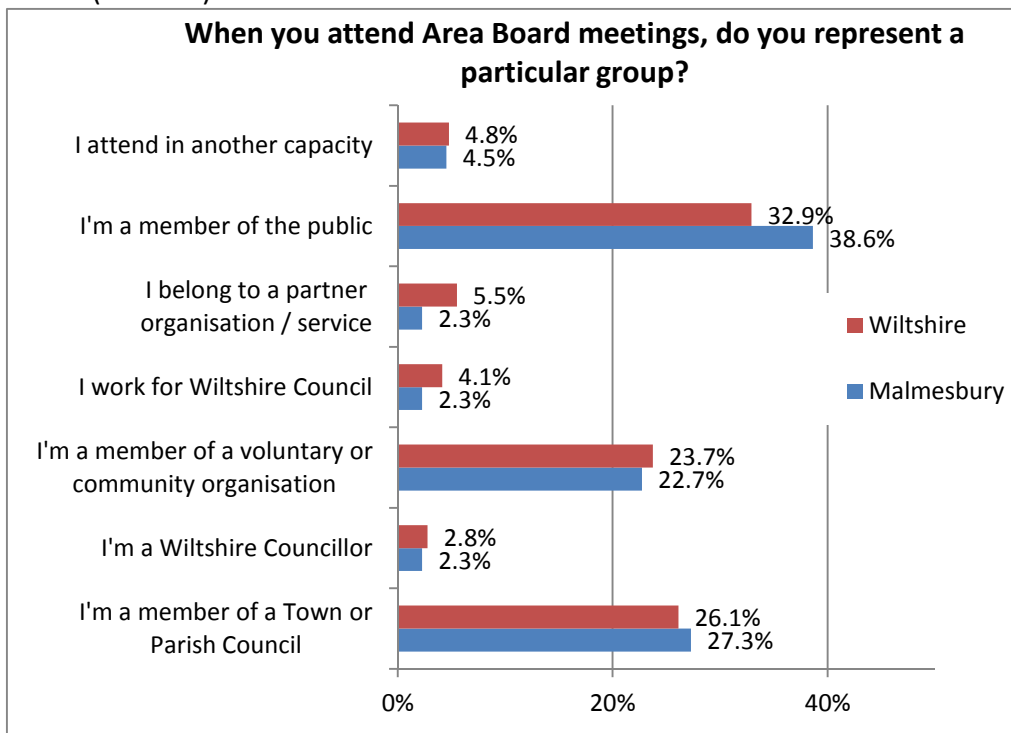


# Malmesbury Area Board review, 2013: summary of survey results

1200 responses were received to an electronic survey distributed between 22<sup>nd</sup> March and 22<sup>nd</sup> April 2013. The number of respondents that had attended at least one Malmesbury Area Board meeting was 52. These figures form the base of respondents used in the following tables. This brief report compared the results from attendees at Malmesbury Area Board with all attendees at Wiltshire's area boards.

## Respondents

(Base 44)



