

Notes/Action List
Malmesbury Area Board meeting held on 11 March 2009

**(The meeting was held at Malmesbury School, Corn Gastons, Malmesbury
starting at 7.40pm and concluding at 9pm)**

District Council Members Present

Councillor John Thomson – Chairman

Councillors Chuck Berry, Ian Henderson, Jacqui Lay, Rachel Miles, Ray Sanderson and Toby Sturgis

Officers Present

Laurie Bell (*WCC*), Julia Densham (*NWDC*), Miranda Gilmour (*WCC*), Wendy Gubbins (*NWDC*), Julie Martin (*WCC*) and G Woodward (*WCC*)

County/Town/Parish Representatives

Cllr Carole Soden (*WCC*), Cllr Andrew Woodcock (*Mayor - Malmesbury Town Council*), Cllr Bill Blake (*Malmesbury Town Council*), Cllr Catherine Doody (*Malmesbury Town Council*), Cllr Martyn Snell (*Malmesbury Town Council*), Cllr Owen Gibbs (*Brinkworth Parish Council*), Cllr John Cull (*Lea and Cleverton Parish Council*), Cllr Tony Pooley (*Little Somerford Parish Council*), Cllr George Lynham (*Luckington and Alderton Parish Council*), Cllr Graham Thorne (*Minety Parish Council*), Cllr Peter Campaigne (*Norton and Foxley Parish Council*), Cllr Martin Rea (*Oaksey Parish Council*), Cllr Robin Rogers (*Oaksey Parish Council*), Cllr Jane Straughan (*Crudwell Parish Council*), Cllr Roger Lee (*St Paul M'bury Without Parish Council*)

Community Representatives

Sergeant Martin Alvis (*Wiltshire Police*), Inspector Steve Cox (*Wiltshire Police*), Joe Coleshill (*Wiltshire Probation Service*), Tracy Geiran (*Wiltshire Probation Service*), Peter Gilchriest (*Malmesbury and Villages Community Area Partnership*) and Jo Howes (*NHS Wiltshire*)

Public

4 members of the public also attended.

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Minute Ref. No.	Agenda Item/Subject Area	Issues Discussed	Agreement / Recommendation (if any)	Action(s) Required	Action by Whom
MB20	Agenda Item 1 – Notes/Action List	The Board received the notes of the Pilot Area Board meeting held on 21 January 2009.			
MB21	Agenda Item 2 – Community Payback Project	<p>Joe Coleshill (Intervention Manager – Wiltshire Probation Service) gave a presentation on the Community Payback project and invited the community to submit suitable projects for consideration. The required form is attached as Appendix 1. The Chair asked the meeting for a show of hands in favour of the project to which the majority assented.</p> <p>Items discussed included:</p> <ul style="list-style-type: none"> • The project had contributed 60,000 hours of community work this year. • Offenders working in the community were clearly identified with high visibility jackets and always supervised. • The project required locations to be compliant with health and safety regulations and would be assessed prior to the work being agreed. • Organisations that had projects to offer would be responsible for supplying materials; the probation service would supply protective 			

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		<p>clothing.</p> <ul style="list-style-type: none"> • There were consequences for offenders that breached their contract to work. • All projects would be considered, indoors and outdoors, and organisations such as schools were encouraged. • The need to decrease prison populations meant an increase in the number of offenders available to work within the community. • Wiltshire's decision to support this project would be publicised nationally. 			
MB22	Agenda Item 3 – Health Service Update	<p>Jo Howes (Community Engagement Manager – NHS Wiltshire) gave a short presentation on health services in the local area.</p> <p>Items discussed included:</p> <ul style="list-style-type: none"> • The neighbourhood care team was co-located at the primary health centre enabling access to those in need. • The County's new re-enablement teams were helping people regain mobility and independence within the 			

