

AGENDA

Meeting: MALMESBURY AREA BOARD
Place: Assembly Room - Town Hall, Cross Hayes, Malmesbury SN16 9BZ
Date: Wednesday 4 March 2015
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 Adam Brown (Democratic Services Officer), on 01225 718038 or email: adam.brown@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 John Thomson (Chairman)
Cllr Simon Killane (Vice Chairman)

Cllr Chuck Berry
Cllr Toby Sturgis

	Time
<p>1 Chairman's Welcome and Introductions</p> <p>The Chairman will welcome those present to the meeting.</p>	7.00 pm
<p>2 Apologies for Absence</p>	
<p>3 Minutes (<i>Pages 1 - 12</i>)</p> <p>To approve and sign as a correct record the minutes of the meeting held on 14 January 2015.</p>	
<p>4 Declarations of Interest</p> <p>To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.</p>	
<p>5 Chairman's Announcements (<i>Pages 13 - 14</i>)</p> <p>The Chairman will provide information about:</p> <p>a. Wiltshire New Housing Allocation Policy.</p>	7.10 pm
<p>6 Develop</p> <p>Simone Lord from Develop will be in attendance to discuss volunteering opportunities in the community area. There will be a short presentation and the chance to ask questions.</p>	7.15pm
<p>7 Climate Local Initiative (<i>Pages 15 - 22</i>)</p> <p>Claire Langdon will be in attendance to discuss the Council's plans to cut its own and residents' carbon emissions, and how the green agenda can be used to create new jobs and boost Wiltshire's economy.</p>	7.30pm
<p>8 Legacy</p> <p>The Area Board will be updated on activities and events since 2012.</p>	7.55pm
<p>9 Malmesbury Town Team Action Plan</p> <p>Gordon Macpherson, Chairman of Malmesbury Town Team, will be in attendance to deliver a presentation on the Malmesbury Town Centre action plan and answer any questions.</p>	8.05pm
<p>10 Station Yard Car Park Working Group (<i>Pages 23 - 30</i>)</p> <p>The Area Board will receive the final report of the Station Yard Car</p>	8.20pm

Park Working Group.

The Station Yard car park group was run by MVCAP at the request of the Malmesbury Area Board to look at local concerns about antisocial behaviour, criminality and antisocial driving centred on the Malmesbury Station Yard long stay car park. The Station Yard long stay car park in Malmesbury is a relatively isolated area near the centre of town. There has been a low background level of anti-social behaviour associated with the car park for a long time with occasional “spikes”.

The project began in July 2013 and the final report completed in January 2015. During this period a large amount of evidence as collected by the group.

The Area Board is asked to consider the options recommended by the working group.

11 **Partner Updates** (*Pages 31 - 44*)

8.30pm

To receive updates from the following partners:

- a. Wiltshire Police
- b. Wiltshire Fire and Rescue Service
- c. Wiltshire Clinical Commissioning Group (CCG)
- d. Malmesbury and the Villages Community Area Partnership (MVCAP)
- e. Good Neighbours
- f. Malmesbury Campus
- g. Highways Community Co-ordinator
- h. JSA update
- i. Young People
- j. Town and Parish Councils

12 **Community Issues Update** (*Pages 45 - 52*)

8.45pm

The Community Area Manager will provide a summary of current community issues and the area board will agree those to be closed.

The following issues have been recommended for closure by the Community Area Manager:

- **Issues 3851, 3846 & 3823** - largely concern HGV on Callow Hill Brinkworth. This matter has been referred directly to be considered for a formal assessment against Wiltshire’s Freight Assessment and Priority Mechanism (FAPM) process. Data from 2013 may be able to be used; alternatively data will be collected this autumn as Callow Hill will be shortly closed for bridge works.

- **Issue 3651** - Bus shelter request at Dauntsey St James – as the petitioner has failed to approach the parish council. The matter appears to be for an individual rather than the community.
- **Issue 3221** - Request for pavement in Charlton – the parish council have decided not to proceed.
- **Issue 3226** - Dark Lane/Bristol Street Junction concerns – the matter having been resolved.
- **Issues 3453, 3455, 3457 & 3505** - Parking in Burnivale – Some lining has been undertaken and the remainder is scheduled.
- **Issue 3574** - No Through Road sign requested for Reeds Farm – matter referred to relevant department.

The following issues have been recommended for referral to the Community Area Transport Group (CATG):

- **Issue 3845** - Speeding on Callow Hill, Brinkworth.
- **Issue 3800** - Road safety concerns Whychurch Hill.
- **Issue 3761** - Pedestrians crossing the road needed on B4696 (Thames Path).
- **Issue 3754** - Perceived speeding Ashton Keynes Road, Minety.
- **Issue 3878** - Road safety on High Road Ashton Keynes.
- **Issue 3879** - Pedestrian safety, Station Road, Minety.

13 **Community Area Transport Group (CATG)** (Pages 53 - 70) **8.55pm**

The Area Board will be asked to approve the recommendations of the Malmesbury Community Area Transport Group as detailed within the CATG report.

14 **Area Board Funding** (Pages 71 - 104) **9.05pm**

Councillors will be asked to consider the Community Area Grants report and make recommendations on the applications received. The following applications have been received from:

1. **Athelstan Museum** are seeking £4,000 capital funding towards phase 1 (development phase) of a project that will see the purchase, restoration and refit of 18th century listed former Moravian Church.
2. **Malmesbury Tennis Club** are seeking £12,000 capital funding towards the cost of building two additional floodlit hard courts and a floodlit mini tennis court with practice wall.
3. **St Paul Malmesbury Without Parish Council** and partners are seeking £5,000 capital funding towards the construction of a new walking link between the Cowbridge residential development and Malmesbury town.

4. **Oaksey Parish Council** is seeking £500 capital funding towards an auto-winder installation for the church tower clock in All Saints Church, Oaksey.
5. **Crudwell Village Hall Committee** is seeking £5,000 capital funding towards tarmacing part of their car park and marking out parking bays.
6. **Wilts & Berks Canal Trust** is seeking £2,900 capital funding towards the provision of a disabled toilet for the community meeting room in the Peterborough Arms pub, Dauntsey Lock.
7. To allocate the balance of the area board revenue budget of £1,951.20, to the Malmesbury and Villages Community Area Partnership (MVCAP), for 2015 legacy projects.

15 **Evaluation and Close**

9.20pm

Future Meeting Dates

Wednesday, 6 May 2015

7.00 pm

Crudwell Village Hall, Tetbury Lane, Crudwell SN16
9HB

Wednesday, 8th July, 2015

7.00pm

TBC

Wednesday, 9th September, 2015

7.00pm

Malmesbury School, Corn Gastons, Malmesbury SN16
0DF

MINUTES

Meeting: MALMESBURY AREA BOARD
Place: Malmesbury School, Corn Gastons, Malmesbury SN16 0DF
Date: 14 January 2015
Start Time: 7.00 pm
Finish Time: 9.10 pm

Please direct any enquiries on these minutes to:

Adam Brown (Democratic Services Officer) Tel: 01225 718038, Tel: 01225 718038 or (e-mail) adam.brown@wiltshire.gov.uk

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

In Attendance:

Wiltshire Councillors

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

Wiltshire Council Officers

Miranda Gilmour, Community Area Manager, Adam Brown (Democratic Services Officer), Ollie Phipps (Community Youth Officer)

Town and Parish Councillors

Malmesbury Town Council – John Gundry, Sue Poole, Kim Power, Catherine Doody, Jim Toogood, Gavin Grant

Brinkworth Parish Council – John Beresford, Elizabeth Threlfall

Sherston Parish Council – John Matthews,

St Paul Malmesbury Without Parish Council – Roger Budgen, Peter (Andy) Hatherell, Deborah Clogg

Partners

Police – Insp. Dave Hobman, PC. Steve Harvey

Fire – Mike Franklin, Kit Watson

Total in attendance: 41

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
1	<u>Chairman's Welcome and Introductions</u>
2	<p><u>Apologies for Absence</u></p> <p>Apologies were received from:</p> <p>Terry Mockler – Hankerton Parish Council Sid Jevons – Great Somerford Parish Council Ellen Blacker – Dauntsey Parish Council Dave Wingrove – Ashton Keynes Parish Council Ashley Stopforth – Luckington Parish Council Franchesca Caton – Malmesbury Town Council John Tremayne – Easton Grey Parish Council Kath Brownlee – Army Welfare Service</p>
3	<p><u>Minutes</u></p> <p>The minutes of the previous meeting held on 6 November 2014 were presented.</p> <p>Approved</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 members made the following announcements:</p> <p>a. The Core Strategy</p> <p>Cllr Sturgis announced that the Wiltshire Core Strategy had been recommended by Cabinet on 16 December 2014 for adoption, and would go to full Council on 20 January 2015.</p> <p>Subject to approval this would be the end of a five year piece of work. The Core Strategy would form part of the Council's Policy Framework, which the Malmesbury Neighbourhood Plan would form a part. It would provide effective policies to ensure sustainable development for Wiltshire.</p> <p>b. Application for Designation of Crudwell Neighbourhood Area</p> <p>An application had been received for the designation of Crudwell Parish as a</p>

Neighbourhood Area from Crudwell Parish Council. People were invited to submit comments on the application during the consultation period, which would end at 5pm on Wednesday 4 February 2015.

Following the consultation period Wiltshire Council would consider the comments received in determining the application to ensure that the area was appropriate. The decision would then be published on the Council's website.

c. Wiltshire Council Financial and Service Plan Public Meetings

A series of meetings were to be hosted by Wiltshire Council to outline the financial and service plans for 2015 and the future.

The meetings would share plans for the next year and hear public views and suggestions. Members of Cabinet would be in attendance at the events to discuss challenges in more detail.

d. CCG: Integrated Performance Management Report

An announcement was given which provided an update on the CCG and the Integrated Performance Management Report.

e. Dementia in Wiltshire: The Role of Healthwatch

Healthwatch Wiltshire would bring together local charities in Wiltshire to form a partnership which would monitor and support the new Wiltshire dementia strategy. Those included would be representatives from Alzheimer's Support, Alzheimer's Society, Age UK Wiltshire, Age UK Salisbury District, Carer Support Wiltshire and the Swan Advocacy.

At least 100 local people across the county would also be brought together to monitor how services worked in a series of workshops. The aim was stated as making sure that the voices of local people were 'centre stage'.

f. Presentation of MBE to Hector Cole

Malmesbury Area Board offered their congratulations to Great Somerford resident Hector Cole. Mr Cole had recently been awarded an MBE for his services to heritage crafts, specialising in the forging of medieval arrow-heads.

Decision

To write a letter of congratulations from Malmesbury Area Board to Hector Cole MBE.

g. Malmesbury Extra Care Scheme

A planning application for the extra care scheme on the Burnham House site on

	<p>Hodge Lane had been submitted on 22 September 2014.</p> <p>The decision had not yet been published due to ongoing discussions in relation to Section 106 planning obligations. The decision would be issued after these had been finalised.</p>
6	<p><u>Community Area Transport Group Membership</u></p> <p>The Area Board were asked to confirm the membership changes to the Community Area Transport Group (CATG).</p> <p>Decision</p> <p>To confirm the appointment of Mandy Thomas from Leigh Parish Council to the CATG to represent the Minety Division on Malmesbury CATG.</p>
7	<p><u>Wiltshire New Housing Allocation Policy</u></p> <p>Claire Studdart, Housing Options Manager, was in attendance to deliver the presentation on the new Housing Allocation Policy.</p> <p>The Housing Allocation Policy had been reviewed following the Localism Act 2011 and the introduction of greater freedom with regards to housing. A wide consultation had taken place with the public and numerous partners, with over 900 responses received. The policy was approved at Cabinet in November 2013 and the eight week transition period began on 9 December 2015.</p> <p>The main change was the focus on providing local homes to local people. In order to apply for housing a local connection to Wiltshire would have to be demonstrated. Local connections included: close family (those who had been lived with for five or more years), employment, or a current residence. Reasons for exclusion from the register had also been introduced, these included: immigration status, rent arrears, and antisocial behaviour orders (ASBOs).</p> <p>The bandings had been revised into grades one to four in order to gear the policy towards the highest priority applicants. Allocations would be made in line with the bedroom standard to allow people to apply for houses matching their bedroom need.</p> <p>Priority would first be given to those with a local connection in the parish or town and then the surrounding town, after which it would be opened up to the rest of Wiltshire. There were said to be exclusions to the local connection which included armed services and witness protection.</p> <p>Outlining the timeline it was noted that from January to November 2014 the IT specification was developed and the new IT system built. Between January and August 2014 the staff and providers were worked with to develop the new procedures, application form, and customer leaflets.</p>

	<p>On 11 November 2014 a two week testing of the new system had taken place. Twenty thousand households were written to, informing them of the need to reapply to the register. Work was ongoing in order to get through the reapplications as quickly as possible.</p> <p>The eight week transition period from the old system to the new system began on the 9 December 2014 and would finish with the official launch on 3 February 2015. The use of both systems until then was said to be resulting in a large workload.</p> <p>It was asked what the position was on those who could not afford rent, and whether they would fall under the intentionally homeless classification. The homelessness classification was explained as being separate to rent arrears. Strict tests were in place with regards to the intentionally homeless classification. For rent arrears it would be explored as to whether they had acted in good faith or not when attempting to cover rent.</p> <p>The number of applicants inside each band (as of 3 February 2015) was requested.</p> <p>A question was asked on people reapplying to avoid paying bedroom tax. People were allowed to reapply under band two on the grounds of financial hardship, along with band three. Figures on how many applicants would be applying as a result of this were sought, along with the number of households affected by the bedroom tax.</p> <p>Decision</p> <ol style="list-style-type: none"> 1. To request the number of applicants in each band as at 3 Feb when the new policy comes into action. 2. To request the number of applicants applying as a result of the bedroom tax. 3. To request the number of households affected by the bedroom tax.
8	<p><u>Develop</u></p> <p>The item was deferred until the 4 March 2015 meeting as Carl Davies was unable to attend.</p>
9	<p><u>Police and Crime Commissioner</u></p> <p>Clive Barker, Chief Finance Officer for the PCC, was in attendance to deliver the presentation on the policing and crime council tax consultation.</p> <p>The Police and Crime Commissioner (PCC) for Wiltshire and Swindon was consulting on a proposed increase of 1.9% to the police and crime part of the council tax for 2015-16.</p>

	<p>Costs to the sector were expected to increase by 1.3%, with a funding gap of between £11-13million. It was explained that 62% of funding came through grants with the remaining 38% from council tax.</p> <p>The impact of the proposed increase of £3.06 a year (or 1.9%) would provide £345,000 of funding during 2015-2016, and £728,000 in 2016-2017. The remaining funding gap would be filled through working in partnership with Councils and other police forces in order to deliver better services.</p> <p>Consultation on the increase would end on 4 February 2015, more information was said to be available on the PCC website.</p> <p>It was clarified that the consultation was on an increase in the police and crime precept, not council tax as a whole. The precept was included and collected as a part of the council tax.</p> <p>A question was asked on what proportion of the police budget was dedicated to admin. It was stated that what is included as back office may be deemed operational by others. The IT service was completely provided by the Council. Around 15% was dedicated to back office costs. Moving out of Bourne Hill had saved around £200,000, and moving into Monkton Park had saved another £300,000.</p> <p>The effect of military returning to the area was queried. It was stated that when they return to the area they would be living in the county and paying tax, which would increase funding.</p>
10	<p><u>Shadow Community Operations Board</u></p> <p>Kim Power, Phil Thomson, Catherine Doody, Miriam Nicholls, and Peter Gilchrist were in attendance as members of the Malmesbury Shadow Community Operations Board (SCOB) to deliver a presentation on the campus project.</p> <p>The SCOB were introduced as a working party and sub-group of the Malmesbury Area Board formed mid-2014. The group constituted of local people with connections to the community area and were supported by the Community Area Manager, Miranda Gilmour and Cllr Simon Killane.</p> <p>The campus programme was an opportunity to look at whether existing buildings and facilities were being best used and provide the chance to improve them. The first campuses across Wiltshire were approved in December 2011, with more in 2012. The first phase of the Malmesbury campus was approved by Cabinet in November 2014.</p> <p>Malmesbury's campus was unique as Malmesbury had already many good facilities such as the leisure centre and library. A large campus was unnecessary but Cotswold House had been identified as the building to invest</p>

