

# MINUTES

**Meeting:** MALMESBURY AREA BOARD  
**Place:** Malmesbury Town Hall, Cross Hayes, Malmesbury SN16 9BZ  
**Date:** 6 November 2013  
**Start Time:** 7.00 pm  
**Finish Time:** 9.30 pm

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Please direct any enquiries on these minutes to:

Samuel Bath (Democratic Services Officer) Tel: 01225 718211 / Email: samuel.bath@wiltshire.gov.uk, Tel: 01225 718211 or (e-mail) [samuel.bath@wiltshire.gov.uk](mailto:samuel.bath@wiltshire.gov.uk)

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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  
Barbara Gray, Senior Events and Campaigns Officer  
Emma Seria-Walker, Public Health Consultant

### **Town and Parish Councillors**

Malmesbury Town Council – Julie Exton, John Gundry, Kim Power  
Brinkworth Parish Council – John Beresford  
Brokenborough Parish Council – Bob Tallon  
Charlton Parish Council – Hannah Piet, Simon Burne  
Dauntsey Parish Council – Ellen Blacker  
Easton Grey Parish Council – John Tremayne  
Lea & Cleverton Parish Council – John Cull, John Parmiter  
Little Somerford Parish Council – Tony Pooley  
Minety Parish Council – Charles Cook, Graham Thorne  
Sherston Parish Council – John Matthews, Martin Rea  
St Paul Malmesbury Without Parish Council – Roger Budgen, Deborah Clogg  
MVCAP – Peter Gilchriest, Martin Allen

### **Partners**

Police – Mark Thompson, Martin Alvis,  
Fire – Mike Franklin,  
NHS Wiltshire – Dr John Petit: Malmesbury GP and member of Wiltshire CCG, Ted Wilson: Wiltshire CCG Group Director for North and West Area

**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 welcomed everyone to the meeting and introduced those in attendance for the meeting.</p>
2	<p><u>Apologies for Absence</u></p> <p>Apologies were received from:</p> <p>Cllr Andrew Woodcock – Malmesbury Town Council  Cllr Jeff Penfold – Malmesbury Town Council  Gareth Brown – Youth Advisory Group  Alice McGrory – Youth Advisory Group  Tracy Ruse – Community Co-Ordinator (Highways)</p>
3	<p><u>Minutes</u></p> <p><b><u>Decision:</u></b></p> <p><b>The minutes of the previous meeting held 4 September 2013 were signed and approved as a true and accurate record of the meeting.</b></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 Area Board noted the following announcements from the Area Board:</p>
5.1.	<p><u>Pest Control</u></p> <p>Toby outlined the role of Wiltshire Council's Pest Control team and provided advice on the services available to the general public, local businesses and parish and town councils. The pest control team covers the whole of Wiltshire with all officers fully trained to deal with a wide variety of public health pests.</p> <p>The pest control team provides treatments for rats, mice, wasps, fleas, bedbugs, clusterflies, carpet moths, squirrels, and cockroaches. In order to ensure the service is accessible to all the community discounts of up to 50% are offered for certain means tested benefits.</p> <p>Pest control officers work closely with Environmental Health Officers often identifying vulnerable residents who may require further assistance and referring the customer to other services.</p>

