



Public Document Pack

Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES
Tel: (01225) 704187

Town Clerk and RFO Linda Roberts BA(Hons) PGCAP, FHEA,
FLSCC

To: Councillor P Aves (Town Mayor)
Councillor G Mitcham (Deputy Town Mayor)
Councillor S Brown
Councillor V Fiorelli
Councillor J Hubbard
Councillor K Iles
Councillor H Illman
Councillor C Jeffries
Councillor M Pain
Councillor M Sankey
Councillor T Watts
Councillor T Welch
Councillor A Westbrook
Councillor R Wiltshire

11 January 2021

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are invited to attend the **Full Council** meeting of the Melksham Town Council. The meeting will be held at the Via Zoom on **Monday 18th January 2021** commencing at **7.00 pm**. A period of public participation will take place in accordance with Standing Order 3(F) prior to the formal opening of the meeting. The Press and Public are welcome to attend this meeting.

Yours sincerely

Mrs L A Roberts BA(Hons), PGCAP, FHEA, FSLCC
Town Clerk and RFO

**Full Council
Melksham Town Council**

**Monday 18 January 2021
At 7.00 pm at the Via Zoom**

Public Participation – To receive questions from members of the public.

In the exercise of Council functions. Members are reminded that the Council has a general duty to consider Crime & Disorder, Health & Safety, Human Rights and the need to conserve biodiversity. The Council also has a duty to tackle discrimination, provide equality of opportunity for all and foster good relations in the course of developing policies and delivery services under the public sector Equality Duty and Equality 2010.

AGENDA

4. Minutes (Pages 1 - 18)

To note the draft minutes of the Full Council meetings held on 26 October 2020, 16 November 2020 and 21 December 2020, having previously been circulated to be approved as a correct record and agreed to be signed by the Town Mayor, Councillor Aves at a later date.

26 October 2020 (To Follow)
16 November 2020
21 December 2020 (To Follow)

11.2 Markets Costing Report (Pages 19 - 24)

To consider the report provided by the Economic Development Manager showing detailed costings for additional markets to support the request for funding of £4,000 to purchase new Gazebos. (To Follow)

This report has already been considered and David was drafting a new one with more detailed financial implications showing income and expenditure and provision of a sinking fund. It should be considered before the budget too as it has implications on the budget.

12.1 HR Sub-Committee (Pages 25 - 28)

To receive the minutes of the Sub-Committee meeting held on 18 November 2020 and 16 December 2020 (To Follow)

12.2 King George V Sub-Committee (Pages 29 - 30)

To receive the minutes of the King George V Sub-Committee meeting held on 14 October and 16 December 2020 (To Follow)

12.3 Asset Management Committee (Pages 31 - 38)

To receive the draft minutes of the Asset Management Committee meeting held on 14 December 2020. (To Follow)

12.4 Chairs Committee (Pages 39 - 44)

To receive the notes of the Chairs Committee meetings held on 18 December 2020 and 8 January 2021

13.1 CCTV Working Group (Pages 45 - 48)

To receive the minutes of the CCTV Working Group meeting held on 7 December 2020. The minutes are confidential.

Council are requested to approve the following co-opted members of public onto the CCTV Working Group:

Councillor A Westbrook, Chair

Councillor P Aves

Councillor V Fiorelli

Councillor C Jeffries

Councillor G Mitcham

Councillor J Glover, MWPC

Councillor S Patacchiola, MWPC

Mr C Pickett, Older People's Champion

Mr N Westbrook

Ms D Atkinson, Pub Watch

Inspector G Hughes, Wiltshire Police

Sgt. J Twyford, Wiltshire Police

P.C. L Pelling, Wiltshire Police

Ms A Clark, Wiltshire Police Designated Crime Officer

Mr T Ridley, Wiltshire Police Tactical Crime Prevention Officer

Mr P Dunsford – Wiltshire Council Community Engagement Manager – Observer

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Public Document Pack Agenda Item 4

Melksham Town Council

Minutes of the Full Council meeting held on Monday 26th October 2020

PRESENT: Councillor P Aves (Town Mayor)
Councillor G Mitcham (Deputy Town Mayor)
Councillor J Hubbard
Councillor H Illman
Councillor S Brown
Councillor K Iles
Councillor C Jeffries
Councillor M Sankey
Councillor T Watts
Councillor T Welch
Councillor A Westbrook
Councillor R Wiltshire

ALSO IN ATTENDANCE

OFFICERS:	Linda Roberts	Town Clerk
	Mel Rolph	Finance and Admin Officer

PUBLIC PARTICIPATION: Two members of the public and one member of the press were present.

114/20 Apologies

An apology for absence was received from Councillors Pain and Fiorelli.

115/20 Declarations of Interest

There were no declarations of interest.

116/20 Minutes

The minutes of 28 September 2020 having previously been circulated, were approved as a correct record to be signed at a later date by Councillor Aves, the Mayor.

117/20 Neighbourhood Plan

The draft Neighbourhood Plan which had been circulated to members was noted. The Town Council representatives on the Neighbourhood Plan Steering Group invited comments from members.

Councillor Hubbard commended everyone who had worked on the plan to get it to this stage he noted that it had been a challenging process. Councillor Hubbard requested that credit was given to Melksham Without Parish Council for the work they had done in getting the Neighbourhood Plan to this stage.

Councillor Hubbard requested that the Town Clerk advise members what the next steps were in the process of getting the plan to adoption.

The Town Clerk explained that the Neighbourhood plan had just completed the regulation 14 consultation and comments received from that consultation had been considered and where appropriate the Neighbourhood plan had been amended. The next stage is to submit the Neighbourhood Plan to Wiltshire Council who would publicise the plan for an eight-week period, Regulation 16. Wiltshire will then appoint an appropriately qualified and experienced person, an 'independent examiner' who will study the plan ensuring that it meets the basic conditions. Any recommendations made by the Independent Examiner will be incorporated into the plan by Wiltshire and publicised. When satisfied the Independent Examiner will recommend that the plan proceeds to the referendum stage.

The Town Clerk advised that it was hoped the referendum could coincide with the May 2021 elections, however advice from the Link Officer was that it was doubtful and the referendum on the Neighbourhood Plan would take place at a date to be agreed following the May elections.

Council was reminded that once made that the Neighbourhood Plan would go into an immediate review and that the process should begin almost immediately. However, until such time as the plan is made, following a successful referendum no grant funding for this process would be available. The Neighbourhood Plan Steering group had made a recommendation that both the Town Council and the Parish Council ear mark £5000.00 each for the review process.

It was proposed by Councillor Westbrook, seconded by Councillor Aves, and

UNANIMOUSLY RESOLVED to allocate £5000.00 from the Neighbourhood Plan budget.

Councillor Watts reported that it had been a long process, some seven and a half years in the making and thanked Place Studios for helping the Steering Group produce such a good document.

Councillor Westbrook advised council that getting to regulation 16 would protect the Neighbourhood Plan Area from any lack of a five-year housing land supply. Councillor Wiltshire fully supported the Neighbourhood Plan.

It was proposed by the Town Mayor, Councillor Aves, seconded by Councillor Westbrook and

UNANIMOUSLY RESOLVED to approve the Neighbourhood Plan for submission to Wiltshire Council to Regulation 16.

118/20 Draft Neighbourhood Plan - Regulation 16

Dealt with previously under Item 117/20

119/20 Statement of Community Involvement

The statement of Community Involvement was noted.

120/20 Basic Conditions Statement

The Basic Conditions Statement was noted.

121/20 12 October 2020 - Major Projects Meeting Notes

The Town Clerk confirmed all councillors had been invited to an informal meeting held on 12th October 2020 to discuss priorities on major projects. Notes of the informal meeting were received and accepted by Council. Identified projects as circulated were:

- CCTV
- Play Areas
- Bath Road Toilets
- Church Street Toilets
- King George V Maintenance Shed
- Cricketers' Café
- The Town Hall
- The Assembly Hall
- Eastern Melksham Community Centre

Councillor Westbrook stated it was positive to see a clear definition of the projects the Council would be working on in the next 12 months. Councillor Watts confirmed a Major Projects Working Group had been set up to discuss the projects listed.

