

DRAFT MINUTES

Meeting: MALMESBURY AREA BOARD
Place: Crudwell Village Hall, Tetbury Lane, Crudwell SN16 9HB
Date: 3 July 2013
Start Time: 7.00 pm
Finish Time: 9.40 pm

Please direct any enquiries on these minutes to:

Samuel Bath (Democratic Services Officer) Tel: 01225 718211 / Email: samuel.bath@wiltshire.gov.uk,

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

In Attendance:

Wiltshire Councillors

Cllr Simon Killane, Cllr Toby Sturgis and Cllr John Thomson

Wiltshire Council Officers

Samuel Bath – Democratic Services Officer

Miranda Gilmour Community Area Manager

Barbara Gray – Senior Events and Campaign Officer

Parvis Khansari – Service Director Strategic Services

Bill Parks – Head of Local Highways (North)

Jacqui White – Service Director Business Services

Malcolm Beaven - Highways & Streetscene Engineer for Malmesbury & Wootton Bassett

Tracy Ruse – Highways & Streetscene Community Coordinator for Malmesbury

Town and Parish Councillors

Malmesbury Town Council – Mayor John Gundry, Francesca Caton, Amanda Kettleby, Julie Exton, Sue Poole, Kim Power

Ashton Keynes Parish Council – David Wingrove

Brinkworth Parish Council – John Beresford, Owen Gibbs

Charlton Parish Council – Simon Burne

Crudwell Parish Council – Ian Mckay

Easton Grey Parish Council – John Tremayne

Great Somerford Parish Council – Melvyn Hourigan, Sid Jevons

Hankerton Parish Council – Terry Mockler

Lea & Cleverton Parish Council – John Cull
Little Somerford Parish Council – Deborah Bourne, Simon Spooner,
Luckington & Alderton Parish Council – Ashley Stopforth, John Buckley
Minety Parish Council – Graham Thorne
Oaksey Parish Council – Robin Rogers
Sherston Parish Council – John Matthews, Martin Rea
St Paul Malmesbury Without Parish Council -

Partners

Police – Mark Thompson, Martin Alvis
Fire – Mike Franklin, Graham Weller

Total in attendance: 50

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
1	<u>Election of Chairman</u> <u>Decision:</u> That Cllr John Thomson would be elected as the Malmesbury Area Board Chairman for the next term of office.
2	<u>Election of Vice Chairman</u> <u>Decision:</u> That Cllr Simon Killane would be elected as the Malmesbury Area Board Vice Chairman for the next term of office.
3	<u>Chairman's Welcome and Introductions</u> The Chairman welcomed everyone to the meeting.
4	<u>Apologies for Absence</u> Apologies for absence were received from: <ul style="list-style-type: none"> • Cllr Chuck Berry • Andrew Woodcock (Malmesbury Town Council) • Tony Pooley (Little Somerford Parish Council) • Gareth Brown (Malmesbury YAG)
5	<u>Minutes</u> The Minutes of the previous meeting, held 6 March 2013 were signed and agreed as an accurate record.
6	<u>Declarations of Interest</u> There were no declarations of interest.
7	<u>Chairman's Announcements</u> The Chairman made the following announcements: <ol style="list-style-type: none"> a) Works on the redoubling of the Swindon to Kemble rail line will commence on Friday 10 August 2013. The road and level crossing in Minety will be closed from Friday, 9 August 2013 to Thursday, 5 September 2013. Further details would be signposted in the area. b) On 1 April 2013 Wiltshire Clinical Commissioning Group (CCG) became

