

# MINUTES

**Meeting:** MELKSHAM AREA BOARD  
**Place:** Melksham Oak Community School, Bowerhill, Melksham, SN12 6QZ  
**Date:** 8 February 2012  
**Start Time:** 7.00 pm  
**Finish Time:** 9.20 pm

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## **In Attendance:**

### **Wiltshire Councillors**

Cllr Jonathon Seed (Chairman), Cllr Rod Eaton (Vice Chairman), Cllr Jon Hubbard, Cllr Stephen Petty and Cllr Roy While and Cllr Stuart Wheeler

### **Wiltshire Council Officers**

Abbi Gutierrez - Community Area Manager  
Kevin Fielding - Democratic Services Officer  
Niki Lewis – Service Director

### **Town and Parish Councils**

Melksham Town Council – Chris Petty  
Atworth Parish Council – Effie Gale-Sides  
Broughton Gifford Parish Council – Paul Wiltshire  
Great Hinton Parish Council – George McDomic  
Keevil Parish Council – Jerry Wickham  
Melksham Without Parish Council – Mike Mills  
Poulshot Parish Council – Geoff Collet & Maggie Goodenough  
Seend Parish Council – Joan Savage  
Semington Parish Council – Paul Bowyer

### **Partners**

Wiltshire Police – Inspector David Cullop  
Wiltshire Police Authority – Angus MacPherson

Community Area Partnership – Colin Goodhind, Chris Holden & Miriam Zaccarelli  
Melksham Chamber of Commerce – Graham Ellis

**Total in attendance: 65**

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<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
1.	<p data-bbox="336 376 1139 414"><u>Chairman's Welcome, Introduction and Announcements</u></p> <p data-bbox="336 443 1453 591">The Chairman welcomed everyone to the Melksham Oak Community School and then introduced the Wiltshire councillors who made up the area board, supporting Wiltshire Council officers and Cllr Stuart Wheeler, (cabinet member for Campus Development &amp; Culture), who was attending the meeting.</p> <p data-bbox="336 629 1453 777">The Chairman thanked the various stake holders and parish representatives in attendance as well as the Community Area Partnership and the Melksham Skate Park representatives for their respective displays which were viewed before the meeting.</p> <p data-bbox="336 815 1430 853">The following Chairman's announcements contained in the pack were noted:</p> <p data-bbox="336 891 549 929"><b>Core Strategy</b></p> <p data-bbox="336 967 1453 1032">The core strategy now moves into a consultation period which starts on the 20 February and will run for six weeks.</p> <p data-bbox="336 1070 1453 1135">Copies of the consultation document can be viewed at local libraries as well as Wiltshire Council offices.</p> <p data-bbox="336 1218 616 1256"><b>Localism Act 2011</b></p> <p data-bbox="336 1294 1251 1332">The Localism Act received Royal Assent on 15 November 2011.</p> <p data-bbox="336 1370 1453 1518">The Act contains a number of <i>enabling provisions</i>. These give the Secretary of State power to introduce regulations and guidance that will make the measures 'live.' We anticipate that the key areas will come into force from April 2012 onwards.</p> <p data-bbox="336 1556 1485 1704">We will provide a more detailed briefing on the implications for Wiltshire early in 2012. Although the Act is 497 pages long, the implications of some of the key measures will not be clear until the Secretary of State has introduced regulations and guidance. We will keep you updated on major developments.</p> <p data-bbox="336 1787 948 1825"><b>Youth Advisory Group (Melksham Pilot)</b></p> <p data-bbox="336 1863 1481 1928">Melksham is one of four pilot areas trialling a new way in involving young people in decision making in Wiltshire by setting up Youth Advisory Groups (YAG).</p> <p data-bbox="336 1966 1390 2004">Each pilot is focusing on a different aspect of involvement and trying out a</p>

different number of members.

The Melksham YAG will focus on understanding local needs, capabilities and identifying the gaps. The Melksham YAG is working with eight people - 50% of the group are under 19. It is important to remember that the YAG is young people led.

After 3 months we will review all the YAG pilots and see what is working and what could be improved before YAGs are rolled out across the county. The aim is to have a selection of people who represent young people who use both council and voluntary youth services and representatives from Melksham Oak School. The group will meet once a month during the pilot.

