

# MINUTES

**Meeting:** MELKSHAM AREA BOARD  
**Place:** Oakfield Stadium, Eastern Way, Melksham, SN12 7GU  
**Date:** 8 February 2017  
**Start Time:** 7.00 pm  
**Finish Time:** 9.00 pm

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Please direct any enquiries on these minutes to:

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## **In Attendance:**

### **Wiltshire Councillors**

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

### **Wiltshire Council Officers**

Rhys Schell – Community Engagement Manager  
Kevin Fielding – Democratic Services Officer  
Emma Drage – Local Youth Facilitator

### **Town and Parish Councils**

Atworth Parish Council – Effie Gale-Sides & Maureen Weston  
Bulkington Parish Council – Simon Barrett  
Melksham Town Council – Terri Welch  
Melksham Without Parish Council – Teresa Strange & John Glover

### **Partners**

Dorset and Wiltshire Fire & Rescue Service – Jack Nicholson  
Melksham Community Partnership – Colin Goodhind & Phil McMullen  
Trans Wilts Cic – Graham Ellis  
Older Persons Champion – Chris Pickett

**Total in attendance: 50**

<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 first Area Board meeting at the Oakfield Stadium. Prior to the meeting attendees were given the opportunity to look around the venue, which it was agreed was a great community investment for Melksham.</p> <p>The following Chairman's Announcements were noted:</p> <ul style="list-style-type: none"> <li>• The Rural Crime Partnership for Wiltshire and Swindon.</li> <li>• PCC – Precept Consultation.</li> <li>• 7 March 2016 - Melksham Area Board – Special grant funding meeting, to be held at the Canberra Youth Centre.</li> </ul>
2	<p><u>Apologies for Absence</u></p> <p>Apologies were received from Inspector James Brain – Wiltshire Police.</p> <p>Cllr Terry Chivers was welcomed back after his recent illness.</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 Wednesday 16 November 2016 were agreed as the correct record.</b></li> </ul>
4	<p><u>Declarations of Interest</u></p> <p>Cllr Jon Hubbard – Chairman of Young Melksham, would not vote on the Community Area Grants submitted by Young Melksham.</p>
5	<p><u>Updates and Reports</u></p> <p>Children and Young people including Local Youth Network (LYN)</p> <p>Emma Drage – Local Youth Facilitator advised that:</p> <p>Following the Melksham Local Youth Network Management Group meeting on</p>

Thursday 26 January, the group made the following recommendations:

- Broughton Gifford Scouts Group to be awarded £872.50 for Camping trip.
- Young Melksham to be awarded £5,000 for Youth Club.
- Broughton Gifford Scouts to be awarded £1,292.53 for Air Rifles.
- Young Melksham to be awarded £5,000 for SEND Youth Club.

#### **Decision**

- **That all four grant applications are awarded as per the recommendations of the Melksham Local Youth Network Management Group.**

The LYNMG also recommended the procurement of two organisations in partnership, to provide a range of activities in five locations across the Melksham community area. The proposed dates were April half term, May half term and the summer holiday.

The LYNMG recommendation was for £7,100 to be funded during 2016/17, and then dependent on funding available and activity progress to fund the remaining £7,100 in 2017/18.

#### **Decision**

- **That the grant application was awarded as per the recommendation of the Melksham Local Youth Network Management Group.**

Health and Wellbeing

Cllr Pat Aves advised that:

Following the Melksham Wellbeing Group meeting on Monday 9<sup>th</sup> January, the group make the following recommendations:

- **Bradford & Melksham Health Partnership - Leg Club awarded £2,000**
- **Melksham & District Seniors Forum – The Monday Club awarded £450**
- **Melksham Community Area Partnership (on behalf of Melksham Neighbourhood Watch) awarded £650**
- **Wiltshire MIND awarded £1,000**

	<p>Read Easy</p> <p>Cllr David Pollitt advised that:</p> <ul style="list-style-type: none"> <li>• The group now was now looking for a co-ordinator, as the current one had been forced to step down due to ill health.</li> </ul> <p>Older Persons Champion</p> <p>Chris Pickett advised that:</p> <ul style="list-style-type: none"> <li>• He was currently meeting with many of Melksham’s older persons groups.</li> <li>• Would be attending the next Seniors Day at the Assembly Hall.</li> <li>• Had attended a recent “Older Persons Champion” event, which had been very worthwhile.</li> </ul> <p>A short power point presentation was then shown which outlined the Melksham Shed’s plans for development.</p> <p>The Chairman thanked all members for their updates.</p>
6	<p><u>Melksham moves forward</u></p> <p>Melksham Football Club</p> <p>Dave Wiltshire – Chairman advised that:</p> <ul style="list-style-type: none"> <li>• The club now had around 400 youth players, seven senior teams and a veterans team.</li> <li>• Plans were afoot to start a disabled team, as well as walking football.</li> <li>• The new facilities had enabled the club to move forward.</li> <li>• Sponsors and local businesses had been very supportive.</li> </ul> <p>Melksham Rugby Club</p> <p>Pat Holtam and Scott Simmons advised that:</p>

- The new facilities were a great opportunity for rugby to flourish in and around Melksham.
- A womans team was now training.
- Excellent youth support within the club.
- Both clubs thanked the Melksham Area Board and Wiltshire Council for bringing the Oakfield Stadium project to fruition.