	<p>If you or someone in your community has a pest problem, advice and information can be found on the Wiltshire Council web page:</p> <p><a href="http://www.wiltshire.gov.uk/communityandliving/publicprotection/pestcontrol">www.wiltshire.gov.uk/communityandliving/publicprotection/pestcontrol</a></p> <p>They can be contacted via the on-line pest control enquiry form or through the Council's 0300 4560100 telephone number.</p>
<p><b>5.2.</b></p>	<p><u>Carers Small Grants Scheme</u></p> <p>John announced the launch of the next round of the Carers Small Grants Scheme. Grants of up to £5,000 are available to groups and organisations (but not individuals) for projects and activities which can demonstrate that they make a tangible difference to the lives of unpaid carers of all ages in Wiltshire in one or more of the following ways:</p> <ol style="list-style-type: none"> <li>1. To give carers a break from their caring role</li> <li>2. To help carers learn a new skill which may increase their life chances and employability</li> <li>3. To help improve carers' physical or emotional health and well-being</li> <li>4. To reduce isolation or increase peer support</li> <li>5. To help carers' access to information, support and guidance</li> </ol> <p>John stated that funding will not be given for any project or activity which duplicates services already commissioned by Wiltshire Council. The next deadline for applications is 30 November 2013 and applications can be downloaded from the Wiltshire Council website.</p>
<p><b>5.3.</b></p>	<p><u>Wessex Water</u></p> <p>Simon announced the plans for Wessex Water to close Bristol Street in Malmesbury for three weeks to carry out a mains sewer repair.</p> <p>The section that will be closed will be between Bremilham Road and Burnivale. The works will start during the first week of the February half term 17/02/14 and will have an estimated completion date of 7<sup>th</sup> March 2014. The diversion route is still to be confirmed but will use only A and B class roads. We will also place out advanced warning signs to inform residents and businesses of the works.</p> <p>Simon stated that Wiltshire Council will be liaising with the Town Council and the Chamber of Commerce to ensure that disruption is kept to a minimum. If there are any further queries contact: <a href="mailto:streetworks@wiltshire.gov.uk">streetworks@wiltshire.gov.uk</a> marked FAO Adrian Weissenbruch.</p>

<p><b>5.4.</b></p>	<p><u>Community Land Trust</u></p> <p>John discussed the Community Land Trust, an independent not-for-profit organisation that provides advice and practical support to communities in Wiltshire and Swindon. It is planned for local Community Land Trusts to own and develop assets that meet their community's needs, such as affordable housing, workspace, community gardens, wildlife reserves, pubs, shops and a range of community facilities and local services.</p> <p>Wiltshire CLT can help communities identify whether a CLT can help them meet their needs and achieve their aspirations and if it is, to help them do that.</p> <p>Contact Rose Seagrief, Wiltshire CLT on telephone: 01380 850916 or email <a href="mailto:info@wiltshireclt.org.uk">info@wiltshireclt.org.uk</a></p>
<p><b>5.5.</b></p>	<p><u>Community Speed Watch</u></p> <p>John stated that 2 new members of Community Speedwatch have been appointed and funded by the Police and Crime Commissioner's office – a coordinator and an administrator. The process for recording and processing speed-check data is being updated to make the system more efficient and user-friendly.</p> <p>15 new speed detection devices have been funded which will mean CSW groups across the county do not have to wait so long between visits and training for volunteers had been provided throughout October and will run into November.</p>
<p><b>5.6.</b></p>	<p><u>Wiltshire Community and Voluntary Awards 2013</u></p> <p>John announced that at the Voluntary Awards held at the beginning of October, there were three nominations from the Malmesbury community area:</p> <ol style="list-style-type: none"> <li>1. Malmesbury Youth Advisory Group and Somewhere in Between were runners up in the Young Volunteer of the Year category</li> <li>2. Foxley and Norton Jubilee Egg Sculpture Project were runners up in the best Community Initiative category nominated by an area board (and won £200)</li> <li>3. Miriam Nicholls from Oaksey won Volunteer of the Year.</li> </ol> <p>The Area Board congratulated those who were nominated and who had won awards.</p>
<p><b>5.7.</b></p>	<p><u>State of the Environment Report</u></p> <p>Toby discussed the State of the Environment Report 2013 for Wiltshire and Swindon, which was published in September 2013.</p>

