

# MINUTES

**Meeting:** MALMESBURY AREA BOARD  
**Place:** Crudwell Village Hall, Tetbury Lane, Crudwell SN16 9HB  
**Date:** 9 July 2014  
**Start Time:** 7.05 pm  
**Finish Time:** 8.50 pm

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Please direct any enquiries on these minutes to:

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## **In Attendance:**

### **Wiltshire Councillors**

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

Cllr Jonathon Seed (Cabinet Member for Communities, Campuses, Area Boards, Leisure, Libraries and Flooding)

### **Wiltshire Council Officers**

Miranda Gilmour, Community Area Manager  
Kirsty Butcher – Senior Democratic Services Officer  
Matt Perrot – Highways Community Co-ordinator  
Bill Parks – Head of Local Highways and Streetscene North  
Sue Wilkin – Senior Public Protection Officer

### **Town and Parish Councillors**

Malmesbury Town Council – Kim Power, Gavin Grant, Sue Poole, Amanda Kettlely  
Ashton Keynes Parish Council – Ernie Tidmarsh, Kevin Winstone  
Brinkworth Parish Council – Owen Gibbs, John Beresford  
Dauntsey Parish Council – Ellen Blacker  
Minety Parish Council – Charles Cook  
Oaksey Parish Council – Richard Moody  
Sherston Parish Council – John Matthews

St Paul Malmesbury Without Parish Council – Roger Budgen, Andy Hatherell

**Partners**

Police – Sergeant Martin Alvis

Fire – Mike Franklin

MVCAP – Sid Jevons

**Total in attendance: 33**

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<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
13	<p><u>Election of Chairman</u></p> <p><b>Decision</b></p> <p><b>Councillor Thomson was elected Chairman of the Malmesbury Area Board for the 2014/5 municipal year.</b></p> <p>Councillor Thomson in the Chair</p>
14	<p><u>Election of Vice-Chairman</u></p> <p><b>Decision</b></p> <p><b>Councillor Killane was elected Vice-Chairman of the Malmesbury Area Board for the 2014/15 municipal year.</b></p>
15	<p><u>Chairman's Welcome and Introductions</u></p> <p>The Chairman welcomed all those present at the meeting.</p>
16	<p><u>Apologies for Absence</u></p> <p>Apologies were received from:</p> <p>Cllr Chuck Berry  Lea and Cleverton Parish Council  Dave Wingrove, Chairman – Ashton Keynes Parish Council  Ashley, Chairman – Luckington and Alderton Parish Council  Martin Rae, Peter Gilchrist and Mark Allen – MVCAP  Terry Mockler – Hankerton Parish Council  Andrew Woodcock – Malmesbury Town Council  Graham Morris – Sherston Parish Council</p>
17	<p><u>Minutes</u></p> <p>The minutes of the previous meeting held on 7 May 2014 were presented.</p> <p><b>Decision</b></p> <p><b>To approve the minutes of the previous meeting as a true and accurate record.</b></p>

18	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest made at the meeting.</p>
19	<p><u>Chairman's Announcements</u></p> <p>The Chairman and Area Board made the following announcements:</p> <p><b>a. First World War Commemoration Event</b></p> <p>Simon drew attention to a county-wide First World War Commemoration event on Wednesday 30 July 2014 at 10am, at Tidworth Military Cemetery to which all were invited.</p> <p>The event is open to anyone who wishes to attend to commemorate the sacrifice made by 10,000 soldiers from Wiltshire during the First World War. Each fallen soldier will be represented on a named cross which will be placed on a wall of remembrance.</p> <p>The invitation was extended to the local community. Parking is adjacent to the cemetery and refreshments will be served.</p> <p>Derek Tilney, from Malmesbury Royal British Legion, provided details of their CD / DVD and learning pack which could be used at functions to provide details on World War 1. He explained that if parishes wanted to set up their own field of remembrance the Legion would provide parish councils with wooden crosses free of charge. Further details could be found on their website</p> <p><b>b. Mini Recycling Sites – retention of key sites on a 12 month trial</b></p> <p>Toby explained that, after considering comments from residents and the usage of key sites, the Council had decided that 13 mini recycling sites including the Malmesbury - Station Yard Car Park site would remain in place for residents to use for the recycling of glass, cans and paper. In response to a question raised at the meeting regarding fly-tipping potentially becoming more of a problem as small businesses may have a problem disposing of waste paper, Toby clarified that the mini recycling centres were for household waste only and not for commercial use. He confirmed that household recycling centres would take Christmas trees.</p> <p><b>c. Consultation on the proposals to combine Wiltshire and Swindon and Dorset Fire Authorities</b></p> <p>John was pleased to report that the consultation period on the proposals to combine Wiltshire and Swindon and Dorset Fire Authorities had been extended by a further 3 weeks. The consultation period now runs from 21 July to 20 October and he hoped that parish councils and individuals would consider the matter and respond to the consultation, details of which could be found on the</p>