	<p>in.</p> <p>A plan had been put together over the past few months, including renaming the building, “Riverside Community Campus” to reflect its use by people living across the whole community area. The aim was to have a multi-purpose centre for the community to use. It would also have space for council officers to work, enabling them to see customers locally.</p> <p>Next steps would include getting people involved across the community area, including clubs and courses, volunteering to help run the centre, and bringing ideas back to the SCOB. Those present were urged to join “Friends of Riverside”.</p> <p>Consultation events would be held shortly and it was hoped that local people would get involved and give their views.</p> <p>A question was asked regarding what problems there were around the Malmesbury community area that needed fixing. It was stated that Malmesbury still needed more community space, and that this was the chance for Wiltshire Council officers to use, and for police to have drop-in sessions.</p> <p>It was stated that this was the chance for culture change and to utilise the Cotswold House building to make it a great facility. The Malmesbury Neighbourhood Plan would deliver more houses to the area, along with an increased demand for community workshops.</p>
11	<p><u>Local Highways Investment Fund</u></p> <p>Jim Bailey, Principal Engineer, Matt Perrot, Local Highways Community Co-ordinator, and Bill Parks, Head of Local Highways and Streetscene North, were in attendance to introduce the Local Highways Investment Fund 2014-2020.</p> <p>Investments would target those areas in the worst condition. The scheme was considered by Area Boards in 2014 and the work from that list had either been completed or was to be completed by the end of the current financial year.</p> <p>The Area Board was asked to review the list and suggest other sites for future consideration.</p> <p>A budget of £21million was available, with £3million for bridge maintenance in 2015-2016. This was said to be the biggest investment available in a long time.</p> <p>An update on Holloway Hill was requested. It was heard that this was not on the list of sites for 2014-2015. The project would begin on 3 March 2015, lasting about two weeks. It was confirmed that the resurfacing would be from the roundabout to the river bridge.</p> <p>The process of closing a road was explained. Fourteen weeks’ notice was</p>

	<p>required to close a road. This was to allow all utility companies to be informed in order to allow them to sort out any problems they are aware of. Once they had been notified they were not allowed to perform any non-emergency work for two years after work was completed.</p> <p>It was asked what powers the Council had to deal with utility companies who did not leave the road surface in the condition it had been before work was carried out. Inspectors would keep a check on the quality of the road, and companies could be called back if needed. After utility companies perform works they were responsible for the condition of the road for two years. Town and parish councillors were asked to take note so that they could be chased when necessary.</p> <p>Decision</p> <ol style="list-style-type: none"> 1. To note the progress made on implementing road resurfacing and safety schemes in 2014/15. 2. To approve the list of proposed highway maintenance schemes in the Malmesbury community area for 2015/16.
12	<p><u>Safe Places</u></p> <p>Miranda Gilmour, Community Area Manager for Malmesbury, delivered a presentation on Safe Places.</p> <p>A JSA event had been hosted at the beginning of April 2014. A key outcome was the need to protect and support the elderly and vulnerable. After talking with residents, police and town council it has been agreed that they should endeavour to set up Safe Places across the area to provide support to the elderly and vulnerable when they are out in the community.</p> <p>Safe Place stickers would be given to businesses to display which would assure those affected that there was somewhere available for them to be supported, listened to, and to wait.</p> <p>The inaugural meeting would be held 13 February in the hub at Malmesbury Town Hall.</p> <p>Those interested were asked to contact Miranda Gilmour for more information.</p>
13	<p><u>Partner Updates</u></p> <p>a. Wiltshire Police</p> <p>Inspector David Hobman was in attendance and circulated a written update.</p> <p>Up to date information on Neighbourhood Policing Teams, including their membership, events, and current priorities were available on the Wiltshire Police website.</p>

Reported burglaries were higher for the last twelve months than the previous year. This had become a sector priority with additional resources being deployed throughout the area. The number of violent crime offences reported had continued to fall.

In response to a request for an update on cold calling it was heard that local police teams would continue to advise people to not answer the door if they felt unsure. Residents were advised to be suspicious and ensure they do not let them in, along with being aware of any distraction techniques.

b. Wiltshire Fire and Rescue Service

A written update was circulated.

Mike Franklin announced that the Combination Order to bring together Wiltshire and Swindon Combined Fire Authority and Dorset Fire Authority had been submitted to the Secretary of State. Subject to consultation and approval, the Combination Order was expected to be made in February 2015. Required legislation would then be passed by the end of March 2015, with the new Fire Authority coming into being on 1 April 2016. "Dorset and Wiltshire Fire and Rescue Authority" had been adopted as the name of the new administrative body.

December was described as being a quieter month than the previous year. This contrasted with November, which had seen an increase in serious incidents.

Prevention activities had focused on seasonal home safety, specifically concentrating on heating, candles, and electrical hazards.

Kit Watson, Station Manager, announced that Malmesbury Fire Station was looking for new recruits to their team of on-call firefighters. Wednesday nights were available for those interested to come along and talk to the staff.

c. Malmesbury and the Villages Community Area Partnership

A written update was provided.

d. Good Neighbours

A written update was provided.

e. Malmesbury Campus

The update was provided in the Shadow Community Operations Board (SCOB) agenda item.

f. Highways Community Co-ordinator

	<p>A written update was provided. Residents were urged to use the “app” to report issues and receive a reference number. This could also be performed over the phone.</p> <p>g. Joint Strategic Assessment (JSA) Update</p> <p>There was no update.</p> <p>h. Youth Update</p> <p>The update was provided in the Youth Update agenda item.</p> <p>i. Town and Parish Councils</p> <p>Kim Power, Malmesbury Town Council, announced that “No Cold-Calling Zones” were easy to set up. They were community-led and usually facilitated by the Town Council.</p>
14	<p><u>Community Issues Update</u></p> <p>Miranda Gilmour explained changes to her report regarding issues recommended for closure and referral.</p> <p>Decision</p> <p>To close the following issue:</p> <ul style="list-style-type: none"> • Issue 3128 - White gates had been installed at the eastern entrance to Charlton village to encourage vehicles to reduce their speed. <p>To refer the following issues to the Community Area Transport Group (CATG):</p> <ul style="list-style-type: none"> • Issue 3750 - Road surface on B4042 between Cowbridge and Lea turning. • Issue 3743 - Improve safety at B4696/Swan Lane junction, Leigh. • Issue 3699 - Road safety concerns about Bristol Street, Malmesbury. • Issue 3661 - concerns relating to single track part of West Street, Great Somerford. • Issue 3535 - Improve signage to reduce HGVs in Malmesbury town centre.
15	<p><u>Youth Update</u></p> <p>Ollie Phipps, Community Youth Officer (CYO) for Malmesbury community area, was in attendance to provide an update on the Local Youth Network (LYN), present the proposed LYN management membership, and any youth grants.</p> <p>Kath Brownlee, Community Development Worker for the Army Welfare Service, had provided written updates for circulation. The update listed a schedule of</p>

	<p>events and regular activities.</p> <p>The LYN was described as a network for any organisations that worked with young people. Around 140 people were currently a part of it. The LYN launch event had taken place on 9 December 2014 with about 50 in attendance. The LYN would work to achieve what young people in the community area needed, and work had started on the needs assessment for young people in Malmesbury.</p> <p>Members of the LYN management were to be taken on a trip in order to promote bonding and provide training. The training would include how to evaluate any funding applications they would receive.</p> <p>The list of recommended youth funding was presented.</p> <p>Cllr Berry offered support with the archery project, as an archer lived in his parish.</p> <p>Decision</p> <ol style="list-style-type: none"> 1. To award the following funding: <ul style="list-style-type: none"> • Crudwell Climbing Wall was awarded £268. • Malmesbury Support Workshops was awarded £450 + £600 for 1:1 support, on the condition that participation was raised from 6 to 8 young people. • The Archery Project was awarded £285. • The Brinkworth Board Gaming Group was awarded £150, on the condition that they work with the CYO to improve attendance and engage with other villages. • To set aside £1000 for the Revolution Youth Motor Project until a storage unit is found and a mechanics mat. 2. To ratify the proposed membership of the LYN management group.
16	<p><u>Area Board Funding</u></p> <p>Miranda Gilmour, the Community Area Manager, outlined the funding report.</p> <p>Decision</p> <ol style="list-style-type: none"> 1. To award ActivAcre £5,000 capital funding towards the major development of Corston and Rodbourne play area. 2. To award Minety Pre-school £995 capital funding towards a sink and wet-play area for toddlers.
17	<p><u>Close</u></p> <p>The next meeting would take place on Wednesday, 4 March 2015, 7.00 pm, in the Assembly Room - Town Hall, Cross Hayes, Malmesbury SN16 9BZ.</p>

Responses to Questions Received on Wiltshire Council's New Housing Allocation Policy at 14 January 2015 Malmesbury Area Board

1. **The number of applicants in each band as at 3 Feb when the new policy comes into action**

– As at 20 February the figures are as follows:

Band 1 - 123

Band 2 - 4

Band 3 - 397

Band 4 - 377

Open Market Register - 129

However the Housing team are still dealing with high levels of enquiries in relation to Housing applications as a result of the implementation of the new policy, and these figures are constantly changing as new applicants are applying and existing applicants are still in the process of updating their applications and providing information requested. The high level of enquiries would indicate that not all applicants have finalised their applications to the register under the new policy. Over the coming few months we will start to see a more accurate assessment of the figures on the register. These figures should not be used in isolation when considering the identified need for affordable housing, as the register is only one method to help identify need.

2. **The number of applicants applying as a result of the bedroom tax-** As at 20 February 2015 there are 3 applicants registered on H4W (In Band 2) as a result of under-occupying their social rented property by 2 or more bedrooms and suffering financial hardship as a result of the under-occupation.

3. **The number of households affected by the bedroom tax.** - During the first six months of 2014/15, 856 Discretionary Housing payments have been made, of which 709 were payments in relation to the under-occupancy reduction. The number of households affected by reductions to Housing Benefit as a result of the under-occupancy cuts stood at 2378 in December 2014. However not all households will be experiencing financial hardship as a result of these cuts.

WILTSHIRE COUNCIL

AGENDA ITEM

MALMESBURY AREA BOARD
4TH March 2015

IS YOUR COMMUNITY READY TO TACKLE THE WILTSHIRE ENERGY CHALLENGE?

Purpose of Report

1. To raise awareness and engage the Malmesbury community in how the council is tackling the energy challenge.

Relevance to the Council's Business Plan

2. Reducing carbon emissions and preparing for unavoidable climate change addresses two of the council's priorities:
 - (i) To protect those who are most vulnerable - through reducing fuel poverty and ensuring communities are prepared for the impacts of climate change.
 - (ii) To boost the local economy - through stimulating green jobs locally.
3. The council's Business Plan commits the council to reducing its carbon footprint and increasing recycling (p18). The Plan (Outcome 3) also aspires to:
 - reducing fuel poverty in the county;
 - lowering the carbon footprint of households, businesses and public services through energy efficient buildings and renewable technology;
 - promoting sustainable transport;
 - supporting people and places to deal with unavoidable climate impacts, such as flooding.

Background

Cabinet report

4. In September 2014, Wiltshire Council became a signatory to the Local Government Association's Climate Local initiative, which replaced the Nottingham Declaration on climate change. The significant progress made to tackle fuel poverty and promote low carbon technologies was noted at this time and Cabinet requested that further public engagement on this matter be sought through the area boards. The council's Climate Local [action plan](#) has since been published on the council website.

Climate Local

5. By signing up to [Climate Local](#), councils across the country are capturing the opportunities and benefits of action on a changing climate, through leading by example, saving on their energy bills, generating income from renewable energy, attracting new jobs and investment, reducing flood risks and managing the impacts of extreme weather. 92 councils have signed up to date.
6. Wiltshire Council has been taking action on climate change since 2009 and continues to drive down carbon emissions across the county. The Climate Local initiative provides a mechanism for communicating and recognising these achievements.
7. According to government data, Wiltshire's per capita carbon emissions have fallen from 8 tonnes of carbon dioxide (tCO₂) in 2005 to 6.7 tCO₂ in 2012. This reflects a reduction in emissions nationally, but remains higher than the 2012 South West average of 6.1tCO₂ and national average of 6.2 tCO₂. The higher figure for Wiltshire is entirely attributable to higher transport emissions, as domestic and industry emissions match the national and regional averages. This cannot be explained by emissions from the M4 motorway or diesel railways. They are excluded from these figures as deemed to be outside the scope of local authority influence.

Main Considerations for the Council

Achievements

8. The council aims to reduce its annual carbon footprint by 11,823 tCO₂ by March 2017 compared with its 2010/11 footprint. In February 2014, the council's second [Carbon Management Plan](#) was published, showing significant progress in reducing the council's carbon footprint and generating annual savings on energy bills. The energy consumption data for 2013/14 shows further progress.
9. A review of progress and up-to-date consumption data were set out in the [Appendices](#) to the 16 September 2014 Cabinet report. Highlights include:
 - 661 planning applications for renewable technologies were received, of which 93% were approved.
 - The council facilitated the insulation of 1,430 homes across Wiltshire using £0.5 million invested by energy companies.
 - The council has attracted a further £1.4 million external funding for carbon reduction projects plus a £0.6 million 0% loan.
 - 112 invest to save energy efficiency projects have been implemented at a cost of £4.1 million, saving 2,475 tonnes of CO₂ and £730,000 on council energy bills annually (includes 2014/15 projects).
 - The council has set up an Energy Management System certified to ISO50001 standard.
 - Business mileage emissions were reduced by a third in 2013/14 from 2010/11 peak.
 - Over thirty schools have engaged in programmes to reduce their energy costs and carbon emissions.

- The Wiltshire Core Strategy includes specific policies around renewable energy and sustainable construction.
- Installation of biomass boilers at twelve schools and one campus, generating income from the sale of heat and the government's renewable heat incentive, while saving on schools' running costs.
- Installation of the largest single-roof local authority-owned solar panel system in the UK on the new Northacre Resource Recovery Centre in Westbury, covering an area equivalent to seven tennis courts.
- Installation of 2,500 high efficiency boilers in council housing by 2018.

More information about council carbon reduction projects and environmental community activity in the Malmesbury community area is included at **Appendix 1**.

Next steps

10. The council's ECO Strategy (2011) sets out the development of four action plans:
 - A Carbon Management plan for the council
 - A Climate Change Adaptation plan for the council
 - A Renewable Energy Action plan for the county
 - A Low Carbon Transition plan for the county
11. It was agreed by the ECO board in 2012 to streamline the number of action plans by developing a single Energy Resilience Plan for aspects relating to renewable energy, the low carbon transition and affordable warmth in Wiltshire as a whole. The aim of this new plan to be developed in 2015 is to cover all aspects of making Wiltshire a more self-sufficient county when it comes to meeting its energy requirements.
12. There are to be four main themes running through the plan:

• Sustainable transport	• Renewable energy
• Energy efficiency	• Affordable warmth
13. The development of the Energy Resilience plan provides the opportunity to work with large businesses, communities and public bodies to capture existing initiatives to drive down energy demand in the county and identify future opportunities. The council's Green Economy Team are speaking to large energy consumers in Wiltshire to find out what plans they have in place to reduce their energy costs, and to the energy sector and community energy groups who want to invest in new technologies to deliver clean energy more locally. Through this process we are identifying where there are opportunities for energy resilience in Wiltshire and the actions necessary to see these come to fruition.
14. The plan will set out how we and others in the county are working to make our energy use more secure, affordable and sustainable. Behind much of this work is the drive to reduce energy waste and our dependence on fossil fuels. Through the development of the plan we can explore the opportunities for Wiltshire securing a low carbon future linked with long-term sustainable

growth. We can understand how homes, buildings and industry can become more energy efficient and match demand for energy through a varied mix of renewable and low carbon technologies. We will be able to identify opportunities for affordable low emission vehicles and efficient alternatives to the car. The energy resilience plan will identify a network of local businesses which are able to create new jobs and skills to emerge through a thriving low carbon economy.

15. The plan's broad objectives will include: reducing carbon emissions across all sectors; maximising economic opportunities; encouraging local energy generation and low carbon infrastructure; and enabling an active role for communities.

Environmental Impact of the Proposals

16. Reducing the council's environmental impact is the subject of this report.

Financial Implications

17. By taking actions to reduce energy use, the council stands to make significant savings given that total energy and transport costs for the council were £13.6 million in 2013/14, including £0.4 million for costs relating to the Carbon Reduction Commitment (CRC).
18. Total spend on energy and transport costs (excluding CRC) was approximately £13 million in 2009/10 and £12 million per year for the subsequent three financial years. Over the period 2009/10 to 2013/14, the unit prices paid by the council for gas have increased by 50% and electricity by 8%. This shows the importance of reducing consumption to avoid large increases in bills.
19. The council has spent £4.1 million on energy efficiency and renewable energy projects since 2009 (including 2014/15 projects). These are projected to generate £0.73 million savings per year, paying back in less than six years on average.
20. In addition, the council is investing in an oil to biomass conversion programme across twelve schools at a cost of £2.7 million. Projected income to the council from the renewable heat incentive for schools and campuses using biomass boilers comes to circa £4 million over 20 years.
21. The council has succeeded in obtaining £1.4 million external funding for carbon reduction projects (including £0.4 million for electric vehicle charging points) plus a £0.6 million 0% loan for energy efficiency investments.
22. The CRC scheme cost for 2013/14 came to £0.42 million, of which schools paid £0.16 million. Costs for 2014/15 and beyond are projected to be £0.5 million per annum which will need to be borne corporately as schools are no longer included in the CRC scheme.

23. Under the CRC scheme, the cost has risen from £12 per tonne at the start of the scheme to £16.10 per tonne in 2015/16. It is expected that this will continue to rise in line with the Retail Price Index (RPI) year on year.
24. Any further financial implications identified through the Energy Resilience Plan will be addressed through the ECO board.

Legal Implications

25. There are no specific legal implications stemming from this voluntary initiative. However, addressing climate change is a key requirement for local authorities, as set out in the Climate Change Act 2008. Further information on the council's responsibilities relating to Climate Change and to the legislative and policy framework can be found in the [report](#) to Cabinet dated 22 June 2010 (Agenda Item 103). In addition, since that date, the Energy Act 2011 has been enacted which sets out the legal framework for the Green Deal, as well as the CRC Energy Efficiency Scheme Order 2013 which sets out revisions to the CRC scheme.

