

AGENDA

Meeting: MALMESBURY AREA BOARD
Place: Malmesbury Town Hall
Date: Wednesday 9 November 2016
Time: 7.00 pm

Including the Parishes of Ashton Keynes, Brinkworth, Brokenborough, Charlton, Crudwell, Dauntsey, Easton Grey, Great Somerford, Hankerton, Lea & Cleverton, Leigh, Little Somerford, Luckington, Malmesbury, Minety, Norton & Foxley, Oaksey, Sherston, Sopworth and St Paul Malmesbury Without

The area board welcomes and invites contributions from members of the public. The Chairman will try to ensure that everyone who wishes to speak will have the opportunity to do so.

If you have any requirements that would make your attendance at the meeting easier, please contact your Democratic Services Officer.

Networking opportunities will be available from 6.30 pm.

Please direct any enquiries on this agenda to Will Oulton (Senior Democratic Services Officer), on 01225 713935 or email: William.Oulton@wiltshire.gov.uk

All the papers connected with this meeting are available on the Council's website at www.wiltshire.gov.uk

Press enquiries to Communications, on 01225 713114 / 713115.

Wiltshire Councillors

Cllr John Thomson, Sherston (Chairman)
Cllr Simon Killane, Malmesbury (Vice
Chairman)

Cllr Chuck Berry, Minety
Cllr Toby Sturgis, Brinkworth

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If you have any queries please contact Democratic Services using the contact details above.

| Items to be considered | Time |
|--|-------------|
| <p>1 Chairman's Welcome and Introductions</p> <p>The Chairman will welcome those present to the meeting.</p> | 7.00 pm |
| <p>2 Apologies for Absence</p> | |
| <p>3 Minutes (<i>Pages 1 - 6</i>)</p> <p>To approve and sign as a correct record the minutes of the meeting held on 7 September 2016.</p> | |
| <p>4 Declarations of Interest</p> <p>To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.</p> | |
| <p>5 Chairman's Announcements</p> <p>To receive any announcements from the Chairman.</p> | 7.10 pm |
| <p>6 Mental Health Workshop</p> <p>Karen Spence, from Wiltshire Council's Public Health team, will attend the meeting to lead a workshop, open to all, which aims to improve awareness of common mental health issues and give tips of how to improve overall health and wellbeing, and consequently mental health.</p> <p>The session involves activities/group discussion; and details can also be provided about where people can seek help if they are concerned about mental health.</p> | |
| <p>7 Local Youth Network Update (<i>Pages 7 - 10</i>)</p> <p>To receive an update on the Local Youth Network (LYN).</p> | 8:00 |
| <p>8 Councillor Led Initiatives (<i>Pages 11 - 14</i>)</p> <p>To consider applications for money from two Councillor Led Initiatives.</p> | 8:10 |
| <p>9 Area Board Funding (<i>Pages 15 - 18</i>)</p> <p>Councillors will be asked to consider the Community Area Grants report and make recommendations on the applications received:</p> <ol style="list-style-type: none"> 1. Lea Village Hall: Front Door Replacement - £1396.20 2. Sherston Pre-School: Seed Fund - £1000.00 | 8:20 |

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| 10 | Partner Updates | 8:30 |
| | To receive updates from the following partners: | |
| | a. Wiltshire Police | |
| | b. Wiltshire Fire and Rescue Service | |
| | c. Healthwatch Wiltshire | |
| | d. Wiltshire Clinical Commissioning Group (CCG) | |
| | e. Malmesbury and the Villages Community Area Partnership (MVCAP) | |
| | f. Riverside Centre | |
| | g. Health & Wellbeing Champion | |
| | h. Highways Community Co-ordinator | |
| | i. Town and Parish Councils | |
| 11 | Update From Community Engagement Manager | 8:40 |
| | An update will be provided by Ollie Phipps, Community Engagement Manager (CEM) for the Malmesbury community area. | |
| 12 | Community Area Transport Group <i>(Pages 19 - 34)</i> | 8:50 |
| | The Area Board will be asked to consider the recommendations from the 11 October 2016 Malmesbury Community Area Transport Group (CATG) meeting outlined in the report. | |
| 13 | Urgent items | 9:00 |
| | Any other items of business which the Chairman agrees to consider as a matter of urgency. | |
| 14 | Evaluation and Close | |
| | The next meeting of the Malmesbury Area Board will be held on Wednesday, 11 January 2017 , 7.00 pm. | |

Future Meeting Dates

Wednesday, 11 January 2017
7.00 pm
Brinkworth Village Hall, The Street, Brinkworth, SN15
5AF

MINUTES

Meeting: MALMESBURY AREA BOARD
Place: Crudwell Village Hall and Recreation Ground
Date: 7 September 2016
Start Time: 7.00 pm
Finish Time: 9.03 pm

Please direct any enquiries on these minutes to:

Will Oulton (Senior Democratic Services Officer) 01225 713935, Tel: 01225 713935 or (e-mail) william.oulton@wiltshire.gov.uk

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

In Attendance:

Wiltshire Councillors

Cllr John Thomson (Chairman), Cllr Simon Killane (Vice Chairman), Cllr Chuck Berry and Cllr Toby Sturgis

