

# MINUTES

**Meeting:** MELKSHAM AREA BOARD  
**Place:** Melksham United Church, Market Place, Melksham, SN12 6JU  
**Date:** 9 October 2013  
**Start Time:** 2.30 pm  
**Finish Time:** 4.35 pm

---

Please direct any enquiries on these minutes to:

Kevin Fielding (Democratic Services Officer), Tel: 01249 706612 or (e-mail) [kevin.fielding@wiltshire.gov.uk](mailto:kevin.fielding@wiltshire.gov.uk)

Papers available on the Council's website at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

---

## **In Attendance:**

### **Wiltshire Councillors**

Cllr Pat Aves, Cllr Terry Chivers, Cllr Jon Hubbard (Chairman), Cllr David Pollitt, Cllr Jonathon Seed (Vice Chairman) and Cllr Roy White

### **Wiltshire Council Officers**

Allison Sullivan - Community Area Manager  
Kevin Fielding - Democratic Services Officer  
Lucy Murray-Brown - Head of Campus Delivery and Operational Models  
Judith Billingham - Road Safety Manager (Education)  
Sean Chacksfield - Media Relations Officer

### **Town and Parish Councils**

Melksham Town Council – Bruce Sanders & Terri Welch  
Melksham Without Parish Council – Mike Mills & Alan Baines  
Semington Parish Council – Paul Bowyer

### **Partners**

Wiltshire Police – Sgt Sean Brady  
Office of the Police & Crime Commissioner – Sean Cooper  
Melksham Community Area Partnership - Phil McMullan

**Total in attendance: 63**



<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
1	<p><u>Chairman's Welcome, Introduction and Announcements</u></p> <p>The Chairman welcomed everyone to the special older persons themed meeting of Melksham Area Board.</p> <p>The Chairman thanked Brian Warwick for his input in putting the agenda together.</p> <p>There were the following Chairman's Announcements which were covered in the agenda pack:</p> <ul style="list-style-type: none"> <li>• Core Strategy Consultation.</li> <li>• Community Area Joint Strategic Assessments (CAJSA).</li> </ul>
2	<p><u>Apologies for Absence</u></p> <p>Apologies were given by Niki Lewis – Service Director, Melksham Area Board, Paul Carter – Melksham without Parish Council, Mike Franklin – Wiltshire Fire &amp; Rescue and Graham Ellis – Melksham Chamber of Commerce.</p>
3	<p><u>Minutes</u></p> <p><b>Decision</b></p> <ul style="list-style-type: none"> <li>• <b>The minutes of the meeting held on the 31 July 2013 were agreed as the correct record.</b></li> </ul>
4	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>
5	<p><u>Partner Updates</u></p> <p>The following Partner updates were noted:</p> <p>Melksham Youth Advisory Group (YAG)</p> <ul style="list-style-type: none"> <li>• Not present at the meeting due to educational commitments.</li> </ul> <p>It was noted that representatives of Melksham Senior People's Forum</p>

requested an update on the proposed Melksham Skate Park.

Community Area Partnership Representative – Phil McMullen

Points made included:

- That MCAP had organised the consultation document for the proposed King's Street Coach Park.
- That MCAP had organised a "Mens Health" event at the Spa Medical Centre, Melksham which would be held on Monday 28 October.

Wiltshire Police – Sgt Sean Brady

- The written report contained in the agenda pack was noted. Sgt Brady also advised that the Police were targeting anti-social behaviour in Melksham town centre.

The Office of the Wiltshire Police & Crime Commissioner

- The written report contained in the agenda pack was noted.

Wiltshire Fire and Rescue Service – Mike Franklin

The written report contained in the agenda pack was noted.

NHS Wiltshire, Clinical Commissioning Group

- Not present at the meeting.

Melksham Town Council

The written report was noted.

Parish Council Nominated Representatives

- Nothing to report.

	<p>Melksham Chambers of Commerce</p> <ul style="list-style-type: none"> <li>• Not present at the meeting.</li> </ul> <p>Melksham Senior People's Forum</p> <p>Points made included:</p> <ul style="list-style-type: none"> <li>• That the Seniors group were disappointed in the continued non-attendance of representatives of the NHS Wiltshire/Clinical Commissioning Group at the Area Board meetings.</li> </ul> <p>It was agreed that the Chairman would discuss this issue with Maggie Rae - Corporate Director, Public Health, Wiltshire Council.</p> <p>Mary Rennie – Health Watch Wiltshire advised that she would take the matter up with the Clinical Commissioning Group.</p> <p>The Chairman thanked everybody for their updates.</p>
6	<p><u>Melksham Campus Update</u></p> <p>CLlr Roy While &amp; Lucy Murray-Brown – Head of Campus &amp; Operational Models, Wiltshire Council gave an update on the outdoor sports provision for the Melksham Campus.</p> <p>Points made included:</p> <ul style="list-style-type: none"> <li>• DKA Architects appointed March 2013.</li> <li>• Creative advisor appointed April 2013.</li> <li>• 1<sup>st</sup> round of sub group meetings held May/June 2013: Design brief development Working with governing bodies e.g. Amateur Swimming Association (ASA) and English Indoor Bowls Association (EIBA) Meetings with users e.g. Library, leisure, schools</li> <li>• Key adjacencies agreed July 2013.</li> <li>• COB Site visits July – August 2013.</li> <li>• Melksham House site investigations July – August 2013 e.g. Archaeological trenches.</li> <li>• 2<sup>nd</sup> round of sub group meetings held July - September 2013.</li> </ul>