WFRS website [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

**d. Garden Waste Collection**

Toby drew attention to the Council's public consultation which would gain resident's views on potential future changes to the current kerbside garden waste collection service. The consultation presented residents with three proposals for changes to the service:

1. A three month suspension of the non-chargeable kerbside garden waste service with no collections taking place in December, January and February.
2. A five month suspension of the non-chargeable kerbside garden waste collection with no collections taking place in November, December, January, February and March.
3. To introduce a chargeable kerbside garden waste collection instead of the current non-chargeable service

Toby drew attention to the fact that the 5 month suspension did not give as great a saving as the three month suspension.

The consultation runs from 1 July until 1 September and asked residents to pick the one option which best meets their needs. To find out more information and contribute to the survey members of the public can go online by visiting the Council's website and following the link to public consultations, either at home or at their local library; by picking up a leaflet from their local library, leisure centre, council office, town council office or area board meeting; or by completing the form in the summer 'Your Wiltshire' magazine.

Any questions not answered by the consultation documents can be emailed to [gardenwasteconsultation@wiltshire.gov.uk](mailto:gardenwasteconsultation@wiltshire.gov.uk) or asked by telephoning 0300 456 0102.

**e. Community Infrastructure Levy**

Toby explained that CIL is a charge that local authorities can place on new development to help fund the infrastructure needed to support growth. Wiltshire Council considers that this new tariff-based approach provides the best framework to fund infrastructure in a fair and transparent way, and is publishing a Statement of Modifications which sets out the proposed charges for a four week consultation from 23 June 2014 to 5pm, 21 July 2014.

Comments can be made, using the response form via the online consultation portal – <http://consult.wiltshire.gov.uk/portal> , via email to [CIL@wiltshire.gov.uk](mailto:CIL@wiltshire.gov.uk) or by post to Spatial Planning, Economic Development and Planning, Wiltshire Council, County Hall, Bythesea Road, Trowbridge, Wiltshire BA14 8JN.

The CIL draft Charging Schedule, Statement of Modifications, associated evidence and further information can be found on the Wiltshire Council website at

<http://www.wiltshire.gov.uk/planninganddevelopment/planningpolicy/communityinfrastructurelevy.htm>

from 23 June 2014, with hard copies being available at Council Libraries and the main council offices in Chippenham (Monkton Park), Devizes (3-5 Snuff Street), Salisbury (27-29 Endless Street) and Trowbridge (County Hall) during office hours.

**f. Extra Care Development in Malmesbury – informal public consultation**

John updated the meeting on plans for an exciting new extra care scheme for older people on the site of the former Burnham House care home, which will see 52 new and fully accessible homes for older people on the site as well as associated communal facilities and specialist services. The scheme will also have wider benefits for older people across the community.

A consultation event is planned for Monday 14 July at Malmesbury Town Hall from 2pm till 7pm. This has been publicised across Malmesbury and the surrounding villages. Should you not wish to attend the event your views can be sent to:

Asbri Planning,  
Suite 14, Aztec Centre,  
Aztec West,  
Almondsbury,  
Bristol BS32 4TD

Or alternatively please email [mail@asbriplanning.co.uk](mailto:mail@asbriplanning.co.uk) no later than Monday 28 July.

Following next week's consultation event, Leadbitter and Abbeyfield, the developer and housing provider, will be submitting a planning application before the end of the summer. If planning approval is given, there is an anticipated start on site early next year, starting with the demolition of the existing building. The extra care should be completed and operational by mid 2016.