## Overall satisfaction with Malmesbury Area Board

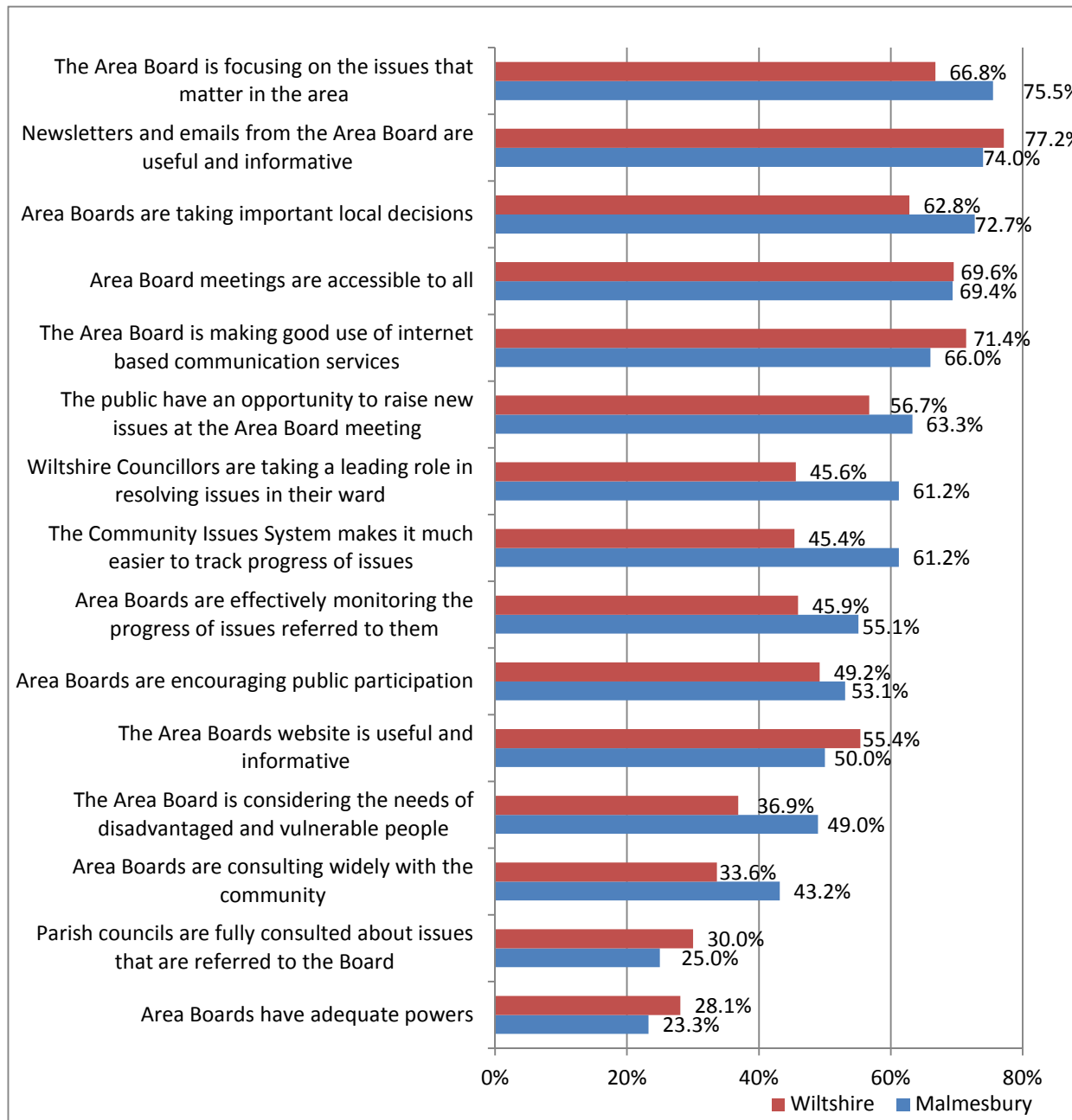
This graph shows the views of those who have attended at least one meeting of Malmesbury Area Board. Overall in 2013, 79.6% of respondents agree that the Area Boards are working well while 2.0% disagree.

**Overall the area board is working well (Base 49)**

	Malmesbury	Wiltshire
Strongly Agree	10%	12%
Agree	69%	51%
Neither agree or disagree	18%	29%
Disagree	2%	8%
Strongly disagree	0%	2%

# Operation of the Area Boards

(Base 44) This graph shows the views of those who have attended at least one meeting of Malmesbury Area Board. The ranking has been derived by subtracting negative scores (disagree + strongly disagree) from positive scores (agree + strongly agree) to achieve a 'net satisfaction' rating



## Operation of the Area Boards (Base 44)

This table shows total agreement and total disagreement with each attribute of area boards along with the figure for 'net satisfaction'. The colour coding is shown below.

2013 results

	<i>Agree</i>	<i>Disagree</i>		<i>Net satisfaction</i>
The Area Board is focusing on the issues that matter in the area	79.6%	4.1%		75.5%
Newsletters and emails from the Area Board are useful and informative	80.0%	6.0%		74.0%
Area Boards are taking important local decisions	77.3%	4.5%		72.7%
Area Board meetings are accessible to all	81.6%	12.2%		69.4%
The Area Board is making good use of internet based communication services	76.0%	10.0%		66.0%
The public have an opportunity to raise new issues at the Area Board meeting	73.5%	10.2%		63.3%
The Community Issues System makes it much easier to track progress of issues	65.3%	4.1%		61.2%
Wiltshire Councillors are taking a leading role in resolving issues in their ward	69.4%	8.2%		61.2%
Area Boards are effectively monitoring the progress of issues referred to them	59.2%	4.1%		55.1%
Area Boards are encouraging public participation	69.4%	16.3%		53.1%
The Area Boards website is useful and informative	62.0%	12.0%		50.0%
The Area Board is considering the needs of disadvantaged and vulnerable people	57.1%	8.2%		49.0%
Area Boards are consulting widely with the community	56.8%	13.6%		43.2%
Parish councils are fully consulted about issues that are referred to the Board	38.6%	13.6%		25.0%
Area Boards have adequate powers	41.9%	18.6%		23.3%

