

# MINUTES

**Meeting:** BRADFORD ON AVON AREA BOARD  
**Place:** Winsley Village Hall, Winsley BA15 2LU  
**Date:** 18 July 2012  
**Start Time:** 7.00pm  
**Finish Time:** 9.30pm

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Please direct any enquiries on these minutes to:

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## **In Attendance:**

### **Wiltshire Councillors**

Cllr Malcolm Hewson (Chairman), Cllr Rosemary Brown (Vice Chairman),  
Cllr Trevor Carbin and Cllr Linda Conley

### **Wiltshire Council Officers**

Peter Dunford – Community Area Manager  
Kevin Fielding – Democratic Services Officer  
Mal Munday – Acting Service Director  
Jenny Wilcockson – Digital Literacy Co-ordinator

### **Town and Parish Councillor**

Bradford on Avon Town Council – Vicky Landell Mills  
Holt Parish Council – Becky Stevens  
Wingfield Parish Council – Keith Brendish  
Winsley Parish Council – Pam Bennett & Linda Ladner

### **Partners**

Wiltshire Fire & Rescue Service – Mike Franklin  
Bradford on Avon Community Area Network – Jim Lynch, Tony Haffenden & Kim Samouelle

**Total in attendance: 50**

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<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
1	<p><u>Chairman's Welcome and Introduction</u></p> <p>The Chairman welcomed everyone to Winsley Village Hall, and introduced the Wiltshire councillors who made up the board, as well as the Community Area Manager, Democratic Services Officer and Service Manager.</p> <p>All town, parish and partner and youth representatives in attendance were welcomed by the Chairman.</p>
2	<p><u>Apologies for Absence</u></p> <p>Apologies were received from Police Inspector Lisette Harvey and Matthew Midlane – Monkton Farleigh Parish Council.</p>
3	<p><u>Minutes</u></p> <p><b>Decision:</b></p> <ul style="list-style-type: none"> <li>• <b>The minutes of the Area Board meeting held on the 16 May 2012 were approved and signed as the correct record.</b></li> </ul>
4	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>
5	<p><u>Chairman's Announcements and Updates</u></p> <p>The following announcements contained in the pack were mentioned briefly:</p> <ul style="list-style-type: none"> <li>• Localism Act – detailed briefing.</li> <li>• Helping people to live safely in their own homes.</li> <li>• Paths for Communities.</li> </ul> <p><b>Partner updates</b></p> <p>Wiltshire Police - the written report was noted.</p>

	<p>Wiltshire Fire &amp; Rescue Service – Mike Franklin reported that:</p> <ul style="list-style-type: none"> <li>• Fire Safety Checks – still being offered by Wiltshire Fire &amp; Rescue Service who were looking to better promote this service to the local communities.</li> <li>• Fire &amp; Rescue Service Business Plan 2013 – community engagement would be sought in this process.</li> </ul> <p>NHS Wiltshire - the written report was noted.</p> <p>Community Area Young Peoples Issues Group</p> <ul style="list-style-type: none"> <li>• The CAYPIG members advised that they were looking to try and improve the skate ramps situated in Poulton Recreation Ground. The ramps were in poor condition and were attracting anti-social behaviour. CAYPIG were looking to find £5,000, looking for funding from the Area Board and the Town Council.</li> </ul> <p>The Chairman thanked everyone for their updates.</p>
6	<p><u>Focus on Winsley</u></p> <p>Pam Bennett, Chairman of Winsley Parish Council, thanked the Area Board for holding the meeting in Winsley, and then gave an overview on the village, the challenges facing its community and some of the success stories that had come out of the village.</p> <p>Issues for attention include poor broadband coverage and speeds; traffic intrusion and speeding; HGVs and delivery lorries in narrow lanes; and congestion caused by on-street parking in the historic centre of the village.</p> <p>The Chairman thanked Pam Bennett for her presentation.</p>
7	<p><u>Bath Lorry Ban and proposed new HGV signage</u></p> <p>i)Update on lorry ban – The Chairman announced that the Department for Transport would now be considering the appeal lodged by Wiltshire Council, Somerset County Council and the Highways Agency into the proposed implementation of an experimental traffic order at Cleveland Bridge in Bath and</p>

