



# MALMESBURY TOWN COUNCIL

## Minutes of the Full Council Meeting

Held in Malmesbury Town Hall on Tuesday 30 July 2024 at 7.00pm.

---

**Present;** Cllrs P Exton, S James, L Crawford-Price, S D'Arcy, C Doody, K Drake, G Grant, RP Jones, K Power, C Ritchie, R Sanderson, J Slade & I Wallis.

**Also present:** Claire Mann (Town Clerk)

### MAYORS ANNOUNCEMENTS

Cllr Exton reported that he had attended several events in the last month,

- Several Athelstan 1100 events.
- The launch of the Pilgrim Way in the Abbey.
- Athelstan Museum exhibition opening.
- Miranda Shinia talk.
- Presentation of certificates at Malmesbury School.
- Twinning visit to Gien.
- Visit to Julia's House in Devizes.
- Carnival Cheque presentation by Persimmon Homes.
- Visit to Saxon Fayre in Kingston Upon Thames.

**FC/24/96 To receive declarations of interest.**

None received.

**FC/24/97 To receive apologies for absence.**

Apologies received from Cllrs W Jones, F Smith & R Hastings.

**FC/24/98 Public questions on items of business included on the agenda.**

None received.

**FC/24/99 To receive and adopt the minutes of the Full Council meetings on the 25<sup>th</sup> June and 9<sup>th</sup> July.**

25<sup>th</sup> June – It was noted that minute reference FC/24/91 should have also stated that an extraordinary meeting would be convened. Cllrs Power & Doody would have declared an interest in the Riverside Centre and would have left the meeting during discussion of that item.

Subject to amendments, the minutes were approved and signed as a correct record.

9<sup>th</sup> July – It was noted that the meeting took place on the 10<sup>th</sup> July not the 9<sup>th</sup> and that Cllr RP Jones was **not** in attendance. Cllrs Ritchie & Grant didn't recall stating that they would prepare the draft letter on behalf of Cllr Exton but that they would review any draft.

It was also noted that insertion of the following would be apt; The proposed agenda for meeting on planning matters with Mr N Thomas & Cllr Boterill was no longer appropriate as set out and needed to reflect the issues in the resolution passed unanimously by Malmesbury Town Council.

Subject to amendments, the minutes were approved and signed as a correct record.

- FC/24/100 To receive and note the minutes of the Policy and Resources meeting held on the 18<sup>th</sup> June.**  
The minutes were received and noted.
- FC/24/101 To receive and note the minutes of the Planning and Environment Committee meetings held on the 11<sup>th</sup> June & 2<sup>nd</sup> July.**  
11<sup>th</sup> June – The minutes were received and noted.  
2<sup>nd</sup> July – The minutes were received and noted.
- FC/24/102 To receive and note the minutes of the Community Engagement and Town Promotion Committee meeting held on the 20<sup>th</sup> June.**  
The minutes were received and noted.
- FC/24/103 To consider proposal from Planning and Environment Committee (23<sup>rd</sup> July) based on Public Questions whether Malmesbury Town Council intends to inform the Planning Inspectorate of any further information the Council considers should be provided in the Lime Down Solar Park Environmental Statement or to confirm that it has no comments.**  
It was resolved that the item would be referred back to the Planning and Environment Committee for consideration on the 13<sup>th</sup> August. Cllr Exton requested that all members forward comments ahead of the meeting for consideration.
- FC/24/104 To appoint Cllr Drake to Committees, those with vacancies are Planning and Environment and Community Engagement and Town Promotion and Working Groups.**  
It was resolved that Cllr Drake be appointed to the Planning and Environment and the Community Engagement and Town Promotion Committees.
- FC/24/105 To note Policing Report from Acting Sergeant, Lucy Wright.**  
Members noted the report. Following discussion it was agreed to request longer term trends/references, Online Fraud data, information about the overall Policing resources and an update on outstanding prosecutions. It was noted that the report that is presented to the Area Board is very useful.
- FC/24/106 To form Working Group for Late Night Shopping 2024 and to approve Terms of Reference (CE&TP 18<sup>th</sup> July 2024)**  
It was noted that ordinarily this working group operates under the auspices of the Community Engagement and Town Promotion Committee but time constraints require a more immediate resolution.  
The working group consists of Cllrs Drake, D’Arcy, Wallis, Doody and Exton with Cllr Drake as the lead Councillor. Cllr Smith will also be approached as a previous member of the working group.  
The Terms of Reference were agreed in principle and would be reviewed at the first meeting of the working group.
- FC/24/107 To receive updates from representatives of Malmesbury Town Council on the following organisations.**
- i. **Wiltshire Association of Local Councils & Society of Local Council Clerks**  
The Town Clerk stated that she is organising Councillor training through the WALC.
  - ii. **Malmesbury Conservation Group**  
Cllr Power asked for an update on the Market Cross.
  - iii. **Malmesbury Town Team**  
Cllr Crawford-Price circulated the following.  
Athelstan 1100  
A huge thank you and congratulations to Cllr Campbell Ritchie and everyone on the organising and volunteer committees of the 2024 Athelstan 1100 activities.

