



# Public Document Pack

## Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES  
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Town Clerk and RFO Linda Roberts BA(Hons) PGCAP, FHEA,  
FLSCC

To: Councillor T Watts (Chair)  
Councillor P Aves  
Councillor S Brown  
Councillor V Fiorelli  
Councillor J Hubbard  
Councillor K Iles  
Councillor C Jeffries  
Councillor G Mitcham  
Councillor M Sankey

9 March 2021

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are invited to attend the **Asset Management Committee** meeting of the Melksham Town Council. The meeting will be held at the Via Zoom on **Monday 15th March 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

**Asset Management Committee  
Melksham Town Council**

**Monday 15 March 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**

**Virtual Meeting Access**

Please follow the joining instructions below for the virtual Zoom meeting:

**Join Zoom Meeting**

<https://us02web.zoom.us/j/87991307272?pwd=VmFiWHJlZW1WSEl4WDR5TXJrZFJ3UT09>

**Meeting ID:** 879 9130 7272      **Passcode:** 795784

- 1. Apologies**
- 2. Declarations of Interest**

To receive any Declarations of Interest in respect of items on this agenda as required by the Code of Conduct adopted by the Council.

*Members are reminded that, in accordance with the Council's Code of Conduct, they are required to declare any disclosable pecuniary interest or other registrable interests which have not already been declared in the Council's Register of Interests. Members may however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting, any such disclosable pecuniary interests which they have already declared on the Register, as well as any other registrable or other interests.*

- 3. Minutes (Pages 1 - 8)**

To approve the Minutes of the Asset Management Committee meeting held on 14 December 2020.

**4. CCTV Working Group Update (Pages 9 - 28)**

To receive a CCTV Working Group update report from the Economic Development Manager.

**4.1 CCTV Working Group Notes 7 December 2020 and 12 January 2021 (Pages 29 - 36)**

To receive the Notes of the CCTV Working Group Meetings held on 7 December 2020 and 12 January 2021.

**4.2 CCTV Working Group Terms of Reference and Membership (Pages 37 - 40)**

The Committee to receive and approve the CCTV Working Group Terms of Reference to be forwarded to Full Council meeting on 22 March 2021.

The Committee to receive and approve the CCTV Working Group membership to be forwarded to Full Council meeting on 22 March 2021.

**5. King George V Park Maintenance Shed Update**

To receive a report on the progress of the King George V Maintenance Shed from the Amenities Manager. (To follow)

**6. Water Refill Station Progress Report (Pages 41 - 42)**

To receive a Water Refill Station report from the Locum Administration Assistant.

**7. Phone Boxes Update (Pages 43 - 44)**

To receive an update on the Phone Boxes from the Business Admin Apprentice.

**8. Residents Tree Planting Scheme (Pages 45 - 46)**

To receive and consider the recommendations of the Residents Tree Planting report from the Economic Development Manager.

**9. Date and Time of Next Meeting**

5 May 2021 at 7.00 pm via Zoom

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## 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**

<b>OFFICERS:</b>	Linda Roberts	Town Clerk
	Christine Hunter	Committee Clerk
	David McKnight	Economic Development Manager
	Hugh Davies	Amenities Manager

**PUBLIC PARTICIPATION:** No members of the public or press were 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**

### **.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 Buildings Condition Survey Report had been reviewed by the Facilities Manager who had highlighted the some of the priority areas, however, more work is required. Councillor Watts suggested this is forwarded to the Major Projects Group.

The Amenities Manager stated 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 projects need 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 hard and have bookings for next year and a few for this year.

The Risk Assessment for opening has been 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 updates for guidance on opening the Assembly Hall for events is being monitored.

**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 Business Admin Apprentice is 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 with Councillor Westbrook took as Chair. The Group 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 being 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 £3,000 - £5,000 and £10,000. 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. Obtaining funding from the Home Office, the Area Board and using CIL monies was discussed. 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 about the Campus CCTV system as 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 and agreed to join the Working Group.

Councillor Westbrook did not want to remain as Chair of the CCTV Working Group, was happy to take over initially 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 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**

### **ASSET MANAGEMENT COMMITTEE MEETING**

### **15 MARCH 2021**

#### **Report: CCTV Provision in Melksham and Melksham Without**

#### **PROJECT UPDATE REPORT**

#### **1 BACKGROUND**

- 1.1 For a number of years, there has been ambition in the Melksham area for a high-quality Closed-Circuit TV [CCTV] system in priority areas of the town, and hinterlands, to safeguard local residents, as well as visitors, as they go about their legitimate activities – either business or leisure.
- 1.2 Increasingly the lovely Market Place in the town centre is a focal point for activities, formal and informal gatherings; it is also a transport hub for visitors to the town from outlying areas and further afield.
- 1.3 There is existing CCTV provision in the town centre, developed by a team of volunteers, led by Mr Colin Goodhind. This provision, not currently actively monitored, with its central hub at the Town Hall, needs detailing, mapping and its fitness for purpose assessing.
- 1.4 There is also a second system covering areas of the King George V Park [KGV], with its central hub at the Pavilion in the park. This also needs assessing in terms of fitness for purpose and scope. The future use of the Pavilion is set to change with café facilities being introduced and managed by a third party (yet to be appointed).
- 1.5 There is no major CCTV provision with Melksham Without, although there is some very good quality local provision, notably in the area of Melksham Without Parish Council's offices – a system which was specified, installed, maintained and managed by Melksham provider KAN Connections, with whom Mr Colin Goodhind [see 1.3 above], is associated. We understand that this system is evidential quality and used from time to time by Wiltshire Police.
- 1.6 A CCTV Working Group comprising a broad church of interested parties, has been established, hosted by Melksham Town Council to explore the need for further developing CCTV in the town and within Melksham Without, reporting back and making recommendations to the Melksham Town Council and Melksham Without Parish Council, for discussion and consideration/decision as appropriate.
- 1.7 The Melksham Town Council Economic Development Manager is the lead officer for the Working Group. Councillor Adrienne Westbrook, of Melksham Town Council, is chair.

#### **2 PROJECT REPORT**

- 2.1 This project is easily divided into stages, from project scoping and planning, though to procurement, deployment and operation.

STAGE 1 – Establishing [or otherwise] the need for CCTV In Melksham and Melksham Without. If a need is identified, then establish priority locations.

STAGE 2 – Assessing and scoping the existing provision. Review of existing documentation.

STAGE 3 – Developing a specification across the identified priority locations in Melksham and Melksham Without, which can form the basis of a tender, taking into account existing provision/equipment and its suitability. Decide how the system will be linked / managed / monitored / information stored. Identify potential providers and obtain indicative costs for budgetary and fundraising purposes. Outright purchase and lease options should be explored at this stage; also maintenance / support specifications and annual costs.

STAGE 4 – Raising funds for the system.

STAGE 5 – Procurement and system deployment.

STAGE 6 – Recruiting and training volunteers to monitor / manage the system, as required.

STAGE 7 – Commissioning and commencing operations.

- 2.2 It is anticipated that Stages 1 – 4 will take place in 2021/22 and Stages 5-7 in 2022/23. Subject, of course, to the project passing through Stage 1 successfully, and that need is established. A Gantt chart for the project will be developed once it is apparent that Stage 1 is formally complete.

### **3 STAGE 1 - ESTABLISHING [OR OTHERWISE] THE NEED FOR CCTV IN MELKSHAM AND MELKSHAM WITHOUT. IF A NEED IS IDENTIFIED, THEN ESTABLISH LOCATIONS.**

#### **Progress to date**

- 3.1 Sgt James Twyford of Wiltshire Police has compiled 2 reports and a detailed commentary regarding need for CCTV in Melksham Town and Melksham Without – see APPENDICES 1 and 2. The author and the Working Group are indebted to Sgt James Twyford of Wiltshire Police for his prompt assistance, and professional expertise.
- 3.2 People with local and specialist knowledge on this CCTV Working Group, have also contributed document review and expert commentary.
- 3.3 The Working Group considers that the case for CCTV provision in Melksham Town is proven.
- 3.4 Melksham Without Parish Council has met, taken expert advice from Wiltshire Police, and concluded that there is no requirement currently for CCTV provision in the parish.

