

MINUTES

Meeting: Melksham Area Board
Place: Melksham Community Campus Library, Market Place, Melksham, SN12 6ES
Date: 8 March 2023
Start Time: 7.00 pm
Finish Time: 9.00 pm

Please direct any enquiries on these minutes to: Senior Democratic Services Officer - Ben Fielding (Tel): 01225 718224 or (e-mail) benjamin.fielding@wiltshire.gov.uk

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In Attendance:

Wiltshire Councillors

Cllr Phil Alford, Melksham Without North and Shurnhold (Chairman)
Cllr Jon Hubbard, Melksham South
Cllr Jack Oatley, Melksham Forest
Cllr Mike Sankey, Melksham East
Cllr Jonathon Seed, Melksham Without West & Rural

Wiltshire Council Officers

Richard Rogers, Strategic Engagement Partnerships Manager (SEPM)
Dominic Argar, Assistant Multimedia Officer
Ben Fielding, Senior Democratic Services Officer
Cameron Osborn, Democratic Services Officer
Tamsin Kielb, Assistant Director of HR&OD
Chris Clark, Head of Local Highways & Countryside Access
Andy Thompson, Highways Technician

Town and Parish Councils

Melksham Without Parish Council
Melksham Town Council

Total in attendance: 52

<u>Minute No..</u>	<u>Summary of Issues Discussed and Decision</u>
1	<p><u>Chairman's Welcome and Introduction</u></p> <p>The Chairman welcomed everyone to the meeting of the Melksham Area Board.</p>
2	<p><u>Place Shaping Information Workshop</u></p> <p>Those in attendance partook in a Place Shaping Information Workshop. The workshop covered the following themes over the course of 15-minute intervals, led by respective facilitators:</p> <ul style="list-style-type: none"> <p>• Neighbourhood Plan – Teresa Strange, Melksham Without Parish Council Clerk</p> <p>The purpose of the Neighbourhood Plan was outlined as well as the designation of local greenspaces and how the plan would impact on any future planning applications in the Melksham area. Feedback was welcomed, with it noted that a consultation was currently open and would close on Sunday 19 March 2023.</p> <p>• Town Centre Master Plan – Linda Roberts, Melksham Town Council</p> <p>It was outlined that the Town Centre Masterplan was now ready to be put out for consultation, with regeneration opportunity sites highlighted as well as the need to enhance green and nature spaces with the purpose of encouraging residents to stay in Melksham. The Consultation would close on Sunday 19 March 2023.</p> <p>• Other Projects and Identity – Richard Rogers, Strategic Engagement Partnerships Manager</p> <p>It was outlined that an environmental project in Melksham would be taking place to restore Clackers Brook to enhance the environmental value of the area in consultation with Wiltshire Council, Selwood Housing and Melksham Town Council. Further information could be found via the following link: Restoring the Clackers Brook Wiltshire Wildlife Trust.</p> <p>Those in attendance were encouraged to get in touch with Richard Rogers (SEPM), should they be interested in tree planting on Wiltshire Council land. Further discussions also took place regarding the identity of Melksham as well as future place shaping in the area, with it suggested that the river and park were key local selling points. It was also suggested that it would be positive to have a location for small businesses to exist and that further reference should be drawn to the heritage of the town. Weight was also placed on the link between employment and making Melksham an attractive place to want to live.</p>
3	<p><u>Apologies for Absence</u></p> <p>Apologies for absence were received from Cllr Nick Holder as well as Becky Lee (Community Trustee, 4Youth Southwest).</p>

