

MINUTES

Meeting: MELKSHAM AREA BOARD
Place: Bowerhill Village Hall, Halifax Road, Bowerhill SN12 6SN
Date: 8 August 2012
Start Time: 7.00 pm
Finish Time: 9.00 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

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In Attendance:

Wiltshire Councillors

Cllr Jonathon Seed (Chairman), Cllr Rod Eaton (Vice Chairman), Cllr Mark Griffiths, Cllr Jon Hubbard, Cllr Steve Petty and Cllr Fleur de Rhe Philipe

Wiltshire Council Officers

Alison Sullivan - Community Area Manager
Kevin Fielding - Democratic Services Officer
Niki Lewis – Service Director
Anna Lee – Planning Officer, Economy & Enterprise
Matthew Woolford - Communications Account Manager

Town and Parish Councils

Melksham Town Council – Chris Petty
Atworth Parish Council – Effie Gale-Sides & Mitch Roberts
Melksham Without Parish Council – Mike Mills
Seend Parish Council – T.Carr & Joan Savage
Semington Parish Council – Paul Bowyer & Ron Robinson
Steeple Ashton Parish Council – C.Hyatt

Partners

Wiltshire Police Authority – Chris Hoare
Wiltshire Police – Inspector Lisette Harvey
Wiltshire Fire & Rescue Service – Mike Franklin
Chamber Of Commerce – Graham Ellis

Community Area Partnership – Colin Goodhind, Chris Holden & Phil McMullen

Total in attendance: 55

<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 Bowerhill village hall, and then introduced the Wiltshire councillors who made up the area board as well as Cllr Fleur de Rhe Philipe, Cabinet Member for economic development and strategic planning who was in attendance.</p> <p>The Chairman thanked the various stake holders and parish representatives in attendance.</p> <p>The following announcements contained in the pack were mentioned briefly:</p> <ul style="list-style-type: none"> • The State of the Environment Report. • The Localism Act. • The Boundary (Community Governance) Review.
2	<p><u>Apologies for Absence</u></p> <p>Apologies were received from Cllr Roy While and Paul Wiltshire – Broughton Gifford Parish Council.</p>
3	<p><u>Minutes</u></p> <p>Decision</p> <ul style="list-style-type: none"> • The minutes of the 6 June 2012 meeting were agreed as a correct record and signed by the Chairman.
4	<p><u>Declarations of Interest</u></p> <p>Agenda Item No.12 Community Grants Scheme – Extended Services Melksham.</p> <p>Cllr Jon Hubbard – was a member of the board of governors, (Extended Services Melksham), Would speak and then leave the room when the application was discussed and voted on.</p>
5	<p><u>Partner Updates</u></p> <p>a.Melksham CAYPIG/YAG – not in attendance.</p>

b. Community Area Partnership Representative.

Colin Goodhind advised that:

- The CAP had facilitated an event that highlight community budgets and Local needs, the meeting had been well supported.
- A steering group was to be set that would look at a Federal Neighbourhood Plan.
- Some good cross Community Area Partnership working, looking at bus routes.
- The CAP were looking to revive the community action plan.

Theme Groups

- The Waterways group - had now had several meetings.
- Community Safety Group - ongoing work being carried out.

c. Wiltshire Police Authority/Wiltshire Police

Chris Hoare gave the Police Authority update which highlighted the election of the posts of Police and Crime Commissioners across the country.

Points made included:

- PCCs will be elected for every force area in England and Wales outside London.
- Elections take place on 15 November, with PCCs taking office on 22 November.
- PCC will replace Wiltshire Police Authority (WPA).
- PCCs are being introduced by government to increase accountability of the Police.

Inspector Lisette Harvey gave the Wiltshire Police update.

The written report was noted.