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		<p>community. The services provided were free at the point of delivery.</p> <ul style="list-style-type: none"> • Currently there was no provision to replace the diagnostic x-ray equipment; however, the League of Friends had discussed providing some funding. • NHS Wiltshire was now able to start directing funding away from front-line services and towards lifestyle education. • The community project to replace the hospital had been very successful. 			
MB23	Agenda Item 4 – Neighbourhood Policing	<p>Inspector Cox delivered the update on policing issues in the Malmesbury area. His report is attached as Appendix 2.</p> <p>Items discussed included:</p> <ul style="list-style-type: none"> • Community Beat Managers remained in post for two years while the police Community Support Officers spend between one and two years in post. <p>Sergeant Alvis gave an update on the young driver issues in Malmesbury town centre.</p> <p>Items discussed included:</p>			

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		<ul style="list-style-type: none"> • The Police had worked with the County and District Councils, the anti-social behaviour officer and the community. • Two meetings had been held at the Fire Station to consider the issue and another was scheduled. The date and time would be published in the local press. • Equipment had recorded 31,126 vehicles over a seven day period. • Only 6.95% of vehicles had exceeded the limit by a small degree recording excess speeds at 32.46 mph. The average speed was 28.41 mph. • Councillor Snell thanked the police for their work on the Gloucester Road. While there was still work to be done, the results were encouraging. • Councillor Sanderson congratulated the police on their results, which had improved the local community's way of life. The noise level analysis was awaited and the current aim was to educate young people in ways of reducing boredom which sometimes 			

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		<p>led to anti-social behaviour.</p> <ul style="list-style-type: none"> • Councillor Soden said a survey had been sent to all householders on the role of the neighbourhood policing teams. Councillor Sturgis suggested that often through-the-door requests are considered junk mail by householders and asked if there was a better way to publicise the NPTs. Councillor Soden said that a fridge magnet with relevant details was being considered. Wiltshire Council should consider joining up with other agencies to combine information. • While some Parish Magazines could also contain important contact information, many were subscription only and would not reach all householders. • The 0845 contact police number was still considered too slow to answer, even though money had been spent recruiting operators. • Councillor Thomson said he was meeting to consider a new method of directing non-emergency issues to all organisations. • While it was possible to publish the mobile numbers of PCSOs, the 	<p>Councillor Soden and Laurie Bell to liaise on the subject of a combined fridge magnet to advertise key contact information.</p>	<p>As recommendation</p>	<p>Laurie Bell</p>

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		dedicated mobile telephones would only be answered if the officer was on duty, and as such, the 0845 number was still recommended.			
MB24	Agenda Item 5 – Malmesbury & Villages Community Area Partnership	<p>The Partnership's written update was received and noted.</p> <p>A Community Day was to be held on 25 April from 11am-4pm with free admission. The partnership requested the support of the villages at this event. It was hoped that many local organisations and partners would be represented.</p> <p>Items discussed included:</p> <ul style="list-style-type: none"> • Councillor Rogers said that rural broadband was still a social exclusion issue and asked for the Area Boards support to resolve the issue. 	Councillor Thomson asked that it was included in the Community Plan and brought to the Area Board.	As recommendation	Miranda Gilmour / MVCAP
MB25	Agenda Item 6 – Malmesbury & Villages Community Area's Issues	<p>The Area Board Project Manager gave an update on the achievements of the pilot Area Board phase in Malmesbury and named the project's local successes:</p> <p>Community Speed Watch project Fire Stop project Young drivers issues (speeding)</p>			

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		<p>These projects all required a multi-agency approach and raised awareness of working together to deliver local services and resolve local issues.</p> <p>The Burnham House working group had been set up and were to hold their first meeting on 23 April 2009.</p> <p>The Primary Health Centre now had improved access for wheelchair users.</p> <p>MVCAP had agreed to fund transport for young people.</p> <p>The Area Board had considered the Issues Book and the Area Board Handbook and advised on improvements.</p> <p>The Area Board had held a very successful meeting with pupils and students of all ages from St Joseph's Primary School and the Malmesbury School. The minutes of this meeting are attached as Appendix 3.</p>			
MB26	Agenda Item 7 – Evaluation of the	The pilot Area Board Project Manager thanked all those who had attended the			

