

AGENDA

Meeting: MALMESBURY AREA BOARD
Place: Crudwell Village Hall, Tetbury Lane, Crudwell SN16 9HB
Date: Wednesday 9 July 2014
Time: 7.00 pm

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

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

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

Refreshments and networking opportunities will be available from 6.30 pm.

Please direct any enquiries on this agenda to Kirsty Butcher (Senior Democratic Services Officer), on 01225 713948 or email: kirsty.butcher@wiltshire.gov.uk

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

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

Press enquiries to Communications, on 01225 713114 / 713115.

Wiltshire Councillors

Cllr Chuck Berry
Cllr Simon Killane (Vice Chairman)

Cllr Toby Sturgis
Cllr John Thomson (Chairman)

Items to be considered	Time
<p>1 Election of Chairman</p> <p>To elect a Chairman for the 2014/15 municipal year.</p>	7.00 pm
<p>2 Election of Vice-Chairman</p> <p>To elect a Vice-Chairman for the 2014/15 municipal year.</p>	
<p>3 Chairman's Welcome and Introductions</p> <p>The Chairman will welcome those present to the meeting.</p>	7.05 pm
<p>4 Apologies for Absence</p>	
<p>5 Minutes (<i>Pages 1 - 12</i>)</p> <p>To approve and sign as a correct record the minutes of the meeting held on 7 May 2014.</p>	
<p>6 Declarations of Interest</p> <p>To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.</p>	
<p>7 Chairman's Announcements</p> <p>The Chairman will provide information about:</p> <ul style="list-style-type: none"> a. First World War Commemoration Event b. Mini Recycling Sites – retention of key sites on a 12 month trial c. Consultation on the proposals to combine Wiltshire and Swindon and Dorset Fire Authorities d. Garden Waste Collection e. Community Infrastructure Levy f. Extra Care development – informal public consultation g. Youth Advisory Group 	7.10 pm

8	<p>Nomination of the White Hart Inn, Ashton Keynes, as an Asset of Community Value <i>(Pages 13 - 18)</i></p> <p>The Localism Act 2011 allows Parish Councils and other local community groups to nominate land and properties to be registered as an 'Asset of Community Value'.</p> <p>Wiltshire Council has received a nomination from Ashton Keynes Parish Council for The White Hart Inn, Ashton Keynes to be listed as an Asset of Community Value.</p> <p>The Board is asked to formally support the nomination of The White Hart Inn, Ashton Keynes, as an Asset of Community Value.</p>	7.20 pm
9	<p>Partner Updates <i>(Pages 19 - 26)</i></p> <p>To receive updates from the following partners:</p> <ul style="list-style-type: none"> a. Wiltshire Police b. Wiltshire Fire and Rescue Service c. Malmesbury Campus d. Malmesbury and the Villages Community Area Partnership e. Town and Parish Councils f. Young people g. Good Neighbour h. Highways Community Co-Ordinator 	7.25 pm
10	<p>Section 106</p> <p>Cllr Sturgis will provide information on Section 106.</p>	7.35 pm
11	<p>Community Area Transport Group (CATG) <i>(Pages 27 - 40)</i></p> <p>The Area Board will be asked to approve the recommendations of the Malmesbury Community Area Transport Group as detailed within the CATG report.</p>	7.45 pm
12	<p>Area Board Funding <i>(Pages 41 - 46)</i></p> <p>Councillors will be asked to consider the Community Area Grants report and make recommendations on the applications received.</p>	7.55 pm
13	<p>Community Issues Update <i>(Pages 47 - 52)</i></p> <p>The Community Area Manager will provide a summary of current community issues and the area board will agree those to be closed.</p>	8.05 pm

14	Cabinet Representative Councillor Jonathon Seed, Cabinet Member for Communities, Campuses, Area Boards, Leisure, Libraries and Flooding will be introduced and will provide a short overview of his responsibilities. There will then be the opportunity to ask Councillor Seed questions.	8.15 pm
15	No cold-calling zones To receive a presentation from Sue Wilkin on the 'No cold-calling zones' initiative which communities may wish to adopt themselves. A pilot is currently being launched in the Chippenham area.	8.30 pm
16	Housing Allocations Policy To receive a presentation from Nicole Smith, Head of Strategic Housing, and inform the Area Board of the new way that Wiltshire Council will allocate social housing.	8.40 pm
17	Appointments to Outside Bodies, Working Groups and Task Groups (Pages 53 - 76) To appoint representatives to Outside Bodies, and to reconstitute and appoint to Working Groups for the year 2014/15.	8.55 pm
18	Evaluation and Close	9.00pm

Future Meeting Dates

Wednesday, 10 September 2014

Area Board Event

Malmesbury Town Hall, Cross Hayes, Malmesbury
SN16 9BZ

Wednesday 5 November 2014

7.00 pm

Malmesbury School, Corn Gastons Malmesbury
SN16 0DF

MINUTES

Meeting: MALMESBURY AREA BOARD
Place: Crudwell Village Hall, Tetbury Lane, Crudwell SN16 9HB
Date: 7 May 2014
Start Time: 7.06 pm
Finish Time: 9.03 pm

Please direct any enquiries on these minutes to:

Kirsty Butcher (Senior Democratic Services Officer), Tel: 01225 713948 or (e-mail) kirsty.butcher@wiltshire.gov.uk

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

In Attendance:

Wiltshire Councillors

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

Wiltshire Council Officers

Kirsty Butcher – Senior Democratic Services Officer
Miranda Gilmour – Community Area Manager
Barbara Gray – Senior Events and Campaign Officer
Parvis Khansari – Associate Director – Highways and Transport
Matt Perrott – Highways Community Co-ordinator

Town and Parish Councillors

Malmesbury Town Council – Kim Power, Gavin Grant, John Gundry, Sue Poole
Ashton Keynes Parish Council – Dave Wingrove
Brinkworth Parish Council – John Beresford
Charlton Parish Council – Colin Oliver
Crudwell Parish Council – Gerda Hayes
Dauntsey Parish Council – Ellen Blacker
Hankerton Parish Council – Terry Mockler
Lea & Cleverton Parish Council – John Cull
Little Somerford Parish Council – Tony Pooley
Oaksey Parish Council – Martin Davies
Sherston Parish Council – John Matthews

St Paul Malmesbury Without Parish Council – Deborah Clogg, Roger Budgen and Peter Hathrek

Partners

Police – Sergeant Martin Alvis

Fire – Mike Franklin, Kit Watson

OPCC – Pam Gough

MVCAP – Peter Gilchriest, Sid Jevons

Food Bank – Richard Payler

Total in attendance: 42

<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 all those present at the meeting.</p>
2	<p><u>Apologies for Absence</u></p> <p>Apologies were received from:</p> <p>Inspector Mark Thomson Martin Rea (Vice-Chairman) – Sherston Parish Council Owen Gibbs (Chairman) and Roy Guest – Brinkworth Parish Council John Tremayne (Chairman) – Easton Grey Parish Council Andrew Woodcock – Malmesbury Town Council</p>
3	<p><u>Minutes</u></p> <p>The minutes of the previous meeting held on 5 March 2014 were presented.</p> <p>Decision</p> <p>To approve the minutes of the previous meeting as a true and accurate record.</p>
4	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest made at the meeting.</p>
5	<p><u>Chairman's Announcements</u></p> <p>The Chairman and Area Board made the following announcements:</p> <p>a. Recycling Success</p> <p>Toby explained that mini recycling sites would close from 5 May. He noted that the recycling services offered by them were duplicated in the kerbside collection and confirmed that after bins had been removed from the sites regular cleaning would continue for a short time. He drew attention to the additional boxes that were available, and the ability to put out additional recycling in carrier bags providing it had been sorted. Anyone who felt they did not have space for extra bins or boxes were encouraged to contact the council to discuss alternatives.</p> <p>b. Life is for Living Handbook</p> <p>John drew attention to the 50 page booklet which had been produced to support older people to stay in their own homes as long as possible.</p>

	<p>Topics included staying safe, falls, accident prevention and medication. Parish Council's had been collecting copies at the meeting, and it was also available in GP surgeries, libraries and in some sheltered accommodation. Ellen Blacker, Good Neighbour Co-ordinator would be distributing the booklet to more vulnerable clients and copies were available tonight for those parish councils who had requested them.</p> <p>c. Network Rail Electrification programme update</p> <p>John noted that the Council had been working with Network Rail to address issues created by the first 3 bridge projects. A project team had been set up which included officers from both the Council and Network Rail and had seen real improvements in communications. The Council would continue to work closely with Network Rail to ensure that disruptions to traffic were minimised as best as possible.</p> <p>d. Question Time</p> <p>The Board was trialling 'Question Time', which had been suggested by MVCAP. Anyone wishing to ask a question could do so by writing the question on the yellow slips provided. Questions would be answered or responded to via email.</p> <p>The full announcements are attached to these minutes</p>
6	<p><u>Partner Updates</u></p> <p>6a. Wiltshire Police</p> <p>In addition to the written update seen at pages 15 and 16 of the agenda, Sergeant Martin Alvis noted that 2 people had been arrested for stealing in Ashton Keynes. They were currently on police bail, and other unresolved crimes were being reviewed for possible links.</p> <p>6b. Wiltshire Fire and Rescue Service</p> <p>Mike Franklin introduced Station Manager Kit Watson, who had operational responsibility for Malmesbury. He referred to a previous discussion around a closer working relationship with the Dorset Fire and Rescue Service, and explained that WFRS had a shortfall in budget of between £3.1 million to £3.9 million which had to be resolved by 2018. They had appraised their options and put forward a business case to combine the Wiltshire and Dorset authorities, on which a decision would be made in September 2014. A consultation would take place between 16 June 2014 and 24 August 2014 which would include the public, police and council. This would be promoted through their website, social media and press and a helpline would be set up.</p> <p>The Board expressed its disappointment that WFRS had chosen to combine</p>

authorities and considered it a missed opportunity given that Wiltshire Council was creating partnership models. It was important not to lose local contact

Miranda highlighted that the consultation was taking place over the summer period when many would be away. The Board agreed to write a letter to the Chief Fire Officer expressing their concern over the timing of the consultation. Mike agreed to pass the Board's comments on when he met the Chief and his team.

6c. Malmesbury Campus

Kim Power, Chairman of the Shadow Community Operations Board gave an overview of the campus project which invited the community to look what facilities were available in the area and what new facilities and services are wanted or needed. Residents would be broadly consulted and further updates would be brought to each Area Board meeting.

6d. Youth Advisory Group

No update was available at the meeting.

6e. Malmesbury and the Villages Community Area Partnership

Sid Jevons drew attention to the update seen on page 17 of the agenda, noting that the PHEW showcase was running again this year and encouraged anyone wishing to run a free taster session or demonstration to get in touch.

6f. Town and Parish Councils

i. Aston Keynes Parish Council

Dave Wingrove highlighted rural grass cutting, explaining that it was difficult to know which areas belonged to whom and to know what will be cut when. John explained that the Council had prepared GIS maps detailing every bit of grass which had been sent to all town and parish councils. He asked Matt Perrott, Highways Co-ordinator to email Ashton Keynes with their details.

ii. Malmesbury Town Council

John Gundry gave a short presentation which drew attention to a report that had been presented to the town's planning and environmental committee on the issues relating to lorries and trucks, a link to which was given in the written update seen on page 21 of the agenda. In the presentation the issues highlighted were traffic congestion, delays at peak times and danger to pedestrians. He confirmed they would be submitting an issue to the area board to look at better signage, including advisory signage.

The Chairman updated John with details of the Lorry Watch scheme, which he would email through. Highways Officers were looking at what regulations and orders were in place before reviewing signage. It was hoped that the town council would work with officers with the possibility of a 2 month trial period being run in conjunction with Lorry Watch.

iii. Lea and Cleverton Parish Council

John Cole drew attention to the update seen on page 19 of the agenda which outlined a case for the retention of the mini recycling sites as mentioned in the Chairman's announcements. They were asking the Council to rethink its decision to close sites.

Chuck suggested that the Chairs of the town and parish councils work together to continue the service. Toby explained that provision could be done by other companies such as Wiltshire Waste (www.wiltshirewaste.com) or Hills Waste (www.hills-waste.co.uk). Wiltshire Council had listened to all comments made when making its decision, the problems being the use of the sites for commercial waste and paying for a duplicated service.