Other Wiltshire Councillors: Cllr Philip Whitehead

Total in attendance: 27

| <u>Agenda Item No.</u> | <u>Summary of Issues Discussed and Decision</u> |
|------------------------|---|
| 59 | <p><u>Chairman's Welcome and Introductions</u></p> <p>The Chairman welcomed all to the meeting.</p> |
| 60 | <p><u>Apologies for Absence</u></p> <p>Apologies were received from Dave Wingrove of Ashton Keynes Parish Council and Terry Mockler of Hankerton Parish Council.</p> |
| 61 | <p><u>Minutes</u></p> <p>Resolved:</p> <p>That the minutes of the meeting held on 6 July 2016 be agreed a correct record and signed by the Chairman.</p> |
| 62 | <p><u>Declarations of Interest</u></p> <p>There were no declarations of interest made.</p> |
| 63 | <p><u>Chairman's Announcements</u></p> <p>The Chairman drew the meeting's attention to the following announcements :</p> <ul style="list-style-type: none"> • Wiltshire Online Programme – Extension of the Basic Broadband • Mental Health Awareness • Budget Events |
| 64 | <p><u>Local Youth Network Update</u></p> <p>Richard William, the Local Youth officer, presented an update on the Local Youth Network (LYN).</p> <p>Issues highlighted included: that there were no funding applications to consider in this round; the activities off the LYN Management Group; efforts to instigate a youth bus project, and the desire to have early evening provision in the villages; the need to build the membership to get some younger people on board; the efforts to take outreach to various youth organisations to get young people on board; and the need to assess needs of young people in the area.</p> <p>The Chairman thanked the officer for the update.</p> |
| 65 | <p><u>Community Policing Update</u></p> <p>The Area Board received an update regarding the new Community Policing</p> |

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| | <p>Model.</p> <p>Issues highlighted in the course of the presentation and discussion included: that the changes should improve visibility in and communication with the community, and how technology could help with this aim; that the model had been developed through pilots in Warminster and Trowbridge; how processes had been made more efficient in reporting a crime and getting resources on board; how civilian workers are utilised better; that in the Malmesbury Community Area, Inspector Hobman would be the sector head; that there would be 70/80 staff across the northern area; that teams would be based in Royal Wootton Bassett and the Chippenham Hubs; that there would be 5 sergeants with 5 officers each providing 24/7 cover; that officers would be better able to take job from beginning to end; how some issues would be referred to other agencies to more appropriately deal with, thereby freeing up police time and resources; and how technology will allow officers to work in communities.</p> <p>The Chairman thanked the officer for their update.</p> |
| 66 | <p><u>Community Transport Update</u></p> <p>The Area Board received update on the work undertaken by the following groups:</p> <p>Chris Blount – Malmesbury LINK Scheme; Sheila Wade – Dauntsey Vale LINK Scheme; Ray Sanderson – Malmesbury & District Community Transport; and Lisa Hepworth – SMILES.</p> <p>Also in attendance, to hear the presentations and to ask questions, was Councillor Philip Whitehead, Cabinet Member for Transport.</p> <p>Issues highlighted in the course of the presentations and discussions included: how each group operated; their reliance on volunteers and how they are recruited and maintained; their respective approaches to funding and charging; the benefits to the recipients and the volunteers; the opportunities for sharing resources, and making links with local business; and the differences between charities and community interest companies.</p> <p>The Chairman thanked all for their attendance and welcomed a continuation of the discussion to see how best to sector could meet the needs of their community.</p> |
| 67 | <p><u>Partner Updates</u></p> <p>The Chairman drew the meeting’s attention to any written update in the pack. Further updates, made at the meeting, included:</p> <ul style="list-style-type: none"> • Riverside Centre <p>That the new community centre was to be built on the site of the old youth</p> |

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| 68 | <p>centre; that the facility will be run by voluntary group; that it was hoped that the centre would be ready to open in the new year; that some additional funding may be required for extra light and sound equipment; and that people were encouraged to subscribe to the newsletter to get further updates.</p> <p><u>Annual Update From Community Engagement Manager</u></p> <p>An update was be provided by Ollie Phipps, Community Engagement Manager (CEM) for the Malmesbury community area.</p> <p>In the course of the presentation and discussion, the following issues were highlighted: sports development for younger and teen children; that over £25,000 had been allocated for youth projects; which had leveraged in over £66,000 of external funding into those projects; that a range of projects had been provided for; including a regular youth club in Malmesbury; the links to other community projects including Magna Carta; the Safe Places project and the promotional events linked to it; the cultural events in the area; the funding made for village hall facilities; the ongoing work to deliver the community campus; the community blog and newsletter, currently being update by aolunteer; the continuing employment of Helen Blacker doing great work in the area in support of the Health & Wellbeing objectives; the Big Get Together event which promoted community groups, many of whom had seen increased interest in those groups; the Age UK advice bus coming in; drop in surgery at Malmesbury; how issues had been resolved in the CATG; the clean for the queen projects; and the £34,000 allocated for community grants for 20 projects worth over £202,00 in total.</p> <p>The Chair thanked the officers and volunteers for their hardwork.</p> <p>Resolved</p> <p>That the update be noted.</p> |
| 69 | <p><u>Big Pledge - Road to Rio</u></p> <p>The Community Engagement Manager gave a short update about the Road to Rio project which had had a large number of participants.</p> |
| 70 | <p><u>Area Board Funding</u></p> <p>The Community Engagement Manager presented the applications for Community Area Grant Funding.</p> <p>Representatives of the organisations applying were in attendance to present more information to support their applications. The organisations applying for funding were Malmesbury Bowls & Social, Sherston Parish Footpath Group, Malmesbury Concert Band, and Malmesbury Community Choir.</p> <p>Following a short debate, the meeting unanimously;</p> |

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| 71 | <p>Resolved:</p> <ol style="list-style-type: none"> 1. To award Malmesbury Bowls & Social Club £3900 towards the new kitchen for the Bowls Club; 2. To award Sherston Parish Footpath Group £500 towards the replacement of broken stiles; 3. To award Malmesbury Concert Band £300 towards music stand lights; and 4. To award Malmesbury Community Choir £400 towards a conductors podium. <p><u>Urgent items</u></p> <p>There were no urgent items.</p> |
| 72 | <p><u>Evaluation and Close</u></p> <p>The meeting noted that the next meeting would on Wednesday 9 November 2016 in Malmesbury.</p> |

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Report to Malmesbury Area Board
Date of meeting 9.11.16
Title of report Youth Grant Funding

Purpose of the Report:

To note items listed under point five of this report.

