

Minutes of Town Team meeting Monday 16th November 2015
7pm at Malmesbury Town Hall

Present: Gordon MacPherson, Sarah Wilde, Ashton Scott, Gavin Grant, Simon Killane & Kim Power

Apologies: Fiona Orwin, Paul Chivers, Angela Gilchrist-Roberts, Richard Fillis & Katherine Gore

1. Apologies.

As above. Due to work commitments Paul Chivers has resigned from the Town Team, Sarah expressed thanks for his significant contribution to the work of the team and wished him well for the future.

2. Approve Minutes of meetings 19th October.

Minutes approved.

3. Style Guide & Intellectual Property Quote.

Gordon outlined the necessity to protect the intellectual property. It was **agreed by all** to accept the expenditure of no more than £408, to icompli Ltd, to identify and document a suggested course of action which aims to provide the Town Team with the maximum usability of the IP whilst maintaining an appropriate degree of legal protection.

4. Approve Code of Conduct & Communications Protocol.

Considerable discussion ensued and having gained no agreement on the draft Code of Conduct & Communications Protocol that had been circulated to members prior to the last meeting, Sarah requested that any comments were to be received by her no later than Monday 23rd November to ensure approval at the next meeting of the Town Team in December.

5. Summary report from Front Room for October.

The summary had been circulated to all and it was agreed that Front Room have exceeded the tasks that had been expected of them. Simon Killane suggested that the report be submitted to the Area Board at the next meeting.

6. Late Night Shopping update.

Gavin Grant expressed thanks to Sarah for all the input she has given so far to the organisation of Late Night Shopping. All other organisations that are taking part in the event are on board and arrangements are in place much the same as they been in previous years. The leaflet will be delivered very kindly by Malmesbury Town Councillors as they distribute their newsletter.

7. Coach Friendly status, an update from Kim Power

Kim Power stated that to achieve Coach Friendly Status isn't as onerous as it may have originally appeared. John Burch of the Confederation of Passenger Transport will come back with criteria applicable to Malmesbury becoming a Coach Friendly Town. Signage to and from the car park and the town centre generally remains outstanding and Kim will present a proposal for consideration at the next meeting. Discussion on the analysis of the car park stats lead to the conclusion that findings from the figures were to be distributed by Kim ahead of the next meeting for consideration and the preparation of a joint press release.

8. Town Guide delivery.

The Town Guide will be delivered to all households this year to give maximum exposure and will not be delivered to all households in future years. Gordon has been in contact with Royal Mail to discuss the options of delivery to SN16 9 & SN16 0. Gavin and Gordon will forward details to the Clerk so that quotes can be obtained.

9. Action Planning for 2016.

Gordon gave a presentation for Action Planning in 2016, various points were made and highlighted, including achievements to date;

- The implementation of items within the five priority action areas
- The establishment of the Market
- Parking initiative
- Logo, Branding and Discover Malmesbury Life website
- Support from Front Room

Next steps are to be given consideration, including;

- Delivery of further major actions
- Achievable goals to be paramount
- Consideration of status
- How benefit can be extended to retailers & business owners

10. Change of use planning applications.

Simon Killane proposed that the Town Team puts a comment to Wiltshire Council opposing the change of use planning application at 6. Oxford Street from Retail to Residential. Following debate, he then suggested that the team consider discussing the application and making a comment based on the outcome of the debate. Following lengthy discussion Sarah put the proposal to a vote. There were two objections, two in favour and two abstentions and Sarah used her casting vote which means the TT will not comment on individual planning applications. Collectively the TT shall prepare a policy statement for all to agree.

11. Payments Record and Section 106 funding

Due to the length of the debate on other items there was not time to cover this item. An update will be circulated with minutes.

Meeting closed at 9.50pm

Next meeting at the Town Hall, Monday 21st December at 7pm.