**g. Town and Parish Council Representatives**

John welcomed the parish/town council nominated representatives to the area board for the coming year. He explained that whilst they wanted everyone to have their voice at Area Board meetings, where there is a specific town or parish council matter raised or a view taken about something, these should be

	<p>channelled through the appointed representatives. The purpose of doing this is to avoid the area board getting too wound up in discussion about a specific town or parish council matter which should be raised separately with the area board through the issues system or their local Wiltshire councillor.</p>
20	<p><u>Nomination of the White Hart Inn, Ashton Keynes, as an Asset of Community Value</u></p> <p><b>Decision</b></p> <p><b>Malmesbury Area Board agreed to formally supports the nomination of the White Hart Inn, Ashton Keynes, as an asset of community value.</b></p> <p>In response to a question raised at the meeting details on how to register an asset of community value would be circulated to all parishes.</p>
21	<p><u>Partner Updates</u></p> <p><b>6a. Wiltshire Police</b></p> <p>In addition to the written update seen at pages 19 and 20 of the agenda, Sergeant Alvis was pleased to confirm he would be staying in the Malmesbury area. He noted that Inspector Thomson had been replaced by Inspector Dave Hobman, who would be based in Chippenham and also covered Royal Wootton Bassett and Cricklade. Sergeant Alvis was pleased to see that anti-social behaviour was down, and noted that stolen tractors had been recovered and a warrant had been issued with the Environment Agency regarding illegal dumping of waste. He confirmed that the Police and Crime Commissioner, Angus Macpherson was now back at work two days a week.</p> <p>A new community messaging service, called Neighbourhood Alert, was being launched on 16 August. People can register to receive information via email, text or telephone.</p> <p>A question was raised on why the police report did not include information on speeding, and it was confirmed that this information was available from speedwatch groups. It was hoped that the neighbourhood alert system would expand to cover other watch schemes in the future.</p> <p><b>6b. Wiltshire Fire and Rescue Service</b></p> <p>Mike Franklin thanked the Board for their feedback regarding the proposed merger with Dorset Fire and Rescue, explaining that the situation was dynamic and fast-moving. WFRS strategic managers were engaging with Wiltshire Council and an extraordinary meeting of the Fire Authority had been arranged to decide if the public consultation would go ahead in its current format.</p>

	<p><b>6c. Malmesbury Campus</b></p> <p>Kim Power, Chairman of the Shadow Community Operations Board noted the written update seen at page 21 of the agenda. She explained that key people, including all parishes, would shortly be visited to collate baseline information. She highlighted the fundamental need to match infrastructure to the needs of the community.</p> <p><b>6d. Malmesbury and the Villages Community Area Partnership</b></p> <p>Sid Jevons drew attention to the update seen at page 23 of the agenda, and encouraged all to draw attention to and participate in PHEW 2014.</p> <p><b>6e. Town and Parish Councils</b></p> <p>There were no updates given.</p> <p><b>6f. Young People</b></p> <p>A written update was read out and circulated at the meeting, a copy of which is attached to these minutes.</p> <p><b>6g. Good Neighbour</b></p> <p>In addition to the update seen at page 25 of the agenda Ellen Blacker explained that they supported older and vulnerable people, and she was looking forward to working with the Board on aspects of the Joint Strategic Assessment report.</p> <p><b>6h. Highways Community Co-ordinator</b></p> <p>Matt Perrot drew attention to the written update circulated at the meeting and attached to these minutes. He introduced Bill Parks, Head of Local Highways and Streetscene North, who encouraged town and parish councils to report problems through Matt. Wiltshire Council was working with BBLP and British Telecom to connect the drainage systems on Holloway Hill and there were ongoing negotiations regarding resurfacing.</p> <p>In response to questions it was clarified that meetings with Matt could be arranged, or if it was a safety issue then it could be submitted to the Area Board through its CATG working group. If a request is ignored then it should be submitted as a local issue. There were timescales in place for potholes to be repaired and patching was managed through the system. A meeting with Brinkworth Parish Council would be arranged.</p>
22	<p><u>Section 106</u></p> <p>Cllr Toby Sturgis explained that a section 106 agreement was an agreement</p>