1. Background

The recommendation from the LYN Management Group has been made in accordance with the following guidelines:

- Leaders guidance for Community Area Boards on Positive Activities for Young People
- Positive Activities for Young People local Youth Network Terms of Reference
- Positive Activities Toolkit for Community Area Boards

Young people have considered this application and identified it as a priority for Area Board funding.

2. Main Considerations

- 2.1. Councillors will need to be satisfied that Youth Grant Funding awarded in the 2016/2017 year are made to projects that can realistically proceed within a year of it being awarded.
- 2.2. Councillors will need to decide and be assured that young people and the community will benefit from the funding being awarded and the project/positive activity proceeding. The application should meet the identified needs, priorities and outcomes for young people in the areas, as identified in the LYN Needs Assessment and Strategic Plan.
- 2.3. Councillors will need to ensure measures have been taken in relation to safeguarding children and young people.
- 2.4. Councillors will need to ensure that young people have been central to each stage of this Youth Grant Funding application.

3. Environmental & Community Implications

Youth Grant Funding will contribute to the continuance and/or improvement of cultural, social and community activity and wellbeing in the community area, the extent of which will be dependent upon the individual project.

4. Financial Implications

Financial provision had been made to cover this expenditure

- 4.1. Malmesbury Area Board was allocated £23,010 for 2016/17.
- 4.2. The Malmesbury Area Board Youth Funding balance for 2016/17 is £17,230.
- 4.3. All decisions must fall within the Youth Funding allocated to Malmesbury Area Board.

5. LYN report

5.1 The current members of the LYNMG are looking to build the group's membership, and aim to invite representatives from local youth organizations to nominate young representatives. The LYN is has mapped and checked its list of relevant providers, and these have been contacted inviting them to nominate young people as representatives to sit on the LYN.

5.2 New young people are also being recruited with the help of Malmesbury School to become active members of the LYNMG.

5.3 The LYN is reviewing the current Needs assessment and Wider Local Youth Network with a view to identifying any gaps or areas of need that can be developed in relation to this. An outreach consultation session is planned in Malmesbury school for November (tbc).

5.4 A music / band event is being planned and CLM sounds are in the process of developing such an event in conjunction with the LYNMG.

5.5 Malmesbury Town Council (Fran Vandelli) is also developing an application for an upcycling project

5.6 Links have been made with Malmesbury Multi- Agency Forum, and the potential to support the personal and social development needs of vulnerable young people of secondary school age in the community area, (particularly young women) are being explored and need assessed; with a view to a possible application for funding support if a suitable provider can be identified..

5.7 Information about the Community Led Model, and the youth grants scheme has been sent widely to known local clubs and providers of youth activities. Contact has been made with Malmesbury Tennis club about the possibility of holiday taster sessions.

5.8 Support has been given to Oaksey Youth Club regarding youth worker recruitment.

5.9 HEALS Wills fiends Project delivered the summer project, with a slightly amend offer and subsequent underspend. They intend to use this for and extended offer of a Christmas activity with the same client group in mind.

6.0 The Last Baguette Theatre Company is set to deliver there workshops over the October half term holiday.

6. Legal Implications

There are no specific legal implications related to this report.

7. Human Resources Implications

There are no specific human resources implications related to this report.

8. Equality and Inclusion Implications

Ensuring that Community Area Boards and LYNs fully consider the equality impacts of their decisions in designing local positive activities for young people is essential to meeting the Council's Public Sector Equality Duty.

9. Safeguarding Implications

The Area Board has ensured that the necessary policies and procedures are in place to safeguard children and young people. The Locality Youth Facilitator has assessed this

application agreed it meets safeguarding requirements.
nc

10. Applications for consideration

There are no current applications for funding to consider.

No unpublished documents have been relied upon in the preparation of this report

Report Author

Name, Richard Williams Locality Youth Facilitator

Email: Richard.williams@wiltshire.gov.uk

Report to Malmesbury Area Board
Date of meeting 09.11.16
Title of report Community Area Grant funding

Purpose of the Report:

To consider a councillor-led initiative requesting funding from the Area Board.

| Applicant | Amount requested |
|---------------|------------------|
| Simon Killane | £2,000.00 |

1. Background

Area Boards have authority to approve Area Grants under powers delegated to them. Under the Scheme of Delegation Area Boards must adhere to the [Area Board Grants Guidance](#)

2. Main Considerations

- 2.1. Councillors will need to be satisfied that funding awarded in the 2016/2017 year is made to projects that can realistically proceed within a year of it being awarded.
- 2.2. Councillors must ensure that the distribution of funding is in accordance with the Scheme of Delegation to Area Boards.
- 2.3. Councillors will need to be satisfied that the applications meet the Community Area Board grants criteria and practice papers for [councillor-led initiatives](#)
- 2.4. Best practice advises that applications relating to young people or highways and transport should be considered by, and seek a recommendation from, the Local Youth Network or Community Area Transport Group.

3. Environmental & Community Implications

Councillor led-projects are designed to enable councillors to tackle issues in their area, including projects and initiatives which have been initiated by the community eg. a community issue. Councillor-led projects should not be used to fill gaps where there are service shortfalls or where it is possible for the matter to be resolved through the use of the Community Area Grants scheme.