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	Malmesbury pilot Area Board	<p>Area Board meetings during the pilot phase and gave an update on the project.</p> <p>Findings included:</p> <ul style="list-style-type: none"> • Excellent chairing. • The sound system was inadequate for the varying room layouts. • As a venue, the school had proved most successful with good facilities including parking. • There was a need for venues throughout the Malmesbury Area. • Publicity and communication needed improvement with more work to be done with parishes, newsletters, MVCAP and the display of posters. Easy electronic access to meeting papers was also required. • Different room layouts would continue to be tested. • Meet-and-greet arrangements were well-received. 			
MB27	Agenda Item 8 – Evaluation of the pilot Area Board project across Wiltshire	<p>The evaluation report circulated with the agenda was noted.</p> <p>The Area Board Project Manager gave an update on the Wiltshire-wide project. A comprehensive evaluation was now</p>			

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		<p>taking place and a report was to be sent to the Implementation Executive in April.</p> <p>Items discussed included:</p> <ul style="list-style-type: none"> • Councillor Blake suggested recording the numbers of public presented at each meeting to determine the popularity of agenda items. • Councillor Berry thanked all those in the community who had supported the work of the Council over the last year. 			

Wiltshire Probation Area Community Payback Information Form



Serving Wiltshire - completing your community projects

Community Payback

Community Payback / Unpaid Work

- Offenders perform 6.5 million hours of Unpaid Work every year in England and Wales. In cash terms this represents over £30 million worth of labour. It is a valuable resource to local communities.
- Unpaid work is a sentence available to courts. It is a requirement of a community order, which can be imposed on its own, or in conjunction with other requirements, such as supervision by a probation officer or a requirement to attend a specialist offending behaviour programme.
- The National Probation Service promotes Unpaid Work as Community Payback to emphasize the fact that offenders are making amends to the community for their crimes.
- The sentence is set by the court at anything between 40 and 300 hours depending on the seriousness of the crime and the offender's record.
- Generally offenders work at least 6 hours a day – the work takes place on weekdays and at weekends.
- High Visibility vests are worn on the majority of projects to encourage public awareness of the work done by offenders in local communities.

What type of work do offenders do?

- There is a wide variety of different projects around the county. Some projects are relatively short – graffiti removal or the clean up and improvement of public areas. Others are more long term such as redecoration projects in public buildings, schools or premises belonging to community or charitable groups. The Probation Service is also keen to promote projects which have a community safety or crime prevention focus.
- Unpaid work punishes offenders for their crimes and is also able to prevent the likelihood of re-offending. Work done on unpaid work, such as gardening, Catering, Painting and decorating and carpentry, can be accredited by education providers giving offenders a recognised certificate. For many this is the first educational qualification they have ever achieved and is an incentive to carry on with further education or apply for jobs.

What does this mean for Wiltshire?

- There is a force of unpaid labour available to help with a wide variety of projects including painting & decorating, repairs & maintenance, graffiti cleaning, gardening/land clearance and so on.
- Probation Areas work with a wide range of partners including community groups, charities, local authorities, schools, churches, Mosques and Crime and Disorder Reduction Partnerships who suggest projects which would be suitable.

- More importantly any member of the public can suggest a project. They can contact their local Probation Service directly or through their community representatives. This is something we very much encourage.

Can the Community Payback team assist with your Project?

In most cases we can, however, projects need to fulfill the following broad criteria:

- **The work would not normally be done by people in paid employment**
- **Projects must satisfy a risk assessment, including health and safety requirements**
- **Projects should not require specialist or heavy equipment or tower scaffolding**
- **There must be an identifiable beneficiary such as the local community or a charitable organisation**
- **The beneficiary would be expected to cover any material costs/tools as necessary**
- **Public liability insurance cover is required**

What type of offenders work in the community?

