

# MINUTES

**Meeting:** MALMESBURY AREA BOARD  
**Place:** Brinkworth Village Hall, The Street, Brinkworth SN15 5AE  
**Date:** 9 May 2012  
**Start Time:** 7.00 pm  
**Finish Time:** 9.00 pm

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Please direct any enquiries on these minutes to:

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## **In Attendance:**

### **Wiltshire Councillors**

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

### **Wiltshire Council Officers**

David Ashdown, Technical Support Officer  
Miranda Gilmour, Community Area Manager  
Alexa Smith, Democratic Services Officer  
Jacqui White, Service Director Business Services

### **Town and Parish Councillors**

Malmesbury Town Council – Aimee Frankham and Andrew Woodcock  
Brinkworth Parish Council – John Beresford  
Crudwell Parish Council – Ian McKay  
Dauntsey Parish Council – Ellen Blacker  
Lea & Cleverton Parish Council – John Cull  
Minety – Graham Thorne  
Oaksey – Robin Rogers  
St Paul Malmesbury Without Parish Council – Roger Lee

### **Partners**

Police – Sergeant Martin Alvis and Inspector Chris Martin  
Gazette and Herald – V Ashford  
Malmesbury and Cricklade Sure Start Children's Centre – Deborah Skilton

Malmesbury and the Villages Community Area Partnership – Mark Allen  
Wiltshire and Gloucestershire Standard – Tina Robins  
Wiltshire Involvement Network – Martin Fortune

**Total in attendance: 28**

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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 welcomed everyone present to Brinkworth Village Hall. The councillors and officers introduced themselves to the meeting.</p>
2	<p><u>Apologies for Absence</u></p> <p>Apologies for absence were received from Paul Baker (Chamber of Commerce), Su Bishop, Bill Blake (Malmesbury Town Council), Gareth Brown (Youth Development Co-Ordinator), Andy Donald (The Activity Zone), Barbara Gray (Events and Sponsorship Manager), Chloe Harris-Alba (Wiltshire Assembly Youth/UK Youth Parliament), George Lynham (Luckington and Alderton Parish Council), John Marsh (Ashton Keynes Parish Council), Terry Mockler (Hankerton Parish Council), Tony Pooley (Little Somerford Parish Council), Ray Sanderson (Malmesbury Town Council), Bob Tallon (Brokenborough Parish Council), John Tremayne (Easton Grey Parish Council), Sarah Weld (NHS Wiltshire), Mark Wilkins (Charlton Parish Council) and Ian Woods (Ashton Keynes Parish Council).</p>
3	<p><u>Minutes</u></p> <p>The minutes of the meeting held on 7 March 2012 were approved and signed as a correct record.</p>
4	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>
5	<p><u>Chairman's Announcements</u></p> <p>The Chairman first explained that due to insufficient information available prior to the meeting, item 7 'Informal Adult Education in Wiltshire' would be postponed and brought back to a future area board meeting. In the meantime, information was available on the Wiltshire Council website.</p> <p>The Chairman provided information about the review of mini recycling sites and household recycling centre opening hours, given the new improved waste and recycling collection services in Wiltshire, as in the agenda pack.</p> <p>He urged parishes to respond to the polling station review if they wanted to keep and comment on their existing polling stations or to put forward alternative venues. Please go to the Wiltshire Council website for further information.</p> <p>He also asked parishes to respond to the rural facilities survey, which helped to create a picture of how the services and amenities available to rural communities changed over time. The results would be analysed for all twenty of</p>

