

## MINUTES

**Meeting:** MALMESBURY AREA BOARD  
**Place:** Malmesbury School, Corn Gastons, Malmesbury SN16 0DF  
**Date:** 4 September 2013  
**Start Time:** 7.00 pm  
**Finish Time:** 9.10 pm

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Please direct any enquiries on these minutes to:

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### **In Attendance:**

#### **Wiltshire Councillors**

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

#### **Wiltshire Council Officers**

Samuel Bath (Democratic Services Officer)  
Miranda Gilmour (Community Area Manager)  
Lucy Murray Brown (Head of Campus & Operational Models)  
Tracey Ruse (Community Co-ordinator: North Area)  
Ian White (Head of Service – Passenger Transport)

#### **Town and Parish Councillors**

Malmesbury Town Council – Mayor John Gundry, Amanda Kettleby, Kim Power, Martyn Snell,  
Brinkworth Parish Council – John Beresford, Roy Guest  
Charlton Parish Council – Simon Burne  
Easton Grey Parish Council – John Tremayne  
Great Somerford Parish Council – Sid Jevons  
Hankerton Parish Council – Terry Mockler  
Lea & Cleverton Parish Council – John Cull  
Little Somerford Parish Council – Deborah Bourne  
Minety Parish Council – Graham Thorne  
Sherston Parish Council – Martin Rea  
St Paul Malmesbury Without Parish Council – Roger Budgen

**Partners**

Police – Mark Thompson, Martin Alvis

**Total in attendance: 40**

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<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
1	<p><u>Chairman's Welcome and Introductions</u></p> <p>The Chairman opened the meeting and welcomed everyone in attendance.</p>
2	<p><u>Apologies for Absence</u></p> <p>Apologies had been received from:</p> <p>Jacqui White, Service Director</p> <p>Damien Bence, Wiltshire Fire and Rescue Services Mike Franklin, Wiltshire Fire and Rescue Services,</p> <p>Ian McKay, Crudwell Parish Council Tony Pooley, Little Somerford Parish Council</p>
3	<p><u>Minutes</u></p> <p>The minutes of the previous meeting held 03 July 2013 were signed and agreed as a true and accurate.</p>
4	<p><u>Declarations of Interest</u></p> <p>No declarations of interest were made.</p>
5	<p><u>Chairman's Announcements</u></p> <p>The following announcements were made:</p> <p><b>a) Core Strategy</b></p> <p>Toby updated the meeting with changes to the Wiltshire Core Strategy. The strategy was outlined as being the document that summarises the planning policy framework for Wiltshire.</p> <p>Toby confirmed that following public examination of the document, the council published a Schedule of Proposed Modifications (August 2013) containing 'main' and 'minor' changes on the Council's website. Copies of which can also be found at main Council offices.</p> <p>The consultation period for this was said to remain open until Wednesday 9 October 2013 and would give all parties an opportunity to comment on the changes before the Inspector completes the report.</p> <p><b>b) Community Area Joint Strategic Assessments</b></p>

The Chairman outlined that the current JSA for Wiltshire 2012-13 was due to be updated. Community Area JSA's were being updated, and plan to address gaps identified in the previous assessments. The new chapters include Leisure and Art and Culture. The results of the CAJSA's are expected to be published no later than April 2014 and the date of the community event would be announced shortly.

**c) What Matters to you? Survey Launch**

Simon updated the Area Board on the What Matters to You Survey that was launched at the beginning of September. Simon outlined that residents may receive a survey form if they are a People's Voice panellist, already on a council mailing list or could be randomly picked from council tax address lists. Paper copies would also be made available from Wiltshire council offices, libraries and GP surgeries. The survey also features on the council [website](#), partner websites and some parish council sites.

Simon stated that the results gathered from the survey would be used (alongside existing local information) to help the council and its partners make decisions and target resources. The data would also be fed into the Community Area Joint Strategic Assessment, planned for early 2014, and so encouraged people to respond to the survey.

**d) De-cluttering of Road Signs**

The Chairman outlined that the Malmesbury CATG will be contacting town and parish councils asking that they compile a list of traffic signs and road markings that they would like to be considered for removal as part of a programme of ensuring that the country roads are not cluttered with un-necessary signs. This information will then be reviewed by officers who will make the decision about what can be removed or retained and the costs covered by the council's central budget.

In future most minor signage requests will be dealt with by the CATG with officer support. The Chairman noted that the community issues process should be used to make a request in future.

