

## AGENDA

**Meeting:** MALMESBURY AREA BOARD  
**Place:** Sherston Village Hall, High Street, Sherston, SN16 0LH  
**Date:** Wednesday 9 November 2011  
**Time:** 7.00 pm

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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

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**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.

**Refreshments, networking opportunities and display stands will be available to view from 6.30 pm.**

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Please direct any enquiries on this agenda to Alexa Smith (Democratic Services Officer), on 01249 706610 or [alexa.smith@wiltshire.gov.uk](mailto:alexa.smith@wiltshire.gov.uk)

or Miranda Gilmour (Malmesbury Community Area Manager), on 01672 515742 or [miranda.gilmour@wiltshire.gov.uk](mailto:miranda.gilmour@wiltshire.gov.uk)

All the papers connected with this meeting are available on the Council's website at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

Press enquiries to Communications, on 01225 713114 / 713115.

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### Wiltshire Councillors

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

Cllr Carole Soden, Minety  
Cllr Toby Sturgis, Brinkworth

Items to be considered	Time
<p>1. <b>Chairman's Welcome and Introductions</b> (<i>Pages 1 - 2</i>)</p> <p>The Chairman will welcome those present to the meeting.</p>	7.00 pm
<p>2. <b>Apologies for Absence</b></p>	
<p>3. <b>Minutes</b> (<i>Pages 3 - 12</i>)</p> <p>To approve and sign as a correct record the minutes of the meeting held on 7 September 2011.</p>	
<p>4. <b>Declarations of Interest</b></p> <p>Councillors are requested to declare any personal or prejudicial interests or dispensations granted by the Standards Committee.</p>	
<p>5. <b>Chairman's Announcements</b> (<i>Pages 13 - 14</i>)</p> <p>The Chairman will provide announcements, as in the agenda pack. This will include information about winter maintenance/gritting.</p>	7.10 pm
<p>6. <b>Partner Updates</b> (<i>Pages 15 - 26</i>)</p> <p>To receive updates from the following partners:</p> <ul style="list-style-type: none"> <li>a) Wiltshire Police (attached)</li> <li>b) Wiltshire Fire and Rescue Service (attached)</li> <li>c) NHS Wiltshire (attached)</li> <li>d) Malmesbury and the Villages Community Area Partnership (attached)</li> <li>e) Town and Parish Councils</li> <li>f) Youth representative</li> <li>g) Malmesbury Chamber of Commerce (attached).</li> </ul>	7.15 pm
<p>7. <b>Evaluation of Area Board Funded Projects</b></p> <p>Presentations will be given by groups of young people who you voted to receive funding at the participative budgeting event in May 2011. Young people will tell us how they spent their money and how they and others benefited.</p>	7.30 pm
<p>8. <b>Malmesbury Area Board Review and Workshop</b></p> <p>To receive the key results of a recent survey and to engage in a workshop to provide your ideas for the future improvement of Malmesbury Area Board.</p>	8.00 pm
<p>9. <b>Area Board Funding</b> (<i>Pages 27 - 32</i>)</p> <p>A decision will be made about the one Community Area Grant</p>	8.35 pm

application:

- a. Lea Community with Lea Baby and Toddler Group – seeking £4,653 towards imaginative play equipment suitable for 3-7 year olds, conditional on the balance of funding being in place.

10. **Community Issues Update** (Pages 33 - 42)

8.45 pm

The Community Area Manager will provide a summary of current community issues and the Area Board will agree those to be closed and/or sent to the Community Area Transport Group (CATG).

The Area Board are invited to close 4 issues:

- Issue 1493 - a highways issue concerning Abbey Road, Malmesbury should be resolved following resurfacing works.
- Issue 1613 - pedestrian safety in Sherston is being addressed by the CATG.
- Issue 1835 - concerning HGV on minor roads in the Dauntsey area has been raised with the haulier and a compromise reached.
- Issue 1974 - Community Payback request from Sherston Village Hall has been referred to the Community Payback team.

The Area Board are invited to refer 8 issues to the Malmesbury Community Area Transport Group.

11. **Community Area Transport Group Update** (Pages 43 - 60)

8.50 pm

The Area Board are invited to close 6 schemes:

- Kerb and footway, Swann Close, Crudwell (1) - completed.
- Traffic calming/footway, Tetbury Lane, Crudwell (2 & 3) - completed.
- Improvements to zebra crossing A429 near Primary Health Care Centre, Malmesbury (19) - completed.
- Traffic calming Park Road, Malmesbury (17) - options have been considered, but not a priority for CATG. The local school may want to consider when developing their travel plan.
- The Crescent, B4042, to provide a footway to enable access to the road into Lea village (28) - purchase of land in adjacent field to accommodate a footpath is not cost effective.
- Church Path, Oaksey (32) - not appropriate for CATG. Refer back to Area Board for consideration of a Community Area Grant.

The Area Board are invited to fund one project - between 'The

Green', from opposite Olivemead Lane, to 'Sedgemoor', Dauntsey, to enhance pedestrian safety (21), which requires a further £1,058 to complete this scheme.

The remaining 10 schemes will be retained.

12. **Malmesbury and the Villages Community Area Partnership (MVCAP) Claim for Core Funding (2nd Tranche) 2011/2012** **8.55 pm**  
*(Pages 61 - 72)*

To seek the Board's approval to the release of the 2nd and final tranche of core funding to MVCAP covering the financial year 2011/12.

Officer recommendation: MVCAP have made progress against their annual work plan and should be awarded their 2nd tranche of funding, namely £4,059.

13. **Evaluation and Close** **9.00 pm**

#### **Future Meeting Dates**

Wednesday, 18 January 2012

7.00 pm

Malmesbury Town Hall, Cross Hayes, Malmesbury,  
Wilts SN16 9BZ

Wednesday, 7 March 2012

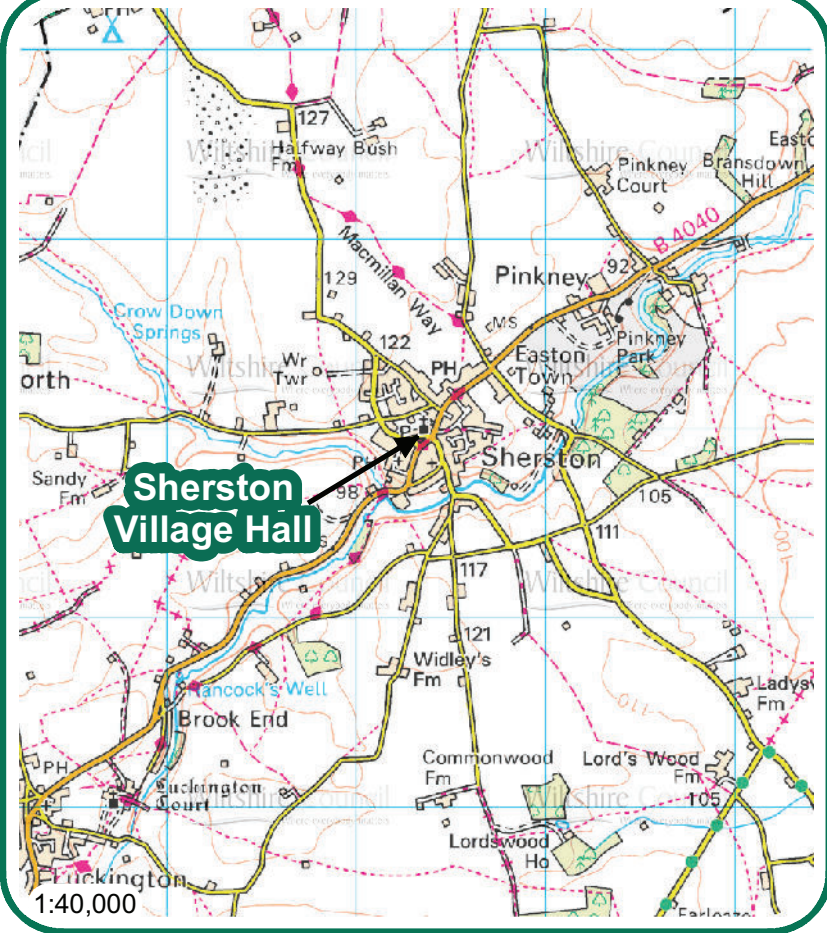
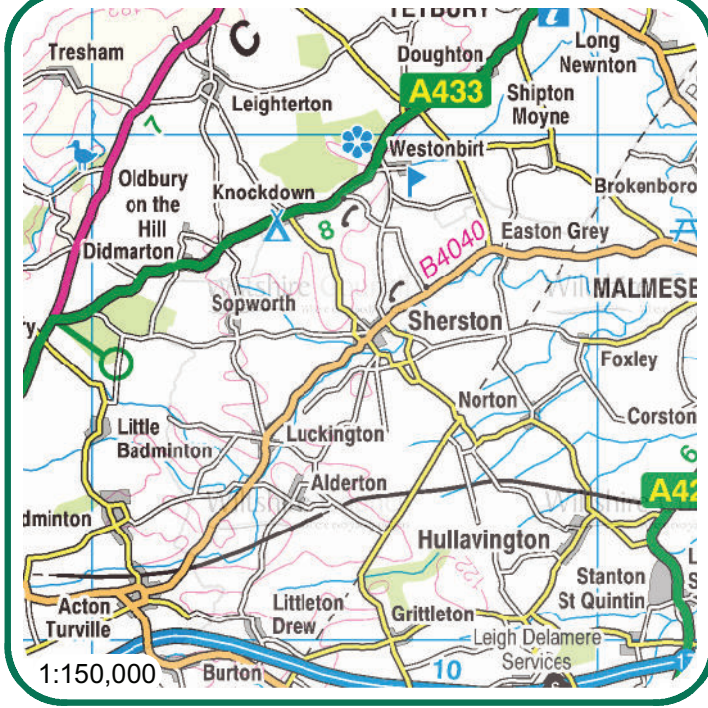
7.00 pm

Sherston Village Hall, High Street, Sherston, SN16  
0LH

Wednesday, 9 May 2012

7.00 pm

To be confirmed



**Sherston Village Hall**  
**High Street**  
**Sherston**  
**SN16 0LQ**

**Wiltshire Council**  
 Where everybody matters





# MINUTES

**Meeting:** MALMESBURY AREA BOARD  
**Place:** Malmesbury Town Hall, Cross Hayes, Malmesbury, SN16 9BZ  
**Date:** 7 September 2011  
**Start Time:** 7.00 pm  
**Finish Time:** 9.20 pm

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Please direct any enquiries on these minutes to:

Alexa Smith (Democratic Services Officer)

Tel: 01249 706610 or email: [alexa.smith@wiltshire.gov.uk](mailto:alexa.smith@wiltshire.gov.uk)

Papers available on the Council's website at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

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## **In Attendance:**

### **Wiltshire Councillors**

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

### **Wiltshire Council Officers**

Miranda Gilmour, Community Area Manager  
Barbara Gray, Events and Sponsorship Manager  
Alexa Smith, Democratic Services Officer  
Jacqui White, Service Director Shared Services & Customer Care