- In general, Unpaid Work is given to low and medium risk offenders and is not a suitable offence for high risk offenders. Typical crimes might be motoring offences, public order offences, theft and other dishonesty.
- The Community Payback team work to a strict code of practice with regard to diversity and equality. Staff and offenders have the right to be treated fairly and with respect.

To approach the Community Payback team for support with a project please complete the Project Referral Form below and forward it to:

Tracy Geiran
Project Co-ordinator
Unpaid Work Team
Centenary House
Victoria Road
Swindon
SN1 3UZ

If you have any questions please write to us at the above address or alternatively email: tracygeiran@wiltshire.probation.gsi.gov.uk

Tel No: 01793 534259

A member of UPW staff will endeavour to contact you with regard to your request within 5 working days of receipt.

Wiltshire Probation Area
Community Payback
Referral Form

Referred by:	
Contact address and telephone number:	
Referral date:	
Project name:	
Project details:	
Please identify that the following apply:	<ul style="list-style-type: none"> Does not replace paid employment Does not pose significant Health and Safety risks Does not require specialist tools/equipment/scaffolding There is an identifiable beneficiary Liability insurance is in place The cost of tools/materials can be covered
How long project is expected to last:	
Are there facilities available at or near the project (toilet and hand washing)?	



**Wiltshire Police Neighbourhood Policing Update
Malmesbury Town / Malmesbury Rural / Ashton Keynes, Minety**

Police Report to Malmesbury Community Area Board 11th March 2009

Crime Report for Year to date April 2008 – 11th March 2009

07/08 total crime = **394** 07/08 detection rate = **14%** (57 Detections)

08/09 total crime = **366** 08/09 detection rate = **24%** (86 Detections)

Violent Crime

07/08 total crime = **50** 07/08 detection rate = **44%** (22 Detections)

08/09 total crime = **60** 08/09 detection rate = **80%** (48 Detections)

We are extremely pleased with a continued drop in crimes/incidents on the sector. In addition to this a 10% increase in detected offences is evidence that we are bringing offenders to justice, it is also evidence of good community liaison as without witnesses we would be unable to progress with the majority of criminal investigations.

The performance figures for violent crime show that we are taking offences of Anti Social Behaviour and Offences against the Person very seriously.

Update on Anti-social behaviour Police priorities

Town NPT

Sergeant Martin Alvis will provide a full update on the current issues in the town centre of Malmesbury following this report.

Rural NPT

A number of Parishes have raised concerns over the excess speed of vehicles; Sgt Martin ALVIS has been instrumental in introducing Community Speed Watch in the area in partnership with this Community Area Board. Dauntsey, Charlton and Oaksey have all been surveyed and this good work will continue. Dauntsey was the first village in the north of the county to be approved for Community Speed Watch.

Due to NPT's falling in line with Community Area Boards, I will no longer have responsibility for the village of Hullavington; the Chippenham Sector will take over ownership of this village. A considerable amount of local officer's time has been taken up in this village; therefore this move will free my officers to be visible in this Community Area to a greater extent than before.

Ashton Keynes / Minety

We will be working with the local parishes with regard to Community Speed Watch as again this appears to be one of the greatest concerns. In addition to this I am pleased to announce that a new Community Beat Manager will be in post from the 1st April 2009.

Recent moves

Arrivals

I am pleased to inform you that I now have a new Patrol Sergeant on the Sector, namely Sergeant Jo Spencer, she is in the position of Patrol Sergeant for Wootton Bassett, Malmesbury and Cricklade. She is based at Wootton Bassett. She brings with her a wealth of experience in relation to Criminal Investigation having spent many years on the Criminal Investigation Department (CID)

PC Mike Tripp has been in the post of Community Beat Manager for Malmesbury Town. He will be taking up the position of Patrol Officer for all three towns on my sector. He has spent the last two years serving the town of Malmesbury and is very much looking forward to the new challenge of policing a larger area.

Current Establishment.

We currently run 2 shifts of 4 Patrol Constables and 1 shift of 5 Patrol Constables. Each shift covers Wootton Bassett, Cricklade and Malmesbury. In addition each area has a Neighbourhood policing team comprising of a Community Beat Manager (Police Constable), and 1 PCSO.