The Town Clerk confirmed a proposal to use the combined SIL and Solar Farm monies to support improvements to Primrose/Dorset Crescent and the Riverside Play Areas.

Bath Road and Church Street Toilets

Councillor Hubbard questioned whether Bath Road toilets are still on the Agenda as council had previously resolved to set aside funding to either refurbish or build new toilets elsewhere. Councillor Watts stated toilets were required to serve King George V playing field and these discussions will need to take place by the Working Group for recommendations to Council.

Councillor Westbrook stated that indicative costs for the Bath Road toilets are £100,000. Councillor Sankey suggested giving local builders the opportunity to tender for the works to improve the toilets which should cost around £25,000.

Councillor Hubbard requested the following:

1. find the original costing paperwork and,
2. ask a local contractor to cost the project to have an accurate understanding of what the job will cost to complete.

The Town Clerk suggested approaching a builder for an indicative quote initially, from which a tender specification could be drawn up but advised that the builder who provided the initial works schedule would be excluded from tendering for the work.

Cricketers' Café

The Town Clerk confirmed the expressions of interest had been advertised and currently three responses had been received. Councillors Sankey suggested using a staff member to run the café. The Town Clerk confirmed she had requested a bid from the staff member last year without response.

King George V Maintenance Shed

Councillor Aves stated the architect recommended not using a shipping container due to higher cost and the size would be too small for current and proposed equipment. Councillor Westbrook confirmed size of doors, limited manoeuvrability and planning requirements made a permanent building a better option. Councillor Westbrook confirmed a fact-finding trip was booked to Hillworth Park in Devizes and asked Councillor Sankey to organise one to the shipping container site in Chippenham for comparison. Councillor Sankey stated the Chippenham site was a private site and an alternative could be to visit Trowbridge Council's shipping container site. Councillor Sankey suggested the King George V compound could house four shipping containers one on each corner. The compound could be fenced, be amended over the years, was flexible and ties-in with the Council's environmental policy.

Primrose/Dorset and Riverside Play Areas – use of CIL, Solar Farm Monies

The Town Clerk confirmed a previous suggestion to use SIL and Solar Farm combined monies to improve Primrose, Dorset and Riverside play areas.

It was Proposed Councillor Westbrook, seconded Councillor Illman and

UNANIMOUSLY RESOLVED: to use the combined SIL and Solar Farm monies to improve the play areas at Primrose, Dorset and Riverside.

CCTV Pavilion – KGV

Councillor Sankey suggested increasing the current CCTV system at in the Pavilion to include the Park, the toilets and the Skate Park areas to build the existing system. Councillor Welch stated the Adventure Centre system already overlooks the Skate Board Park which may also be utilised.

Meeting Closed at: 8.00 pm

Signed:

Dated:

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Public Document Pack

Melksham Town Council

Minutes of the Full Council meeting held on Monday 21st December 2020

PRESENT: Councillor P Aves (Town Mayor)
Councillor G Mitcham (Deputy Town Mayor)
Councillor S Brown
Councillor J Hubbard
Councillor M Sankey
Councillor T Welch
Councillor A Westbrook
Councillor R Wiltshire

ALSO IN ATTENDANCE Councillor P Alford, Unitary Councillor
Gary Cooke

OFFICERS:	Linda Roberts	Town Clerk
	David McKnight	Economic Development Manager
	Hugh Davies	Facilities Manager
	Christine Hunter	Committee Clerk
	Mel Rolph	Finance and Admin Clerk

PUBLIC PARTICIPATION: One members of the press was present.

145/20 Apologies

Apologies for absence were received from Councillors Fiorelli, Iles, Illman, Pain and Watts.

146/20 Declarations of Interest

There were no declarations of interest.

147/20 Leisure Proposal - Christie Miller Leisure Proposal

The Town Mayor, Councillor Aves welcomed Mr Gary Cooke of Boomerang UK to the meeting and confirmed that members are requested to consider the Town Council's view and decide whether to support the proposals in principal. Members are reminded that it should not be to the exclusion of other bids but the very least the site should be retained as an employment site.

Mr Cooke gave an overview of his current connections to Melksham, his years as a resident and local businessman.

Mr Cooke confirmed he and other business colleagues want to develop the Christie Miller site. The drawings of the proposal were shared with those present at the meeting. Mr Cooke advised there are two stages to the development; Phase One is the proposed development of new businesses on the site including extreme boomerang, Marshall Arts, indoor football arena, picnic area and indoor bowls centre. This development involves relocating the household recycling centre. The proposed leisure complex could provide between 250 and 300 new jobs, will attract new visitors to the town, provide unrivalled leisure facilities and use the land for employment rather than new housing. Bids are due tomorrow 22 December 2020 and the outcome will be known by mid- February 2021, if successful they are looking to start development in 2022.

Phase Two will be a housing development on the adjacent site to Phase One.

Councillor Westbrook reported on the Pre-Application planning meeting where the short and long term proposals for the site were discussed stating those present were excited by the proposals. Councillor Westbrook stated the request was for the Town Council to provide a statement showing support of the area being used for development as an employment site rather than a housing site. Melksham Without Parish Council has provided a statement in principal for support. The Town Clerk reminded members that:

- the site is outside of Melksham Town.
- the Town Council are invited to give views and should consider designations for the site laid out in the Wiltshire Council Core Strategy which stated it should be considered as employment land, it is likely this status remains in the Local Plan
- that there may be other bids to be considered

Councillor Hubbard proposed the Council welcome the development of the Christie Miller site for leisure or commercial use with no more residential development in the Bowerhill area.

It was proposed by Councillor Hubbard, seconded by Councillor Westbrook and

UNANIMOUSLY RESOLVED: that the Town Clerk would provide a statement to Mr Cooke by tomorrow confirming the Council in principal support for the development of the Christie Miller site, for leisure or commercial use but the council would not support any further development of the Bowerhill area.

148/20 Minutes

The minutes of 16 November 2020 Full Council Meeting were reviewed. Councillor Wiltshire asked for confirmation that Motion Two was fully covered in

the minutes, the Town Clerk confirmed it was included. Councillor Wiltshire stated that Melksham News did not cover the meeting on 16 November 2020, the Town Clerk confirmed it was not appropriate to ask for an explanation from Melksham News when agreeing the minutes of previous meetings.

Councillor Hubbard queried – Motion 2, Page 15 Paragraph 3. The minute wording stated debate took place and Councillor Pain was asked to leave the meeting. Councillor Hubbard’s understanding was the discussion on Motion 2 took place after Councillor Pain was asked to be removed from the meeting. Councillor Hubbard proposed an amendment to the meeting as Councillor Pain was not present during the debate.

Councillor Sankey did not approve of the wording “Fell” used for the vote for excluding Councillor Pain. Councillor Hubbard suggested the Committee Clerk review the recording of the meeting on 16 November 2020 and come back to the next meeting with amendments to the minutes.

All other aspects of the minutes were approved as a correct record. The amended minutes would be re-submitted to the next Full Council meeting on 18 January 2021.

149/20 2021-2022 Draft Budget

The Town Clerk confirmed her subsequent paper showing the shortfall in the 2021-2022 budget and highlighting a way of overcoming the shortfall, she asked for Councillor’s view of any increase or not in the budget or confirmation that the current budget is acceptable.

Councillor Welch asked for clarification on the shortfall in solar monies, the Town Clerk confirmed more monies had gone to MWPC but she had no response from the solar company to her query.

Councillor Hubbard asked:

1. if the current budget showed the inclusion of the additional request for £10,000 for CCTV. The Town Clerk confirmed the £10,000 was not included in the current budget.
2. Could the £45,000 precept support fund be used to offset the potential budget deficit. The Town Clerk confirmed the £45,000 was set up to support this year’s precept which could be carried forward as an earmarked Precept Reserve.
3. Solar Monies –if the solar monies are less this year will this have an implication for next year’s budget? - are we making a similar assumption on the level of income? and, secondly, as the monies received this year is less will this impact on our ability to balance this year’s budget and our ability to support next year’s budget.