	<p>Wiltshire's community areas and an overview report published in autumn. The results would also feed into the Joint Strategic Assessment for Wiltshire.</p> <p>The Paths Improvement Grants Scheme was a hugely exciting opportunity to help improve access to the countryside or to create new links between settlements in the local area. In 2012 around £60,000 would be made available for community led projects. Please contact our Rights of Way and Countryside Team if you had an idea for a scheme; michael.crook @wiltshire.gov.uk or 01225 713349.</p>
6	<p><u>Partner Updates</u></p> <p>Councillor Sturgis opened this item by providing a short update about the Queen's Diamond Jubilee celebrations in Salisbury and the Malmesbury jousting tent. The Queen visited the county on 1 May and the visit had been a great success. Councillor Sturgis thanked Catherine Doody and the Malmesbury town councillors for all their hard work in organising the tent, which had been visited by both the Queen and the Duke of Edinburgh, who had shown particular interest in some arrowheads, Tracklements preserves and local lace making. 15,000 people in total had welcomed the Queen to Salisbury Cathedral Close.</p> <p>The Chairman then introduced Martin Fortune from the Wiltshire Involvement Network (WIN). Martin explained that WIN aimed to make sure the voices of health and social care users were heard. An event was being held on Saturday 26 May from 10.30 am - 3.30 pm at Devizes Corn Exchange when carers and help to live at home would be discussed. More information was available on the website: <a href="http://www.wiltshireinvolvementnetwork.org.uk/">http://www.wiltshireinvolvementnetwork.org.uk/</a>.</p> <p>The Chairman then noted the written updates from partners included in the agenda pack.</p> <ol style="list-style-type: none"> <li>a. The written update from Wiltshire Police was noted. Sergeant Martin Alvis added the team were to have a new member of staff in PC Graham Mclaughlin. A question was asked about whether mobility aid users were required to undertake training. Sergeant Alvis confirmed training was not required by law at present. The Independent Living Centre in Semington had a range of mobility aids that could be trialled by potential users and they were working towards having a training programme. A second question was asked about the Guildhall Bar in Malmesbury. An appeal regarding this premises had been lodged and a hearing was pending.</li> <li>b. A more recent update from Wiltshire Fire and Rescue Service was circulated at the meeting, please find attached to the minutes. The importance of having and checking a carbon monoxide alarm and being aware of carbon monoxide on holiday too was underlined in light of the recent death of a young person on a camping holiday in Shropshire after taking a disposable barbeque into a tent to keep warm overnight.</li> </ol>

	<p>c. The written update from NHS Wiltshire was noted. The Chairman explained that you would receive information through the post about an opt-out Summary Care Record. This was a record of basic medical information which could be accessed by health staff, for example if you were in an accident in an area in which you did not live. The Chairman also drew attention to the deadlines in the agenda pack regarding new cases which required assessment of eligibility for NHS continuing healthcare funding.</p> <p>d. The written update from Malmesbury and the Villages Community Area Partnership was noted. The walks group had received over £3,000 from the charity fund of the outgoing Mayor, Steve Cox, for which they were very grateful. With regards to a community hub in Malmesbury, MVCAP were working with the YMCA to create a hub and a youth café. A successful sale had been held in April to fundraise for the project. MVCAP had joined the 'Action for Market Towns' national organisation and felt the information provided would perhaps be useful for Malmesbury Town Council or the Chamber of Commerce, please get in touch if you would be interested.</p> <p>e. An update about the Sherston Old School Project was circulated at the meeting, please find attached to the minutes. The project was now complete and the fundraising team were addressing the small shortfall of £10,000. They now had tenants for the whole building and the project would be self financing, with no cost to Sherston precept payers. Martin Rea confirmed the meetings of the group were open meetings.</p> <p>The Chamber of Commerce had a Business to Business event coming up on Tuesday 12 June. They were supporting Malmesbury Carnival and the scarecrow trail in the town. The Chamber was working with Malmesbury Town Council on conducting a retail survey of the town. The Chairman expressed his support for this initiative. He had spoken to Alistair Cunningham, Service Director for Economy and Enterprise, and Wiltshire Council were investigating having a retail survey done for all market towns in the county and whether this could be funded by central Government. As lead member for area boards, the Chairman had also asked for economic wellbeing to be considered as part of the Joint Strategic Assessments in future.</p>
<u>Late WF&amp;RS report</u>	
7	<p><u>Informal Adult Education in Wiltshire</u></p> <p>As explained in the Chairman's announcements item, this item was postponed until further information was available.</p>
8	<p><u>Community Issues Update</u></p> <p>The Community Area Manager reminded the meeting of the community issues process. Please log a community issue if a problem issue was 'sticky' and not solved by the usual Wiltshire Council service or your parish council. The</p>