### Next Steps

- Engagement with stakeholder groups and services – October 2013.
- Pre-planning consultation – November 2013.
- Planning submission – December 2013.
- Further updates available at [www.melkshamcampus-scob.org.uk](http://www.melkshamcampus-scob.org.uk)

### Woolmore Farm Sports Hub

- Options investigated for the re-provision of rugby facilities in light of complexity over delivering Dunch Lane site.
- Various options discussed collectively with club representatives.
- Preferred option is the development of both Rugby and Football facilities on land at Woolmore Farm.
- Concept of co-location explored and resulting designs developed with both clubs.
- Planning submission planned for late October 2013.
- Current indicative programme targeting to complete the new facilities to enable vacant possession of outdoor areas at Melksham House site in Nov/Dev 2014.
- New facilities targeted to be ready early 2015.
- Phased construction - focus on Melksham House initially with relative sized compound.

### New Football facilities to include:

- Pitches – 1 main with stadium, 10 x training and junior pitches.
- Changing facilities.
- Officials facilities.
- Large club/event room with catering.
- Parking.

### New Rugby facilities to include:

- Same as proposed for Dunch Lane.

	<ul style="list-style-type: none"> <li>• Pitches – 1 adult main, 1 training pitch, junior and mini pitches.</li> <li>• Changing facilities.</li> <li>• Club room.</li> <li>• Parking.</li> </ul> <p>Questions raised included:</p> <ul style="list-style-type: none"> <li>• Would the rights of way at Woolmore Farm be protected? <i>a. Yes, rights of ways would be protected on the site.</i></li> <li>• The bowls club are unsure what’s happening to them at the campus site. <i>a. The bowls club would still be able to use the bowls green during the building process, it would however be a very busy site.</i></li> <li>• Where will people be able to park when the luncheon club moves to the Assembly Hall? <i>a. Wiltshire Council would endeavour to keep the Melksham House car park open for as long as possible when the building work starts.</i></li> <li>• The lighting on the Swimming pool outer wall to illuminate the footpath in to/out of Melksham House was very poorly lit. <i>a. If there is a safety issue Wiltshire Council would look at it.</i></li> <li>• Would there be provision for Multi use tennis courts? <i>a. Four tennis courts would be delivered as part of the campus build, the provision of multi use tennis courts would need to be investigated.</i></li> </ul> <p>The Chairman thanked Cllr Roy While &amp; Lucy Murray-Brown for their update.</p>
7	<p><u>Wiltshire Voices Film - "Growing Old"</u></p> <p>A Wiltshire Voices film “Growing Old” was shown, which highlighted the experiences of several older Wiltshire residents.</p>
8	<p><u>Interactive session - "what helps or hinders you taking an active role in your community"?</u></p> <p>Attendees were given the opportunity to take part in an Interactive session - "what helps or hinders you taking an active role in your community"</p> <p>The answers of the interactive session are listed below:</p> <p>What helps us take an interactive role in our community?</p> <ul style="list-style-type: none"> <li>• Online listings.</li> </ul>

	<ul style="list-style-type: none"> <li>• Facebook.</li> <li>• Notice boards and notices on them.</li> <li>• News items on local radio.</li> <li>• University of the third age meetings in Bowerhill/Melksham.</li> <li>• Computer and internet access.</li> <li>• Being old is a frame of mind.</li> </ul> <p>What hinders us taking an active role in our community?</p> <ul style="list-style-type: none"> <li>• Unreliable bus services.</li> <li>• Alleged lack of awareness of what's going on.</li> <li>• Fears about safety after dark.</li> <li>• Loop systems not working.</li> <li>• Meetings being held in the evenings.</li> <li>• Lack of energy.</li> <li>• Lack of transport links.</li> </ul> <p>Thanked everybody for taking part in the session.</p>
9	<p><u>Healthy Life Style - Safe Cycling</u></p> <p>Judith Billingham - Road Safety Manager (Education), Wiltshire Council and Sgt Sean Brady – Wiltshire Police gave a short presentation on the benefits of safe, healthy cycling and the legal aspects of cycling on pavements.</p> <p>Questions raised included:</p> <ul style="list-style-type: none"> <li>• Should older cyclist use mirrors on their bikes? <ul style="list-style-type: none"> <li>a. <i>Yes, this is a very good idea.</i></li> </ul> </li> <li>• Melksham Oak School pupils appear to have a poor standard of cycle riding. The shared cycle/pedestrian path means that cyclists tend to jump out into the road when faced with lots of pedestrians, at start/home time periods. <ul style="list-style-type: none"> <li>a. <i>The School has had several Safe Cycling visits about this.</i></li> </ul> </li> <li>• Should cycles have a bell fitted? <ul style="list-style-type: none"> <li>a. <i>Its not a legal requirement, but is sensible to have one fitted.</i></li> </ul> </li> <li>• That mobility buggies are difficult to hear when approached from behind on busy town pavements. <ul style="list-style-type: none"> <li>a. <i>Mobility buggy users should have their speed setting set to slow when driving on pavements.</i></li> </ul> </li> </ul>