### **Town and Parish Councils**

Malmesbury Town Council – Andrew Carnegie, Steve Cox\*, Catherine Doody, Charles Vernon and Andrew Woodcock  
Brinkworth Parish Council – John Beresford\* and Roy Guest  
Charlton Parish Council – Simon Burne\*  
Crudwell Parish Council – Terry Fraser and Ian McKay\*  
Dauntsey Parish Council – Ellen Blacker\*  
Lea & Cleverton Parish Council – John Parmiter  
Little Somerford Parish Council – Deborah Bourne  
Minety Parish Council – Graham Thorne\*  
Norton & Foxley Parish Council – Peter Campaigne\* and Hugh Pitman  
Oaksey Parish Council – Robin Rogers\*

Sherston Parish Council – Martin Rea\*

St Paul Malmesbury Without Parish Council – Roger Budgen and Roger Lee\*

### **Partners**

Wiltshire Police – Sergeant Martin Alvis and Inspector Chris Martin

Malmesbury & the Villages Community Area Partnership – Mark Allen, Alison Cross-Jones, Julie Exton, Peter Gilchrist and Sid Jevons\*

Chamber of Commerce – Ruth Jeffrey

Wiltshire Assembly of Youth/ UK Youth Parliament/Malmesbury Area Board – Chloe Harris-Alba

Wiltshire and Gloucestershire Standard – Tina Robins

\* = Denotes nominated representative

**Total in attendance: 72**

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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 Malmesbury Area Board and introduced the Councillors and Officers present to the new faces in the room.</p>
2.	<p><u>Apologies for Absence</u></p> <p>Apologies were received from Paul Baker (Chamber of Commerce), Bill Blake (Malmesbury Town Council), John Cull (Lea and Cleverton Parish Council), Mike Franklin (Wiltshire Fire and Rescue Service), Owen Gibbs (Brinkworth Parish Council), Graham Harrop (Little Somerford Parish Council), Mike Jones (Little Somerford Parish Council), George Lynham (Luckington and Alderton Parish Council), Terry Mockler (Hankerton Parish Council), Tony Pooley (Little Somerford Parish Council), Stephanie Stephenson (Wiltshire College), Mark Wilkins (Charlton Parish Council) and James York-Moore.</p>
3.	<p><u>Minutes</u></p> <p>The minutes of the meeting held on 29 June 2011 were approved and signed as a correct record.</p>
4.	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>
5.	<p><u>Chairman's Announcements</u></p> <p>The Chairman drew attention to the written announcements included in the agenda pack. Information was provided about the new mini agendas that were produced as a trial cost saving exercise for the meeting, Jane Scott, Leader of Wiltshire Council, attending the next Area Board meeting on 9 November 2011, the new waste and recycling collection service and Wiltshire's new 'Warm and Well' free home insulation scheme.</p> <p>Additional information was provided about the new use of video recording. Presentations from the meeting would be filmed and then could be watched by members of the public on You Tube.</p> <p>The Chairman was pleased to announce that Malmesbury and Sherston had been successful in their applications and been awarded funding from the Department for Communities and Local Government to develop Neighbourhood Plans as part of the Neighbourhood Planning Front Runners Scheme.</p>
6.	<p><u>Partner Updates</u></p> <p>The Chairman noted the written updates from partners included in the agenda</p>

	<p>pack. He invited partners to speak if they had further information for the meeting and highlighted this was an opportunity for members of the public to ask questions.</p> <ol style="list-style-type: none"> <li>a. Sergeant Martin Alvis reported there had been a reduction in criminal damage. Wiltshire Police was launching a new telephone number from 19 September and there would be a road show providing more information on this date in the town.</li> <li>b. Mike Franklin had provided in advance of the meeting a written update in addition to that in the agenda pack, please find attached.</li> <li>c. The written update from NHS Wiltshire was noted.</li> <li>d. The written update from Malmesbury and the Villages Community Area Partnership was noted. The annual general meeting of the Partnership would be held on 27 September 2011 in the town hall and this would be followed by the next community safety meeting. The Partnership were organising a charity quiz night on Sunday 25 September 2011 at The Kings Arms in Malmesbury from 7.30 pm. Tickets cost £15 for a team of four people and were on sale at The Kings Arms or by calling 01666 390110.</li> <li>e. Steve Cox informed the meeting that the Town Council had had discussions with Westlea Housing Association regarding the use of land in Katifer Lane for residents parking. Work was ongoing on improving local cycle and footpaths. The Town Council had been involved in a successful kite festival, WOMAD festival and Malmesbury Carnival. A meeting was scheduled to discuss holding celebration events for the Olympics and the Jubilee.</li> </ol> <p>Chloe Harris-Alba would be attending the House of Commons to debate youth issues in her role as representative for the United Kingdom Youth Parliament. She would be feeding back to young people through school assemblies.</p> <p>Ted Palmer requested more information about the Youth Parliament.</p> <p>Councillor Killane then provided an update on progress on the Filands Community Park. £65,000 of Section 106 funding was available for the project. A community group had chosen a design and work was due to commence in late September 2011. The group would come to an Area Board meeting once the project had been completed.</p>
7.	<p><u>Help to Live at Home</u></p> <p>Councillor Thomson gave an update on his Cabinet responsibility for Adult Care, Communities and Housing. He explained that his responsibility was for a budget of approximately £160 million and this was mostly to fund Adult Care. There had been a huge growth in demand for this service as people were living longer and the present focus for Wiltshire Council was delivering the service that people wanted which was support for people in their own home.</p>

	<p>Councillor Thomson was followed by a presentation by Nicola Gregson, Head of Commissioning for Care, Support and Accommodation. The presentation included the following main points:</p> <ul style="list-style-type: none"> <li>• A two year programme was underway to improve the services provided by Adult Care.</li> <li>• Research had found out that resources were being wasted because of duplication of effort.</li> <li>• There were too many groups involved in the provision of care meaning that people did not know who to turn to.</li> <li>• Particular concerns of vulnerable individuals were; having an accident in the middle of the night, the need for small acts of help, such as mowing the lawn and feelings of loneliness and isolation.</li> <li>• The Wiltshire Council and NHS response: in Malmesbury the contract for council funded care had been awarded to Leonard Cheshire. This would mean one organisation instead of eight. The service would aim to go beyond domiciliary care and enable individuals to live their lives as independently as possible. There would be a new Telecare service available to the whole population and a new equipment service with the provision of practical help.</li> <li>• Work was in hand to ensure continuity of care with carers being brought on to decent terms and conditions.</li> <li>• The changes were being discussed with people in receipt of care which were being supported with a helpline and home visits.</li> </ul> <p>The presentation was followed by a question and answer session. This included the following main issues:</p> <ul style="list-style-type: none"> <li>• Personal positive feedback about the service provided by Leonard Cheshire.</li> <li>• Monthly coffee mornings were held in conjunction with Malmesbury Town Council by The Beeches Homecare Services.</li> <li>• Finding ways to publicise the befriending scheme run by Age UK.</li> <li>• Finding ways to value older people in the community.</li> <li>• The new Telecare service provided by Wiltshire Council would not rely on having a friend or family member able to respond to alerts.</li> <li>• Independent testers would trial the new Wiltshire Council service.</li> <li>• A new older person's champion had been appointed as a direct contact for the older community.</li> <li>• Concern was raised regarding the disruption of care with the new provision.</li> </ul>
8.	<p><u>Area Board Funding</u></p> <p>The Chairman thanked Derek Tilney from the Malmesbury River Valleys Trust for the bird eggs display stand that was available to view before the meeting. The area board had contributed towards their funding earlier in the year.</p> <p>Consideration was given to the three applications made to the Community Area</p>

	<p>Grants Scheme.</p> <p><b><u>Decision</u></b>  <b>Malmesbury Bowls Club were awarded £1,495 towards the replacement of a heating boiler in the club house.</b></p> <p><b><u>Reason</u></b>  <i>The application meets the 2011/12 grant criteria and it would help to maintain community facilities.</i></p> <p><b><u>Decision</u></b>  <b>Luckington Children’s Playground Charity were awarded £3,959 towards the second phase of the playground.</b></p> <p><b><u>Reason</u></b>  <i>The application meets the 2011/12 grant criteria and it would help to provide community facilities.</i></p> <p><b><u>Decision</u></b>  <b>Minety Village Hall were awarded £1,162 towards provision of UPVC cladding to the outside of the building, conditional on planning permission being received if required.</b></p> <p><b><u>Reason</u></b>  <i>The application meets the 2011/12 grant criteria and it would improve village hall facilities.</i></p> <p>Councillors were asked to consider a request to improve parking for residents in Glovers Court, Malmesbury, through transfer of ownership of the land to Westlea Housing Association. A presentation was given by Sheena Mac Brayne and Anna Haggerty in support of the application. This was followed by a short public debate and those at the meeting were asked to express their support or otherwise for the application by using the electronic voting handsets. Of the 54 people who voted, seventy six percent voted in support of the application and twenty four percent voted against the application.</p> <p><b><u>Decision</u></b>  <b>£2,000 was awarded as an Area Board/Councillor led initiative to improve parking for residents in Glovers Court, through legal and advertising costs for a ‘Stopping Up Order’ of parking bays, conditional on this sum being matched by Westlea Housing Association.</b></p>
9.	<p><b><u>Community Issues Update</u></b></p> <p>The Chairman explained that the Area Board had received the following list of streets (with postal codes) from the Town Council where they suggested residents should qualify to purchase permits to use the long stay car park in Station Road. He advised there was space for fifty cars to use this scheme and</p>

that permits would be issued on a first come first served basis:

Abbey Row  
Back Hill  
Burnham Road  
Burnivale  
Foundry Road  
Gloucester Road  
Gloucester Street  
High Street  
Hudson Road  
Ingram Street  
Katifer Lane  
Lovers Lane  
Market Cross – (restrict to Whole Hog, Old Water Tower and Abbeyfield)  
Mill Lane  
Oxford Street  
Silver Street  
St Dennis Road  
St Mary's Street  
The Triangle  
West Street

**Decision**

**Malmesbury Area Board approved the above list of streets. Officers would contact the residents concerned about the permit scheme and invite them to apply.**

The Community Area Manager provided a summary of current community issues and the Area Board were asked to agree those to be closed and/or sent to the Community Area Transport Group.

Amy Franklin asked for clarification about concessionary parking for businesses in the town and especially in Station Yard long stay car park.