6g. Network Rail

The update seen on page 23 of the agenda was noted.

6h. Highways Community Co-ordinator

Matt Perrott drew attention to the written update circulated at the meeting and attached to these minutes. He reminded everyone of the parish and town council meeting being held on Monday 19 May 2014, 6pm at the Neeld Hall, High Street, Chippenham.

In response to questions he confirmed that, working jointly with BT, the water running down Holloway Hill would be diverted back into the system. He confirmed that the resurfacing of the road was not in this year's budget, but noted that this would be discussed further under agenda item 10 – Local Highways Investment Fund 2014 – 2020. A query was raised over who had responsibility for clearing Swill Brook – at present residents were having to clear it to reduce the risk of flooding, but it should be Wiltshire Council clearing it. Matt confirmed that it was Wiltshire Council's drainage crews remit, but understood the concerns and noted that the Parish Council was keen to take over the land.

6i. Food Banks

Richard Payler gave a short presentation on food banks – what they were, how they worked and what their current status was. He highlighted their need for

	<p>volunteers in many areas, such as office and publicity, transport, negotiation, collections</p> <p>In response to questions he confirmed that people could consider donating their winter fuel allowance to the food bank.</p> <p>Mike Franklin noted that the WFRS was involved in the south of the county, with stocks being both held at and collected from fire stations. He was happy to discuss the possibility of this in the North.</p> <p>Ellen Blacker noted that people could donate their winter fuel allowance to Wiltshire and Swindon Community Foundation who ran a 'surviving winter scheme', which had supported 6-7 clients last year.</p> <p>Simon highlighted the great opportunities for partnership working, including the potential to have a hub in Malmesbury Town Council and being a part of the campus proposals.</p>
7	<p><u>Community Issues Update</u></p> <p>Miranda Gilmour outlined the Community Issues report seen at pages 27 – 33 of the agenda, noting in particular the proposed issues for closure and those to be referred to the Community Area Transport Group.</p> <p>When questioned on how people can be trained to become dog wardens with the power to issue tickets she explained training would have to be paid for by the town or parish council. An email would be sent to all parishes to gauge interest with the possibility of running an informative session prior to an area board meeting if appropriate.</p> <p>Decision</p> <ol style="list-style-type: none"> 1. The Area Board agreed to close the following: <ul style="list-style-type: none"> Issue 3107 – Dog fouling in Malmesbury School’s field 2. The Area Board agreed to refer the following issues to the CATG: <ul style="list-style-type: none"> Issue 3309 - Willesley village seeking 30mph speed limit Issue 3290 - Speeding Traffic B4042 Malmesbury to Sir Bernard Lovell Road
8	<p><u>JSA event feedback</u></p> <p>Miranda Gilmour presented the outcome from the JSA event which had come up with priorities for the area board to incorporate into a new community plan and would provide a clear focus for action.</p>

She presented the top priorities and community projects suggested to address them, as seen on pages 37 to 47 of the agenda for each of the following themes:

- Children and Young People
- Community Safety
- Culture
- Economy
- Environment
- Health and Well-being
- Housing
- Leisure
- Transport
- Our Community

John noted that this was a 2 year project which needed the support of the whole community. He proposed that the priorities for Health and Wellbeing which were to target isolation and supporting older people, and Leisure which were to encourage more walking, cycling, scooting to school to promote a healthy lifestyle would be focused, and he would be the champion for the Transport priority which was to develop alternate community transport options. This was supported by Toby. Simon highlighted concerns with the ageing population and the need to focus on a collective culture with shared volunteers. Chuck suggested that town and parish councils assigned someone to look at their role in delivering the objectives and when considering grant applications they should also be marked on their fulfilment of the objectives.

Miranda encouraged all to tell her what they were doing in their communities to address these local priorities.

Decision

The are board agreed:

- 1. That the priorities identified by the 'What matters to you' community event be adopted and would focus initially on the priorities for Health and Wellbeing and Leisure**
- 2. To co-ordinate a simple mapping process against the top priorities identified at the JSA event, to identify what is currently being done to address priorities.**
- 3. That Cllr John Thomson will be the champion for developing alternative community transport options**
- 4. That updates are submitted to the Board on progress made to address the priorities at every area board meeting, to ensure that positive outcomes are delivered.**

Community Area Transport Group (CATG)

Miranda Gilmour outlined the Community Area Transport Group report, highlighting the areas considered by the group and actions agreed at the meeting.

The Area Board were invited to agree the recommendations of the CATG as listed in appendix 1 of the report.

Decision

The area board noted and approved actions and recommendations of the Malmesbury CATG contained in Appendices 1 and 2 to the report with key issues highlighted below:

- **The current CATG budget balance for 2014/15 (see Appendix 2) is £31,794.05**
- **The CATG recommend the area board approves the footpath from 7 Dauntsey Road to the Old School, Dauntsey Road, Great Somerford is put forward as a substantive CATG scheme this year.**
- **The following work as been completed:**
 - **Re-painting of Zebra crossing at Market Cross, Malmesbury**
 - **'Children playing' signs at Newnton Grove had been installed.**
- **The following issues/schemes were discussed/updated:**
 - **Issue 1783 Parking congestion at Hillside, Leigh. The CATG agreed that this issue did not fall within the remit of CATG, a fact supported by recent scoring (3) of the project. Highways would liaise with the parish council to address uneven kerb stones**
 - **Issue 3103 B4696 Ashton Keynes, concerns about traffic speed. Carriageway speed-limit roundels and signing + pedestrian in road' signs would be installed in the summer.**
 - **Issue 3066 Pedestrian safety at Bendy Bow, Oaksey. Reversing the priority of traffic at bendy Bow should be undertaken in the next 8 weeks.**
 - **Issue 3129 Pedestrian safety (footpath) from 7 Dauntsey Road to the Old School, Great Somerford. The cost of the topographical survey may have increased and the cost would be conveyed to the parish council and confirmation sought of 25% contribution. This project would be scored and put**

forward for a substantive project.

- **Issue 3128 Road safety request for installation of white gates at Charlton. CATG agreed the gateways should be addressed immediately with movement of speed terminal point (requiring a legal order) to be put on hold, to enable the parish council to consider the situation further.**
- **Issue 3134 Pedestrian safety – request for crossing in Corston. The footfall survey showed the greatest number of people crossing at the point nearest to the current crossing place, although numbers were not high. A formal assessment would be produced for the June CATG meeting.**
- **Issue 3151 Metro count results on Foxley Road (in the vicinity of Haddon's Close) – were high with a 85th percentile of 38.5mph, making it eligible for CSW and Roger Budgen was going to raise the matter with local residents. A small Vehicle Activated Sign (VAS) at the eastern approach to Foxley village would be investigated.**
- **Issue 3164 & 3190 Pedestrian safety – request for crossing on A429 at Blicks Hill. Some non- crossing solutions including road warnings on the road, pavement etc costing £6-8k were considered. CATG happy for works to proceed, following final costs and parish council willing to contribute 25%.**
- **New issues considered included:**
 - **Issue 3221 Request for pavement between the bus stop (by the war memorial) and Pikefield Crescent, Charlton. This issue had been scored at 29. It was accepted that a pavement was needed. Costs were estimated £4k. CATG agreed to contribute £3k, conditional on the parish council providing 25%**
 - **Issue 3226 Dark Lane/Bristol Street junction. Concerns that cars peel off Bristol Street at speed cutting the corner on the wrong side of the road and then down Dark Lane. Use of a small over-runnable island and bollard at the junction with Bristol Street was suggested. The island would be bolted down to the carriageway and its effectiveness assessed before a decision made on its retention. If the island proved unsuccessful it could be easily removed. Cost estimated at £1,500 with the town council required to contribute 25%.**
- **The Traffic team were addressing de-cluttering of signs submitted by parish councils.**

	<ul style="list-style-type: none"> • 20mph areas <p>CATG agreed the 2 x 20pmh zones to be put forward would be: Oaksey, along Bendy Bow and Sherston from the entrance to Court Street up to the school at Knockdown Road. CATG agreed that like other CATG projects, parish councils would be asked to contribute 25% of costs if the sites proved successful in passing the full assessment stage and were subsequently agreed for implementation.</p>
10	<p><u>Local Highways Investment Fund 2014 - 2020</u></p> <p>The Board welcomed Parvis Kansari, Associate Director – Highways and Transport who gave a presentation on Local Highways Investment.</p> <p>Parvis explained that there was a major maintenance backlog, initially due to underinvestment in the 1990's which was reversed in 2001-2, and whilst investment since then had been enough to stop deterioration and keep A and B roads safe the rest of the network had suffered.</p> <p>In October Cabinet had agreed to invest from £11–12 million up to £21 million per year, the certainty of which provided options on what projects could be undertaken. A major study had been completed and condition data collected to look at what would be needed to make an impact and how to spend the money.</p> <p>This was the first chance to bring the two proposals to the area board, one for this current year and the other for the future 5 years. Parvis explained that the proposals would have been before the board earlier had the flooding not taken up all his departments time for two months.</p> <p>Clarification was sought over the list for this year, as Holloway Hill was not listed despite assurances being received that it would be done. Although not familiar with all the schemes Parvis noted that a lot of schemes had been put off due to Network Rail diversions and consultations with other utilities such as gas, water etc. He agreed to look into Holloway Hill and report back.</p> <p>Simon suggested that there was an opportunity to work with Dyson to get work done all at once.</p> <p>Inconsistency with descriptions were highlighted, and it was suggested that the report could be broken down by parishes rather than area board in future presentations.</p> <p>It was confirmed that no other schemes would be done this year other than those listed, and Holloway Hill would be looked into.</p> <p>The Chairman thanked Parvis for attending.</p>

	<p>Decision</p> <p>The area board agreed the proposed list of highways maintenance schemes for 2014/15 as seen in appendices 1 and 2, and asked that Holloway Hill be looked into as well.</p>
11	<p><u>LEADER Funding 2015-2020</u></p> <p>Alan Truscott gave a presentation on LEADER funding. He explained that during this transition year they were reviewing the areas and working with Wiltshire Council to ensuring funding was across the whole council area.</p> <p>99.8% of the available funding had been spent over the past 5 years, and an equal amount available for the next 5 years. They needed to submit a bid for funding to the Rural Development Programme for England to enable them to secure the funding to continue the LEADER programme during 2015-2020. DEFRA required to know what areas the group would be bidding on by 23 May 2014.</p> <p>There were currently 3 Local Action groups within Wiltshire. Work completed in April had identified that North West Wiltshire was not covered and they were looking to get funding into this area.</p> <p>They had identified three themes: - Military, Climate Change / Environment and Economy and objectives identified around Skills and Training, Business and Employment, Communities and Low Carbon.</p> <p>Alan was happy to come to the smaller communities and talk to town and parish councils about what their needs were, and drew attention to the packs available at the Board and details given on the consultation, reminding all of the short timescales involved.</p> <p>The Chairman thanked Alan for attending.</p> <p>Decision</p> <p>The area board agreed that Miranda Gilmour would circulate further information from Alan Truscott to the town and parish councils.</p>
12	<p><u>Close</u></p> <p>The Chairman thanked everyone for attending.</p>

Our Ref:

Your Ref:

Enquiries to: Simon Day

Date: 20th May 2014

Miranda Gilmour

Malmesbury Community Area Manager

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Dear Sir/Madam,

Nomination of The White Hart Inn, Ashton Keynes as an Asset of Community Value

The Localism Act 2011 allows Parish Councils and other local community groups to nominate land and properties to be registered as an 'Asset of Community Value'.

Wiltshire Council has received a nomination from Ashton Keynes Parish Council for The White Hart Inn, Ashton Keynes to be listed as an Asset of Community Value. Please see the attached nomination. A building or land in a local authority's area will be listed as an asset of community value if in the opinion of the authority:

- current primary use of the building/land or use of the building/land in the recent past furthers the social well-being or social interests (cultural, recreational, or sporting interests) of the local community;
- it is realistic to think that now or in the next five years there could continue to be primary use of the building/ land which will further the social well-being or social interests of the local community.