Equality and Diversity Implications

26. The council's work to promote insulation schemes has focused particularly on vulnerable households as they are most at risk of fuel poverty. For example, project ACHIEVE trained up unemployed young people to deliver energy saving advice and devices to vulnerable households.

Recommendation

27. That the Area Board notes the progress the council has made in tackling the local energy challenge and in particular the initiatives in the Malmesbury community area outlined at **Appendix 1**.

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Tel No: 01225 713867
E-mail: clare.langdon@wiltshire.gov.uk

Appendices:

- Appendix 1 Overview of council carbon reduction projects and community activity in the Malmesbury community area

Energy Saving Projects in Malmesbury

The following are examples of energy projects in Malmesbury. The Carbon Management Plan has enabled investment across the county in a range of projects on the council's own buildings and estate. As part of this large programme the following 'invest to save' projects have been implemented.

Invest to save projects

The Activity Zone lighting upgrades

A series of lighting upgrades have been implemented at The Activity Zone in Malmesbury.

This has included the replacement of lighting in the sports hall to fit new high-efficiency fluorescent tubes. The new lighting reduces glare when playing sports and provides a brighter environment with reduced energy consumption. Occupancy sensors have also been installed to ensure that lights are not left on when the hall is unoccupied.

On average 25 per cent of energy use at sports facilities is consumed by lighting¹. As well as improving energy efficiency, it is also important for sports lighting to be high quality in terms of light emitted, robustness and durability. The swimming pool hall, studio, gym and reception areas have all benefited from new lighting, including the use of LED.

Combined heat and power (CHP)

This project installed technology to generate both electrical power and heat for the leisure centre. The CHP unit has dramatically reduced the cost of running the leisure centre by using gas to generate electricity for use on site, instead of drawing it from the National Grid. Heat is a side product of this process and is used to warm the building and pool water, therefore reducing the need for additional heating. This installation has saved approximately £47,000 over the past two years of operation. This is significant when compared to a current total annual energy bill of approximately £66,300.

Project	Annual saving (£)	Annual CO₂ saving	Year completed	*Total savings to date (£)
The Activity Zone, Malmesbury – combined heat and power	£23,448	84 tonnes	2013	£46,896
The Activity Zone, Malmesbury – variable speed drives on pool pumps	£2,782	17 tonnes	2011	£8,347
The Activity Zone, Malmesbury - sports hall lighting upgrade	£2,248	14 tonnes	2011	£6,745
The Activity Zone, Malmesbury - pool hall, studio and gym lighting upgrades	£2,289	12 tonnes	2014	£2,289
The Activity Zone, Malmesbury - general lighting and sensors	£1,033	6 tonnes	2012	£3,098

¹ Carbon Trust figure.

Project	Annual saving (£)	Annual CO ₂ saving	Year completed	*Total savings to date (£)
The Activity Zone, Malmesbury - studio and reception (LED) lighting upgrade	£115	1 tonne	2014	£115

*Represent estimated full year savings since completion

Other projects

SEACS programme

Through the EU funded SEACS (sustainable energy across the common space) programme, an energy ambassador was employed by Wiltshire Council to work with schools for 18 months, from late 2012 to early 2014.

Sherston Primary School was one of nine schools that received in depth support from the SEACS ambassador. As well as identifying practical ways for the school to reduce its energy consumption, pupils took part in workshops to make them more aware of the energy the school uses. This included using a thermal imaging camera to show heat loss from the building.

Luckington Community Primary School also participated in this project. Pupils at the school joined others in Wiltshire to make posters reminding people to switch things off; as part of their campaign of awareness raising and energy reduction. A pupil at the school submitted the winning entry to the poster competition and the school received power saving devices for every PC and laptop as a prize.

In 2011 Luckington Primary School had a 19 kWp solar photovoltaic system installed on its south west facing roof. The school now benefits from paying a lower price for the electricity generated than they would pay to purchase from the grid.

Community Activity:

Since 2011 the Malmesbury and the Villages Community Area Partnership (MVCAP) have had a [website](#) dedicated to identifying local community issues and addressing them by forming partnerships with local agencies, organisations and community service providers.

One of the actions to come out of this voluntary group is the community led One Planet Action Plan, which focuses on four key areas:

- Reduce our Carbon Footprint
- Reduce our waste
- MVCAP Sustainable Transport - Malmesbury Area Transport Hub
- Improve local community facilities and voluntary services

Community Safety Forum

Station Yard Car Park group

Introduction to the final report

The Station Yard car park group was run by MVCAP at the request of the Malmesbury Area Board to look at local concerns about antisocial behaviour, criminality and antisocial driving centred on the Malmesbury Station Yard long stay car park.

Membership of the group consisted of representatives drawn from Wiltshire Council, Malmesbury Neighbourhood Policing Team, Wiltshire Fire Service, Wiltshire and Town councillors, Malmesbury & St. Paul's Without Resident's Association and residents directly affected by the problems. Meetings were organised, chaired and minuted by members of MVCAP.

The project began in July 2013 and the final report completed in January 2015. During this period a large amount of evidence as collected by the group including a topographical survey of the car park, speed monitoring on Station Road and Gloucester Road and an exercise to monitor levels of disturbance which was run through the summer and autumn of 2014.

On behalf of MVCAP I would like to record our thanks to everybody who took part in the process. In particular we would like to thank the Area Board, Wiltshire Council and Wiltshire Police for the time and resources they committed to this project and Wiltshire Fire Service for providing their meeting room free of charge.

We would also like to record our thanks to the late Martyn Snell who was so influential in raising residents' concerns and getting this project established.

Martin Rea

Chair Station Yard Car Park group
Vice-chair MVCAP
mvcap.org.uk

9th February 2015

Confirmations

Everybody who at any time was considered to be a member of the car park group was contacted in January 2015. They were asked the following questions. Their responses are recorded below.

- *I confirm that I have read the final version of the group's report regarding antisocial behaviour in and around the Station Yard car park.*
- *To the extent of my involvement with the group, I [do / do not] consider it to be a fair account of the group's investigation and conclusions.*

Name	Representing	Responses	Date
Martin Rea (<i>Chair</i>)	MVCAP	Yes + I do	23/01/2015
Simon Killane	Wiltshire Councillor	Yes + I do	25/01/2015
Martin Alvis	Police	Yes + I do	24/01/2015
Michael Tripp	Police	Yes + I do	07/02/2015
Rachel Webb	Police	Yes + I do	03/02/2015
Chris Harvey	Fire Service	<i>No reply</i>	
Martin Rose	Wiltshire Council	Yes + I do	22/01/2015
Miranda Gilmour	Wiltshire Council	Yes + I do	22/01/2015
Lyn Penfold	Town Council	<i>No reply</i>	
Kim Power	Town Council	<i>No reply</i>	
Edmund Dias	Residents Association	<i>No reply</i>	
Andrew Bisping	Resident	<i>No reply</i>	
Sara Gray	Resident	Yes + I do	24/01/2015
Jessica Johnson	Resident	Yes + I do	08/02/2015
Rob Mackie	Resident	<i>No reply</i>	
Art Robb	Resident	Yes + I do	09/02/2015

Community Safety Forum

Station Yard Car Park group

The problem

- **Location**

The Station Yard long stay car park in Malmesbury is near the centre of town but relatively isolated, particularly outside of working hours. It sits in a natural “bowl,” there is plenty of open space in and around the car park and a natural driving “circuit” exists which takes in the car park, Station Road, Gloucester Road, Abbey Row and Mill Lane, although access restrictions have recently been put in place on Mill Lane.

- **History**

There has been a low background level of anti-social behaviour associated with the car park for decades. Occasionally there are spikes of increased problems as detailed below.

Wiltshire Police and local councils have taken action over the years to disrupt the worst patterns through efforts such as extra police patrols, improved lighting and cutting back shrubs to improve visibility. Despite this some problems persist and residents whose properties face or back onto the car park report continuing disturbances, particularly in the summer months, some of which are reported to the police but many of which go unreported.

- **Anti-social driving**

This takes the form of speeding on Station Road and Gloucester Road, loud engine noise, and cars driving the “circuit” via Mill Lane. Additionally some cars take an alternate route using Tetbury Hill. Within the car park itself wheelspins, “doughnuts,” loud engine revving and loud music from car sound systems are reported as compounding the level of disturbance.

- **Damage to parked cars**

There have been some incidents of damage to cars parked in the car park including broken wing mirrors, scratches and, very rarely, cases of more substantial damage.

- **Anti-social behaviour**

Beyond the anti-social driving there is the more general issue of anti-social behaviour. Sometimes this is associated with the car drivers but, as this area is a secluded spot, it is attractive to many people and so is not solely linked to them.

- **Noise nuisance**

General noise from people socialising and drinking is a regular complaint. Particularly in the summer months nearby residents complain about bad language, shouting and other noise nuisance persisting into the late evening or night-time.

- **Vandalism**

In addition to the damage to vehicles there have been some other incidents

including damage to seating and tables next to the river.

- **Litter**

This is a constant issue with litter, particularly around the riverside seating area.

Collection of evidence

While there is a lot of anecdotal evidence from residents and some documentary evidence from bodies such as the Police there seemed to be no clear body of evidence about the scale of the problems and the types of approaches that might be applied to address them. To tackle this we collected evidence from a variety of sources.

- **Police records and information**

The Police gave us updates about the number of reported problems as well as background information about the types of issues they encounter and the realities of policing this area. Despite the perception the Police only receive a very small number of reports about behaviour in the car park – typically 1-2 per month – and in the last year this rate has been declining. Police respond to calls about problems and have intermittent patrols taking in the area, particularly on weekends, but providing resources for a more sustained level of policing in the area is difficult due to the overall low frequency of problems.

- **Speed monitoring – Gloucester Road and Station Road**

SDR speed recording units were used to collect data to help understand the nature and scale of speeding on these roads. On both stretches, while there were isolated incidents including one reaching 59mph on Station Road, the average and 85th percentile speeds recorded were below the speed limit.

- **Wiltshire Council Highways Department**

We were given a lot of information about the car park and different measures that could be used to reduce opportunities for antisocial driving. The Area Board funded a detailed topographical survey as part of this process. Possible interventions included:

- **Traffic calming measures**

In the form of bolt down speed bumps in the car park and more substantial engineering such as speed reduction pillows on the highway sections.

The former are relatively cheap to introduce and, if carefully located, could reduce the attractiveness of the car park for antisocial driving without a loss of parking spaces. The latter would be very costly and would need to meet Wiltshire Council criteria relating to persistent speeding if funding were to be available.

- **High friction surfaces**

This is a replacement road surface that has no impact on vehicles being driven normally but which makes spinning wheels and sliding manoeuvres almost impossible. If implemented this could be effectively introduced in strips rather than requiring the whole car park to be resurfaced. However, this would not stop this type of driving on the grass covered surfaces bordering

the parking area so some kind of barrier to stop vehicles driving on the grass areas might be required to make this an effective approach.

- **Recycling area**

When the large recycling containers are removed a new space for antisocial driving will be opened up. Careful positioning of low cost obstacles such as large planters could be effective in blocking off this space. Some investigation about the use of this area as a turning space for large vehicles would be needed before any scheme could be implemented.

- **Shrub cover and heights**

High shrubs within and on the boundary of the car park block visibility and create a space for antisocial activities to take place. Improved management and more frequent cutting back should solve this problem.

- **Lighting**

Lighting levels are low, particularly in the areas bordering the car park. Additional lighting might make the space less attractive as a gathering area. However, lighting for this area was investigated a number of years ago and new improved lighting was installed. It may not be possible to increase lighting without having a negative impact on the area through light pollution.

- **Gates**

These have been used to address problems at other car parks by locking the entrances overnight. Alternatively, automatic barrier gates could be installed but these are relatively costly and it's unclear how this would significantly modify driver behaviour. It is unclear how either gated approach could work for this site given the 24 hour access needed.

- **CCTV**

We looked at the use of CCTV and its possible impact on the problems. There are two possible approaches to introduce CCTV monitoring in this area.

- **As part of a new Malmesbury Town Council system**

The town council are working towards replacing their existing system. Investigation into replacement systems is ongoing and there is not currently a definite date for introduction of a new system. Additional cameras could be added to cover the car park but allocation of costs would need to be agreed between the town council and Wiltshire Council – the owners of the car park.

- **Stand-alone system**

An alternative would be to locate a couple of stand-alone CCTV cameras to cover the car park and surrounding area. This would be relatively cheap to introduce but procedures for downloading and providing the data to the police would need to be established.

- **Monitoring forms**

We put together a leaflet and form for residents to record any problems they

experienced however small. A paper form and an online form were available to collect information. The leaflets were delivered by the Police to the houses facing or backing onto the car park. The survey was run from June to October 2014.

In total we received 8 online responses from 3 separate respondents. Issues raised related to antisocial driving, loud engine noises, use of an air horn and vehicle revving, loud music playing, shouting and swearing. Some incidents were reported to the police using the 101 contact number and, with a few incidents, it continued to cause disturbance past midnight.

We received one paper form response but the issues raised did not relate to Station Yard car park.

For context, during this five month period there were two logged calls to Police 101, both from the same person with no corresponding report on the monitoring forms^[1].

Due to the nature of the disturbances, weather and the length of day appears to have a big role to play with the level of disturbance normally peaking in the summer. The weather for the summer of 2014 was fairly unexceptional. There were some prolonged dry periods but some wetter more unsettled periods in August^[2].

September saw a prolonged dry period before October returned to more unsettled, but warmer than average weather^[3].

- **Anecdotal evidence**

We were fortunate to have members from among the affected residents. They explained the impact that even small levels of disturbance can have on their lives. In particular the issues of car noise and music at night-time and shouting during the evenings were raised making some people feel unable to use their outside space because of it. The group also experienced some of the noise disruption itself from noisy cars driving past during an outdoor meeting next to the Fire Station.

Residents have also mentioned on several occasions that they have tried to report problems using the police 101 number but that this has sometimes taken a long time to do and often by the time the message has reached the local police the problem has gone away. This has led to some residents being discouraged from using 101 when incidents occur. This may lead to a degree of under-reporting.

For context, the official call handling statistics for Police 101 in Wiltshire for April to June 2014 show an average of 7 seconds to answer calls with less than 1% of calls abandoned^[4]. There is no information about the average time needed to complete a call. For the two incidents reported using 101 during the monitoring period the police attended in both cases^[5].

Within the town there is definitely an impression that there are problems with the car park. In particular many people are reluctant to use the space overnight because of the perceived risk of danger to vehicles left unattended.

Concerns

Any intervention has potential consequences.

- **Displacement of problems**

If the car park is no longer attractive to those causing the problems it does not mean that any underlying factors are tackled. The risk is that the problems are just moved from the Station Yard area to another part of town.

- **Long-term commitment from authorities**

Any intervention must be sustained. There is a risk that steps are taken to tackle the immediate issue but over time the focus moves to other priorities allowing the problems to return.

- **Balance between the needs of residents and users of the public space**

One person's antisocial behaviour can sometimes be another person's idea of having fun and socialising with their friends. While there is undoubtedly an issue with antisocial behaviour and driving in the area, any response needs to be balanced. To not do so runs the risk of building resentment and creating new problems.

Options

Based upon the evidence we received there seem to be a number of measures that could help tackle the problems. They could be introduced separately or in combination.

- High friction strips of surfacing in the car park
- Bolt-down “sleeping policemen” strips within the car park
- CCTV
- Plant cover control
- Improved lighting (if there's no increase in light pollution for the area)

References

- [1] Source: Email from PC Rachel Webb, Neighbourhood Policing Team Community Beat Manager for Malmesbury in response to emailed request for information
Received: 19 December 2014

- [2] Source: UK Met Office weather summary for Summer 2014
Accessed: 19 December 2014
<http://www.metoffice.gov.uk/climate/uk/summaries/2014/summer>

- [3] Source: UK Met Office weather summary for Autumn 2014
Accessed: 19 December 2014
<http://www.metoffice.gov.uk/climate/uk/summaries/2014/autumn>

- [4] Source: **police.uk** 101 Call Handling figure for Wiltshire Police – April to June 2014
Accessed: 19 December 2014
http://www.police.uk/wiltshire/EY/performance/call-handling/data/#answer_time

- [5] Source: Email from PC Rachel Webb, Neighbourhood Policing Team Community Beat Manager for Malmesbury in response to emailed request for information
Received: 5 January 2015

Crime and Community Safety Briefing Paper Malmesbury Community Area Board March 2015



1. Neighbourhood Policing

Sector Commander: Insp Dave Hobman

NPT Sgt: Ps Donna WEST (1st March)

Town Centre Team

Beat Manager – PC Rachel Webb

PCSO – Michaela Lareine

Malmesbury Rural Team

Beat Manager – PC Mike Tripp

PCSO – Durry Maule

Ashton Keynes & Minety Team

Beat Manager – PC Steve Harvey (Acting Sgt)

PCSO – Dee Curran

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 January 2014	12 Months to January 2015	Volume Change	% Change	12 Months to January 2014	12 Months to January 2015
Victim Based Crime	428	480	+52	⬤ +12.1%	18%	8%
Domestic Burglary	31	40	+9	⬤ +29.0%	0%	0%
Non Domestic Burglary	67	117	+50	⬤ +74.6%	1%	1%
Vehicle Crime	35	47	+12	⬤ +34.3%	11%	2%
Criminal Damage & Arson	70	62	-8	⬤ -11.4%	26%	11%
Violence Against The Person	85	68	-17	⬤ -20.0%	45%	22%
ASB Incidents	233	221	-12	⬤ -5.2%		

* Detections include both Sanction Detections and Local Resolutions

The number of reported burglaries is still higher for the last twelve months when compared to the year before, however the trend has started to improve with recent reductions in both Dwelling Burglaries and Non-Dwelling Burglaries.