**Decision**

**The Area Board would close the following issues:**

**Issue 1574, a Community Payback Scheme undertaken in Grove Wood, Sherston had been completed.**

**Issues 334 and 620, two highways issues in Ashton Keynes and Dauntsey, were now being addressed and funded through the Malmesbury Community Area Transport Group (CATG).**

**Issue 1494, concerning the poor state of the B4040 (Holloway Road), had recently been re-patched and was on the current list for further work in 2012/13.**

	<p><b>Issue 1492, related to repeat repairs to the road outside the Bell Hotel and in the High Street, would be addressed in the autumn when the High Street was re-surfaced.</b></p> <p><b>Issue 906, related to an unclassified road between Lea and Cleverton, was on the current highways list for 2012/13.</b></p> <p><b>Issue 1537, related to a Community Speedwatch request for a metro count. The results of the metro count showed there was not a speeding issue at Bustlers Hill, Sherston.</b></p> <p><b><u>Decision</u></b>  <b>Issue 1809, related to pedestrian safety in Oaksey and a church footpath, would be referred to the Malmesbury Community Area Transport Group (CATG).</b></p>
10.	<p><u>Community Area Transport Group Update</u></p> <p>The Area Board were asked to consider and approve a recommendation from the Malmesbury Community Area Transport Group for a small scale transport and highway improvement scheme.</p> <p><b><u>Decision</u></b>  <b>Malmesbury Area Board would allocate £1,696 to undertake a topographical survey related to pedestrian safety in the area of Sherston High Street.</b></p>
11.	<p><u>Section 106 Update</u></p> <p>A request had been made by Malmesbury Area Board for an update on the money secured through Section 106 agreements in the community area over the last seven years, in response to concern raised in the local press. This information was provided in the agenda pack.</p> <p>An exercise was currently being carried out to capture all Section 106 agreements in Wiltshire and to unify the procedures employed by the previous district and county councils. Malmesbury community area was being provided with a preview of this information. In future the agreements would be published on the website and would feature on the agenda for the Area Board on at least an annual basis.</p> <p>Section 106 monies were defined in the Town and Country Planning Act 1990 as:</p> <p>“Section 106 allows a local planning authority to enter into a legally-binding agreement or planning obligation with a landowner in association with the granting of planning permission. The obligation is termed a Section 106 Agreement.</p>

	<p>These agreements are a way of delivering or addressing matters that are necessary to make a development acceptable in planning terms. They are increasingly used to support the provision of services and infrastructure, such as highways, recreational facilities, education, health and affordable housing.”</p> <p>Questions about specific agreements should be submitted in writing to the Community Area Manager, Miranda Gilmour, email: <a href="mailto:miranda.gilmour@wiltshire.gov.uk">miranda.gilmour@wiltshire.gov.uk</a>.</p> <p>Kim Power asked for a definition of Public Open Space.</p>
12.	<p><u>Newnton Grove</u></p> <p>In an amendment to the agenda, this item related to Newnton Grove. Councillor Killane explained this was the old outdoor swimming pool site and an example of a Section 106 agreement. £30,000 had been received as compensation for development with respect to the parking issues that were raised. A community group had come up with a proposed design showing improvements to the parking provision and were working with Westlea and the highways department on this.</p>
13.	<p><u>Request for Community Asset Transfer</u></p> <p>The Area Board were asked to approve a request from Crudwell Parish Council to transfer the Memorial Garden Crudwell from Wiltshire Council to Crudwell Parish Council.</p> <p><b><u>Decision</u></b>  <b>To transfer the Memorial Garden Crudwell from Wiltshire Council to Crudwell Parish Council, conditional on officers ensuring that all necessary access to the site was ensured to enable the council and other agencies to fulfil their statutory duties and that a review and amendments were made to the land required by the council to identify whether the land currently known as the Memorial Garden was surplus to Wiltshire Council’s requirements.</b></p>
14.	<p><u>Parish and Town Council Engagement 2011</u></p> <p>The Community Area Manager provided feedback on meeting with representatives from the town and parish councils at two ‘Tea and Talk’ sessions, as in the agenda pack. Section 106 and Public Open Space had been the theme of the meetings, which had left little time to discuss concerns about Malmesbury area board.</p> <p>Some parishes in Councillor Soden’s division had expressed the desire to have a question and answer session with a senior planning officer in order to improve understanding of the rules related to planning applications, appeals and enforcement.</p>

	<p>The Chairman explained that concern had also been raised about the use of the gravel pits at Ashton Keynes.</p> <p><b><u>Decision</u></b>  <b>'Tea and Talk' sessions would be offered to town/parish councils in 2012 as they were felt to be useful.</b></p> <p><b><u>Decision</u></b>  <b>A special event would be arranged for all town/parish councils to enable them to discuss planning issues, to discuss local concerns and obtain advice from a relevant officer from Wiltshire Council, probably before an area board meeting.</b></p> <p><b><u>Decision</u></b>  <b>An opportunity would be arranged for all town/parish councils concerned to discuss issues related to restoration of local gravel pits.</b></p>
15.	<p><b><u>Public Consultation</u></b></p> <p>Written information was provided showing feedback on the draft Wiltshire Core Strategy, as in the agenda pack. It was commented that the initial responses received had focused on the town rather than the whole of the Community Area.</p> <p>This was followed by a short opportunity to ask questions. A question was raised by a representative from Oaksey Parish Council regarding how a village was categorised as a large village or a small village and the planning implications of this categorisation.</p> <p><b><u>Decision</u></b>  <b>The categorisation of a village as large or small and the planning implications of this would be investigated and reported back to the individual concerned.</b></p>
16.	<p><b><u>Evaluation and Close</u></b></p> <p>Councillor Killane emphasised that it was possible to register for a free garden waste bin by 30 September 2011. Registration could be undertaken online via the following link: <a href="http://www.wiltshire.gov.uk/rubbishrecycling/gardenbin.htm">http://www.wiltshire.gov.uk/rubbishrecycling/gardenbin.htm</a>.</p> <p>The Chairman thanked everyone at the meeting. He noted that in the evaluation of the June Area Board meeting, the welcome to the meeting, though rated as good, was an area that could be improved. He invited people to leave their suggestions to improve the welcome on the sticky notes that were available on each table.</p>



## **Chairman's Announcements - 9 November 2011**

### **Wiltshire Council Prepared for the Winter**

Wiltshire Council's highways team is fully prepared for winter, and is on standby to keep traffic on the county's roads running smoothly.

Since the end of last winter, the council has been servicing its gritting vehicles, revising routes and developing close working arrangements with parishes and other agencies.

The council has 14,000 tonnes of salt in stock which is strategically placed throughout the county. There are three new salt depots with undercover salt storage for some of this salt.

Dick Tonge, cabinet member for highways, said: "We had a dedicated team which does an amazing job in very difficult conditions, and we are more prepared than ever this year.

"We can, of course, never predict how severe a winter will be, but the wealth of experience we have means we will be in a better position than most should bad weather hit the county."

On average it can take up to 140 tonnes of salt to routinely grit Wiltshire's A and B class roads and 230 tonnes to salt an extended network during prolonged cold weather.

Local farmers also have an important role to play, with many assisting by clearing snow in their local areas when required.

This year, primary school children have been invited to enter a competition to name a front line gritting vehicle from a number which are new to the fleet this season.

The council also has a one ton bag scheme where interested parish and town councils are given a bag of salt. It will be delivered to an appropriate location within their parish, and can be distributed to locations they feel require attention. Spreaders are also supplied for local use.

In addition, salt is supplied to many schools to maintain the car parks and keep their facilities open.

During winter the council has a dedicated media officer who gives daily updates on local the radio providing the latest information on the progress being made with overnight gritting and the proposals for the day ahead.



# Crime and Community Safety Briefing Paper Malmesbury Community Area Board Nov 2011



## 1. Neighbourhood Policing

**Sector Commander:** Insp Chris Martin

**NPT Sgt:** Martin Alvis

### **Town Centre Team**

Beat Manager – PC Sam Bussey

PCSO – Dee Curran

### **Malmesbury Rural Team**

Beat Manager – PC Steve Humphries

PCSO – Durry Maule

### **Ashton Keynes & Minety Team**

Beat Manager – PC Steve Harvey

PCSO Sam Walsh

## 2. NPTs - Current Priorities & Consultation Opportunities:

Up-to-date details about Neighbourhood Policing Teams including team membership, current priorities and forthcoming community consultation events can be found on our Wiltshire Police Website.

□ Visit the new and improved website at: [www.wiltshire.police.uk](http://www.wiltshire.police.uk)

## 3. Police Authority Representative: Mrs Carole Soden

Please contact via Wiltshire Police Authority Tel. 01380 734022 or

<http://www.wiltshire-pa.gov.uk/feedback.asp>

## 4. Performance and Other Local Issues

The Malmesbury area has seen an overall drop in crime of 14% compared with the previous year figures. It is pleasing to see dwelling burglary figures have dropped, in the last fortnight a local man has been arrested and charged for a burglary in Malmesbury Town.

We have seen a slight increase in thefts from motor vehicles, can I remind drivers to remove valuables from vehicles and take simple security measures such as wiping away suction marks from windows where your Sat Nav attaches, hiding cables etc.

Anti social behaviour again has seen a drop in reported calls. Officers have been working closely with Malmesbury Town Council in relation to damage to play equipment in the Town. A number of young people have been spoken although no admissions as yet.

In the villages following concern from residents and motorists, Officers are targeting drivers that speed, drive whilst using their mobiles and other related matters. It is hoped that with some enforcement and education that motorist will abide by the rules of the road, improving road safety for all.

Malmesbury	Crime				Detections	
	October 2009 - September 2010	October 2010 - September 2011	Volume Change	% Change	October 2009 - September 2010	October 2010 - September 2011
Violence Against the Person	75	58	-17	-23%	45%	57%
Dwelling Burglary	40	27	-13	-33%	10%	0%
Criminal Damage	109	71	-38	-35%	6%	15%
Non Dwelling Burglary	69	70	1	1%	0%	0%
Theft from Motor Vehicle	29	33	4	14%	7%	0%
Theft of Motor Vehicle	19	17	-2	-11%	11%	18%
Total Crime	564	487	-77	-14%	16%	20%
Total ASB	298	272	-26	-9%		

Wiltshire Police are compared against a group of 8 most similar forces. Wiltshire Police have performed better than peers for Violent Crime in the previous 12 month period (Sept 2010 - Aug 2011) and better than peers for All Recorded Crime in the most recent three months (Jun - Aug 2011)

**Insp Chris Martin**  
**Area Commander**



## Malmesbury Area Board Report

This report is for the period 010911- 300911

### Activities:

<b>FIRES</b>	
Accidental Fires attended	6
Deliberate Fires attended	0
<b>Total Fires</b>	<b>6</b>
<b>No of Co-responding calls(for ambulance service)</b>	<b>10</b>
<b>No of Road Traffic Collisions attended</b>	<b>4</b>
<b>No of fire related deaths or injuries</b>	<b>NIL</b>
<b>No of Home Fire Safety visits</b>	<b>16</b>

### Use Candles Safely.

#### Fires happen when candles are in use because:

- They are left unattended.
- We fall asleep without putting them out.
- We don't use the right kind of holders.
- We put them too close to clothing and furnishings.

#### These simple tips will help you to use candles safely:

- Tealights and nightlights in foil containers need to be placed in another suitable holder as they can melt through plastic materials. Tealights burn for four hours, nightlights for about eight hours, increasing the amount of heat given out. Be careful not to use nightlights in oil aromatherapy burners.
- Never leave a burning candle or oil burner in a child's bedroom.
- Keep candles out of draughts and away from furnishings and clothing.
- Keep candles and matches or lighters out of the reach of children.

- When re-lighting candles trim the wick and extinguish it if it starts to smoke.
- If using more than one candle allow 100mm between each one.
- Never burn a candle right down into the holder.
- You increase the risk of fire or injury if you move a candle while it is lit.
- Always put votive and scented candles in a glass or metal holder as they liquefy to release their fragrance.
- Be aware of the risk to clothing when celebration candles are in use.
- In the garden, keep children and pets away from garden candles and lanterns.

Whatever the occasion, whatever the time of year, enjoy using candles safely.

### Chimney Fires:

With the onset of Autumn and the colder weather those with open fires; solid fuel or wood burning stoves should start making arrangement for chimneys and flues to be cleaned.

Chimneys for wood burning fires should be swept every three months when in use. If you burn smokeless fuels or bituminous coal, the chimney should be cleaned at least once a year. An annual clean is sufficient for oil and gas fires.