4	<p><u>Minutes</u></p> <p>The minutes of the meeting held on 7 December 2022 were presented for consideration and it was;</p> <p><u>Resolved</u></p> <p>To approve and sign as a true and correct record of the minutes of the meeting held on 7 December 2022.</p>
5	<p><u>Declarations of Interest</u></p> <ul style="list-style-type: none"> • Cllr Phil Alford declared an Other Registerable Interest in the grant application submitted by Melksham Without Parish Council in conjunction with Melksham Town Council, by virtue of being a member of Melksham Town Council. Cllr Alford received a dispensation from the Standards Committee to remain in the room and vote on the application. • Cllr Jack Oatley declared an Other Registerable Interest in the grant application submitted by Melksham Without Parish Council in conjunction with Melksham Town Council, by virtue of being a member of Melksham Town Council. Cllr Oatley received a dispensation from the Standards Committee to remain in the room and vote on the application. In addition, Cllr Oatley declared a Non-Pecuniary Interest in the grant application submitted by 4Youth Southwest and that though he would speak on the application, he would not vote on the application. • Cllr Jon Hubbard declared an Other Registerable Interest in the grant application submitted by Melksham Without Parish Council in conjunction with Melksham Town Council, by virtue of being a member of Melksham Town Council. Cllr Hubbard received a dispensation from the Standards Committee to remain in the room and vote on the application. In addition, Cllr Hubbard declared a Non-Pecuniary Interest in the grant application submitted by 4Youth Southwest and that though he would speak on the application, he would not vote on the application. Furthermore, Cllr Hubbard declared an Other Registrable Interest that he was a Trustee of the Riverside Centre, who had placed an application and would therefore speak but not vote on the application.
6	<p><u>Chairman's Announcements</u></p> <p>The Chairman made the following announcements, which were available as written briefing notes contained in the agenda pack:</p> <ul style="list-style-type: none"> • King Charles III Coronation - Community Celebrations • Cost of Living Update • National Apprenticeship Week 2023 • Family Help Hubs • Wiltshire Families and Children's Transformation (FACT) Partnership Family Help Project Background Briefing

7	<p><u>Councillor Updates</u></p> <p>Updates were received from the following Councillors:</p> <ul style="list-style-type: none"> • Cllr Jon Hubbard stated that he was delighted to announce that 4Youth Southwest had received a £250,000 National Lottery grant to support their work, with £50,000 to be spread over the next 5 years to develop core youth work.
8	<p><u>Updates from Partners</u></p> <p>The Chairman drew attention to the following partner updates, which were available in written form within the agenda pack:</p> <ul style="list-style-type: none"> • Wiltshire Police • Dorset & Wiltshire Fire and Rescue Service • BSW Together (Integrated Care System) • Healthwatch Wiltshire • Town and Parish Councils
9	<p><u>Community Asset Transfers</u></p> <p>The Area Board discussed the following Community Asset Transfers:</p> <p><u>Avon Bowls Club</u></p> <p>The Chairman and Secretary of Avon Bowls Club spoke regarding the request that had been placed, with it noted that the request had been 5 years in the making and that points raised had been included in the report within the agenda pack.</p> <p><u>Resolved:</u></p> <p>The Area Board agreed to approve the transfer subject to the matters referred to in paragraph 9 of the report (Only transfers to town and parish councils are made by freehold transfers. All others are by 125-year leases. As this application is from a sports club a 125-year lease will be granted).</p> <p><u>Melksham Cricket Club</u></p> <p>The Chairman and Secretary of Melksham Cricket Club spoke regarding the request, with it noted that the Club had occupied its current pavilion since 2018 after the previous one had been lost to a fire in 2016. It was noted that the Club has continued to grow with plans for further growth and facilities outlined.</p> <p>Following the introduction, it was questioned whether there was a long-term intention to rope off the pitch, to which it was clarified that this had only been done as a short-term decision in order to protect the outfield, with the rope set to be removed in due course.</p>

	<p>Cllr Mike Sankey thanked Melksham Cricket Club for hosting the memorial bench in memory of Councillor Roy While.</p> <p><u>Resolved:</u></p> <p>The Area Board agreed to approve the transfer subject to the matters referred to in paragraph 9 of the report (Only transfers to town and parish councils are made by freehold transfers. All others are by 125-year leases. As this application is from a sports club a 125-year lease will be granted).</p> <p>Following the discussion regarding the Community Asset Transfers, some questions were raised regarding the leasing arrangements of Melksham Tennis Club, to which it was stated that the Cabinet Member for Leisure was sympathetic to concerns which had been raised and that it was hoped that there would be a resolution by the time of the next Area Board meeting.</p>
10	<p><u>Local Highways Improvements</u></p> <p>The Area Board received the following updates from the respective officers about local highways improvements:</p> <p><u>Chris Clark (Head of Local Highways & Countryside Access) – Plans for new lines, potholes, and other issues.</u></p> <ul style="list-style-type: none"> • There had been a 400% (4,000 reports) increase in January 2023 for the number of potholes reported across the Highways Network when compared to the previous month, however this had since dropped to 1,000 reports in February 2023. • It was outlined that methods of mitigation for potholes had been used such as redeploying Parish Stewards and Masonry Gangs. • Through February 2023 control of the numbers of reported potholes has now been regained with repairs now in excess of the numbers reported with teams proactively looking to fill potholes if they find them. • The Council has now changed its Highways contract from Ringway to Milestone Infrastructure, who have a positive track record in the Somerset, Oxford and Hampshire local authorities. • Changes to pothole service delivery were outlined including planning and the use of static hotboxes to allow greater efficiency. • Regarding drainage, funding and capacity had been increased to supporting cleansing through additional jetting capacity, with circa 85,000 gullies to be maintained in Wiltshire. • Regarding white lining as the summer was dry, more work was able to be completed and additional money had been allocated. <p>Following the update, there was time for the following questions and points to be raised:</p> <ul style="list-style-type: none"> • Concern was raised relating to the road leading to Holt, where there had