#### Melksham Health and Wellbeing Centre

CLr Jonathon Seed advised that:

- Site plan and layout was being finalised to include the outdoor clubs and the GP surgery.
- The design of the health and wellbeing centre was being finalised in conjunction with Sport England.
- Decision taken by Town Council not to incorporate the Assembly Hall.
- The design would include leisure facilities, library, café and community space. The GP surgery would be a separate building but part of the overall campus.
- Planning consideration period – 13 - 16 weeks. Work on-site estimated to commence early 2018.
- The construction period would be determined by the contractor, but previous estimates suggested an 18 month build programme.
- This was an indicative timeline.

#### Market Place development progress and phases

Steve Hind - Wiltshire Council Highways advised that:

- Work had now commenced to enhance the historic Market Place environment.
- The enhancements would provide improved pedestrian and disabled access.

	<ul style="list-style-type: none"> <li>• There would be three phases of construction, which was expected to take around 24 weeks to complete.</li> <li>• It was noted that residents of Crown House were unhappy, as they felt that they had not been consulted on the planned development.</li> </ul> <p>Melksham Skate Park – video update</p> <p>A short film was shown, introduced by local professional skateboarder James Threlfall. The film thanked and highlighted Melksham Area Board for its involvement in securing a new skate park for the town.</p>
7	<p><u>Strategic Healthcare Planning and Strategic Outline Case</u></p> <p>Jo Cullen, Director of Primary and Urgent Care &amp; Simon Yeo - Estates Manager, NHS Wiltshire Clinical Commissioning Group, gave a presentation on a Strategic Healthcare Planning and Strategic Outline Case being undertaken across the Towns of Chippenham, Melksham and Trowbridge. A strategic exercise to determine projected service need through to 2026 and the accommodation needed to provide this.</p> <p>Points made included:</p> <ul style="list-style-type: none"> <li>• The end objective of this piece of work was to identify a preferred way forward for healthcare buildings across the three towns based on service need and accounting for population growth.</li> <li>• Reporting to NHS Wiltshire Clinical Commissioning Group's Governing Body spring 2017.</li> <li>• If approved by the Governing Body it was expected to form the basis for a programme of works across the three towns.</li> </ul> <p>Concerns were raised re the lack of time for public comment and the need to make any facilities accessible to residents living in rural areas.</p> <p>The Chairman thanked Jo Cullen and Simon Yeo for their presentation.</p>
8	<p><u>Update from 'Our Community Matters'/ JSA event</u></p> <p>Rhys Schell – Community Engagement Manager gave an update on the outcome of the 'Our Community Matters' Joint Strategic Assessment event which was held on the 18 January 2017 at the Melksham Assembly Hall. Over 100 members of the public and partner agencies attended and participated in the event, which focused on the data set out in the <i>Community Area Joint</i></p>

*Strategic Assessment 2016-17.*

The report was contained in the agenda pack.

**Decision**

- **That the Area Board adopts the priorities identified by the ‘Our Community Matters’ event and works to facilitate local action to tackle those priorities.**
- **That the Area Board requests the Local Youth Network, the Health and Wellbeing Group and the Community Area Transport Group (and any other local task groups established by the Board) to adopt and take forward the priorities identified in the relevant theme areas.**
- **That the Area Board requests the Community Engagement Manager to work with key partners, agencies and community groups to coordinate action around the priorities identified.**
- **That the Board considers whether it wishes to champion a particular theme or priority and to earmark funding to promote, initiate and support community-led action around the selected priorities.**
- **That the Board considers appointing a lead member to champion the priorities adopted.**
- **That reports are submitted to the Board on progress made to address the priorities to ensure that positive outcomes are delivered and that this be made a regular item on future Board meetings.**

It was noted that the priorities agreed at the event would be sent to the Clinical Commissioning Group.

The Chairman expressed his thanks to Rhys Schell for organising the event, and the people who gave their time to participate in the event.