Owners of assets which are listed cannot dispose of them without:

- letting the local authority know that they intend to sell the asset or grant a lease of more than 25 years;
- waiting until the end of a six week 'interim moratorium' period if Wiltshire Council does **not** receive a request from a community interest group to be treated as a potential bidder;
- waiting until the end of a six month 'full moratorium' period if Wiltshire Council **does** receive a request from a community interest group to be treated as a potential bidder (in the first six weeks).

The owner of the property does not have to sell the asset to the community interest group. There is also a 'protected period' (18 months from the time that the owner notified the local authority of their intention to dispose of the asset) – during this time there can be no further moratoriums on sale and the owner is free to dispose of the property as they see fit. Assets which are listed will be removed from the list after 5 years.

The [Community Right to Bid: Non-statutory advice note for local authorities](#) published by government provides detailed information on:

- The bodies that can make nominations (such as local parish councils);
- Land that is exempt from being listed (such as premises which are wholly residential);
- The steps that Wiltshire Council has to take when considering to list land as an asset of community value and upon listing that land (including notifying relevant parties);
- Arrangements for owners to make appeals on a decision to list or award compensation on any losses incurred as a result of being listed (including internal reviews and external tribunals);
- Exemptions to the moratorium being applied when land is put up for sale (including a business being sold as a going concern, certain family transfers, sale to a community interest group and as a result of insolvency).

Wiltshire Council has to make a decision on whether to list the asset on the register of Assets of Community Value within 8 weeks. It will therefore be helpful to have any information you would like to submit on whether you believe the asset meets the definition of community value, or other relevant information, by **12th June 2014**.

Wiltshire Council will decide whether to list the asset as an Asset of Community Value by **10th July 2014** and at that point you will be notified and provided with further information on the appeals procedure which may apply, if relevant.

Yours faithfully

Simon Day
Area Technical Support Team Leader
Economic Development & Planning

Nomination for listing as an asset of community value

Nominated land

<p>Area to be covered Please describe the nominated land including its proposed boundaries and exact location, address, postcode and a map attachment if possible.</p>	<p>The White Hart Inn High Road Ashton Keynes Swindon Wilts SN6 6NX</p>
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<p>Ownership Please state all the information you have on: (i) the names of current occupants of the land, and (ii) the names and current or last known addresses of all those holding a freehold or leasehold estate in the land; Please include a copy of the land registry entry where possible.</p>	<p>(i) Leasee: AK White Hart Limited Derry Farm House The Derry Ashton Keynes Swindon SN6 6PW</p> <p>(ii) Leasor (and owner of the building): Enterprise Inns plc 3 Monkspath Hall Road Solihull West Midlands B90 4SJ</p>
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<p>Community value</p> <p>Your reasons for thinking that Wiltshire Council should conclude that the land is of 'community value', having regard to the definition in the Localism Act:</p> <ul style="list-style-type: none"> • current primary use of the building/ land or use of the building/ land in the recent past furthers the social well-being or social interests (cultural, recreational, or sporting interests) of the local community • it is realistic to think that now or in the next five years there could continue to be primary use of the building/land which will further the social well-being or social interests of the local community (whether or not in the same way as before) 	<p>The White Hart Inn is an C18th building in the village of Ashton Keynes, which became a public house early in C19th. It is now the <u>only</u> pub in the village, two others having been closed in recent years and turned into private houses.</p> <p>Ashton Keynes is a vibrant village of around 1400 people. Being centred right in the heart of the village, the pub is very much a community hub. It is well patronised by parishioners, who value it as a place to meet, eat and drink, and participate in the periodic social activities arranged by the pub. In addition, many village-based sports and social clubs use it as their meeting place. The pub is also attracts tourists. Being situated on the banks of the infant River Thames, it is particularly popular with walkers.</p> <p>The pub is currently run, as leasees, by a consortium of three local families, who, by common acclaim, are providing a very good service to the village. The village would be most happy for this arrangement to continue for a long period. However, the building itself is owned by a 'pubco', Enterprises Inns. It is therefore feasible that, at some stage in the future, Enterprise might wish to dispose of the building, putting at risk the only pub in the village. It is for this reason, therefore, that the Parish Council wishes to safeguard this important local amenity through its listing as an asset of community value.</p>
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<p>Eligibility to nominate</p> <p>Please provide evidence that you meet the definition of a community nominator as set out in the regulations (i.e. a parish council or voluntary or community body with a local connection).</p> <p>If an unincorporated group please provide a list of 21 names on the local electoral register.</p>	<p>Nominator:</p> <p>Ashton Keynes Parish Council</p>
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Your details

Parish	Ashton Keynes
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Community area	Minety Ward
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Your organisation	Ashton Keynes Parish Council
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Contact name	Veronica Hourihane
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Position held	Clerk
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Address	23 Beverstone Road South Cerney Cirencester Glos
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Postcode	GL7 5XU
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Telephone	01285 706303
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Email	clerk@akpc.org.uk
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I confirm that all information provided is accurate and complete

Name	Veronica Hourihane
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Signature	
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Date	15 May 2014
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Please return to LandCharges@Wiltshire.gov.uk (scanned attachments can be accepted) or via post to Jane White, Land Charges, Wiltshire Council, Newbury House, Aintree Avenue, White Horse Business Park, Trowbridge BA14 0XB.

Crime and Community Safety Briefing Paper Malmesbury Community Area Board July 2014



1. Neighbourhood Policing

Sector Commander: Insp Mark Thompson

NPT Sgt: Martin Alvis

Town Centre Team

Beat Manager – PC Rachel Webb

PCSO – Dee Curran

Malmesbury Rural Team

Beat Manager – PC Mike Tripp

PCSO – Durry Maule

Ashton Keynes & Minety Team

Beat Manager – PC Steve Harvey

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 our website at: www.wiltshire.police.uk

3. Performance and Other Local Issues

EY Malmesbury NPT	Crime				Detections*	
	12 Months to May 2013	12 Months to May 2014	Volume Change	% Change	12 Months to May 2013	12 Months to May 2014
Victim Based Crime	452	445	-7	● -1.5%	21%	13%
Domestic Burglary	29	35	+6	● +20.7%	14%	0%
Non Domestic Burglary	64	80	+16	● +25.0%	0%	1%
Vehicle Crime	41	51	+10	● +24.4%	2%	6%
Criminal Damage & Arson	88	64	-24	● -27.3%	23%	23%
Violence Against The Person	87	75	-12	● -13.8%	54%	37%
ASB Incidents (YTD)	270	182	-88	● -32.6%		

I am really pleased to report a fall in violent crime and criminal damage with 46 fewer offences reported in the rolling 12 months. ASB has seen a huge drop of just over 32% that is 88 less incidents in our community.

As you can see and as expected we have had a rise in some crime over the rolling 12 months. We have reported on this in previous reports concerning burglaries from sheds and farm buildings.

The team continues to work with the priority crime team and our neighbouring forces to target offenders and recent arrest have been made. Only a few weeks ago we were able to recover some stolen plant equipment to the value of £7,500. These increases relate to 32 extra crimes however overall crime continues to fall and is down on the previous 12 months.

Finally, this will be my last report as Sector Head and by the time of the meeting, a change to our operating model will have been put in place. This means the new Sector Head is Inspector Dave Hobman who works from Monkton Park in Chippenham and he will continue to be supported by Sgt Alvis who you already know. My time working with yourselves has been interesting and I would like to take this opportunity to thank everyone for the hard work that all have shown in making partnership working the success that it is in this Area Board.

Best wishes,

Insp Mark Thompson
Sector Head

Malmesbury Area Board Update
09 July 2014 at Crudwell Village Hall

Malmesbury COB Update No. 2

Hello, my name is Kim Power and I am Chair of the Community Operations Board looking at the 'Campus Project' for the Malmesbury Community Area.

We have held some initial meetings and identified the main services and facilities in the area and we are shortly starting a series of visits to meet with the key people involved.

We have also been collating baseline information about the needs of our community and the services and facilities required to support those needs.

Of course, it is fundamental to the project to try to match these two important elements.

Resident and Parish Council consultation will also be crucial to the process, once the baseline has been established. In the meantime, if you would like more information or to read the notes of our meetings, then they are available on

<http://www.wiltshire.gov.uk/communityandliving/communitycampuses/malmesburycommunitycampus.htm>

We will be providing a short update on progress at Area Board meetings to keep you in touch with what is happening.

KP

MVCAP

Report for Area Board meeting on Wednesday 9th July 2014

PHEW 2014 - July, August, September: We are running the activity and sporting showcase for a second year. We already have 20 groups taking part running 67 events large and small. If you are part of a group or club who would like to take part by running a free taster session, demonstration or open day - please get in touch.

legacymalmesbury.org.uk

Wild Sherston - 16-18 May: This was a festival of the natural world which took place in Sherston with displays, talks, and walks over the weekend. MVCAP gave a lot of support for this event including help with the finances and setting up the website for free. We're pleased to say that the event was a great success and the organisers hope to run another event next year.

wildsherston.com

Community Safety Forum: This is your opportunity to meet with the Police and other safety bodies to discuss your concerns and priorities in a relaxed and fairly informal environment. Everybody is welcome and there are usually some refreshments available. If you can't attend we can pass on any issues to the appropriate body on your behalf - just let us know.

The next meeting will be in September at Malmesbury Fire Station. Check the website for details.

We're also working with local partners to address problems with antisocial behaviour and driving around Malmesbury's Station Yard long stay car park.

malmesburycsf.org.uk

Great War Project: We are working with other groups in the community to find ways to mark the 100th anniversary of the first World War. If you would like to find out more or get involved please visit the website.

greatwarproject.org.uk

BART Beacons: Bristol Avon Rivers Trust are looking for individuals and groups to be their eyes and ears, helping them to monitor the state of the Bristol Avon and its tributaries.

www.bristolavonriverstrust.org

About MVCAP: We are a community development charity working in Malmesbury and the Villages. We work to encourage volunteering and public participation in community matters, and help local charities and community groups with practical support.

For more information visit www.mvcap.org.uk or call 01666 390110

MVCAP is a Charitable Incorporated Organisation registered with the Charity Commission.

Registration number: 1155592

Wiltshire Good Neighbours was established in the North of the County over 3 years ago growing to cover the whole county by mid 2011. We are now a team of 12 GNCs (Good Neighbour Co-ordinators) covering all of the Wiltshire Community Areas.

Some basic stats from April 2013 to March 2014:

For the whole County:

- 2,241 clients supported
- Over 4,208 enquiries received across many areas of concern including social isolation, access to transport and finance
- Over 6,000 onward referrals generated to a multitude of agencies inc Wiltshire Fire and Rescue, Age UK, Wiltshire Council
- Over 1,000 home visits made

This equated in the Malmesbury Area to be:

- 221 clients supported
- 311 enquiries received – mostly self referred but I receive referrals from the Care Co-ordinators, Wiltshire Council Adult Care Services and Wiltshire Police,
- 430 onward referrals
- 112 home visits

Our signposting numbers are increasing each as we have become known and established in the role. Originally our work was generated by personal contact at meetings, coffee mornings etc, but we now find people are happy to phone us to seek information and help. Although we continue to visit clients when circumstances dictate, we are often able to provide the support by phone.

Visiting the local coffee and lunch clubs remains very important to our role, but we rely heavily on publicity via parish magazines. The magazine theme in May was “**Clutter, Gardens and Repairs!**” which brought about 12 enquiries on how to dispose of unwanted items (often via Charity Shops) through to contacts for doing odd jobs and gardening.

Moving forward we continue to support older and vulnerable people in all aspects of their lives, but we are currently starting a project with Citizens Advice Bureau concentrating on financial issues. The aim is to maximise income (eg claiming appropriate benefits etc) and reduce expenditure (eg energy provider switching). The CAB role covers all ages and they have asked us specifically to ask around for “Old Wives Tales” ie tips and ideas from the older generation to save money. Personally, I am quite excited by this project and the chance to record some of the things which we grew up with but may have forgotten about.