	<p>Community Area Manager explained that issues on the report were grouped by subject rather than by the date they were received. She added that she would collate related issues for the report in future for easier reference.</p> <p>Councillor Killane explained that Westlea had prepared a planning application regarding Newton Grove. Inappropriate parking had been causing access problems for vulnerable residents at Glovers Court. Malmesbury Area Board and the Town Council were supportive of proposed changes to improve the situation and these were being put forward to Dick Tonge, Cabinet Member for Highways and Transport, to make a decision.</p> <p>Members of the area board were invited to close two issues and refer three to the Malmesbury Community Area Transport Group (CATG).</p> <p><b><u>Decision</u></b>  <b>The area board would close the following issues:</b>  <b>Issue 2066 – lighting failures on Filands estate, Malmesbury - this issue had been resolved by Persimmon Homes who remained responsible for the development.</b></p> <p><b>Issue 1226 - enable car parking on grass on corner of Burnham/Hudson Road – conversion was likely to be problematic as the land used to be a former church yard. Costs would fall to the Town Council should they wish to pursue this issue.</b></p> <p><b><u>Decision</u></b>  <b>The area board would refer three issues to the Malmesbury Community Area Transport Group scheme, as per the report included in the agenda pack (Issues 2268, 2236 and 2232 – regarding speeding and HGVs in Leigh).</b></p>
9	<p><b><u>Outcomes from the 'Moving Forward' Event</u></b></p> <p>Miranda Gilmour, the Community Area Manager, spoke about the 'Moving Forward' event. This was held in February 2012 hosted by Malmesbury Area Board and MVCAP to examine evidence based information and agree actions to take forward.</p> <p>Miranda explained that eight themes for improvement in the local area had been discussed at the event, as below:</p> <p><b>Community Safety</b> – a top priority was to encourage and support parental social responsibility regarding driving, alcohol and drug use.</p> <p><b><u>Decision</u></b>  <b>Malmesbury Area Board would support an event to show the Safe Drive Stay Alive road safety programme in the community area for anyone who was interested to be able to watch it.</b></p>

A Fire Ambassadors Scheme would be investigated to include advice about fuel poverty although this might be able to be carried out by people already going into other people's homes, for example home visits by Wiltshire Fire and Rescue Service.

Concerns had been raised regarding Malmesbury retaining its level of policing given its reputation as a safe area to live. Sergeant Martin Alvis commented that it was important the community continued to help itself, for instance through Community Speed Watch and Neighbourhood Watch. People should talk to their neighbours to solve smaller issues before turning to Wiltshire Police/Council.

It was important for parents and guardians to know where their young people were on an evening as policing minor anti social behaviour took up a lot of time.

### **Decision**

**Wiltshire Police would link with Malmesbury School and Neighbourhood Watch to contact parents and guardians to underline the need to take responsibility for their young people and know their whereabouts as much as possible.**

**Arts, Leisure and Culture** – Malmesbury leisure centre planned to carry out a survey of non centre users during the autumn to see how they could encourage greater use. The Chairman hoped that local groups would be supportive of the survey.

There was the desire to develop more joint working between Malmesbury Library and the Athelstan Museum.

The benefits of keeping people of all ages physically and mentally active were discussed. It was commented that walking routes in the community area would help. Great Somerford was one of the first places to receive funding from the Paths Improvement Grants Scheme to create a circular route which was now very well used. The idea of having a 'dog park' in Malmesbury was being looked in to by Malmesbury Town Council. Stephen Leonard, Rights of Way Warden, was thanked for his good work improving access for walkers to the countryside. It was highlighted that individuals could also make a difference by getting out and helping, for example cutting back overhanging branches, themselves.