This remains a Sector Priority and additional resources are being deployed across the area in an effort to deter and catch offenders. This is being coordinated by CID officers based within the Sector but involves officers from across Wiltshire and Specialist officers from our Tri-Force teams as well as colleagues from bordering Force areas.

Violent crime continues to show a drop in offences reported which goes against the trends in most other parts of our Force area.

Inspector David Hobman
Sector Inspector
Chippenham, Calne, Corsham,
Royal Wootton Bassett, Malmesbury and Cricklade
Wiltshire Police

DDI: 01249 709502

Email: david.hobman@wiltshire.pnn.police.uk



wiltspoliceDH

January update 2015

A single Children's Community Health Service for Wiltshire

Children's Community Health Services consist of fourteen different services for children:

- Health Visiting Service
- Family Nurse Partnership
- School Nursing and National Child Measurement programme
- School-aged immunisation programme
- Children's Learning Disability Nursing
- Integrated Occupational Therapy and Physiotherapy
- Speech and Language Therapy
- Children's Community Nursing
- Community Paediatrics
- Community Paediatric Audiology (West Wiltshire only)
- Safeguarding Named Nurses
- Looked After Children
- Portage (Salisbury area only)
- Child Health Information Service (CHIS)

In Wiltshire, these services are currently delivered by five separate organisations.

As a result of listening to, consulting and involving service users, it has been determined that services and support for the county's children and young people can be improved by delivering services via a single contract.

Wiltshire CCG, Wiltshire Council and NHS England are jointly re-commissioning the services to create a single Children's Community Health Service for Wiltshire. It will mean that every child, young person and family across the county, no matter where they live, will have access to the same and all services and support. Services will be easier to access and there will be a potential for improved joint work with GPs, Wiltshire Council and other partners.

Service users have been extensively involved in developing the new service. Children and young people and parent and carers have been at the heart of consultation and engagement, working alongside professionals in shaping Wiltshire's new Children's Community Health Service. As well as public events on the service, there have been a series of meetings, workshops, focus groups and on-line surveys.

The new improved service will be in place from March 2016. The tendering process is currently underway.

The right healthcare, for you, near you, with you

Royal United Hospital, Bath acquires the Royal National Hospital for Rheumatic Diseases

The proposed acquisition of the Royal National Hospital for Rheumatic Diseases NHS Foundation Trust (RNHRD) by the Royal United Hospital Bath NHS Foundation Trust (RUH) has now been approved, health sector regulator Monitor announced.

Joint working with the RUH will secure the future of the renowned specialist services of the RNHRD and allow patients in the area and beyond to continue to access world class care and expertise. The acquisition takes place on 1 February 2015.

The RNHRD endoscopy service is the only clinical service to move to the RUH on 1 February. Combining the endoscopy services will give patients access to greater choice of appointments and the assurance of nationally accredited standards of care.

Patients, GPs and other relevant partners have already been engaged with and informed of this change.

All other RNHRD clinical services will continue to be provided from the RNHRD hospital and patients will be seen and treated by the same team of staff.

Specialist Dementia Care

NHS Wiltshire CCG and Wiltshire Council are currently running a public consultation, through Healthwatch Wiltshire, on the future location of where specialist dementia hospital care in Wiltshire will be delivered.

Specialist dementia care is currently being temporarily provided at Amblescroft South in Salisbury and has been provided there since the closure of Charter House, Trowbridge in February 2013. There are also additional beds available in Swindon and Bath and this provision will continue.

The consultation is asking the public to share their views on the three locations that have been put forward for a permanent place for specialist dementia care to be provided from, and the three possible locations are: Charter House, Trowbridge; Avebury Ward at Green Lane Hospital, Devizes; and Amblescroft South, Foundation Way, Salisbury.

The public consultation started on 1 December 2014 and is running until 10 March 2015.

More information on the consultation can be found on Healthwatch Wiltshire's website:

<http://www.healthwatchwiltshire.co.uk/consultation-specialist-dementia-care>

Integrated Community Teams

Wiltshire's pioneering Neighbourhood Teams, who were set up across the county to deliver community health care, are now developing even further and, in conjunction with Great Western Hospital and Wiltshire Council are transforming into 20 Integrated Teams, providing health and social care services to the population of Wiltshire.

The right healthcare, for you, near you, with you

The aim of the teams is to deliver community health and social care in an integrated, seamless way - a total care environment in the community where the patient lives, supporting them to continue to live at home, or stay locally for as long as possible without having to go into hospital.

The integrated teams will be GP led, with each team serving a population of approximately 20,000 people. Each team consists of primary healthcare workers and community care people from the NHS, Council and other agencies.

Three pilot sites have already been set up in Bradford-on-Avon, Salisbury City and Calne, and the remaining 17 teams hope to be operational by the end of September 2015.

The right healthcare, for you, near you, with you

MVCAP

Report for Area Board meeting on Wednesday 4th March 2015

Community Safety Forum:

The Station Yard car park working group have completed their work. Their report has been presented to the Area Board, and it is included in the meeting materials for their March meeting.

After many years of providing a space for the public to meet and discuss priorities with the police and other community safety bodies, the last ever MVCAP Community Safety Forum meeting took place on the 7th January 2015.

malmesburycsf.org.uk

Community Facebook Groups:

We have set up Facebook groups for the parishes of Crudwell, Luckington, Oaksey and the Somerfords. We will be moderating them on an ongoing basis.

Malmesbury Area Pathfinders (MAP):

MAP are preparing to waymark the White Walls Way and are working on the design of the first of a series of information boards for the route.

For more about the White walls Way and leisure walking in the area – see the website at

malmesburypathfinders.org.uk

Green Matters:

This is our what's on guide to green issues in Wiltshire and Gloucestershire. The website covers the local ecology, nature, wildlife, environmentalism, sustainability and climate change events within about one hour's travelling from Malmesbury.

greenmatters.org.uk

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

Local Highways Update – March 2015

Seasonal Update

Winter

- Link for info on Wiltshire Roads which are gritted throughout the winter months
www.wiltshire.gov.uk/parkingtransportandstreets/roadshighwaysstreetcare/gritting.htm

Spring

- The link below will show all of the grounds maintenance provided by Wiltshire Council. If you have any questions on this, please ask.

<http://maps.wiltshire.gov.uk/LocalViewpub/Sites/HighwaysParishTowns/>

Programmed Works

Highways Steward Visit

	Luckington	Sopworth	Sherston	Easton Grey	Norton	Malmesbury Without	Malmesbury	Brokenborough	Great Somerford Little	Somerford	Dauntsey	Brinkworth	Lea & Cleverton	Charlton	Hankerton	Crudwell	Oaksey	Minety	Leigh	Ashton Keynes	
2 / Mar																					
9 / Mar																					
16 / Mar																					
23 / Mar																					
30 / Mar																					
6 / April																					
13 / April																					
20 / April																					

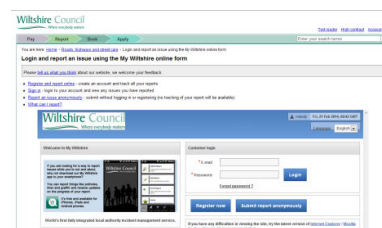
My Wiltshire App

Please can I remind and encourage you to report Highway / Streets / Grounds issue is via the “My Council App” this is the most effective way of reporting defect. If you need to chase a request please get in touch with me with the app number and I will be able to provide an update. However if you feel the issue is not a simple fix defect please contact me direct. The “My Council App” is available on Smartphone / Tablet / via Wiltshire Councils website or on the telephone 0300 456 1005. You will be provided with a reference number and updated via email of the issues progress.

Please use the “My Wiltshire” App to report Local Highway defects to Wiltshire Council.

Local Highways includes

Grass Cutting, Street Cleaning, Emptying Bins, Potholes, Drainage etc



COMMUNITY YOUTH OFFICER UPDATE

1. Purpose of the Report

- 1.1. To update the Area Board on the Community Youth Officer's recent actions from 1st January to 20th February 2015. Including information about the Local Youth Network Training Event, Needs Survey & We Will Charter.

2. CYO Update

- 2.1 On the 17th January 2015 the LYN Management Group attended a day training event. During this they had the opportunity to develop their understanding of their roles within the group and the objectives of the Management Group. The youth members have decided between them who would best suit each role and the member assigned to each role has been identified below.

Furthermore, at the event they have created their 'We Will...' charter (appendix: 1), a poster of the group's mission statement, created from the original terms of reference. This has been agreed and signed by all LYN management group members.

- 2.2 The group have also created a Facebook page, this will be a primary source of up to date information from the LYN Management Group. Like our page today to see photos of the training event, the 'We Will...' Charter and receive regular information about things to do for young people in the Malmesbury Community Area.
www.facebook.com/MalmesburyLYN

- 2.3 The Local Youth Network has created an online survey for young people aged 13-19 and up to 25 with special educational needs and disabilities. The survey aimed to find out what young people already engage with and what the gaps in provision are. Furthermore, we want to know how accessible activities are and when young people would like them.

The survey is expected to receive over 1000 responses, and will directly impact the work of the LYN Management Group, whom will use the information to assure positive change to the lives of young people in the Malmesbury Community Area from this needs led approach. The survey

closes at the end of February and the answers will be analysed by the Community Youth Officer and the LYN Management Group. From this a strategic plan will be created.

3. Recommendations

3.1 No New Grant Applications Applied for.

3.2 Furthermore the current members of the group **to be agreed** by the Area Board, with group roles and two new youth members:

Young People	Age:	Location:	Role:
1: Aston Atkinson	16	Malmesbury	Chair
2: Simone Snashall	16	W.B	Safeguarding Champion
3: George McGrory	14	Luckington	West Rural Rep
4: Steph Vincent	15	Malmesbury	Equalities Rep
5: Shaina Snashell	15	Malmesbury	Promotion Champion
6: Nicole Saunders	13	Malmesbury	Town Rep
7: Jade Sanders	15	Malmesbury	Secretary
8: <i>Not Yet Assigned</i>			

Supporting Community Roles:

9: Area Board Rep – Simon Killane

10: Town Council Rep – Amanda Kettleby

11: School Rep – Shelly Ball

12: Voluntary Community Sector – Denise Little

13: Parish Rep - *Not yet filled*

Report Author: Ollie Phipps, Community Youth Officer

Tel No: 07795 060797

E-Mail: ollie.phipps@wiltshire.gov.uk

Appendices:

1: We Will Charter

Our Group Will...

- Give young people a voice
- Be involved in the growth of the Local Youth Network and its targets & goals
- Have members with appropriate training and qualifications
- Share information with the local community
- Be trustworthy and demonstrate team work skills
- Make sure activities are accessible to all
- Respect everyone's opinions
- Regularly attend management group meetings
- Communicate clearly within our group

Our Plan Is Too...

- Identify local young people's needs, setting objectives, priorities and outcomes
- Design, develop, deliver and review positive activities for young people
- Make recommendations to the Area Board on how funding should be spent
- Ensure safe environments for young people and their friends, involved in activities and having fun
- Work alongside the Community Youth Officer, having influence over their aims
- Review project evaluations and report on the quality and effectiveness of local youth provision

***Signed by all Local Youth Network Management Group members
on 21st January 2015***

Aston Atkinson, George Mcgrory, Jade Sanders, Nicole Saunders, Shaina Snashell,
Simone Snashell, Steph Vincent, Amanda Kettley, Denise Little, Miranda Gilmour,
Ollie Phipps, Shelly Ball, Simon Killane

Report to	Malmesbury Area Board
Date of Meeting	4 March 2015
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 11 issues
3. Refer 6 new issues 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](#).
- 1.3. All parish councils should be in regular contact with the Highways Community Coordinator and all highways issues should be discussed with him first.
- 1.4. The online area board community issues system should be used when the parish/town council has been unable to solve the matter through normal channels with Wiltshire council and its partners and/or where an issue is causing widespread concern in the community. Please report it to the Malmesbury area board via the [online community issue form](#).
- 1.5. At the time of writing (17/2/2015), a total of 205 community issues have been received, of which 161 have been closed and 44 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](#)
- 2.1.2. It should be noted that for the last year virtually all issues received from the community have been road safety related, the majority of which have been referred to the Malmesbury CATG. This is adding to the workload of the highways team. Councillors may wish to consider limiting referrals to CATG, or ask CATG to prioritise the issues; or maybe both. Whichever approach is adopted, it is likely that the community will have to wait longer for issues to be considered and resolved.

2.2. Closure of Issues

- 2.2.1. It is recommended that the following issues are closed (emboldened in Appendix 1).
- **Issues 3851, 3846 & 3823** - largely concern HGV on Callow Hill Brinkworth. This matter has been referred directly to be considered for a formal assessment against Wiltshire's Freight Assessment and Priority Mechanism (FAPM) process. Data from 2013 may be able to be used; alternatively data will be collected this autumn as Callow Hill will be shortly closed for bridge works.
 - **Issue 3651** - Bus shelter request at Dauntsey St James – as the petitioner has failed to approach the parish council. The matter appears to be for an individual rather than the community.
 - **Issue 3221** - Request for pavement in Charlton – the parish council have decided not to proceed.
 - **Issue 3226** - Dark Lane/Bristol Street Junction concerns – the matter having been resolved.
 - **Issues 3453, 3455, 3457 & 3505** – Parking in Burnivale – Some lining has been undertaken and the remainder is scheduled.
 - **Issue 3574** – No Through Road sign requested for Reeds Farm – matter referred to relevant department.

2.3. Referral to CATG

- 2.3.1. New issues recommended to be referred to CATG, are shown *in italics* in Appendix 1 and are as follows:
- **Issue 3845** – Speeding on Callow Hill, Brinkworth.
 - **Issue 3800** - Road safety concerns Whychurch Hill.

- **Issue 3761** – Pedestrians crossing the road needed on B4696 (Thames Path).
- **Issue 3754** - Perceived speeding Ashton Keynes Road, Minety.
- **Issue 3878** - Road safety on High Road Ashton Keynes
- **Issue 3879** - Pedestrian safety, Station Road, Minety

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 4 March 2015.
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No unpublished documents have been relied upon in the preparation of this report.

Report Author	Miranda Gilmour, Community Area Manager Tel: 01672 515742 Mobile:07990 505882 E-mail: miranda.gilmour@wiltshire.gov.uk
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Area Board Issues Malmesbury Community Area

Issue No	Electoral Division	Summary of Issue	Latest Update
3879	Minety	<i>Pedestrian safety, Station Road, Minety</i>	<i>This matter will be referred to highways officers in the first instance</i>
3878	Minety	<i>Road safety on High Road Ashton Keynes</i>	<i>This matter will be referred to highways officers in the first instance</i>
3851	Brinkworth	Road safety concerns on Callow Hill	Recommend closure by area board at 4 March meeting as now referred to colleagues for Freight Assessment and Priority Mechanism (FAPM) process.
3846	Brinkworth	Concerns about HGVs on Callow Hill, Brinkworth	Recommend closure by area board at 4 March meeting as now referred to colleagues for Freight Assessment and Priority Mechanism (FAPM) process.
3845	Brinkworth	<i>Speeding Callow Hill</i>	<i>Community Speed Watch has only been operating for a comparatively short period and it would only be if this fails to reduce speeds that engineering measures might be considered. Callow Hill would not qualify as a local safety scheme with such a low collision rate and the only option might be for the CATG to consider it for a substantive scheme. Suggest the area board refers this issue to CATG</i>
3823	Brinkworth	HGV and speed concerns on Callow Hill, Brinkworth	Recommend closure by area board at 4 March meeting as now referred to colleagues for Freight Assessment and Priority Mechanism (FAPM) process.
3800	Malmesbury	<i>Road safety concerns Whychurch Hill</i>	<i>Will suggest at 4 March area board that councillors refer to CATG.</i>
3761	Minety	<i>Need for Pedestrians crossing the road sign</i>	<i>Suggest area board refers to CATG on 4 March 2015</i>
3754	Minety	<i>Perceived speeding Ashton Keynes Road Minety</i>	<i>Metro count request form sent to parish council. Will suggest area board refers to CATG.</i>
3750	Sherston	Accidents on B4042 between Cowbridge and Lea turning	The matter was considered at the 10 February CATG - No injuries to date but vehicles toppling over into the ditch/hedge/field. 40mph area with adverse camber. This is a major maintenance issue not CATG. Long term needs road re-profiling and kerbing. Interim action is required. Plan to fill in ditch and get hedges on opposite side of the road cut, plus bend signs and solid white line painted on the side of the road.
3743	Minety	Improve safety at B4696/Swan Lane junction, Leigh	Discussed at 10 February CATG - The wall had been rebuilt. Bend not well signed although skid resistance OK. CATG agreed signing and lining. Cost to be provided to PC prior to agreeing to proceed. A 25% contribution was required.