### **4 PROGRESSION TO STAGE 2**

- 4.1 The Stage 1 Report will be finally and formally completed shortly after Melksham Without Parish Council has reported, after their meeting on 1 March 2021.
- 4.2 The final, formal Stage 1 sign off by this Working Group will be distributed into the reporting channels when available.
- 4.3 The conclusions of Wiltshire Police and this Working Group are sufficient to warrant the beginning of developing Stage 2 of this project from this point onwards. As Stage 2 consists of a review and scoping of exclusively existing provision and documentation, and that this is almost entirely located in Melksham Town, it appears appropriate that this stage 2 can commence now, subject to this Council's authorisation.
- 4.4 This council, at the meeting of the Full Council on 1 March, resolved that KAN Connections, a local Melksham contractor with knowledge of the CCTV system in the town, should be engaged to assess, specify, scope and report on existing CCTV provision.
- 4.5 It was agreed that a fee of up to £250 + VAT, quoted by KAN Connections for the work in 4.4 above, would be accepted. The budget for this work is within the 2021/22 budget. It was proposed and agreed that this is paid from the general reserve in the current financial year and then the monies paid back to the general reserves from the 2021/22 budget on 1 April 2021. This work is underway.
- 4.6 That, as an information gathering exercise, and following the advice of the Melksham Area Board, the Melksham Campus project team will be contacted to establish the detail of what if any CCTV provision is planned for the campus. Also, to explore any future potential for opportunities for cooperative working on CCTV provision.

### **5 RECOMMENDATIONS**

- 5.1 To note the recommendations of the CCTV Working Group, as approved by Full Council on 1 March 2021.
- 5.2 To note that the Stage 2 of the works, outlined in 4.4 and 4.5, is underway.

### **6 CONTACT**

**David McKnight**

Economic Development Manager

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07759 284 266

**APPENDIX 1**

**WILTSHIRE POLICE – MELKSHAM CCTV REPORT**



## **Introduction**

This Report is provided to support the Geographical and Crime-Trend Data with accompanying Analysis and Recommendation, with a view to helping determine the most effective way forward with any future CCTV installation.

The overarching objective behind this, is to look for ways to reduce Town Centre Crime and Anti-Social Behaviour in areas which suffer the most. CCTV has been shown to have a mild to moderate impact upon both the prevention and detection of Crime and ASB, depending on the effectiveness of its deployment. It is a resource that a vast majority of Wiltshire Towns have access to in varying guises.

The most relevant KPI's for this objective are:

- The Overall rate of Public Space Crime within the Town.
- The Rate of Detection for Crime within the Town, specifically the proportion of investigations which suffer from investigation-terminal evidential difficulties.
- The Level of Anti-Social Behaviour within the Town.

## **Current Situation / Background**

The Charts, Graphs and Maps provided in the accompanying document, demonstrate that the levels of Crime and Anti-Social Behaviour remained roughly stable at around 2600 incidents per year, over a 24-month period covering 2019/2020. They show a clearly defined Hot Spot of incidents which encompasses the following areas:

- King George V Playing Field
- Skate Park
- Bath Road
- Bank Street
- Lowbourne
- Church Street and Church Walk with associating Car Park
- High Street and Stratton's Walk
- Marketplace and Melksham House
- King Street and King Street Car Park

There are two distinctly different types of incident which plague this area. The first is Youth-Related Anti-Social Behaviour, which predominantly afflicts the Playing Field and Skate Park. The second is broader and encompasses Violence, Damage and Alcohol-related ASB across the other areas. There is overlap between the two.



Melksham has a Pubwatch Scheme and a majority of the Town's Pubs are active members. CCTV is fitted in almost all pubs and is currently used to good effect in the Detection of Crime within individual establishments. There are however issues when incidents occur outside; often out of the reach of CCTV, in alleyways or by late night food establishments.

Issues relating to Licensed Premises account for around 20% of the total reporting, leaving 80% of incidents to chance as to whether they will be captured on CCTV or not, whether in part or in full.

Issues within the Town Park generally suffer with poor quality Witness Evidence. There is poor ambient lighting other than within the Skate Park and no natural surveillance from neighbours for the area.

Incidents are most often between teenagers and there is often evidence of alcohol and drug use left behind. If there are witnesses to incidents, they are often unwilling to assist investigations due to mixed loyalties or concern for reprisals.

- *One notable recent success was the Arrest and Charge of five individuals who attacked a handful of Skateboarders who were making good, legitimate use of the Skate Park. This prosecution was made possible thanks to the cooperation of three Witnesses, one of whom supplied a Video Recording they'd made on their phone during the incident. The phone footage was instrumental in clearing up identification issues with the Offending Group.*

Speaking more generally; common issues that Local Officers encounter when investigating crimes include:

- *Generally poor-quality footage in terms of lighting, image resolution and frame rate*
- *Footage being captured from too great a distance to portray an incident accurately*
- *Gaps in footage continuity, resulting in partial incident-capture*
- *Time taken to recover images being too great; meaning loss of evidence through overwriting, or significant Investigatory Milestones being passed before footage is recovered.*

*These issues are commonplace throughout the County, with both Public and Privately-owned CCTV systems.*

The current system also means that it is often the case that Officers arrive to an incident and are either faced with Witnesses who are either unwilling or unable to furnish them with sufficient detail to take further action. This contributes to the fact that 65% of reported crime is closed due to Evidential Difficulties.

## **Options**

There are several available options to resolve the known issues and improve upon the current situation. All of these options are employed within various Wiltshire Towns, based upon individual local requirements. There are full-time, part-time (usually volunteer-led) and passive systems in use.

### **Full Time**

The first option is a full-time, staffed, CCTV System with a Police Radio Terminal. This is only employed within Trowbridge and Swindon at this time, with the Trowbridge system being linked to The Shires Shopping Centre. This is the most expensive, but the most comprehensive solution. It allows Operators to communicate in real time with the Officers on the ground; it permits discreet observation of ongoing incidents and Operators can capture evidence for later use, ensuring its

quality through use of pan/tilt/zoom cameras.

It also mitigates against the pitfalls of Marked Police Vehicles being present at crucial stages. It has often been observed that Offenders will hide or change their appearance as they hear a vehicle approaching. This creates missed opportunities, especially if Officers are arriving at incidents 10 minutes after a report and are left with a 1-mile radius to search.

Additionally, if Offenders are tracked in real-time through an area, it is possible to connect them to scenes they would otherwise not be linked to.

### ***Part Time***

The second option is a part-time, volunteer-led scheme, as used in Devizes, Calne, Warminster / Westbury (jointly), Salisbury, Chippenham and Royal Wootton Bassett. This offers a “best of both worlds” solution, which provides monitored CCTV at Peak Times and a review facility outside of those hours. They have Police Radio Base Stations and appropriate training is given; it provides the above solution on a more cost-effective basis.

The system in Devizes is in a building where Police Officers have 24/7 access to review footage or monitor the system in real time if required. This has been utilised with great success in the past.

### ***Passive***

The third option is an unstaffed CCTV system which is available on a reactive basis. This is the system presently employed in Melksham, Marlborough and Pewsey.

This provides no proactive coverage but is a simpler scheme to operate. The success of these schemes is limited and dependent on the times of day that footage is available for review.

If nothing is changed, the latter is the service Melksham will continue to receive. The coverage is limited in terms of area and quality, which represents a risk of Crimes continuing to go undetected at a similar rate.

From a Policing perspective, a Staffed CCTV Control Room has huge advantages and in addition to the above points, it removes the delay in messages being passed through a Control Room. 24/7 access to both the Live and Recorded Footage, helps to bridge the gap between Full and Part Time run systems still further.