	<p>The report gives an overview of the state of our natural habitats and wildlife, and the services that these provide (such as clean air, water, food and green space) and forms the basis of the Community JSA's that have been discussed previously. The report highlights the key drivers of environmental change, including: population growth, development, farming, consumption of natural resources and climate change.</p> <p>Any questions, comments or requests for further information can be addressed to Jenny Hawley , Environmental Intelligence Officer at Wiltshire Wildlife Trust, tel: 01380 736 084 and email: <a href="mailto:jennyh@wiltshirewildlife.org">jennyh@wiltshirewildlife.org</a></p>
5.8.	<p><u>NHS 111 Service</u></p> <p>John announced that the NHS 111 Service had been launched and was now operating in full following the delayed launch of the service. After some initial difficulties, performance would continue to be monitored and managed routinely to ensure that the service continues to be of a safe and effective standard.</p>
5.9.	<p><u>Community Operations Board Expressions of Interest</u></p> <p>John announced that the Area Board had extended the deadline for nominations to join the Malmesbury Community Shadow Campus Operation Board until 29 November 2013 in the hope that representation from across the whole community could be achieved.</p> <p>The Area Board would particularly like to see nominations from: Parish Councils, Young People or representatives of them and sports groups.</p> <p>The area board will approve the Shadow COB membership at the 15 January 2014 area board.</p>
5.10.	<p><u>Thanks to Jacqui White</u></p> <p>The Area Board thanked Jacqui White, Service Director and resident of the local area, for her input and service to the Area Board. Jacqui had recently taken voluntary redundancy and the area board wished her all the best in future.</p>
6	<p><u>Clinical Commissioning Group</u></p> <p>Ted Wilson, Group Director, and Dr John Pettit, GP Executive Member for Malmesbury (and Malmesbury GP) were both in attendance from the North and West Area of the Clinical Commissioning Group (CCG).</p> <p>Ted outlined the role of the CCG as the clinically lead commissioning service for healthcare, with decisions made by representatives of the local area, focussing on local service requirements. Ted discussed the CCG's objectives and priorities, with primary focus on developing a service that provides more care to people at home. This would allow for specialist services and treatments to be</p>

	<p>more effectively managed through hospitals.</p> <p>Ted discussed the key priorities of the CCG, making reference to the support afforded to partnership agencies and arrangements. The reform of service delivery was said to be built around the CCG's community transformation programme, designed to provide a better standard of healthcare.</p> <p>Dr Pettit talked about the improvement in access to mental health support. They had inherited a service which included 11 month wait times, but by looking at their approach differently and using other health workers patients were now only having to wait 4 weeks.</p> <p>More funding had also been put into urgent care at both Royal United Hospital and Great Western Hospital</p> <p>Dr Pettit discussed his role as a voluntary representative on the CCG, and assured the Area Board that his role would not be detrimental to his primary role as a GP. Dr Pettit represents GP colleagues and patients in the area, and stated that GP's would have a say in decision making, and would directly reflect the needs of their patients. Dr Pettit mentioned that one of the biggest challenges for the CCG would be to tackle the complex care arrangements for elderly patients, and stated that the community transformation project would help to reform this system. They recognised that there was a need to manage patients in a more holistic manner. Dr Pettit also talked about plans to introduce a single point of access for all healthcare professionals which would assist complex care arrangements.</p> <p>John asked about how the CCG would engage with information sharing in future and Ted stated that the CCG would be open to presenting or providing information to the Area Board in future. Kim Power, Malmesbury Town Council asked how the CCG would develop local services in future, and questioned the possibility of a minor injury unit returning to Malmesbury. The future of the Minor Injuries Unit was confirmed as being a topic for consideration by the CCG and that Orthopaedic and Dermatology clinics were also being considered. It was confirmed that grass roots issues would drive the clinical commissioning process.</p> <p>John then asked how the CCG would be involved with the Area Board as part of the Joint Strategic Assessment process. Ted and John stated that the CCG would be keen to liaise with the Area Board as part of the JSA Event in 2014.</p> <p>A brief discussion was had relating to emergency appointments with GP's, which resulted in Dr Pettit confirming that around 50% of all emergency appointments at GP clinics are made on the day.</p>
7	<p><u>Public Health</u></p>

