

**Minutes of Town Team Meeting
Town Hall
Monday 23rd July at 7.30pm**

Present: Sarah Wilde, John Sunderland, Gavin Grant, Campbell Ritchie, Rob Green & Ash Scott

1. Apologies:

Gordon MacPherson & Mark Gardener

2. To consider & approve Minutes from meeting 25th June 2018

Minutes were approved by all.

Sarah noted that her action to contact Katherine is outstanding

3. To discuss and approve the scope of work with Foundation and to approve latest DM visuals.

The scope of work had been circulated to all. Following discussion it was agreed that Sarah will feed back to Foundation that the proposed allocation of 1 day per month for work with The Old Bell should be reviewed based on the experience of what was required to manage the account; the hope of the committee was that it could be managed at a lower level after the implementation phase. It was agreed that a review of this element will take place at the beginning of October and that authorisation for work undertaken on supporting the sponsorship agreement with The Old Bell will be capped at £1000 until then and timesheets being requested so that the activity can be monitored. The other elements of the scope were agreed.

Members noted the visuals for Discover Malmesbury and requested that the word 'first' is removed from the home page of the website if this could be agreed with The Old Bell.

4. To discuss and approve the appointment of Vice Chair

It was agreed to elect Campbell Ritchie to the role of Vice Chairman. The Vice Chairman will be tasked with ensuring the Agenda is put together and circulated in time for the meetings and to work with the Clerk to circulate the Minutes.

5. LIDL planning application: For comment and information

Wiltshire Council had appointed GVA to put together an Assessment of Retail Planning Policy for the proposed food-store on land adjacent to the A429. Members noted the report GVA has produced and agreed that it is an important and informative document to be reviewed carefully both in the context of the LIDL application and the wider context of trading in the High Street. Lidl's response to the Assessment will also be of interest to the Town Team.

6. To receive report from Gavin Grant – Wiltshire Councillor

Gavin notified the group that;

- he and Cllr Budgen are working together to progress the reinstatement of the steps at Waitrose. As at the date of the meeting no response had been received from Simons or Waitrose since their meeting in March but one was expected shortly.
- contact has been made with the owner of the Rajah and he will pursue the situation
- the presentation made by Sarah at the Area Board was well received

7. To receive report from Campbell Ritchie – Malmesbury Town Councillor

Campbell notified the group that;

- interest in the Community Orchard is gaining momentum
- campaigns to reduce single use plastics in Malmesbury is progressing well and Malmesbury Town Council has been asked by a group called Malmesbury Against Plastics (MAP) to support an action day event
- organisation for the Commemoration of the end of the First World War is also progressing well
- the stall at WOMAD that MTC is holding will have an 'Innovation & Invention' theme
- A new 'People of Malmesbury' family trail around town will be available from the Town Hall for families to complete throughout the Summer Holidays

8. To receive update reports on Vale Action project

Sarah will make contact with the Highways department at Wiltshire Council directly as little response has been received so far with regard to **signage**.

Foundation will set up a plan for the implementation of the **Gift Card**. It was agreed that the signing of a contract should take place sooner rather than later and that Gordon will circulate the contract by email at a later date but before the September meeting for approval.

There are 25 volunteers and experts now engaged with the **Virtual Malmesbury** initiative and that the first invoice from TVPP is imminent.

9. To receive a financial report

A meeting will take place later this week with Rob Sneddon and Sarah will then circulate a financial summary.

10. Any other business

- The presentation was made to the Area Board and proposals for assistance with funding in qualifying areas will be put forward in the near future.
- Sarah will be meeting with Cllr Paul Smith, Chair of the Community & Town Promotion Committee
- Sarah notified the group that she and Campbell had, prior to the meeting, attended a meeting of the Warden & Freeman to outline the work of the Town Team and the Vibrant Malmesbury projects. Opportunities for the Warden and Freeman to become directly involved in one or more of the projects will be discussed with them further at a future meeting.

Meeting closed at 8.40pm

Next meeting 7pm, 17th September 2018.