

# MINUTES

**Meeting:** MELKSHAM AREA BOARD  
**Place:** Shaw Village Hall, The Beeches, Shaw, Melksham  
**Date:** 17<sup>th</sup> December 2014  
**Start Time:** 7:00pm  
**Finish Time:** 9:05pm

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Please direct any enquiries on these minutes to;

Tel: 01249 706612 or (e-mail) [Kevin.fielding@wiltshire.gov.uk](mailto:Kevin.fielding@wiltshire.gov.uk)

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## **In Attendance:**

### **Wiltshire Councillors**

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

### **Wiltshire Council Officers**

Rhys Schell – Community Area Manager  
Kevin Fielding – Democratic Services Officer  
Ceri Evans – Community Youth Officer

### **Town and Parish Councils**

Melksham Town Council – Steve Petty  
Melksham Without Parish Council – Mike Mills  
Atworth Parish Council – Mitch Roberts & Effie Gale-Sides  
Broughton Gifford Parish Council – Lesley Holdway

### **Partners**

Wiltshire Police – Inspector Matt Armstrong  
Office of the Wiltshire Police & Crime Commissioner – Clive Barker

**Total in attendance: 53**

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<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 meeting of the Area Board.</p> <p>The Chairman drew attention to the Wiltshire Car Parking Review document within the agenda pack.</p>
2	<p><u>Apologies for Absence</u></p> <p>Apologies were received from Mike Franklin (Wiltshire Fire &amp; Rescue), Joan Savage (Seend Parish Council) and Brian Warwick (Melksham Seniors Forum).</p>
3	<p><u>Minutes</u></p> <p><b>Decision</b></p> <p><b>The minutes of the meeting held on 15 October 2014 were approved by the Committee and signed by the Chairman.</b></p>
4	<p><u>Declarations of Interest</u></p> <p>Cllr Jon Hubbard, (Chairman of Extended Services Melksham) declared an interest in the Extended Services grant application and did not partake in the item.</p>
5	<p><u>Flooding</u></p> <p>Cllr Jonathon Seed presented an item in relation to flooding in the community area. The need for flood wardens and local vigilance was raised, as well as the need to know which gullies were critical to potential flooding. It was explained that there was a need to prioritise due to a lack of funds across the County. The need to create resilient communities was stressed. It was heard that the South Brook currently coped the amount of excess water but more housing would exacerbate the issue. The need to widen South Brook was discussed and the further need to highlight flooding issues was discussed. The need for local people to report issues – such as blocked drains – was stressed before these issues become more significant problems. The 'My Wiltshire' smart phone and tablet app was deemed the most effective way of logging an issue. The need for inspections of major rivers was also discussed.</p>