4. Financial Implications

Financial provision had been made to cover this expenditure. The Community Area Grants scheme which funds Councillor-led initiatives can only provide capital funding.

5. Legal Implications

There are no specific legal implications related to this report.

6. Human Resources Implications

There are no specific human resources implications related to this report.

7. Equality and Inclusion Implications

Community Area Boards must fully consider the equality impacts of their decisions in order to meet the Council's Public Sector Equality Duty.

8. Safeguarding Implications

The Area Board has ensured that the necessary policies and procedures are in place to safeguard children, young people and vulnerable adults.

9. Applications for consideration

| Application Name | Provider | Project Proposal | Requested |
|---|-----------------|-------------------------|------------------|
| Cartmel Minibus Refurbishment Funds | Cartmel Minibus | Simon Killane | £2,000.00 |
| Project description Cartmel Mini Bus is a valuable community resource that is currently underused. With the year on year financial pressures facing the local authority support for commercial rural bus services are under threat. With this in mind Area Board are being requested to support funds to help the running cost of the Cartmel minibus, with a view that it is a valuable resource that in the coming months will be more and more required. | | | |
| Proposal That the Area Board determines the application from Simon Killane for £2,000.00 | | | |

Background documents used in the publication of this report:

Quotes/estimates for this proposal can be obtained from the Community Engagement Manager upon request.

Report Author

Name, Ollie Phipps Title: Community Engagement Manager
Tel: 01249 709404 Email: ollie.phipps@wiltshire.gov.uk

Report to Malmesbury Area Board
Date of meeting 09.11.16
Title of report Community Area Grant funding

Purpose of the Report:

To consider a councillor-led initiative requesting funding from the Area Board.

| Applicant | Amount requested |
|--------------|------------------|
| John Thomson | £5,000.00 |

1. Background

Area Boards have authority to approve Area Grants under powers delegated to them. Under the Scheme of Delegation Area Boards must adhere to the [Area Board Grants Guidance](#)

2. Main Considerations

- 2.1. Councillors will need to be satisfied that funding awarded in the 2016/2017 year is made to projects that can realistically proceed within a year of it being awarded.
- 2.2. Councillors must ensure that the distribution of funding is in accordance with the Scheme of Delegation to Area Boards.
- 2.3. Councillors will need to be satisfied that the applications meet the Community Area Board grants criteria and practice papers for [councillor-led initiatives](#)
- 2.4. Best practice advises that applications relating to young people or highways and transport should be considered by, and seek a recommendation from, the Local Youth Network or Community Area Transport Group.

3. Environmental & Community Implications

Councillor led-projects are designed to enable councillors to tackle issues in their area, including projects and initiatives which have been initiated by the community eg. a community issue. Councillor-led projects should not be used to fill gaps where there are service shortfalls or where it is possible for the matter to be resolved through the use of the Community Area Grants scheme.

4. Financial Implications

Financial provision had been made to cover this expenditure. The Community Area Grants scheme which funds Councillor-led initiatives can only provide capital funding.

5. Legal Implications

There are no specific legal implications related to this report.

6. Human Resources Implications

There are no specific human resources implications related to this report.

7. Equality and Inclusion Implications

Community Area Boards must fully consider the equality impacts of their decisions in order to meet the Council's Public Sector Equality Duty.

8. Safeguarding Implications

The Area Board has ensured that the necessary policies and procedures are in place to safeguard children, young people and vulnerable adults.

9. Applications for consideration

| Application Name | Provider | Project Proposal | Requested |
|--|----------------------|-------------------------|------------------|
| Friends of Riverside Set Up Fund | Friends of Riverside | John Thomson | £5,000.00 |
| Project description Friends of Riverside are a new charitable group who's purpose is to manage and operate the new Riverside Community Centre. As they are a new group they have no reserve funds. It is vital to ensure this group are given the best start to managing this facility that Area Board award some set up funds for the purchase of items required to finish the build and in preparation for opening the facility. They are also working in partnership with a number of other local groups to obtain funds to support them in their endeavors for the community centre. | | | |
| Proposal That the Area Board determines the application from John Thomson for £5,000.00 | | | |

Background documents used in the publication of this report:

Quotes/estimates for this proposal can be obtained from the Community Engagement Manager upon request.

Report Author Name, Ollie Phipps Title: Community Engagement Manager
Tel: 01249 709404 Email: ollie.phipps@wiltshire.gov.uk

Report to Malmesbury Area Board
Date of meeting 09.11.2016
Title of report Community Area Grant funding

Purpose of the Report:
 To consider the applications for funding listed below.

| Applicant | Amount requested |
|---------------------|------------------|
| Lea Village Hall | £1396.20 |
| Sherston Pre-School | £1000 |

1. Background

Area Boards have authority to approve Area Grants under powers delegated to them. Under the Scheme of Delegation Area Boards must adhere to the Area Board Grants Guidance available here: <http://www.wiltshire.gov.uk/community-area-grants-criteria-2015-16-april.pdf>

The funding criteria and application forms are available on the council's website: <http://www.wiltshire.gov.uk/council/areaboards/areaboardscommunitygrantsscheme.htm>

2. Main Considerations

- 2.1. Councillors will need to be satisfied that funding awarded in the 2015/2016 year is made to projects that can realistically proceed within a year of it being awarded.
- 2.2. Councillors must ensure that the distribution of funding is in accordance with the Scheme of Delegation to Area Boards.
- 2.3. Councillors will need to be satisfied that the applications meet the Community Area Board grants criteria.