	<p>would determine the outcome by September this year.</p> <p>ii)Town Bridge Advance Weight Limit Signage – The Chairman advised that this matter had been referred by CATG with overwhelming support. A programme of 18 new, improved, signs was proposed to be erected on the approaches to the town to warn of the 18 tonne weight limit on the Town Bridge.</p>
8	<p><u>Community Area Transport Group</u></p> <p><b>Decision:</b></p> <ul style="list-style-type: none"> <li>• <b>The minutes of the Community Area Transport Group meeting held on the 25 June 2012 were approved and signed as the correct record.</b></li> </ul> <p>Bids to the Substantive Highways Scheme.</p> <ul style="list-style-type: none"> <li>• Wingfield Footways Phase 4 £16,828</li> <li>• Mythern Meadow footpath resurfacing £ 25,000</li> </ul> <p>Bid outcomes to be agreed by Councillor Tonge, Cabinet Portfolio Holder for Transport by end July.</p> <p>Other project updates – as detailed in the agenda pack.</p>
9	<p><u>Holt Manor - brown tourist signs</u></p> <p>Sean McIntyre, Key Transport Consultants, on behalf of Mr Harris, owner of Holt Manor gave a presentation which sought to highlight why a request for brown tourist signage at Holt Manor estate was justified.</p> <p>Mr McIntyre advised that he had taken on the consultancy for Holt manor after the FMW Consultancy had withdrawn as they felt that they had a conflict of interest.</p> <p>Representatives of Holt Parish Council were given the opportunity to explain to the Area Board why they opposed the brown signage around Holt manor. A petition of residents' objections had reached 165 signatories</p> <p><b>Decision</b></p> <ul style="list-style-type: none"> <li>• <b>That the Bradford on Avon Area Board supports Holt Parish Council in its opposition to the brown signs and bollards which had been sited by the owners of Holt Manor, and requests that officers of Wiltshire Council instruct the owners of Holt Manor to remove the misleading signage and illegal bollards as soon as possible and if</b></li> </ul>

	<p style="text-align: center;"><b>necessary take all reasonable measures required to do so.</b></p> <p>The Chairman thanked Mr McIntyre and representatives of Holt Parish Council for attending the Area Board.</p>
10	<p><u>Conigre Hill - Asset Transfer</u></p> <p>David Maude - Hillside Action Group gave a presentation and requested the support of the Area Board for the transfer of the car park at Conigre Hill to a community trust. Full business plan details were included in the agenda pack.</p> <p>Households on the hillside footpaths of Middle Rank, Tory and Wine Street Terrace have no direct vehicle access to their homes and are highly dependent on the availability of nearby off-street parking spaces. They consider that the land is vulnerable to redevelopment interest. They propose to contribute to a sinking fund to manage and maintain the car park as a community asset.</p> <p>Councillor Hewson considered that the land was more valuable and useful to the community than to Wiltshire Council.</p> <p><b>Decision</b></p> <ul style="list-style-type: none"> <li>• <b>That the Bradford on Avon Area Board supports in principle the request for the transfer of the Conigre Hill car park to community trust status. Further legal and technical investigations would now be required.</b></li> <li>• <b>That the Bradford on Avon Area Board requests that the car parking charges at the Budbury car park are removed and no over-night camping signage is displayed.</b></li> </ul> <p>The Chairman thanked David Maude for his presentation.</p>
11	<p><u>Wiltshire Online: Digital Literacy in Wiltshire</u></p> <p>Jenny Wilcockson - Digital Literacy Co-ordinator, Wiltshire Council, gave a presentation to raise awareness of the digital literacy project and to recruit local people as digital champion volunteers to support local people to get online.</p> <p>Communities would be supported through the use of volunteers to provide hands on support for digital literacy. This would achieve:</p> <ul style="list-style-type: none"> <li>• More adults being able to use technology and the internet, with fewer feeling 'digitally excluded', especially amongst the elderly and those on low incomes. It can also help people in getting jobs, as most employers</li> </ul>

	<p>now require digital skills.</p> <ul style="list-style-type: none"> <li>• More demand for internet access and services, especially superfast broadband connectivity.</li> <li>• To ensure that every adult has the opportunity to become digitally literate and confident users of technology. (Phased in conjunction with the superfast broadband rollout in each area)</li> <li>• A volunteer programme will be established (schools, local community groups and business) that will offer a menu of support and also work with Area Boards to identify specific needs and opportunities for support linked to opportunities arising from localism projects and to the customer focus programme. (Phased in conjunction with the superfast broadband rollout in each area)</li> <li>• Support from business to provide skills around day-to-day use of technology e.g. “how to do on-line banking”, “how to do the weekly shop on-line” will be supported through partnership with local business and <a href="#">Race On-Line 2012</a> to provide digital literacy support at the workplace.</li> <li>• Jenny advised that an estimated 2,720 people in the Bradford on Avon community area do not have a computer and are not digitally literate.</li> </ul> <p>Questions raised from the floor included:</p> <ul style="list-style-type: none"> <li>• Are you working with the local schools? <ul style="list-style-type: none"> <li>a. <i>Yes, as part of a four year plan, local schools would be engaged, with Melksham Oak school as a pilot.</i></li> </ul> </li> </ul> <p>The Chairman thanked Jenny Wilcockson for her presentation and invited her back to a future meeting to give an update.</p>
12	<p><u>Campus Project for Bradford on Avon</u></p> <p>Following invitations for expressions of interest, the Chairman advised the make up of the membership of the Shadow Community Operations Board. The SCOB would meet for its inaugural meeting on either the 14/15 August and would be liaising with the youth co-ordinator to ensure the SCOB has a youth input.</p> <p><b>Shadow Community Operations Board membership:</b></p> <p>Cllr Rosemary Brown – Bradford on Avon Area Board</p> <p>Jonathon Brown - Bradford on Avon Town Council</p> <p>Anthony Ottaviano - Bradford United Football Club</p>