Points made included:

	<ul style="list-style-type: none"> • Residents should ensure that ground floor windows were secured to deter opportunist burglaries during periods of hot weather. • Anti-social behaviour around the Waitrose store in Melksham was now being targeted. <p>d.Wiltshire Fire and Rescue Service The written update distributed with the agenda was noted.</p> <p>Points made included:</p> <ul style="list-style-type: none"> • The Wiltshire Fire and Rescue Service were putting together its new business plan and invited stake holders to register for a questionnaire to help shape the plan. • That the Wiltshire Fire and Rescue Service were keen to carry out free fire safety checks for residents in the area. <p>e.NHS Wiltshire The written update distributed with the agenda was noted.</p> <p>f.Melksham Town Council Cllr Chris Petty advised that he had nothing to report.</p> <p>g.Parish Council Nominated Representatives Nothing to report.</p> <p>h.Melksham Chamber of Commerce Graham Ellis advised that the Chamber of Commerce were currently looking at regeneration and transport, both rail and canal based.</p> <p>The Chairman thanked everyone for their updates.</p>
6	<p><u>Cabinet Member Questions</u></p> <p>Cllr Fleur de Rhe Philipe, Cabinet Member for economic development and strategic planning gave a brief outline of her portfolio. Points made by Cllr de Rhe-Philipe:</p> <ul style="list-style-type: none"> • Economic Development – the prime objective being to get jobs into Melksham, rather than houses, and to achieve carbon

	<p>reduction targets.</p> <ul style="list-style-type: none"> • The importance of the core strategy planning policies to the town and community area. <p>The Chairman thanked Cllr de Rhe-Philipe for attending the meeting.</p>
7	<p><u>Enara - home care provider</u></p> <p>Justine Pickford – Regional Director, Enara gave an update on the services that Enara were currently providing in the Melksham and surrounding areas to help people stay at home.</p> <p>Points made included:</p> <ul style="list-style-type: none"> • How is the Enara Team made up: <p>Office Team - 15 office staff plus 'surge' capability from dual trained care staff.</p> <p>Sheltered Housing Team - Managed by Greensquare.</p> <p>Care and Support staff - 127 care staff with 210 Customers in Wiltshire; 82 in Melksham.</p> • How do Enara continue to improve: <p>Annual Customer Survey.</p> <p>Quarterly telephone reviews.</p> <p>Field based quality checks.</p> <p>Staff training and supervision.</p> • Recruitment: <p>Significant local employer.</p> <p>Constant retention.</p> <p>Constant recruitment.</p> <p>Methods: Local newspaper, Leaflets, Internet and word of mouth.</p>

	<p>Questions raised from the floor:</p> <ul style="list-style-type: none"> • What training do new members of staff receive? <i>a. New staff receive a one week induction, which includes, food hygiene and personal care.</i> <p>The Chairman thanked Justine Pickford for her presentation.</p>
8	<p><u>Neighbourhood Plans</u></p> <p>Anna Lee - Economy & Enterprise, Wiltshire Council gave a presentation that outlined the concept of Neighbourhood Planning and how these plans fitted in to the Wiltshire Core Strategy.</p> <p>Points made included:</p> <p>What is a Neighbourhood Plan?</p> <ul style="list-style-type: none"> • Plans which set out policies in relation to the development and use of land. • Neighbourhood plans are permissive: about enabling development not stopping it. • Once brought into force, neighbourhood plans would be used in the determination of planning applications. • Plans must be prepared in accordance with the legislation. • Plans must have regard to national policy. • Plans must be in general conformity with the strategic policies of the development plan. <p>Relationship with other plans</p> <ul style="list-style-type: none"> • Parish plans. • Melksham Area Community Action Plan. • Melksham Urban Design Study. • All can form part of the evidence base for developing a neighbourhood plan.

	<p>Roles and responsibilities</p> <ul style="list-style-type: none"> • Neighbourhood planning has to be led by town and parish councils. • Wiltshire Council advocates a ‘steering group’ approach. • Wiltshire Council has a duty to provide support. <p>Costs and funding</p> <ul style="list-style-type: none"> • Cost will depend on nature of the plan. • Costs to be met by town or parish council may include: <ul style="list-style-type: none"> — Preparing evidence. — Consultation and printing/distribution costs. — Undertaking Sustainability Appraisal. • Wiltshire Council funds examination and referendum. <p>Questions raised from the floor included:</p> <ul style="list-style-type: none"> • Is there a deadline for submitting a plan? <i>a.No.</i> • How do the steering groups get formed? <i>a.Early days for this, there are four pilots currently running, how the steering groups are formed will come from the experiences of these pilots.</i> • Would Wiltshire Council be able to give guidance as yo what is an appropriate Neighbourhood Plan? <i>a.Yes, a link officer would be assigned to work with on each plan submitted.</i> <p>The Chairman thanked Anna Lee for her presentation.</p>
9	<p><u>Our Community Matters: Melksham Blogsite</u></p> <p>Matthew Woolford - Communications Account Manager, Wiltshire Council gave</p>