Other safety tips include:

- Have the chimney properly swept – using a vacuum cleaner alone is not sufficient.
- Make sure your fire receives enough air to allow the fuel to burn properly.
- Only burn suitable fuels.
- Do not overload the grate or appliance.
- Maintain your appliance in accordance with the manufacturer's instructions.
- Use a fire or spark guard to prevent accidental fires.
- Inspect your chimney breast, particularly in the roof space. Make sure that it is sound and that the sparks or fumes cannot escape through cracks or broken bricks.
- Make sure you are not at risk from carbon monoxide poisoning by having appliances installed and serviced by competent engineers. Fit a carbon monoxide detector and never block air bricks, vents or flues.
- Extinguish the fire before going to bed or leaving the house

**For further information on home fire safety, visit [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)**

Michael R Franklin

Partnerships & Community Engagement Manager

October 2011







## NHS Update – October 2011

### Passport to your flu jab

Health professionals in Wiltshire are encouraging people to get their flu vaccination this autumn, with a special reminder to those particularly 'at risk' by way of a new 'Flu Vaccination Passport'. Flu is a highly infectious illness that spreads rapidly through the coughs and sneezes of people who are carrying the virus. If someone is at risk of complications from flu, it's really important they have their annual flu jab.

This year NHS Wiltshire, in partnership with Wiltshire GPs, is making it easy for people to remember to have their jab by providing a health 'Passport', available from GP surgeries. The Passport will help to act as a reminder for people with busy lives to call their GP and arrange to receive valuable protection against flu. Flu symptoms can hit quite suddenly and severely. They usually include fever, chills, headaches and aching muscles and are often accompanied by a cough and sore throat. Because flu is caused by a virus and not bacteria, antibiotics won't treat it.

Anyone can get flu, but it can be more serious for certain people, such as:

- people aged 65 or over
- people who have a serious medical condition
- pregnant women

Individual passports have been designed for each of these 'at risk' groups.

People in these groups are more vulnerable to the effects of seasonal flu (even if they are usually fit and healthy) and it's recognised that they can go on to develop a more serious illness, such as bronchitis and pneumonia, which could result in a stay in hospital. Flu can also make existing medical conditions worse, so it's important people to take up the offer of a vaccination.

#### Useful information about flu:

##### Get the jab

The best time of the year to get a flu vaccination is now - the autumn. It's free and it's effective against the latest flu virus strains. Even if someone has already had a flu jab in previous years, they need another one this year to keep immunity up to date. The flu jab may only protect someone for a year, because the viruses that cause flu are always changing. This year's seasonal flu vaccination also includes a vaccine to protect against swine flu. See your GP about the flu jab if you're 65 or over, or if you have any of the following problems (however old you are):

- a serious heart complaint
- a chest complaint or breathing difficulties, including asthma, bronchitis and emphysema
- serious kidney disease
- diabetes
- lowered immunity due to disease or treatment such as steroid medication or cancer treatment
- if you have a problem with your spleen or you have had your spleen removed
- if you have ever had a stroke

Your GP may advise you to have a flu jab if you have serious liver disease, multiple sclerosis (MS) or some other diseases of the nervous system. If you think you may need a flu vaccination,

check with your GP, practice nurse or your local pharmacist. If a nurse visits you regularly, ask about getting your flu vaccination. Most GP surgeries arrange vaccination sessions in the autumn.

### **Pregnant women**

Pregnant women at any stage of pregnancy should have the seasonal flu jab. That's because pregnant women are more prone to complications from flu that can cause serious illness for both mother and baby. If you are pregnant and catch flu, talk to your GP urgently as you may need treatment with antiviral medicine.

### **The pneumo jab**

When you see your GP for a seasonal flu jab, ask whether you also need the 'pneumo jab' to protect you against some forms of pneumococcal infection. It's available free on the NHS to everyone aged 65 or over, and for younger people with some serious medical conditions.

### **Kids and carers**

If you're the parent of a child (over the age of six months) who has a long-term condition such as a serious respiratory or neurological condition, they should have a flu jab. Speak to your GP about your child having a flu vaccination. Your child's condition may get worse if they catch flu. If you're the carer of an elderly or disabled person, make sure they've had their flu jab. As a carer, you could be eligible for a flu jab too. Ask your GP for advice, or go to Carers Direct for information about Flu jabs for carers.

### **How effective is it?**

No vaccine is 100% effective, however, people who have had the flu jab are far less likely to get flu. If you do get flu despite having the jab, it will probably be milder than if you haven't been vaccinated. The flu jab doesn't cause flu as it doesn't contain live viruses. However, you may experience side effects after having the jab, such as a temperature and aching muscles for a couple of days afterwards. Your arm may feel sore at the site where you were injected. More severe reactions are rare.

The flu vaccine only protects against flu, but not other illnesses caused by other viruses, such as the common cold.

Speak to your GP, practice nurse or pharmacist if you have any further questions.

## **Update From: Malmesbury Villages Community Area Partnership. (MVCAP)**

### **Headlines**

Community Safety - The last Safety Forum held on the 27<sup>th</sup> September was successful with representatives of the local police together with representatives from other organisations present. The next Forum will take place on Tuesday 10<sup>th</sup> January 2012 at 7.30pm at Malmesbury Town Hall. All welcome.

Steering Group Meetings - The Group continues to meet regularly and its AGM was held on the 27<sup>th</sup> September. Sid Jevons was elected Chairman, Martin Rea and Robin Rogers were elected as Vice-Chairmen and Peter Gilchrist as Treasurer.

MVCAP Times - The second edition of the MVCAP Times has been released and has been widely distributed. This covers all information on MVCAP together with up to date information on on-going projects and ideas for the future.

Fund Raising - This has been active with a successful quiz night held at the Kings Arms Malmesbury.

*MVCAP will where possible provide assistance to other groups with existing community projects as well as to groups and individuals with ideas for new projects.*

### **Project Reports**

**Malmesbury Area Community Hub (MACH):** Now a Charitable Company limited by guarantee. Regular meetings of this group are held and an important presentation to possible partner organisations is to take place on the 27<sup>th</sup> October at Westlea. MACH is now open for members and it is in the process of registering with the Information Commissioner (DPA).

**Walks group:** This project has gained a lot of local support. One of its aims is to launch various walks in Malmesbury and the surrounding area. The first of these is White Walls Walk from Malmesbury to Luckington. Funding is being sourced for certain aspects of this particular walk such as interpretation boards, booklet printing etc. We are very grateful for a recent grant from Malmesbury Carnival Committee in the sum of £1000 towards these costs. We are working closely with our local Rights of Way officer Stephen Leonard on many aspects of the walk and he is being particularly helpful in respect of stile and other repairs. Again regular meetings of this group are held - usually in Malmesbury Town Hall.

**Sustainability:** MVCAP continue to coordinate the reduced street lighting project with local councils. St. Paul's Without Parish Council's proposals have been evaluated by the Wiltshire Council engineers and the results are now with the PC, whilst Malmesbury Town Council is in the process of consulting with residents of White Lion Park over their proposals.

Other projects such as the Cinema Bus are continuing.

If anyone would be interested in becoming involved in any of the above projects we are always looking for volunteers. You would be made most welcome. Please contact Sue Webb on email: [dennis.webb01@virgin.net](mailto:dennis.webb01@virgin.net)

**Future Events/Dates for the Diary:**

Dates for Steering Group meetings for 2011 are: 2<sup>nd</sup> November, 13<sup>th</sup> December. All meeting will commence at 7pm, venue to be agreed. (Please check on [www.mvcap.org.uk](http://www.mvcap.org.uk) in case of changes). The next Community Safety Forum will take place on Tuesday 10<sup>th</sup> January 2012 at 7.30pm at Malmesbury Town Hall. A Community Showcase Event is to be arranged. Date and venue to be agreed.



Sue Webb

Co-coordinator/Administrator for M&VCAP - Dated 25th October 2011

## ***Update for Malmesbury Area Board***

**Update From:** Malmesbury Chamber of Commerce

**Headlines/Key Issues:**

- New Chamber Website Now Live

**Projects:**

- Supermarket Development Chamber Member Meeting

**Future Events/Dates for the Diary:**

- Chamber “Sundowner” Evening – Monday 7<sup>th</sup> November 2011
- Late Night Christmas Shopping Event – Friday 9<sup>th</sup> December 2011
- Malmesbury Home Improvement Show – 25<sup>th</sup> February 2012
- Health Living Week and Event – 31<sup>st</sup> March 2012
- B2B Event – 22<sup>nd</sup> May 2012

27.10.11



<b>Report to</b>	<b>Malmesbury Area Board</b>
<b>Date of Meeting</b>	<b>9 November 2011</b>
<b>Title of Report</b>	<b>Area Board Funding</b>

## **Purpose of Report**

To ask councillors to consider officer recommendations in respect to 1 Community Area Grant application:

1. Lea Community with Lea Baby and Toddler Group – award £4,653 towards imaginative play equipment suitable for 3-7 year olds, conditional on the balance of funding being in place.

## **1. Background**

- 1.1. Area Boards have authority to approve Area Grants under powers delegated to them by the Deputy Leader and Cabinet member for Community Services (15 April 2011). Under the Scheme of Delegation Area Boards must adhere to the Area Board Grants Guidance for funding.
- 1.2. In accordance with the Scheme of Delegation, any decision of an Area Board that is contrary to the funding criteria and/or the officer's recommendation would need to demonstrate that the application in question has a wider community benefit, and give specific reasons for why this should justify an exception to the criteria.
- 1.3. The emphasis in the Coalition Government's Localism agenda supports the ethos of volunteering and community involvement. With this in mind Community Area Grants (CAGs) should be encouraged from and awarded to community and voluntary groups.
- 1.4. Area boards will not consider Community Area Grant (CAG) applications from town and parish councils for purposes that relate to their statutory duties or powers that should be funded from the local town/parish precept. However this does not preclude bids from town/parish councils, encouraging community projects that provide new opportunities for local people or those functions that are not the sole responsibility of the town/parish council.
- 1.5. In addition to CAGs councillors can submit an Area Board/councillor led project, which differs from a CAG in that they do not require matched funding. They should, however, not be used to avoid complying with Community Area Grant criteria.
- 1.6. Area Board/councillor led project applications are designed to enable councillors to tackle 'sticky' community issues or projects identified in the Community Plan. An application form is used and estimates for project work have to be completed in a similar manner to the Community Area Grant scheme.
- 1.7. Officers are required to provide recommendations in their report, although the decision to support applications and to what level is made by Wiltshire Councillors on the Area Board.
- 1.8. Funding applications will be considered at every Area Board meeting.
- 1.9. All applicants are encouraged to contact and seek funding help from Charities Information Bureau who works on behalf of Wiltshire Council to support community and voluntary groups, town and parish councils to seek funding for community projects and schemes both from the Area Board and other local and national funding sources.



- 1.10. Paper copies of funding applications will no longer appear as part of the agenda in an attempt to reduce volume of paper used. However, the application forms will be available on the Wiltshire Council web site and hard copies available upon request.
- 1.11. The 2011/2012 funding criteria and application forms are available on the council's website ([www.wiltshire.gov.uk/areaboards](http://www.wiltshire.gov.uk/areaboards)) or paper versions are available from the Community Area Manager.
- 1.12. All recipients of community area awards are expected to complete and return an evaluation form as soon as the project or activity has been completed and this should be accompanied by receipts and invoices, as well as photographs if possible. Failure to return the evaluation requested will preclude them from being considered for any future funding from the area board.