## **Recommendation**

Considering the large cost of staffing a Full-Time system and the relatively small size of the Town; the Recommendation would be for a Volunteer-Led Part Time Monitored System to be implemented.

The Recommendation would also be to allow Police Officers and Staff to be able to access Live and Recorded Footage 24/7. Night-vision in poorly lit areas would be advantageous; or improving ambient lighting where required. The advantages of this system are as follows:

- Volunteers can monitor Live Footage during peak times and events such as Carnival, Party in the Park, Night-Time Economy Hours or Community Events. These events generally have Police Staff dedicated to them; so monitored CCTV at these peak times provides extra support and targeting of patrols.

- Footage would be available for review at any time. This can dramatically alter the progress of investigations in their Golden Hour. If Suspects can be identified within a short space of time after the offence, the likelihood of obtaining sufficient evidence to Charge is greater.
  - o There is a greater likelihood of recovering stolen property; catching Offenders in the same clothing or location, or with the same injuries visible, as examples.
  - o In Devizes last year a male was caught after committing an Indecent Exposure. Officers were able to access the CCTV Office out of hours and then used it to track the male through Town and identify his vehicle. The footage was of sufficient quality to read his number plate and get a clear picture of his face. He was arrested within two hours of the Offence and later convicted at Court for a series of similar incidents.
- Volunteers become subject-matter experts over time and are able to stay abreast of issues and maintenance with the system. They also become able to identify blind spots and help develop the system in line with the needs of the time.
- More Incidents would be captured on footage and identified at the time. This potentially identifies any hidden Demand that currently goes unreported. In turn, this helps to shape the overall Demand picture and ensures Melksham receives its continued fair share of Officers.
- There is scope to reduce the current percentage of crimes closed due to insufficient evidence, from its current rate at 65%.
- Perpetrators of Anti-Social Behaviour can be identified more readily, which allows for Interventions to be targeted at the right people, at the right level. At this current time, this is largely dependent on Witness evidence. This would likely be the single biggest improvement brought by any expansion to the system.
- In instances of Violence, independent CCTV evidence opens up the possibility of dealing with Offenders under the Public Order Act, without the inherent need for the support of a Victim. This technique has been used successfully a number of times this year to prosecute Officer-witnessed offences. The scope of this could potentially be expanded with the additional CCTV.
- If a physical CCTV Office were to be included in the ultimate plan, there could be potential for the Neighbourhood Team to utilise a new touchdown point and target their patrols based upon the Live Feeds. This would provide a little further informal surveillance over currently secluded locations.

Provided that any future system is of sufficient quality and camera placement were tactically sound, an upgraded system would achieve all of the stated objectives.

Sgt James Twyford  
Melksham Community Policing Team

**APPENDIX 2**

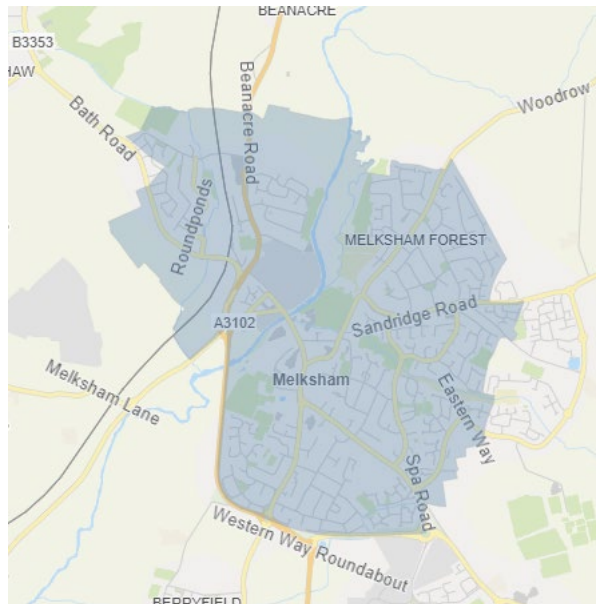
**WILTSHIRE POLICE – MELKSHAM DEMAND REPORT**

**Police Recorded Crime and ASB Data**  
**2019 / 2020**  
**“Melksham Town” Beat Area**



## Background and Overview

“Melksham Town” Beat Area, known as “ED11” is a geographical area comprised of the three Wards Melksham North, Central and South.



*“Melksham Town” Beat Area*

The Town has a population of 23,000 as of the most recent data and the area is predominantly occupied by Residential Estates. The Town Centre area is comprised of a mixture of Industrial, Retail, Community Space and Licensed Premises, with four Supermarkets and the Cooper Avon Factory located toward the edge of the Town and smaller Businesses located toward the Centre. There is a large Park and an adjacent Skate Park within the Town Centre.

The Town is Policed by Response and Neighbourhood Teams based out of Trowbridge and Melksham Police Stations; these Officers cover an area known as “Community Policing Team – West”, which includes the two aforementioned Towns and Bradford on Avon. There is a Neighbourhood Sergeant; 9 Response Constables, 2 Neighbourhood Constables and 3 Police Community Support Officers allocated this Beat as their patrol area.

Using Data from 2020, CPT West have recorded a grand total of 15864 separate incidents, of which “Melksham Town” accounts for 2839 incidents, or 17.8% of the Total Demand.

This places Wiltshire amongst the safest Counties in the Country; a vast majority of these incidents are not recordable “Crimes” and a very small minority are defined as Serious Crime.

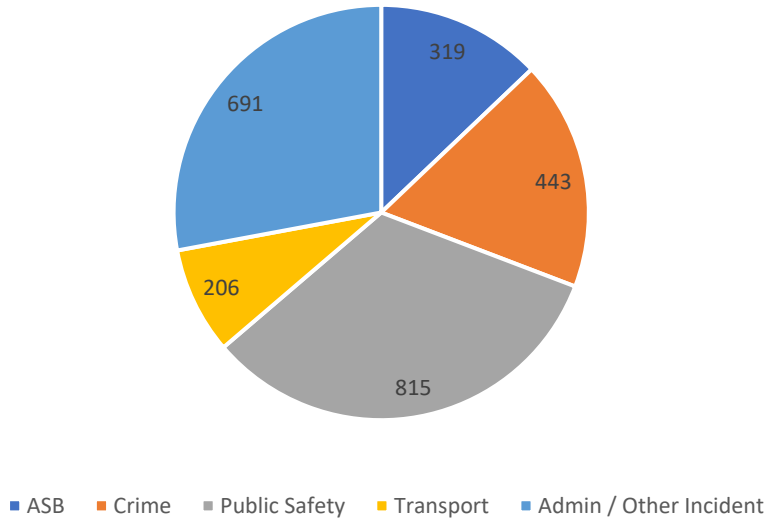
## Scope

This Document is intended to inform the Melksham Town CCTV Working Group of the Data and Statistics around Crime within this geographical area. It will consider Spatial and Time-Trend data; prevalence of behavioural issues such as Mental Health problems; along with factors which traditionally impact upon Policing Demand such as Alcohol and Recreational Drug Use.