3. Environmental & Community Implications

Grant Funding will contribute to the continuance and/or improvement of cultural, social and community activity and wellbeing in the community area, the extent of which will be dependent upon the individual project.

4. Financial Implications

Financial provision had been made to cover this expenditure.

5. Legal Implications

There are no specific legal implications related to this report.

6. Human Resources Implications

There are no specific human resources implications related to this report.

7. Equality and Inclusion Implications

Community Area Boards must fully consider the equality impacts of their decisions in order to meet the Council's Public Sector Equality Duty.

Community Area Grants will give local community and voluntary groups, Town and Parish Council's equal opportunity to receive funding towards community based projects and schemes, where they meet the funding criteria.

8. Safeguarding Implications

The Area Board has ensured that the necessary policies and procedures are in place to safeguard children, young people and vulnerable adults.

9. Applications for consideration

| Application ID | Applicant | Project Proposal | Requested |
|---|------------------|--------------------------------|-----------|
| ID 2142 (hyper link) | Lea Village Hall | Replacement Village Hall Doors | £1396.20 |
| <p>Project description The current double entrance doors to the village hall are old wooden been repaired several times and swell badly in bad weather making opening them very difficult. We have agreed as a Committee to replace them with composite doors and frame to benefit all those who use the hall. Agreement has been sought from the Parish Council and Wiltshire Council Building Control and Planning have been consulted as required.</p> <p>Input from Community Engagement Manager: Upgrading community facilities in our rural villages is vital to secure the future of the buildings. Updating these doors will improve the buildings efficacies, security, and reduce the cost of ongoing maintenance.</p> <p>Proposal That the Area Board determines the application from Lea Village Hall for £1396.20</p> | | | |

| Application ID | Applicant | Project Proposal | Requested |
|--|---------------------|------------------|-----------|
| ID 2150 (hyper link) | Sherston Pre-School | Seed Fund | £1000 |
| <p>Project description: Following the closure of busy hands preschool in Sherston a committee has been formed to assess the viability of taking forward a new preschool in the village. This will Include a purpose built setting offering excellent childcare and education through extended hours and with excellent Links to Sherston primary school. We are currently working alongside the primary school parish council and our local community engagement manager all of which are strongly in support of this venture. If successful the preschool would not only be a safe and fun place for local children to begin their education but would provide a smooth transition through to primary education. It would also be an employer of local people. This would further boost local economy and provide career opportunities in a rural setting.</p> <p>Input from Community Engagement Manager: A group of passionate community members have come together to form a new Pre-School for the village of Sherston, as the previous closed earlier this year. This resource is vitally needed in this community and many families where left without the support of a pre-school this September. The new community group are working with parents, the primary school and parish council to secure its new future.</p> <p>Proposal That the Area Board determines the application from Sherston Pre-School for £1000</p> | | | |

No unpublished documents have been relied upon in the preparation of this report

Report Author

Name, Ollie Phipps Title: Community Engagement Manager
Tel: 01249 709404 Email: ollie.phipps@wiltshire.gov.uk

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

| | Item | Update | Actions and recommendations | Priority | Who |
|-----------|--|--|-----------------------------|----------|-----|
| | Date of meeting: 11th October 2016 | | | | |
| 1. | Attendees and apologies | | | | |
| | Present: | Cllr John Thomson (JT), Cllr Simon Killane (SK), Cllr Toby Sturgis (TS), Cllr Chuck Berry (CB), Martin Rose (MR), Ellen Blacker (EB), Owen Gibbs (OG), Elizabeth Threlfall (ET), Graham Morris (GM), John Gundry (JG), Tony Fleming (TF), Charles Cook (CC), Iris Thompson (IT), Peter Hatherell (PH), Arnold Bradley (AB) | | | |
| | Apologies: | Roger Budgen, | | | |
| 2. | Notes of last meeting | | | | |
| | | The minutes of the previous meeting held on 14 th June 2016 were agreed at the Malmesbury Area Board meeting on the 6 th July 2016. The CATG notes can be viewed here <i>Link can be found at</i> <u>Malmesbury Area Board 060716</u> | Minutes Agreed | | |

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

| | | | | | |
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| 3. | Financial Position | | | | |
| | | The current balance for the Malmesbury CATG as at 3 rd October is £16,508.22 | Please note the figure of £16,508.22 includes the sum of £7,000 which has been provisionally allocated to Oaksey as shown on the 3/10/16 finance sheet. See note 4f below. | | |
| 4. | Top 5 Priority Schemes (Priority 1) | | | | |
| a) | Issue 3963 New footway Holloway Hill Malmesbury (Wychurch Hill) | 26/05/16 -Topo survey complete. Pedestrian survey complete. Initial assessment for virtual pavement required. Outline design to be prepared. 14/06/16 - £8,000 allocated . Options to be presented to RB for discussion. To be combined with waiting restriction work currently being undertaken by Jamie Mundy | Continuing design issues due to visibility problems. An outline design has been submitted to RB demonstrating the problem. Virtual pavement cannot be achieved on western side. Further design work required to provide solution but likely to be a more costly scheme which will require a potential substantive bid in 2017/18. Members agreed to progress waiting restrictions on Wychurch Hill at present time. MR warned that significant objections were likely due to the loss of parking. (16+ spaces) | 1 | MR / Jamie Mundy |
| b) | Issue 4042 Church Street /Noble Street, Sherston. HGVs demolishing Sherston at Jubilee Triangle | 26/05/16 Agreement in principal from Sherston PC. Planter & sign options to be prepared. 14/06/16 - Ongoing consultation with Sherston PC re. Planter and sign options. Once agreed, should be completed within 6-8 | Further incident occurred 2 nd Aug 16 resulting in further damage to wall. Meeting with Sherston PC took place on 7 th to October to discuss further options. Scheme has now been amended to | 1 | MR |