Independent Trusted Embedded
Effective Supportive Enabling

Report to	Malmesbury Area Board
Date of Meeting	9 July 2014
Title of Report	Small Scale Transport and Highway Improvement Schemes – Recommendations from Malmesbury Community Area Transport Group (CATG)

Purpose of Report

1. To ask the area board to consider and approve the recommendations from the Malmesbury Community Area Transport Group (CATG) outlined in this report and appendices.
2. Remind town/parish councils that a contribution of 25% is requested towards CATG schemes (with the exception of substantive schemes).

1. Background

- 1.1. In 2014/2015 Malmesbury area board was allocated a discretionary budget of £13,360 to involve them in the assessment and selection of small scale transport schemes to be progressed in their community area. The 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.
- 1.2. 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. 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](#)
- 1.3. The membership of the Malmesbury CATG comprises of Malmesbury area board councillors and a nominated parish council representative from each electoral division. Nominations for 2014/15 are identified below and will be approved elsewhere on the area board agenda.

Division	Area Board councillor	Nominated representatives
Malmesbury	Simon Killane	Roger Budgen
Sherston	John Thomson	Graham Morris
Brinkworth	Toby Sturgis	Ellen Blacker
Minety	Chuck Berry	Duncan Lamb

- 1.4. Further information about how the CATGs operate can be found at <http://www.wiltshire.gov.uk/catg-area-boards-practice-papers.pdf>
- 1.5. Parish councils and individuals who have submitted issues being discussed by the CATG are also invited to attend CATG meetings.
- 1.6. All issues referred to Malmesbury CATG will be assessed and scored to assist members of CATG to prioritise projects.
- 1.7. A condition of progressing schemes relies on parish councils consulting locally and demonstrating community support for schemes. They are also asked for a contribution of 25% towards the cost of schemes. Town/parish councils are reminded to consider this when setting their precepts. The exception of the 25% contribution applies to substantive schemes.
- 1.8. Malmesbury CATG last met on 24 June 2014 and will next meet on 14 October 2014.

2. Recommendations from CATG and other information

- 2.1. The area board is asked to note and approve actions and recommendations of the 24 June Malmesbury CATG meeting contained in Appendix 1. These will shortly to be available from the [Malmesbury area board pages](#) of the council's website.
- 2.2. The current CATG budget statement can be found in Appendix 2. The balance on 31 May was **£37,244**.

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.

4. Financial Implications

- 4.1. Malmesbury area board approved the recommendation of the CATG that town/parish councils should contribute 25% to all schemes. An exception being substantive schemes.
- 4.2. All decisions must fall within the funding allocated to Malmesbury Area Board.

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.

Appendices	Appendix 1 – Malmesbury CATG Action Notes 24 June 2014. Appendix 2 – Financial Summary – Malmesbury CATG
Report Author	Miranda Gilmour, Community Area Manager Tel: 01672 515742 Mobile:07990 505882 E-mail: miranda.gilmour@wiltshire.gov.uk

**Agenda – Malmesbury Community Area Transport Group (CATG) meeting 24 June 2014 at 6pm
Malmesbury library (entrance via the side door)**

	Item	Item details	Information/Update
	Welcome & Introductions		
	Attendance	Edelgard Chivers, Roger Budgen, Mel Hourigan, Robert Wassili, Duncan Lamb, Andy (Peter) Hatherell, Deborah Clogg, Mel Hourigan, Nick Pascoe, Kim Power, Toby Sturgis, John Thomson, Simon Killane, Malcolm Beaven, Martin Rose, Spencer Drinkwater and Miranda Gilmour	
	Apologies	Ellen Blacker, Anne Hodgkins	
	Matter arising from 15 April 2014 meeting (other than contained in the agenda)		None
	Budget	<i>Balance at 15 April £31,794.05</i>	Current balance £37,244.05 . This was greater than previously as it took into account money previously allocated to works up near Dyson at the top of Tetbury Hill (see under General Issues), which CATG would no longer address following other plans bring undertaken as part of Dyson expansion.
	Update re 2014 Substantive bid	<u>Issue 3129</u> <i>Pedestrian safety - 7 Dauntsey Road to the Old School, Dauntsey Road, Great Somerford</i>	Issue scored 41. Topographical survey had been completed and the parish council had undertaken local consultation. To date the response was supportive of the footway. Estimated costs £40-45k Actions/Agreement CATG agreed £6k from both Great Somerford PC and CATG Parish council to report back re. further consultation details. Great Somerford PC to confirm (by email) their financial contribution.

**Agenda – Malmesbury Community Area Transport Group (CATG) meeting 24 June 2014 at 6pm
Malmesbury library (entrance via the side door)**

	Update on the development of current CATG schemes		
		<u>Issue 1783</u> <i>Parking at Hillside, Leigh –uneven kerbstones</i>	15-16 kerbstones are to be replaced. The contractor will undertake the work in the next few weeks
		<i>Road Safety concerns at junction of Blicks Hill and Holloway</i>	New warning and give-way signs were installed May 2014. Road markings will be reviewed when re-surfacing takes place. There are indications that only patching work will be carried out, despite the Area Board pressing for Holloway to form part of 2014/15 major maintenance schedule in addition to other roads presented to the Board. <u>Actions/Agreement</u> Malcolm to email major maintenance/Peter Binley
		<u>Issue 3103</u> <i>Lining & Signing B4696 Ashton Keynes to reduce traffic speed</i>	Carriageway speed-limit roundels and signing + pedestrian in road' signs will be installed in the summer. Ashton Keynes PC do not want to proceed with Gateway treatments
		<u>Issues 3066</u> <i>Pedestrian safety at Bendy Bow, Oaksey – reversing the priority of traffic</i>	<u>Actions/Agreement</u> Martin to arrange for works to take place in the July/August.
		<u>Issue 3128</u> <i>Road safety request for installation of white gates at Charlton</i>	<u>Actions/Agreement</u> Martin to meet PC to agree confirmation location of gates.

**Agenda – Malmesbury Community Area Transport Group (CATG) meeting 24 June 2014 at 6pm
Malmesbury library (entrance via the side door)**

			Implementation early Autumn 2014.
		<u>Issue 3134</u> <i>Pedestrian safety – request for crossing in Corston</i>	<p>Issue scored 27 Speed data and pedestrian survey complete.</p> <p>Apparently part of planning application in Corston includes 60k for a crossing, however it might still not be deemed safe to install one.</p> <p><u>Actions/Agreement</u> Martin to complete formal crossing assessment during the summer. John Thomson will make the decision, however a draft copy to be sent to Edelgard Chivers and Roger Budgen.</p>
		<u>Issue 3151</u> <i>Concerns about speeding through Foxley Village and town end of Foxley Road (C68) (Following decision about C class roads)</i>	<p>A Vehicle Activated Sign (VAS) would cost £3,655 + VAT – a warning sign to 'slow down' in what is otherwise a de-restricted road. CATG queried impact and value of placing this at the eastern approach to Foxley village.</p> <p>Two requests by the PC to establish a CSW group at the town end of Foxley Road have failed to find any recruits so, this part of the issue would be closed.</p> <p><u>Actions/Agreement</u> John to raise at annual Foxley parish meeting Is it supported by the community and how might they contribute towards the scheme? Awaiting Metro-count figures for Foxley.</p>

**Agenda – Malmesbury Community Area Transport Group (CATG) meeting 24 June 2014 at 6pm
Malmesbury library (entrance via the side door)**

		<p><u>Issue 3164 & 3190</u> <i>Pedestrian safety – request for crossing on A429 at Blicks Hill</i></p>	<p>Issued scored 45</p> <p>Limited as to what can do here, where there is a 60mph limit. Need to draw drivers' attention to pedestrians crossing so suggest - Slow markings on the road, pedestrian crossing signs and a buff coloured road surface on the road at the point of pedestrians crossing. The road is straight, so to discourage overtaking it was suggested there were ladder markings in the middle of the road which might add a further £500, bringing the scheme to £5,000. St Paul Malmesbury without happy to contribute 17.5% with Malmesbury Town council.</p> <p><u>Actions/Agreement</u> Martin to check road width to assess if ladder markings are feasible and provide firm scheme costings. If total cost of scheme exceeds £5,000, Martin to notify Roger Budgen and Simon Killane.</p> <p>Roger Budgen to obtain written consent from Malmesbury town council and St PMW parish council to contribute 17.5% each towards this project which should be sent to Martin Rose and Miranda Gilmour. (N.B. 17.5% = £500)</p>
		<p><u>Issue 3221</u> <i>Request for pavement between the bus stop (by the war memorial) and Pikefield Crescent, Charlton</i></p>	<p>This issue had been scored at 29. Initial site visit undertaken and outline design being prepared. Estimated cost of £3,500.</p> <p><u>Actions/Agreement</u> Miranda to chase Charlton PC for confirmation of 25% contribution in writing to MR and MG CATG agreed to support this scheme which may proceed on confirmation of funding from the PC. Martin R to arrange site meeting with PC in for mid July</p>

**Agenda – Malmesbury Community Area Transport Group (CATG) meeting 24 June 2014 at 6pm
Malmesbury library (entrance via the side door)**

		<u>Issue 3226</u> <i>Dark Lane/Bristol Street junction. Concerns that cars peel off Bristol Street at speed cutting the corner on the wrong side of the road and then down Dark Lane.</i>	<p>This issue had been scored at 20.</p> <p>Costs of bolt down island and associated lining costs = £1,300.</p> <p>Concerns were expressed about this work clashing with gas works in Bristol Street, (Adrian Weissenbruch) but it was agreed they probably would not.</p> <p><u>Actions/Agreement</u> Roger Budgen to obtain confirmation from the town council to contribute 25% of the costs and confirm this in writing to Miranda and Martin Rose</p>
		<u>Issue 2554</u> <i>damage to road surface at the Rathole, Luckington</i>	This work has been completed
	New Issues referred by Area Board		
		<u>Issue 3290</u> <i>Speeding Traffic B4042 Malmesbury to Sir Bernard Lovell Road</i>	<p>CSW is currently underway – during their first session they caught 88 people who have been sent letters. The pavement from Cowbridge to the roundabout has been cut back to provide more room for pedestrians.</p> <p><u>Actions/Agreement</u> Matt Perrott organising cutting back of verges which spill on to the pavement</p>
		<u>Issue 3309</u> <i>Willesley village seeking 30mph speed limit</i>	<p>CATG felt that residents were unaware of the implications of this request and questioned the need.</p> <p><u>Actions/Agreement</u> Martin Rose to send John Thomson details of signing implications and indicative costs for them to consider which he would raise with Sherston parish council/Willesley community.</p>

**Agenda – Malmesbury Community Area Transport Group (CATG) meeting 24 June 2014 at 6pm
Malmesbury library (entrance via the side door)**

	General issues		
		<i>Dyson expansion plans impact on CATG plans for junction.</i>	<p>Anticipated changes are for a roundabout at the B4014/Tetbury Hill to replace the existing right turn. With this in mind MR with area board member's approval has stopped the order for the CATG signing and lining work at this junction (CATG allocated £3,400 for improvements, which included a contribution from Malmesbury TC of £847).</p> <p>The majority of CATG work at the junction was electrical and the vast majority would simply be superseded by the Dyson works. There may be some residual issues in the proximity of the new roundabout for the CATG to consider once the roundabout is in place; however, CATG can consider these in more detail at the appropriate time.</p>
		<i>De-cluttering of signs from town/parish councils</i>	De-cluttering forms part of Mark Standby's team. This work will start work in next few weeks.
	20mph areas	<i>Update re sites submitted for consideration for a 20mph areas</i>	<p>Timetable for all the county assessments will be managed by Martin under a 2 year programme or assessing and delivery</p> <p>Atkins are looking at advisory 20mph limits outside schools, which will be operated by schools. The policy is anticipated later in the year</p> <p><u>Actions/Agreement</u> Miranda to collate any requests from parish councils</p>
		<i>Dyson development</i>	CATG could request Roger Witt to receive/consider highways aspects of the development

**Agenda – Malmesbury Community Area Transport Group (CATG) meeting 24 June 2014 at 6pm
Malmesbury library (entrance via the side door)**

		<i>Malmesbury Town Team</i>	Suggestion that they bring suggestions about signage changes to CATG
	CATG membership	<i>Nominations received for 2014/15: Sherston – Graham Morris Minety - Duncan Lamb Brinkworth - Ellen Blacker Malmesbury - Roger Budgen</i>	Martin Rea was thanked for his contribution to the CATG <u>Actions/Agreement</u> Area Board will confirm CATG appointments at 9 July area board.
	Date of next meeting		Agreed to cancel the August meeting Next meeting - 14 October 2014, at 6pm in Malmesbury Library.