The first YAG meeting was held on Tues 31 January 2012. The current membership for the Melksham YAG is:

- Louise Deer (Young Person)
- Carl Houghton (Young Person)
- Tim Webb (Young Person)
- Cllr Jon Hubbard (Area Board representative)
- Wendy McMahon (Atworth Youth Club)
- Abbi Gutierrez (Community Area Manager – Melksham, Wiltshire Council)

The group is inviting the following people to the next meeting on Tuesday 14 February, 12.30pm – 2pm, Kings Arms, Melksham.

- Representation from Melksham Oak School
- Atworth youth club young person

The YAG is being supported by the following members of staff:

- Siobainn Chaplin (Locality Team Leader, Wiltshire Council)
- Christina Gregory (Voice and Influence Team, Wiltshire Council)

The YAG will be chaired by a young person - the group agreed that this would be Carl Houghton for the trial, with Louise Deer as Vice Chair. It was highlighted that the adults on the YAG would be there to support them and Cllr Hubbard has

	<p>offered to mentor the chair of the group.</p> <p>For more information contact Siobainn Chaplin at Canberra youth centre.</p> <p><b>Help to Live at Home update</b></p> <p>The council are continuing to work with the NHS, selected providers and residents of Wiltshire to implement the 'Help to live at Home' service. This service will, upon full implementation improve the experiences of people and their carers who require support, whilst ensuring that the changes are sustainable in the future.</p> <p>The main priority at this stage is managing the movement of customers from existing providers to the new Help to Live at Home providers: Enara Complete Care, Ridgeway Care (now re-named Aster Living), Somerset Care at Home and Leonard Cheshire Disability. This is being managed on an individual basis to ensure that customer requirements are taken into account. It is important that these changes are undertaken with as little disruption as possible to the customer concerned.</p> <p><b>Service to the Community Awards, Wiltshire Police Authority</b></p> <p>The Wiltshire Police Authority (WPA) Service to the Community Award recognises the exceptional service made by individuals within a Neighbourhood Policing Team.</p> <p>They could be a Police Officer, Police Community Support Officer, Special Constable, or a volunteer - the only criteria is that you believe their service to the Neighbourhood Policing Team has been outstanding.</p> <p>We are now seeking nominations from the public for this Award. So if you know someone from your Neighbourhood Policing Team who has 'gone that extra mile' or provided a service that you believe is second to none, then we want to hear about it.</p> <p>The Judging Panel will then consider all Nominations and invite the short listed nominees to attend a lunchtime presentation on Tuesday 27<sup>th</sup> March 2012.</p>
2.	<p><u>Apologies for Absence</u></p> <p>Apologies were received from Cllr Mark Griffiths.</p>
3.	<p><u>Declarations of Interest</u></p> <p>There were none.</p>

4.	<p><u>Minutes</u></p> <p><b>Decision</b></p> <ul style="list-style-type: none"> <li>• <b>That the minutes of the meeting on 14 December 2011 were approved and signed as a correct record with the following note:</b></li> </ul> <p><b>Extended Services Update – Extended Services (Melksham) were a not for profit organisation and not a charity.</b></p>
5.	<p><u>Updates from young people's projects funded at the Area Board in May 2011</u></p> <p>Updates were provided by representatives of the young people's groups who had obtained project funding at the May 2011 Area Board meeting for the following projects:</p> <ul style="list-style-type: none"> <li>• Wii Fit</li> <li>• Fun Fitness Dance</li> <li>• Multi Sports Coaching</li> <li>• Aerobic Fitness</li> <li>• Atworth Drama Project</li> </ul> <p>Representatives outlined briefly what their projects were and what had been achieved.</p> <p>It was agreed that all the projects had been well received, the Area Board praised the groups for there hard work and for attending to give feedback.</p>
6.	<p><u>Melksham Skate Park Redevelopment</u></p> <p>James Threlfall and Warren Pullinger, Melksham Skate Park Redevelopment Group gave a power point presentation which highlighted the exiting new plans for the revamping of the Melksham skate park. It was envisaged that at a cost of up to £200,000 Melksham could potentially have the best skate park in the South West.</p> <p>The Chairman made the point that this project had massive community benefits and that the Area Board were fully supportive of it. He also asked for the active endorsement and assistance of individual Board members as well as members of the community present to get this new project underway.</p>

7.