	<p>Emma Seria-Walker, Consultant in Public Health was in attendance to discuss the role of Public Health (PH) in the community.</p> <p>Emma stated that Public Health was a collective approach to tackling health care problems, focussing on the prevention of disease and injury, prolonging life and promoting health through the collective effort and informed choices of society.</p> <p>Emma spoke about the transformation programme that Public Health has undergone, that has overseen the integration of public health and public protection. Emma spoke about the Joint Strategic Assessment (JSA) stakeholder events and discussed the importance of the events in directing policy.</p> <p>Emma discussed developments in recruiting Health Trainers for the local area. Health Trainers will be accredited, and have a responsibility for between 1 or 2 Community Areas. The Service will launch in full from May 2014, but Malmesbury, as part of the North Area, could expect to see a presence of Health Trainers from as early as January 2014.</p> <p>Chuck asked about the Public Health statistics that are available on the Public Health England website, and how these are used in decision making. Emma stated that specific areas are used to inform the JSA and also feed into individual work areas.</p> <p>Simon asked how PH works with the CCG and what do they do to prevent health related problems. Emma stated that PH and the CCG were working to promote and raise awareness of areas of concern.</p>
8	<p><u>South West Ambulance Trust</u></p> <p>Neil Le Chevalier was in attendance from the South West Ambulance Service Trust (SWAT), to discuss the Ambulance Trust. Neil gave an overview of the changes to the Great Western Ambulance Service following the merger of the Great Western Ambulance Trust with SWAT. Neil presented statistics and figures on local performance for the Malmesbury area.</p> <p>The Area Board raised some concern over the 51% compliance with the 'red 8' emergency response target for the current year. Neil stated that the location and accessibility of a number of the emergency callouts had negatively impacted performance in this area. Neil mentioned that only 8% of all ambulance callouts are classified as life threatening, with a 6% rise in total callouts and a 4% rise in emergency call outs putting additional pressure on the service.</p> <p>Neil stated that a number of other provisions were being introduced to combat the response times including 9 trained fire service personnel within the town centre who are also trained as responders. Neil stated that a large percentage of</p>

	<p>callouts were handled through the 111 service.</p> <p>Chuck questioned the performance following the transfer of staff located at Devizes to the regional centre in Bristol. Neil stated that the expertise of the staff formerly housed in Devizes had contributed to the continued performance from the previous year.</p> <p>Simon asked how the service could utilise the expertise of local people as first responders. Neil answered that the service were looking at partnering with other local services such as postal workers to explore local knowledge, and were looking to improve the number of voluntary responses across the community area. SWAT were currently reviewing similar schemes in Devon, to gauge the effectiveness and practicality of the schemes.</p> <p>A question was also asked relating to the Air Ambulance and how the service would continue to operate. Neil stated that SWAT would continue to supply the paramedics, and Wiltshire Police would continue to supply the helicopter. Neil also stated that the Air Ambulance would continue to fly at night.</p> <p>A discussion on the use of defibrillators in the local area was had amongst the Area Board. Neil asked that any local knowledge of locations of defibrillators would be welcomed by the Ambulance Trust who is attempting to map and locate the private and business location of the units.</p>
9	<p><u>The Wiltshire Good Neighbour Scheme</u></p> <p>Ellen Blacker, Good neighbour Co-ordinator for the Malmesbury Area made a presentation to the Area Board on the Good Neighbours Scheme. The service provides support to the elderly as an approachable point of contact, tailored to individual needs using a holistic approach to providing advice and support. The scheme acts as a signposting service for users.</p> <p>Chuck questioned if confidentiality would be maintained with service users. Ellen stated that the service maintained full confidentiality and would not discuss any client information with other agencies unless instructed otherwise by the client. Kim Power, Malmesbury Town Council asked how the service would work for Malmesbury users. It was clarified that the service was designed for individuals located out in the villages. Malmesbury Users could access Athelstan's Army.</p> <p>Simon asked what the biggest threat to the service was, and Ellen stated that resources, including time and finance were there two biggest obstacles to the service.</p>
10	<p><u>Community Issues Update</u></p> <p>Miranda Gilmour, Community Area Manager gave a summary of the issues report, highlighting the recommended issues for closure and referral.</p> <p><b><u>Decision:</u></b></p>