The local officers will be changing on the 1st April for this Community Board Area.

Malmesbury Town NPT – PC Samantha BUSSEY, PCSO Dee CURAN, SPC's FREEGARD and ASHTON.

Malmesbury Rural NPT – PC Louis BOWDEN, PCSO Durry MAULE, SPC's WARREN and TODD.

Ashton Keynes/Minety – PC Angela SHIPP, PCSO Samantha WALSH

Steven J Cox

Inspector

Wootton Bassett, Malmesbury and Cricklade

**Malmesbury Pilot Area Board – Extraordinary Meeting
10 March 2009
Malmesbury School, Corn Gastons, Malmesbury
Meeting commenced at 11.15am and finished at 12.30pm**

Present: John Thomson (Chair), Ian Henderson, Rachel Miles, Ray Sanderson, Carole Soden and Toby Sturgis

Others: Julia Densham (Democratic Services Assistant – NWDC), Miranda Gilmour Area Board Project Manager – WCC), Charlotte Moore (Graduate Trainee – WCC) and Pete Smith (Youth Development Service - WCC)

Question 1

Were there any plans to develop the Activity Zone to include slides in the park?

Action: TS (Portfolio Holder for Leisure) stated that the request can go forward to DC Leisure to be included in next year's strategy and that this issue should be raised at the first Area Board meeting on 24 June 2009.

Question 2

Was there any space for a cinema in Malmesbury?

There were 3 possible solutions:

- a. School Council were advised to challenge the school managers to provide film screening facilities at the school; however, the PFI restrictions limited the number of days available for non-school use.
Action: Invite the Chair of White Horse Enterprises (PFI) Group to discuss the options at Area Board.
- b. Several of the village halls operated a monthly film night – the town hall could be approached to offer the same facility.
Action: Cllr Sanderson (member of Malmesbury Town Council) to raise the issue at the next council meeting.
- c. Malmesbury Film Society could be approached to show a monthly film specifically of interest to young people.

Question 3

Could the variety of books in the Malmesbury Library be improved?

Action: Miranda Gilmour to arrange that the Community Librarian Carolyn Kennedy visits the school to discuss the matter with interested young people.

Question 4

Could traffic lights be installed near St Joseph's Primary School?

A consultation is underway on the use of Cross Hayes on-street car park for parents to park while dropping off and collecting children, obviating the need for the suggested traffic lights.

Question 5

Why had the number of parking spaces been reduced in the decision to resurface the Cross Hayes car park?

Several of the rows of spaces did not meet Health and Safety regulations given the increased numbers of larger vehicles; complaints and accidents had occurred. There was a plan to move the perimeter road closer to the shops to allow an additional row of

spaces. There was also provision for bicycles at the Library and near the public conveniences and plenty of alternative free car parking on the High Street.

Question 6

Given the Go Green! Policy and the new requirement for young people to stay in education to Year 12, why was there no free school transport provision for this age group?

Free school transport was part of the national strategy and the County Council subsidises transport costs. To expand the provision of free transport either the national strategy needed to change or Council Tax be increased. Currently the County Council spent £3.5 million on providing free school transport.

Action: Young people to write to James Gray requesting that Government consider increased funding at the local level.

Question 7

Why is the catchment area for free school transport different to the catchment area for the Malmesbury School?

Action: Cllr Soden requested that this be considered on an individual basis and those affected by this situation write to her.

Question 8

What are you doing to promote sustainable living in Wiltshire?

The 2006 Sustainable Strategy was adopted and 5 of the 6 targets had been met:

1. Reduced CO₂ emissions from public properties.
2. Reduced fuel consumption by Council vehicles.
3. Reduced emissions from Council vehicles.
4. There is an agreement to use bio-ethanol but there is a lack of suppliers.
5. Business travel cut by 10%.