A fantastic array of events and activities which were very much enjoyed by all ages, and which will be remembered in Malmesbury history nearly as much as Athelstan himself.

Ongoing Athelstan 1100 activity includes the special Museum exhibition and Malmesbury's Athelstan Trail, carrying on into Carnival and Wessex Week. The Banners will stay up through August and be reviewed monthly, with the end of October as definitive take down date if they are surviving OK.

1. Malmesbury Cultural Strategy

Consultant Erica Marriage has been holding focus groups to review Malmesbury's cultural offering: events, heritage, music, visual arts, history. The expected focus group with town council is suggested as including TH office, Lisa, Claire & Rachel. Some councillors were already involved in other focus groups. Next she will research venues, capacity & management. Final report expected to be available for September MTT meeting.

2. Town 'Orientation Map'

It was discussed that a location map of shops, hospitality & businesses would be useful. This could be fed into the MTC signage project.

3. The new Town Guide is now in circulation.

4. Kingston & Athelstan

Kingston are holding celebrations to mark the crowning of Athelstan in 2025, running a programme of events starting in Spring, with a special weekend 4<sup>th</sup> to 7<sup>th</sup> September.

5. Malmesbury Pride of Place Festival 2025

We discussed the idea of having a celebration of the town in July 2025, a Malmesbury Pride of Place Festival possibly run by people who might be interested from the Athelstan organising teams, with possible support from MTC and MTT. An initial meeting will be organised to consider project scope.

6. Unpacking Your Place Workshop – no update since last month's below  
Two meetings have been held since the workshop with Graham Soult with 17 retailer/business attending. John & Sarah from Game/Toy expert have since set up a Malmesbury Business Hub WhatsApp Group using the contacts given at these meetings and started to gather ideas for Top 5 actions working with MTT. To help improve communication generally, we agreed I will update John & Sarah by the end of each month on MTT/MTC events for a newsletter they plan to set up from their new email malmesburybusinesshub@gmail.com. Note please can the office add this email to road closures and other notices. Future retailer/business meetings will be quarterly, with MTT invited.

Top 5 topics are likely to include recommendations from the Unpacking Places report such as:

- Mapping out where everyone is and what they do
- Setting up a commercial property owner database
- Encouraging collaboration with other towns for general promotion of the South Cotswolds (and to avoid key event overlaps)
- Increased use of social media – more platforms, more video & blogs for SEO
- Improved visitor signage

7. New Malmesbury Promotional Film

We discussed the idea of producing a new short promotional film for Malmesbury, for use on DM & MTC websites, on TIC screen and on socials bios. This could possibly be delivered working with students from Boom Satsuma.

8. VE Day 2025

We confirmed the MTC (CETP) decision to support the national beacon lighting event on 8 May 2025, to mark the 80th anniversary of the end of WW II in Europe.

9. LNS

Late Night Shopping 2024, with MTT & MTC & other town volunteers will be co-ordinated this year by Cllr Karen Drake.

- iv. **Malmesbury & District Twinning Association**  
Cllr Exton reported that he had recently returned from Gien and had thoroughly enjoyed the visit.
- v. **Operational Flood Group**  
Nothing to update.
- vi. **Local Highways & Footpaths Improvements Group**  
Cllr Exton stated there are five ongoing issues that remain on the tasking sheet and invited Councillors to put in Highways Improvement Requests if they are aware of any work to be undertaken.
- vii. **Local Youth Network**  
The working group of the Pump Track and Outdoor Skate Park had recently met and will report to September's TH&F meeting.
- viii. **Movies @ Malmesbury.**  
Nothing to update.
- ix. **Bus Service improvement**  
Nothing to update.
- x. **Health & Well-being Forum.**  
Cllr Power reported that the Athelstan 1100 outreach event was of great benefit to residents.
- xi. **Community Safety Forum**  
No update available.
- xii. **Cotswolds National Landscape Board.**  
Cllr Sanderson will forward an email to the Town Clerk the following day for circulation to all Members.
- xiii. **Formulation of Business Plan and Risk Register.**  
No update available. It was agreed that this will become an entirely separate agenda item at future meetings.

**FC/24/108 To receive an update from Wiltshire Councillor, Gavin Grant.**

- WC has appointed a new CEO, Lucy Townsend.
- A planning resolution has been made about GreenSquare Accord reference the decline in their performance.
- All Housing Associations need to provide better support when moving families into unfamiliar communities and what can the Town Council do to help.
- Chief Inspector Brain had given an apology given the hefty staff turnover and lack of consistency (particularly with appointed Inspectors over the last 4 years) and offered assurances that the local NPT will be firmly embedded in the Town Council. Also that intent had not matched actions with reference to response times and continuity of communication.
- A senior member of GreenSquare Accord and other Housing Associations should be invited to a future P&E meeting

**Meeting closed at 8.50pm**