### 2012: A Year of Celebration

Donna Mountford, Wiltshire Council Communications gave a presentation on Wiltshire Council's plans for the passage of the Olympic Flame through Wiltshire and the Diamond Jubilee Celebrations and support available to help communities in organising local events and street parties to celebrate the Olympics and/or Diamond Jubilee.

Points made included:

- A real opportunity to;
  - Reinvigorate our local economy.
  - Showcase what we have and what we do so well in Wiltshire, and;
  - Promote our strong and vibrant community spirit.
- Opportunity for communities to showcase talent, history and diversity and hold local events or street parties.
- Huge attention and media interest.

Where will the Torch be going?

- Tuesday 22 May 2012 – afternoon – Southwick, Trowbridge and Bradford on Avon.
- Wednesday 23 May 2012 – morning – Chippenham, Calne, Marlborough and Royal Wootton Bassett – afternoon.
- Wednesday 11 July 2012 – afternoon and evening – Ludgershall, Tidworth, Amesbury, The Winterbournes and Salisbury – inc evening event at Hudson's Field.

What can We do?

- Raise awareness of what's happening.
- Inspire involvement.
- Provide the opportunities to showcase local community groups and talent.
- Provide support and assistance – tool kit.
- Ensure communities are safe.

	<ul style="list-style-type: none"> <li>• Help to manage the media - provide lots of local stories and news.</li> </ul> <p>Points made by the Area Board members included:</p> <ul style="list-style-type: none"> <li>• We should celebrate the Queen’s sixty years as our monarch.</li> <li>• The celebrations should be held for Melksham people in Melksham.</li> <li>• Melksham should have representation at the Salisbury event.</li> <li>• Disappointed that the event is centred around Salisbury and not Melksham, transport links between Salisbury and Melksham are not the best.</li> </ul> <p><b>Decision:</b></p> <ul style="list-style-type: none"> <li>• <b>That the Melksham Area Board supports the planned celebrations and that the Board considers any funding at its grants meeting on the 26 March 2012, when it would know if any funding had been applied for county wide would be available for the celebrations.</b></li> </ul>
8.	<p><u>Digital Literacy - Melksham Pilot Project</u></p> <p>Jenny Wilcockson, Digital Literacy Coordinator, Wiltshire Council gave a power point presentation that outlined the Wiltshire Online project.</p> <p>Points made included:</p> <p>What is Wiltshire Online?</p> <p>By 2015, we will:</p> <ul style="list-style-type: none"> <li>• Improve access to broadband for citizens and businesses in Wiltshire.</li> <li>• Ensure that everyone has the opportunity to become digitally literate and confident users of technology.</li> <li>• Increase uptake and usage of the council’s online services.</li> </ul> <p>The Facts</p> <ul style="list-style-type: none"> <li>• Access to more job vacancies: 7m job adverts were posted online in 2009.</li> </ul>



- Improved employability: 92 percent of new job recruits are expected to have IT skills.
- People with good computer skills can earn 3 – 10 percent more than those without.
- Shopping online and using price comparison websites can result in savings of up to £560 per year.

#### What are we doing?

- Recruiting, supporting and developing a team of digital champion volunteers.
- Empowering volunteers to work in their local communities and help local residents and businesses get online.
- Offering help in community venues such as libraries, or in the comfort of someone's own home.
- Engaging with local schools to establish a culture of intergenerational working.

#### The Melksham Pilot

- Six week pilot, running 20/02/2012 – 02/04/2012.
- Currently recruiting volunteers.
- Training to be provided by The Learning Curve.
- Working with Melksham Library to facilitate access to computers.
- Working with Melksham Oak to run intergenerational support sessions at the school.
- Further information available online: [www.wiltshireonline.org](http://www.wiltshireonline.org) or contact 01225 793349.

Questions raised from the floor included:

Q.How many hours would volunteers be expected to do?