**e) Free Poppy Seeds from Malmesbury & Villages Great War Project**

The Chairman then outlined the Malmesbury and the Villages Great War Project that is being run in partnership with Malmesbury and the Villages Community Area Partnership (MVCAP) who aim to run events across 2014 - 2019.

The first project is to get poppies blooming across the community area to mark the centenary of the start of the war in 1914. To do this they are giving away one thousand packets of poppy seeds, but asking that you donate something to the Royal British Legion if you can afford to do so. The area Board extended its support to the project and congratulated MVCAP on the initiative.

Poppy seeds were available on the night, and are available from MVCAP

	<p>Members.</p> <p><b>f) News from the Operational Flood Working Group (North)</b></p> <p>Toby outlined the Severe Weather Emergency Seminar being held for flood wardens and parish council representatives on Wednesday 9 October 10am-1pm at Wootton Bassett Salt Depot.</p> <p>This will be a practical and informative session and will cover road closures, severe weather, snow plans, riparian ownership, ditch clearance and more. There will be a selection of equipment on display and also practical demonstrations such as sandbag and gel sac wall building.</p> <p>Numbers for this event are limited so please contact: <a href="mailto:renate.malton@wiltshire.gov.uk">renate.malton@wiltshire.gov.uk</a> if you would like to attend this seminar.</p> <p>In addition Toby outlined the Annual Flood Warden meeting which would be an evening session for new and existing flood wardens to be held on Wednesday 23 October from 7-9pm (venue to be confirmed). This is to provide an opportunity for networking, updating on current flood information, and practical information to assist in the role.</p> <p>Contact : <a href="mailto:renate.malton@wiltshire.gov.uk">renate.malton@wiltshire.gov.uk</a> if you would like to attend.</p>
6	<p><u>Partner Updates</u></p> <p>The following partner updates were made to the Area Board</p>
7	<p><u>Wiltshire Police and Crime Commissioner</u></p> <p>Kieran Kilgallen (Chief Executive to the Wiltshire and Swindon Police and Crime Commissioner) was in attendance to present the PCC Public Opinion Survey. It was clarified that a number of the results that had not been categorised were said to not be statistically significant (that is, not having enough data to draw a confident conclusion from). As a result they could not be used as indicators of performance in these areas.</p> <p>Simon then questioned the surveys purpose and stated that the outcomes only reflected perceptions of crime, and that this could be skewed by a number of variables including age of respondents. Kieran responded by stating that a report would be made available on the Police and Crime Commissioners website, which highlighted the differences in age related perceptions of crime.</p> <p>Toby then questioned some of the questions construct and asked what the value was in asking about the standard of education and public transport services, and questioned if responses to some questions could be categorised as quantitative or qualitative issues. Kieran stated that not every question on the survey was used to obtain findings, some were merely 'pot boilers' designed to elicit</p>

	<p>responses.</p> <p>Kieran confirmed that there was positive correlation between perceptions of some crimes and the equivalent crime figures. Kieran confirmed that Malmesbury was statistically, one of the safest areas in Wiltshire.</p>
8	<p><u>Wiltshire Police</u></p> <p>Inspector Mark Thompson and Sgt. Martin Alvis were in attendance to present the Local Police report for the Malmesbury Area. Mark stated that a warrant had been executed for a property in the area which had led to the seizure of a number of stolen goods.</p> <p>Mark described the reduction in ASB incidents, which had fallen 18% over the past 12 months. Small rises were reported for vehicle crime and non dwelling burglaries.</p> <p>The Area Board discussed the rise in assaults that was reported, and received clarification from Mark about the number of domestic incidents included in the report.</p> <p>Toby then asked about the number of thefts relating to property in garden sheds. Mark stated that residents should secure property where possible, and mark items of value with a postcode or name to assist with the identification and recovery of stolen goods.</p> <p>Chuck then questioned the reporting of assaults that occur as a result of amateur sports fixtures, and how this can negatively impact crime figures for rural areas. Mark clarified that recording of incidents is governed by Home Office recording guidelines and that it is not possible to separately categorise these incidents.</p>
9	<p><u>Wiltshire Fire and Rescue Service</u></p> <p>No representative from Wiltshire Fire and Rescue was in attendance to present the report. The Area Board noted the content of the fire and rescue report that had been submitted.</p>
10	<p><u>Malmesbury and the Villages Community Area Partnership</u></p> <p>The Area Board noted the update from MVCAP which included the following:</p> <p><b>Malmesbury Area Pathfinders:</b> New signage has been erected providing details of the Malmesbury Bridges walk. MVCAP expressed thanks to Wiltshire Council for the use of their display space.</p> <p><b>PHEW! An Olympic Legacy:</b> Many of the projects around the area had been well attended and received, with nearly 60 events so far and hundreds of participants.</p>