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6	<p><u>Local Youth Network (LYN) - Update and Recommendations</u></p> <p>Update - Ceri Evans (Community Youth Officer) reported that the initial needs assessment had begun and she was planning to attend Melksham Oak School over several lunchtimes to collect data. It was heard that they were investigating the possibility of street based youth workers through procurement from Youth Action Wiltshire but this was dependent on the cost. Rural work was also planned in the parishes, as well as the town. The need for young people to become involved in the LYN's work was emphasised to help the delivery of a new model of youth work. Those interested were asked to contact Ceri Evans (<a href="mailto:ceri.evans@wiltshire.gov.uk">ceri.evans@wiltshire.gov.uk</a>).</p> <p>The opportunity to ask questions was provided and it was heard that Ceri would soon be receiving advanced training in relation to Child Sexual Exploitation. It was heard that Ceri was fully versed in the escalation policy and all matters of concern should be raised as a point of urgency.</p> <p>The LYN were planning to hold a couple of youth consultation days in Melksham town centre to capture the needs of youth people who live in the community area but are educated outside of it.</p> <p>i. Recommendations:</p> <ul style="list-style-type: none"><li>• That the Melksham Area Board adopt the Leaders Guidance for Positive Activities and Terms of Reference for Local Youth Networks (LYNs) and commence work on establishing a LYN.</li><li>• That the Melksham Area Board note the budget for the remainder of the financial year 2014/15 of £16,000.</li><li>• That the Melksham Area Board approve a motion that the Community Youth Officer in consultation with the Chairman of the Melksham Area Board, and where appropriate the Community Area Manager may authorise expenditure in support of positive activities for young people of up to £1,000 per project between Area Board meetings. A report explaining such decisions and the reasons why it was considered to be urgent shall be reported to the next ordinary meeting of the Area Board.</li><li>• That the Melksham Area Board approves authority be delegated to the Community Youth Officer to manage a budget of up to £500 to cover expenditure related to the management of the LYN meetings and consultation activities with young people.</li></ul>
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	<ul style="list-style-type: none"> <li>• That the Melksham Area Board approves funding of £1,800 to continue joint funding youth counselling with Extended Services (Melksham).</li> </ul> <p><b>Note: That Cllr Jon Hubbard, as Chairman of Extended Services (Melksham) did not partake in this vote.</b></p> <p><b>Decision:</b></p> <p><b>To approve the recommendations made by the LYN.</b></p>
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7	<p><u>Community Area Transport Group (CAT-G) - update</u></p> <p>There was nothing to report.</p>
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8	<p><u>Melksham Campus - update</u></p> <p>Cllr Roy While advised that:</p> <p><b>Programme update</b></p> <p>Tenders had been received from four contractors for the proposed Melksham Campus project and are currently being evaluated by the project team. The appointment of the successful contractor was anticipated early in the New Year.</p> <p>Wiltshire Council was working closely with Melksham Town Football Club and Melksham Rugby Club, to finalise details of their re-location, which would enable the site works for the Campus to commence in Spring 2015. The Council was currently working with the clubs to facilitate vacation of their existing facilities at the end of their respective 2014/2015 seasons, which was now anticipated to involve the use of temporary facilities following a delayed commencement of construction work of their new development. This was associated with the requirement to clear the Woolmore Farm site from reptiles under a license from Natural England.</p> <p>The development of the exciting new home for the Melksham Town Football and Melksham CAT Rugby Clubs at Woolmore Farm, was programmed to commence in early 2015, and on completion will offer four rugby and twelve football pitches, complete with new changing and social facilities. Further confirmation of dates and detail would be available at the next Melksham Area Board meeting in February 2015.</p> <p>The re-development of the market place, which was being completed in tandem with the campus development, would be publically available to view from January 2015. This work was being completed by Wiltshire Council Highways Department and current projections were for this to take place in autumn 2015. The programme for this work would be phased to ensure that it did not interfere</p>
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	<p>with the 2015 Melksham Light Show.</p> <p><b>Branding</b>  The Melksham COB was working with Wiltshire Council's communications department to create an exciting brand and logo for the campus. The objective was to shortlist a few suitable options, which represent and reflect the local area and then invite feedback on these options.  The ambition was to have the logos and proposed branding options available for display and comment at the February Area Board.</p> <p><b>Community Engagement</b>  The position statement on the delivery of the campus programme also highlighted that additional council resource was required to provide full community engagement. It was proposed that each COB would be supported by a Community Engagement Manager, and these posts would be recruited to in the New Year. One of the many objectives of the role would be to ensure that all stakeholders and community residents were actively engaged with and kept fully up to date with campus developments. In the interim period Rhys Schell would be undertaking this role and would be looking to meet and speak with local stakeholders and partners in the coming weeks and months.</p>
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9	<p><u>Member Updates</u></p> <p>Local Youth Network - Cllr Jon Hubbard</p> <ul style="list-style-type: none"> <li>• The group hadn't met since the last Area Board meeting. Various conversations were ongoing, with the group looking to push on in the new year.</li> </ul> <p>Economy – Cllr Roy While</p> <ul style="list-style-type: none"> <li>• That the Bowerhill &amp; Hampton Park Steering Group had had its first meeting, with various businesses and organisations in attendance. A joint Solar panel venture for businesses and better Broadband was picked up by the group as key discussion points.</li> </ul> <p>Health – Cllr Pat Aves</p> <ul style="list-style-type: none"> <li>• That the group had had its first meeting with various health care professionals and voluntary groups in attendance. A very enthusiastic response had been received with the next meeting planned for January 2015.</li> </ul>
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	<p>Transport – Cllr Terry Chivers</p> <ul style="list-style-type: none"> <li>• That work was ongoing with Melksham Without Parish Council re the lack of bus stops.</li> <li>• The lack of disabled access on some of the Wiltshire Council bus stops.</li> <li>• That the Trans Wilts Rail Partnership was celebrating its first year of operation, its AGM would be held on 30 January 2015.</li> <li>• That Cycling Working group was continuing to meet.</li> </ul> <p>Read Easy – Cllr David Pollitt</p> <ul style="list-style-type: none"> <li>• That the Management Committee would be meeting on Monday 12<sup>th</sup> January 2015 at Melksham Fire Station.</li> <li>• The group was still looking for volunteers to get involved.</li> </ul> <p>The Chairman thanked the members for their updates.</p>
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10	<p><u>Partner Updates</u></p> <p>Wiltshire Police (Inspector Matt Armstrong) - the written report contained in the agenda pack was noted. It was agreed that the Community Area Transport Group would monitor speeding issues on the Woodrow Road, Melksham.</p> <p>Community Area Partnership (Colin Goodhind) That the partnership was heading up a campaign to promote Smart Water throughout the Melksham community area.</p> <p>Melksham Town Council – the written report contained in the agenda pack was noted.</p> <p>Melksham Chambers of Commerce – the written report contained in the agenda pack was noted.</p> <p>Melksham Senior People’s Forum – the written report contained in the agenda pack was noted.</p> <p>Trans Wilts Community Rail Partnership – the written report contained in the</p>
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	<p>agenda pack was noted.</p> <p>The Chairman thanked everybody for their updates.</p>
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11	<p><u>Grant Funding</u></p> <p>The Wiltshire Councillors considered the following Grant Applications:</p> <p><b>Decision</b>  <b>Broughton Gifford Scouts awarded £2,341.94</b>  <b>Reason</b>  <i>The grant meets the 2014/15 grants criteria.</i></p> <p><b>Decision</b>  <b>Bowerhill Residents Action Group awarded £988.00</b>  <b>Reason</b>  <i>The grant meets the 2014/15 grants criteria.</i></p> <p><b>Decision</b>  <b>Shaw &amp; Friendship Club – application was deferred for further discussions.</b></p> <p><b>Decision</b>  <b>Shaw &amp; Friendship Club awarded £800.00</b>  <b>Reason</b>  <i>The grant meets the 2014/15 grants criteria.</i></p> <p><b>Decision</b>  <b>1<sup>st</sup> Bowerhill Scouts awarded £4,422.34</b>  <b>Reason</b>  <i>The grant meets the 2014/15 grants criteria.</i></p> <p><b>Decision</b>  <b>Melksham Ukulele Club awarded £500.00</b>  <b>Reason</b>  <i>The grant meets the 2014/15 grants criteria.</i></p> <p><b>Decision</b>  <b>Splitz Support Service awarded £2,624.00</b>  <b>Reason</b>  <i>The grant meets the 2014/15 grants criteria.</i></p>
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	<p><b>Decision</b>  <b>Melksham Comic-Con awarded £708.16</b>  <b>Reason</b>  <i>The grant meets the 2014/15 grants criteria.</i></p> <p><b>Decision</b>  <b>Extend Services Melksham awarded £767.29</b>  <b>Reason</b>  <i>The grant meets the 2014/15 grants criteria.</i></p> <p><b>Decision</b>  <b>Melksham Railway Development Group awarded £448.10</b>  <b>Reason</b>  <i>The grant meets the 2014/15 grants criteria.</i></p> <p><b>Decision</b>  <b>Golden Oldies Charity awarded £228.99</b>  <b>Reason</b>  <i>The grant meets the 2014/15 grants criteria.</i></p> <p><b>Decision</b>  <b>Seend Parish Council awarded £250.00</b>  <b>Reason</b>  <i>The grant meets the 2014/15 grants criteria.</i></p>
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12	<p><u>Any Other Items of Public Concern</u></p> <p>There was none.</p>
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13	<p><u>Date of next meeting and Close</u></p> <p>The Chairman advised that the Melksham Area Board would next meet on Wednesday 11<sup>th</sup> February 2015, venue to be confirmed.</p>
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1	<p><u>Chairman's Welcome, Introduction and Announcements</u></p> <p>The Chairman welcomed everyone to the meeting of the Area Board.</p> <p>The Chairman drew attention to the Wiltshire Car Parking Review document</p>
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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 15 October 2014 were approved by the Committee and signed by the Chairman.</b></li> </ul>
4	<p><u>Declarations of Interest</u></p> <p>Cllr Jon Hubbard, (Chairman of Extended Services Melksham) declared an interest in the Extended Services grant application and did not partake in the item.</p>
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6	<p><u>Local Youth Network (LYN) - Update and Recommendations</u></p> <ul style="list-style-type: none"> <li>ii. Update - Ceri Evans (Community Youth Officer) reported that the initial needs assessment had begun and she was planning to attend Melksham Oak School over several lunchtimes to collect data. It was heard that they were investigating the possibility of street based youth workers through procurement from Youth Action Wiltshire but this was dependent on the cost. Rural work was also planned in the parishes, as well as the town. The need for young people to become involved in the LYN’s work was emphasised to help the delivery of a new model of youth work. Those interested were asked to contact Ceri Evans</li> </ul>