<b>Background documents used in the preparation of this report</b>	Community Area Grant Application Pack 2011/12 and Councillor Led Initiatives
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## **2. Main Considerations**

- 2.1. Malmesbury Area Board has been allocated a 2011/2012 budget of £40,593 for community grants, community partnership core funding and councillor led initiatives.
- 2.2. The carry forward from the 2010/2011 budget is £9,717, resulting in a balance of £50,310 for distribution during 2011/2012.
- 2.3. At the 4 May 2011 area board, councillors approved 2011/12 core funding of £8,119 to Malmesbury & Villages Community Area Partnership, resulting in a balance of £42,191.
- 2.4. In addition at the 4 May 2011 area board £5,303 was distributed to young people (in a participative budgeting event) from a separate ring fenced youth/transport budget, leaving a balance of £2,756 for youth projects.
- 2.5. On 29 June 2011, the area board agreed that the 2011/12 young people's budget of £4,059 (from Cabinet) would be topped up to £6,000 and the balance of £815 was to be returned to the general area board budget.
- 2.6. At the 29 June 2011 area board, councillors approved distribution of £6,776 to community area grants and area board/councillor led initiatives leaving a balance of £36,230.

- 2.7. At the 7 September 2011 area board, councillors approved the distribution of £8,616 to community area grants and area board/councillor led initiatives leaving a balance of **£27,614**.
- 2.8. Councillors will need to be satisfied that grants awarded in 2011/2012 are made to projects that can realistically proceed within a year of the award being made.
- 2.9. There are 6 funding rounds during 2011/12. The remaining two deadlines for receipt of applications and dates when they will be considered are as follows:
- **28 November 2011 for consideration on 18 January 2012**
  - 23 January 2012 for consideration on 7 March 2012

### **3. Environmental & Community Implications**

- 3.1. Community Area Grants will contribute to the continuance and/or improvement of cultural, social and community activity and wellbeing in the community area, the extent and specifics of which will be dependent upon the individual project.

### **4. Financial Implications**

- 4.1. Awards must fall within the Area Boards budget allocated to the Malmesbury Area Board.
- 4.2. If grants are awarded in accordance with officer recommendations Malmesbury area board will have a balance of **£22,961**

### **5. Legal Implications**

- 5.1. There are no specific legal implications related to this report.

### **6. HR Implications**

- 6.1. There are no specific HR implications related to this report.

### **7. Equality and Inclusion Implications**

- 7.1. Community Area Grants give all 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.
- 7.2. Implications relating to individual grant applications are outlined within "Officer Recommendations".

## 8. Officer Recommendations

Ref	Applicant	Project proposal	Funding requested
8.1.	Lea Community with Lea Baby and Toddler Group	Imaginative play equipment for 3 -7 year olds	£4,653

- 8.1.1. Officers recommend that Lea Community with Lea Baby and Toddler Group is awarded £4,653 towards the purchase of imaginative play equipment for 3-7 year olds in memory of Celia Rose Brenner, conditional on the balance of funding being in place.
- 8.1.2. Officers are of the opinion that this application meets the 2011/12 grant criteria. The only exception is that comparative quotes were not available for the equipment chosen. Because of the special circumstances of this application it is hoped that councillors would make an exception.
- 8.1.3. The application for funding arises from the tragic death of Celia Brenner, aged 3<sup>1</sup>/<sub>2</sub> and the desire of family and friends in the community of Lea to contribute towards some play equipment in her memory.
- 8.1.4. The equipment chosen is aimed at children aged 3-7 to encourage imaginative play and will complement the equipment already found in the Jubilee playing field, Lea.
- 8.1.5. A survey was carried out in the pre-school and primary school to help identify the type of play equipment which was currently missing for younger children. The results indicated that items to encourage their imaginations through role play were needed and a decision to purchase a play house, train and boat was made.
- 8.1.6. It should be noted that the majority of the funding for this scheme has been raised through local contributions by friends and family and the area board is being requested for a little over one third the total cost of the project.
- 8.1.7. Lea and Cleverton parish council are willing to maintain the equipment and undertake safety checks and have contributed towards the scheme.
- 8.1.8. A decision not to help fund this application would probably lead to fewer pieces of equipment being installed.

<b>Appendices</b>	Appendix 1 Grant Application – Lea Community with Lea Baby and Toddler Group
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No unpublished documents have been relied upon in the preparation of this report other than those requested in the funding criteria e.g. estimates.

<b>Report Author</b>	Miranda Gilmour, Community Area Manager Tel: 01672 515742 Mobile:07990 505882 E-mail: <a href="mailto:miranda.gilmour@wiltshire.gov.uk">miranda.gilmour@wiltshire.gov.uk</a>
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<b>Report to</b>	<b>Malmesbury Area Board</b>
<b>Date of Meeting</b>	<b>9 September 2011</b>
<b>Title of Report</b>	<b>Malmesbury Community Issues Update</b>

## **Purpose of Report**

To provide an update about Community Issues and invite members of the Area Board to:

1. Close 4 issues.
2. Endorse the referral of 8 issues to the Malmesbury Community Area Transport Group (CATG).

## 1. Background

- 1.1. At the time of writing (27 October 2011), 100 community issues have been received, of which 74 have been closed and 26 are in progress. There are currently no new requests.

<b>Background documents used in the preparation of this report</b>	Malmesbury community issues online at: <a href="http://www.wiltshire.gov.uk/communityandliving/areaboards.htm">http://www.wiltshire.gov.uk/communityandliving/areaboards.htm</a>
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## 2. Main Considerations & Officer Recommendations

### 2.1. Closure of Issues

- 2.1.1. The area board are invited to close 4 issues (emboldened in Appendix 1).
- 2.1.2. **Issue 1493** - Malmesbury highways issue concerning Abbey Road should have been resolved following the resurfacing works.
- 2.1.3. **Issue 1613** – has been accepted and being addressed through the Community Area Transport Group (CATG).
- 2.1.4. **Issue 1835** – concerning HGV on minor roads in the Dauntsey area has been raised with the haulier and a compromise reached.
- 2.1.5. **Issue 1974** - Community Payback request from Sherston Village Hall has been referred to the Community Payback team.

### 2.2. Referral to the Community Area Transport Group

- 2.2.1. The area board are invited to refer 8 issues to the Malmesbury Community Area Transport Group (shown in italic in Appendix 1).
- 2.2.2. **Issues – 1608, 1624, 1809, 1863, 1893, 1948, 1955 and 1509,**

## 3. Environmental & Community Implications

- 3.1. Addressing community issues contribute to the improvement of community wellbeing in the area, the extent and specifics of which will be dependent upon the individual issue.

## 4. Financial Implications

- 4.1. There are no specific financial implications related to this report.

## 5. Legal Implications

- 5.1. There are no specific legal implications related to this report.

## 6. HR Implications

- 6.1. There are no specific HR implications related to this report.

## 7. Equality and Inclusion Implications

- 7.1 The opportunity to raise Community Issues enables individuals, voluntary and community groups, town and parish councils an equal opportunity to identify and seek assistance to address problematic issues.

<b>Appendices:</b>	Appendix 1 Malmesbury Area Board Community Issues – 9 November 2011 Update
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No unpublished documents have been relied upon in the preparation of this report.

<b>Report Author</b>	Miranda Gilmour, Community Area Manager Tel: 01672 515742 Mobile:07990 505882 E-mail: <a href="mailto:miranda.gilmour@wiltshire.gov.uk">miranda.gilmour@wiltshire.gov.uk</a>
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## Malmesbury Area Board Issues – 9 November 2011 Update

ID	Category	Division	Summary of Issue	Status
406	Car Parking	Malmesbury	Residents Parking in Malmesbury	Malmesbury Town Council (in conjunction with the Residents Association) have yet to advise the area board as to whether they wish to take further a Residents Parking scheme in Malmesbury
655	Car Parking	Malmesbury	St Josephs seek parking permits for Cross Hayes	Councillor Tonge, Cabinet Representative for Highways and Transport, attended the Malmesbury area board on 29 June 2011 and explained that there were two pilot schemes in Chippenham and Corsham. Their success would be analysed and a policy created by the end of the year. If the Area Board wished, a consultation could then be proposed.
1074	Car Parking	Malmesbury	Access to car parking by Glovers Courts residents	The area board in September agreed to contribute £2,000 towards the 'stopping up' order of 7 parking bays. Agreement is sought from Westlea and this will be followed by local consultation and Wiltshire Cabinet consent. It is only then that it will go to the magistrate's court, probably Spring 2012.
1226	Car Parking	Malmesbury	Enable car parking on grass on corner of Burnham/Hudson Road	This issue was discussed at the 29 June 2011 Malmesbury area board. It was agreed that the request to convert the grass area into residents overspill parking could be costly and problematic due to the land being the site of a former church yard. Any costs would fall to the Town Council and/or the Residents' Association. The decision of the area board was that Councillor Killane would take forward the issue of overspill parking at Hudson Road with the Town Council.
1783	Car Parking	Minety	Parking problems at Hillside, Leigh	The Parish Council has decided to write to each householder in Hillside asking them for their help regarding this matter. The results will be fed back to the area board following their November 2011 meeting.
1602	Environment	Malmesbury	Maintenance of open space at Reeds Farm, Malmesbury	This issue is being chased up. Clarification of land ownership is proving difficult.
1938	Environment	Malmesbury	Overgrown and littered lane giving access to school from Corn Gastons	Investigating whether the matter can be tidied up in the short term. Land ownership needs to be identified and users of the lane encouraged to use the litterbin provided by the school.
562	Highways	Malmesbury	Crossing needed on Tetbury Hill Road near	Community Area Transport Group had undertaken surveys which showed pedestrian count low, certainly not sufficient to justify a crossing (requiring 50

ID	Category	Division	Summary of Issue	Status
			Filands.	pedestrians/hr at 4 busiest times of the day). It was acknowledged that widening the refuge, use of tactile pavements and bollards could improve the situation. Speed of vehicles was of concern with recorded 85th percentile speeds 39.3mph (towards Tetbury) and 34.7mph (towards Town Centre). Consider for Community Speedwatch or Speed Indicator Device. The School might want to consider surveying households in Filands area when developing their Travel Plan. Other options might be looking at a footpath up through Reeds Farm. This would have to be considered as a project associated with Planning gain or a permissive path.
656	Highways	Malmesbury	Safe Routes to St Joseph	Malmesbury Community Area Transport recommended that the school was advised that the deadline for applications to the "Taking Action on School Journeys Challenge" was 16 December 2011. For this they needed an up-to-date travel plan. It was suggested that schools submit their plan earlier than the December date so ensure that officers could advise them if anything further was required without jeopardising the funding deadline.
1493	Highways	Malmesbury	Surface water opposite 58 Abbey Row, Malmesbury	<b>The council's drainage team have visited the site and identified no problems with the highways drainage system. They believe that the poor condition of the road surface is contributing to the water sitting on the road. This should be rectified by the resurfacing works currently taking place which will alter the camber slightly to channel the water away.</b>
1608	Highways	Brinkworth	Speeding vehicles and HGVs on Wood Lane Brinkworth	Response from parish council forwarded to council officers.
1613	Highways	Sherston	Pedestrian Safety in High Street, Sherston	<b>September 2011 area board approved the electronic recommendation of the CATG members to fund £1,696 to undertake a topographical survey related to pedestrian safety in the area of the High Street. 27 September 2011 Community Area Transport Group - The results of survey work were awaited. Officers suggested an initial estimate of £8k for a scheme and details would be circulated as soon as they were available. The Parish Council explained that any plans would have to go out for local consultation. A scheme could be staged due to limited resources or the Parish Council could contribute.</b>
1624	Highways	Brinkworth	Speeding outside Little	A Metro Count speed survey has been completed on B4042, Brinkworth placed at