	<p><b>Malmesbury and the Villages Great War Project:</b> MVCAP were in attendance at the meeting with a stand outlining some of the details for the project. One such project plans to create a living memorial to mark the centenary of the First World War, and aims to get poppies blooming across the area.</p> <p>One thousand packets of poppy seeds are being made available free of charge, though donations to the Royal British Legion are requested where possible. Stalls will be available at future local events including Malmesbury Carnival's Petticoat Lane, on 14 September and Sherston's Pop-Up Village on 21 September.</p> <p><b>AGM:</b> The MVCAP AGM will take place at 7:00pm on Wednesday 25th September at the meeting room in Malmesbury Fire Station. A motion will be tabled where the proposal will be for MVCAP to change into an incorporated registered charity. This suggested change will enable MVCAP to take advantage of new funding opportunities.</p> <p><b>Community Safety Forum:</b> MVCAP will meet on Wednesday 25 Sep 2013 at 7:30pm at the Malmesbury Fire Station, with the Police and other safety bodies to discuss local safety issues and priorities. The public are welcome to attend or may pass on any issues to members of MVCAP.</p>
11	<p><u>Malmesbury Youth Advisory Group</u></p> <p>The following update was provided to the Area Board and was outlined by the Chair.</p> <p><b><u>Malmesbury Skatepark</u></b></p> <p>Malmesbury Skatepark would be formally opened with a launch party on Saturday 7 September between 11am and 5pm. The YAG welcomes everyone to come along and see what a splendid facility has been provided for young people.</p> <p>There will be events and entertainment throughout the day including food, demos, competitions, music and much more.</p>
12	<p><u>Town and Parish Councils</u></p> <p>John Tremayne of Easton Grey Parish Council thanked the work of Steve Leonard, Wiltshire Council and Easton Grey Parish Council for their contribution to completing the bridge works at Easton Grey.</p> <p>John Gundry then outlined the new community space that is available in the Old School Room in the Town Hall. Two open days were taking place on 14 and 21 September to which community groups were invited. The town council were keen to hear from members of the community as to how they could support projects and/or provide community space, and encouraged any ideas that could</p>

	<p>support projects or community usage of the space.</p> <p>Simon congratulated the community partnership on behalf of the area board and praised the active support they have provided to community projects.</p>
13	<p><u>Community Operations Board</u></p> <p>Lucy Murray Brown, (Head of Campus &amp; Operational Models) gave a Presentation to the Area Board on the development of Community Campus Facilities.</p> <p>Lucy explained that a campus for Malmesbury could provide services the local community needs in an accessible location. This would bring both social and economic benefits, whilst relieving some operational pressures. Core criteria to all campus buildings include shared reception, community space, accessible IT provision, personal care facilities and catering facilities.</p> <p>Some of the benefits that the Council hoped to achieve from the Campus programme included the empowerment of local people to directly influence the delivery of public services in the local area.</p> <p>Lucy then outlined the indicative sequence of events for developing a campus proposal, which included the appointment of representatives to a Shadow Community Operations Board. The Shadow COB would operate as a working group of the Area Board, and aid in the delivery of services, making recommendations to the Area Board and in turn, to Cabinet for consideration.</p> <p>Lucy answered questions on the membership of the Shadow COB, and outlined possible representative groups. Further information on the Malmesbury Campus programme can be found <a href="#">here</a> on the Wiltshire Council website.</p> <p>John Cull (Lea and Cleverton PC) questioned the budget for the programme and how this would be formulated. Lucy stated that budgets would be set by Cabinet when a firm proposal for a Campus had been established.</p> <p>Chuck questioned how rural communities could benefit from a campus, and the outreach programmes that would ensure all residents could benefit from the plans. Lucy stated that local communities can be involved via the Shadow COB and can have a direct input into the management and decision making process. Lucy also outlined a number of community outreach programmes that had been suggested in other areas, and welcomed any suggestions from residents and councillors on how this could be extended.</p> <p>Kim Power (Malmesbury Town Council) questioned if the Campus programme would be delivered through the Neighbourhood Plan. Lucy stated that Neighbourhood Plans would identify any particular needs, and the Campus Programme could be delivered to meets the needs specified in plans. Simon stated that there is an overlap between the requirements of a Campus and the</p>