been increased subsidence over a period. It was stated that this was a structural problem due to the foundation of the road having dropped away and that work was being done to consider how to undertake the repair.

- Common Hill, Steeple Ashton was referenced as having a drainage issue, with it outlined that edge deterioration was a big problem for Wiltshire as a rural county due to use of agricultural equipment and HGVs. Additionally, a programme of verge reinforcement was set to take place with it recommend that this site be referred to the team.

Andy Thompson (Technician) – The new roundabout, traffic lights and road works around the Spa.

- The roundabout structure for Pathfinder Way (Taylor Wimpey Development) was displayed to those in attendance, with it stated that work had been going for a number of years. This had been due to the pandemic as well as Scottish Southern Electricity struggling to get the jointing and streetlighting completed, as well as failures between Taylor Wimpey and their contractors. The project now has a new manager and there has been improvements and hope for there to be a Stage 3 Safety Audit certificate awarded in April.
- Roadworks around the Spa roundabout were outlined, with discussed that difficulties had been encountered with BT, who had been working to their programme with delays caused in waiting for BT to complete their costings. Phase 1 is complete; however, it was hoped that Phases 2 and 3 would have been completed at the end of 2022, which did not happen. There is hope that work will start in April/May with work to be completed by November/early December.
- Information was also provided to those in attendance about the new and old drainage culverts in place.

Following the update, there was time for the following questions and points to be raised. It was noted that answers to the respective questions would be included within the minutes once provided by officers.

- Discontent was voiced that if finished by November 2023, there would still be a 12-month delay to the original plans. It was therefore questioned why the work was allowed to commence without the Wiltshire Council Planning Department ensure all necessary checks and permissions had been completed. Additionally, it was queried why Local Members and residents had not been informed in a timely manner.

Officer Response: In the case of the Spa Road works, consent in principle was given by the Outline Permission 14-10461-OUT granted on 22nd September 2016 (attached). The phasing plan (10154-PP-01 Rev A) referred to in Conditions 27 and 28 has been updated with a REV D version (also attached) reflecting changes to the highway works in respect of the southern development access (to Phase 2). You will see that the Spa Road works are defined as Phase 3. A full suite of s278 drawings were submitted to the Council, these duly

technically approved and a s278 Agreement (AGR 3849/6) completed/sealed on 8th February 2022. Only then was consent given by the Network Management team to enter onto this part of Spa Road to construct the roundabout. In short, all the necessary checks and permissions were completed prior to works commencing. As part of the s278 Agreement a programme was submitted and reviewed. This will have made allowance for utilities works but, as part of our check, we will not have sought direct confirmation from the affected statutory undertakers that the contractors allowance for diversion works were adequate. Furthermore, it is not always the case that submitted s278 drawings will include a composite 'existing' services drawing and one showing revisions to apparatus re-routing where required by the affected SUs. In short, addressing this would be normal practice and process for any competent contractor, which we are satisfied CJL Construction is. Uncharted services or, in this case, changes in SU requirements for dealing with in-situ apparatus to those originally planned, are thus normal programme risks.

- Additionally, it was queried why Local Members and residents had not been informed in a timely manner.

Officer Response: It would not be practical or sensible to inform Members or affected users of the highway about all changes to programme associated with on-going highway works, be these minor or necessarily major. However, it is accepted that some form of notice could have been given earlier in this case due to the level of disruption caused by delay in the current phase of works.

- A further question was asked as to whether Highways allowed the work to commence, to which it was stated that the issues that had arisen were between the consortium and BT.