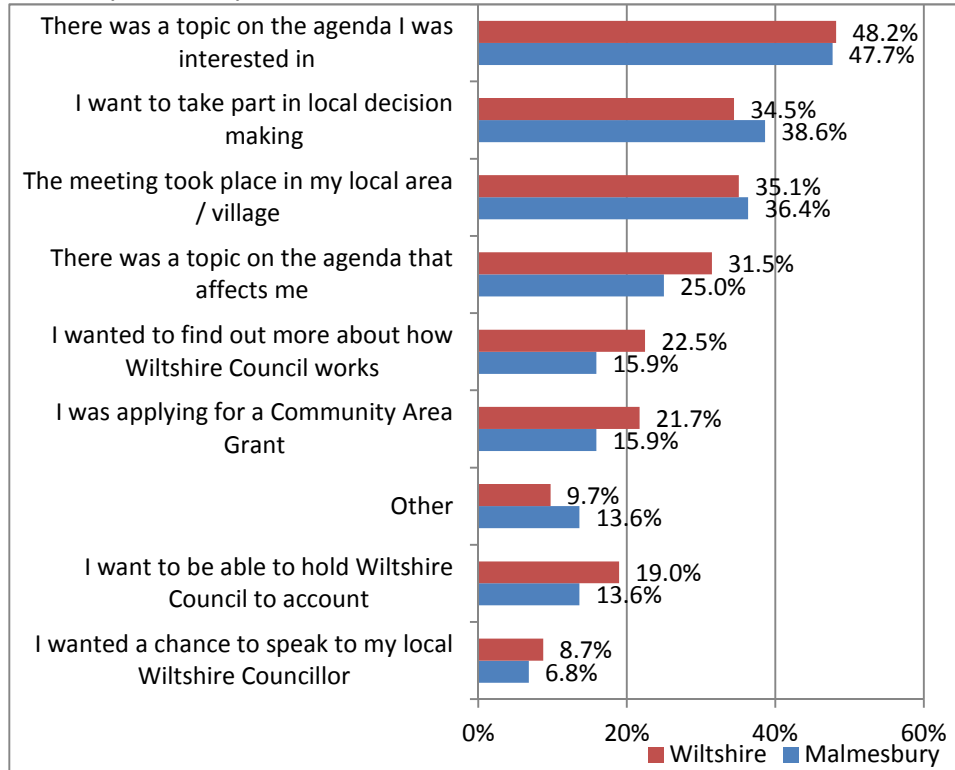
### Key

100% – 50.0%	No concerns
49.9% - 33.3%	No serious concerns
33.2% - 25.0%	Some concern
24.9% - 0.0%	Serious concern

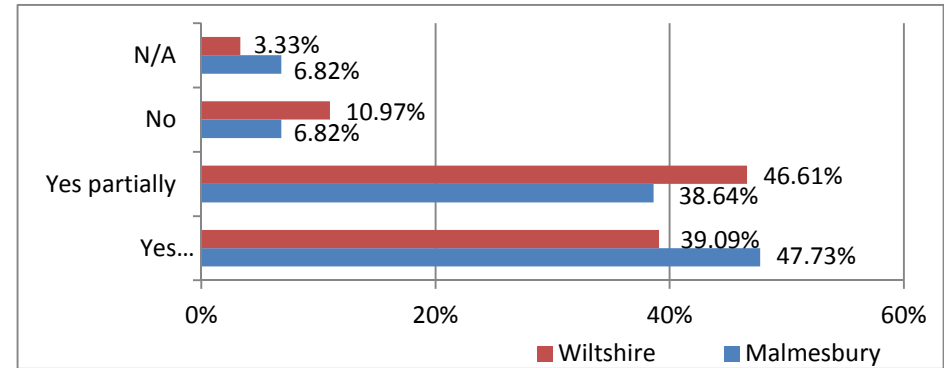
# Attendance at Area Board meetings

The survey in 2013 included a number of questions regarding why people go to area board meetings, whether they got what they wanted out of attending the meeting and a number of measures that might encourage them to attend more often in future.

Why attendees come to Area Board meetings  
(Base 44)



Did attending the Area Board meeting satisfy these reasons? (Base 44)



What would make people attend more often?