	<p>the statutory body responsible for commissioning local health services for Wiltshire. Any questions on what this means for the Malmesbury Area can be directed to Tracey Torr, Wiltshire CCG, Tel: 01380 736010 or tracy.torr@nhs.net</p> <p>c) 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. Wiltshire and BANES CCGs have decided to defer the full launch of NHS 111 until issues around delays in patient treatment and the provision of clinical support are resolved.</p> <p>d) Wiltshire Fire and Rescue Service draft Public Safety Plan 2013-16 is now available to view on the Wiltshire Fire and Rescue Service website. The service welcomes any comments on its plans. Please send any comments or feedback to consultation@wiltsfire.gov.uk</p> <p>e) Wiltshire Safeguarding Children Board: review of guidance on safeguarding thresholds has been completed and hopes to ensure that children and young people get the right help at the right time. New guidance has been issued and your views on this are very welcome. Contact: Tamsin Stone, Lead Commissioner and Children’s Trust on 01225 713504.</p>
8	<p><u>Outside Bodies and Working Groups</u></p> <p><u>Decision:</u></p> <p>1) Agreed the following appointments to outside bodies:</p> <ul style="list-style-type: none"> a) Malmesbury Activity Zone: Cllr Chuck Berry b) MVCAP: Cllr John Thomson c) Malmesbury Community Trust: Cllr John Thomson and Cllr Simon Killane d) Malmesbury Youth Advisory Group: Cllr John Thomson <p>2) Agreed the Appointments to Working Groups as detailed on Appendix B of the Officer report.</p> <ul style="list-style-type: none"> a) Agreed to appoint Ellen Blacker (Dauntsey Parish Council) to CATG as the representative for Brinkworth. b) Agreed to Appoint Hugh Pitman to the Burnham House Working Group membership. <p>3) Agreed the specified Terms of Reference for Working Groups as listed in Appendix C of the Officer report.</p>
9	<p><u>Partner Updates</u></p> <p>The following updates were made:</p>
9.1.	<p><u>Police and Crime Commissioner</u></p> <p>A representative from the Police and Crime Commissioners office will be in</p>

	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.
9.2.	<p><u>Wiltshire Police</u></p> <p>The police provided the meeting with an update on figures for the previous month. It was reported that a slight increase in anti social behaviour at Station Yard car park had been recorded in the previous month. Overall, the number of crimes around the Malmesbury Area has fallen over a 12 month period.</p> <p>A brief discussion was held as to the reasons behind the fall in crime, and this was largely attributed to the continued work of the police team, better community intelligence, and closure of the Guildhall Bar in Malmesbury.</p> <p>Robin Rogers (Oaksey Parish Council) then asked a question about the community speedwatch initiative, and it was confirmed that an event was scheduled in September that would allow parish council representatives to attend and receive training on the new systems.</p>
9.3.	<p><u>Wiltshire Fire and Rescue</u></p> <p>Mike Franklin provided an update to the meeting about the Draft Public Safety Plan and encouraged any comments on the plan to be sent to the Fire and Rescue Service.</p> <p>Mike provided a summary of the latest incidents report, and outlined the fall in fires and incidents across the county. Mike also stressed the importance of safe responsible use of 'Chinese lanterns' following the incident in the West Midlands.</p>
9.4.	<p><u>NHS Wiltshire</u></p> <p>No update was made at the meeting.</p>
9.5.	<p><u>Malmesbury and the Villages Community Area Partnership</u></p> <p>A summary of upcoming events was provided by MVCAP. These included:</p> <ul style="list-style-type: none"> • Saturday 20 July 2013: Annual Walking of Malmesbury Bridges • Malmesbury Great Walks - http://www.malmesburypathfinders.org.uk/ • Establishment of the Malmesbury Youth Cafe. <p>MVCAP also expressed their thanks to Sarah McGrory for helping to establish the Youth cafe.</p> <p>A presentation was then made to the Area Board detailing the PHEW (Participation, Health, Exercise, and Well-being) programme that has been established as part of the Olympic Legacy in Wiltshire for 2013. PHEW consists of a summer showcase of events, sports and activities across the region. Further information can be found on: http://legacymalmesbury.org.uk/.</p>