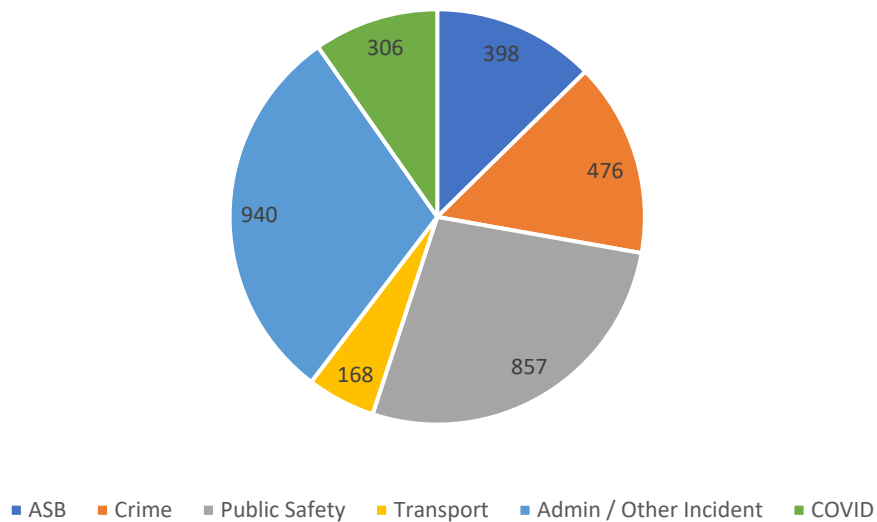
Allowances have been made for the ongoing COVID-19 Pandemic and as such, a 24-month sample of Data has been used, to show both pre and post-Pandemic levels of Demand.

### Data Overview / Overall Demand

2019 - Log Types - Total: 2474



2020 - Log Types - Total: 2839



Q1 2019 - 540 Logs

Q2 2019 – 635 Logs

Q3 2019 – 643 Logs

Q4 2019 – 656 Logs

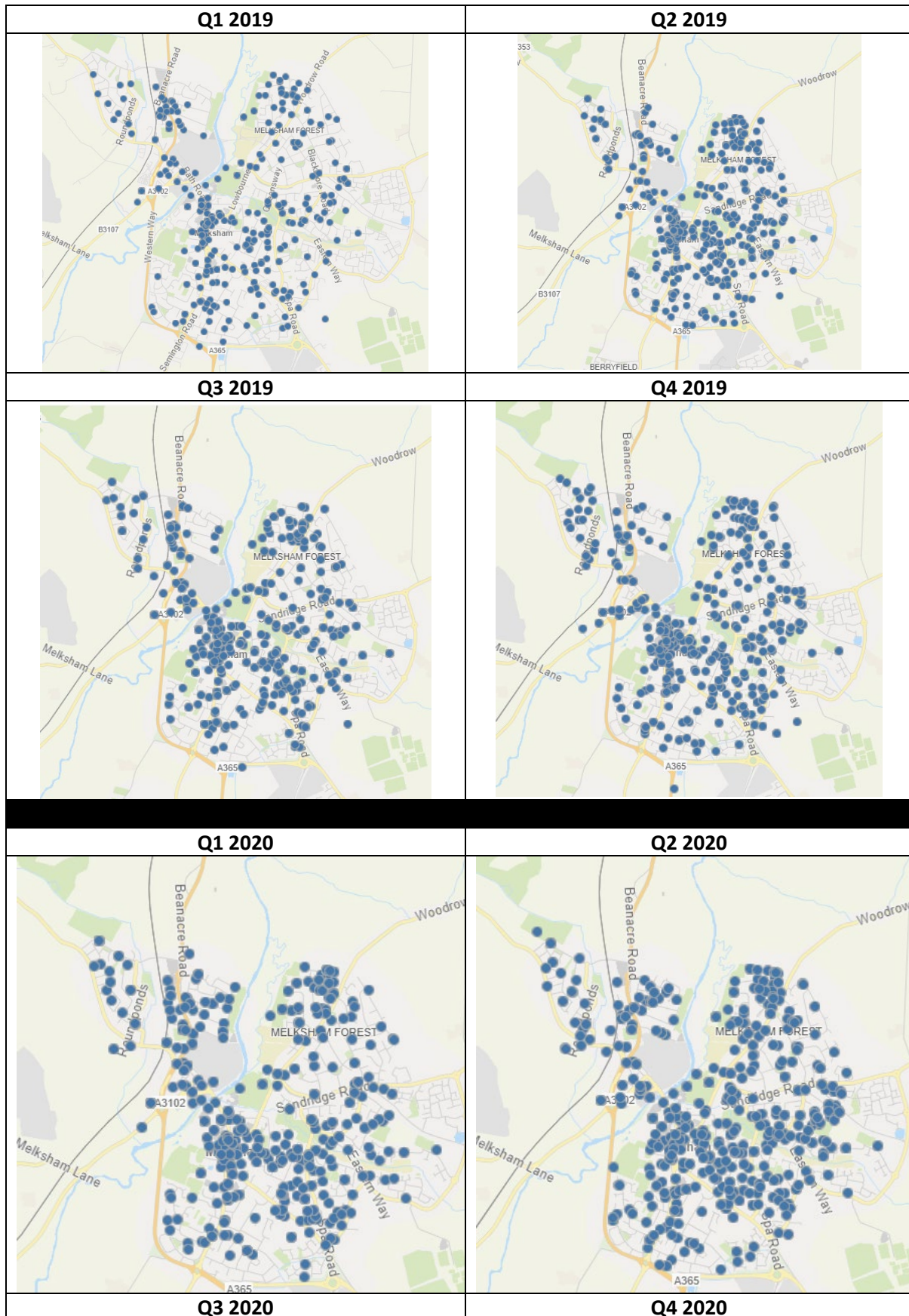
Q1 2020 – 614 Logs (4 COVID)

Q2 2020 – 804 Logs (222 COVID)

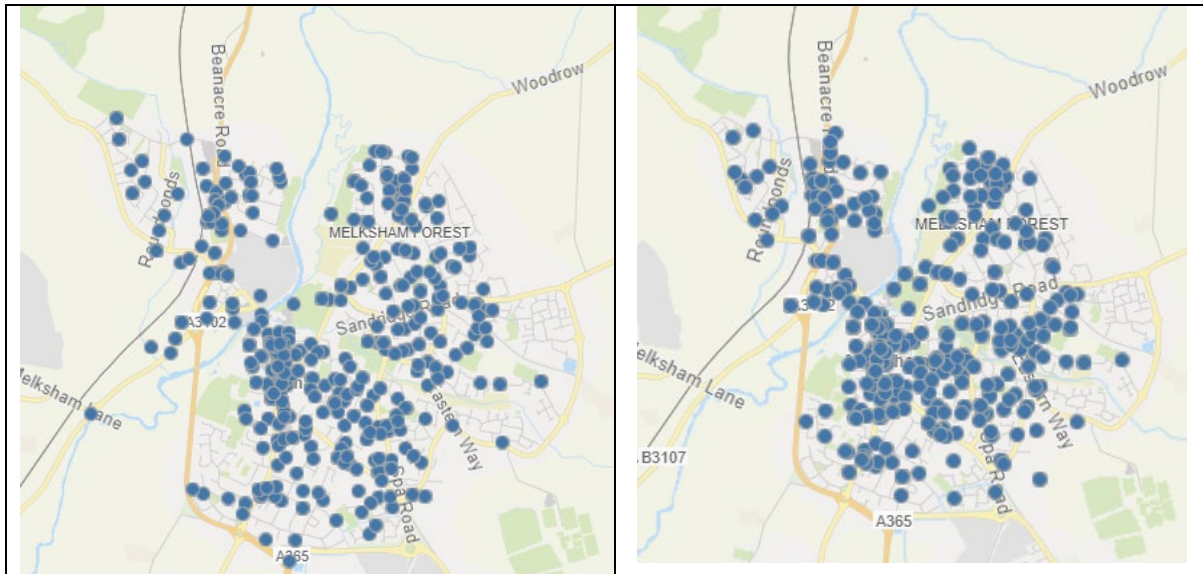
Q3 2020 – 709 Logs (29 COVID)

Q4 2020 – 712 Logs (51 COVID)









### Recorded Crime

“Recorded Crime” differs from the Total Recorded Demand above; it is based on the “Home Office Counting Rules” and works on the presumption that a Crime has been committed if an identifiable offence has been alleged by a Victim, or by somebody reporting on their behalf.