The Town Clerk confirmed assurance has been received that more monies would come to the town council following the recent Government review but did not know how much.

Councillor Sankey stated residents should not be expected to accept annual precept increases and should be consulted on where Council Tax monies should be spent.

The Town Clerk confirmed:

- no response had been received from Councillors asking for suggested areas of consultation with the public.
- it was the Council's budget not the officer's budget.
- following a lengthy meeting with the Accountant the budget has been reduced where possible.
- the deficit caused by the lack of income from the Assembly Hall and the fact that there will be a balanced budget outturn at the year-end without the necessity to use the precept support fund is remarkable in the current circumstances.

Councillor Westbrook stated she could not understand how the solar farm income show such a large reduction despite the new houses being built. Councillor Westbrook stated every community resource has reduced income because of the impact of the Coronavirus, and a rates rise is essential if we are to balance the budget. The alternative would be for Councillors to tell the Officers what services or staffing they want cut. The Town Clerk has worked extremely hard to reduce the rise to 9%.

Councillor Wiltshire asked why in this current year our salary costs have gone up compared with the previous year by £58,000 and does this include the locum costs.

The Town Clerk confirmed this was covered by the Staffing Review previously agreed by Council which covered new posts and did include the locum costs which have been absorbed in this year's budget as we did not have a Committee Clerk and an Amenities Manager.

Councillor Hubbard asked for confirmation whether the £269,000 staffing costs figure for 2022-2021 include any new posts for next year. The Town Clerk confirmed this was for the current staffing levels; the amount in next year's budget will not include any new posts, nor locum costs but did include normal HR fees.

Councillors discussed consulting with the public to obtain greater understanding of areas of spending to be supported. Councillor Wiltshire stated we could save monies on toilets. Councillor Hubbard confirmed the Council had already committed to spending £30,000 opening Bath Road and Church Street toilets. Funding for public toilets has already been cut in next year's budget. If Council decides not to re-open the toilets, funding could be reduced further but this will mean reversing the previous decision of council.

Councillor Brown stated the Council should ask the people of Melksham where they wanted their funding spent and possibly, the council could look at reducing the grant funding budget. Councillor Hubbard stated the Council get fantastic support from volunteer groups without which the Council would be spending considerably more to provide these services, adding that he would not support a cut in the grant funding budget.

Councillor Hubbard stated we need to set the budget by 28 January 2021. Whilst he supported the suggestion to hold the consultation, in reality having a full consultation and setting the budget by 28 January 2021 would not be achievable. Councillor Hubbard suggested the newly elected Council after May 2021 could organise a public consultation with residents to identify priorities. Councillor Aves urged all Councillors to think of areas for budget expenditure and suggested Councillors meet after Christmas to discuss further.

The Town Clerk confirmed public consultation on this budget would not include the operational aspect but would cover delivery of other services i.e. CCTV, and to get acknowledgement and support for projects to be delivered. Consulting on the current budget would mean choosing on the services the council currently delivers as the draft budget before Council is largely an operational one.

Councillor Westbrook stated the proposed precept rise was £14 per year for a Band D property and acknowledged residents faced financial difficulties. Capital expenditure has been included for purchasing grounds maintenance equipment but improvements made in the local area have been much appreciated and used by local people. The Facilities Manager confirmed the requested expenditure was to upgrade to more commercial equipment and plan for the future.

Councillor Hubbard asked why there was a significant increase in electricity costs for the Assembly Hall and £8,000 budgeted for marketing. The Town Clerk confirmed she had budgeted relating to the outturn for last year. Marketing costs were for when the Assembly Hall re-opens. The Town Clerk to review these costs with the Facilities Manager. Councillor Hubbard asked as the projected usage of the Assembly Hall is reduced next year, could Council justify budget figures for casual staff or could savings be identified. The Town Clerk confirmed the salaries budget for the Assembly Hall had been reduced to reflect the fact that the apprentice would be leaving on 31 March 2021. With the current pandemic situation it would be wise to leave the appointment of another apprentice until the operation of the Assembly Hall was back up and running. Councillor Aves confirmed there are plans to book events and acts as soon as the Assembly Halls opens. Councillor Welch confirmed staff from the Assembly Halls would be supporting the opening of the Art House Café. The Town Clerk confirmed the Town Team budget funding included £10,000 to support the work and necessary improvements required to open the Art House café as a Community Hub.

The Town Clerk asked Councillors to:

1. Consider the proposed budget and members forward any suggested areas for reductions before the January 2021 budget meeting.
2. If members are thinking about a public consultation, to consider that public expectations are not raised unrealistically about what can be achieved.

.1 Planning Applications

The Town Clerk confirmed the reason planning applications were included in the Agenda was due to responses being required by Wiltshire Council before the next Economic Development and Planning Committee Meeting.

20/09771/FUL 35 Bank Street Melksham SN12 6LE
External Renovation (Roof, Windows, Door, Gutter, Repointing). Change front dormer from pitched to flat roof dormer.
No Objection

20/03358/OUT 2 Coronation Road Melksham SN12 7PE
Outline Planning Permission for a new 3 Bed House
Councillors discussed the amendment and confirmed their response should re-iterate they could not see any change to the existing planning application. Carried Unanimously

RESOLVED: The Town Clerk responds to Wiltshire Town Council confirming the Call-in still stands, highlights the previous objections and states that the Council can see no material change that impacts on the previous decision made.

20/10414/FUL 39 Daisy Close, Melksham, SN12 6FZ
Single storey side extension
No Objection

20/10626/TPO Application for work to top trees
At Land adjacent to 20 King Street Melksham SN12 6HE
T1) Silver Birch - Crown lift to 5M, pruning primary branches back to the main stem.
Low hanging branches are hitting high sided

vehicles from drive of number 20 King Street.

No Objection:

150/20 Economic Development and Planning Committee Meeting 8 December 2020

Members are requested to consider the recommendations from the Economic Development and Planning Committee meeting held on 8th December 2020 for funding requests to be included in next year's budget.

Extract from the Minutes: Movement Working Group

"It was propose by Councillor Hubbard, seconded by Councillor Westbrook and

UNANIMOUSLY RESOLVED: to recommend to full Council that £6,000 is used from the General Reserve for Stage 1 of the project". And further resolved "To request that Council underwrites up to £6,500 for Stage 2 to be included in the 2021-2022 budget".

The Economic Development Manager reminded members that the recommendations contained in the town centre vision report produced by Gerald Millward-Oliver had been approved by Council The Town Clerk confirmed the amount for the movement working group is included in the budget before members.

All Councillors except one agreed to the proposal:

RESOLVED: that £6,000 is used from the General Reserve to fund the first stage of this project and that up to £6,500 be allocated in the 2021-2022 budget for the second stage of the project.

151/20 Shurnhold Fields

Councillor Brown confirmed the funding request from the Shurnhold Fields Working Party for £1,762.50 towards 3 information display boards at a total cost of £3,535.00, advising that the other 50% would be met by Melksham Town Council. Councillor Hubbard suggested a process be produced to ensure more information about a funding requests is available before funding is agreed. Councillor Brown confirmed the remaining funding has already been allocated for associated costs and further projects. Councillor Aves to ask Councillor Carter of Melksham Without Parish Council how he arrived at the figure of £5,000 for the overall funding request.

It was proposed Councillor Hubbard, seconded Councillor Westbrook and

RESOLVED: that the Council agrees the sum of £1,762.50 to be used from the General Reserves to jointly fund the purchase of 3 information boards for Shurnhold Fields.

152/20 Election of Chair to Environment and Climate Working Group

Councillor Westbrook confirmed that Councillor Watts was no longer able to chair the Environmental Working Group, however, it was unlikely the Group would meet before the May 2021 elections. Councillor Westbrook proposed deferring this item until after the May Elections.

It was proposed by Councillor Westbrook, seconded by Councillor Hubbard and

UNANIMOUSLY RESOLVED: to appoint a chair to the Environmental and Climate Working Group at its first meeting in the Municipal Year.