	<p><a href="mailto:ceri.evans@wiltshire.gov.uk">(ceri.evans@wiltshire.gov.uk)</a>.</p> <p>The opportunity to ask questions was provided and it was heard that Ceri would soon be receiving advanced training in relation to Child Sexual Exploitation. It was heard that Ceri was fully versed in the escalation policy and all matters of concern should be raised as a point of urgency.</p> <p>The LYN were planning to hold a couple of youth consultation days in Melksham town centre to capture the needs of youth people who live in the community area but are educated outside of it.</p> <p>iii. Recommendations:</p> <ul style="list-style-type: none"> <li>• That the Melksham Area Board adopt the Leaders Guidance for Positive Activities and Terms of Reference for Local Youth Networks (LYNs) and commence work on establishing a LYN.</li> <li>• That the Melksham Area Board note the budget for the remainder of the financial year 2014/15 of £16,000.</li> <li>• That the Melksham Area Board approve a motion that the Community Youth Officer in consultation with the Chairman of the Melksham Area Board, and where appropriate the Community Area Manager may authorise expenditure in support of positive activities for young people of up to £1,000 per project between Area Board meetings. A report explaining such decisions and the reasons why it was considered to be urgent shall be reported to the next ordinary meeting of the Area Board.</li> <li>• That the Melksham Area Board approves authority be delegated to the Community Youth Officer to manage a budget of up to £500 to cover expenditure related to the management of the LYN meetings and consultation activities with young people.</li> <li>• That the Melksham Area Board approves funding of £1,800 to continue joint funding youth counselling with Extended Services (Melksham).</li> </ul> <p><b><i>Note: That Cllr Jon Hubbard, as Chairman of Extended Services (Melksham) did not partake in this vote.</i></b></p> <p><b>Decision:</b>  <b>To approve the recommendations made by the LYN.</b></p>
7	<p><u>Community Area Transport Group (CAT-G) - update</u></p> <p>There was nothing to report.</p>
8	<p><u>Melksham Campus - update</u></p>