The 6th (as yet unmet) target related to reducing the energy use of Council buildings; however, there were approximately 100 redundant buildings that would be sold due to the local government re-organisation. This would allow the final target to be met. Other efficiencies made were the use of electronic methods to distribute council papers and a project to convert household waste into fuel pellets.

Question 9

How much funding could the school receive from the Council to make energy efficient alterations? There was strong feeling throughout the school to achieve this aim.

There was a difficulty due to the complex number of relationships involved with the building. There was an agreement for the Council to work with the Chair of White Horse Enterprises and, while it should be remembered that the Council does not own the school and was not able to pay for renovations, it could provide other types of support that would facilitate the project.

Action

Cllr Sturgis would work with the pupils and governors to take forward the school's ideas to the Chair of White Horse Enterprises

Question 10

Partnership working with schools in Denmark and Germany (the Comenius project) had raised awareness of the possible strategies for energy reduction. Could strategies like motion sensors be retro-fitted at the Malmesbury School?

While possible, retro-fitting was costly. There was a fifteen year cycle for replacement which was when the PFI would need to be approached regarding upgrades. There was a comprehensive contract detailing maintenance periods.

Question 11

An IT review had been conducted and equipment, particularly network switches, had been pinpointed as outdated. IT was not thought to be part of the PFI contract and the school was not getting a response from the Council to confirm this fact.

Action

Cllr Sturgis to investigate this matter

Question 12

What does the Council do to save water?

While rain harvesting was a good idea, the inconsistency of rainfall through the year meant very large tanks were required to store the water. This was difficult to retrofit but achievable in new builds.

New chlorination plants had been installed in the leisure centres that prolonged the life of the pool water.

Refurbishments had been made in the council-owned housing stock in Salisbury that included resource efficient solutions.

Planning policies were also being formulated to encourage these solutions.

Toilet flush conversion kits were available to reduce water usage.

The new primary school in Malmesbury has been built and fitted according to these principles.

Housing Associations had a rolling programme of refurbishment for the main fabric of the building and should be responsible for the replacement of old-fashioned heating

Question 13

Given that Housing Associations had a responsibility for replacing outdated heating systems as described in the previous question, a child from Brinkworth asked why his parents had had to pay for the replacement of their central heating boiler in their Westlea-owned home.

Action

Cllr Sturgis to investigate this matter.

Question 14

The school had worked hard, along with the town, to achieve FairTrade status and would like to see this publicized on signs into the town.

Signs incorporating this information were currently being made for all the main roads into Malmesbury.

Question 15

Young people would like an alternative to the service buses which were too expensive and did not run regularly.

There was a local committee that met to discuss local transport issues and a mini-bus available for groups. The Council could not afford to subsidise travel; however, under the new Area Board arrangements it would be possible to direct funding to those areas of local need.

Question 16

Given that the popular Connect 2 service had been cut, how could young people influence future transport policy?

A recent school questionnaire had elicited over 1000 replies and these would be used by the Malmesbury & Villages Community Area Partnership to inform the Malmesbury and Villages Community Plan which would help councillors to prioritise future strategies for the local area.

A question about the accessibility of bus timetables was answered by the teacher, who pointed out their availability in the school library.

Question 17

Will there be a skate-park in Malmesbury?

£60K had been set aside for the construction of a skate-park at the Youth Centre in Malmesbury, but the project had been delayed due to issues relating to noise-level analysis and planning regulations. It was now very close to delivery.

Question 18

What can be done to break down the stereotypically negative perceptions between the youth and older members of the community?

A presence at the new Area Boards by young people via CAYPIG, School Council or other local organisations would offer an opportunity for the community to understand young people's issues. Relationships could be built via youth voluntary work in retirement/nursing homes in the Malmesbury community area. Encouraging more adults to volunteer time to run the youth club was also suggested. There were also Community Days planned (the next being 25 April 2009 at the Town Hall) where youth organisations could promote their activities.

The Chair ended the meeting by thanking the school for their invitation to visit. It was agreed that future, regular meetings were desirable.

The Head Teacher thanked the Committee for visiting the school and welcomed their future visits.