MALMESBURY CATGFINANCIAL SUMMARY**BUDGET 2013-14**

£13,380.00 CATG ALLOCATION 2013-14

£10,410.54 2012-13 Underspend

£11,980.00 Additional Contribution in lieu of C class review

3rd party Contributions

£700.00 Malmesbury TC - Dark Lane Width restriction

£700.00 Malmesbury TC - Mill Lane Access restriction

£150.00 Charlton PC - Contribution to speed roundels

Malmesbury TC Contribution to Tetbury Hill)

Total Budget 2013-14**£37,320.54****Agreed Commitments carried forward from 2012-13**

Mill Lane Access restriction

£1,000.00 works complete

Dark Lane Width Restriction

£4,000.00 works complete

New Schemes 2013-14

1.Roundels on B4040 in Leigh (50mph), & Charlton (30mph)

£1,222.99 Works complete

2. Tetbury Hill/Filands junction and Tetbury Hill/Avenue de Gien mini roundabout

£0.00 Works on hold pending Dyson redevelopment

3. Minety Gateway & signing improvements

£0.00 Request removed following PC comments

4. Gateway signing improvements - 40mph limit at Leigh

£1,500.00 Work complete

5. Blinks Hill and Holloway junction - Signing Improvements

£218.00 Works Complete

6. Newton Grove - Malmesbury Playground signs

£500.00 Works Complete

Remaining Budget 2013-14 (as of 31/03/14)**£28,879.55 carryover to 2014/15****BUDGET 2014-15**

£13,380.00 CATG ALLOCATION 2014-15

£29,726.55 2013-14 Underspend

3rd party Contributions

£500.00 Ashton keynes PC

£350.00 Great Somerford PC

£337.50 Corston PC

Charlton PC TBC

Total Budget 2014-15**£44,294.05****New Schemes 2014/15**

1. B4696 Ashton Keynes - speed limit roundels and signs

£2,000.00 £500 contribution from Ashton Keynes

2. Bendy Bow, Oaksey - Priority change and lining

£500.00

3. Charlton - Village gates

£1,800.00 £450 contribution from Charlton PC - TBC

4. Dauntsey Road, Great Somerford -Topo survey

£1,400.00 £350 contribution from Great Somerford PC

5. A429 Corston pedestrian survey

£1,350.00 337.50 contribution from Corston

Remaining Budget 2014/15 (as of 31/05/14)**£37,244.05****Schemes yet not committed.**

1. B4040 Charlton Footway (from Pikefield Cres to Bus Stop)

£3,500.00

2. Dark Lane - Bolt Down island at junction with Bristol St.

£1,300.00

3. A429 Blinks Hill - Pedestrian improvements

£4,500.00

4. Dauntsey Road - Gt Somerford - Footway

£35,000.00 Likely Substantive CATG bid.

5. Foxley Road VAS sign (solar)

£4,386.00

Report to	Malmesbury Area Board
Date of Meeting	9 July 2014
<p>Purpose of Report</p> <p>To ask councillors to consider the following:</p> <ol style="list-style-type: none"> 1. To note the area board budget and funding criteria for 2014/15. 2. To consider a capital only Community Area Grant Scheme in 2014/15. 3. To consider prioritising financial support on projects which support the two Joint Strategic Assessment themes of Health & Wellbeing and Leisure during 2014/15. 4. To consider an application from Brinkworth Heritage Society for £5,000 capital funding towards a new kitchen, store and toilets on the Brinkworth Recreational Field. 5. To consider funding the Malmesbury & Village Community Area Partnership during 2014/15 with £4,059 revenue. <p>1. Background</p> <p>1.1. Area Boards have authority to approve funding under delegated powers. Under the Scheme of Delegation area boards must adhere to the area board funding criteria and guidance 2014/15.</p> <p>1.2. Key aspects of the 2014/15 criteria include:</p> <ul style="list-style-type: none"> • The decision to support a funding application and to what level will be the decision of the area board, with no officer recommendation. • Applications of up to and including £1,000 can be made for a Community Area Grant, which will not require matched funding, however the area board will look more positively on applicants where they are able to contribute some funding towards their project. • Amounts of £1,001 - £5,000 will be required to find matched funding. • The area board will rarely award more than £5,000. • Malmesbury Area Board's Community Area Grants scheme will be for capital projects only. 	

- The area board will prioritise funding to projects under the two JSA 2013 - 2015 headings, *Health & Wellbeing* and *Leisure* (details of which can be found [here](#)), having identified them as top areas for community and area board attention during the coming year.

1.3. In accordance with the Scheme of Delegation, any decision of an Area Board that is contrary to the funding criteria would need to demonstrate that the application in question has a wider community benefit, and give specific reasons why this should justify an exception to the criteria which must be minuted.

1.4. In addition to CAGs and digital literacy grants councillors can submit an Area Board/Councillor Led Initiative. This enables area boards to tackle sticky community issues and/or community identified priorities. Cabinet have emphasised that they do not wish these to be used to avoid complying with Community Area Grant criteria or for filling gaps where there are council service shortfalls.

1.5. There will only be a single on-line application process for Community Area Grants (CAG) and Digital Literacy grants, introduced to provide an easy step by step application process. [The application process and funding criteria can be found here.](#)

1.6. Funding will be considered at every area board and these dates including the [deadline for receipt of applications can be found on the Malmesbury area board webpage.](#)

1.7. There are 4 funding rounds remaining during 2013/14. Deadlines for receipt of funding applications are as follows:

- **19 July 2013 for consideration at 4 September 2013**
- 20 September 2013 for consideration at 6 November 2013
- 22 November 2013 for consideration at 15 January 2014
- 24 January 2014 for consideration at 5 March 2014

1.8. Malmesbury Area Board has been allocated budget of **£34,527.87 capital** funding and **£6,093 revenue** in 2014/2015.

1.9. Within the capital budget, £1,500 capital is ring-fenced for digital literacy grants of up to £500 each.

<p>Background documents used in the preparation of this report</p>	<p>Area Board Community Area Grant Scheme and Digital Literacy Grants – information and funding criteria 2014/15</p> <p>Minutes of 7 May 2014 area board</p>
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2. Main Consideration

- 2.1. Councillors will need to be satisfied that funding awarded by the area board satisfy [2014/15 area board funding criteria](#) and financial regulations of the council and can proceed within a year of the award being made.
- 2.2. On 7 May, Malmesbury area board agreed to prioritise two themes from the 2013-15 Joint Strategic Assessment, which had been highlighted at the 'What Matters to You', event held in April. These were *Health & Wellbeing* and *Leisure*.

3. Environmental & Community Implications

- 3.1. Area Board Grants 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 capital balance of **£29,527.87** and a revenue balance of **£2,034**.

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 and Small Grants will give local community and voluntary groups, town and parish council's equal opportunity to receive funding towards community based projects and schemes, where they meet the funding criteria.
- 7.2. Implications relating to individual grant applications will be outlined in section 8, of the funding report.

8. Applications for Consideration

Ref	Applicant	Project proposal	Funding requested
8.1.	Brinkworth Heritage Society	New kitchen, store and toilets on the Brinkworth Recreational Field.	£5,000 capital

- 8.1.1. This application meets the grant criteria 2014/15.
- 8.1.2. The project entails removal of old portable cabins, containers and a horse box and install new buildings to accommodate a kitchen and storage space. This will be closely followed by the installation of toilets and for this reason the application covers both phases of work.
- 8.1.3. The recreation field is used widely by the Brinkworth community. During daylight hours the children's play area is in regular use, while the football field is available for practice and games and is used by youngsters most evenings (weather permitting). There is also a basketball practice area. The kitchen and other facilities are available to those taking part in recreational events and games as and when required. The field is also used for whole community events such as firework and bonfire night.
- 8.1.4. Walkways and access to buildings and facilities will be provided for the disabled.
- 8.1.5. This application will meet the area board's desire to support leisure and health across the whole community, as well as community engagement within the Brinkworth area.
- 8.1.6. It is positive to see the parish council contributing towards this project an equivalent amount to the sum being requested from the area board. It should be noted that the applicant is still short of just under £6,000 funding to complete the 2nd phase of the project.

Ref	Applicant	Project proposal	Funding requested
8.2.	Malmesbury & Villages Community Area Partnership (MVCAP)	Operating Costs	£4,059 revenue

- 8.2.1. In previous years Malmesbury area board has awarded Malmesbury & Villages Community Area Partnership (MVCAP) £8,118 towards its operating costs.

- 8.2.2. Due to the reduction in the 2014/15 revenue budget and the likelihood of this diminishing further in future years the area board has been in discussion with MVCAP.
- 8.2.3. Information providing more detailed information regarding core funding and MVCAP Action plans can be found in Appendices 1, 2 and 3.
- 8.2.4. The area board have regretfully given notice to the Partnership that they are unable to fund their operating costs in future. However in order to comply with the Wiltshire Compact will be funding operating costs for the next 6 months to a level of £4,059.
- 8.2.5. MVCAP will like any other voluntary group be able to apply to the area board for capital funding to address community projects.

Appendices	Appendix 1 MVCAP Core Funding Report 2014/15 Appendix 2 MVCAP Annual Plan 2014/15 Appendix 3 MVCAP Action Plan 2014/15.
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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.

Report Author	Miranda Gilmour Community Area Manager Tel: 01672 515742 Mobile: 07990 505882 Email: miranda.gilmour@wiltshire.gov.uk
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Report to	Malmesbury Area Board
Date of Meeting	9 July 2014
Title of Report	Malmesbury Community Issues Update

Purpose of Report

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

1. Note the progress in dealing with issues.
2. Close 1 issue
3. Refer 1 new issue to the Community Area Transport Group (CATG).

1. Background

- 1.1. One of the key roles of the area board is to help local people find solutions to things that are complex or non-routine which affect the community as a whole; not simply a few individuals.
- 1.2. The majority of routine problems can be dealt with by the council faster through direct contact and to help local people do this, the section of the area board web page has been updated to allow logging of simple issues direct with a person who can help them e.g. [Lost and stray dogs](#) and [Common road and highway problems \(CLARENCE\)](#). Where a problem does not fit into any of these categories or if the matter is causing widespread concern in the community, it should be reported to the Malmesbury area board via the [online community issue form](#).
- 1.3. At the time of writing (9/6/2014), a total of 169 community issues have been received, of which 151 have been closed and 18 are currently in progress.

Background documents used in the preparation of this report	Malmesbury community issues online at: http://portal.wiltshire.gov.uk/area_board/areaboard_issues_search.php?issue_location_in=Malmesbury http://www.wiltshire.gov.uk/council/areaboards.htm
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2. Main Considerations & Officer Recommendations

2.1. Progress of Issues

- 2.1.1. The progress of issues is outlined in Appendix 1. More detailed information is readily available to councillors and members of the public via [the area board website](#)

2.2. Closure of Issues

2.2.1. It is recommended that the following issue is closed (emboldened in Appendix 1).

- **Issue 2554** - Severe damage to road surface at the Rathole, Luckington.

2.3. Referral to CATG

2.3.1. Issues recommended to be referred to CATG are shown *in italics* in Appendix 1 and are as follows:

- *Issue 3425 - Improve pedestrian crossing on B4040 in Sherston*

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.

Appendices:	Appendix 1 Update of Malmesbury Area Board Community Issues 9 June 2014.
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No unpublished documents have been relied upon in the preparation of this report.