ID	Category	Division	Summary of Issue	Status
			<i>Foxes Nursery, Brinkworth B4042</i>	<i>the Swindon side of the Little Foxes Nursery. The survey was carried out between 27/09/2011 and 05/10/2011. A total of 29089 vehicles were checked. The 85th percentile was 52.8mph (the 85th percentile is the speed at which 85% of the traffic is travelling at or below) and consequently not a concern. Officers will suggest that the Area Board send this issue to the Malmesbury Community Area Transport Group for further consideration.</i>
1808	Highways	Malmesbury	Improve visibility of speed bumps in Station Road car park	It has been agreed that this work will be done as part of routine maintenance and has been added to the list. This is however not a guarantee that the work will be completed this year as the maintenance list is a long one.
1809	Highways	Minety	<i>Repair to pathway in Oaksey</i>	<i>Malmesbury Community Area Transport Group decided this issue was inappropriate for them to fund and referred it back to the Area Board, suggesting they make a Community Area Grant application, ensuring they worked with the Parochial Church Council. It was also suggested that other funders were contacted/applied to and Charities Information Bureau was contacted and asked to help.</i>
1863	Highways	Malmesbury	<i>Cars blocking dropped kerbs in Malmesbury</i>	<i>The police have promised to patrol the area where time allows or when they are notified of a problem. Alternative approaches should be considered by the area board.</i>
1895	Highways	Malmesbury	<i>Speeding in Minety on B4040</i>	<i>Seeking further clarification from the parish council. Awaiting Coroner's report following fatal accidents earlier in the year.</i>
1915	Highways	Malmesbury	Gritting of Alexander Road, Malmesbury	The new bin request will be sent to the weather and drainage team; however a decision has been made not to install any new grit bins this year. The reason for this decision is due to the difficulties the council had in keeping the existing ones filled when during severe weather last year operatives were busy driving snow ploughs and gritters. Parish and town councils were given the opportunity to review their existing grit bins to ensure they were where they are needed most. If they wanted any of them moved to better locations they were asked to advise the councils gritting team before the end of August to enable the necessary site inspections to be undertaken. They were also invited to request one tonne bags of salt to enable communities to fill their own grit bins.
1923	Highways	Malmesbury	Parking issues for	Seeking clarity about land ownership.

ID	Category	Division	Summary of Issue	Status
			residents of Poole Road, Malmesbury	
1948	Highways	Malmesbury	<i>Persistent speeding through Startley</i>	<i>Community Speedwatch data received giving figures for January - October 2011 indicates that there is indeed a significant problem with speeding in Startley. Recommend referral to the Community Area Transport Group.</i>
1955	Highways	Minety	<i>Lack of and poor condition of pavements in Minety</i>	<i>This site is already on the footway reconstruction list. In the meantime monitoring will be carried out by way of the safety inspection regime, whereby regular inspections of the footway are undertaken and those defects meeting the Council's intervention criteria are programmed for repair. Joining up of pavements could be considered by CATG.</i>
1509	Planning	Malmesbury	Gritting of roads at Reeds Farm, Malmesbury	Requests for an update have been made.
1974	Property	Sherston	<b>Community Payback request Sherston Village Hall</b>	<b>Community Payback Team will contact Sherston Village Hall shortly</b>
1499	Transport	Sherston	<i>School crossing on Knockdown Road, Sherston</i>	<i>The Principal Traffic Engineer has met representatives from the school governors and head teacher and consequently provided proposals for 'School - Keep Clear' markings outside the school. The purpose of these lines is to clearly mark the areas which are to be kept clear of parked vehicles. However it should be noted the markings are purely advisory and have no legal enforcement.</i>
1835	Transport	Brinkworth	<b>HGVs using minor roads in Dauntsey area</b>	<b>Councillor Sturgis has visited Hunts to discuss the matter. Hunts have two lorries which deliver to Devizes from their yard at Charlton, both 18 tonne rigids but with different beds, which prevents one going under Kingway Bridge (which is on the freight route), so it travels via Wootton Bassett. The driver of the vehicle which can use the freight route will be asked to use it, but the company is not willing to incur extra costs (£100 per week) and time to redirect the other vehicle while he was operating within the law. Further freight route information can be found using: <a href="http://www.wiltshire.gov.uk/freight-route-network-map.pdf">http://www.wiltshire.gov.uk/freight-route-network-map.pdf</a></b>
1896	Transport	Minety	HGV damage to bridge by	Council officers met Network Rail in Minety at the end of September when it is

ID	Category	Division	Summary of Issue	Status
			Vale of White Horse Inn, Minety	hoped the bridge was discussed. The outcome of that meeting is awaited.



<b>Report to</b>	<b>Malmesbury Area Board</b>
<b>Date of Meeting</b>	<b>9 November 2011</b>
<b>Title of Report</b>	<b>Local Transport Plan – Small Scale Transport and Highway Improvement Schemes</b>

## **Purpose of Report**

To ask the area board to consider and approve the following recommendations from the Malmesbury Community Area Transport Group (CATG):

1. To approve the actions and recommendations outlined in section 8 of this report.
2. Allocate a further £1,018 towards project 21, traffic calming in Dauntsey - between 'The Green' from opposite Olivemead Lane to 'Sedgemoor'.

## 1. Background

- 1.1. In 2011/2012 the 18 Area Boards were again allocated a discretionary budget of £250,000 to involve them in the assessment and selection of small scale transport schemes to be progressed in their community areas. Malmesbury area board was allocated £13,360.
- 1.2. A balance of £4,160 was carried forward from the 2010/11 budget to give a total of **£17,520** for 2011/12.
- 1.3. This funding allocation is for capital funding and can only be used to provide new and improved infrastructure. It is suitable for schemes that improve safety, increase accessibility and sustainability by promoting walking; cycling and public transport and improve traffic management. It cannot be used to fund maintenance schemes or to pay for revenue functions such as passenger transport.
- 1.4. Malmesbury area board agreed to the establishment of a Community Area Transport Group (CATG) to consider issues /schemes with the support of highways officers and make recommendations to the area board.
- 1.5. The means by which the public and parishes can identify issues for consideration to the Malmesbury CATG is primarily via the [area board community issues process](#)
- 1.6. The current membership of the Malmesbury CATG comprises of Malmesbury area board councillors and a nominated representative from each division (see table below).

<b>Division</b>	<b>Area Board councillor</b>	<b>Nominated representatives</b>
Malmesbury	Simon Killane	Catherine Doody
Sherston	John Thomson	Martin Rea
Brinkworth	Toby Sturgis	Ellen Blacker
Minety	Carole Soden	John Marsh

- 1.7. Malmesbury CATG last met on 27 September 2011 and their next meeting will be on 24 January 2012.
- 1.8. Malmesbury CATG minutes are available from the [Malmesbury area board pages](#) of the council's website to enable information to be readily available to parish/town councils and the community.
- 1.9. The minutes largely consist of a table. Each issue/scheme is allocated a number on receipt, so numbers do not run sequentially, as some schemes have been completed or rejected and therefore removed.
- 1.10. The CATG will extend its membership to include an invitation to any parish council (who is not currently represented on CATG) to attend a meeting where there is an issue under discussion relevant to them.



## **2. Considerations**

- 2.1. Cabinet have agreed that in future the CATG should in consider and make recommendations to the area board about Speed Indicator Devices (SIDs). The first task will be for the CATG to review the current SID sites in the Malmesbury community area.
- 2.2. Cabinet have delegated Waiting/Parking Restrictions to town and parish councils, with involvement of the area board only when a town/parish council feel unable to undertake the work. Details were sent to the town/parish councils in the September parish newsletter.
- 2.3. There are 17 issues/schemes on the CATG list (see appendix 1), some of which have received funding and are either awaiting completion or warrant further work when resources become available. Others have been retained on the list while applicants undertake investigative work. Some schemes have been combined as they have a common outcome.
- 2.4. A budget sheet outlining actual/final costs of projects was considered at the September meeting and the 2011/12 balance agreed was **£3,722**. It was recognised that there was sometimes a small amount of slippage between design and implementation and this figure needed to be used to have an accurate picture of the budget available to the group.

## **3. Environmental & Community Implications**

- 3.1. 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.

## **4. Financial Implications**

- 4.1. All decisions must fall within the funding allocated to Malmesbury Area Board.
- 4.2. The budget remaining to CATG in September for 2011/12 was **£3,722**.

## **5. Legal Implications**

- 5.1. There are no specific legal implications related to this report.

## **6. HR Implications**

- 6.1. There are no specific HR implications related to this report.

## **7. Equality and Inclusion Implications**

- 7.1. The schemes recommended to the area board will improve road safety for all users of the highway.

## 8. CATG Recommendations

### 8.1. Scheme closures (please refer to appendix 1)

8.1.1. **Kerb and footway, Swann Close, Crudwell (1)** – completed.

8.1.2. **Traffic calming/footway, Tetbury Lane, Crudwell (2 & 3)** – completed.

8.1.3. **Improvements to zebra crossing A429 near Primary Health Care Centre, Malmesbury (19)** – completed.

8.1.4. **Traffic calming Park Road, Malmesbury (17)** – options have been considered, but not a priority for CATG. The local school may want to consider when developing their Travel Plan.

8.1.5. **The Crescent, B4042, to provide a footway to enable access to the road into Lea village (28)** - purchase of land in adjacent field to accommodate a footpath is not cost effective.

8.2. **Church Path, Oaksey (32)** – Not appropriate for CATG. Refer back to Area Board for consideration of a Community Area Grant.