9.6.	<p><u>Town and Parish Councils</u></p> <p>John Gundry (Mayor of Malmesbury) provided an update on events in Malmesbury and highlighted the events listed in the Malmesbury Town Council Newsletter. John also stated that Malmesbury Town Council were looking forward to working with the Area Board and MVCAP to achieve the 16 Town Council objectives outlined on the newsletter.</p>
9.7.	<p><u>Young People</u></p> <p>Updates will be made in future by the Malmesbury Youth Advisory Group.</p>
9.8.	<p><u>Greensquare Marden Communities Board</u></p> <p>No update was made at this meeting.</p>
10	<p><u>Malmesbury's Highway and Street Scene Co-ordinator</u></p> <p>Malcolm Beaven made a presentation to the Area Board detailing the new arrangements for street scene management in the area. The Street Scene contract was awarded to Balfour Beatty and came into effect on 1 June. The contract includes maintaining clear drains, grass cutting, litter and town centre maintenance. The contract performance would be monitored by Wiltshire Council. Residents can report issues to community stewards and Parish Councils should raise issues with the newly appointed Community Coordinator for Malmesbury – Tracey Ruse.</p> <p>John Thomson outlined plans for the new app to be launched in Wiltshire that will allow remote reporting of issues via Smartphone's.</p> <p>A discussion was then had on the budget for maintenance, and John outlined the budget for 2013/14.</p> <p>Lisa Tweedie (resident) asked a question regarding the crossing outside St Joseph's School.</p> <p>Action: Miranda to contact the Schools Travel Plans Coordinator to investigate the matter.</p> <p>Quality Control and performance monitoring of contractors was discussed, and Bill Parks provided a summary of monitoring arrangements and contract incentives.</p> <p>The Area board thanked Bill and Malcolm, and welcomed the appointment of Tracey Ruse, the new Community Coordinator for the area.</p>
11	<p><u>Highways</u></p> <p>Parvis Khansari gave a presentation to the meeting on Highways Maintenance.</p>

	<p>This included a breakdown of road types, road conditions and planned and completed works.</p> <p>Some of the planned Major Road Maintenance Works in the Malmesbury Community Area include:</p> <ul style="list-style-type: none"> •A429 Hankerton – (A429-C80) Five Lanes Crossroads to Hankerton. •The Green – Oaksey. •A429 Malmesbury (Whitchurch & B4014 Junction). •A429 North of Malmesbury. •C84 Alderton Road, Malmesbury •Minety Railway Bridge Resurfacing. •B4040 West of Malmesbury. <p>Some of the planned bridge works include:</p> <ul style="list-style-type: none"> •Dauntsey Church Bridge •Sambourne Bridge •Rebuilding Cabbage Lane Bridge •Rebuilding Pig Lane Bridge •Fosse Way Bridge <p>Parvis assured residents that their needs would be considered when devising work plans, to minimise the disruption to travel around the region.</p> <p>Toby queried how road work needs are assessed, and how some roads can look worse than others and yet do not receive priority treatment. Parvis stated that whilst some roads may look worse, other factors including the speed of the road and number of road users is also taken into consideration when devising schedules of work.</p> <p>Robin Rogers then asked why Malmesbury ranked so badly on the condition of its roads. Parvis stated that whilst the condition of A, B and C roads are ranked poorly, the number of roads treated and planned investment in the region ranks well. The state of the roads was linked to various factors including the composition of the ground, utility works and historical neglect.</p> <p>A discussion took place about this, and it was clarified that priority work is planned for the most dangerous areas. These are normally considered to be those with poor road surface with higher speed limits.</p> <p>Concerns were raised around the planned fibre optic instalments throughout the region and what this would mean for the conditions of the roads. It was stated that assurances and agreements are in place to return the road surfaces affected by this work to an agreed standard of repair.</p>
12	<u>Community Area Transport Group</u>

A summary of the budget for the year was provided by John. This amounted to a total budget of £21,150 for 2013/14.

Miranda Gilmour provided information on how to apply for project funding, through the logging of a community issue.