	<p>framework of a Neighbourhood plan, and suggested that both could be used to enhance and deliver what is best for the community.</p> <p>Simon Jefferson (Ashton Keynes PC) asked about the scale, size and format of a campus and how the COB could impact on this. A discussion was then had amongst Area Board members who outlined the possible construct of the COB and the role it could play in the delivery of a Campus and future decision making</p> <p>At the end of the discussion the Area Board invited nominations for representatives to sit on the Shadow COB, and stated that the deadline for nominations are to be received by Monday October 7 and can be sent to: Campus and Operational Delivery Programme, Wiltshire Council, County Hall, Bythesea Road, Trowbridge, Wiltshire, BA14 8JN or electronically to <a href="mailto:campusconsultation@wiltshire.gov.uk">campusconsultation@wiltshire.gov.uk</a></p>
14	<p><u>Transport: Review of Local Bus Services and Alternative Transport Options</u></p> <p>Ian White (Head of Service - Passenger Transport) <a href="#">gave a presentation</a> to the Area Board on the Bus Service review that is currently being undertaken.</p> <p>The presentation outlined the background and rationale behind the review and addressed the need for financially sustainable ways of meeting passenger needs.</p> <p>The current review of services was particularly relevant to Malmesbury as it affects all services in Malmesbury Community Area. These are numbers; 30, 31, 41, 50, 52, 75, 76, 91, 92, 93, and 95. A consultation period is currently underway and public representation is welcomed. The consultation invites suggestions for alternative proposals to bus services including alternative bus timetables, or could be more radical. <a href="#">The consultation closes on 7 October 2013</a>, with any proposed changes likely to take effect from April 2014.</p> <p>Ian outlined the challenges in delivering a profitable county wide service and asked for residents to provide any ideas or suggestions about how services could be more cost-effective and still meet local needs.</p> <p>Alan Truscott from Community First <a href="#">gave a presentation</a> on Community Transport. Alan outlined a number of community link schemes for the Malmesbury area, and also detailed a number of voluntary services including the Malmesbury and Cartmell Community buses.</p> <p>Alan outlined the benefits of these schemes and outlined funding of up to £20k available through the Wiltshire Community Transport Development Fund, which aims to provide new community transport schemes and initiatives.</p> <p>Alan stressed the benefits of Car sharing, and directed residents to the <a href="#">Wiltshire Car Sharing Portal</a> which currently has over 550,000 users.</p>

	<p>Community First can provide help and assistance on setting up, funding and assistance with the delivery of Community Transport schemes. Any questions can be directed to Alan, Liam or Helen on <a href="mailto:transport@communityfirst.org.uk">transport@communityfirst.org.uk</a> or 01380 732816.</p> <p>Chuck then asked if there was any possibility for Community Transport schemes to collaborate between commercial and public services, such as seat exchange on schools busses etc. It was clarified that school buses would not be able to take members of the public.</p> <p>A question was then asked by the Local Bus Users Network around the proposed changes to services. Ian asked residents to direct concerns and comments on proposed changes to services through the consultation avenue to ensure that they would be considered in the review.</p> <p>Simon then questioned the funding available to schools for bus transport, and questioned if such funding was means tested. Ian stated that transport is available to around 9000 pupils, who receive the transport as they are either too far to travel, or the walking route to school is not safe. Simon also stressed the importance of reviewing linkages to services to allow vulnerable people access to key public services.</p> <p>The Area Board invited ideas for community transport initiatives and stated that community grant applications would be welcomed for CT initiatives, providing they met the key criteria.</p>
15	<p><u>Community Issues Update</u></p> <p>Miranda Gilmour (Community Area Manager) introduced the report on pages 31-36. Following discussion the Area Board decided to:</p> <p><b><u>Decision:</u></b>  <b>Close the following Community Issues:</b></p> <ul style="list-style-type: none"> <li>• <b>Issue 2536 - Flooding of road from Startley to Rodbourne near Heath Farm after heavy rain.</b></li> <li>• <b>Issue 2737 - Speed and HGV use of Murcott Lane, Crudwell.</b></li> <li>• <b>Issue 2919 – Install bus stop clearway outside village hall.</b></li> <li>• <b>Issue 2925 - Insufficient parking available in Malmesbury town centre.</b></li> </ul>
16	<p><u>Neighbourhood Planning</u></p> <p>Simon made a <a href="#">short presentation</a> to the Area Board on Neighbourhood Planning.</p> <p>Simon made reference to the <a href="#">Wiltshire Council Guidance on Neighbourhood Plans</a>, which is the document available to town and Parish Councils to assist in creating a Neighbourhood Plans.</p>