153/20 Market Place - Events and Markets

The Economic Development Manager confirmed the request came from Councillor Fiorelli to support more use of the market place. The report produced by the Economic Development Manager showed the requirement to purchase more robust gazebos, and included increased staffing costs to erect and dismantle the gazebos usually in the evenings and weekends. The report includes an early draft of the type of markets that could be held, including night and food markets. The initial cost of £10,000 was suggested by Councillor Fiorelli, but the report recommended starting with a smaller investment for purchasing 3 gazebo frames being written down every 180 uses, with canopies and side wall sets being written down every 100 uses. The current cost for write down would be approximately £5 + VAT per use to be covered by the market traders. The Economic Development Manager confirmed the request for budget today would be approximately £4,000 on gazebos and £1,500 on promotion. Councillor Hubbard stated staff time would need to be taken into account when charging for gazebos. Councillor Westbrook suggested starting with fewer markets initially and if a food market is included rents charged would be higher. Councillor Westbrook proposed putting £5,500 into the 2021-2022 budget to move the way forward and include looking at income streams from the markets. The Amenities Manager confirmed he was looking at flexibility within the team to cover increased markets and should be able to cover the need.

The Economic Development Manager confirmed the cost of participating in the market would be pitch fee plus the cost of hiring the gazebo. Income from different markets would be varied depending on the goods being sold. Fees could be decided at the Economic Development & Planning meeting and bring results back to the Full Council. Councillor Wiltshire congratulated the Economic & Development Manager on suggesting improvements to the town. Councillor Hubbard suggested amending Councillor Westbrook's proposal to include the £4,000 for the gazebo purchase in the budget but not the £1,500 on promotion.

The Town Clerk advised that a sinking fund should also be commenced on purchase of the Gazebos so they could be replaced at the appropriate time in the future. Councillor Wiltshire suggested having music at market events. The effect of increased markets on local businesses was discussed.

It was proposed by Councillor Westbrook, seconded by Councillor Hubbard and

RESOLVED that the £4,000 capital cost be included in the budget with a request for a costed plan showing a full breakdown of projected income and expenditure for a 12-month period.

154/20 Items for Information

.1 A350 By-pass Consultation

Councillor Aves confirmed the Town Council's response to the consultation needs to be received at Wiltshire Council by 17 January 2021. The Town Clerk advised this would be included in the emerging Local Plan Review, the review of the Neighbourhood Plan and the Movement Working Group with better pedestrian access into the town. Councillor Sankey stated we should support the view of the majority of the residents. Councillor Hubbard stated the consultation will only look at a response over a wider area. Councillor Hubbard favoured an Eastern route but was very concerned this could end up being part of the existing Eastern Way which runs through a residential area of the town and not designed for the heavy traffic of a by-pass. Incorporating this road would mean nearly all the children would have to cross the by-pass to access school daily. Councillor Hubbard suggested proposed agreement to an eastern route but specifying that the existing Eastern Way should not be incorporated which would mean children having to cross the by-pass when going to school.

The Town Clerk would respond to Wiltshire Council, highlighting the preferred eastern route and would list the Council's concerns and would refer that the consultation results and work on the preferred route should be done in partnership with the Neighbourhood Plan review, the Local Plan Review and the Movement Working Group to ensure the most advantageous outcome for the Melksham Community.

155/20 2021 Census Information Leaflet and Census Councillors Handbook

The information was noted. The Town Clerk requested that Councillors remind residents within their wards to get involved in the Census.

156/20 Local Plan Review

The Town Clerk confirmed this is for information and the link to Wiltshire Council is attached. Councillor Hubbard confirmed there is a live consultation event taking place on 28 January 2021 which specifically deals with the Melksham area. Councillors wishing to attend need to book their place on the Wiltshire Council Website via the link on the Agenda.

157/20 Motion 1 - Facebook

Councillor Aves read Councillor Wiltshire's Motion. Councillor Wiltshire added that he was concerned by the use of social media regarding online child abuse and grooming, that it was a serious problem and their use of encryption was preventing law enforcement agencies taking action against offenders.

Councillor Westbrook stated the principle behind the proposed Motion is correct but the Council should not individually stop using social media. The Council should contact the Society of Local Council Clerks to seek support for the motion nationally from other councils. Whilst supporting the idea Councillor Westbrook would not want the Town Council to stop using Social Media as it is an invaluable tool in communicating with residents.

Councillor Mitcham added that Social Media is essential for publicity of events etc. in Melksham. Councillor Sankey confirmed there was an important principle at stake and the Council should be seen to take this on board.

Councillor Hubbard suggested an amendment to the Motion and added that this Council should make a submission to the National Association of Local Councils (NALC), and requested that the Town Clerk to investigate taking a motion to an appropriate NALC conference asking for a national response highlighting this issue on social media. Councillor Hubbard further requested that the Unitary Councillors make a request to Wiltshire Council to take the motion to the Local Government Association (LGA).

The Town Clerk confirmed she would contact the Chief Executive and Chairman of NALC to establish whether similar requests had been made by other councils.

It was proposed by Councillor Hubbard, seconded Councillor Aves and

RESOLVED that this Council instructs the Town Clerk to write to NALC requesting that a Motion is taken to their AGM and conference, calling on social media providers to offer better protection to children and young people from being exploited from criminal use of social media platforms, and the challenges faced by law enforcement agencies as a result of encryption. Council further

requests that members of Wiltshire Council representing the town request that Wiltshire Council make a similar request of the Local Government Association.

158/20 Date and time of next meeting

18 January 2021 via Zoom at 7.00 pm.

Meeting Closed at: 9.30 pm

Signed:

Dated:

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MELKSHAM TOWN COUNCIL

FULL COUNCIL MEETING

18 JANUARY 2021

Report: MARKET PLACE MARKETS

1 BACKGROUND

- 1.1 Melksham's lovely Market Place is under-utilised. In short, it is a market-place in a Market Town, without many markets.
- 1.2 Following the Full Council meeting on 21 December, the Economic Development Manager has been asked to budget market events for Council's consideration.
- 1.3 Town Centre events will bring the public into the centre of the town, amongst the shops, bars and restaurants, encouraging engagement and spend. Anecdotally, some traders have confirmed to the Melksham Makers' Market organisers that this is the case when the Melksham Makers' Market is held.
- 1.4 When COVID-19 movement and activity restrictions are lifted, we need to make sure our visitors and residents return to the town centre for shopping and leisure. A new and different retail offer would help ensure this happens.

2 PROPOSAL

- 2.1 The report on this subject on 21 December 2020, proposed the concept of a series of specialist weekend market events in the Market Place.
- 2.2 We anticipated support for the proposal because the specialist Melksham Makers' Market does so well and because, anecdotally, of the criticisms made regarding the poor quality of charter market offer currently (too small, not enough traders/variety); also the lack of use of the Market Place.
- 2.3 We will continue our work to support the predominantly fledgling micro-businesses of the Melksham Makers' Market in 2021, in the same way as we have done so successfully in the last two seasons. The Makers' Market is now entering its third year in the town. Relations with the Melksham Makers' Market organisers are excellent.
- 2.4 We propose a budget for a series of specialist weekend market events encompassing (suggestions at this stage) Artisan Food and Drink Markets, Plant and Garden Markets and Brocantes, plus regular evening food markets – all to integrate with the popular Melksham Makers' Market in the calendar.