	<p>between a developer and the local planning authority. It had to be connected to and spent with the development, and negotiated before planning permission being granted. Larger sums of money would contribute towards education, highways and affordable housing, and more often smaller sums of money for footpaths and public open spaces.</p> <p>Should a town or parish council wish to spend a public open space contribution on a space not relating to the application this would need to be negotiated and contained within the agreement before it was signed. It would be the giving of the developer to agree it.</p> <p>Cllr Sturgis noted that parish councils with neighbourhood plans would receive 10% more CIL (community infrastructure levy) than those without a plan.</p> <p>Details of section 106 monies would be re-circulated to all town and parish councils.</p> <p>In response to questions Cllr Sturgis confirmed that the timeframes involved depended on how soon the developer wanted to start building, and he encouraged parish councils to shape section 106 agreements by submitting comments as soon as aware of applications.</p>
23	<p><u>Community Area Transport Group (CATG)</u></p> <p>Miranda Gilmour, Community Area Manager, outlined the Community Area Transport Group report, highlighting the areas considered by the group and actions agreed at the meeting.</p> <p>The Area Board were invited to agree the recommendations of the CATG as listed in appendix one on the report.</p> <p><b>Decision</b></p> <p><b>The area board noted and approved actions and recommendations of the Malmesbury CATG contained in appendices one and two to the report with key issues highlighted below:</b></p> <ul style="list-style-type: none"> <li>• <b>The current CATG budget balance for 2014/15 (see Appendix 2) is £37,244</b></li> <li>• <b>The following issues/schemes were discussed/updated:</b> <ul style="list-style-type: none"> <li>○ <b>Issue 3129 footpath from 7 Dauntsey Road to the Old School, Dauntsey – The area board approved £6000 from CATG towards a substantive bid with Great Somerford parish council contributing £6000.</b></li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Issue 3164 and 3190 Pedestrian safety A429 at Blicks Hill – scheme in the region of £5000 (TBC) with Malmesbury and Malmesbury St Paul Without parish councils contributing 25%.</li> <li>○ Issue 3221 Pavement between bus stop (by war memorial) and Pikefield Crescent, Charlton – estimated cost £3000. The area board approved support, conditional on the parish council contributing 25%</li> <li>○ Issue 3226 Dark Lane / Bristol Street junction, vehicles cutting corner on wrong side of the road – The area board agreed to proceed with estimated costs of £1300 towards small over-runnable island and bollard at junction plus associated lining conditional on Malmesbury Town Council contributing 25% of the costs.</li> </ul>
24	<p><u>Area Board Funding</u></p> <p>Miranda Gilmour, Community Area Manager, outlined the Area Board funding report.</p> <p><b>Decision</b></p> <ol style="list-style-type: none"> <li>1. The area board noted the budget of £34527.87, revenue of £6093.00 and funding criteria for 2014/15</li> <li>2. The area board agreed to have a capital only area grants scheme.</li> <li>3. The area board agreed to prioritise financial support on projects which support the two Joint Strategic Assessment themes of Health &amp; Well-being and Leisure during 2014/15</li> <li>4. The area board granted Brinkworth Heritage Society £5000 towards a new kitchen, store and toilets on the Brinkworth Recreational Field. <i>Reason: The application met the core criteria for 2014/15 and would provide excellent facilities for the community to use.</i></li> <li>5. The area board agreed to fund the Malmesbury &amp; Village Community Area Partnership with £4059 revenue during 2014/15.</li> </ol> <p>The Board suggested that MVCAP approached town and parish council for support.</p>

25	<p><u>Community Issues Update</u></p> <p>Miranda Gilmour, Community Area Manager, outlined the Community Issues report, noting in particular the proposed issues for closure and those to be referred to the Community Area Transport Group.</p> <p><b>Decision</b></p> <ol style="list-style-type: none"> <li><b>1. The area board noted the progress in dealing with issues</b></li> <li><b>2. The area board agreed to close Issue 2554 – severe damage to road surface at the Rathole, Luckington</b></li> <li><b>3. The area board agreed to refer Issue 3425 – improve pedestrian crossing on B4040 in Sherston to the CATG</b></li> </ol>
26	<p><u>Cabinet Representative</u></p> <p>Cllr Jonathon Seed, Cabinet Member for Communities, Campuses, Area Boards, Leisure, Libraries and Flooding was introduced. Cllr Seed explained his role was full time and he was helped by other councillors. There were two portfolio holders, one covering area board and libraries and the other covering leisure and sport; and two Operational Flood Working Groups – north and south.</p> <p>Wiltshire’s goal of stronger more resilient communities was highlighted together with the ground-breaking campus programme. Cllr Seed noted that, whilst not always appreciated, area boards were about communities and ways of enhancing this had been looked at.</p> <p>Wiltshire has 23 leisure centres and 11 swimming pools, and it was a clear goal to enhance the leisure offer and to integrate leisure with public health.</p> <p>31 libraries had maintained an efficient service by doing things differently.</p> <p>Campuses were being delivered into areas at a pace communities and partners want.</p> <p>Flooding was an issue across the county with 500 dwellings across the county affected last year and there was ongoing work in this area.</p> <p>In response to questions Cllr Seed explained that flooding in the north came from surface water which would disappear, but in the south it came from underground water which took a lot longer to clear. He confirmed that all libraries were owned and operated by Wiltshire Council, with 2 new libraries built last year. The council was determined to keep what the community wants in the community where possible.</p>