	<p><i>A.As much or as little as they can do.</i></p> <p>Q.Would you be able to supply hardware to old peoples homes etc?  <i>A.Yes, local government and commercial organisations IT stock could be used.</i></p> <p>The Chairman thanked Jenny Wilcockson for presentation.</p>
9.	<p><u>Melksham Area Community Plan</u></p> <p>Miriam Zaccarelli, Melksham Community Area Partnership presented the new community plan and asked for the area boards endorsement of the document.</p> <p>Points made by Miriam Zaccarelli included:</p> <p>The Community Action Plan had ten themes:</p> <ul style="list-style-type: none"> <li>• Community Safety</li> <li>• Leisure, Culture, Sports</li> <li>• Community Inclusion</li> <li>• Housing</li> <li>• Health &amp; Wellbeing</li> <li>• Transport</li> <li>• Children &amp; Young People</li> <li>• Economy, Education, Jobs &amp; Skills</li> <li>• Environment</li> <li>• Waterways</li> </ul> <p>Community Action Plan benefits:</p> <ul style="list-style-type: none"> <li>• Made from the community</li> <li>• Made for the community</li> <li>• Encourages volunteering</li> <li>• Assists Area Board in funding</li> <li>• Coordinates effort</li> <li>• Source of pride in the community</li> </ul> <p>A living document</p> <ul style="list-style-type: none"> <li>• Will update at every Area Board</li> <li>• Available on line</li> </ul> <p><b>Decision:</b></p> <ul style="list-style-type: none"> <li>• <b>That the Melksham Area Board endorses the Community Action Plan.</b></li> </ul>

	<p>Cllr Rod Eaton requested that his vote against endorsing the Community Action Plan was noted.</p> <p>The Chairman thanked Miriam Zaccarelli for her hard work and presenting the plan.</p>
10.	<p><u>Improving Wiltshire's Rail Offer Letter</u></p> <p>The Melksham Area board received a letter from Councillor Dick Tonge, cabinet member for Highways &amp; Transport requesting that the Area Board supports the Local Sustainable Transport Fund bid – ‘Improving Wiltshire’s Rail Offer’.</p> <p><b>Decision:</b></p> <ul style="list-style-type: none"> <li>• <b>That the Melksham Area board supports the Local Sustainable Transport Fund bid – ‘Improving Wiltshire’s Rail Offer’.</b></li> </ul> <p>Cllr Rod Eaton requested that it was noted that whilst he supported the bid for an improved rail service for Melksham, contrary to the letter from the cabinet member for Transport &amp; Highways and the Community Area Manager, he did not accept that sustainable transport was synonymous with public transport and pedal cyclists.</p>
11.	<p><u>Any other urgent items of public concern?</u></p> <p>Mrs Jill Tompkins advised the Area Board of an issue concerning the relocation of RUH, Bath public mortuary and post mortem service to Flax Bourton, Bristol. The Chairman thanked Mrs Tompkins for raising the issue but felt that it was not of an urgent nature and as such should be raised as a community issue, which would then be followed up by the Community Area Manager who would then report back to the Area Board.</p>
12.	<p><u>Partner Updates</u></p> <p>a.Melksham CAYPIG – nothing to report.</p> <p>b.Community Area Partnership Representative. Chris Holden advised that:</p> <ul style="list-style-type: none"> <li>• The Transport theme group had now met and are now looking to work with local transport providers.</li> <li>• The Touch2id scheme was being actively pushed throughout Melksham.</li> <li>• Community plan – now needs good input from the local community.</li> </ul>

	<p>c.Wiltshire Police The written update distributed with the agenda was noted, Inspector David Cullop also praised the Area Board for supporting youth community projects.</p> <p>Angus MacPherson, Wiltshire Police Authority advised that the new police plan was currently being written up, Parishes were still able to contribute their views to the plan.</p> <p>d.Wiltshire Fire and Rescue Service The written update distributed with the agenda was noted.</p> <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 would be following the proposals for 400 new homes on the East of Melksham.</p> <p>The Chairman thanked everyone for their updates.</p>
13.	<p><u>Melksham Campus</u></p> <p>Cllr Roy While gave the SCOB update, points made included:</p> <p>The Melksham Shadow Community Operations Board (COB) members are currently undertaking a number of activities, including:</p> <ul style="list-style-type: none"> <li>• Meeting with users of the external facilities at Melksham House, to update clubs on campus developments, to outline the role of the COB and to hear about the clubs aspirations for the future: <ul style="list-style-type: none"> <li>- Tennis</li> <li>- Cricket</li> </ul> </li> </ul>

- Avon Bowls

- Developing a website and blog – this is now live. .
- Carrying out a Youth Survey (though Monkey survey) – this is co-ordinated by Steve Clark, Melksham Oak Community School, and will generate responses from all of the children in schools across the Melksham Community Area.