	<p>1) To close the following Community Issues:</p> <ul style="list-style-type: none"> <li>a) Issue 2656 - Speeding on B4042 between Priory roundabout and Cowbridge, Malmesbury, (travelling towards Brinkworth).</li> <li>b) Issue 2887 - Parking difficulties for tradesmen working in Malmesbury.</li> </ul> <p>2) To refer the following issues to CATG:</p> <ul style="list-style-type: none"> <li>a) Issue 3103 – Consideration of lining and signing on B4696, Ashton Keynes to help to reduce traffic speed.</li> <li>b) Issue 3066 - Pedestrian safety concerns at Bendy Bow, Oaksey.</li> <li>c) Issue 3129 - Request for a footpath in Great Somerford from 7 Dauntsey Road to the Old School Great Somerford.</li> <li>d) Issue 3128 White gates at Charlton</li> </ul>
11	<p><u>Community Area Transport Group</u></p> <p>Mayor John Gundry expressed concern at the findings on Gloucester Road, stating that the perception of the speed was causing the concern for residents. The Area Board agreed that there was little to be done provide any solution to this within the confines of the law. A 20mph speed limit was discussed, and it was suggested that if the 20mph policy was agreed by Wiltshire Council it would allow for Parish Councils to request a review of the speed limit through CATG in future.</p> <p>A discussion was also had on proposed road closures and the signposting of information. The Area Board also discussed C class roads and Foxley Road speed concerns.</p> <p>The Area Board agreed the recommendations from the CATG contained in their Action Notes of 15 October 2014 and highlighted in the report:</p> <p><b><u>Decision:</u></b></p> <ul style="list-style-type: none"> <li>1. The current CATG budget balance for 2013/14 (see Appendix 2) is £21,300.</li> <li>2. Pedestrian safety work in Sherston High Street is near completion and local residents are very pleased with the work.</li> <li>3. Pedestrian safety work on Tetbury Hill/Filands junction and Tetbury Hill/Avenue de Gien mini roundabout will be undertaken in November following a financial contribution being received from</li> </ul>

the town council.

4. Since the CATG meeting was held Minety parish council have confirmed that they do not wish to proceed with gateway treatment to the village in an attempt to slow traffic speed.
5. Greensquare agreed to contribute to a parking scheme in Leigh in 2014/15 and the CATG is in broad support, but await the response from the parish council and wider community (since as with all schemes a financial contribution is expected) as to whether they proceed.
6. The Traffic regulation Orders are now in place in Dark Lane and Mill Lane, with electric to be completed by the end of October.
7. Signing at the Blicks Hill/Holloway junction will be completed during November, however there is no date for re-surfacing and lining.
8. HGV and speed concerns on Callow Hill and School Hill and being addressed through Community Speedwatch and ad hoc police enforcement.
9. CATG considered the results of the C class road reviews undertaken last year (C70 Ashton Keynes to B4553 Packhorse Lane junction and C1 County boundary north of B4040 at Easton Grey to A429) and the possibility of undertaking a review of C68 Foxley Road) and agreed that any changes were unlikely to have significant impact on reducing accidents, so no further action would be taken. They felt that rather than undertaking reviews of C roads, in future, they should ask any parishes with concerns to raise the specific issue via the area board community issues process.
10. Speed monitoring on Gloucester Road and part of Tetbury Hill shown 85th percentile figures of 24mph and 26mph respectively.
11. Concerns about poor communication between Network Rail and the community would be investigated.
12. It was not possible to add to 'road closed' sign how far up the road was closed, however details of road closure were on the councils website and the Malmesbury Our Community Matters website.

	<p>13. 'Children playing' signs at Newnton Grove would be investigated.</p> <p>14. The zebra crossing required re-whitening by the Market Cross, Malmesbury. We have since heard that this will be undertaken shortly.</p> <p>15. Parish/town councils were requested to respond to the 'De-cluttering of Signs' request no later than 31 December 2013.</p>
12	<p><u>Area Board Funding</u></p> <p>The Community Area Manager outlined the funding report and introduced each application.</p> <p><b><u>Decision:</u></b></p> <ol style="list-style-type: none"> <li>1. <b>APPROVE</b> Sherston Magna Cricket Club application for £5,000 capital towards the installation of twin bay full length synthetic grass outdoor cricket training nets, conditional on the balance of funding being in place.</li> </ol> <p><b><u>Reason</u></b> The application met the core funding criteria and would provide leisure facilities for Sherston and the surrounding area.</p> <ol style="list-style-type: none"> <li>2. <b>APPROVE</b> 1st Malmesbury Scout Group application for £483 capital towards loft insulation at St Mary's Hall, Malmesbury.</li> </ol> <p><b><u>Reason</u></b> The application met the core funding criteria and would provide improved facilities for the Malmesbury area</p> <ol style="list-style-type: none"> <li>3. <b>REFUSE</b> Community First application seeking £2,002 revenue towards an additional service to be provided by the local Good Neighbour Co-ordinator designed to help older vulnerable people stay warm, well and safe during the winter months.</li> </ol> <p><b><u>Reason</u></b> The application did not meet the Community Area Grant funding criteria.</p> <ol style="list-style-type: none"> <li>4. <b>APPROVE</b> The area board councillor led project application for £4,000 capital to enable topographical surveys to be undertaken of Station Yard and Cross Hayes car parks.</li> </ol> <p><b><u>Reason</u></b> The application sought to address two sticky issues within the town, the anti-social behaviour in the Station yard car park and the on-</p>