	<p>presentation for the proposal of the setting up of community area blogs sites.</p> <p>Points made:</p> <p>What are we proposing</p> <ul style="list-style-type: none"> • Build on social media revolution with a series of digital community notice boards. • Increase opportunity for people to engage locally. • Free virtual space that communities can use to promote events and news. • The sites will provide an additional way to publicise local news, comments, ideas, events and jobs. <p>How you can get involved.</p> <ul style="list-style-type: none"> • You will be able to post stories, news, events, comments, jobs and ideas. • We will be able to promote your projects and groups through links from this site. • Community reporters. <p>What next</p> <ul style="list-style-type: none"> • Working with local groups to show how it can be used. • Holding a hands-on demonstration to show you how you can use the site, which would be held at Melksham House on Tuesday 18 September, start time 6pm. • Looking to launch the site in early autumn. • All sites launched in Wiltshire by early 2013. <p>The Chairman thanked Matthew Woolford for his presentation.</p>
10	<p><u>Update on Melksham Campus and Timeline</u></p> <p>George Roberts - Melksham Shadow Campus Operations Board gave the Melksham Campus update.</p>

	<p>Points made included:</p> <ul style="list-style-type: none"> • That the architects were now looking at the Campus brief and would be reporting back to the SCOB. • The Special Area Board meeting that had been planned for the 18 September would now not take place, the architects and SCOB still needed to consult and discuss plans before bringing them to the Area Board. It was decided that the Area Board meeting of the 10 October would be used as a Campus themed meeting. <p>Decision</p> <ul style="list-style-type: none"> • That the Melksham Area Board would now hold its Campus themed meeting on the 10 October 2012, which would approve services and facilities to be contained in the campus before proceeding to architects and planning. <p>The Chairman thanked George Roberts for his update.</p>
11	<p><u>Any other urgent items of public concern?</u></p> <p>There were none.</p>
12	<p><u>Grants and Funding</u></p> <p>Hayley Spencer - Melksham Comic Con, gave a brief presentation which highlighted the successful first Melksham Comic Con, which was held on the 26 May 2012. Hayley thanked the Area Board for the funding that the Area Board had given to Comic Con.</p> <p>The Chairman Thanked Hayley Spencer for her presentation and wished Comic Con well for the future.</p> <p>Community Grants Scheme</p> <p>Golden Fleece Cricket Club awarded £5,000 towards a new pavilion at their new cricket field adjacent to Whitley Golf Club.</p> <p><i>Decision</i> <i>This application demonstrates a link to the Melksham community plan – ‘increase recreation provision in the Melksham area’.</i></p>

	<p>Melksham Council of Community Services awarded £4,966 for a replacement engine for their accessible community bus.</p> <p><i>Decision</i> <i>Agreed, reliable accessible transport for the elderly and disabled provides benefits for the vulnerable in our community, as this is often the only way they can leave their homes.</i></p> <p>Note: Cllr Jon Hubbard leaves the room.</p> <p>Extended Services Melksham awarded £2,500 towards counselling for young people.</p> <p><i>Decision</i> <i>This application demonstrates a link to the Melksham community plan – ‘encourage local support of disadvantaged young people and ensure convenient and accessible source of advice’.</i></p> <p>Note: Cllr Jon Hubbard returns to the room.</p> <p>Small Grant Scheme</p> <p>Busy Bees awarded £200 towards the purchase of a new sewing machine.</p> <p>AFC Melksham awarded £350 towards coaching for kids.</p> <p>Bowerhill Residents Action Group awarded £120 to purchase two strimmers to maintain the picnic area</p> <p>Poulshot Village Trust awarded £304 to purchase a gazebo for village events.</p>
13	<p><u>Future Meeting Dates</u></p> <p>Tues 18 September 2012, Melksham House – Melksham Blog themed meeting. Note: that this is not an Area Board meeting.</p> <p>Weds 10 October 2012, Melksham Assembly Hall - (special themed meeting to approve services and facilities to be contained in the campus before proceeding to architects and planning).</p> <p>Weds 12 December 2012, Melksham Oak School.</p>
14	<p><u>Evaluation & Close</u></p> <p>The Chairman thanked all for attending, including Alison Sullivan the Community Area Manager.</p>