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

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| | | weeks. £1500 Allocated. | include additional kerbing bollard and WL sign. Cost increase from £1500 to £3,000 agreed subject to confirmation of PC contribution. | | |
| c) | Issue 4387 Corston main road. Lack of clear and obvious signage warning drivers coming from the Malmesbury | CATG Agreed to allocate as priority 1 scheme Proposed Chevron warning signs on bend. Cost of £1500 agreed. St Paul Malmesbury Without Parish Council to contribute 25% (£400). TBC 26/05/16 -Works package ordered but subsequent issue with bridge deck clearance. Additional costs likely. 14/06/16 - Road marking are complete. Issue with signs due to bridge deck clearance. Bespoke brackets required for mounting to Installation should be within 3-4 weeks of ordering. | Alternate scheme now agreed. Order issued to RIS, awaiting implementation. Issue to be closed and removed from tracker. | 1 | MR |

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

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| d) | <p>Issue 4512</p> <p>Submitted 28/02/16</p> <p>Tetbury Hill, Malmesbury</p> | <p>My daughter was recently knocked over at the pedestrian crossing at the bottom of Tetbury Hill outside the Primary School after a motorist failed to stop at the red traffic light. After making an entry in the school newsletter and a Facebook post on the Make Malmesbury Even Better page urging caution to both pedestrians and motorists I was shocked at how frequently there are near misses at this crossing where vehicles are driving through the red light and for how long this has been an issue. The proximity of the crossing to the roundabout means that motorists are focused on rights of way and often don't see the lights. In addition cars coming down Tetbury Hill towards town are often going too fast.</p> <p>14/06/16 - Crossing referb scheduled 2021. Cost £40k. Travel plan/Safer routes to Schools consultation in progress. Resurfacing of road is needed. Before road markings can be replaced Replacement of school Wig-wags and signage agreed subject to agreement of 30% contribution from MTC. £2000 allocated. Priority 1</p> <p>MR to speak to Peter Binley to discuss re-surfacing issues.</p> | <p>Order placed via Mayrise for replacement LED wig wags. Implementation taking longer than expected but should be before end of Dec 16. Replacement signs ordered and awaiting erection.</p> <p>MR emailed P Binley on 16/08/16 outlining issue with surfacing and road markings. Request for site to be added for MM list for 2017/18. No response to date.</p> <p>Members feel this issue is a priority as its safety related. Cllr to speak to P Binley to urge progress.</p> | 1 | MR |
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COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

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| | <p><u>Issue 4561</u></p> <p>Submitted 21/03/16 CATG Callow Hill Cross Roads Brinkworth</p> | <p>TODAY another accident 9.30 Monday 21st March 2016 Traffic presumably traveling too fast before during and after the bend visibility issues road signage and faded white lines action traffic lights required before they are in the Cottage</p> | <p>See Issue 4569 above</p> | | <p>MR</p> |
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COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

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| f) | <p>Issue <u>4391</u> / <u>4660</u></p> <p>Proposal to CATG for traffic calming measures in Oaksey. Letter, dated May 2016 from Richard Moody, Chair Oaksey Parish Council.</p> | <p>This relates to issues 4391 and 4460 14/06/16</p> <p>Request to dome centre circles at both mini roundabouts in village Carriageway condition poor in places, especially outside Shop. Works could not take place without this issue being addressed first. Resurfacing costs aside, the cost to dome rdbts approx. £4 – £5k Request for drop and go markings outside school (approx. cost £880). . Roundabouts top priority. Check maintenance programme prior to costings.</p> <p>Provisional allocation £7,000 Priority 1</p> | <p>Meeting with representatives from Oaksey PC on 23/09/16. Agreed that comprehensive action plan is required along length of village to enable longer term vision to be realised. Priorities remain area in front of Post office / Mini roundabout and Mini roundabout at Wick Lane.</p> <p>Quote for Topo survey requested 26/09/16. Cost confirmed as £3.5k. Oaksey PC to confirm 30% contribution in due course (£875).</p> <p>Once topo complete overall scheme to be prepared and costs attributed to individual elements. These could be delivered individually, subject to CATG funding or as part of a substantive scheme bid in 2017/18 (subject to CATG approval).</p> <p>Improvement work outside Post Office and School remains focus as both are safety related</p> | 1 | MR |
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COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

| 5. | Priority 2 / Other Priority Schemes | | | | |
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| a) | <p><u>Issue 3879</u></p> <p>Station Road, Minety SN16 9QY pedestrian safety, Minety</p> | <p>New footway Request Estimated £30.000+ cost</p> <p>MR to do site visit, liaise with local members/ publican</p> <p>CB to check with Parish amount to contribute.</p> <p>26/05/16 Contact made with Mr Denman Vale of the Inn PH. Site meeting required. Possible land use on same side as PH. Planning application may result in cost covered by successful application. On hold.</p> | <p>No meeting held to date with Mr Denman. MR to contact in due course.</p> | 2 | MR |
| b) | <p><u>Issue 4104</u></p> <p>Priority Change at junction of Oaksey Road / Crossing Lane Minety</p> | <p>26/05/16 Site visit made and metro-counts requested.</p> <p><u>Priority 2 scheme</u></p> | <p>Metro count results – Crossing Lane 85th %ile = 33.1mph, Mean = 26.1mph. Total vehicles 2783 (155 AADT)</p> <p>Oaksey Road 85th %ile = 25.5.1mph, Mean = 21.4mph. Total vehicles 5828 (324 AADT) .</p> <p>Busiest route is Oaksey Road. Traffic priority change to be considered by Minety PC in conjunction with consultation with Local residents</p> | 2 | MR Minety Parish Council |
| c) | <p><u>Issue 3699</u></p> <p>Road safety concerns about</p> | <p>Metro-count results to be presented to Feb 9th CATG meeting.</p> <p>Metro count shows speeds sufficient to implement 20MPH zone</p> | <p>Priority 2 scheme. Meeting required with Malmesbury TC representative to agree terminal</p> | 2 | MR |