### 8.3. Schemes requiring funding

8.3.1. **Between ‘The Green’, from opposite Olivemead Lane to ‘Sedgemoor’, Dauntsey, to enhance pedestrian safety (21)**, requires a further £1,058 to complete this scheme, assuming that the parish council agree to contributing a further £600 (to be added to £620 already contributed by the parish council)

8.4. The remaining 10 schemes will be retained; the majority are being developed at present.

<b>Appendices</b>	Appendix 1 – Malmesbury community area transport schemes under consideration
<b>Report Author</b>	Miranda Gilmour, Community Area Manager Tel: 01672 515742 Mobile:07990 505882 E-mail: <a href="mailto:miranda.gilmour@wiltshire.gov.uk">miranda.gilmour@wiltshire.gov.uk</a>

No	Street / Area Location	Town / Village	Scheme Description	Discussion/ Decisions Dec CATG	19 Jan 2011 Area Board	Agreed CATG 19 April 2011 & approved 29 June 2011 area board	Agreed CATG 14 June 2011 & approved 29 June 2011 area board	Agreed by CATG electronically and approved by 7 Sept 2011 area board	Agreed by CATG 27/9/11 & for approval by 9 Nov Area Board
1	A429 Swann Close	Crudwell	Footway/kerb	Agreed work to be considered for funding following further investigation/costs.	Agreed £3,000	Should be completed by end of May 2011	The scheme has been completed		Completed & Close
2	Tetbury Lane	Crudwell	Provision of footway	Concern about road width. It is a footpath or a traffic calming issue? Requested further investigation/costs.	Agreed further investigation into providing 'pedestrians in the road' signage	Refreshing playground, Slow and Crudwell signs in addition to pedestrian signs in Tetbury lane. A further £500 would be needed and CATG agreed with proposal. Seek AB approval on 29 June 2011	Considered request from parish council for rider on horseback signs, but it was agreed that these were not required in a community in which horse riders on roads were the norm. Requested a further £747 (to add to the original £600) making total costs of this scheme would be £1,347, which was approved by the CATG.		Completed & Close

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3	Tetbury Lane	Crudwell	Traffic calming	Doubtful of suitable options. It is a footpath or a traffic calming issue? Requested further investigation/costs.	Total cost £600				Linked to No 2. Completed & Close
4	High Road	Ashton Keynes	Provision of footway from White Hart PH to Church Walk	Query traffic calming or a footpath. This is 30mph. Monitor speed, cost footpath/traffic calming	Potential for a longer term project, perhaps obtaining some financial support from the parish council. Retain on list.	Officer to visit sites and discuss with John Marsh	CATG agreed this scheme should be retained on list. Any scheme at this site would cost in the region of £30-40k. Suggested that the Parish council consider contributing funding for 2012/13.		This is a long-term project and not a priority at present, but should be retained on the list (No. 4 & 5) <b>Retain</b>
5	High Road	Ashton Keynes	Traffic calming	Query traffic calming or a footpath. This is 30mph area – suggest monitor speed in the first instance	PC to consider CSW Issues 4 & 5 linked	Officers to discuss with John Marsh			

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6	High Road (near to school)	Ashton Keynes	Pedestrian crossing	Query traffic calming or a crossing. Monitor 30 mph zone. Installation of Stop sign at White Hart crossroads might negate need for crossing/traffic calming measures.	Cannot justify crossing - insufficient demand. Further checks to be undertaken re Stop sign. If latter not possible, recommend removal from CATG request list.	Officers to discuss with John Marsh	A meeting with members of the parish council had taken place. It was agreed that there was insufficient demand for a crossing. Some minor repaving and curbing work together with a 'Give Way' sign (being made more prominent), would improve safety and a budget of £4,000 was recommended which CATG agreed.	Area board	Works should be undertaken early in the new year. Encourage Ashton Keynes to consider the matter as part of the School Travel Plan. <b>Being Actioned.</b>
8	North End Crossroads (B4696)	Ashton Keynes	Safety improvements at junction	Junction in 18 month monitoring period following fatality. Spine Road East is 50mph in	Officers to re-visit to see whether re-line or re-sign will improve matters.	Officers had re-assessed site. A further £5,000 would be needed to extend the	A misunderstanding in the 19 April notes.  Only £4,160 was		Speed limit will be advertised shortly. Low cost safety scheme a priority. Spine

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				Gloucestershire, but is de-restricted when it becomes Wiltshire	Deferred decision until site visit undertaken. If improvements agreed then allocate balance of CATG funding allocation for 2010/11 of £4,160 Retained	40mph speed limit and the group agreed. This would have to be approved by AB on 29 June 2011. A further £10,000 would be needed to improve local safety with islands in the side roads. This would be funded by the council's Low Cost Safety Scheme	required for speed limit changes form CATG budget and £10,000 from Low Cost Safety Scheme.		Road East design changes will be considered at the next meeting. Work should be completed by end of the financial year. Concern expressed that drivers were not sure which road had priority at the junction. <b>Being Actioned</b>
11	C66 Great Somerford (data from Dauntsey Rd)	Great Somerford	Footpaths (from Broadfields Farm entrance to Dauntsey Road)	Check 106 agreements to determine whether these footpaths will be delivered by development.	There is developer contribution of £15k to provide this path. AB required more information	Cllr Toby Sturgis to discuss with Planning officers	S106 of £15,000 confirmed. The parish council might also consider contributing to this scheme. Officers to check the actual site of		Understood that the parish council would contribute to this project for a footpath between the shop and the free gardens.

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					before a decision was made		footpath with the parish council as there is interest in linking the shop and allotments. Officers and Cllr Toby Sturgis to walk site.		Spencer to discuss project with DC colleagues re S106 and the PC contribution on charitable land. <b>Retain</b>
13	Tetbury Hill near Filands homes	Malmesbury	Pedestrian crossing	This should be linked to Malmesbury Primary School Travel Plans and school making an application for, 'Taking Action on School Journeys Challenge' (TAOSC) funding.	Updated School Travel Plan and TAOSC funding application not submitted before the end of school term. Retain on CATG request list and require more information/r e school travel plan before a decision was made	Safe Routes to School officer to invite Cllr Simon Killane to attend future meetings with primary school, to include head teacher and governors	Site visit by officers and Cllr Simon Killane. Accepted there are high speeds, poor dropped curbs. Officers had requested funding speed and volume counts and £1,000 for a pedestrian count to be undertaken and a full assessment of the site. This information would inform any need to consider a		Surveys undertaken showed pedestrian count low, certainly not sufficient to justify a crossing (requiring 50 pedestrians/hr at 4 busiest times of the day). It was acknowledged that widening the refuge, use of tactile pavements and bollards could improve the situation.

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							<p>substantive scheme such as a signal crossing.</p> <p>A meeting to be set up with all Malmesbury schools, officers and Cllr Simon Killane to discuss the need for School Travel Plans to be produced/updated by all schools. Cllr Simon Killane also to ascertain from the schools which day/s would be suitable for the pedestrian counts to take place.</p>		<p>Speed of vehicles was of concern with recorded 85<sup>th</sup> percentile speeds 39.3mph (towards Tetbury) and 34.7mph (towards Town Centre) CAM to refer site to Vicky Oates for assessment (either CSW or SID)</p> <p>The School might want to consider surveying households in Filands area when developing their Travel Plan.</p>



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									Other options (but not for CATG) could be looking at a footpath up through Reeds Farm. This would have to be considered as project associated with Planning gain or a permissive path. <b>Being Actioned</b>
17	Park Rd	Malmesbury	Traffic Calming	Metro count indicate not eligible for CSW following. Is this a speed or a safety issues? Investigate whether any Section 106 monies associated with 6 houses (Hawthorns) on	Modest amount of Section 106 monies for 'highways works' may be available.  Retain on CATG request list.	S106 money may be able to improve signage. information about S106 to 29 June area board	S106 monies associated with public open space so query whether it will be eligible for access to public open space. Cllr Toby Sturgis to investigate.		Public open space money not available for highways projects.  Suggest Malmesbury school travel plan picks up need here if it is deemed important

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				Park Road could be used for this purpose/footpath provision.					Close
18	St Joseph's School	Malmesbury	Traffic calming/crossing Holloway Hill /Cross Hayes car park	Potential to link to School Travel Plan and school submitting application for, 'Taking Action on School Journeys Challenge' (TAOSC) funding.	Updated School Travel Plan and TAOSC funding application not submitted before the end of school term. Retain on CATG request list.	Only briefly discussed – Ruth Durrant should ensure local councillor be also invited to travel plan meetings with the school	No further consideration will be given to this issue until an updated School Travel Plan has been produced by the school with some reference to this matter.		No change Deadline 16 December for applications to the "Taking Action on School Journeys Challenge". For this they need an up-to-date travel plan. It is suggested that schools submit their plan earlier than the December date so that officers I can advise them if anything further is required without jeopardising the funding deadline.

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									Retain
19	A429 near Primary Health Care centre	Malmesbury	Zebra crossing	Consider funding - repainting highway and halos added to help direct light and make the crossing more obvious to drivers	Scheme approved for funding - halos and improved road marking £4,500 + £500 for road markings. Total £5,000	White lining still to be completed – also filling in of pothole  June – This appear to have exceeded original budget, now £6,100	Pothole filled in and white lining to take place before the end of June. Some discussion took place and a decision was made to extend the white lining slightly at an additional cost of £500, making the total cost £6,600		Completed & close
21	Dauntsey - between 'The Green' from opposite Olivemead Lane to 'Sedgemoor'.	Dauntsey	Footway	20 metre stretch on the bend. Not impossible but tricky due to drainage ditches. Costs approx 30-40k	Officers to revisit to investigate whether 'pedestrians in the road' signs would be helpful/possible - approx cost and installation of 2 signs £600.	Agreed an enhanced scheme to improve general signage. Agreed officers to revisit the site and probably a further £500 would cover. Seek approval	In the longer term this issue would warrant a more substantive scheme amounting to £30,000 -£40,000 and it could be retained on the list. An interim measure would be lining and signing as		Total project costs have increased to £3,358.45. PC initially agreed to contribute £620. CATG requested that PC consider contributing a further £600.00. Total PC contribution = £1,220. CATG

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					Retain on CATG request list.	of AB on 29 June 2011.	previously discussed to also include replacing existing bend warning signs / '30' repeater signs and posts lining improvements to include edge lines and refreshing 'Slow' markings. There was a further suggestion of gateway features being installed at the terminal point just north of the junction with Olivemead Lane which would help to draw driver's attention to the change in speed limit (to 30mph). Gates were £620 each and it was		to fund the remainder = £2,138.45 (an increase of £1,018.45 from previously agreed allocation of £1,120)  This work would probably take place in the late autumn, assuming that the parish council are willing to contribute towards the project.

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							suggested that Dauntsey might like to pay for one of the pair. Further request to area board being £1,120 and total cost of scheme is £1,720		
28	B4042, The Crescent	Lea	Provision of footway to enable access to 'The Street', into the village	Only benefits a few, although traffic exceeds 40mph speed limit. Check feasibility/cost	Investigate feasibility of path in field, so pedestrians protected. Retain on CATG request list.	Officers to be consulted	Land not in council ownership, so investigate whether it is owned by Westlea – Cllr Toby Sturgis to investigate.  Retain		Westlea do not own land in this vicinity and suggest purchase of land in adjacent field to accommodate a footpath is not cost effective. <b>Close</b>
29	Knockdown road	Sherston	Pedestrian crossing (but in request zig zag lines suggested outside school or renewing	N/A		Only briefly discussed – Ruth Durrant should ensure local councillor be also invited to travel plan meetings with	No further consideration will be given to this issue until an updated School Travel Plan has been produced by the school with		Governors and Assistant Head teacher have been in such with the School Travel Plan Advisor and work has been

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			coloured tarmac to highlight current crossing place). Area Board issue no 1499			the school	some reference to this matter.		undertaken with parent to try to improve the situation. Road markings outside the school would assist and would cost about £500. This money was being sought from another budget. <b>Being Actioned</b>
31	Pedestrian Safety in High Street	Sherston	Highway safety in Sherston High Street - for pedestrians around the area opposite the Post Office, the footpath outside the Old School where	N/A		Only briefly discussed	Officers to meet with Parish Council and Cllr John Thomson to survey the whole area. This issue had been around for a number of years, but now that the Old School was being renovated the scheme was more important to	Allocate £1,696 to undertake a topographical survey related to pedestrian safety in the area of the High Street	Results of survey work awaited. Martin Rose suggested an initial estimate of £8k.  Martin Rae explained that any plans would have to go out for local consultation.