	<p>Any queries on Neighbourhood Plans can be directed to <a href="mailto:neighbourhood.planning@wiltshire.gov.uk">neighbourhood.planning@wiltshire.gov.uk</a> or to 01225 713223.</p> <p>Simon then outlined some of the frequently asked questions which can be found <a href="#">here</a> on the Wiltshire Council website.</p> <p>Toby then added that that Neighbourhood Plans can benefit areas with regard to planning needs, but highlighted that plans often take substantial input and consultation. Town and Parish Councils can seek officer assistance with plans, and can deliver plans in accordance with the Wiltshire Core Strategy.</p>
17	<p><u>Community Area Transport Group</u></p> <p>Miranda Gilmour presented the CATG report detailed on pages 37-48 of the Agenda. Following discussion it was decided:</p> <p><b><u>Decision</u></b></p> <p><b>The Area Board approved the following recommendations from the Community Area Transport Group:</b></p> <p><b>1.1.1. Pedestrian safety work in Sherston High Street is currently underway</b></p> <p><b>1.1.2. It has been mutually agreed between CATG and the parish council not to proceed with a footway in Ashton Keynes.</b></p> <p><b>1.1.3. The town council has agreed to contribute £847 towards the completion of pedestrian safety works near Tetbury Hill/Filands junction and Tetbury Hill/Avenue de Gien mini roundabout.</b></p> <p><b>1.1.4. CATG are of the opinion that any action related to improving vehicular access to Malmesbury Primary Care Centre would be disproportionate to the benefits. The matter would be closed.</b></p> <p><b>1.1.5. Project costs for signs at Dark Lane had increased due to the cost of accessing electricity. There is a legal requirement that the sign is lit. The project now costs £4,000. At the same time the Mill Lane signage had reduced to £1,000. It was felt that the gains made at Mill Lane could help off-set the additional costs at Dark Lane, where the CATG would still be required to contribute a further £1,000 to complete the project.</b></p> <p><b>1.1.6. SID sites would need to be reviewed at the October CATG meeting as Callow Hill, Brinkworth was eligible for a SID. The figures here would be considered with the other sites, already agreed this year.</b></p> <p><b>1.1.7. A range of options were considered about reducing speed on the Foxley Road (C68) which concerned residents in Foxley and on the</b></p>

	<p>outskirts of Malmesbury. The matter would be re-visited at the October CATG meeting.</p> <p><b>1.1.8. Speed would be monitored on Gloucester Road following concerns.</b></p> <p><b>1.1.9. A bus clearway was not considered the best way forward to solve the issue raised about buses accessing a bus stop in Brinkworth. Community courtesy options were being tried.</b></p> <p><b>1.1.10. There were no recommendations of projects for substantive bids. It was agreed that it was important to undertake preliminary work in 2013/14 to ensure that potential projects which could be submitted for substantive funding.</b></p>
18	<p><u>Area Board Funding</u></p> <p>The Area Board were asked to consider the funding applications included on the Agenda. At the end of the discussion, the Area Board made the following decision:</p> <p><b><u>Decision:</u></b>  <b>To approve the following application for funding:</b></p> <p><b>1. Little Somerford Short Mat Bowls Club – award £418 towards a new bowls mat, conditional on the balance of funding being in place.</b></p> <p><b><u>Reason</u></b>  <b>The application met the core funding criteria 2012/13, and provided facilities for the public to enjoy sporting activity.</b></p> <p><b>The following funding was returned to the Area Board.</b></p> <p><b>2. That revenue funding of £3,154 allocated in 2012/13 towards filming equipment for a youth media project (connected with the Malmesbury Neighbourhood Plan consultation) be retained by the area board, as the project is no longer taking place.</b></p>
19	<p><u>Evaluation and Close</u></p> <p>Before the meeting closed, a question was raised regarding the clearance of drains in Brinkworth. Toby Sturgis agreed to assist in the identification of blocked drains and the reporting and logging of the issue with the Community Co-ordinator for the Area.</p> <p>The meeting closed at 9.05pm.</p>