Cllr Roy While advised that:

**Programme update**

Tenders had been received from four contractors for the proposed Melksham Campus project and are currently being evaluated by the project team. The appointment of the successful contractor was anticipated early in the New Year.

Wiltshire Council was working closely with Melksham Town Football Club and Melksham Rugby Club, to finalise details of their re-location, which would enable the site works for the Campus to commence in Spring 2015. The Council was currently working with the clubs to facilitate vacation of their existing facilities at the end of their respective 2014/2015 seasons, which was now anticipated to involve the use of temporary facilities following a delayed commencement of construction work of their new development. This was associated with the requirement to clear the Woolmore Farm site from reptiles under a license from Natural England.

The development of the exciting new home for the Melksham Town Football and Melksham CAT Rugby Clubs at Woolmore Farm, was programmed to commence in early 2015, and on completion will offer four rugby and twelve football pitches, complete with new changing and social facilities. Further confirmation of dates and detail would be available at the next Melksham Area Board meeting in February 2015.

The re-development of the market place, which was being completed in tandem with the campus development, would be publically available to view from January 2015. This work was being completed by Wiltshire Council Highways Department and current projections were for this to take place in autumn 2015. The programme for this work would be phased to ensure that it did not interfere with the 2015 Melksham Light Show.

**Branding**

The Melksham COB was working with Wiltshire Council's communications department to create an exciting brand and logo for the campus. The objective was to shortlist a few suitable options, which represent and reflect the local area and then invite feedback on these options.

The ambition was to have the logos and proposed branding options available for display and comment at the February Area Board.