Issue No	Electoral Division	Summary of Issue	Latest Update
3705	Minety	Safety on A429 at the Culkerton/Oaksey junction	The Coroner's report may take some months to be published, but I am afraid we will have to wait until we receive this before considering the way forward.
3699	Malmesbury	Road safety concerns about Bristol Street, Malmesbury	Considered at 10 February CATG - Agreed possible contender for 20mph site 2015/16. Could be a 20mph area or zone continuation. Town council would have to be prepared to put aside 25% for any scheme.
3681 3679 3678 3584 3572 3571	Minety	Road Safety in environs of Kemble Business Park and Oaksey turning	Highways maintenance have been instructed in October to refresh junction markings/sloves etc. and ensure signs were kept clear of vegetation. Following the recent fatality the police will be preparing a report for the coroner and when we know the outcome of this report, Wiltshire Council will consider any road or safety improvements recommended, if it is considered there was a highways issue that contributed to this accident.
3661	Brinkworth	Dangers relating to single track part of West Street, Great Somerford	Considered at 10 February CATG - West Street is a typical narrow rural road, but not single track. Agreed increased kerbstones would not improve the matter. Perhaps sign traffic in the middle of the road might help. Parish council suggested 20mph area through Great Somerford and Startley although officers said both sites unlikely to meet the necessary policy criteria. If there are concerns about speed, CATG suggested the parish council request a metro count and consider CSW, when police were more supportive of enforcement. Could possibly be assessed for 2 different 20mph zones.
3651	Brinkworth	Bus shelter needed at Dauntsey St James	It would appear that you have not been in touch with the parish council as requested about this proposal. In the meantime the parish council have decided it is not a priority for them. The area board would not progress this issue without parish councils support and the area board will be recommended to close the issue on 4 March 2015.
3616	Malmesbury	Request for signage and lines on B4014 Fosse Way	This matter was discussed at the 10 February CATG - accepted that Fosse Way provided an excellent varied route for carriage drivers including the disabled, but access on to or crossing the B4014 was considered dangerous because of vehicles overtaking. CATG agreed to fund a carriage sign on Wiltshire side of Byway. Cost £200 Visibility Requirement for solid lines along length of the road are not met. Overtaking could be restricted via a TRO. Installation of carriage drivers sign would go ahead, positioned closer to the junction and not with the other signs The hedge would be cut back by the sign on a regular basis.
3574	Malmesbury	No through Road sign at entrance to Reeds Farm	This issue was considered at the 10 February CATG. A request for a sign would be referred to the appropriate council department. The issue would be recommended for closure at the 4 March area board
3567	Brinkworth	Accidents on B4042 west end of Brinkworth	Discussed at 10 February CATG - Requires new improved chevrons and package of smaller signing and lining to encourage better vehicle alignment through the bend.

Issue No	Electoral Division	Summary of Issue	Latest Update
3564	Malmesbury	Perceived speeding in vicinity of B4014 Filands	Issue considered at 10 Feb CATG. Eligible for CSW and this will be investigated, as will future Bloor development, when the issue may be addressed.
3560	Sherston	Junction B4040 Malmesbury to Tetbury Road and Shipton Moyne Road.	The matter was discussed at 10 February CATG - Site visit undertaken to assess forward visibility for right turning vehicles at junction. TP on nearside partly obscures visibility. Improved visibility could only be achieved by land owner setting back fence line. 1 recorded Collision in last 5 years 'slight' severity. Parish council are keen to improve visibility even at risk of increased speeds. Landowner will be requested to reinstall fence. Parish Council to request 2 verge cuts p/a from Matt Perrott, highways community coordinator around the telegraph pole area opposite the junction.
3535 3534	Malmesbury	Improve signage to reduce HGVs In Malmesbury town centre	The issue was discussed at 10 February CATG -Discussed at 10 February CATG - Weight limit is enforced by the police. The issue was not volume of HGV but a few causing problems, mainly those coming in from Sherston/Bristol Street. It was suggested that the town council should consult locally about their proposed HGV route through Parklands. Officers would review with freight colleagues and identify the best way of addressing the concerns and requests from the Town Council.
3520	Sherston	Speed on Foxley Road, Malmesbury	This issue was discussed at 10 February CATG Requires full topographical survey to prepare realistic options, which was approved as first step. As usual a 25% contribution would be required from the parish council.
3505 3457 3455 3453	Malmesbury	Parking in Burnivale	Discussed at 10 February CATG. Painting of a white line from the end of the motor cycle bay to encompass/accommodate 5 cars will be undertaken in March/April time plus other minor lining in the area as agreed. This issue will be recommended for closure at the 4 March area board.
3425	Sherston	Improve pedestrian crossing on B4040 in Sherston	Discussed at 10 Feb CATG. Discussed recent safety concerns with demarcated/ coloured crossing points due to driver confusion. Sherston parish council wanted to proceed in 2015/16 and willing to contribute 25%. Contact will be made with the parish council and work scheduled when slightly warmer.
3403	Sherston	Perceived speeding through Milbourne village	Discussed at 10 Feb CATG. 2nd metro count 85th percentile was 39.4mph in 30mph area. Would like to start with CSW if allowed and then opt for gateways if need be. 30 carriageway roundels to be provided at terminal points.
3309	Sherston	Willesley village seeking 30mph speed limit	The issue was considered by 10 February CATG. Monitoring of speed in the village showed this was not an issue, however the SDR count at A433 junction indicated a high level of contravention of the 'No Entry' sign This was highly dangerous because of poor visibility. Suggest this is a local problem possibly associated with the stables. Added difficulty because the A433 is in Gloucestershire but the village falls within the Wilts Boundary. Could do with police enforcement maybe via a mobile unit being opposite the turning, but for the time being a temporary sign had been installed <i>No Entry to A433. It is</i>

Issue No	Electoral Division	Summary of Issue	Latest Update
			<i>an offence to exit this junction.</i> Various options discussed. CATG agreed to a SDR in a further 6 months to measure impact of any measures. If problems persist need to speak to Wilts and Gloucestershire Police re enforcement.
3226	Malmesbury	Dark Lane/Bristol Street Junction concerns	This issue was discussed by the 10 February CATG, who recommended it for closure at the 4 March area board
3221	Minety	Request for pavement in Charlton	This issue will be recommended for closure at the 4 March area board
3190 3164	Sherston	Pedestrian crossing on A429 near Blicks Hill	Footway work will now be undertaken shortly, with surfacing possibly May/June 2015.
3134	Sherston	Pedestrian crossing requested in Corston	On 10 February CATG agenda – no change
3129	Brinkworth	Request for a footpath in Great Somerford	CATG discussed on 10 February. Number of drainage issues to resolve. Anticipate parish council to undertake local consultation/display of plans in March, with construction work in June/July.
2660	Malmesbury	Drainage issues Reeds Farm, Malmesbury	No change
2172	Malmesbury	Parking in Cross Hayes by Hyams garage	No further progress at present

Report to	Malmesbury Area Board
Date of Meeting	4 March 2015
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/ appendices.
2. Remind town/parish councils that a contribution of 25% is requested towards all 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 (see table below).

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

- 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 at the appropriate time 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 10 February 2015 and the next meeting will take place on 14 April 2015.

2. Recommendations from CATG and other information

- 2.1. The area board is asked to note and approve actions and recommendations of the 10 February 2015 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 CATG budget balance on 31 December was **£25,589.86**. The full statement is available in Appendix 2.

3. HR Implications

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

4. Equality and Inclusion Implications

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

5. Environmental & Community Implications

- 5.1. 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.

6. Financial Implications

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

7. Legal Implications

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

Appendices	Appendix 1 – Malmesbury CATG Action Notes 10 February 2015 Appendix 2 – Financial Summary December 2015, Malmesbury CATG
Report Author	Miranda Gilmour, Community Area Manager Tel: 01672 515742 Mobile:07990 505882 E-mail: miranda.gilmour@wiltshire.gov.uk

Action Notes – Malmesbury Community Area Transport Group (CATG) meeting 10 February 2015

	Item	Item details	Information/Update
	In Attendance	Ellen Blacker (Brinkworth), Roger Budgen (Malmesbury), Mandy Thomas (Minety) Graham Morris (Sherston) Elizabeth Threlfall, Anne Hodgkins, Hazel Woodbridge, Stephanie Dale, Edelgard Chivers, Deborah Clogg, Thomas De Lange, Mike Barnes, Michael Bromley Gardner, David Richards, John Gundry, Bob Tallon, Andrew Woodcock, Carole Poulton, Sid Jevons, Matthew Cockram, Sarah Porter, Jan Hainsworth, Kim Power, Ellen Blacker, John Thomson, Simon Killane, Chuck Berry, Toby Sturgis, Martin Rose, Malcolm Beaven, Spencer Drinkwater and Miranda Gilmour.	
	Apologies	Sean Magee, Mel Hourigan, Robert Wassili and Helen King.	
	Matter arising from 7 October 2014 meeting (other than contained in the agenda)		None
	Budget		<i>Balance on 31 December was £25,589.86 roll over additional money (N.B. should read 2014/15).</i>
	Update on the development of current CATG schemes		

Action Notes – Malmesbury Community Area Transport Group (CATG) meeting 10 February 2015

		<u>Issue 3129</u> Pedestrian safety - 7 Dauntsey Road to the Old School, Dauntsey Road, Great Somerford	Estimated cost £35- £40k. Max contribution from PC = £6k. Atkins design work ongoing. Currently a number of drainage issues to resolve. Anticipate parish council to undertake local consultation/display of plans in March, with construction work in June/July. Sid Jevons requested a vote of thanks was recorded from Great Somerford parish council in respect to the support received in respect to this project. ACTION: MR ongoing.
		<i>Road Safety concerns at junction of Blicks Hill and Holloway</i>	Resurfacing of Holloway starts 2 – 17 March (7pm – midnight) week nights only. Previously agreed signing changes from CATG to be implemented at the same time as re-surfacing. This also concerns recently submitted issue 3800 'Wychurch Hill which is in fact 'Holloway' ACTION: MR and MB ongoing.
		<u>Issue 3128</u> Road safety request for installation of white gates at Charlton	Charlton gates installed. PC to be invoiced for their contribution. ACTION: MG to close
		<u>Issue 3134</u> Pedestrian safety – request for crossing in Corston	Planning decision is currently subject to highway S106 agreement. Depending on outcome this project might be funded via S106 funding or possible substantive bid 2015. In the region of £70k.
		<u>Issue 3164 & 3190</u> Pedestrian safety – request for crossing on A429 at Blicks Hill	Apologies for the delay – the work was formerly tied up with work planned for Pikefield Crescent, Charlton. Footway work will now be undertaken shortly with surfacing possibly May/June 2015. Costs £6,652. St PMW PC promise contribution of 25% (to include a contribution from the town council). ACTION: MR ongoing- works to be programmed in due course.

Action Notes – Malmesbury Community Area Transport Group (CATG) meeting 10 February 2015

		<p><u>Issue 3221</u> <i>Request for pavement between the bus stop (by the war memorial) and Pikefield Crescent, Charlton</i></p>	<p>BBLP unhappy with works value and refused to undertake the work on TMC rates. Agreed Dayworks rates at increased cost. Maximum cost of works to CATG = £4,000, with 25% from parish council. Parish council have subsequently reconsidered the project and decided not to proceed. ACTION: MG to close. Sum of £4,000 to be returned to CATG allocation.</p>
		<p><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>	<p>Agreed the bolt down island appeared to be doing its job. ACTION: MG to close.</p>
		<p><u>Issue 3309</u> <i>Willesley village seeking 30mph speed limit</i></p>	<p>Monitoring of speed in the village showed this was not an issue, however the SDR count at A433 junction indicated a high level of contravention of the 'No Entry' sign with 51 vehicles recorded in a single week. Approx 7 per day. This was highly dangerous because of poor visibility. Suggest this is a local problem possibly associated with the stables. Added difficulty because the A433 is in Gloucestershire but the village falls within the Wilts Boundary. Could do with police enforcement maybe via a mobile unit being opposite the turning, but for the time being a temporary sign had been installed – <i>No Entry to A433. It is an offence to exit this junction.</i> Various options discussed. CATG agreed to a SDR in a further 6 months to measure impact of any measures. Cost Estimate £960.31 agreed with Sean Magee.</p>

Action Notes – Malmesbury Community Area Transport Group (CATG) meeting 10 February 2015

			ACTION: MR to arrange for signing works to be installed subject to confirmation of 25% contribution from Sherston PC. After monitoring to take place at junction. If problems persist MR to speak to Wilts / Gloucestershire Police re enforcement.
	New Issues referred from 10 September area board		
		<i><u>Issue 3403</u> - Perceived speeding through Milbourne village</i>	2 nd metro count 85 th percentile was 39.4mph in 30mph area. CATG to agree what action if any to take. Possibly CSW The road is straight, so a tendency to speed, so could change perception with Gateway treatment, (white/wooden gates + coloured surfaces and roundels) costing approx. £5,000. Effectiveness is anecdotal. A question was asked about on-going maintenance of these schemes – perhaps the parish council should maintain? Appetite for CSW and think found a safe spot. Would like to start with CSW if allowed and then opt for gateways if need be. ACTION: MR - 30 carriageway roundels to be provided at terminal points. MG to speak to Leanne Homewood (Wilts Police) to check eligible for CSW and set in motion.
		<i><u>Issue 3425</u> - Request to improve pedestrian crossing on B4040 in Sherston</i>	Epoxy surfacing cost £3,500 including TM - Note - recent safety concerns have been raised with demarcated/ coloured crossing points due to driver confusion. Sherston parish council wanted to proceed in 2015/16 and willing to contribute 25%.

Action Notes – Malmesbury Community Area Transport Group (CATG) meeting 10 February 2015

			ACTION: MR to liaise with Sherston parish council
		<u><i>Issues 3453,3455,3457,3505 – Parking in Burnivale</i></u>	Yellow lines near the end of Burnivale (as approach the main road), have been re-painted. Painting of a white line from the end of the motor cycle bay to encompass/accommodate 5 cars will be undertaken in March/April time plus other minor lining in the area as agreed. ACTION: MB to ensure works completed. MG to Close.
		<u><i>Issue 3520 – speed concerns on Foxley Road Malmesbury</i></u>	Haddons Close (30mph area) metro count results were - 85 th percentile was 38.5mph). Collision data base figures results and examination of the ‘Y’ junction at Foxley Road/Common Road and review signs with a view to de-cluttering, if possible. Ideas discussed for changes at junction but space is restricted and significant changes not possible. Requires full topo survey to prepare realistic options for CATG consideration. CATG approved topographical survey, costing £1,050 as first step. ACTION: MR to order topo survey.
	New Issues referred from 5 November area board		
		<u><i>Issue 3616 - Request for signage and lines at B4014 Fosse Way where it crosses the border with Gloucestershire</i></u>	Fosse Way provided an excellent varied route for carriage drivers including the disabled, but access on to or crossing the B4014 was considered dangerous because of vehicles overtaking. Martin has made a site visit. CATG agreed to fund a carriage sign on Wiltshire side of Byway. Cost £200 Visibility requirement for solid lines along length are

Action Notes – Malmesbury Community Area Transport Group (CATG) meeting 10 February 2015

			not met. Overtaking could be restricted via a TRO and the use of sign to Diag 632. This could be expensive and require the agreement of Gloucestershire Highways. ACTION: MR to arrange for installation of carriage drivers sign, closer to the junction and not with the other signs and discuss possible TRO with GCC. MB to arrange cutting back of hedge by the sign on a regular basis.
		<u>Issues 3571,3572 & 3584</u> - Safety concerns at junction of A429 and the road from Oaksey to Culkerton	This and other community issues on hold until Coroner's Report available.
		<u>Issue 3567</u> - Accidents on B4042 west end of Brinkworth at Causeway End Farm	MR and MB had visited the site. Requires new improved chevrons and package of smaller signing and lining to encourage better vehicle alignment through bend. Not suitable for extension of 30mph limit. Approx. cost of measures approx £3,000. This was agreed by the CATG. It was felt that currently the bend was poorly signed. ACTION: MR to arrange for signing / lining improvements works discussed, check local speed limits, and obtain confirmation of 25% from parish council. MB to check again with finance the ability to ask the driver to reimburse the cost of damaged chevrons.
		<u>Issue 3564</u> - Perceived speeding in vicinity of B4014 Filands (St Paul Without) Hitchens Close and David Hendry Garage	Metro count results - the 85 th percentile was 47.9mph in a 40mph area making it eligible for CSW (Hitchens Close/David Henry garage vicinity).