Officer Response: Yes, a s278 Agreement was in place so Network Management allowed the Spa Road roundabout works to commence following a detailed check on the temporary traffic management arrangements for each phase of the works.

- Further displeasure was voiced that residents would have another 8/9 months of disruption to endure.
- It was questioned who would be paying for the cost that would be caused by disruption and temporary traffic lights, to which clarity was provided that this would be paid for by the developer.
- It was questioned whether the roundabouts had had a condition imposed that they had to be completed before a certain amount of housing had been built?

Officer Response: Yes, Condition 28 to 14/10461/OUT states that "No more than 350 dwellings hereby permitted shall be occupied until the highway infrastructure identified as Phase 3 on drawing number 10154-PP-01 Rev A has been constructed and completed in accordance with the approved plans". Note that Phase 3 is the Spa Road RBT works, and Highways would take 'completion'

	<p><i>to mean due certification under the terms of the s278 Agreement and, by implication, the full opening of the MERR to 'through' trafficking between Spa Road and Eastern Way. As such, no more than 350 occupied units on the collective Bloor/DWH homes site to the north until the MERR is open is enforceable by planning condition.</i></p> <ul style="list-style-type: none"> • A question was asked to whether it could be enforced that no more housing sales could take place before fulfilling the completion of the roundabouts? <p><i>Officer Response: No, Condition 28 applies to 'occupations'. There would be nothing in my view preventing the developer from completing on more 'sales'. However, if new home owners were unable to occupy then it does seem to me that this would affect the viability of sale completions over the occupations limit.</i></p> <ul style="list-style-type: none"> • It was questioned whether there would be paths on either side of the Spa roundabout? <p><i>Officer Response: There will be footways on all sides of the new roundabout as shown on attached GA plan 10484-100-101E. The footway on the north and east sides of the roundabout will be 'shared use' to allow both pedestrians and cyclists to use it, whilst the footway link on the western side to Campion Way will be for pedestrian use only. Following subsequent on-site discussion, this western footway will be constructed as a straight connection between the two crossing points, rather than follow/about the carriageway edge as shown on this originally approved s278 plan.</i></p>
11	<p><u>Local Highways and Footway Improvement Group (LHFIG)</u></p> <p>The minutes and recommendations from the LHFIG meeting held on 2 February 2023 were introduced by Cllr Jonathon Seed. After which, it was;</p> <p><u>Resolved:</u></p> <p>The minutes and recommendations of the Local Highways and Footway Improvement Group meeting held on 2 February 2023 were agreed as a correct record and approved.</p>
12	<p><u>Community Area Grants</u></p> <p>The Area Board considered the following applications for funding:</p> <p><u>Community Area Grants:</u></p> <ul style="list-style-type: none"> • Riverside Centre - £4,000 towards Riverside Centre Replacement Windows <p><i>Cllr Jon Hubbard abstained from the vote.</i></p>

	<p><u>Resolved:</u></p> <p>Riverside Centre was awarded £4,000 towards Riverside Centre Replacement Windows.</p> <p><u>Older and Vulnerable Adults Funding:</u></p> <ul style="list-style-type: none"> • Melksham Without Parish Council - £5,000 towards Melksham Community Support Senior Project Worker (NB name of service may change from MCS). <p><u>Resolved:</u></p> <p>Melksham Without Parish Council was awarded £5,000 towards Melksham Community Support Senior Project Worker (NB name of service may change from MCS).</p> <p><u>Youth Grants:</u></p> <ul style="list-style-type: none"> • Broughton Gifford and Holt Youthwork Project - £500 towards Youth Club Projects. <p><u>Resolved:</u></p> <p>Broughton Gifford and Holt Youthwork Project was awarded £500 towards Youth Club Projects.</p> <ul style="list-style-type: none"> • 2385 Melksham Squadron ATC - £1,600 towards Learning materials for increased Sqn size. <p><u>Resolved:</u></p> <p>2385 Melksham Squadron ATC was awarded £1,600 towards Learning materials for increased Sqn size.</p> <ul style="list-style-type: none"> • 4Youth South-West - £5,000 towards No Limits SEND Youth Club <p><i>Cllr Jon Hubbard and Cllr Jack Oatley abstained from the vote.</i></p> <p><u>Resolved:</u></p> <p>4Youth South-West was awarded £5,000 towards No Limits SEND Youth Club.</p>
13	<p><u>Urgent items</u></p> <p>There were no urgent items.</p>