**Community Engagement**

The position statement on the delivery of the campus programme also highlighted that additional council resource was required to provide full community engagement. It was proposed that each COB would be supported by a Community Engagement Manager, and these posts would be recruited to in the New Year. One of the many objectives of the role would be to ensure that all stakeholders and community residents were actively engaged with and kept fully up to date with campus developments. In the interim period Rhys Schell would be undertaking this role and would be looking to meet and speak with local

	stakeholders and partners in the coming weeks and months.
9	<p><u>Member Updates</u></p> <p>Local Youth Network - Cllr Jon Hubbard</p> <ul style="list-style-type: none"> <li>• The group hadn't met since the last Area Board meeting. Various conversations were ongoing, with the group looking to push on in the new year.</li> </ul> <p>Economy – Cllr Roy While</p> <ul style="list-style-type: none"> <li>• That the Bowerhill &amp; Hampton Park Steering Group had had its first meeting, with various businesses and organisations in attendance. A joint Solar panel venture for businesses and better Broadband was picked up by the group as key discussion points.</li> </ul> <p>Health – Cllr Pat Aves</p> <ul style="list-style-type: none"> <li>• That the group had had its first meeting with various health care professionals and voluntary groups in attendance. A very enthusiastic response had been received with the next meeting planned for January 2015.</li> </ul> <p>Transport – Cllr Terry Chivers</p> <ul style="list-style-type: none"> <li>• That work was ongoing with Melksham Without Parish Council re the lack of bus stops.</li> <li>• The lack of disabled access on some of the Wiltshire Council bus stops.</li> <li>• That the Trans Wilts Rail Partnership was celebrating its first year of operation, its AGM would be held on 30 January 2015.</li> <li>• That Cycling Working group was continuing to meet.</li> </ul> <p>Read Easy – Cllr David Pollitt</p> <ul style="list-style-type: none"> <li>• That the Management Committee would be meeting on Monday 12<sup>th</sup> January 2015 at Melksham Fire Station.</li> <li>• The group was still looking for volunteers to get involved.</li> </ul>

	The Chairman thanked the members for their updates.
10	<p><u>Partner Updates</u></p> <p>Wiltshire Police (Inspector Matt Armstrong) - the written report contained in the agenda pack was noted. It was agreed that the Community Area Transport Group would monitor speeding issues on the Woodrow Road, Melksham.</p> <p>Community Area Partnership (Colin Goodhind) That the partnership was heading up a campaign to promote Smart Water throughout the Melksham community area.</p> <p>Melksham Town Council – the written report contained in the agenda pack was noted.</p> <p>Melksham Chambers of Commerce – the written report contained in the agenda pack was noted.</p> <p>Melksham Senior People’s Forum – the written report contained in the agenda pack was noted.</p> <p>Trans Wilts Community Rail Partnership – the written report contained in the agenda pack was noted.</p> <p>The Chairman thanked everybody for their updates.</p>
11	<p><u>Grant Funding</u></p> <p>The Wiltshire Councillors considered the following Grant Applications:</p> <p><b>Decision</b> <b>Broughton Gifford Scouts awarded £2,341.94</b> <b>Reason</b> <b><i>The grant meets the 2014/15 grants criteria.</i></b></p> <p><b>Decision</b> <b>Bowerhill Residents Action Group awarded £988.00</b> <b>Reason</b> <b><i>The grant meets the 2014/15 grants criteria.</i></b></p> <p><b>Decision</b></p>

**Shaw & Friendship Club – application was deferred for further discussions.**

**Decision**

**Shaw & Friendship Club awarded £800.00**

***Reason***

***The grant meets the 2014/15 grants criteria.***

**Decision**

**1<sup>st</sup> Bowerhill Scouts awarded £4,422.34**

***Reason***

***The grant meets the 2014/15 grants criteria.***

**Decision**

**Melksham Ukulele Club awarded £500.00**

***Reason***

***The grant meets the 2014/15 grants criteria.***

**Decision**

**Splitz Support Service awarded £2,624.00**

***Reason***

***The grant meets the 2014/15 grants criteria.***

**Decision**

**Melksham Comic-Con awarded £708.16**

***Reason***

***The grant meets the 2014/15 grants criteria.***

**Decision**

**Extend Services Melksham awarded £767.29**

***Reason***

***The grant meets the 2014/15 grants criteria.***

**Decision**

**Melksham Railway Development Group awarded £448.10**

***Reason***

***The grant meets the 2014/15 grants criteria.***

**Decision**

	<p><b>Golden Oldies Charity awarded £228.99</b>  <b>Reason</b>  <i>The grant meets the 2014/15 grants criteria.</i></p> <p><b>Decision</b>  <b>Seend Parish Council awarded £250.00</b>  <b>Reason</b>  <i>The grant meets the 2014/15 grants criteria.</i></p>
12	<p><u>Any Other Items of Public Concern</u></p> <p>There was none.</p>
13	<p><u>Date of next meeting and Close</u></p> <p>The Chairman advised that the Melksham Area Board would next meet on Wednesday 11<sup>th</sup> February 2015, venue to be confirmed.</p>