A Crime will stay recorded whether ultimately proven or otherwise, unless its occurrence is categorically disproven. This intentionally creates a wide picture. It is worth noting that Harassment, Malicious Communications and s.5 Public Order are all categorised under the umbrella of Violent offences. Additionally, there is an anomaly within the Counting Rules where Harassment is recorded in addition to the primary offence; for example: two reports of Public Order involving the same two people, would generate three Crimes (two for Public Order and a third for Harassment). This has a minor effect on the general statistics, but it is however worth noting.

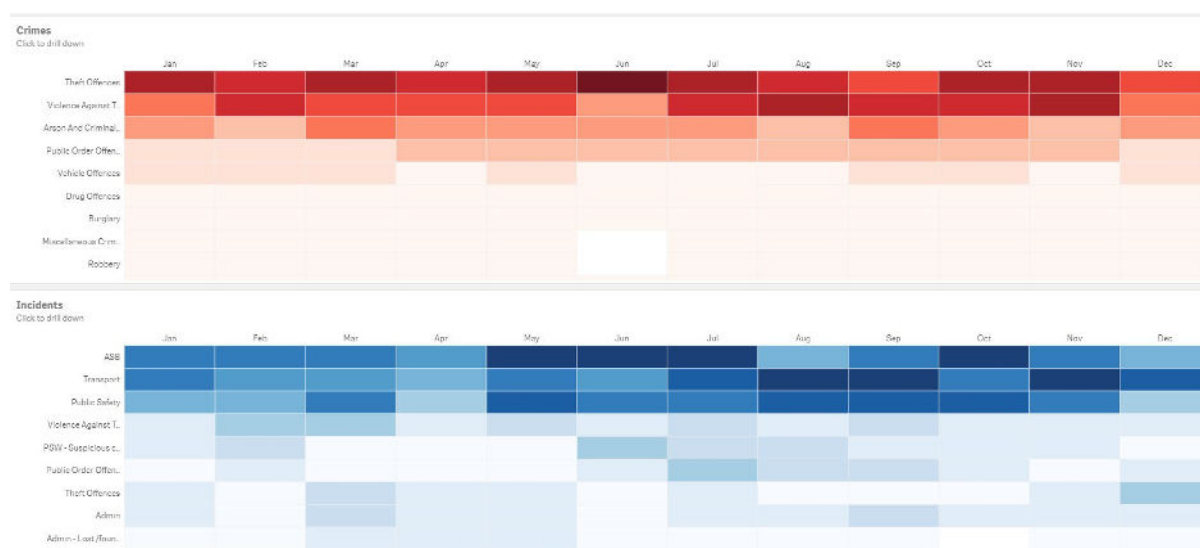
### 2019

Throughout 2019 a total of 1109 Crimes were Recorded. Categorised and ordered by prevalence, this is a breakdown of 2019 Recorded Crime:

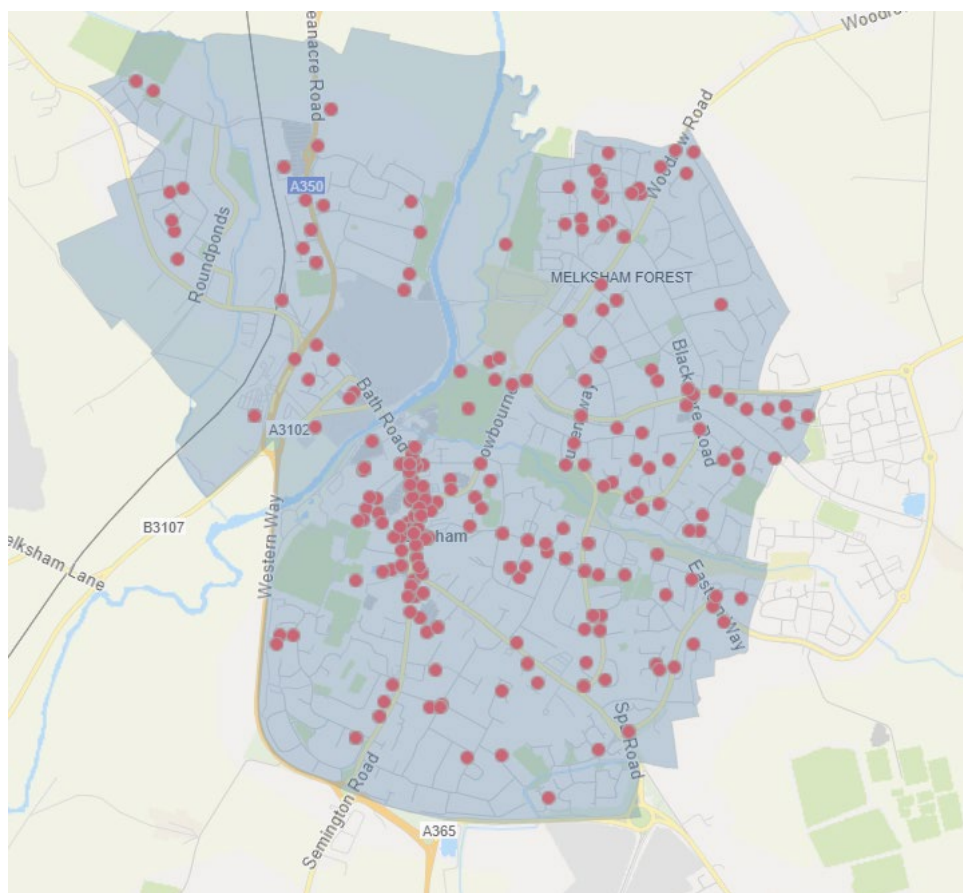
Violence Against the Person	437
Theft and Kindred Offences	288
Arson and Criminal Damage	153
Public Order Offences	83
Burglary	40
Sexual Offences	30
Vehicle Offences	26
Drug Offences	25
Miscellaneous Crimes against Society	13
Others	14

Of these Crimes, 598 were committed in Public Spaces, 95 involved Alcohol, 48 involved Drugs, 32 involved persons with Mental Health issues. In addition, 94 were Youth Related, 18 involved Weapons in some form or other. The remaining Data will focus on Public Space Crime only.

The below Heat Map showed that during 2019, the Peak Months were May, June, July, October and November. The Peak Categories were Theft, Violence and Arson / Damage.



The Map below shows all Public Space Crime for 2019. Residential areas all share a common density of Public Space offences, with more recorded along trunk roads than within estates. There is one very clearly identifiable Hot Spot of 79 Offences (13.2%) for the Town Centre area running from King George V Playing Field, Skate Park and the Adventure Centre, also encompassing Bath Road, Bank Street, Lowbourn, High Street, Marketplace, King Street and Church Walk.



Of the Total Recorded Crime, 86 offences had a recordable 'positive' outcome. This includes Charges, Cautions, Cannabis Warnings, Penalty Notices, Youth Restorative Interventions, Community Resolutions and Offences Taken into Consideration.

108 Offences were filed due to either lack of Victim support for a prosecution; Suspects being under the age of criminal responsibility, or statutory time limits for prosecution having expired.

393 Offences (65%) were filed due to lack of evidence. This includes both instances where there were named suspects identified, but the evidence was insufficient to secure a conviction; alongside instances where there were no identifiable suspects.