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			<p>Changes linked to the Bloor development may help to address the problem. ACTION: MG to request full metro count breakdown for Mr De Lange, request new police sergeant's support and work with St PMW with establishing CSW. MR to contact DC about Dyson/Bloor development group about design options.</p>
		<p><u>Issue 3560</u> - Junction B4040 Malmesbury to Tetbury Road and Shipton Moyne Road.</p>	<p>MR - Site visit undertaken to assess forward visibility for right turning vehicles at junction. Required Min SSD for 50mph road in dry conditions is 134m. From the point of turn into the side road the forward visibility to be at or very close to this figure. TP on nearside partly obscures visibility. Improved visibility could only be achieved by land owner setting back fence line. 1 recorded Collision in last 5 years 'slight' severity. Parish council are keen to improve visibility even at risk of increased speeds. ACTION Toby Sturgis to request landowner to reinstall fence. Parish Council to request 2 verge cuts p/a from Matt Perrott, around the telegraph pole area opposite the junction.</p>
		<p><u>Issue 3534</u> – HGV route in Malmesbury</p>	<p>Consider with issue 3535 below. Weight limit is enforced by the police. The issue was not volume of HGV but a few causing problems, mainly those coming in from Sherston/Bristol Street. It was suggested HGV should be routed via</p>

Action Notes – Malmesbury Community Area Transport Group (CATG) meeting 10 February 2015

			<p>Parklands (accepted it was residential) so avoided town unless delivering. The town council had done a lot to discourage HGV, by writing to local businesses, installing signs and symbols at Sutton Benger lorry park. Malmesbury TC would like to use Foreign drivers 'no sat nav' symbol signs (not a prescribed sign). It was suggested that the town council should consult locally about their proposed route. Spencer to look at alternative route and signage + costs – not cheap, possibly £18k to review and implement. If rolled into the Dysons project it would be easier. ACTION: Spencer to review with freight colleagues and identify the best way of addressing the concerns and requests from the Town Council.</p>
	<p>New Issues referred from 14 January area board</p>		
		<p><i><u>Issue 3750</u> – Road surface on B4042 between Cowbridge and Lea turning</i></p>	<p>MR and MB had a site visit. No injuries to date but vehicles toppling over into the ditch/hedge/field. 40mph area with adverse camber. This is a major maintenance issue not CATG. Long term needs road re-profiling and kerbing. Peter B is on the case – long term but not short. Interim action is required. Plan to fill in ditch and get hedges on opposite side of the road cut, plus bend signs and solid white line painted on the side of the road. ACTION: Danny Everett to arrange for ditch levels to be brought up to road level. MR to arrange, sign and white line work. Cost £500 (no</p>

Action Notes – Malmesbury Community Area Transport Group (CATG) meeting 10 February 2015

			contribution required) Toby to speak to land owner opposite and request hedges are cut back.
		<u>Issue 3743</u> – <i>Improve safety on B4696/Swan Lane junction, Leigh</i>	MR had undertaken site visit. The wall had been rebuilt. Bend not well signed although skid resistance OK. Agreed signing and lining. Approx cost £2,500 with parish council contributing 25% MMA cold lay material lasts longer is another option, but agreed not at present. ACTION: MR to prepare drawing indicating changes to signing and lining. Cost to be provided to PC prior to agreeing their contribution.
		<u>Issue 3699</u> <i>Road safety concerns on Bristol Street, Malmesbury</i>	Possible contender for 20mph site 2015/16. Could be a 20mph area or zone continuation. Recently some v large vehicles down here – problems with children walking to school. Need to look at traffic calming (would include Burnivale). Town council would have to be prepared to put aside 25% for any scheme ACTION: On hold. Agreed candidate for 20mph limit /zone during 2015/16.
		<u>Issue 3661</u> – <i>Concerns relating to single track part of West Street, Great Somerford</i>	MR had visited. West Street is a typical narrow rural road, but not single track. Agreed increased kerbstones would not improve the matter. Perhaps sign – traffic in the middle of the road might help. Parish council suggested 20mph area through Great Somerford and Startley although both sites unlikely to meet the necessary policy criteria. If there are concerns about speed, request a metro

Action Notes – Malmesbury Community Area Transport Group (CATG) meeting 10 February 2015

			count and consider CSW, when police were more supportive of enforcement. Could be assessed for 2 different zones. Request police to attend in future CATG meetings. ACTION: Parish council to consider next steps
		<u>Issue 3535</u> – Improve signage to reduce HGVs in Malmesbury town centre	This one links with 3534. See above
		<u>Issue 3574</u> – Request for No through Road sign at entrance to Reeds Farm	CATG agreed that should be provided: ACTION : MG to advise MS.
	Other Issues		
		20mph area	Assessments complete. Sites at Sherston and Oaksey recommended for 20mph limits zones/ areas. Sherston is straightforward + some additional signs Heading towards Sandpits Lane make adjustment to 30 mph terminal pt. Approx costs £4,000 with terminals, repeaters, traffic control and signs. Suggest 25% contribution from parish council. (TBC) Oaksey - 3 no. MC sites form the main bulk of village. It would not be possible to extend the limit / zone past Court Farm as the mean speeds are too high. Terminal point at eastern end would need to be close to Wick Road mini rdbt. The remainder of the length would remain a 30mph limit. Options include 20mph limit costing approx. £3,000 or opt for 20mph zone with de-cluttering exercise to remove illuminated signage costing £12.5K. ABC to discuss

Action Notes – Malmesbury Community Area Transport Group (CATG) meeting 10 February 2015

			upper limit for PC. ACTION: Parish councils need to consider/agree costs and consult with their community. Oaksey parish council should encourage their school to produce a School Travel Plan. MR to liaise with the 2 parishes. MG to place maximum PC contribution on ABC agenda.
		<i>20mph outside schools</i>	Draft report currently with officers for consideration.
		<i>Update about de-cluttering of signs</i>	There had been delays, but the work was now in hand.
		<i>Update re SIDs</i>	No update available.
	Dates of future meetings	Tuesdays 14 April, 23 June and 13 October 2015 and 16 February 2016	Agreed, but noted 2016 date was 9 February.
	Next meeting		Tuesday 14 April, 6pm Malmesbury Library

MALMESBURY CATG

FINANCIAL SUMMARY

BUDGET 2014-15	
	£13,360.00 CATG ALLOCATION 2014-15
	£32,332.68 2013-14 underspend
Contributions	£500.00 Ashton Keynes PC for B4696 signs £350.00 Great Somerford PC for topo £337.00 Corston PC for pedestrian survey £450.00 Charlton PC for gates £500.00 Charlton PC for footway £2,000.00 Malmesbury St Pauls for Blinks Hill £325.00 Malmesbury TC for Dark Lane island
Total Budget 2014-15	£50,154.68
Commitments carried forward from 2013-14	
Roundels on B4040 in Leigh (50mph)	£611.50 Estimate - works complete
Roundels on B4040 in Charlton (30mph)	£611.50 Estimate - works complete
Gateway signing improvements - 40mph limit at Leigh	£1,500.00 Estimate - works complete
Blinks Hill and Holloway junction - Signing Improvements	£218.00 Estimate - works complete
Newton Grove Malmesbury playground warning signs	£219.43 Final
New Schemes	
Ashton Keynes B4696 roundels and signs	£1,801.00 Actual
Charlton B4040 Pike Field crescent footway	£4,000.00 Estimate
Charlton B4040 village gates	£1,800.00 Estimate
Malmesbury Dark Lane traffic island	£1,300.00 Estimate
A429 Blinks Hill pedestrian crossing works	£6,178.39 Estimate
The Street Bendy Bow Oaksey (Signs / Lines)	£325.00 Actual
Dauntsey Road Gt Somerford Footway	£6,000.00 Contribution to substantive scheme
Total commitment 2014-15	£24,564.82
Remaining budget 2014-15	£25,589.86

Report to	Malmesbury Area Board
Date of Meeting	4 March 2015
Title of Report	Area Board Funding

Purpose of Report

To ask councillors to consider 6 funding applications and allocation of remaining revenue funding.

1. Athelstan Museum are seeking £4,000 capital funding towards phase 1 (development phase) of a project that will see the purchase, restoration and refit of 18th century listed former Moravian Church.
2. Malmesbury Tennis Club are seeking £12,000 capital funding towards the cost of building two additional floodlit hard courts and a floodlit mini tennis court with practice wall.
3. St Paul Malmesbury Without Parish Council and partners are seeking £5,000 capital funding towards the construction of a new walking link between the Cowbridge residential development and Malmesbury town.
4. Oaksey Parish Council is seeking £500 capital funding towards an auto-winder installation for the church tower clock in All Saints Church, Oaksey.
5. Crudwell Village Hall Committee is seeking £5,000 capital funding towards tarmac part of their car park and marking out parking bays.
6. Wilts & Berks Canal Trust are seeking £2,900 capital funding towards the provision of a disabled toilet for the community meeting room in the Peterborough Arms pub, Dauntsey Lock.
7. To allocate the balance of the area board revenue budget of £1,951.20, to the Malmesbury and Villages Community Area Partnership (MVCAP), for 2015 legacy projects.

1. Background

- 1.1. Area Boards have authority to approve Area Grants under powers delegated to them by the Leader of the Council. Under the Scheme of Delegation area boards must adhere to the [area board funding criteria and guidance 2014/15](#).

1.2. Key aspects of the 2014/15 criteria include:

- 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 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.

1.5. 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.

1.6. 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.](#)

1.7. 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.](#)

1.8. This is the last funding round for 2014/15.

1.9. At the time of writing the area board budget for 2015/16 is unknown. Assuming a budget is allocated, the deadlines for receipt of funding applications in the coming year will be:

- **20 March 2015 for consideration at 6 May 2015 area board**
- 22 May 2015 for consideration at 8 July 2015 area board
- 31 July 2015 for consideration at 9 September 2015 area board
- 25 September 2015 for consideration at 4 November 2015 area board
- 27 November 2015 for consideration at 13 January 2016 area board
- 22 January 2016 for consideration at 2 March 2016 area board

1.10. Within the capital budget, £2,000 capital is ring-fenced for digital literacy grants of up to £500 each.

1.11. Malmesbury Area Board was allocated a budget of £34,527.87 capital funding and £6,093 revenue in 2014/2015.

1.12. At the 9 July area board, councillors approved a capital only community grants scheme for 2014/15 and allocated:

- £4,059 revenue to MVCAP
- £5,000 capital to Brinkworth Heritage Society.

1.13. At the 10 September area board, councillors approved:

- £1,368 capital to First Malmesbury (King Athelstan) Scout Group
- Emergency Planning event refreshments, which totalled £82.95 revenue.

1.14. At 5 November area board, councillors approved:

- £1,014.96 capital to Cross Hayes Pre-school.

1.15. At the January area board councillors approved:

- £5,000 capital to Activ Acre playground
- £995 capital to Minety Preschool

1.16. The area board current balance is **£19,144.91 capital** (excluding £2,000 ring-fenced for digital literacy projects) and **£1,951.20 revenue**.

1.17. The demand for capital funding outstrips the supply.

Background documents used in the preparation of this report	Area Board Community Area Grant Scheme and Digital Literacy Grants – information and funding criteria 2014/15
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2. Main Considerations

- 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. The demand for capital funding outstrips the budget available.

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.	Athelstan Museum	To purchase, restore and refit the former Moravian Church	£4,000 capital

- 8.1.1. This application meets the grant criteria 2014/15. This project does not link to either of the two local Joint Strategic Assessment (JSA) priorities the area board identified for consideration in 2014/15. It does however relate to the desire to promote culture and community engagement.

- 8.1.2. The applicant is seeking £4,000 towards the development phase of the project (costing £32,300). This will lead to the delivery phase (costing £344,500), which will involve purchasing, restoring and refitting the 18th century listed former Moravian Church to community use as a meeting and exhibition space for the Museum and for community groups as well as for the storage of the Museum's collection of artefacts.
- 8.1.3. The applicant is hoping to receive Heritage Lottery funding towards both the development and delivery phases. Confirmation from HLF regarding phase 1 should be received shortly before the March area board. It is suggested that any award is conditional on this funding being received.
- 8.1.4. It should be noted that the museum is committed to raising £50,000 towards the whole project, in addition to the estimated £59,350 value of the Museum's volunteer team.
- 8.1.5. The plans to develop the Church will allow the Museum to mount larger exhibitions on the community's heritage plus bring in travelling exhibitions from other institutions around the country. In addition it will provide desperately needed storage space for the Museum's growing collection, and also provide additional community space, which it is hoped can be rented to local community groups or exhibitions. A kitchenette and toilet facilities will be provided and the whole building made fully accessible.
- 8.1.6. Friends of Athelstan Museum (owners/operators of the Museum) currently have 260 members who support and work in or for the Museum and more will be encouraged to join them as this project develops.

Ref	Applicant	Project proposal	Funding requested
8.2.	Malmesbury Tennis Club	Two floodlit hard courts and a floodlit mini tennis court with practice wall.	£12,000 capital

- 8.2.1. This application meets the grant criteria 2014/15 and links directly the two area board 2014/15 JSA priorities of Health & Wellbeing and Leisure. The area board criteria state that that the area board does not normally make awards of more than £5,000.
- 8.2.2. The applicant is requesting financial support towards almost doubling their playing facilities at the club. This will include two floodlit courts and one mini court for use by under 10 year olds, as well as a practice wall. The application includes fencing and court equipment.
- 8.2.3. The applicant is seeking £12,000 from the area board towards their £145,053 project. £100,000 has already been raised from a Sport England grant and a Lawn Tennis Association loan. Funding has been provided by the Carnival Committee, Club reserves and the remainder will come from club fundraising.

- 8.2.4. The applicant is keen to emphasise that these additional facilities will allow the club to grow their offer of tennis to all age groups within the town regardless of whether or not they are members of the club. The facilities will benefit anyone in the community who wishes to play tennis.
- 8.2.5. The club provides coaching for pupils at Malmesbury Primary School as part of their PE curriculum and other schools have been invited to use the facilities. Additional courts would reduce the number of children per court and improve the quality of their tuition. 'Drop in' Saturday sessions for children are popular, but the ambition is to offer coaching for parents at the same time. Annual membership for junior membership is £30.
- 8.2.6. The club runs sessions for local businesses e.g. Dyson and other groups such as Young Farmers, Cubs, Brownies, Scouts, Guides, full time carers and retired people. More courts will allow the club to extend this type of programme to engage the wider community.

Ref	Applicant	Project proposal	Funding requested
8.3.	St Paul Malmesbury Without Parish Council and partners	New walking route between the Cowbridge residential development and Malmesbury town.	£5,000 capital

- 8.3.1. This application meets the grant criteria 2014/15 and links directly the two area board 2014/15 JSA priorities of Health & Wellbeing and Leisure.
- 8.3.2. The applicant is seeking £5,000 to complete the works associated with providing a formal footpath connecting residents in the Cowbridge area with the Malmesbury town, using the disused railway line and Cowbridge Weir bridge. This is a partnership project involving Sustrans, Malmesbury town council, St Paul Malmesbury Without parish council, local residents and other stakeholders. All key partners have contributed towards this project, costing £40,000.
- 8.3.3. The project is nearing its completion, when the responsibility of the maintenance will fall to St Paul Malmesbury Without parish council, but until that time this is a community project and therefore eligible for funding from the area board.
- 8.3.4. The route will create safe walking between Cowbridge and Malmesbury for residents, workers and tourists. Currently the only route to Cowbridge from Malmesbury is a narrow footpath along the B4042 or indirect footpaths. In particular it will offer an alternative safe route to school in Malmesbury.
- 8.3.5. The area board did provide funding towards this project in 2013/14, however project costs have increased due to unexpected delays and expenses associated with negotiations with landowners.

Ref	Applicant	Project proposal	Funding requested
8.4.	Oaksey Parish Council	Auto-winder installation for the tower clock of All Saints Church, Oaksey	£500 capital

- 8.4.1. It is considered border-line as to whether this application meets the grant criteria 2014/15. It does not link to the area board's 2014/15 JSA priorities. Funding is not normally made to parish councils except where there is a wider community benefit and falls outside the responsibilities of the parish precept. The area board will have to consider this application carefully.
- 8.4.2. It would appear that some years ago the parish council took responsibility for the insurance and maintenance of the clock as a village amenity, but there are no records available. It does, however seem strange that the clock and its mechanism should not be the responsibility of All Saint's Parochial Church Council (PCC).
- 8.4.3. The parish council has sought funding from the PCC (£1,500) and is seeking £500 from the area board towards a scheme totalling £4,722.
- 8.4.4. The applicant wants to replace the manual winding clock mechanism which requires climbing a twenty foot ladder, entering a trapdoor into the loft, using a crank-handle to wind the clock and chime mechanisms. This requires strenuous physical effort every other day to avoid the chime weights from hitting the floor and stopping the clock. An auto-winder installation will remove the need for hand winding and decommission the heavy weights.
- 8.4.5. The applicant considers the Church as central to the village being next to the school and to the playing field and the village hall so the clock will benefit all the villagers.

Ref	Applicant	Project proposal	Funding requested
8.5.	Crudwell Village Hall Committee	Tarmac part of the car park and marking out parking bays.	£5,000 capital

- 8.5.1. The application meets the grant criteria 2014/15, but does not directly link to the area board's two 2014/15 JSA priorities. The area board will need to consider the degree of community benefit a car park will provide.
- 8.5.2. The car park servicing the village hall, playing fields and play area is only partially surfaced (near the hall) and the desire is to re-surface the other half and mark out bays. This is to ensure a less hazardous surface and better use of the space available.
- 8.5.3. This project is supported by many hall users, including the Pre-school, Rainbows, Brownies, flower club and Malmesbury Decorative and Fine Arts Society who have over 70-90 members attending monthly meetings. The

facilities at the village hall site are well used, but it seems a pity that the parish council is not in a position to support this project.