	<p>Points made included:</p> <ul style="list-style-type: none"> <li>• That multi-use cycle/pathways need better signage on them.</li> <li>• Both cyclists and pedestrians need to be more tolerant of each other.</li> <li>• A rear cyclists/pedestrian entrance into Melksham Oak School from the residential areas would be beneficial. <i>It was agreed that the SCOB would look into this.</i></li> </ul> <p>The Chairman thanked Judith Billingham and Sgt Sean Brady for the presentation.</p>
10	<p><u>Coach Parking in the Kings Street Car Park</u></p> <p>Cllr Jonathon Seed outlined a proposal for the provision of coach parking at the Kings Street car park.</p> <p>Points made By Cllr Seed:</p> <p>That 63 letters were hand delivered with stamped addressed return envelope containing a short survey letter to residents living in the locality of the King's Street car park.</p> <p>The survey asked the following question:</p> <p style="padding-left: 40px;">"Are you happy to see coaches use the King Street Car Park during the daytime or campus opening hours only?" - Yes or No</p> <p style="padding-left: 40px;">In total, 14 respondents said yes, they were happy with the proposal, with 2 respondents who said that they were not happy with the proposal.</p> <p><b>Decision</b></p> <ul style="list-style-type: none"> <li>• <b>Melksham Area Board asks Wiltshire Council to reinstate coach parking at the King Street car park between the hours of 0800-2300hrs, subject to future review.</b></li> <li>• <b>The Board wishes to emphasise that they do not want to see either any overnight parking of Coaches or any lorry parking in King Street Car park.</b></li> </ul> <p><b>Note: that Cllr Jon Hubbard abstained from the vote.</b></p> <p>It was also noted that Leekes Store had indicated that they would be happy for coaches to park in their car park.</p>

	<p>The Chairman thanked members of the Melksham Community Area Partnership for putting the survey document together and delivering them.</p>
11	<p><u>Grant Funding</u></p> <p>Councillors were asked to consider the following Grant Applications:</p> <p>i. Community Area Grants</p> <p><b>Decision</b>  <b>Broughton Gifford Village Magazine Project Replacement Lap Top – provided with a refurbished Wiltshire Council lap top which was presented to the Broughton Gifford Village Magazine Project at the meeting.</b>  <b>Reason</b>  <i>The application demonstrates a link to the Community Plan – greater inclusion for all.</i></p> <p><b>Decision</b>  <b>Poulshot Village Hall were awarded £2,187 for new Poulshot Village Hall damp extraction system.</b>  <b>Reason</b>  <i>The application demonstrates a link to the Community Plan: ensure inclusion of all and raise the community spirit.</i></p> <p><b>Decision</b>  <b>Broughton Gifford Friendship Club were awarded £408 for a New Age Kurling Set.</b>  <b>Reason</b>  <i>The application demonstrates a link to the Community Plan with regard to supporting community activities.</i></p> <p><b>Decision</b>  <b>Broughton Gifford and Holt Scouts were awarded £500 for replacement Doors for the Broughton Gifford Scout hut.</b>  <b>Reason</b>  <i>The application demonstrates a link to the Community Plan - promoting activities for young people.</i></p> <p><b>Councillor led initiative</b></p> <p>Councillor Jon Hubbard was awarded £1,362 on behalf of Melksham residents to develop a community clean up project in Melksham, enabling local working groups to arrange for local clean up sessions by providing them with resources to undertake the project independently.</p>

	<p><b>Partnership Funding</b> Melksham Community Area Partnership were awarded £3,917 for Core Funding and £60.35 for the consultation for Kings Park Coach Park.</p>
12	<p><u>Any Other Items of Public Concern</u></p> <p>There were none.</p>
13	<p><u>Future Meeting Dates</u></p> <ul style="list-style-type: none"><li>• Wednesday 11 December 2013 – Semington Village Hall.</li><li>• Wednesday 12 February 2014 – Melksham Assembly Hall.</li></ul>