3 DETAILED RECOMMENDATIONS

- 3.1 The optimum time to begin this enlarged market programme will depend on the development of the COVID-19 pandemic and the lifting of retail restrictions. The finances have been prepared on the basis of a 12 month season.
- 3.2 Trading pitch fees will be set by this Council's Economic Development and Finance Committee, according to a number of factors – size of pitch, local and regional market forces for markets of that type, whether a business attracts a support subsidy (e.g. for new and/or fledgling businesses), and the fees charged by Wiltshire Council for their charter market, plus additional Wiltshire Council market intel.
- 3.3 The cost of the MTC-owned gazebos will be written down over 10 seasons with an increasing allowance for repairs and renewals as the structures become older.
- 3.4 All parts of the gazebos are available and the product is fully repairable.
- 3.5 Key to a long service life of these heavy-duty gazebos is insisting that gazebo erection and break down is down by our trained in-house team and not third parties. This should also apply to third party hire enquiries.
- 3.6 At this stage, up to 9 month/yr operation is envisaged with potential for a Christmas Market to be discussed.
- 3.7 For ease of finding information (by traders and the public), a dedicated facebook page is envisaged and a dedicated web page. These can be built and managed entirely in-house.
- 3.8 The staff team will integrate this work into their current schedules. The costs of the MTC Amenities Team is built into this budget at the rate recommended by the Amenities Manager. This to include travel costs.
- 3.9 In preparing this budget, advice from the Wiltshire Council Markets Manager was sought and headline pitch fees are based on that advice. The current 3m x 3m pitch fee for the Wiltshire Council Tuesday Charter Market is £16.50.
- 3.10 I am advised by Wiltshire Council that market pitch fees do not attract VAT.

4 RESOURCES

- 4.1 The Council's Amenities Team will be approached to facilitate the events, putting up stalls and dismantling afterwards. Gazebo storage will need to be in the new KGV Maintenance Shed in the medium term.
- 4.2 A 'Melksham Standard' of gazebos, well weighted down and suitable for use in inclement weather, will be necessary, built up over a number of seasons – should this proposal be supported.
- 4.3 As a start, a purchase budget of £4000 for new heavy duty gazebos for the 2021 season is recommended.
- 4.4 A series of market rules will be required for the Melksham Town Council-organised markets. For ease of management and fairness, these rules should mimic as closely as possible the existing rules for the Melksham Makers' Market, which work well.
- 4.5 The Melksham Town Council Economic and Community Development team will need to take ownership of the promotion and operation of the markets it manages as well as the recruitment of traders.
- 4.6 The cost of the gazebos purchased will need to be written off over a 10 year time period.

5 RISKS

- 5.1 If the market traders use their own gazebos/stalls, the risk is that some will be too lightweight for our windy market place, and blow away in quite modest wind speed conditions. As such there will need to be a further restriction on operating conditions for the markets (basis: wind speed) and more markets cancelled as a result, causing

visitor/resident disappointment and the development of an 'unreliable' reputation. The proposal to gradually build up a stock of heavy-duty gazebos and weights will minimise the impact of adverse weather cancellations on market events.

- 5.2 There is a risk that traders will be hard to recruit. It needs to be accepted that these markets will take a while to build. The growth in demand for the Melksham Makers' Market in 2020 illustrates this. The Economic Development Manager has experience of recruiting and working with market traders.
- 5.3 Local traders may complain about markets competition. The Town Council team will make the first offer of market pitches to relevant local traders so they have the first opportunity to participate. The message will be reinforced that the market will grow the overall numbers of customers in the town and that the increased footfall will increase business for everyone. Of course, local businesses will have to work to compete but the Town Council team will advise them how to do this.
- 5.4 There is a risk that the Town Council will be unable to recruit sufficient Amenity Team staff to stage the markets. In such circumstances, the Council would need to transfer the operation of the market(s) to a third party or not stage it/them at all. Such an option is fraught with danger because the Council would lose direct control of its priorities - giving preference to local businesses, high quality market appearance, ability to withstand all but the worst weather conditions, high standard of customer care.
- 5.5 Litter – market traders will be required to remove their own litter from the site after a market. This arrangement works well with the Melksham Makers' Market and the Charter market, without causing a problem.

6 BUDGET

- 6.1 The budget has been built around several key parameters: pitch fee, additional space in front of the pitch, partial pitch extension [i.e. 1.25, 1.5 pitches etc].
- 6.2 Budgetary consideration has been given in terms of **INCOME**, as follows:
 - 6.2.1 developing the market reputation [assumes increasing pitch occupancy levels until year 4 of operation, when its 100%]
 - 6.2.2 a tapering-off discount on pitch fees for traders until year 4 of operation
 - 6.2.3 a 1.5% annual inflationary increase in pitch fees each year
- 6.3 in terms of the **EXPENDITURE**:
 - 6.3.1 the Amenities Team costs have been included at the rate recommended by the Amenities Manager, on a cost neutral basis, in the expectation that project surpluses will go into the Council's budget after an allowance for a sinking fund is made. A 4% inflationary increase in these costs each year has been included.
 - 6.3.2 An advertising budget has been included, for 9 months each year.
 - 6.3.3 A repairs and renewals fund is included on a tapering up basis as the gazebo structures become older.
- 6.4 Cash surpluses are swept into a sinking fund in order to play for renewals. Over a 10 year period, the monies in this sinking fund will be in excess of renewal costs. This allows flexibility to be able to respond to make market interventions on pitch fees for example, as necessary – either across the board or on a case by case basis – e.g. to support local traders to take part where there is a potential clash with the market and their high street operations, to support newly establishing microbusinesses, to incentivise potential new market participants.
- 6.5 Having considered the matter, it is recommended that a fixed fee for the market is charged, irrespective of whether a gazebo is used or not. This is the way the Melksham Makers' Market successfully operates. Otherwise, to have 2 tier rates, with

and without gazebo, would make it difficult to add sufficient monies to the sinking fund. The significant benefits of gazebos are twofold – it will make it much more likely the markets can go ahead in borderline weather conditions, and it will encourage new traders to participate. Both factors will add positively to the finances of the markets operation.

- 6.6 It is suggested that charity stalls should not be encouraged because it is likely they will detract from the overall theme of the market. If they do participate, it is recommended that full market fees should be paid.
- 6.7 Budget summary is available in APPENDIX 1. The Economic Development Manager is developing an interactive spreadsheet to make it easier to scenario play – ‘What ifs’ – if you like, and bring it to the meeting.

7 RECOMMENDATIONS

- 7.1 That this report is noted.
- 7.2 That a figure of £4000 is approved for the 2021/22 budget to buy gazebos for the new markets programme.
- 7.3 That the Economic and Community Development Team are asked to develop this project.
- 7.4 That this markets/events programme reports into the Economic Development and Planning Committee who also set traders fees, and other market parameters with reports copied to Community Development Committee.

8 CONTACT

David McKnight

Economic Development Manager

david.mcknight@melksham-tc.gov.uk

07759 284 266

Report: MARKET PLACE MARKETS

APPENDIX 1

Draft Budget Headlines, 27 markets/yr

Income range: Yr 1 - Yr 10

10 year income profile:	Yr 1	->	Yr10
Utilisation / occupancy %	60%	->	100%
Annual pitch fee inflationary increment	0.0%	->	1.5%
Pitch Fees / £ at 100% pitch occupancy and full fees chargeable	6000	->	6859
Gazebo Hire /£ (when not bundled in with pitch fees)	320	->	320
Additional pitch width sold / £	1344	->	1344
Additional pitch frontage sold / £	360	->	360
TOTAL / £	4814	->	8833
Pitch fees discount to establish markets programme	15%	->	0
TOTAL / £	4092	->	8833
10 YR PROJECTED TOTAL = £76692			

Expenditure range: Yr 1 – Yr 10

10 year expenditure profile:	Yr 1	->	Yr 10
No of markets	27	->	27
Amenities team costs / market	100	->	144
Amenities team costs /yr	2700	->	3888
MIN advertising costs / advert	285	->	205
Annual advertising costs - 9 months yr	2565	->	1845
Repairs and renewals	0	->	500
TOTAL / £	5677	->	6609

10 YR PROJECTED TOTAL = £61741

Sinking Fund / £

Sinking Fund	Yr1	Yr2	Yr3	Yr4	Yr5	Yr6	Yr7	Yr 8	Yr9	Yr 10
Income – expenditure / £ by year	-1585	-627	587	2665	2554	2494	2336	2229	2024	2274
Cumulative / £	-1585	-2212	-1625	1040	3594	6088	8424	10653	12677	14951
10 YR PROJECTED TOTAL = £14951										

The 10 yr projected sinking fund total is sufficient to replace all gazebos, even after allowing for cost inflation. [Generously, in terms of the budget calculation, it is assumed that the cost of the gazebos will double in 10 years].