Questions 1-4 came from St Joseph's Primary School.

Questions 5-7 came from the Global Action Group (Malmesbury School).

Questions 8-18 came from Year 9 (Malmesbury School).

There were 27 young people and 3 teachers at the meeting.

Feedback

from the Malmesbury Pilot Area Board
11th March 2009

Some 45 people attended the Pilot Area Board meeting held following NWDC's Malmesbury Area Committee on 11th March 2009. They included:

Members of the Public
District Councillors
County Councillors
Town Councillors
Parish Councillors
Malmesbury & the Villages Community Area Partnership members
Members of Community groups/organisations
A member of GOSW
Members and officers from Cornwall County Council
Officers

18 evaluation sheets were returned.

Feedback from the Evaluation sheets:

Responses were graded 1 to 6 (1 = poor and 6 = good)

	Response rate	Average score
Was the venue appropriate?	18	5.2
Was the room layout appropriate?	18	4.7
Did you feel welcome at the meeting?	18	4.9
Did you feel involved?	18	4.9
Did everyone have the opportunity to speak?	18	5.3
How did you rate the agenda?	17	4.9
How did you find the presentations?	18	4.8
How did the Chair control the meeting?	18	5.6
Was the meeting well publicised?	18	3.2
How did you rate the meeting overall?	18	4.8

Was tonight's meeting better/worse/same as the one held in November?

Ten people thought it was better, none worse and two said there was no change. Seven people did not answer this question.

Comments/suggestions received with reference to this meeting are as follows:

Publicity

- Not advertised anywhere – I heard through a friend

- Need to get publicity out early particularly for parish magazines and newsletters who have early copy dates – the previous month
- Had no idea. I came because of Parish Council involvement.
- Other than receiving the Agenda and Minutes through the post , I saw no other publicity adverting the meeting
- Saw no local meeting publicity notices

Meeting Agenda & Content

- Several unnecessary “back patting” inputs from the floor
- Keeping to time is really important
- Presentation skills of NHS lady, not standing, back to most of us – too many words on the screen. This is an area of expertise for me and I’d be happy to work on power point with people!
- Invite local editors not just main press, but local mags and local organisations personally
- Some presentations monosyllabic – very difficult to listen to
- Involvement: interactions between various people in the meeting on issues affecting many increased sense of involvement. Early part of the meeting did not.

Room Lay out

- Table stands with name of parish council or organisation would be an idea and would help recognise who is speaking
- Room lay out would be better to be closer

Venue

- Warmer!!
- Venue ideal in terms of parking and temperature
- Venue not correct on web site (Town hall)?

PA Systems

- Poor sound system
- Problems with the sound system!
- A lot of interference from the loudspeaker/PA arrangements
- Problems with microphones
- PA system awful

General

- Look forward to projects needing support coming through via the Partnership
- Still needs “meet & greet” not just by Wendy
- Refreshments good
- Still need to get more “normal people” involved

Officer observations:

- 1) The response rate was approximately 40% of those people attending, which was the lowest for all the pilot meetings.
- 2) The overall rating of the agenda was graded slightly higher than the January meeting in the majority of categories. The only area receiving a lower score was publicity.

- 3) Unfortunately the score for publicity went down over the course of the pilot rather than up, despite efforts to distribute poster and press releases. Due to a number of circumstances there were delays in issuing the posters for this meeting and once again the Gazette and Herald failed to include all the basic details about the meeting – date, time and venue. It is recognised that forward planning of outline agendas are essential if these meetings are to be advertised in parish/community magazines/newsletters and that in general a far greater effort is required to publicise meetings in future.
- 4) Meet and Greet would be enhanced if councillors would undertake this role in future, especially welcoming new attendees
- 5) The need to provide a good PA system for future meetings is vital, while there is a need for all speakers, including Councillors to improve their presentation skills, whether this is giving presentations or simply speaking.

Miranda Gilmour - Project Manager

Area Boards Development Phase (Malmesbury Community Area)

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