#### Next Steps

- To continue consultative discussions with users of the Melksham House site.
- To hold a meeting at Christie Miller to talk to members of the user group and to undertake a site visit.
- To start service engagement work with those services which will operate from within the campus i.e. Youth, Libraries, Learning & Disability services and to undertake site visits to see the services in action. Last week we received a presentation from the Head of the Council's Library service and senior team members.
- To reconvene the Melksham Sports Facilities Group for a one off meeting to take into account the views of these key people on the future facilities in Melksham..
- We shall be speaking at the next Chamber of Commerce meeting on February 21<sup>st</sup>.

#### Keeping in Touch

- We want to make sure that you are kept in touch with what we are doing and we are putting information on our website and you can make comments, ask questions through the blog. Information will also appear in the Melksham Independent News. You will find our website on line at [www.melkshamcampus-scob.org.uk](http://www.melkshamcampus-scob.org.uk)

Questions from the floor:

Q. Where will all the cars park that will be using the campus facilities?

A. *This is being looked at under the travel plan.*

The Chairman thanked Cllr While for his update.

14.	<p><u>Cabinet Member Questions</u></p> <p>Cllr Stuart Wheeler, Cabinet Member for Campus Development &amp; Culture, gave a brief outline of his portfolio.</p> <p>Points made by Cllr Wheeler included:</p> <p>Campus</p> <ul style="list-style-type: none"> <li>• That he was pleased that the Melksham House site had become the campus site.</li> <li>• Neighbourhood policing teams were now being co-located in Wiltshire Council offices.</li> </ul> <p>Library Service</p> <ul style="list-style-type: none"> <li>• That he was very pleased that Wiltshire Council had kept all its libraries and mobile libraries open, well done to all the volunteer library staff.</li> </ul> <p>The Chairman thanked Cllr Wheeler for attendance and update.</p>
15.	<p><u>Grants &amp; Funding</u></p> <p>Community Grants Scheme</p> <p>The Wiltshire Councillors considered five applications seeking 2011/2012 Community Area Grant Funding.</p> <p><b>Decision</b>  <b>Semington Village Hall were awarded £1,222 toward the replacement of the village hall ceiling.</b></p> <p><b>Reason</b>  <i>The current ceiling is thirty years old and in a poor condition. Members agreed not to fund the full amount, which was £2,443 as they felt there were several other sources of funding that specifically funded village halls that the applicant could have applied to such as Viridor Credits and Community First.</i></p> <p><b>Decision</b>  <b>Splitz were awarded £4075 towards support group for children affected by domestic violence.</b></p> <p><b>Reason</b>  <i>This application demonstrates a link to the Melksham community plan which prioritised domestic violence as a concern.</i></p>

	<p><b>Shaw Village Hall were awarded £2,220 towards the installation of a disabled access WC.</b></p> <p><b>Reason</b>  <i>The project was to improve the disabled facilities of the village hall by relocating the female WC and creating a new unisex wheelchair access WC in the old female toilets. Several groups that use the hall on a regular basis have disabled members. Members agreed not fund the full amount, which was £4,378 as they felt that community grant funds could be better spent on other projects.</i></p> <p><b>Decision</b>  <b>Keevil Parish Council had applied for £444 towards the replacement village signs.</b>  <i>This application was withdrawn by the applicant.</i></p> <p><b>Decision</b>  <b>Melksham ComicCon were awarded £1320 towards running the first comic convention in Melksham.</b></p> <p><b>Reason</b>  <i>This application demonstrates a link to the Melksham community plan which prioritised promoting the local economy and attracting people to Melksham as a concern.</i></p> <p>Cllr Initiated Projects</p> <p>Cllr Hubbard was awarded £425 on behalf of local residents to run a pilot programme for six months which would include installing three dog bag dispensers on litter bins in two locations in Melksham and dispensing dog bags from the town hall in an effort to encourage people to clear up after their dogs and improve the local environment for residents.</p>
16.	<p><u>Future Meeting Dates</u></p> <p>Mon 26 March 2012 – Melksham Town Hall (Special Grants Meeting).</p> <p>Weds 4 April 2012 – Melksham United Church* (Older People’s Special 2-4pm).</p> <p>Weds 6 June 2012 – Semington Village Hall.</p>
17.	<p><u>Evaluation &amp; Close</u></p> <p>The Chairman thanked everybody for attending the meeting.</p>