The sinking fund for the operation is predicted to be in positive territory by year 3, and remain so for the remainder of the 10 year term.

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Melksham Town Council

Minutes of the HR Sub-Committee meeting held on Wednesday 16th December 2020

PRESENT: Councillor P Aves (Chair)
Councillor G Mitcham (Vice-Chair)
Councillor V Fiorelli
Councillor T Watts
Councillor A Westbrook

**ALSO IN
ATTENDANCE** Councillor C Jeffries
Councillor T Welch
Councillor R Wiltshire

OFFICERS: Linda Roberts Town Clerk
Christine Hunter Committee Clerk

PUBLIC PARTICIPATION: No members of the public were present.

7/19 Apologies

No apologies for absence were received at the meeting.

8/19 Declarations of Interest

There were no declarations of interest.

9/19 Minutes

The minutes of 18 November 2020 having previously been circulated, were approved as a correct record and will be signed by Councillor Aves at a later date.

10/19 Confidential Session

It was proposed by Councillor Aves, seconded by Councillor Watts and

UNANIMOUSLY RESOLVED that in view of the Confidential nature of the information to be discussed, concerning staffing matters, that the press and public were instructed to withdraw.

10.1/19 Staffing - Verbal Updates

Councillor Fiorelli confirmed the Appeals Panel Meeting had taken place on 4th December 2020.

It was proposed by the Town Mayor, Councillor Aves, seconded by Councillor Watts and

RESOLVED: to accept the Appeal Panel decision and the Town Clerk was delegated to liaise with Ellis Whittham regarding the necessary paperwork and to monitor the situation, reporting to the Committee where appropriate.

11/19 Date and Time of Next Meeting

13 January 2021 at 7.00 pm via Zoom

Meeting Closed at: 7.15 pm

Signed:

Dated:

Public Document Pack

Melksham Town Council

Minutes of the HR Sub-Committee meeting held on Wednesday 18th November 2020

PRESENT: Councillor P Aves (Chair)
Councillor G Mitcham (Vice-Chair)
Councillor V Fiorelli
Councillor A Westbrook

**ALSO IN
ATTENDANCE** Councillor J Hubbard
Councillor C Jeffries

OFFICERS: Linda Roberts Town Clerk
Christine Hunter Committee Clerk

PUBLIC PARTICIPATION: No members of the public were present.

75/19 Apologies

Apologies for absence were received from Councillor Watts

76/19 Declarations of Interest

There were no declarations of interest.

77/19 Minutes

The minutes of 28 October 2020 having previously been circulated, were approved as a correct record were agreed to be signed by the Chair, Councillor Aves at a later date.

78/19 Confidential Session

It was proposed by Councillor Aves, seconded by Councillor Westbrook and

UNANIMOUSLY RESOLVED that in view of the Confidential nature of the information to be discussed, concerning staffing matters, that the press and public were instructed to withdraw.

79/19 Verbal Updates

Verbal Updates:

The Town Clerk confirmed that Occupational Health had received a referral.

The Town Clerk advised that a part-time staff member had request to go full time from January 2021. A full-time role is in the budget. The Town Clerk is checking with H.R. prior to appointing to full time. Councillors Hubbard, Fiorelli and Westbrook fully supported the requesting the appointment be monitored by the Town Clerk.

Proposed, Councillor Fiorelli, seconded by Councillor Westbrook, and

UNANIMOUSLY RESOLVED to employ the staff member full time subject to confirmation from H.R.

Councillor Fiorelli stated the appeals panel would be proceeding with the appeal hearing.

The Town Clerk confirmed the panel would consist of three Councillors, and an independent person to assist members and take notes.

80/19 Quotes for Independent person for Hearing

Staffing Matters

- Members reviewed the quotes for the Independent Person for the Hearing from Ellis Whittam clarifying exactly what services were needed.
- Members asked for clarification of charges which had been made by LGRC and Ellis Whittam from August 2020.

Meeting Closed at: 8.05 pm

Signed:

Dated:

Melksham Town Council

Minutes of the King George V Sub-Committee meeting held on Wednesday 16th December 2020

PRESENT: Councillor A Westbrook (Chair)
Councillor H Illman
Councillor C Jeffries
Councillor T Watts
Councillor P Aves

**ALSO IN
ATTENDANCE** Councillor P Alford

OFFICERS:	Linda Roberts	Town Clerk
	Hugh Davies	Facilities Manager
	Miriam Zaccarelli	Community Development Officer
	Christine Hunter	Committee Clerk

PUBLIC PARTICIPATION: No members of the public and one member of the press were present.

28/20 Apologies

Apologies for absence were received from Councillor Mitcham who asked Councillor Aves to act as his representative.

29/20 Declarations of Interest

There were no declarations of interest.

30/20 Minutes

The minutes of the meeting held on 14 October 2020 having previously been circulated, were approved as a correct record and would be signed by Councillor Westbrook at a later date.

31/20 Splash Pad Operation 2020

The Town Clerk confirmed this Agenda item was included in error.

32/20 Play Areas Update

The Town Clerk reported a pre-contract meeting had been held with Wicksteed the successful contractor. Works to relocate the play equipment from the bottom of the park would commence in the second week in January 2021 and the anticipated completion date would be mid-March 2021.

33/20 Cricketers' Cafe

The Town Clerk confirmed that four expressions of interest had been received by applicants wishing to run the Cricketers café. The Amenities Manager and the Town Clerk will draw up tender documents similar to the play area ones produced for King George V Playing Field. All tenders received will have to include ideas for running the cafe, together with a business plan and these will be brought to this Committee to appoint a successful operator.

The Committee recognised that there would be considerable works required to update the Café to Food Hygiene and Health & Safety standards.

The Town Clerk confirmed that for the first three years the Town Council would receive a small income from the café to be reviewed after 12 months, with a view to potentially taking over running the café after the initial lease expired. Councillor Westbrook suggested the tender documents be produced to go out in January 2021. As the Park was always busy if the successful applicant had a food van that could be on site while renovation works were in progress.

34/20 Cricketer's Cafe Electrical Works

The Town Clerk reported that the electrical works as identified in the recent Buildings Condition Survey for the Cricketers Café have been carried out.

35/20 Date and Time of Next Meeting

13 January 2021 at 7.00 pm.

36/20 For Information Only Update on Sensory Garden Report

Councillor Westbrook stated the report was exceedingly exciting and thanked the Community Development Officer and our Horticulturist, Richard Baulch-Collett for producing such an exceptional report.

Councillor Westbrook asked if the report could be put on the Council's website.

Meeting Closed at: 7.40 pm

Signed:

Dated:

Melksham Town Council

Minutes of the Asset Management Committee meeting held on Monday 14th December 2020

PRESENT: Councillor T Watts (Chair)
Councillor S Brown
Councillor V Fiorelli
Councillor C Jeffries
Councillor G Mitcham
Councillor M Sankey

ALSO IN ATTENDANCE

OFFICERS:	Linda Roberts	Town Clerk
	Christine Hunter	Committee Clerk
	David McKnight	Economic Development Manager
	Hugh Davies	Facilities Manager

PUBLIC PARTICIPATION: No members of the public and 1 member of the press was present.

36/20 Apologies

Apologies for absence were received from Councillors Hubbard, Iles and Aves. Councillor Westbrook substituted for Councillor Aves.

37/20 Declarations of Interest

There were no declarations of interest.

38/20 Minutes

The minutes of 22 October 2020 were approved as an accurate record subject to a correction at minute 78/20 which was headed as Allotments it should have read Sensory Garden. It was agreed that the minutes would be signed as a true record by Councillor Watts at a later date.

39/20 Appointment of Chair to the Climate/Environment Working Group

Councillor Watts confirmed he would not be standing in next year's Elections. Following discussion it was agreed to put this item on the Agenda of the Council Meeting on 21 December 2020.