	<p>Jim Lynch - BoACAN, Bradford on Avon Community Area Network</p> <p>Debbie Stupples - Bradford on Avon Tourist Information Centre and Museum and Preservation Trust</p> <p>Raymond Winrow - Bradford on Avon Development Trust</p> <p>Ros Griffiths - Wiltshire Council, Transformation team</p> <p><b>Decision</b></p> <ul style="list-style-type: none"> <li>• <b>That the Bradford on Avon Area Board approves the membership of the Shadow Community Operations Board.</b></li> <li>• <b>That the Board operates in accordance with the Terms of Reference presented at the Area Board meeting held on 16 May by Lucy Murray-Brown – Head of Campus and Operational models.</b></li> </ul>
13	<p><u>Air Quality Action Plan for Bradford on Avon</u></p> <p>The Chairman updated the Area Board on the work of the Task and Finish Group that had meet on the 27 June 2012 and progress in its task to prepare an Air Quality Action Plan for adoption by the Area Board in September. The report from the meeting of the 27 June was included in the agenda pack and the group would meet again on 23 July.</p> <p>It was agreed that the issue requires a dramatic solution if it is to have any impact. Since the last exercise in 2005 there are new technologies available such as electric vehicles.</p> <p>The success of Lorry Watch in reducing the number of overweight lorries crossing the Town Bridge needs to be backed up with the legal weight of at least one successful prosecution for publicity purposes. Action may be required by senior officers at the Council to secure this prosecution.</p>
14	<p><u>Bradford on Avon Community Area Network</u></p> <p>Jim Lynch - Project Officer, outlined the work of BoACAN to seek the Board's approval of core funding covering the financial year 2012/13.</p> <p>Councillor Brown, the Area Board representative to BoACAN spoke very favourably of the good work being carried out in support of the community.</p>

	<p><b>Decision</b></p> <p><b>That the Bradford on Avon Area Board:</b></p> <ul style="list-style-type: none"> <li>• <b>approved the whole year's core funding of £9,403 with an agreement to release the 1<sup>st</sup> tranche of £4,702 immediately.</b></li> <li>• <b>agreed to the release of the 2<sup>nd</sup> tranche in early 2013 as long as conditions set by the Partnership Development Officer and agreed by the Board, have been met.</b></li> </ul>
15	<p><u>Community Area Grants</u></p> <p>Councillors considered three applications to the Community Area Grant budget in 2012/13:</p> <p>Decision Made in Bradford on Avon – awarded £5,000 towards the set up costs of the co-operative enterprise and shop unit.</p> <p><i>Reason</i> <i>The application demonstrates a link to the Bradford on Avon Community Plan and Wiltshire Local Area Agreement through its support for the local economy and the tourism potential of the area. The product will help to market the town for investment and will contribute to community life and to social networks.</i></p> <p>Decision Bradford BarnStorm, July 2013 – awarded £5,000 towards a large scale, community musical event in the historic C14th Tithe Barn involving 400 local school children, members of the West Wiltshire Youth orchestra, a large community choir, all led by professionals, aimed at a local audience of 1,500.</p> <p><i>Reason</i> <i>The application demonstrates a link to the Bradford on Avon Community Plan and Wiltshire Local Area Agreement through its support for local arts and leisure activities, through its development of educational links with schools and for its support to the community use of the Tithe Barn.</i></p> <p>Decision Councillor-led bid from Councillor Brown for £11,748 to renew Town Bridge Advance Warning Signage – Grant awarded.</p>
16	<p><u>Future Meeting Dates</u></p> <p>Wednesday 19 September – St Margaret's Hall, Bradford on Avon.</p> <p>Wednesday 21 November – Cereal Partners, Staverton.</p>



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