9

Great British Spring Clean

Rhys Schell – Community Engagement Manager advised that:

- Keep Britain Tidy had launched its biggest-ever litter campaign - the first Great British Spring Clean.
- That residents could get involved by registering their own event or helping out at one of the ten local groups who had already registered:

Friday 3 March – Schools

	<p>Saturday 4 March – Bowerhill Residents Action Group, Broughton Gifford Parish Council and Poulshot Parish Council</p> <p>Sunday 5 March – Melksham Town Council, Young Melksham and Steeple Ashton Parish Council</p> <p>The Chairman thanked Rhys Schell for his presentation.</p>
10	<p><u>Area Board Highways Information - 2017/18</u></p> <p>The Chairman outlined the report contained in the agenda pack.</p> <p>Points made included:</p> <ul style="list-style-type: none"> <li>• The local highway network was vital to providing connectivity for businesses and communities, and effective maintenance to ensure its availability was essential to the economic development of the county. Wiltshire Council recognised the importance of maintaining and managing its highway network effectively.</li> <li>• The ‘Local Highways Investment Fund 2014 – 2020’ was addressing the long standing under investment in highways maintenance, which had been a problem nationally for many years.</li> <li>• The significant investment of £21 million annually for six years by Wiltshire Council had already seen a substantial improvement in the condition of the county’s road network, with a 30% reduction in the carriageway maintenance backlog in the first two years of the investment.</li> <li>• An indicative list of priority sites for treatment in 2017/18 had been developed ( Appendix 2, Page 75 of the agenda pack).</li> </ul> <p><b>Decision</b></p> <ul style="list-style-type: none"> <li>• <b>That the Melksham Area Board agreed and noted the list of priority sites for treatment in 2017/18 ( Appendix 2, Page 75 of the agenda pack).</b></li> </ul>
11	<p><u>Community Area Transport Group (CATG) update</u></p> <p>:</p> <p>The CATG minutes dated 19 January 2017 were noted with the following:</p> <p><b>To close issues:</b>  <b>3202 (Seend High Street), 4158 (Berkshire Green), 4182 (DeHavilland Place), 4532 (Berryfield), 4044 (Ashton Common), 4283 Broughton Gifford,</b></p>

	<p><b>4554 (Atworth), 4715 (Bowerhill), 4776 (Hagg Hill), 4864 (Spa Road), 4533 (SIDs).</b></p> <p><b>To add Issues:</b>  <b>4960 Broughton Gifford (parking issues by school) and 4966 Seend High Street (crossing facility) to the Priority Schemes list.</b></p> <p>Concerns were noted re poorly parked vehicles in Kenilworth Gardens, Melksham.</p>
12	<p><u>Written Partner Updates</u></p> <p>The following written partner updates were noted:</p> <ul style="list-style-type: none"> <li>• Wiltshire Police.</li> <li>• Dorset and Wiltshire Fire &amp; Rescue Service.</li> <li>• NHS Wiltshire.</li> <li>• Healthwatch Wiltshire.</li> <li>• Melksham Town Council.</li> <li>• Melksham Without Parish Council.</li> <li>• Melksham Seniors.</li> <li>• TransWilts Cic.</li> </ul> <p>Graham Ellis advised that the Melksham Metro Bus service was expected to be cut. Graham Ellis asked that the Area Board supported TransWilts working to stop any cuts to the service. It was agreed that Graham Ellis would report back to the Area Board at its 7 March 2017 meeting to give an update.</p> <ul style="list-style-type: none"> <li>• Chamber of Commerce.</li> </ul> <p>The Chairman thanked all partners for their updates.</p>
13	<p><u>Grant Funding</u></p> <p>The Area Board members are asked to consider ten applications to the Community Area Grants scheme:</p> <ul style="list-style-type: none"> <li>• <b>Atworth Village Hall and Recreation Ground Committee awarded £1,500 for Atworth Village Hall - New Kitchen.</b></li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Broughton Gifford and Holt Scouts awarded £1,000 for Broughton Gifford Scout Hut Improvements.</b></li> <li>• <b>Broughton Gifford and Holt Scouts awarded £500 for Broughton Gifford Scouts Hut Kitchen Renewal.</b></li> <li>• <b>Bowerhill Residents Action Group awarded £390.80 for Bowerhill Residents Action Group picnic area notice board.</b></li> <li>• <b>Melksham Ukulele Social Club awarded £250 for Melksham Ukulele Social Club new Microphones.</b></li> <li>• <b>Melksham Air Cadets awarded £941.10 for Chairs and Tables for Melksham Squadron ATC.</b></li> <li>• <b>Melksham Country Dancers awarded £936 for Melksham Country Dancers.</b></li> <li>• <b>Back On Track Stroke Rehab Service awarded £676 for Back On Track -Vocational Rehab Project.</b></li> <li>• <b>Bulkington Parish Council awarded £550 for Improvement of war memorial site.</b></li> <li>• <b>South West in Bloom Melksham awarded £826.40 for South West in Bloom Litter Picking.</b></li> </ul> <p>The Area Board members are asked to consider one application to the Community Toilet scheme:</p> <ul style="list-style-type: none"> <li>• <b>TransWilts CIC awarded £1,000 for Melksham Station Toilet improvements.</b></li> </ul>
14	<p><u>Any Other Items of Public Concern</u></p> <p>There were none.</p>
15	<p><u>Close</u></p>