**Health and Wellbeing** – Equality and access to services were issues. MVCAP had agreed to look into a University of the Third Age to help to keep people's minds alert. It was pointed out that the WEA ran a range of courses in Sherston and Hullavington. Inviting older people into schools at lunch time for company and a hot meal was seen as a good idea, especially in the winter months. Dauntsey Parish Council invited the Chairman to attend their luncheon club after a few trials had taken place and this was agreed.

**Transport** – a big issue in the rural area. Informal car share schemes and

thinking of other people when making car journeys could make a significant difference. Wiltshire Council had a freight team and would look into any freight and HGV issues. Please raise these through the usual community issues system. The condition of the roads was also spoken about.

**Decision**

**The condition of local roads would be an item for discussion at a future Malmesbury Area Board meeting.**

**Housing** – many changes regarding rural housing and the housing allocations process were taking place and the Wiltshire Council housing team would be visiting all area boards in the county when more information was available.

**Decision**

**Housing issues would be an item for discussion at a future Malmesbury Area Board meeting.**

**Children and Young People** – there were issues related to mental health and wellbeing of children and young people, transport related to NEETs (young people Not in Education, Employment or Training) and providing integrated services for young people.

**Decision**

**The Community Area Manager would work with the Extended Schools Co-Ordinator, to look into issues related to children and young people in the Malmesbury Community Area.**

**Economy, Jobs and Skills** – Malmesbury had bid for funding to improve the town from the Portas pilot scheme. The first round of outcomes from this would soon be available. The Chamber of Commerce were looking into how they could take forward some of Portas' ideas. The Chairman reported that broadband improvements were in hand and contracts were going out to tender. This would help to support working from home.

**Environment** – raising awareness about the rural environment and water quality, promoting sensible energy consumption and improving recycling, especially for businesses, were concerns to work on. Councillor Sturgis explained that council tax payers had been subsidising businesses with regards to their waste collection services. Commercial charges had now to be reset to recoup losses and reflect their true cost.

**Decision**

**The environment would be an item for discussion at a future Malmesbury Area Board meeting, with representatives from Wiltshire Wildlife Trust and the Environment Agency invited to the meeting to promote a better understanding of what the area board could do.**



	<p>The Community Area Manager informed the area board that the Community Area Transport Group had agreed the first phase of Speed Indicator Device sites based on criteria from the road safety team (though some sites may need to be retested). Sites had been put forward to the road safety team for implementation (under delegated authority) and were as below:</p> <ol style="list-style-type: none"> <li>1. The Street, Startley</li> <li>2. Tetbury Road, Sherston</li> <li>3. Somerford Keynes Road, Oaksey</li> <li>4. 50m uphill from the junction of B4040 and Vicarage Lane, Charlton</li> <li>5. The Green, Dauntsey junction with Middle Green</li> <li>6. One site in Brinkworth</li> <li>7. One site in Minety</li> <li>8. B4040 Malmesbury Road, Leigh</li> <li>9. Tetbury Hill, Malmesbury.</li> </ol>
11	<p><u>Area Board Funding</u></p> <p>Information was provided about the £40,593 budget available to be allocated by the area board in 2012/2013, with separate funding available for young people. The main grants scheme was similar to previous years. There was also a new scheme of funding for small grants up to £350 where the total cost of the project did not exceed £350. This grant was aimed at groups with innovative ideas which wanted funding to improve their local community and did not require the group to be formally constituted. The Community Area Manager underlined the importance of groups completing their evaluation forms once a grant had been received. Councillor Sturgis clarified that the cost of the jousting tent for the Jubilee event would be less than reported and funding would be returned to the area board budget.</p>
12	<p><u>Evaluation and Close</u></p> <p>The Chairman asked the room to complete an evaluation of the meeting using the electronic voting handsets provided and the meeting overall was judged to be good (see results attached). The next meeting would be held on Wednesday 4 July at Crudwell Village Hall.</p>
<p><u>Evaluation</u></p>	