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Malmesbury Area Board Community Issues Update - 9 July 2014 Area Board

Issue No & link	Electoral Division	Summary of Issue / scheme	Latest Update	Action / recommendation from CATG
3425	Sherston	Improve pedestrian crossing on B4040 in Sherston	This issue will be raised with the area board on 9 July for consideration by CATG.	
3403	Sherston	Perceived speeding through Milbourne village	Metro count requested using data supplied by the parish council.	
3309	Sherston	Willesley village seeking 30mph speed limit	On 7 May Malmesbury area board referred this matter to the CATG, who will meet on 24 June. A representative of the parish council will be invited to attend this meeting.	Will feature on 24 June CATG agenda
3290	Sherston	Speeding Traffic B4042 Malmesbury to Sir Bernard Lovell Road	On 7 May Malmesbury area board referred this issue to the Community Area Transport Group (CATG) for consideration. This meeting takes place on Tuesday evening 24 June to which you will be invited. Community Speed Watch (CSW) operates along this road and it is suggested that you might like to volunteer to join this group.	Will feature on 24 June CATG agenda
3226	Malmesbury	Dark Lane/Bristol Street Junction concerns	CATG discussed the use of a small over-runnable island and bollard at the junction with Bristol Street. The island would be bolted down to the carriageway and its effectiveness assessed before a decision made on its retention. If the island proved unsuccessful it could be easily removed. A financial contribution would be sought from the town council.	Will feature on 24 June CATG agenda

3221	Minety	Request for pavement in Charlton between the bus stop (by the war memorial) and Pikefield Crescent	CATG accepted that it was un-safe for pedestrians to be walking in the road to avoid the muddy grass. The cost of a pavement was approximately £4,000, to which the parish council would be asked to contribute	Will feature on 24 June CATG agenda
3190 & 3164	Sherston	Pedestrian crossing on A429 near Blicks Hill	April CATG considered some non-crossing solutions including road warnings on the road, costing £6,000-8,000k. CATG were happy for works to proceed, following area board approval, final costs and parish council willing to contribute 25%.	Will feature on 24 June CATG agenda
3151	Sherston	Speeding through Foxley village, Foxley Road (C68)	April CATG meeting metro count results of Foxley Road (in the vicinity of Haddon's Close) were discussed. The 85th percentile was 38.5mph, making it eligible for CSW and this would be raised with local residents. There might be the possibility of a small Vehicle Activated Sign (VAS) at the eastern approach to Foxley.	Will appear again on 24 June CATG agenda
3134	Sherston	Pedestrian crossing requested in Corston.	The footfall survey showed the greatest number of people crossing at the point nearest to the current crossing place, although numbers were not high. A formal assessment would be considered at the June CATG meeting	Will be considered again at the 24 CATG meeting.
3129	Brinkworth	Request for a footpath on Dauntsey Road, Great Somerford	Topographical study being undertaken. This project will be scored and put forward as the 2014 substantive bid from the CATG/Area Board.	This issue will be discussed again at the 24 June CATG meeting
3128	Minety	White gates requested at eastern entrance to Charlton	April CATG agreed the gateways should be addressed immediately with movement of speed terminal point (requiring a legal order) to be put on hold, to enable the parish council to consider the situation further. The existing 30mph terminal point will remain in its current location The proposed gates will be erected at an agreed location approx. 20 – 25m east of this point (subject to the necessary visibility requirements being met) The gates will have the village nameplates and road safety message only (Charlton - please	An update about this issue will be received at the 24 June CATG meeting

			drive carefully). The 30mph terminal could then be relocated at a later date if necessary. Officers would meet with parish council representatives to agree location of the gates.	
3103	Minety	Road safety B4696 Ashton Keynes	April CATG agreed that the carriageway speed-limit roundels and signing + pedestrian in road signs would be installed in the summer. This was endorsed by the area board on 7 May 2014.	An update about this issue will be received at the 24 June CATG meeting.
3066	Minety	Pedestrian safety concerns at Bendy Bow, Oaksey	When the CATG met on 14 April conformation was received that reversing the priority of traffic at Bendy Bow would be undertaken in the next 8 weeks.	An update will be provided at the 24 June CATG meeting.
2660	Malmesbury	Drainage issues Reeds Farm, Malmesbury	No further progress at present.	
2554	Sherston	Severe damage to road surface at the Rathole, Luckington	The surfacing work to both Rathole and Alderton Road has been completed. This issue will be recommended for closure at the 9 July area board.	
2172	Malmesbury	Parking in Cross Hayes by Hyams garage	No further progress at present.	
1783	Minety	Parking problems at Hillside, Leigh	At the 14 April CATG meeting it was agreed that this issue did not fall into the remit for CATG funding. Uneven kerb stones would be made good, after which the issue would be closed.	

Malmesbury Area Board
9 July 2014

Appointments to Outside Bodies and Constitution of and Appointments to Working Groups 2014/15

1. Purpose of the Report

- 1.1. To appoint representatives to Outside Bodies, and to reconstitute and appoint to Working Groups for the year 2014/15.

2. Background

- 2.1. The Area Board is invited to appoint Councillor representatives to the Outside Bodies listed at **Appendix A**. These appointments will continue for the duration of Councillors' terms of office, unless the Board determines otherwise.
- 2.2. Similarly, the Area Board is invited to reconstitute the Working Groups set out in **Appendix B**, with the Terms of Reference set out at **Appendix Ci, Cii, Ciii** and **Civ** and to make appointments to these groups. These appointments are for 2014/15.

3. Main Considerations

- 3.1. In 2010 all Area Boards appointed Community Area Transport Groups (CATGs), which operated as informal working groups making recommendations to the Area Board for approval. Terms of Reference are set out in Appendix C. It should be noted that the establishment of the CATGs, along with the delegation of the relevant budget of Area Boards, was a delegation of authority from the Cabinet Member for Highways, and so the Terms of Reference for these cannot be amended.
- 3.2. Some Area Boards also established Shadow Community Operations Boards to discuss and facilitate the development of Campus proposals. Similarly these groups were established as part of the Council's corporate programme for Campuses and so the Terms of Reference cannot be amended.
- 3.3. Some Area Boards have established other working groups to consider and address local issues. Where these have Terms of Reference, this is for the Area Board to determine and amend where required.

4. Financial and Resource Implications

- 4.1. None.

5. Legal Implications

- 5.1. Some appointments carry responsibilities and duties, for example, those which involve becoming a trustee. Councillors are advised to seek advice on individual appointments if required.
- 5.2. Protocol 3 of the Council's Constitution sets out Guidance to Members on Outside Bodies.

6. Environmental Impact of the Proposals

- 6.1 None.

7. Equality and Diversity Implications

- 7.1 None.

8. Delegation

- 8.1 Under Wiltshire Council's constitution (Part 4, paragraph 5), appointments to Outside Bodies will be made by the Leader of the Council, Cabinet, Area Boards or a meeting of group leaders, as appropriate. By convention, appointments to Outside Bodies which operate within the boundary of a community area are made by the relevant Area Board.
- 8.2 The appointment of Councillors and other representatives to working groups operating under the Area Board is a matter for the Area Board to determine.

9. Recommendation

- 9.1 The Area Board is requested to:
 - a. Appoint Councillor representatives to Outside Bodies as set out at Appendix A;
 - b. Agree to reconstitute and appoint to the Working Groups as set out in Appendix B; and
 - c. Note the Terms of Reference for the Working Groups, as set out in Appendix Ci, Cii, Ciii and Civ.

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Appendices:

Appendix A – list of appointments to Outside Bodies

Appendix B – list of appointments to Working Groups

Appendix Ci, Cii, Ciii and Civ – Terms of Reference for Working Groups

Unpublished background documents relied upon in the preparation of this report

None.

WILTSHIRE COUNCIL OUTSIDE BODIES

Outside Body Title (A to Z)	Appointed By	Why Rep Needed	Organisation aims	Meeting schedule	Voting rights	Reps needed	Representative (s)
Malmesbury Activity Zone Leisure Centre Customer Forum	Area Board - Malmesbury	Centre funded by council so representation is important	Leisure provision for the whole Malmesbury community	TBC	No	1 member	Cllr Chuck Berry
Malmesbury and Villages Community Area Partnership	Area Board - Malmesbury	To inform on the development of the Community Area Plan	Development of the Community area Plan	Normally every 6 weeks	No	1	Cllr John Thomson
Malmesbury Community Trust	Area Board - Malmesbury	Trust deed states that two WCC reps appointed by Dir of Social Services	Help and assistance to the elderly	Four meetings per annum	Yes	2	Cllr John Thomson and Cllr Simon Killane
Malmesbury Youth Action Group (YAG)	Area Board - Malmesbury	So young people can present ideas to councillors and council	Youth issues and democracy; to enable young people to present ideas to councillors and the council	4 meetings per year	Yes	Up to 2	Cllr John Thomson

Appointments to Working Groups **Malmesbury Area Board**

Community Area Transport Group:

- Cllr John Thomson
- Cllr Simon Killane
- Cllr Toby Sturgis
- Cllr Chuck Berry

And nominated for the coming year:

- Brinkworth: Ellen Blacker (Dauntsey PC)
- Minety: Duncan Lamb (Crudwell PC)
- Malmesbury: Roger Budgen (Malmesbury TC)
- Sherston: Graham Morris (Sherston PC)

Shadow Community Operations Board (SCOB):

- Wiltshire Council Officer – Matthew Woolford
- Area Board Representative – Simon Killane
- Town/Parish Council representative – Catherine Doody
- Education and Young People Representative – Dr Alison Simpson
- Wider Community Representative – Pete Gilchriest
- User and Community Groups – Kim Power, Phillip G Thompson, Miriam Nicholls and Julie Exton
- Additional COB member – Miranda Gilmour
- Appointed until such time as the COB is deemed fully operational – Cllr John Thomson

Cowbridge Footpath/Cycle Route Task Group:

- Cllr Simon Killane and Cllr John Thomson
- Caroline Pym, (St Paul Malmesbury Without Parish Council and Malmesbury Residents' Association)
- Roger Budgen and Deborah Clogg (St Paul Malmesbury Without Parish Council)
- Kim Power and Steve Cox (Malmesbury Town Council)
- Peter Gilchriest (Malmesbury & Villages Community Area Partnership)
- Barry Dent (Malmesbury Civic Trust)
- Judy Jones, Heather Newton-Lewis, Miles Cross and James Stanger (community from Cowbridge area, the town and those with a local walking/cycling interest)
- Alistair Millington (Sustrans)
- Miranda Gilmour (Wiltshire Council)

Burnham House Working Group:

- Cllr John Thomson
- Jen Woodcock
- Cllr Simon Killane
- Maureen Lovett
- Marsha Rigg
- Iona Pinches
- Cllr Catherine Doody – Town Council representative
- Sheens MacBrayne
- Mr Michael and Mrs Holland
- Mike Elam
- Angelina Hibberd
- Chris Matthews
- Janet O'Brien (WC)
- Russell Batten (WC)
- Hugh Pitman
- David Grogan – Malmesbury Health Practice representative

COMMUNITY AREA TRANSPORT GROUP (CATG)

TERMS OF REFERENCE

Membership of the CATG

The CATG will normally be made up of not more than 10 members from the following groups:

- Members of the Area Board
- Town and Parish Council representatives
- Community representatives

Representatives should act as a conduit between their organisations and the CATG by putting forward the views of the body they represent and providing feedback to its members regarding the work of the CATG. The group members will also need to be mindful of the needs of the community area as a whole when making their recommendations, as not all councils and groups can be represented on the CATG.

Recommendations to the Area Board will usually be reached by consensus but if necessary these can be agreed by a show of hands by those representatives present at the meeting.

The group will normally be chaired by a Wiltshire Councillor. Membership of the CATG will cease when a member ceases to hold the stated office as when first appointed.

The CATG may invite representatives from local organisations to its meetings to give technical advice or to share pertinent local knowledge on projects in the area.

Appointment of CATG Members

Appointment of members to the CATG will normally be agreed at a full meeting of the Area Board. Membership may be varied, with the agreement of the Area Board Chairman, subject to approval at the next full Area Board meeting.

Where required for flexibility, the Area Board may appoint an unnamed representative of an organisation to the CATG (e.g. Town/Parish Council or Community Area Partnership) to ensure that the organisation is always represented at meetings. However it is preferred that the same representative attends if possible to ensure consistency of membership.

Media Relations

Members of the CATG must not issue press statements on behalf of the Area Board.

Any press statements about the work of the CATG should be agreed between the Chairman of the CATG and the Chairman of the Area Board.

Meetings

It is recommended that the CATG meet at least four times a year. Meetings are intended to be limited to the Membership set out above, and is open to other members of the Area Board who wish to attend. It can be open to public if the Area Board wishes to do so. It should be noted that CATG is not a constitutional or decision making body and hence proceedings will not be minuted by Democratic Services.