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			vehicles park, forcing pedestrians into the road and the footpath by the Rattlebone's skittle alley that vehicles drive over to avoid colliding with oncoming vehicles which have failed to obey the 'STOP' sign outside the Post Office. Area Board issue no 1613				address and concern was expressed that driver were ignoring stop signs.		A scheme could be staged due to limited resources or the Parish Council could contribute. <b>Retain</b>
32	Church path	Oaksey	Area Board issue 1908 - requesting repairs to church						Not appropriate for CATG. Referred back to Area Board Community Area

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			footpath as no pavement by road						Grant Scheme. Close



# Malmesbury and the Villages Community Area Partnership (MVCAP)

## Annual Workplan 2011/12

CAPA commitments	Proposed initiatives and activities
<p><b>Partnership Development</b></p> <p><i>“To establish and maintain a Partnership Steering Group and Thematic Groups as necessary”</i></p>	<p>The Steering group is made up of <i>“four elected officers and team leaders from each of the Project Teams. The purpose of the Steering Group will be to co-ordinate direction of the Partnership and provide mutual support”</i>. Steering Group members may join throughout the year.</p> <p>MVCAP is affiliated to WfCAP and members attend WfCAP meetings and events.</p> <p>MVCAP’s work is supported by an Administrator and a Project Officer. The Administrator is engaged on a self-employed basis and provides administrative support for the Steering Group including minute taking, meeting scheduling, and facilities booking. The Project Officer (also engaged on a self-employed basis) plays a proactive role in organising events and consultations; manages and develops the MVCAP online presence; organizes MVCAP planning processes and project management; and works to drive forward themed projects, assisting project teams as required.</p> <p>MVCAP have themed groups on the subjects of Transport, Young People, Environment, Community Engagement, and Community Infrastructure. Each theme group may have multiple projects running or in development.</p>

# Malmesbury and the Villages Community Area Partnership (MVCAP)

## Annual Workplan 2011/12

To further develop MVCAP over the next 12 months, members will work to raise its profile by attending a range of community events, by increasing its profile in local physical and online media, and by developing projects that bring tangible benefits to the local community.

Steering Group members will be provided with training thus increasing the individual and collective skills and knowledge of the group.

MVCAP will support local groups, projects and initiatives by seeking funding and encouraging and facilitating greater partnership working within the community.

MVCAP will seek to work in partnership with the Area Board and carry out further consultation when required.

# Malmesbury and the Villages Community Area Partnership (MVCAP)

## Annual Workplan 2011/12

<p><b>Accountability</b></p> <p><i>“To be open to and inclusive of the wider community and to account to and seek affirmation from the wider community for its actions, activities and forward plans on an annual basis.”</i></p>	<p>MVCAP has open membership <i>“to anyone living or working in the Malmesbury and villages area”</i>.</p> <p>MVCAP uses its own public events, attendance at community events, its website and social media presence, and a range of other publicity methods in order to communicate its workplan and ongoing projects. It also uses these opportunities to further consult on issues highlighted within the Community Plan.</p> <p>MVCAP continues to develop an extensive database of organisations, community groups and projects within its area and will work to support them.</p> <p>MVCAP have drawn up a detailed plan that identifies SMART targets. It will review its workplan and progress on a quarterly basis. MVCAP will take proactive measures to address any areas of weakness identified.</p> <p>All events, meetings and projects undertaken or supported by MVCAP will be evaluated and where necessary an impact assessment will be undertaken. This will evidence community support and highlight areas of action. This will be particularly important in cases where there has been an application for external funding.</p>
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# Malmesbury and the Villages Community Area Partnership (MVCAP)

## Annual Workplan 2011/12

<p><b>Communication</b></p> <p><i>“To engage and communicate systematically with all sections of the community and to maintain a contacts register of key organisations and volunteers”</i></p>	<p>MVCAP uses a range of methods for communicating with the wider community including website, social media, posters, contact database, personal invitation and press releases. MVCAP also have a Communication and Publicity sub-group.</p> <p>During 2011/12 MVCAP will work to improve these methods and will be developing a newsletter explaining its activities and plans which will be distributed to contacts and will be made publicly available.</p> <p>MVCAP will use its range of communication methods to encourage wider participation in its activities and will demonstrate the personal and collective value and benefits of volunteering.</p> <p>MVCAP will work to raise its profile at community events and enhance its reputation with the Town and Parish Councils in its area.</p> <p>MVCAP will use its website to promote all MVCAP and local events. The website can also be used to gain public views through online consultations or surveys.</p> <p>MVCAP will continue to develop its use of online social media so that it can engage and consult with a wider demographic including younger people. Working with Wiltshire Council, MVCAP will be developing a pilot social media site focused on communication with local councils, community</p>

# Malmesbury and the Villages Community Area Partnership (MVCAP)

## Annual Workplan 2011/12

	<p>groups and the general public - providing information but also providing a space for opinions, ideas, and feedback to be shared between participants.</p> <p>MVCAP will continue to develop and update online and physical media that explain MVCAP's purpose and its role within the wider community area.</p> <p>MVCAP will hold open events to communicate and engage with the wider community on a range of issues that affect them. It will also seek to use these events to target hard to reach groups.</p> <p>MVCAP continues to expand its contact database which currently holds the details of over 300 organisations, clubs, and individuals in the MVCAP area.</p>
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# Malmesbury and the Villages Community Area Partnership (MVCAP)

## Annual Workplan 2011/12

<p><b>Consultation</b></p> <p><i>“To consult widely on a range of socio-economic issues including the holding of public engagement events and activities”</i></p>	<p>During 2011/12 MVCAP will continue to develop its relationships with groups and individuals within all sectors of the community including young people. MVCAP will continue to develop its use of social media to engage with hard to reach groups. This will enable MVCAP consultation and engagement initiatives to collect a broader and more representative range of views from within the community.</p> <p>MVCAP use public events as a means to consult. During 2010/11 MVCAP successfully ran a series of Community Safety Forums and a Transport themed event. It also ran information stalls at many local events.</p> <p>Moving forward MVCAP will use its public events and website to survey and consult with the community on a range of topics. MVCAP will use events to undertake further consultation on issues arising from the Community Plan and to target the needs of hard to reach groups within the community.</p> <p>It is important for MVCAP to build and maintain strong links to the local councils. The MVCAP website maintains direct links to all available Parish Council and School websites. In 2010/11 MVCAP worked in partnership with Malmesbury Town council to successfully conduct and analyse</p>

# Malmesbury and the Villages Community Area Partnership (MVCAP)

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	<p>the results of a public consultation about speed bumps, and worked with many local councils on the Wiltshire Council reduced street lighting project. MVCAP aim to build on these successes and will continue to identify areas or projects where partnerships can be built.</p>
<p><b>Community Planning</b></p> <p><i>“To prepare and regularly review a community plan that takes into account major issues affecting the area and to develop and action plan and identify projects to address these issues. This will be done in consultation with the wider community, in order that it properly represents their concerns and aspirations”</i></p>	<p>MVCAP will use public events, their website, social media, and Parish Council liaison to promote awareness of and review issues raised within the Community Plan.</p> <p>MVCAP will aim to develop projects to address concerns identified in the Community Plan - particularly in the areas of Transport, Environment, Culture, Young People, and Housing.</p>

# Malmesbury and the Villages Community Area Partnership (MVCAP)

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<p><b>Local action</b></p> <p><i>“To champion local issues and help with the planning and delivery of priority projects, including fundraising and community volunteering where appropriate.”</i></p>	<p>Throughout 2011/12 MVCAP will continue to focus on Transport issues as these scored highly as a concern within the Community Plan. MVCAP is developing a pilot community transport scheme aimed at improving access to local events taking place after local bus services have finished running. MVCAP are also exploring the possibilities for improving public transport links between Malmesbury and Tetbury. MVCAP's ring-fenced transport fund is maintained to facilitate implementation of these types of schemes.</p> <p>MVCAP will continue to host Community Safety events on a quarterly basis in partnership with a range of community agencies.</p> <p>MVCAP will seek to support local organisations, groups and projects within the community area by helping with areas such as funding applications. This will help develop and increase community volunteering.</p> <p>MVCAP will work to develop a local community hub to act as a focal point for community engagement and be a facility to enable the provision of new services to the Malmesbury area.</p>



# Malmesbury and the Villages Community Area Partnership (MVCAP)

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	<p>MVCAP will undertake fundraising and apply for external funding for key pieces of work. MVCAP will work with the Charities Information Bureau, WfCAP and other agencies to develop this.</p> <p>MVCAP will run a public event to promote local clubs and community groups, encourage volunteering, and engage with the public.</p> <p>MVCAP will work in partnership with the youth service to strengthen links to the youth group CAYPIG and to support the running of a Dreamscheme project.</p> <p>MVCAP will explore the options for a public event related to housing and the government's Localism Bill.</p>
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Date	Details- General Fund Sheet No 5	OUT	IN	Balance
<b>Malmesbury &amp; Villages Community Area Partnership</b>				
	M&VCAP General Fund.xls			
01/04/2011	1+1 Internet part of cheque number 000154	35.86		
01/04/2011	Project Officer Salary Feb c/no 000154	422		
01/04/2011	Administration Costs Mar c/no 000155	138.66		
01/04/2011	Town Hall Alive & Kicking c/no 156	15		
01/04/2011	Town Hall Community Safety c/no 000157	37.98		
01/04/2011	Sherston Boules c/no 000158	20		
01/04/2011	Town Hall IZWE c/no 159	10		
01/04/2011	P Gilchriest cost of Gazebo C/No000160	139.98		
13/04/2011	Grant Area Board publicity material		468	
19/04/2011	Hire of town hall c/n 162	5		
19/04/2011	Malmesbury T C November event deposit c/n 163	50		
04/05/2011	Administrator April Salary c/n 164	282.44		
04/05/2011	Project Officer April salary c/n 165	341		
09/05/2011	Compass Graphic Design c/n 170	125.56		
05/04/2011	Project Officer April salary (part) c/n 169	62		
01/06/2011	Administrator May Salary + £5 hire of MTH c/n 167	216.7		
01/06/2011	St Aldems Fair (M Rea) c/n 168	5		
03/06/2011	Project Officer Salary May c/n 166	426.5		
06/06/2011	Area Board Grant first phase		4059	
14/04/2011	Malmesbury T C march meeting c/n 173	7.5		
01/07/2011	Project Officer Salary June c/n 172	416		
01/07/2011	Virtual phone number c/n 172	60		
01/07/2011	Meeting room Town Hall c/n 172	2.5		
01/07/2011	Administrator Salary June/July c/n 171	416		
01/07/2011	Malmesbury TC Hall Hire c/n 171	5		
01/07/2011	Stationery etc c/n 171	31.83		
20/07/2011	takings from Sherston Boules		116.5	
09/08/2011	Compass Graphic Design c/n 175	100.04		
09/08/2011	Compass Graphic Design c/n 175	130.32		
09/08/2011	Project Officer Salary July c/n 176	432		
09/08/2011	Meeting room Town Hall c/n 176	2.5		
09/08/2011	Small Firms services Ltd c/n 177	147.95		
09/08/2011	1st Athelstan Scouts c/n174	191.74		
10/08/2011	Petticoat Lane (Julie Exton) c/n 178	40.5		
07/09/2011	Project Officer Salary August c/n 179	426.5		
20/09/2011	Administrator Salary August/Sept c/n 180	416		
	Totals	5160.06	4643.5	