40/20 Maintenance Shed at King George V Park

The Town Clerk reported on a meeting with the Architect, the Quantity Surveyor and the Project Manager (MEA) to discuss the Council decision to proceed. More detailed plans are being drawn up. The Architect advised it would not be possible to provide the hard stand compound on the other side of the area, due to the trees and ground conditions. The Architect will provide the Town Clerk with a full briefing explaining why it is not possible. The footprint of the proposed Maintenance building was slightly smaller than the existing disused building to allow tree roots.

MEA suggested importing a container into the building to house facilities, i.e. office, toilets etc. inside the shed. This would save having the building insulated, make the planning regulations process easier and save costs. Hugh Davies confirmed he has previous experience of managing this type of project.

Councillor Brown asked what the implication having the addition of a container was on the budget. The Town Clerk confirmed as the Council could borrow up to a maximum of £200,000, there was some contingency which would accommodate any additional expenses. The Architect and Quantity Surveyor are aware of the exact budget available. The Town Clerk has to submit the application to the Public Works Loan Board for a maximum of £200,000 as resolved by Council. The total amount does not have to be drawn down if not required.

The repayments would be met from savings on the rental of the Bowerhill Depot.

41/20 Assembly Hall Updates

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.1 Assembly Hall Gas Service Report October 2020

The Town Clerk confirmed following a buildings survey carried out earlier in the year the recommendation was that the gas supply is removed leaving only electricity in the building.

The recommendation was to replace the current under-used 2 x 6 burner gas oven with a single 6-plate oven and two hot cupboards. The cost would be £2,600 for the oven and £1,000 for the two hot cupboards that would be sufficient for events that need catering.

Councillor Welch asked for confirmation whether the heating was gas or electric and asked for this to be checked that it was not gas. Councillor Westbrook asked if this would come out of this year's budget and was it already allocated. The Town Clerk confirmed funding was available out of this year's budget which could be rolled over to next year's budget if required. Councillor Welch stated that any new equipment could be transferred to another location if required.

Councillor Sankey suggested waiting to purchase the equipment until we know when we will start using the Assembly Hall again and review this recommendation at that point.

The Town Clerk asked the Committee to agree to delegate to her and the Facilities Manager to decide when to make the expenditure, and roll over any money left in the maintenance budget this year to pay for it. Agreed unanimously.

RESOLVED: that the Town Clerk, working with the facilities manager decides when the equipment should be purchased and that any remaining funding from this year's maintenance budget is to be carried forward to the 2021-2022 maintenance budget.

.2 Building Condition Surveys

The Town Clerk confirmed the attached Buildings Condition Survey Report had been reviewed by the Facilities Manager who had highlighted the some of the priority areas, however, more work needs to be done. Councillor Watts suggested this goes to the Major Projects Group.

The Amenities Manager stated he had not gone through all the report but the total cost to carry out all the works would be £180,000; high risk requirements are £1,200, medium £109,000 low risk is £65,000. Decision on priorities is required.

Councillor Watts stated these are big projects to be considered in the future. The Town Clerk confirmed urgent works have already commenced on the Assembly Hall and Town Hall, as Council agreed. A programme of works will be rolled out by the Amenities Manager once decision has been made.

42/20 Assembly Hall Re-opening

The Town Clerk confirmed the Assembly Hall have been working very hard and have taken bookings for next year and a few for this year.

The Risk Assessment for opening has been carried out and taken to Council and the Assembly Hall team have been praised for how Covid safe they are when events have been carried out. The strict Covid procedure will remain in place and we are watching closely for updated guidance on opening the Assembly Hall for events.

43/20 Town Hall Remedial Works

The Town Clerk confirmed the electrical works have been completed and the refurbishment works are nearing completion.

44/20 Art House Cafe

The Town Clerk confirmed there was another meeting scheduled to discuss ideas of how use and open the Art House Café on 17 December 2020. The Town Clerk confirmed that the Facilities Manager would be attending the meeting.

Councillor Watts asked about lease negotiations. The Town Clerk confirmed both leases have been sent to the Solicitor indicating our preferences and she was awaiting a response. It is highly likely that a professional rent review would be required and dilapidation would need to be addressed.

45/20 Spiritualist Garden

The Economic Development Manager confirmed statements providing proof of continuous and unfettered access to the garden, over the last 20 years is being sought. The Town Council plans for the garden are to allow the town council, it's contractors, and members of the public to continue to use the garden in the same way, but under the Council's ownership.

Providing proof is difficult as the Spiritualist Church Trust are not now functional. A group under the auspices of Melksham Charities that are responsible for the garden now. The Economic Development Manager is looking for local people who have had continuous and unfettered access over the last 20 years plus, to provide written statements to that effect. This was following advice from the Solicitor - if MTC are going to take over the asset we need to ensure that the right of way for the Council, its contractors and members of the public is available to us. The only access to the site is not registered with Land Registry and it is not possible to find ownership of it. The existence of the access as a public right-of-way is not acknowledged on the deeds of the neighbouring properties.

Councillors Fiorelli and Welch reported there are many residents who will be able to confirm they have accessed the garden regularly. Councillor Welch stated this is a graveyard and relatives had gained access to the garden on a regular basis. Councillor Westbrook is aware of families who had collected the key from the Town Hall, and Lorraine McRandle at Melksham Without Parish Council may be

able to help with names, covering the time period when she worked with Melksham Town Council.

46/20 Adopted Telephone Boxes

The Town Clerk confirmed that the Admin Apprentice and Economic Development Officer were working on this. Kits to refurbish the telephone boxes are not free unless a defibrillator is housed in a box. There is a cost of £60 per box and Councillor Fiorelli stated this is a reasonable cost considering the amount of equipment in a kit. Councillor Fiorelli suggested purchasing one kit which should refurbish two boxes.

RESOLVED: the Town Clerk order one phone box refurbishment kit at a cost of £60.

47/20 Wessex Water Refill Unit

The Town Clerk confirmed Jeff Mills has been working on this with Wessex Water and will come back to the Committee when he has a definite response. The water unit will be sited by the side of the building by the Art House café rather than in front. There are issues with having a separate plumber installing the unit and disturbance of the pavers as we do not have ownership of the market place.

48/20 Town Centre Tree Planting

The Town Clerk confirmed that Wiltshire Council are not happy to plant trees in the highway. The Economic Development Manager confirmed this was not put to CATG. Jeff Mills is working on obtaining responses from land owners, and had identified the owner of land near the substation who indicated they would be amenable to being approached about planting trees. The Economic Development Manager suggested given the close proximity to the new development at Avonside, that a discussion should take place with the developer.

Councillor Watts reminded the Committee that the purpose of this was to access government funding to plant trees.

49/20 Residents' Tree Planting Scheme Winter 2020-2021

The Economic and Development Manager reported:

- the residents' tree planting scheme last year was very successful and well received by local people.
- he considered there would be significant interest to repeat the scheme this winter and the proposal has gained approval from Full Council.
- Last year residents from Melksham Without Parish Council (MWPC) asked to join the scheme which could not be supported. This year the scheme

will be jointly run and funded with MWPC to benefit residents of both the Parish and the Town.

- The agreed funding is £1,000 from each council, however it is envisaged that the costs will be less, around £500-£600 each.

50/20 Replacement of Cinematic Equipment for the Assembly Hall.

The Town Clerk confirmed this had been ordered and would be delivered in January 2021. Currently they are using DVDs and the new system allows for a much better surround sound system and for using the latest release films.

51/20 CCTV Working Group Update

The Economic Development Manager confirmed the CCTV Working Group had their first meeting and Councillor Westbrook took the Chair. The Group had established initial priorities in developing recommendations to bring to this Committee. Priorities being to establish the need or otherwise for CCTV in the town. The report that will be presented to this Committee with recommendations, will also include the evidence that wherever possible external funding will be applied for.

The Working Group are hoping the Police will generate the evidential need for CCTV and will be attending future meetings. On the assumption that the evidence base suggests CCTV is required, the second stage is to recommend to the Committee for approval, procuring the services of a specialist in CCTV. Following the CCTV Working Group's brief the specialist will supply a report confirming the specification to set up a CCTV system, which will then be costed. Funds will be researched, tenders produced and the specialist will advise on the results of the tender.

