

**Minutes of Malmesbury Town Team Meeting**  
**Wednesday 25<sup>th</sup> June 2014 7.00pm at Malmesbury Town Hall**

In attendance: John Powell, Kim Power, Franchesca Caton, Gordon MacPherson, Margaret Lamb, Ashton Scott.

Apologies: Simon Killane, Nigel Scott, Stewart Shape

Members of the public: Brian Leitch, Lisa Gore, Katherine Gore, David Fowles, Steve Cox

In the absence of Simon Killane, Kim Power gave an overview presentation of the Town team. Giving an explanation of the purpose of the Section 106, granted by Waitrose, to help support local businesses and economy. It was explained that this is the first public meeting and that everyone who had expressed an interest in the Town Team initially had been invited. Kim Power asked the meeting if everyone was in agreement with the Terms of Reference and was everyone satisfied with the Leadership Group and John Powell to remain as Chair of the Town Team. The meeting agreed unanimously.

1. John Powell thanked everyone for their attendance, each member of the Leadership Group introduced themselves and gave a brief history of their relationship with Malmesbury and what they can offer the Town Team in a professional capacity.
2. Apologies received as above.
3. Previous meeting and actions agreed.
4. John Powell proposed the acceptance of The Retail Groups proposal, to launch the Malmesbury Town Centre Action Plan in order to gain some insight to the Towns commercial and retail activity pre-Waitrose. Franchesca Caton Seconded.

**Resolved** All agreed.

5. £350 has paid for the domain and the name of the website through Mind Vision in the first instance. John Powell proposed the full launch of the website and was seconded by Kim Power.

**Resolved** All agreed.

6. Thanks went to Mind Vision for the time they have donated with regard to the website so far. It is necessary to commission the creation of the full website, and as the money from S106 is public money, the work this involves has to go out to tender. Three quotes will be obtained to create the website and a decision will be made based on value for money and where practically and financially possible, the use of a local company.

7. Franchesca Caton proposed the signing of the Memorandum of Understanding between Malmesbury Town Council and the Town Team, the MOU defines the partnership of both parties, what is to be expected from one another and the provision of a clerk by the Town Council.
8. The initial work on the Town Centre Action Plan by The Retail Group is expected to take between ten and twelve weeks, an "Immersion Meeting" with The Retail Group and the Town Team will take place to fully scope out and understand and fully agree what will be done and when. It was also agreed that until the Action Plan is in place there will be no action to further requests for activity or promotion.
9. The Town Team will be part of the process within the Wiltshire Council Review of Local Transport Plan Car Parking Strategy. The Town Team's opinion has to be put forward and its influence to be known.
10. Margaret Lamb has spoken to Tina Robins at The Wilts and Glos Standard and there is to be a press release to engage the interests of young people in the work of The Town Team and to hopefully make three young people members of the leadership group. As it stands there is no representation of youth in Malmesbury on the Town Team and their opinions and ideas are valuable as consumers. Katherine Gore has designed a poster for distribution around the town.
11. It was discussed that as part of the Neighbourhood Plan in Malmesbury two years ago a benchmarking survey was carried out. John Powell asked if it is necessary for another one to be performed within The Retail Groups Proposal. John Powell proposed that the Town Team seek the advice of The Retail Group with regard to a further benchmarking survey, given that there have been some changes to the Town and that the previous survey didn't extend beyond the High Street.

**All agreed**

12. James Armstrong, representative of Waitrose, is designing a leaflet to be distributed at the opening of the store. They are keen to support and promote local retailers and businesses within the leaflet. There will be free car parking at the store for two hours and chargeable at usual rates after that to enable people to use the Town Centre as well.
13.
  - At the Area Board Meeting presentation there is was a company that promotes Town Teams, Kim Power is to email them to gain further information. Gordon MacPherson brought the meetings' attention to "The Great British High Street", a competition launched by High Streets Minister Brandon Lewis. Both of which are to be considered to help promote Malmesbury.
  - David Fowles offered to add an editorial in the 2014/15 edition of the Malmesbury Guide to explain the purpose of the Town Team. John Powell and David Fowles to liaise.
  - Steve Cox started a discussion about offering a discount to WOMAD festival goers who come into Malmesbury and use the shops. He suggested the use of a badge as paper is too easily forgotten. It was decided that that any further promotion of Malmesbury at WOMAD would remain with the Community & Town Promotion Committee of the Town Council.

14. Next meeting to be arranged after Immersion Meeting at a time best suited for all members of the Town Team.

The meeting closed at 8.50pm