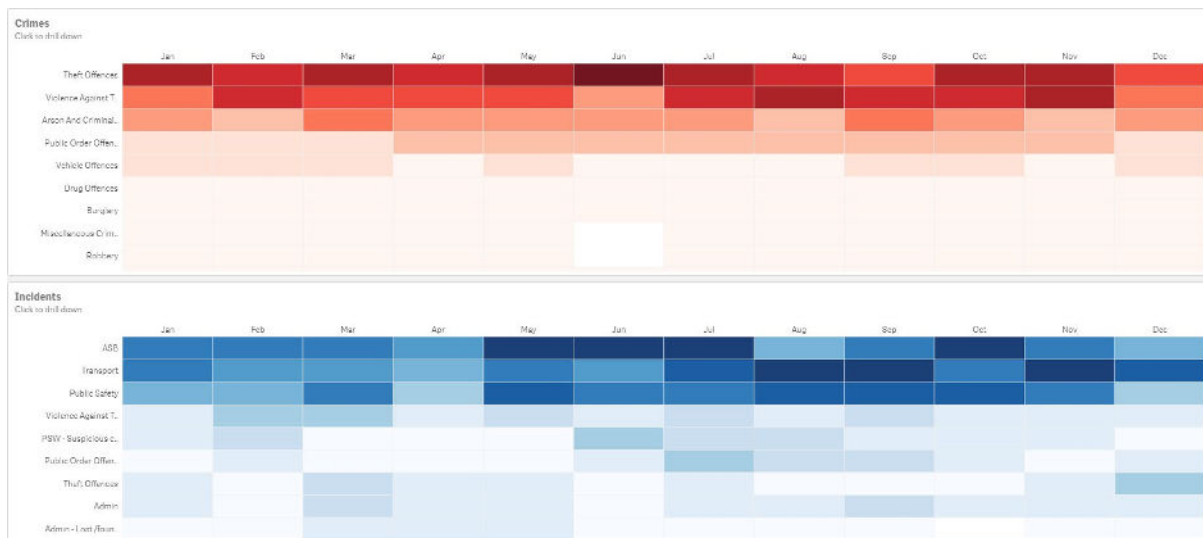
**2020**

Throughout 2020 a total of 1074 Crimes were Recorded. Categorised and ordered by prevalence, this is a breakdown of 2020 Recorded Crime:

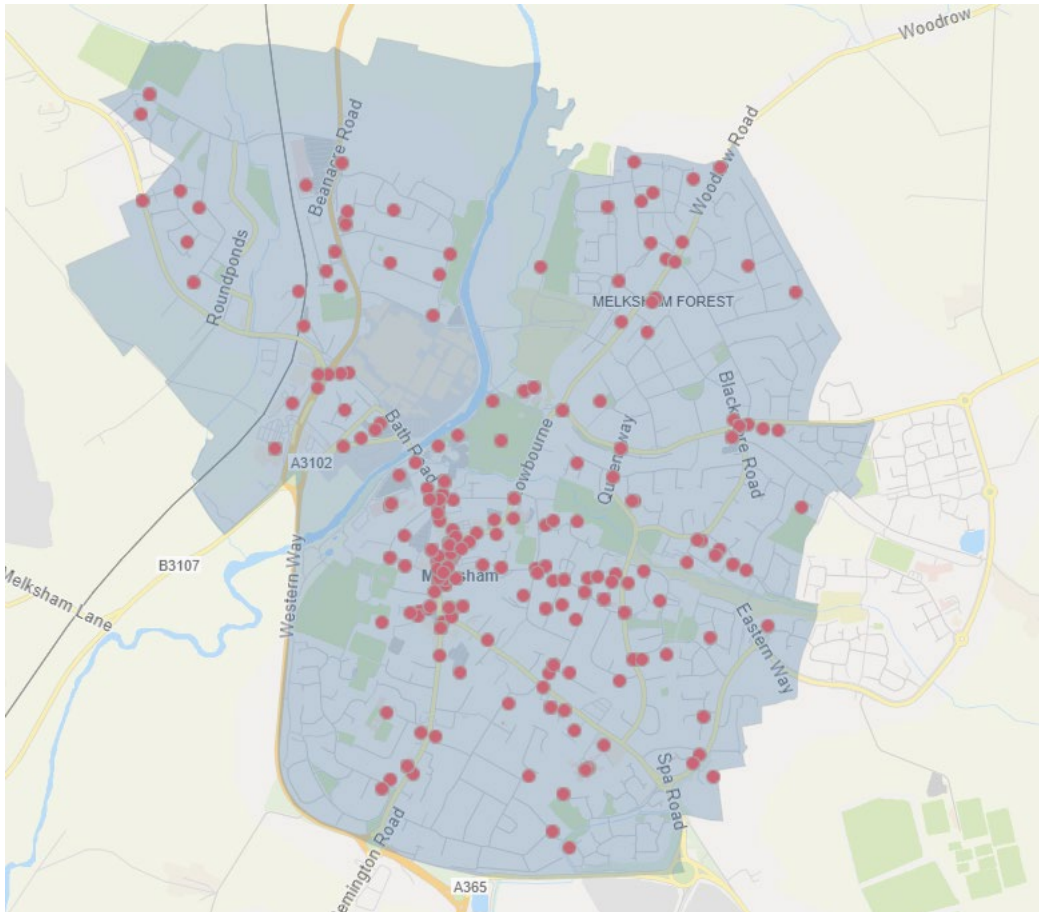
Violence Against the Person	475
Theft and Kindred Offences	210
Arson and Criminal Damage	116
Public Order Offences	76
Vehicle Offences	49
Burglary	47
Drug Offences	34
Sexual Offences	34
Miscellaneous Crimes against Society	17
Others	17

Of these Crimes, 537 were committed in Public Spaces, which represents a small decline on the previous year. 65 involved Alcohol, 31 involved Drugs, 23 involved persons with Mental Health issues. In addition, 108 were Youth Related, 22 involved Weapons in some form or other. This represents a decline in all bar the last two Qualifier Categories. As with 2019 Crime, the remaining Data will focus solely on Public Space Crime:

The below Heat Map showed that during 2020, the Peak Months were the same as with 2019.



The below is a 2020 map of all Public Space Recorded Crime. As with 2019, there is a near-identical cluster in the same locations, however there were 10 fewer instances and the total for the area was 69 Crimes (13%).



Of the Total Recorded Crime, 73 offences had a recordable 'positive' outcome. This includes Charges, Cautions, Cannabis Warnings, Penalty Notices, Youth Restorative Interventions, Community Resolutions and Offences Taken into Consideration.

98 Offences were filed due to either lack of Victim support for a prosecution; Suspects being under the age of criminal responsibility, or statutory time limits for prosecution having expired.

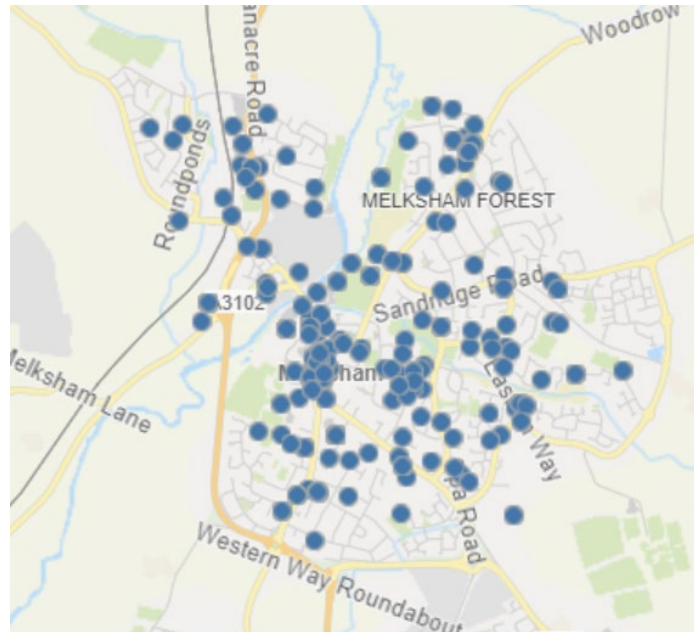
290 Offences (54%) were filed due to lack of evidence. This includes both instances where there were named suspects identified, but the evidence was insufficient to secure a conviction; alongside instances where there were no identifiable suspects.