The Working Group suggested that funding for the initial work should be budgeted for in the 2021-2022 budget. Initial estimated cost of a specialist would be about £10,000. Councillor Westbrook had researched the market and the costs varied from a small independent specialist would be £3,000 - £5,000 and £10,000 for larger companies. Councillor Westbrook stated the cost of the full CCTV system could be £50,000 - £100,000, but funding would be facilitated from grants not the Town Council. Councillor Fiorelli stated there is funding available from the Home Office and we could approach the Area Board. Councillor Watts suggested CIL monies could be accessed. Councillor Westbrook stated she had received positive responses from MWTC for using CIL to fund CCTV.

Councillor Sankey suggested speaking to Wiltshire Council about CCTV as he understood the Campus would have a CCTV system and it was envisaged this would link in with the Town Council's CCTV scheme. We should include the Campus in any scheme that is put together for the town.

The Town Clerk confirmed the initial request of £10,000 has been put in the 2021 – 2022 budget. She had spoken to the Parish Clerk and they seemed supportive of using CIL money. The Amenities Manager confirmed he had previously experience of putting in a CCTV system on Coventry and agreed to join the Working Group.

Councillor Watts stated Councillor Westbrook did not want to remain as Chair of the CCTV Working Group. Councillor Westbrook stated she was happy to be Chair but felt it would be more appropriate to have a community person as Chair. The Town Clerk confirmed that a Council Member needed to be chair only for the initial meeting and advised that the Economic Development Manager confirms membership and Chair of the Working Group to Full Council for approval. Councillor Westbrook stated she would remain as chair until the group membership increased then to hand over the Chair to a community member.

52/20 Date and Time of Next Meeting

Next Meeting will be:

25 January 2021 at 7.00 pm via Zoom.

Meeting Closed at: 8.00 pm

Signed:

Dated:

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Melksham Town Council



Town Hall, Melksham, Wiltshire, SN12 6ES

Tel: (01225) 704187

Town Clerk and RFO Linda Roberts BA(Hons) PGCAP, FHEA,
FLSCC

To: MembersExpectedCllrShortRolesRows

Deadline(Pubagenda)

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are invited to attend the **CommitteeName** meeting of the Melksham Town Council. The meeting will be held at the MeetingLocation on **MeetingDateLegal** commencing at **MeetingTime**. A period of public participation will take place in accordance with Standing Order 3(F) prior to the formal opening of the meeting. The Press and Public are welcome to attend this meeting.

Yours sincerely

Mrs L A Roberts BA(Hons), PGCAP, FHEA, FSLCC
Town Clerk and RFO

CommitteeName
Melksham Town Council

MeetingDate
At MeetingTime at the MeetingLocation

Public Participation – To receive questions from members of the public.

In the exercise of Council functions. Members are reminded that the Council has a general duty to consider Crime & Disorder, Health & Safety, Human Rights and the need to conserve biodiversity. The Council also has a duty to tackle discrimination, provide equality of opportunity for all and foster good relations in the course of developing policies and delivery services under the public sector Equality Duty and Equality 2010.

AGENDA

Melksham Town Council

**Minutes of the Chairs Committee meeting held
on Friday 8th January 2021**

PRESENT: Councillor P Aves
Councillor V Fiorelli
Councillor T Welch
Councillor A Westbrook
Councillor G Mitcham
Councillor T Watts

**ALSO IN
ATTENDANCE**

OFFICERS:	Jeff Mills	Locum Assistant
	Patsy Clover	Assistant to the Town Clerk
	Christine Hunter	Committee Clerk

PUBLIC PARTICIPATION: No members of the public were present.

1/21 Zoom Meeting Instructions

2/21 Apologies

An apology was received from The Town Clerk, who requested Jeff Mills to act as her representative.

3/21 Declarations of Interest

There were no declarations of interest.

4/21 Minutes

The Notes of Chairs Committee held on 18 December 2020 having previously been circulated, were approved as a correct record.

5/21 MTC in Lockdown

The Locum Assistant confirmed that Melksham Town Council is in lockdown with officers and Assembly Hall staff working from home. The Amenities Manager is working in the Town Hall with other staff needing approval for working from the Town Hall. An Assembly Hall report had been produced for the Town Clerk to review on Monday 11th January when it will be distributed to Councillors.

The Locum Assistant confirmed that furlough is for 80% of hours but public sector organisations are discouraged from furloughing staff. Offering Melksham Assembly Hall as a vaccination centre was discussed. Redeployment of staff was suggested and staff accept this may happen. The Locum Assistant confirmed Devises and Trowbridge are re-deploying staff to prevent redundancies.

Councillor Westbrook stated cost centres need to be separate and she had spoken to the Town Clerk regarding this. Councillor Fiorelli suggested a review of cost centres was needed. Bringing Accounts in-house was discussed.

The Amenities Manager stated the Maintenance Team are working flexibly as they are essential workers but not accessing the Town Hall. The Assistant Town Clerk confirmed that a post would be put on Social Media confirming Maintenance staff would be working around the town. Councillor Fiorelli suggested staff be given a letter confirming they were essential workers, and the Assistant Town Clerk suggested new staff be given lanyards for identification.

6/21 Budget Update

Councillor Westbrook stated the current budget showed a £140,000 overspend mainly due to lack of income from the Assembly Hall. Councillors are looking at ways of making savings and she is meeting with the Town Clerk next week to go through the budget line by line to make savings. Should the budget not balance an increase of approximately 9% in precept would be needed. Initial indications were that an income stream would commence from April for the Assembly Halls but now that seems unlikely.

Councillor Aves stated Wiltshire Council had funds available to support venues who were affected by Co-vid. The Economic Development Manager had also applied for external funding.

Councillor Fiorelli left the meeting at 10.36.

7/21 Amenities Team Update

The Amenities Manager confirmed he is working well with the team reviewing current practices and introducing new ways of working. Currently he is liaising with Ellis Whittam regarding reviewing contracts to ensure there is one contract rather than the many individual current ones, and are fair to everyone. New contracts should be in place at the start of the new financial year.

Councillor Aves raised her concerns about the amount of rubbish in the skateboard park and asked for confirmation about how the park will be kept clean. The Locum Assistant confirmed litter pickers had been suspended throughout lockdown but a new bin was being delivered. The Amenities Manager

confirmed he is looking at a cleaning schedule as we are responsible for ensuring park maintenance.

8/21 Melksham Town Vandalism

Councillor Mitcham reported on a recently received email confirming vandals had been arrested and were banned from the Town Centre. The individuals are known to the police and is a small group of people.

Councillor Westbrook stated this could be used as evidence to support the introduction of CCTV and should be forwarded to the CCTV Working Group. The Assistant Town Clerk confirmed that the old documentation that proved support for the initial CCTV proposal. Councillor Westbrook confirmed the new Councillor at MWPC had a background in CCTV offered advice and support free of charge, and could work with the Amenities Manager. There is CILS funding we can obtain for from MWPC who were very supportive.

9/21 COMS campaign for new Park equipment

The Park being closed for refurbishing the play area was discussed. Work will commence soon and is expected to be complete in March. Councillor Westbrook stated the public need to know if the parks are closed as they are well used.

The Assistant Town Clerk confirmed work has already started on making people aware and the Admin Apprentice has produced some laminated posters to be displayed. Councillor Westbrook suggested paying for a three-day enhanced social media post at a cost of £12 to make people aware which parks are closed and which are open.

10/21 Police participation at next Full Council Meeting

Councillor Fiorelli suggested inviting the new Police Inspector, Gill Hughes, to the next Full Council meeting to meet Councillors. The Committee Clerk to send an email inviting Inspector Hughes to attend the next Full Council Meeting on 18th January 2021.

11/21 Date and Time of the Next Meeting

12 March 2021 at 10.00 am

Meeting Closed at: 11.15 am

Signed:

Dated:

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