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

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| | Bristol Street, Malmesbury | <p>extension if required. Issue to be placed on hold for time being.</p> <p>Extension of 20mph zone to be combined with other work, including Gloucester Road to take in possible extension of zone. <u>Priority 2 scheme</u></p> | points due to number of streets involved. Awaiting allocation to Priority 1. Before further work can take place. | | |
| d) | <p><u>Issue 3661</u></p> <p>Dangers. West Street, Great Somerford</p> | <p>Site meeting with Cllr Sturgis required to discuss outstanding issues. MR to arrange meeting with Cllr Sturgis prior to next CATG meeting.</p> <p>14/06/16/ Ditch clearance has removed walkway, Pending clearance of ditch spoil. On hold</p> | Issues resolved. To be closed and removed from tracker | | MR |
| e) | <p><u>Issue 4317</u></p> <p>Burton Hill SN16 0EW. Dangerous levels of speed on A429 in 40 mph speed limit area between Malmesbury PCC and Grange Lane to Startley Seagry</p> | <p>Metro count Requested. To be left on list – further review next meeting.</p> <p>Metro count results: 85th percentile = 51.0mph, Mean speed =44.9mph</p> <p>14/06/16 Results show that the criteria is not met at this stage for CSW. Planned development in 40mph zone will cause concerns, but area does not meet criteria for reduction to 30 mph limit. Carriageway Roundels could be implemented to support 40 limit £2k provisionally allocated subject to MTC approval of 30% contribution.</p> <p>Police enforcement is also required – AB issue. Priority 2</p> | Proposed '40mph roundels (cost £2k) provisionally allocated subject to confirmation of MTC contribution. Issue currently on hold pending further discussion of speed limit changes with RB (MTC). Awaiting allocation to Priority 1 | 2 | MR / RB |

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

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| f) | <p><u>Issue 4260</u></p> <p>The Triangle grid ref ST 930 874. Junction layout at the Triangle War Memorial.</p> | <p>Requested change of priority and removal of carriageway restrictions at the commencement of the 20mph zone. MR to do site visit – review at June CATG</p> <p>Parking Services attend to issue parking tickets. Part of wider scheme to be considered at next meeting See issue 3699</p> | <p>Issue to be developed in conjunction 3669 above. Priority 2. To be delivered alongside issue 3699</p> | | MR |
| g) | <p><u>Issue 4244</u></p> <p>Submitted 23/09/15</p> <p>The Street Little Somerford. Speeding in Little Somerford</p> | <p>Metro count Results as follows</p> <p>85th percentile 41.4mph, Mean speed 34.4mph.</p> <p>14/06/16 - Eligible for CSW. Back to community to action</p> | <p>No action needed. Issue to be closed and removed from tracker</p> | | |
| h) | <p><u>Issue 4600</u></p> <p>Submitted 18/04/16</p> <p>Unsuitable for HGVs Signage Blinks Hill Malmesbury</p> | <p>Very large sometimes articulated lorries are being sent down Blinks Hill by their sat nav instructions. The lorries are being sent from the top of Blinks Hill from the by-pass and are unable to get through as the lane narrows and is steep. They cannot turn round so have to back up cutting up the verges and then reversing back out on to the by-pass which is dangerous. The mess they are leaving is unacceptable.</p> <p>14/06/16 Site visit undertaken. Matter referred to Mark Stansby for assessment. Report to next meeting.</p> | <p>Estimated cost £250.00. TC contribution of £75.00 TBC</p> <p>Work agreed - Priority 1</p> | 1. | |
| i) | <p><u>Issue 4524</u></p> <p>Submitted 07/03/16</p> <p>Install Dropped Kerb Lower High Street</p> | <p>Install Dropped Kerb Lower High Street, by the Memorial Gates</p> <p>Scheme agreed subject to agreement with MTC re. 30% contribution. Estimated cost of £2500. Priority 2</p> | <p>Allocated priority 1, but placed on hold pending confirmation of costs to CATG</p> | 1 | |

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

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| j) | Issue 4466 submitted 04/02/16 Milbourne / Milbourne Lane | Pedestrians presently are required to walk in the highway in the vicinity of the blind right-angled bend in Milbourne Lane Milbourne. | Priority 2 - Costs and plan to next meeting if time permits | 2 | |
| 6. | New Requests / Issues | | | | |
| a) | issue 4701 Submitted 22/06/16 Request for Yellow Lines Luckington Village Green | Frequent head on vehicular encounters at Village Green Luckington opposite school caused by one resident having a line-up of trucks and other parking obscuring view... see full issue | Site visit required. WR1 form to be sent out to requester. | | |
| b) | Issue 4677 Submitted 04/06/16 Speeding Along Gloucester Road Malmesbury | Gloucester Road in Malmesbury is a 30 mph zone but cars come racing down that road so feel it needs to be changed to a 20 mph zone instead. Also the volume and heaviness of traffic has made the wall drop slightly and needs to be looked at | Issue already covered by 3699 above | | |
| c) | Issue 4786 (not logged) Requested by Chair A429 Burton Hill | To look into the concerns of vehicular excess speed on the A429, between Priory roundabout and the 40mph and 30mph restrictions towards Corston (Burton Hill area). | This item relates to Issue 4317. See above Meeting and discussion between MR/ RB to consider extension of speed restriction. Parish Council to consider when cost known | | |
| 7. | Other items - | | | | |
| | a) A429 / B4014 Filands - New Roundabout. The 40mph speed restriction signs have been moved further away from the A429 following construction of the roundabout to ensure drivers exit roundabout before seeing the speed restriction. The change has resulted in the eastern most access to the property known as 'Inglenook' now falling outside the extent of the 40mph limit. Legally the length remains within the 40mph limit. The owner of the property Iris Thomson is unhappy and would like the signs to be relocated. | | | | |