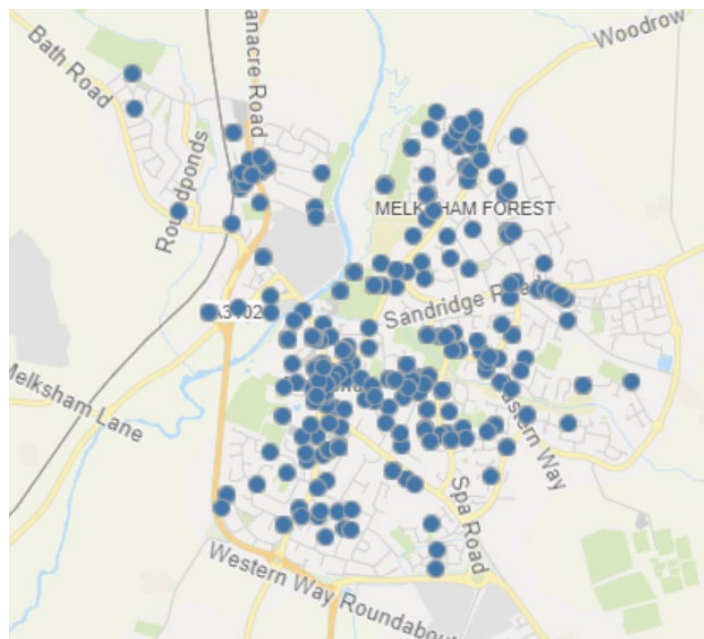
### Anti-Social Behaviour

Viewing reports of Anti-Social Behaviour in an isolated manner provides a similar Geographical Picture to that created by Crime; a Hot Spot around the Town Centre, but in this instance also extending into Thackeray Crescent and as far as Pembroke Road. Melksham Forest also appears as a further, separate Hot Spot.

2019 recorded 319 instances of ASB; 2020 recorded 402 instances of ASB, although 36 were exclusively related to COVID-19.



2019 ASB



2020 ASB

### **Analytical Considerations**

The above Data does not account for non-reported incidents and is based upon Police Recorded Crime, as opposed to the British Crime Survey which focuses Nationally and more upon serious crime.

Incidents which were dealt with informally, for example by just dispersing groups, will be lost into the wider Demand Overview.

The Offence of "Being Drunk and Disorderly" is not a Recordable Crime, so once again would be lost into the wider view of the Demand.

Many Public Order offences, as with Drug Offences, go unreported and these often rely on Officers self-identifying them whilst on patrol. On shifts where there is greater demand, the likelihood of this is reduced proportionate to the number of Officers available to undertake this proactive work.

Recorded Crime tends to paint an unfavourable picture of 'Detection Rates', so the Home Office Counting Rules now record each crime closure by reason code. This presents an opportunity to drill down into these reasons and establish reasons within more specific circumstances.

Instances where Victims are unsupportive of action, Offenders are below the age of criminal responsibility, or an offence is reported after the Statute of Limitations has expired account for a sizeable proportion of 'Negative Outcomes'.

The focus for this report will therefore focus more upon Crimes closed with "Negative Outcomes" through lack of evidence, both with and without named Suspects.

### **Technical Summary**

When viewing recorded Crime across 2019/2020, 13.1% of the Public Space Crime was enclosed within the identified Town Centre Hot Spot.

The 24-month average rate for Crimes closed with an "Evidential Difficulties" Outcome is 59.5%.

Applying the average rate in which Evidential Difficulties are experienced, this would arrive at around 44 Crimes per year, which have experienced these Difficulties within the Town Centre Hot Spot alone.

With Anti-Social Behaviour, the percentage of unresolved incidents is markedly higher, as they are dealt with in a different manner and to a different standard of proof. This will be addressed separately in another Document.

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## Melksham Town Council

### Notes of the CCTV Working Group meeting held on Monday 7th December 2020

**PRESENT:** Councillor P Aves  
Councillor A Westbrook  
Councillor G Mitcham  
Councillor V Fiorelli  
Councillor C Jeffries

John Glover  
Chris Pickett  
Nick Westbrook

<b>OFFICERS:</b>	David McKnight	Economic Development Manager
	Christine Hunter	Committee Clerk
	Miriam Zaccarelli	Community Development Officer
	Hugh Davies	Facilities Manager

**PUBLIC PARTICIPATION:** No members of the public were present.

#### **1 Welcome and Introductions**

Councillor Westbrook welcomed everyone to the meeting and introductions were made.

#### **2 Apologies**

Apologies were received from Inspector Gill Hughes of Wiltshire Police and Dee Atkinson from the Pub Watch Group.

#### **3 Election of Chair**

Election of chair for the group was discussed. Nick Westbrook asked what relationship was for non-council officers in the Group. Councillor Westbrook confirmed that everybody was equal in the group. The Town Clerk had suggested as it was an inaugural meeting it might be best if initially the Chair was a council officer.

Nick Westbrook stated his understanding was that the Group would only make recommendations, it would be up to the appropriate committee to make the decision. Councillor Westbrook stated that she felt the post of Chair should be given to a non-council member but agreed to take on the post initially with a

view to it being reviewed at a later date. Proposed Councillor Aves, seconded Councillor Fiorelli.

**RESOLVED:** Councillor Westbrook take the Chair of the Group with it being reviewed to be offered to a non-council officer at a later date.

#### **4 Acknowledgement**

David McKnight reported on CCTV advice received from and extensive work already carried out by Colin Goodhind. The group acknowledged Mr Goodhind's contribution and thanked him for all his efforts.

#### **5 The need for CCTV in Melksham**

David McKnight stressed the importance of proving a need for CCTV in Melksham as we need a strong evidence base before applying for external funding. We need data input from the Police providing evidence of crime "Hot spots", key times of the day that crimes took place, numbers of incidents they were called to and the number of incidents where they were unable to use current CCTV footage as evidence, due to the poor quality of the pictures.

Councillor Fiorelli stated the public need to feel safe in town, CCTV should be used as a deterrent and to assist the police.

Councillor Glover confirmed there is already CCTV in Melksham and there should be records showing previous CCTV requirements and how these were decided. David McKnight confirmed he had a quantity of documents that needed to be pulled together to bring to the next meeting showing previously identified requirements, historic costs and placing of cameras etc. David McKnight and Nick Westbrook agreed to go through the documentation and bring a report to the next meeting.

The Group discussed areas for siting CCTV cameras, types of CCTV systems available, how to monitor the cameras and how volunteers would be trained. No specifics were agreed as the Group felt it more appropriate to focus on these areas once the need for CCTV had been established. Nick Westwood stated we need to clarify whether our present CCTV equipment meets current standards or whether it needs upgrading.

The Group were aware that the current CCTV footage may not be up to standards required for the Police to use for prosecutions. It was noted that some of the current CCTV cameras do not work.

Chris Pickett stated that he had been asked by several elderly residents if there is CCTV in the town because they were being jostled by youngsters and found it frightening. Councillor Aves reported on an incident with a bicycle being ridden unlawfully which could have had worse consequences. Councillor Westbrook

stated we have anecdotal evidence and now need to obtain factual evidence from the Police.

## **6 The Remit of this Working Group**

The remit of the group is to produce an Action Plan and then take the proposal to the Asset Management Committee. Melksham Without Parish Council should be fully included with the process and be kept updated in order to allow them to report progress and developments to their relevant committee, or Full Council Meetings.

The Working Group recognised the need to provide evidence for need, obtain costs and look at feasibility of updating or replacing the current CCTV system. The main aims were to provide a safe environment for the people of Melksham, visitors to the town, and to reduce incidents of crime.

This would be a long-term project and probably would not come to fruition until 2022.

## **7 Addressing the Problem**

It was agreed that there was no specific expertise in this field within the Group, therefore the services of an expert in CCTV would be employed to provide a report on how to achieve setting up a new CCTV system/upgrading the current system. Initial costs of the expert would need to be covered.

Councillor Westbrook stated a CCTV report had been produced approximately 2-3 years ago. Councillor Aves cautioned that previous data, information and evidence of funding required may be out of date now.

The Group recognised that IT had considerably improved since the current CCTV system was implemented, and a new system may be needed using wireless technology.