Officer Support

Meetings will be attended by relevant officers from Wiltshire Council including a senior transport planner, a senior traffic engineer and a local highway maintenance engineer as necessary.

Terms of Reference

The CATG has no formal decision making authority on operational matters or budget expenditure but acts as an informal discussion forum making recommendations to the Area Board. Recommendations must be agreed at a full CATG meeting before being brought to the next Area Board for approval.

The CATG's terms of reference are set out at Appendix A:

Terms of Reference

1. Small scale transport schemes – discretionary funding

To make recommendations to the Area Board to determine priorities and levels of expenditure required for small scale transport schemes in the community area. A discretionary highways budget has been allocated to the board by the Cabinet Member for Highways and Transport. The funding allocation is for capital funding and can only be used to provide new and improved highway 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 revenue functions such as maintenance schemes or the provision of passenger transport services. Schemes considered by the CATG should have first been raised through the community issues system and endorsed by the relevant town or parish council.

In choosing their local transport schemes Area Boards will need to be mindful of the priorities of the Local Transport Plan and the likely availability of future funding for implementation.

(Cabinet Member Decision HT-021-10)

2. Small scale transport schemes – substantive funding

To submit bids for funding from the centrally held substantive funds. A scheme qualifies as substantive if the estimated cost is in excess of the total discretionary amount available.

(Cabinet Member Decision HT-026-11)

3. Speed Indication Devices

To make recommendations to the Area Board as to the locations for speed indicator devices (SIDs) in line with the guidance issued by the Cabinet Member for Highways.

(Cabinet Member Decision HT-023-11)

4. C & UC roads speed limit review

To make recommendations to the Area Board as to the priority routes for review on C Class and unclassified roads in accordance with the guidance issued by the Cabinet Member for Highways.

(Cabinet Member Decision HT-027-11)

5. Waiting restrictions

To make recommendations to the Area Board regarding waiting restrictions in areas where the Town or Parish Councils do not wish to undertake this function.

(Cabinet Member Decision HT-031-11)

6. Other decisions

To make recommendations to the Area Board regarding any other local highways issues when requested.

Campus & Operational Estate Management Workstream

Draft Terms of Reference for Shadow Community Operations Board

1 Background

On 15 February 2011 Wiltshire Council's Cabinet approved the implementation of the Campus and Operational Delivery Programme. The Programme will:

- Work with local communities to develop, facilitate and deliver community campus buildings across Wiltshire which seek to co-locate existing Council and partners services in one accessible location (or possibly more if appropriate) in a community area.
- Carry out the development of campus facilities in line with the Campus and Operational Management workstream principles (noted in section 2 of this document).
- Implement the Preliminary Management Project which will test the potential to develop some form of community driven strategic non -profit distributing organisation to deliver and support public services across Wiltshire.

Some of the benefits that the Council is seeking to achieve from a campus are:

- Accessible facilities that accurately reflect the specific needs of the local area being served.
- Reducing the Council's estate producing an estimated 40% reduction in operational costs across all estate (this is an estimation based upon an initial assessment of the impact of the Workplace Transformation Programme which preceded the Campus and Operational Delivery Programme).
- Combining point of contact arrangements and improving accessibility to services.
- Developing and providing sustainable and energy efficient buildings.
- Ensuring long term flexibility in terms of the use of space is fundamental to the design.
- Developing the synergies between the management of individual services at a community level.
- Working with communities to develop a coherent and effective volunteering policy relevant to the local campus.
- Reducing the current overall risk to the Council from aging, disparate and inefficient buildings.
- Increased, beneficial and sustainable partnership working.

Fundamental to the successful implementation of the programme is the commitment to empower local people to have a direct influence on the delivery of public services in their area. This supports the concepts of Localism and the decentralisation of decision making to local communities.

The Preliminary Management Project will initially be focused on Corsham, Melksham, Pewsey, Tisbury and Wootton Bassett. This will encompass the creation of Shadow Community Operations Boards, reporting into the Area Board who will make final recommendations to Cabinet for their consideration. The Shadow Community Operations Boards, will, subject to the agreement of the Area Board, take on a key role in coordinating and leading communications, influencing, and local engagement. This will cover areas such as the consultation processes, commenting on facility design and development and the ongoing indirect management and strategic planning of the resulting campus facility.

The preliminary management project will be in place from April 2011 through to April 2013 unless the Council determines otherwise.

2 Campus Management Principles

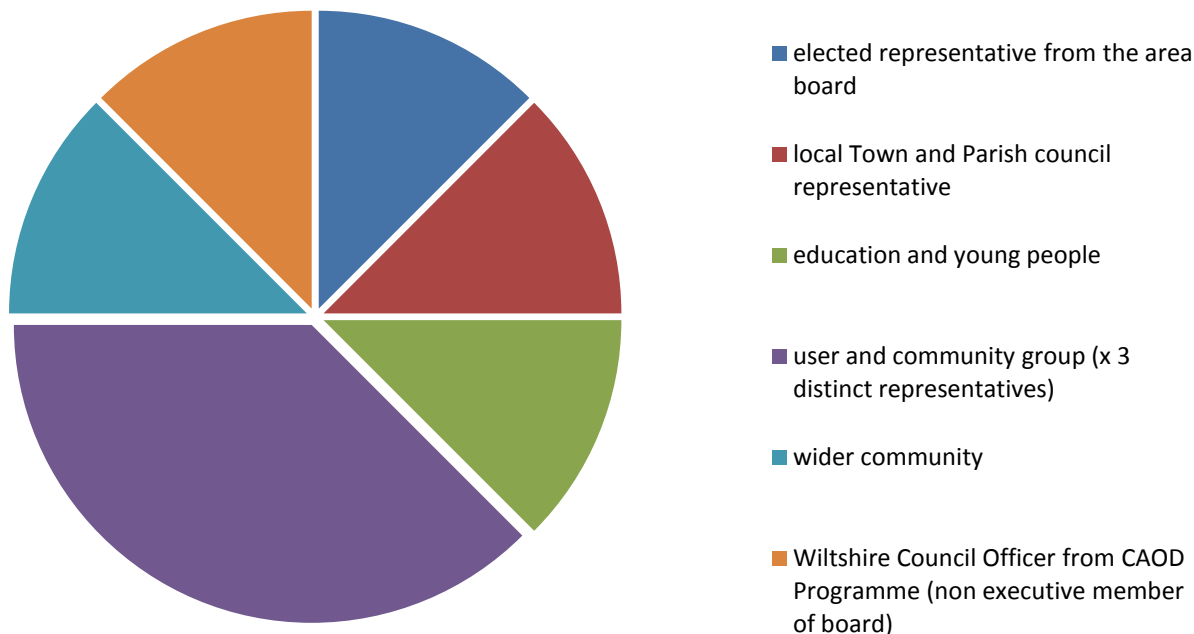
The Shadow Community Operations Board will need to work with the Council and its partners to ensure that the following approved principles are delivered:

- (i) Create an environment which empowers local people to directly influence the delivery and improvement of unique needs based services in their community.
- (ii) Ensure a singularity of vision to enable local needs to be foremost in strategic planning and operational service delivery.
- (iii) Be proactive in meeting economic challenges and widen the scope for investment in services and assets.
- (iv) Share the accountability for service delivery with the community and partners.

- (v) Secure a sustainable and innovative form of management that complements the evolving national context of the localisation of service delivery.
- (vi) Promote social inclusion and resilience by increasing accessible opportunities for volunteering and community involvement
- (vii) Make specific provision for accessible opportunities for partnership working.
- (viii) Provide accessible local decision making processes and governance structures.
- (ix) Provide opportunities for a consistent and sustainable support network for the voluntary and community sector in Wiltshire.
- (x) Provide a consistent strategic vehicle for all services in a locality that is financially robust and able to respond to the changing face of the public and community service delivery rather than a range of competing initiatives based on existing service models.

3 Membership

The shadow community operations board membership will be determined by the Area Board and should consist of an appropriate, mutually agreeable representative from the following broad sectors of the local community area:



- (i) There will be one representative for each party identified.
- (ii) The board will need to nominate a chairperson at its inaugural meeting.
- (iii) The board will need to determine if the suggested representation appropriately reflects the description of the party.
- (iv) There will be up to three representatives identified by the user and community group sector and approved by the Area Board. Such representatives should be selected so as to ensure proper representation from distinct interest groups within that sector.
- (v) The Wiltshire Council liaison representative will be an officer from the Campus and Operational Delivery Programme team and will be invited to sit on the board as a non-executive party.
- (vi) Each party should endeavour to be represented at each formal meeting.
- (vii) Each executive party will have equal rights.

4 Roles and responsibility

4.1 Community leadership & engagement

- (i) On behalf of the Area Board, provide effective community leadership and accountability for the preliminary management project and ensure the workstream principles are met.
- (ii) As required by the Area Board, to effectively manage the communications of the project within the community area and to liaise with the officer working group to ensure any locally focused communications plan complements the wider strategic communications plan.

- (iii) To make representation to the Area Board based on ongoing community engagement and consultation to determine or recommend levels of services provided within each phase of the project.
- (iv) To work with the Area Board to identify local partners and facilitation and support of sustainable partnership working.

4.2 Responsibility for outcomes

- (i) To define community need and make recommendations to the Area Board over facility specification and operations.
- (ii) Support the Area Board in the delivery of the campus building.
- (iii) On behalf of the Area Board develop, and subject to future cabinet approval, implement a local volunteering strategy (specific framework for the engagement and management of volunteers) to support the campus.
- (iv) Influence the campus design and specification where appropriate by recommendation to the Area Board
- (v) Positive engagement in the ongoing strategic planning, programming and operation of the campus

4.3 Project coordination and reporting

- (i) To develop a community led action plan that clearly sets out the approach the shadow board will take and seek Area Board approval for this
- (ii) To assist the Campus and Operational Delivery Team in developing, managing and monitoring the progress and delivery of an action plan
- (iii) To assess any potential risks and advise the Campus Management Working Group and Area Board accordingly.
- (iv) To develop a marketing plan and strategy, to be supported by the Council, that sets out the proposed approach to maximising sustainable community use of the campus facility, subject to approval by the Area Board and Wiltshire Council Cabinet
- (v) To ensure a co-ordinated community approach to the engagement, development and operation of a campus facility.
- (vi) To report progress and make recommendations to the Area Board and officer working group for improved services, community orientated services based upon need, facility development and local opinion
- (vii) Partner role in the wider not for profit distributing management options and governance appraisal

4.4 The role of Wiltshire Council

- (i) The ultimate responsibility for all service delivery and responsibility for the delivery of the Campus will remain with the Council for the duration of the preliminary management project.
- (ii) There may be elements or decisions required within the preliminary management project that will need to be determined by elected members of the Area Board or Cabinet following recommendation to them by the Area Board
- (iii) The Council will endeavour to support the approach the Shadow Community Operations Board takes where that approach supports the principles set out in section two of this document and has been supported by the Area Board

5 Outcomes

- (i) The local community and partners in the widest sense are informed and proactively engaged with the process of delivering and the future operation of a community campus.
- (ii) The community campus is delivered within the timescales set, with full proactive engagement from the local community and the service delivery meets local needs.
- (iii) The community-led aspect of campus delivery is clearly defined, managed and continually assessed to ensure maximum use of the facility by the local community and continued engagement in concept of local people directly influencing the delivery of local services.