Decision:

- 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) 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.
- 3) Approve gateways at the south of Minety village, roundels and slow signs (pending local consultation) at a cost of £5,000.
- 4) Approve speed limit terminal gateway signs costing £1,500 as an addition to the gateway works and speed roundels in Leigh.
- 5) Approve signage costing £218 at the Blinks Hill and Holloway junction which would improve road safety.
- 6) Request that Malmesbury CATG reconsider the Foxley Road (C68) recommendation at its July meeting in light of the reviewed funding arrangements.
- 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)
- 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.
- 9) Widening of The Green, Oaksey would be addressed when roads maintenance was undertaken later in the year, so no longer required

	<p style="text-align: center;">CATG support.</p> <p style="text-align: center;">10) All recommendations of the Malmesbury CATG contained in the Action Notes of the 21 May 2013 meeting, apart from 2.6, be approved and the progress of a wide range of issues and schemes (see Appendix 2) is noted.</p>
13	<p><u>Community Issues Update</u></p> <p>Miranda explained how the community issues system worked and the updates that had been made to streamline the process. She went on to provide a summary of the five issues for closure from the issues report.</p> <p>Ashley Stopforth (Luckington and Alderton Parish Council) suggested that Issue 2419 be kept open as work had not yet finished in Back Lane, Luckington and was yet to be tested.</p> <p>John Gundry raised concern over closing Issue 2887 as traders were still experiencing difficulties.</p> <p>It was;</p> <p><u>Decision:</u> To close the following issues:</p> <ul style="list-style-type: none"> •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.
14	<p><u>Flooding Update</u></p> <p>Miranda gave a brief update on the progress on the flooding action sheet.</p> <p>John Gundry gave an update to the Area Board detailing the progress of the Flooding/Emergency Plan. John summarised the outcomes from a recent Emergency Working Group and outlined some of the proposals from the group.</p> <p>Terry Mockler (Hankerton Parish Council) queried the outcome of the meeting between Toby and CLA, Environment Agency and the NFU regarding access to blockages on land contributing to flooding. Toby stated that a further meeting had been planned in July to discuss the issue, and stated that he would report back any relevant findings from the meeting.</p>
15	<p><u>MVCAP Core Funding and Signing of CAPA</u></p> <p>The Community Area Partnership Agreement was signed by the Chairman.</p> <p><u>Decision:</u></p>

	<p>Approved the whole year's core funding of £8,118; with an agreement to release the 1st tranche of £4,059 immediately.</p> <p>Agreed to the release of the 2nd 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.</p>
16	<p><u>Area Board Funding</u></p> <p>Miranda explained the changes to the 2013/14 area board funding arrangements, and provided an outline of the applications for consideration. A total of £53,000 is available for projects. The deadline for the next round of applications was 15 July 2013.</p> <p><u>Decision:</u> The Area Board noted the budget for 2013/14.</p> <p><u>Decision:</u> APPROVE funding for Minety Village Hall - award £5,000 towards insulation of the village hall roof, conditional on the balance of funding being in place.</p> <p><u>Reason:</u> The application met the core criteria for funding and would benefit local people by providing suitable facilities for local events.</p> <p><u>Decision:</u> The Area Board noted the request for funding from the Malmesbury & Village Community Area Partnership for £8,118, details of which were contained in the MVCAP Core Funding Report.</p>
17	<p><u>Area Board Satisfaction Survey</u></p> <p>Miranda provided a brief summary of the satisfaction survey. Residents and users of the Area Board were mostly satisfied with the Board, although expressed a desire for more powers to be devolved to the Area Board.</p> <p>Miranda also provided information on the Consultation of the Bus Services in the region, and asked for any suggestions for themed meetings to be provided.</p>
18	<p><u>Evaluation and Close</u></p> <p>At the end of the meeting, a criticism over the lack of clarity for broadband rollout plans was made and supported from the floor.</p> <p>Before the close of the meeting it was agreed:</p> <p><u>Decision</u> That the Area Board would appoint Cllr Simon Killane as a representative to the Community Safety Partnership to address the issues at Station Yard</p>

car park. The Partnership would report back to the Area Board with its findings and proposals after three months.

It was noted that the next meeting of the Malmesbury Area Board would be Wednesday 4 September 2013, 7.00 pm at Malmesbury School, Corn Gastons, Malmesbury SN16 0DF