8.5.4. The total project cost is £19,498, with community funding coming from Bike riding funding (£9,000), MDFS (£1,000) and £4,696 from village hall fundraising.

Ref	Applicant	Project proposal	Funding requested
8.6.	Wilts & Berks Canal Trust	Disabled toilet for the community meeting room at Peterborough Arms pub	£2,900 capital

8.6.1. The application meets the grant criteria 2014/15, but does not directly link to the area board's two 2014/15 JSA priorities. Provision of these facilities will ensure inclusive use of the community room.

8.6.2. The first stage of the refurbishment of The Peterborough Arms pub (recently purchased by the applicant) is to create a community meeting room which requires a DDA compliant toilet. The applicant is seeking funding to provide a unisex disabled toilet.

8.6.3. Planning permission is being applied for and any funding would be conditional on this being received.

8.6.4. The total cost of this project is £7,800, a seemingly high figure, but this is a Grade 2 listed building. £1,410 has been obtained through fundraising and £1,000 is being sought from the parish council. Volunteer time and expertise is calculated at £2,490, as some work will be carried out by trust volunteers, some of whom are qualified trades people.

8.6.5. The Dauntsey Lock community have been without a meeting place since the Peterborough Arms closed two years ago. Both this immediate community and the wider community in Dauntsey will benefit from a meeting room large enough for about 50 people. Quiz nights, film shows, group meetings have all been expressed as uses of such a community space. There is plenty of parking for those coming from outside the immediate area.

8.6.6. Over the next year or two the pub itself will be refurbished and re-opened as a community pub, with letting rooms, run by the Wilts & Berks Canal Trust. The canal track will be purchased and this will complement the pub and attract more business. The re-opening of the pub and the canal centre with boat trips and possible bike hire will bring economic benefits to the community in the way of jobs and local tourism which will all benefit local suppliers. It is all part of the larger restoration of the whole Wilts & Berks Canal, opening up long distance walking and cycling paths and a green corridor for wildlife, providing health and social benefits and access for all.

9. It is suggested that the area board award the balance of their revenue funding £1,951.20 to Malmesbury & Village Community Area Partnership to be used towards a 2015 Legacy project, the details of which are still to be finalised.

Appendices	Appendix 1 containing all funding applications
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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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Grant Applications for Malmesbury on 04/03/2015

ID	Grant Type	Project Title	Applicant	Amount Required
1116	Community Area Grant	Crudwell Village Hall Car Park Improvement Project	Crudwell Village Hall	£5000.00
1129	Community Area Grant	Dauntsey Lock Community Meeting Room - Disabled toilet installation	Wilts & Berks Canal Trust	£2900.00
1095	Community Area Grant	Cowbridge to Malmesbury pedestrian cyclepath	St Paul Malmesbury Without Parish Council and partners	£5000.00
1106	Community Area Grant	Malmesbury tennis club court expansion project	Malmesbury tennis club	£12000.00
1132	Community Area Grant	Oaksey Church Clock	Oaksey Parish Council	£500.00
1140	Community Area Grant	Saving the Malmesbury Moravian Church for the community	Friends of Athelstan Museum	£4000.00

ID	Grant Type	Project Title	Applicant	Amount Required
1116	Community Area Grant	Crudwell Village Hall Car Park Improvement Project	Crudwell Village Hall	£5000.00

Submitted: 08/01/2015 21:17:42

ID: 1116

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£501 - £5000

3. Are you applying on behalf of a Parish Council?

No

4. If yes, please state why this project cannot be funded from the Parish Precept

5. Project title?

Crudwell Village Hall Car Park Improvement Project

6. Project summary:

Currently there is an area of car park servicing the village hall and playing fields/play area. Only the top half of this area (near the hall) is tarmac and we would like to re-surface the other end (which was once gravelled in some places but is now bare with loose stones, pot holes and some grass) to make this end more usable. We would also like to create proper parking spaces by marking out bays onto the tarmac to help people park effectively - creating more parking space and a safer car park for groups using it. There have been calls to improve the car park by groups in the village for a while but the need has become recently increased with the popularity of the village preschool and growth of the village youth groups as well as regular bookings from an arts group (MDFS) who have over 70-90 members attending meetings. Currently some people have to park on the lane which has caused complaints from residents and they have asked for better car parking and offered to donate some money towards this project. On a Wednesday early evening the area is very chaotic with Rainbows, Brownies and then Flower club back to back (people randomly parking, reversing in all directions and queues of cars in and out). The car park gets very busy with cars queuing/trying to park during pre-school and other weekly groups as well as during private parties and village events such as the annual bike ride. The badly surfaced end means that when people are forced to park there they understandably park to avoid the pot holes/water/mud and this creates chaos during busy times and limits the number of cars that can fit in. The un-tarmaced end is particularly unusable in the winter and when it is dark early as there is no lighting that end and this combined with the bad surface makes it hazardous for those with young children and more elderly users of the hall. Our objective is to create a well surfaced, orderly car park with clearly marked spaces and increased number of bays to help with these issues.

7. Which Area Board are you applying to?

Malmesbury

Electoral Division

Minety

8. What is the Post Code of where the project is taking place?

SN16 9HB

9. Please tell us which theme(s) your project supports:

Children & Young People

Festivals, pageants, fetes and fayres

Safer communities

Sport, play and recreation

Transport and roads

If Other (please specify)

10. Finance:**10a. Your Organisation's Finance:****Your latest accounts:**

12/2013

Total Income:

£17962.00

Total Expenditure:

£19835.00

Surplus/Deficit for the year:

£1874.00

Free reserves currently held:**(money not committed to other projects/operating costs)**

£13696.00

Why can't you fund this project from your reserves:

We have £9,000 in reserve from the bike ride fundraiser which we have committed to this project but the costs exceed this unfortunately. We have some money allocated to a major improvement project however we have decided to put this towards this project (and then we will look at further fundraising through the year to get this back)

We are a small community group and do not have annual accounts or it is our first year:

10b. Project Finance:

Total Project cost		£19498.00		
Total required from Area Board		£5000.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Prepare ground	8077.00	Bike ride fundraising money	yes	9000.00
Supply & lay of binder 70mm and surface of 30mm	11421.00	MDFS contribution	yes	1000.00
Line marking	198.00	Crudwell village hall fundraising	yes	4696.00
Total	£19696			£14696

11. Have you or do you intend to apply for a grant from another area board within this financial year?

No

12. If so, which Area Boards?

Malmesbury

13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?

WHO WILL BENEFIT 1) All the groups who regularly use the village hall which includes pre-school (currently 3 days a week), Rainbows, Brownies, Scouts, Bowls club, Flower Club and Crudwell Ladies, Badminton, tai chi and the Crudwell football club. There is a regular quarterly booking from an arts group (MDFS) where the car park is rammed and unless everyone parks very carefully some members have been forced to park along the lane 2) Local people who book the hall for events, parties, fundraisers etc 3) Organisers and participants of the annual Crudwell bike ride fundraiser 4) Local people who drive to use the playground and playing field (including visiting football teams for competitive matches) 5) Parents and children in the village who bring bikes and scooters into the car park HOW THEY WILL BENEFIT - It will increase the number of parking spaces so users of the hall will be able to park more easily. - It will allow people to park without stepping out onto often mud/loose stones or into a deep pothole of water. This is particularly a problem for pre-school groups where parents are getting small children out from the car and for older people using the hall (Flower club for example when they are carrying lots of equipment into the hall often in the dark) where a flat surface would be much easier to navigate especially in the winter. - It will limit the number of people who park their car on the lane (during popular events and MDFS meetings) which has caused complaints from residents near the hall - A smooth improved surface across the whole car park will benefit those on bikes going in and out during the 24hr bike ride (this un-tarmac'd area is currently unused during the bike ride but could offer extra flexibility for organisers) - It will look more professional and hopefully help maximise bookings for the hall to keep us buoyant -Parents with small children can leave their car right next to the playground - It will make the whole car park will be suitable and a safe surface for riding bikes and scooters - Marked bays will make parking more orderly and therefore safer to park. Currently during busy times there are cars parked all over the place and there have been several incidents of cars reversing into each other etc

14. How will you monitor this?

Feedback from local groups Feedback area during Crudwell Bike Ride 2015

15. If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?

The car park will need future maintenance so we will include this in our budget plans. The costs for this project include a machine which will allow us to paint our own lines in the car park - so we will just need to buy paint in the future - avoiding more costly external supplier bills.

16. Is there anything else you think we should know about the project?

17. DECLARATION

Supporting information - Please confirm that the following documents will be available to inspect upon request:

Quotes:

yes I will make available on request 1 quote for individual project costs over £500 & 2 quotes for project costs over £1000 (Individual project costs are listed in the expenditure section above)

Accounts:

yes I will make available on request the organisation's **latest accounts**

Constitution:

yes I will make available on request the organisation's Constitution/Terms of Reference etc.

Policies and procedures:

yes I will make available on request the necessary and relevant policies and procedures such as Child Protection, Safeguarding Adults, Public Liability Insurance, Access audit, Health & Safety and Environmental assessments.

Other supporting information (Tick where appropriate, for some project these will not be applicable):

yes I will make available on request evidence of ownership of buildings/land

yes I will make available on request the relevant planning permission for the project.

yes I will make available on request any other form of licence or approval for this project has been received prior to submission of this grant application.

And finally...

yes The information on this form is correct, that any award received will be spent on the activities specified.

1129	Community Area Grant	Dauntsey Lock Community Meeting Room - Disabled toilet installation	Wilts & Berks Canal Trust	£2900.00
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Submitted: 13/01/2015 13:28:49

ID: 1129

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£501 - £5000

3. Are you applying on behalf of a Parish Council?

No

4. If yes, please state why this project cannot be funded from the Parish Precept

5. Project title?

Dauntsey Lock Community Meeting Room - Disabled toilet installation

6. Project summary:

The Peterborough Arms pub has been purchased by the Wilts & Berks Canal Trust, a registered charity. It is a Grade 2 listed building. As a first stage of the refurbishment of the pub we want to create a community meeting room. There are currently no facilities here for the disabled and we need to create unisex disabled toilet to comply with DDA requirements. Planning permission applied for and consent expected imminently. This toilet will then form part of the refurbished pub. Some of the work will be carried out by trust volunteers, some of whom are qualified trades persons. Costings prepared by qualified QS with experience of listed buildings

7. Which Area Board are you applying to?

Malmesbury

Electoral Division

Malmesbury

8. What is the Post Code of where the project is taking place?

SN15 4HD

9. Please tell us which theme(s) your project supports:

Children & Young People

Arts, crafts and culture

Heritage, history and architecture

Inclusion, diversity and community spirit

Sport, play and recreation

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

03/2014

Total Income:

£321801.00

Total Expenditure:

£243459.00

Surplus/Deficit for the year:

£243459.00

Free reserves currently held:

(money not committed to other projects/operating costs)

£78342.00

Why can't you fund this project from your reserves:

The free reserves cannot be used for individual projects as they are kept as reserves for the running of the Trust as a whole. There are a number of projects all along the 65 miles of the canal and fund-raising is done for each one individually. The surplus was quite high for last year because there was money in the accounts for the purchase of the Peterborough Arms and this transaction went through after the end of the accounting year

We are a small community group and do not have annual accounts or it is our first year:

10b. Project Finance:

Total Project cost		£7800.00		
Total required from Area Board		£2900.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Strip out current cubicles & ceiling	250.00	Skilled & non skilled volunteer hours	yes	2490.00
Remove existing floor	100.00	Funds raised at Open Day and donations	yes	1410.00
Seal interior walls & then plaster	950.00	Dauntsey Parish Council		1000.00
Insulate roof space and fit 15mm plasterboard	850.00			
Supply & fit solid hardwood fire doors	1150.00			
Form disabled toilet with appropriate sanitaryware & fittings and new separating walland new plumbin	2100.00			
provide extract ventilation	260.00			

Supply & fit commercial floor and wall tiles	1550.00	
paint skirtings, doors & ceiling	290.00	
Electrical installations (lights/dryer,radiator)	300.00	
Total	£7800	£4900

11. Have you or do you intend to apply for a grant from another area board within this financial year?

No

12. If so, which Area Boards?

Malmesbury

13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?

The Dauntsey Lock community have been without a meeting place since the Peterborough closed two years ago. Both this community and the wider community at Dauntsey will benefit from a community meeting room large enough for 50 plus bodies in a warm well lit environment. Quiz nights, film shows, group meetings have all been expressed as uses of such a community space. There is plenty of parking for those coming from outside the very local community of Dauntsey Lock. The Trust will also use this room for some meetings. There is a great deal of support locally for the re-opening of the pub by the Trust and this is an essential step towards that goal.

14. How will you monitor this?

By the number of groups /individuals booked to use the facility. We also have a Steering Committee to plan the restoration with several members from the local parish and we will get feedback from them.

15. If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?

Locally money is raised from events such as sponsored walks, quizzes, selling merchandise. Funding is also sought from Charitable Trusts, National Lottery, legacies, donations etc. For the community room we may ask local users for a small donation to cover heat and light.

16. Is there anything else you think we should know about the project?

This project is a small independent project to create a community meeting room and in order to do this we have to be DDA compliant. Over the next year or two the pub itself will be refurbished and re-opened as a community pub, with letting rooms, run by the Wilts & Berks Canal Trust. The canal track will be purchased and this will complement the pub and attract more business. The re-opening of the pub and the canal centre with boat trips and possible bike hire will bring economic benefits to the community in the way of jobs and local tourism which will all benefit local suppliers. It is all part of the larger restoration of the whole Wilts & Berks Canal(65 miles) opening up long distance walking and cycling paths and a green

corridor for wildlife, providing health and social benefits and access for all.

17. DECLARATION

Supporting information - Please confirm that the following documents will be available to inspect upon request:

Quotes:

yes I will make available on request 1 quote for individual project costs over £500 & 2 quotes for project costs over £1000 (Individual project costs are listed in the expenditure section above)

Accounts:

yes I will make available on request the organisation's **latest accounts**

Constitution:

yes I will make available on request the organisation's Constitution/Terms of Reference etc.

Policies and procedures:

yes I will make available on request the necessary and relevant policies and procedures such as Child Protection, Safeguarding Adults, Public Liability Insurance, Access audit, Health & Safety and Environmental assessments.

Other supporting information (Tick where appropriate, for some project these will not be applicable):

yes I will make available on request evidence of ownership of buildings/land

yes I will make available on request the relevant planning permission for the project.

yes I will make available on request any other form of licence or approval for this project has been received prior to submission of this grant application.

And finally...

yes The information on this form is correct, that any award received will be spent on the activities specified.

1095	Community Area Grant	Cowbridge to Malmesbury pedestrian cyclepath	St Paul Malmesbury Without Parish Council and partners	£5000.00
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Submitted: 31/12/2014 13:35:00

ID: 1095

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£501 - £5000

3. Are you applying on behalf of a Parish Council?

Yes

4. If yes, please state why this project cannot be funded from the Parish Precept

This is a major project in partnership with Sustrans, Malmesbury Town Council, local residents and other stakeholders; the application is by the parish but on behalf of the wider task group. The parish precept is small, and the parish has already allocated 25% of the precept amount as a contribution to the project. Funding the total amount required to complete the works would leave us unable to undertake our other parish responsibilities.

5. Project title?

Cowbridge to Malmesbury pedestrian cyclepath

6. Project summary:

The overall project is the construction of a new walking and cycling link between the Cowbridge residential development and Malmesbury town. The link will use the disused railway line and Cowbridge Weir bridge. The application is for capital funding for the construction and associated costs of the first phase, a safe walking route. Unexpected delays and expenses in negotiations with landowners have increased costs, and, even accepting the lowest received tender, the existing budget is now insufficient to meet these costs. Works need to be completed in advance of the nesting season.

7. Which Area Board are you applying to?

Malmesbury

Electoral Division

Malmesbury

8. What is the Post Code of where the project is taking place?

SN16 9RS

9. Please tell us which theme(s) your project supports:

Children & Young People
Countryside, environment and nature
Economy, enterprise and jobs
Health, lifestyle and wellbeing
Recycling and green initiatives
Sport, play and recreation
Transport and roads

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:**Your latest accounts:**

03/2014

Total Income:

£18392.00

Total Expenditure:

£19082.00

Surplus/Deficit for the year:

£-690.00

Free reserves currently held:**(money not committed to other projects/operating costs)**

£23357.00

Why can't you fund this project from your reserves:

Although the question above asks about 'free reserves', all of our reserves; other than the proportion we need to retain statutorily; are earmarked for other important projects, including for road safety and children's play. This project is managed jointly across a number of organisations and is not the sole responsibility of the parish council. This parish council, is making a significant contributions to the capital and maintenance costs of the Cowbridge path, for which part of our reserves are identified. It is strongly anticipated that Malmesbury Town Council will also make a contribution of up to £2500. A report goes to their Policy and Environment Committee on the 10 February.