	<p>Cllr Seed was delighted with the approach to the flooding seen in Malmesbury earlier in the year, with everyone working together and a mature flood plan in place. The river flooding was being looked at, and with Environment Agency approval work could start under the bridge. Once the bird nesting season was over a company would be engaged to clear the riverbanks.</p> <p>Cllr Seed recognised that when dwellings were flooded the effect was both physical and mental. Whilst flooding could not always be prevented the council would be there to help, and Cllr Seed drew attention to funds unlocked by central government which made £5000 available to those flooded, which had to be applied for.</p> <p>The board thanked Cllr Seed for attending.</p>
27	<p><u>No cold-calling zones</u></p> <p>Sue Wilkins, Senior public Protection Officer (Community Support) explained it was easy to set up a no cold-calling zone, there was a toolkit available and she was happy to talk to any town or parish council, individual councillor or community.</p> <p>A no cold-calling zone was a small area designated as containing vulnerable people who would benefit from the restriction. To address the issue of cold callers signage would be displayed and residents in the zone would be educated to give them confidence to deal with cold callers appropriately. The cost of the zone is providing the signs - three to four were needed per area, however 10 signs could be bought for £100, which would cover a couple of zones. Free door stickers and support were available.</p> <p>Existing zones, in addition to having no reports of cold calling from them, had also seen a reduction of crime in the street.</p> <p>Sergeant Alvis fully supported the fantastic scheme, and was happy to be involved where possible. He suggested that housing associations be contacted.</p> <p>In response to questions Sue confirmed that it was not a crime to cold call, however it is a crime if they are calling in an area specifically designated not for cold calling. She reiterated her willingness to visit any community that wanted to find out more.</p> <p>The Board thanked Sue for attending.</p>
28	<p><u>Housing Allocations Policy</u></p> <p>Unfortunately John Walker, Allocations and Options Manager was unable to attend the meeting, and it was hoped to bring this item back to a future meeting.</p>

	<p>The Chairman explained the headline as allocations being based on local need.</p> <p>Cllr Killane drew attention to Burnham House and making sure there were opportunities for local people.</p>
29	<p><u>Appointments to Outside Bodies, Working Groups and Task Groups</u></p> <p><b>Decision</b></p> <p><b>The area board agreed to</b></p> <ol style="list-style-type: none"> <li><b>1. Appoint councillor representatives to outside bodies as set out in appendix A to the report presented;</b></li> <li><b>2. Reconstitute and appoint to working groups as set out in appendix B to the report presented; and</b></li> <li><b>3. Note the terms of reference for the working groups as set out in appendices Ci, Cii, Ciii and Civ to the report.</b></li> </ol>
30	<p><u>Evaluation and Close</u></p> <p>The Chairman invited the meeting to indicate whether they would prefer the September area board health event to be held at Malmesbury School or Malmesbury Town Hall. The majority of people indicated they would like the event held at Malmesbury School.</p> <p>Clarification was sought on what was an asset of community value. It was explained that if a building was registered as an asset of community value, should the owners wish to dispose of it there was a time period before they could do so to allow the community to raise money. The owner was legally obliged to inform if they were considering selling. Further detailed information was available on the Wiltshire Council website:</p> <p><a href="#">Community right to bid for assets of community value   Wiltshire Council</a></p> <p>The Chairman thanked everyone for attending.</p>