6 Confidentiality

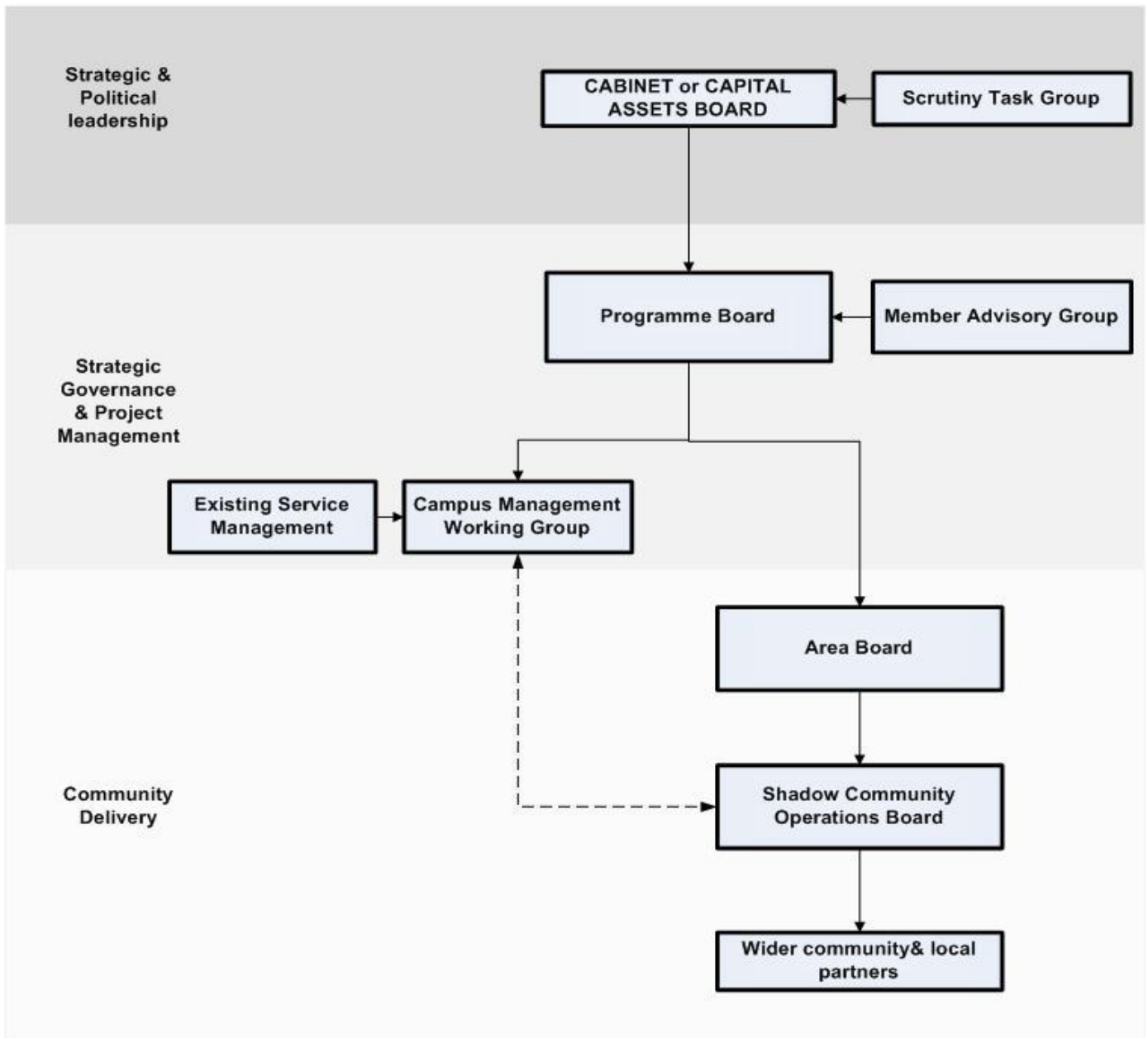
Whilst most information provided by the council or other participants or partners will be non-confidential in nature there may be occasions when due to the commercial nature of discussions or where matters are relevant to policy development by the council, it may request that individual information or items are confidential. Should any participant be unable to respect this request they must absent themselves from the meeting prior to discussion and consideration of the relevant item.

7 Governance Arrangements

The project remit currently extends up to April 2013. Prior to this there is a need to implement an interim governance structure that provides an appropriate framework to operate. It should be noted that managerial responsibility for operations, health and safety, staff etc remains with the Council for the duration of the project however there is scope for the Shadow Community Operations Board to influence, plan and programme services, subject to Cabinet approval following a recommendation from the Area Board. A chart showing the relationships between the various parties is noted below.

- (i) The Shadow Community Operations Board will meet as necessary and as determined by the Board.
- (ii) The Shadow Community Operations Board will be chaired by a representative elected by the Board.
- (iii) The Shadow Community Operations Board will report to the Area Board, but where request to do so by the Area Board, may provide advice directly to the Campus Management Working group, which is a cross departmental officer team coordinated by the Campus and Operational Delivery Programme.
- (iv) The administration of the Shadow Community operations Board will be the responsibility of the Board itself.
- (v) There may be occasions whereby sub-groups of the Shadow Community Operations Board will be necessary. In this instance any sub-group will report directly to the Shadow Community Operations Board in governance terms.

Preliminary Management Project Governance Arrangements



Wiltshire Council – Burnham House Working Group:

Terms of Reference for the Working Group for the
Development of Burnham House

V1.0

Contents

- 1. Background**
- 2. Objectives**
- 3. Membership**
- 4. Chair**
- 5. Roles and Responsibilities**
- 6. Confidentiality**

This Terms of reference was adopted on 25th January 2012

1. BACKGROUND

- 1.1. This document is the Terms of reference for the above mentioned working group.
- 1.2. The representatives on the board are people nominated through the Area Board who have volunteered to ensure that this new facility will reflect the views of the community and wish to take an active role in its development.

2. OBJECTIVES

- 2.1. The Working Groups objectives are as follows:
 - To ensure that the community have an opportunity to understand and inform the development
 - To ensure the development and its associated facilities meets the needs of local community
 - To support the integration of the development with local services
 - To provide a consultative voice for local people
 - To reflect service user views and opinions
 - To ensure that the nature of the development is reflective of person centred services
 - To promote interest in the scheme within the community and for the working group members to act as local champions for the scheme
 - To support the Area Board on development of the Extra Care build and report progress at regular intervals

3 MEMBERSHIP

- 3.1 Membership of the Working Group will be determined locally but could consist of a selection of the following:
 - 3.1.1 The Surrounding Community: 10 representatives;
 - 3.1.2 Church Leaders: 1-2 representatives;
 - 3.1.3 The Successful Development Partner: 1 representative;
 - 3.1.4 Care and Support Provider: 1 representative;
 - 3.1.5 Health / GP: 1 representative;
 - 3.1.6 Voluntary Sector: 1-2 representatives;
 - 3.1.7 Cabinet or Portfolio Holder: 1 representative;
 - 3.1.8 Local Members: 1-2 representatives;
 - 3.1.9 Community Area Manager: 1 representative;
 - 3.1.10 The Council: 2 representatives;

- 3.2 The Surrounding Community representatives will be nominated and appointed through the Area Board. Such representatives should be selected so as to ensure adequate representation from distinct interest groups within that sector.
- 3.3 The Members may be changed but the Working Group must be informed.
- 3.4 If a member representative fails to attend 3 consecutive meetings of the Working Group, the Full Members may vote to remove that member representative from the Board;
- 3.5 Sub-groups of the working group may be formed to take forward specific elements i.e. the appointment of a developer contractor (quality and technical submission only) and the finalisation of the design due to the need to progress various elements within a timely fashion. However, progress reports will be submitted to the full Working Group to ensure continued involvement and engagement.
- 3.6 Volunteers for sub-groups will be sought from the Working Group members and the membership of each sub-group will be approved and ratified by the full Working Group.

4 CHAIR

- 4.1 Upon establishment of a working group, a chairman will be nominated and seconded by the members.
- 4.2 In the event that the chairman is absent, a council representative will chair the meeting.

5. ROLES AND RESPONSIBILITY

The Working Group is responsible for:

- 5.1 The strategic direction and planning of services, including:
 - 5.1.1 Agreement of the development / implementation plans for each service within the remit of the Working Group;
 - 5.1.2 Promoting and supporting the development / implementation plans to the community.
 - 5.1.3 Ensuring that the views of the community are expressed and properly represented.
 - 5.1.4 Inputting into the appointment of a developer (quality and technical submission only), design, service specification and construction plan for the new development. Please note that the Council has a duty to ensure best value and therefore whilst

views are welcomed and encouraged, there may be instances where the Council must override views from the local community to ensure the financial viability and deliverability of the scheme.

5.1.5 Development of partnership working between the community, the developer, the Council and key stakeholders.

5.1.6 Ensure that the area board is kept informed of the progress at periodic intervals

5.2 The Role of Wiltshire Council

5.2.1 The Council will retain overall responsibility for the delivery of this project, including the definition of service delivery and appointment of partner organisations.

5.2.2 Certain decisions may be required to be taken by formal Council committee's due to delegated authority restrictions. Working group members will be informed of this on a case by case basis as they arise.

5.3 Working Group (Governance Structure)

5.3.1 This Working Group forms part of the consultation process and will meet once at least quarterly, although the frequency may be increased at key stages of the project.

5.3.2 Any Member of the working group may ask the Chairman to include an item on an agenda for a meeting provided that such a request is made at least 4 days in advance of the meeting at which it will be discussed;

5.3.3 The content and order of items on the agenda and the amount of time allocated to each one will be set at the discretion of the Chairman.

5.3.4 The Council will provide administrative support for these meetings, which will include assistance with arranging meeting times / venues and the production of minutes.

5.4 Recording

5.4.1 Minutes will be taken at each working group meeting and used as a record of the meeting.

5.4.2 The minutes will be written up and circulated to all members within 10 working days of the meeting.

5.4.3 All minutes will be approved at the next meeting by the members and the chair.

6 CONFIDENTIALITY

- 6.1 Whilst most information provided by the council, other participants or partners will be non-confidential in nature, there may be occasions when due to the commercial nature of discussions or where matters are relevant to policy development by the council, requests may be made for certain information or items to be confidential. Should any participant be unable to respect this request, they must absent themselves from the meeting prior to discussion and consideration of the relevant item.
- 6.2 Please note that working group members will only be involved in the quality and technical aspects of the tender evaluation to select a preferred development partner. The commercial or price submission will be evaluated by officers of the Council only.

Malmesbury to Cowbridge Walking and Cycling Route Task Group Terms of Reference

Background

- This document is the Terms of reference for the above working group.
- The representatives on the task group are people nominated by the Malmesbury Area Board who have volunteered to ensure that the Section 106 agreement to provide a walking and cycling route is implemented and will reflect the views of the community and wish to take an active role in its development.

Objectives of Malmesbury to Cowbridge walking and cycling route task group:

- to support delivery a footpath/cycle route from Cowbridge Mill and Malmesbury
- to increase levels of walking and cycling between the Cowbridge Mill and Malmesbury
- to involve the community in planning and delivering the scheme.

Role of the Task Group:

- to ensure strong local stakeholder and community involvement in advising and practically supporting Wiltshire Council and Sustrans in the planning, designing and project delivery, and sustaining the maintenance, promotion and usage of the Malmesbury to Cowbridge walking and cycling route. Tasks are as follows:

Membership:

2 x Wiltshire Councillors representing the two divisions
1-2 St Paul Malmesbury Without Parish Council
1-2 Malmesbury Town Council
1 x Malmesbury Residents' Association
1 x Malmesbury Civic Trust
1 x Malmesbury & Villages Community Area Partnership
Up to 6 community representatives from Cowbridge area, the town and those with a local walking/cycling interest
1 x Sustrans
1 x Community Area Coordinator

- Sub-groups of the working group may be formed to take forward specific projects e.g. consultation, publicity, route maintenance etc.

Chair:

- Upon establishment of a working group, a chairman will be nominated and seconded by the members.
- In the event that the chairman is absent, a council representative will chair the meeting.

Roles and Responsibilities:

- Ensure that the task group establishes and supports formal reporting/ accountability arrangements with the Area Board, funding bodies and other relevant organizations.
- To assist Sustrans where requested in discussions with landowners.
- To help ensure good relationships are maintained with all the landowners once the path is opened.
- To ensure that the route is well promoted locally through events, publicity materials and media coverage as appropriate.
- To ensure a maintenance plan is put in place and implemented.
- To work with St Paul's Malmesbury Without Parish Council to ensure the continued upkeep of the path and associated features to a satisfactory standard.
- Wiltshire Council will provide administrative support for these meetings, which will include assistance with arranging meeting times / venues and the production of minutes.
- To assist Sustrans in organizing consultation events with the local community as appropriate.
- To support Sustrans in identifying and securing additional funding for the completion of the project.