We are a small community group and do not have annual accounts or it is our first year:

10b. Project Finance:

Total Project cost		£40000.00		
Total required from Area Board		£5000.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Construction	29266.00	S106	yes	25000.00
Land	234.00	Area Board (2013/14)	yes	5000.00
Legal	4320.00	St Paul Malmesbury Without	yes	2500.00
Consultation	425.00	Malmesbury Town		2500.00
Surveys	810.00			
Planning fees	537.00			

Design and management 4408.00

Total **£40000**

£35000

11. Have you or do you intend to apply for a grant from another area board within this financial year?

No

12. If so, which Area Boards?

Malmesbury

13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?

The route will create safe walking and cycling access between Cowbridge and Malmesbury for residents, workers and tourists. Currently the only route to Cowbridge from Malmesbury is a narrow footpath along the B4042 or indirect footpaths. There is no safe cycle access. The route will be used by residents of Cowbridge for journeys to work, shops and other amenities. In particular it will offer an alternative route to school in Malmesbury. For Cowbridge and Malmesbury residents it will provide an a new recreational route for pedestrians and cyclists. The route will be constructed to be accessible to mobility scooter users.

14. How will you monitor this?

Surveys of numbers using the path. Periodic face to face surveys with route users. It is also anticipated that a residents group will be formed at Cowbridge and benefits of the route could also be reviewed by this group.

15. If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?

On-going maintenance will be funded by St Paul Malmesbury Parish Council and with assistance from volunteers. We will make allowance for this in our annual budgeting.

16. Is there anything else you think we should know about the project?

Funding for the second stage of the project (cycle route) will be addressed at the appropriate time; the two phases are independent of each other.

17. DECLARATION

Supporting information - Please confirm that the following documents will be available to inspect upon request:

Quotes:

yes I will make available on request 1 quote for individual project costs over £500 & 2 quotes for project costs over £1000 (Individual project costs are listed in the expenditure section above)

Accounts:

yes I will make available on request the organisation's **latest accounts**

Constitution:

yes I will make available on request the organisation's Constitution/Terms of Reference etc.

Policies and procedures:

yes I will make available on request the necessary and relevant policies and procedures such as Child Protection, Safeguarding Adults, Public Liability Insurance, Access audit, Health & Safety and Environmental assessments.

Other supporting information (Tick where appropriate, for some project these will not be applicable):

yes I will make available on request evidence of ownership of buildings/land

yes I will make available on request the relevant planning permission for the project.

yes I will make available on request any other form of licence or approval for this project has been received prior to submission of this grant application.

And finally...

yes The information on this form is correct, that any award received will be spent on the activities specified.

1106	Community Area Grant	Malmesbury tennis club court expansion project	Malmesbury tennis club	£12000.00
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Submitted: 06/01/2015 10:17:04

ID: 1106

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£5001+

3. Are you applying on behalf of a Parish Council?

No

4. If yes, please state why this project cannot be funded from the Parish Precept**5. Project title?**

Malmesbury tennis club court expansion project

6. Project summary:

The tennis club intends to build two additional floodlit hard courts and a floodlit mini tennis court with practice wall. This will almost double the facilities available at present at the club, thereby creating a sporting facility that is suitable for the increasing town population. These

additional facilities will allow the club to continue to offer tennis to all age groups within the town regardless of whether or not they are members of the club.

7. Which Area Board are you applying to?

Malmesbury

Electoral Division

Malmesbury

8. What is the Post Code of where the project is taking place?

SN16 9GU

9. Please tell us which theme(s) your project supports:

Children & Young People

2012 Olympic Legacy

Health, lifestyle and wellbeing

Inclusion, diversity and community spirit

Sport, play and recreation

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

09/2014

Total Income:

£28883.20

Total Expenditure:

£39059.37

Surplus/Deficit for the year:

£-10176.17

Free reserves currently held:

(money not committed to other projects/operating costs)

£26080.37

Why can't you fund this project from your reserves:

The club has raised Â£100,000.00 towards this project and is also putting in Â£20,000.00 from its reserves. We are requesting Â£12,000 from the area board and have a further Â£11,553 to raise. We need help to finance the project as we would leave ourselves precariously short of capital should we attempt to finance the entire project. The project costs for building work, fencing, floodlighting and court equipment are based upon quotations from the contractors. We are hopeful that we will not need to spend all the contingency. Please note the deficit in the 2014 accounts of Â£10,176.17 was because the club resurfaced two

existing courts during the year which cost £32,256.60, partly funded by a grant from the landfill communities fund of £15,000. The 2013 accounts had a surplus of £4,547.50 and the 2012 accounts had a surplus of £14,937.18.

We are a small community group and do not have annual accounts or it is our first year:

10b. Project Finance:

Total Project cost		£145053.00		
Total required from Area Board		£12000.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Building Works	84292.00	Inspired Facilities Grant	yes	50000.00
Fencing	14265.00	Lawn Tennis Association Loan	yes	50000.00
Utilities	7962.00	Club Reserves	yes	20000.00
Floodlighting	26988.00	Malmesbury Carnival Committee	yes	1500.00
Court Equipment	1946.00	To Raise		11553.00
Fees	2400.00			
Contingency	7200.00			
Total	£145053			£133053

11. Have you or do you intend to apply for a grant from another area board within this financial year?

No

12. If so, which Area Boards?

Malmesbury

13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?

This project will benefit young people, children and their families and other target groups. Our goal is to use tennis to help promote a healthy and active lifestyle within our friendly, inclusive club. We intend to achieve this by offering first class tennis facilities, in an inspiring setting. We have already put a number of initiatives in place to promote tennis to young people but we are often frustrated and limited by our lack of court space. Our partnership with Malmesbury Primary School has allowed tennis to be embedded in their PE curriculum. We take a year group every term, and in many cases introduce them to tennis for the first time. With additional facilities we will be able to reduce the number of children per

court and improve the quality of this tuition. Having been introduced to tennis and our club during their PE lessons, children often take advantage of the drop in sessions we run on a Saturday morning. When their children get involved, adults in the family begin to play as well. However because there are no spare courts on a Saturday morning, the club cannot offer adult coaching to the parents while their children play. The additional courts will allow us to run concurrent coaching session seeing parents and their children playing tennis at the same time at the same venue. The health and social benefits of this type of sporting activity are obvious. We have a strong link with Malmesbury Secondary School, who with our support has become a LTA satellite club. Having been introduced to tennis through school, we encourage juniors to join our club and to this end junior membership rate is £30 per annum. With additional courts and a practice wall, we can provide coaching and a club where young people can come to play and practise with friends. It is not only children and their parents and carers that will benefit from this project. The club runs sessions for local businesses, Dyson for example, and other groups such as The Young Farmers, Cubs, Brownies, Scouts, Guides, full time carers and retired people. These sessions allow us to introduce a diverse group of people to each other and to tennis. More courts will allow us to extend this type of programme. By allowing these groups to come and use the club's courts, we hope that they will engage with the sport through the club and become part of the Malmesbury sporting community.

14. How will you monitor this?

The club will have timetabled meetings with the Primary School to review the quality of provision of tennis in PE lessons. It will be a standing item on the agenda of committee meetings to analyse current membership with particular attention to junior membership, to ensure that numbers remain high. The club coach will be tasked with keeping the club calendar and liaising with different groups in our community to organise open days and other events. We will also be monitoring monthly throughput (number of visits by people to play tennis).

15. If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?

The club has put together an extensive business plan which we will happily provide for the Council to look at. We are confident that our plan has sufficient contingency to ensure project completion.

16. Is there anything else you think we should know about the project?

17. DECLARATION

Supporting information - Please confirm that the following documents will be available to inspect upon request:

Quotes:

yes I will make available on request 1 quote for individual project costs over £500 & 2 quotes for project costs over £1000 (Individual project costs are listed in the expenditure section above)

Project/Business Plan:

yes I will make available on request a **project or business plan** (including estimates) for projects where the **total project cost** (as declared in the financial section above) exceeds

£50,000 (tick only when total project cost exceeds £50,000).

Accounts:

yes I will make available on request the organisation's **latest accounts**

Constitution:

yes I will make available on request the organisation's Constitution/Terms of Reference etc.

Policies and procedures:

yes I will make available on request the necessary and relevant policies and procedures such as Child Protection, Safeguarding Adults, Public Liability Insurance, Access audit, Health & Safety and Environmental assessments.

Other supporting information (Tick where appropriate, for some project these will not be applicable):

yes I will make available on request evidence of ownership of buildings/land

yes I will make available on request the relevant planning permission for the project.

yes I will make available on request any other form of licence or approval for this project has been received prior to submission of this grant application.

And finally...

yes The information on this form is correct, that any award received will be spent on the activities specified.

1132	Community Area Grant	Oaksey Church Clock	Oaksey Parish Council	£500.00
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Submitted: 13/01/2015 15:38:04

ID: 1132

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£501 - £5000

3. Are you applying on behalf of a Parish Council?

Yes

4. If yes, please state why this project cannot be funded from the Parish Precept

The Parish Council probably took responsibility fo the insurance maintenance of the clock as a village amenity, but there are no records available.

5. Project title?

Oaksey Church Clock

6. Project summary:

To replace the manual winding mechanism for the clock in the tower at All Saints Church, Oaksey. The clock was bequeathed to the village in 1882, being installed on the church tower as the most visible point in the village. Winding the clock involves climbing a twenty foot ladder, entering a trapdoor into a loft, using a crank-handle to wind the clock, chime mechanisms, requiring strenuous physical effort every other day to avoid the chime weights from hitting the floor and stopping the clock. An auto-winder installation will remove the need for hand winding and decommission the heavy weights.

7. Which Area Board are you applying to?

Malmesbury

Electoral Division

Minety

8. What is the Post Code of where the project is taking place?

SN16 9TJ

9. Please tell us which theme(s) your project supports:

Arts, crafts and culture

Heritage, history and architecture

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

03/2014

Total Income:

£15599.82

Total Expenditure:

£12301.78

Surplus/Deficit for the year:

£3298.04

Free reserves currently held:

(money not committed to other projects/operating costs)

£2909.85

Why can't you fund this project from your reserves:

The project can be part funded by the free reserves however the Parish Council is heavily

involved with land improvement on the Playing Field, part funded by Sport England.

We are a small community group and do not have annual accounts or it is our first year:

10b. Project Finance:

Total Project cost		£4722.00		
Total required from Area Board		£500.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Self winding mechanism & installation	4722.00	Our reserves	yes	2722.00
		Parochial Church Council	yes	1500.00
Total	£4722			£4222

11. Have you or do you intend to apply for a grant from another area board within this financial year?

No

12. If so, which Area Boards?

13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?

The Church is central to the village being next to the school and to the playing field and the village hall so will benefit all the villagers.

14. How will you monitor this?

This project will be monitored by the Parish Council and a second quote has been sought

15. If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?

The maintenance and insurance of the clock remains the liability of the Parish Council

16. Is there anything else you think we should know about the project?

17. DECLARATION

Supporting information - Please confirm that the following documents will be available to inspect upon request:

Quotes:

yes I will make available on request 1 quote for individual project costs over £500 & 2 quotes

for project costs over £1000 (Individual project costs are listed in the expenditure section above)

Accounts:

yes I will make available on request the organisation's **latest accounts**

Constitution:

yes I will make available on request the organisation's Constitution/Terms of Reference etc.

Policies and procedures:

yes I will make available on request the necessary and relevant policies and procedures such as Child Protection, Safeguarding Adults, Public Liability Insurance, Access audit, Health & Safety and Environmental assessments.

Other supporting information (Tick where appropriate, for some project these will not be applicable):

And finally...

yes The information on this form is correct, that any award received will be spent on the activities specified.

1140	Community Area Grant	Saving the Malmesbury Moravian Church for the community	Friends of Athelstan Museum	£4000.00
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Submitted: 15/01/2015 11:25:04

ID: 1140

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£501 - £5000

3. Are you applying on behalf of a Parish Council?

No

4. If yes, please state why this project cannot be funded from the Parish Precept

5. Project title?

Saving the Malmesbury Moravian Church for the community

6. Project summary:

Area Board funding is requested for phase 1 (development phase) of a project that will see the purchase, restoration and refit of 18th century listed former Moravian Church (now derelict) by the Athelstan Museum to return the structure to community use as a meeting, programming and exhibition space for the Museum and for community groups as well as for the storage of the Museum's collection of artefacts. The overall project Phase 1 (development phase costing Â£32.3K) plus Phase 2 (delivery phase costing Â£344.5K) is 376.8K. Funding is requested to assist with Phase 1 (development) of this project, the budget for which is given below.

7. Which Area Board are you applying to?

Malmesbury

Electoral Division

Malmesbury

8. What is the Post Code of where the project is taking place?

SN16 9AX

9. Please tell us which theme(s) your project supports:

Health, lifestyle and wellbeing

Heritage, history and architecture

Inclusion, diversity and community spirit

Recycling and green initiatives

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

03/2014

Total Income:

£21165.00

Total Expenditure:

£10584.00

Surplus/Deficit for the year:

£10581.00

Free reserves currently held:

(money not committed to other projects/operating costs)

£15000.00

Why can't you fund this project from your reserves:

Since the Museum is accredited by Arts Council England (making it eligible for various funding programmes) and is thus required to retain one year's operating expense in

reserve and since the Museum is committed to contributing approximately Â£5,000 from its own funds to this project, we need your support for the first phase (development)

We are a small community group and do not have annual accounts or it is our first year:

10b. Project Finance:

Total Project cost		£400000.00		
Total required from Area Board		£4000.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Architect\''s fees	4345.00	Our reserves	yes	1500.00
Building surveyor	864.00	Malmesbury Area Board		4000.00
Mechanical engineer (water, electrics, heat pump)	3360.00	HLF Grant		24800.00
Other costs incl contingency	5073.00	Member/private donations		2000.00
Drainage & Pest surveys	1200.00			
Lighting	1400.00			
Museum Services/consultants	5200.00			
Market/Audience Surveys & Business Plan	7200.00			
Fund Raising	1800.00			
Planning Fees & Bldg Regulation	1858.00			
Total	£32300			£32300

11. Have you or do you intend to apply for a grant from another area board within this financial year?

No

12. If so, which Area Boards?

Malmesbury

13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?

Friends of Athelstan Museum (owners/operators of the Museum) has 260 members from all aspects of the community who support and work in or for the Museum. They will benefit as

the space in the Church will yield desperately needed storage space for the growing collection of Malmesbury's heritage. The addition of the large central ground floor in the Church will mean that the Museum can mount larger exhibitions on the community's heritage plus bring in travelling exhibitions from other institutions around the country for the enjoyment and edification of the local residents. A third benefit comes from the additional community use space that will be forthcoming from the central area (ground floor) of the Church. That space can be rented for a very nominal fee (comparable to the Town Hall) for local community group meetings or exhibitions. All of these functions would be supported by the kitchenette and the fully accessible toilet facilities that are part of the refitting of the building. The building will also be fully accessible to the physically challenged again as part of the refitting. Finally, the exterior of the building will be 'smartened up' to address the long standing concerns of many townspeople. The various functions that go on in the building will contribute to the health and well-being of several sectors of the citizenry as it will require additional volunteers to maintain the various functions of the building plus the programming available through the Museum and others will provide outlets for Malmesbury's seniors, school children and others to participate and learn.

14. How will you monitor this?

A dedicated team will manage the activities and the working of the Church as part of the Museum's overall operation. The Curator and the Learning Officer will be responsible for many of the Museum focused activities but there will also be a dedicated Functions Coordinator to work with community organisations and individuals in the use of the building throughout the year. Their collective reporting to the monthly meeting of the Museum's council will ensure quick attention to any and all issues that might arise.

15. If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?

The Museum is in the throes of completing a fully fledged business plan as part of the Stage 2 HLF funding process. Already this has identified the various income streams that can be realised from the operation of the building and also identified that the building will within 3-5 years be making a positive contribution to the Museum's income stream. Initially, the costs of start-up and operating the building will be underwritten by the Museum's income stream and will not impact detrimentally on that stream.

16. Is there anything else you think we should know about the project?

We are asking for £4,000 that would be applied to the costs of Stage 1 in this project (total cost of that stage is £32,300). The overall cost of the Stage 1 and 2 is projected to be £378,310. The bulk of this funding will come from the HLF as in Stage 1. However, the Museum is committed to raising £50,000 as its contribution to the overall project. This cash amount would be over and above the 59,350 value of the volunteer time put into the project by members of the Museum's volunteer team.

17. DECLARATION

Supporting information - Please confirm that the following documents will be available to inspect upon request:

Quotes:

yes I will make available on request 1 quote for individual project costs over £500 & 2 quotes for project costs over £1000 (Individual project costs are listed in the expenditure section

above)

Project/Business Plan:

yes I will make available on request a **project or business plan** (including estimates) for projects where the **total project cost** (as declared in the financial section above) exceeds £50,000 (tick only when total project cost exceeds £50,000).

Accounts:

yes I will make available on request the organisation's **latest accounts**

Constitution:

yes I will make available on request the organisation's Constitution/Terms of Reference etc.

Policies and procedures:

yes I will make available on request the necessary and relevant policies and procedures such as Child Protection, Safeguarding Adults, Public Liability Insurance, Access audit, Health & Safety and Environmental assessments.

Other supporting information (Tick where appropriate, for some project these will not be applicable):

And finally...

yes The information on this form is correct, that any award received will be spent on the activities specified.