	<p>going concerns of local people to improve parking lay out in the Cross Hayes car park.</p> <p><b>5. APPROVE officer delegated authority of £415 revenue funding to pay for Health &amp; Safety training for volunteers to help run the Skater Kids Club for primary school aged children from across the community area</b>  <u>Reason</u>  The application met the core funding criteria and would provide health and safety training to allow voluntary services to help run the Skater Kids Club.</p> <p><b>6. Agreed to launch a Young People's Intergenerational Project 2013/14, making £5,000 available for projects.</b></p>
13	<p><u>Partner Updates</u></p> <p>John invited the following partners to update the Area Board on Community Information:</p>
13.1.	<p><u>Wiltshire Police</u></p> <p>Mark Thompson and Martin Alvis presented the report that had been submitted to the Area Board and had nothing further to add.</p>
13.2.	<p><u>Wiltshire Fire and Rescue Service</u></p> <p>Mike Franklin presented the Fire and rescue Service Report to the Area Board. There were no further updates to be made. Mike stated that a Fire Service strike would take place on Wednesday 13 November from 10am – 2pm. A response team would still be available to respond to 999 alerts.</p>
13.3.	<p><u>NHS Wiltshire</u></p> <p>No update was made.</p>
13.4.	<p><u>Wiltshire Police and Crime Commissioner</u></p> <p>No update was made.</p>
13.5.	<p><u>Malmesbury and the Villages Community Area Partnership</u></p> <p>MVCAP discussed the Community Transport Meeting taking place on Wednesday 20 November 2013 at 7.30pm at Sherston Village Hall, and invited the Area Board and members of the public to attend and discuss community transport solutions.</p>
13.6.	<p><u>Town and Parish Councils</u></p>

	<p>Mayor John Gundry discussed the footbridge works parallel to St John's bridge. It was agreed that a discussion with the Community Area Manager would best progress the planned works.</p>
13.7.	<p><u>Youth Advisory Group</u></p> <p>The YAG have met officially once every six weeks in the lead up to the café pilot and set up a working group to meet every week. The café was run for four weeks and during the skate park opening. The YAG enjoyed running the café but found that it became more like a tuck shop in the youth centre as the co-op is next door. At the wash-up meeting the YAG discussed that, since its inception and set up, several cafés have also been set up in the area and therefore there is no longer a need for a bespoke youth café.</p> <p>The Y.A.G. will continue to meet as they are working on a project to complete some inter-generational work in the elderly person's homes in Malmesbury as we feel that the divide between young and old is something that has been in need of addressing for a very long time.</p> <p>The YAG meet on Monday lunchtimes at Malmesbury Secondary school. If anyone would like to find out more, contact Alice McGrory, YAG Rep.</p>
13.8.	<p><u>Greensquare</u></p> <p>No update was made at the meeting.</p>
13.9.	<p><u>Malmesbury and District Chamber of Commerce</u></p> <p>No update was made at the meeting.</p>
14	<p><u>Evaluation and Close</u></p> <p>The meeting closed, and the date of the next meeting was confirmed as being the 15 January 2014.</p> <p><b>Post Meeting Note:</b></p> <p>The next meeting of the Malmesbury Area Board would be held at 7.00 pm at Malmesbury School, Corn Gastons, Malmesbury SN16 0DF.</p>