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

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| | <p>Agreed - to obtain speed data in order to identify the extent of problem.</p> <p>b) School advisory 20 mph limits. Query raised by Cllr CB. MR explained these are not automatic for all schools and need to be applied via school travel plan and TAOSJ initiative.</p> <p>c) Weeks Farm, Brinkworth – White line change has yet to be implemented as previously agreed – Agreed - MR to chase.</p> <p>d) Minety – pot hole issues. Agreed - Cllr CB to investigate.</p> |
| 8. | Agreement of Priority 1 schemes |
| | <ol style="list-style-type: none"> 1. Issue 3963 New footway Holloway Hill Malmesbury (Wychurch Hill) 2. Issue 4042 Church Street /Noble Street, Sherston. Jubilee Triangle 3. Issue 4512 Tetbury Hill, Malmesbury – Wig Wag / signs 4. Issue 4569 / 4411 / 4561 Callow Hill Cross Roads Brinkworth 5. Issue 4391 / 4660 Traffic calming measures in Oaksey. 6. Issue 4600 Unsuitable for HGVs Signage Blicks Hill Malmesbury 7. Issue 4524 Install Dropped Kerb Lower High Street |
| 9. | Date of Next Meeting: 8th February 2017 6.00pm Malmesbury Library |

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

Malmesbury Community Area Transport Group

Highways Officer – Martin Rose

1. Environmental & Community Implications

1.1. Environmental and community implications were considered by the CATG during their deliberations. The funding of projects will contribute to the continuance and/or improvement of environmental, social and community wellbeing in the community area, the extent and specifics of which will be dependent upon the individual project.

2. Financial Implications

2.1. All decisions must fall within the Highways funding allocated to Malmesbury Area Board.

2.2. If funding is allocated in line with CATG recommendations outlined in this report, and all relevant 3rd party contributions are confirmed, Malmesbury Area Board will have a remaining Highways funding balance of **£15,692.62**

3. Legal Implications

3.1. There are no specific legal implications related to this report.

4. HR Implications

4.1. There are no specific HR implications related to this report.

5. Equality and Inclusion Implications

5.1 The schemes recommended to the Area Board will improve road safety for all users of the highway.

6. Safeguarding implications

6.1 There are no specific safeguarding implications related to this report

MALMESBURY CATG

FINANCIAL SUMMARY

BUDGET 2016-17

| | | | | |
|--|-------------------|--|------------------------------|-----------|
| | £13,360.00 | CATG ALLOCATION 2016-17 | | |
| | £26,334.55 | 2015-16 underspend | | |
| Contributions | £750.00 | Malmesbury St Paul PC for Foxley Road works (invoiced) | | |
| | £2,000.00 | Malmesbury St Pauls for Blicks Hill (paid) | | |
| | £240.08 | Sherston PC - Willesley Signing 2015-16 (invoiced) | | |
| | £400.00 | Brinkworth PC 2015-16 scheme (invoiced) | | |
| | £475.00 | Leigh PC - B4696 / Swan Lane (paid) | | |
| | £475.00 | Malmesbury St Paul for Priory rbt (invoiced) | | |
| | £2,000.00 | Malmesbury TC for virtual footway | | |
| | £900.00 | Sherston Triangle PC contribution TBC | | |
| | £375.00 | Malmesbury St Pauls for Corston bend | | |
| | £220.00 | Malmesbury TC for Katifer Lane (invoiced) | | |
| | £2,000.00 | Brinkworth PC for Callow Hill TBC | | |
| | £500.00 | Malmesbury TC for Tetbury Hill wig wags | | |
| | £2,100.00 | Oaksey PC - Calming works TBC | | |
| | £75.00 | Malmesbury TC - Blicks Hill unsuitable for HGV sign | | |
| Total Budget 2016-17 | £52,129.63 | | | |
| Scheme Commitments carried forward from 2015-16 | | | | |
| Malmesbury Priory roundabout road marking amendments | £1,840.60 | Estimate | | |
| Foxley Road build out and coloured surfacing | £3,966.41 | Estimate | Estimated costs now £3966.41 | £3,458.41 |
| New Schemes 2016-17 | | | | |
| Oaksey 20mph / mini roundabout works | £7,000.00 | Initial allocation made | | |
| Malmesbury Wychurch Hill virtual pavement | £8,000.00 | Estimate | | |
| Sherston The Triangle kerbing footway improvements | £3,000.00 | Estimate | Increase of £1500 | |
| Corston Bend signs and lines | £1,500.00 | Estimate | | |
| Malmesbury Kafiter Lane no entry marking | £880.00 | Actual | | |
| B4042 / Callow Hill safety improvements | £8,000.00 | Estimate | | |
| Tetbury Hill School Wig wag replacement | £2,000.00 | Estimate | | |
| Unsuitable for HGV sign - Blicks Hill | £250.00 | Estimate | | |
| Total commitment 2016-17 | £36,437.01 | | | |
| Remaining budget 2016-17 | £15,692.62 | | | |