The group agreed in order to address the problem an initial Action Plan should be produced by the Committee Clerk as soon as possible with requests to be taken to the meeting with Wiltshire Police on Thursday 10 December 2020 by David McKnight and Nick Westbrook. This could then be updated and taken to the Asset Management Group.

## **8 Current Resources**

The Group recognised that external funding was required in order to set up a new CCTV system/upgrade the current one. It was noted that the number of cameras provided and area covered may need to be limited due to high costs.

The Group asked Miriam Zaccarelli to carry out research into what funding is accessible. Suggested areas to look at were: The Area Board, the Police, the Home Office and accessing the Public Works Loan.

Use of CIL funding was suggested but it was agreed that external funding would be the better option.

**9 Agreeing the next stage**

The Group agreed they had an initial framework which would include areas covered in the Action Plan.

Work needs to start as soon as possible in order to have responses from the Police and the Action Plan to be brought to the next meeting in January 2021. Councillor Westbrook suggested having consultancy support and background information/ studies as Agenda items for the next meeting.

Councillor Fiorelli stated this work links in with the proposed consultation with the public to find out what areas they want Melksham Town Council to be working on to improve Melksham.

**10 Date and Time of Next Meeting**

**Tuesday 12<sup>th</sup> January 2021 at 7.00 pm.**

Meeting Closed at: 8.15 am

**Signed:** .....

**Dated:**

# Public Document Pack

## Melksham Town Council

### Notes of the CCTV Working Group meeting held on Tuesday 12th January 2021

<b>PRESENT:</b>	Councillor A Westbrook (Chair) Councillor P Aves Councillor V Fiorelli Councillor G Mitcham John Glover, Melksham Without Parish Council Stefano Patacchiola Sgt James Twyford Chris Pickett Nick Westbrook	
<b>OFFICERS:</b>	David McKnight Hugh Davies Christine Hunter Miriam Zaccarelli	Economic Development Manager Amenities Manager Committee Clerk Community Development Officer

**PUBLIC PARTICIPATION:** No members of the public were present.

#### **11/21 Apologies**

Dee Atkinson, secretary Melksham Pubwatch

#### **12/21 Welcome and Introductions**

Welcome and Introductions were made by Councillor Westbrook.

#### **13/21 Minutes**

It was proposed by Councillor Westbrook and seconded by Chris Pickett that

The minutes of 7 December 2020 having previously been circulated, were approved as a correct record and agreed to be signed at a later date by Councillor Westbrook

#### **14/21 CCTV Working Group Terms of Reference**

The Economic Development Manager confirmed the Working Group was required to have a terms of reference. If the Group agreed, the terms of reference under discussion would be forwarded to the next available Council Meeting, with a recommendation for approval.

Nick Westbrook asked for an amendment to the terms of reference membership to acknowledge that Melksham Without Parish Council are part of the Working Group. Peter Dunsford, Melksham Community Engagement Manager, confirmed that if the Area Board was successfully approached for part funding, they would require a wider membership. The suggested additions would be one officer and one elected member. Councillor Westbrook stated that the Group's intention had always been to include Wiltshire Council's Area Board and Melksham Without Parish Council as part of the Group.

The Working Group agreed that the Economic Development should forward the amended terms of reference to the next MTC Full Council meeting.

#### **15/21      Developing the CCTV Project**

The Economic Development Manager confirmed interest in CCTV is increasing and the project is moving quickly. More information is being received, Pubwatch and the police are working closely together and Pubwatch landlords are supportive of CCTV. Membership of the Group is increasing and welcomed from across the Melksham area.

An outline project plan had been produced showing progress so far. This would be further developed. In developing the CCTV project considerable work has already been undertaken which helped support the need for CCTV within the Melksham area.

#### **16/21      CCTV Geographical Scope**

Initial thoughts around the provision of CCTV are: is there a need, what is the evidence and what geographical area should it cover? The Group reviewed the report from Sgt. James Twyford and thanked him as it was very helpful in highlighting the geographical area of hot spots.

The report would feed into the evidence base and also provide evidence of type of system required by the Police. Stg Twyford is already working with Pubwatch on their CCTV provision.

#### **17/21      CCTV Draft Project Action Plan**

The Group reviewed the draft Stage 1 Project Action Plan documents which showed need, supporting evidence and identified key priority areas for CCTV currently. Evidence to support CCTV need has been provided by Wiltshire Police for preventing and solving crime and creating a safer community. Following the Melksham Without Parish Council meeting on 15 February 2021, a robust evidence of need for CCTV should be available.

#### **18/21      Action Plan Stage 1 Progress Report**

The first stage of this work is to prove evidence of need for CCTV and the reports provided by Sgt Twyford provided this in Melksham. The reports would be included in the submission to Area Board. The final completed and agreed Stage 1 Project Report, with the group's recommendations, would be referred to Melksham Without Parish Council and Melksham Town Council. The Project Gant chart will be developed to show the progress expected by the Group on a month-by-month basis.

The Group should sign off Stage 1 before starting on Stage 2.

## **19/21      Action Plan Stage 2 progress Report**

Action Plan Stage 2 progress report was reviewed by the Group.

### **a              Obtaining Expert Advice**

The Group members have no specific knowledge of CCTV systems and would need the advice of a specialist to provide a review of the current system, the specification of new equipment required, geographical area covered and the feasibility of linking in with the current system.

The specification and location of the current CCTV system was unknown. The contractors who originally installed the system will be contacted. Possibly in future the group could engage one of the contractors to identify the current equipment specification and network infrastructure.

## **20/21      Application to Melksham Area Board for Seed Funding**

The Economic Development Manger confirmed he would submit an application to Melksham Area Board for match seed funding this week. The bid would be to facilitate the development of a specification of the existing CCTV provision and a future system. The request would be for 50/50 funding from Area Board and the Town Council. There is £2,500 currently in the Council budget, therefore the maximum application to the Area Board could be £2,500 (Area Board maximum 50% funding contribution).

The Area Board's Community Engagement Manager indicated that a successful bid would involve him and an elected member of the Area Board joining the Working Group.

## **21/21      CCTV Emerging Issues**

The Group needs to establish what CCTV equipment is in place, what wayleaves are in position and find documentation supporting this. The Group needs to identify what it wants to achieve, how and why the current provision falls short and how to best deliver against expectations. External expert assistance will be required.

Councillor Patacchiola gave a brief explanation to the Group of the types of new CCTV equipment and systems available and the areas they could cover. Data storage could be in a single or multiple physical locations, or a flexible cloud based system that could be accessed from multiple locations. Monitoring the CCTV system either full time or part time would need to be considered. Some types of CCTV equipment can be rapidly and easily re-deployed, providing more flexibility in operation. Cloud based systems could be more cost effective and the potential for towns sharing CCTV systems/monitoring hubs were discussed.

## **22/21 Agreeing The Next Stages**

Upon receipt of input from Melksham Pubwatch, Melksham Without Parish Council (meeting to be held on 15 February 2021) and other members of the Steering Group, the report will be updated and brought to the next CCTV Working Group Meeting. At that meeting the Group will consider and agree to sign off Stage 1 which will be forwarded to the Town Council's Asset Management Committee and Melksham Without Parish Council.

Depending on receipt of the seed funding from the Area Board, scoping work needs to be done to specify the current CCTV capability and to consider how and if it would be suitable to link into a new system.

## **23/21 Date and Time of Next Meeting**

23 February 2021 at 7.00 pm via Zoom

Meeting Closed at: 8.20 pm

**Signed:** .....

**Dated:**





## **Melksham Town Council CCTV Working Group**

### **Terms of Reference**

1. Reporting to the Asset Management Committee. The Working Group will meet on an 'as required' basis.

2. **Membership**

The chairman of any Committee setting up a Working Group shall be a member of the Working Group. Any other members can be appointed and so can non-elected members of the public or any other representative from a properly constituted body. Nominated representatives of Melksham Without Parish Council, the Melksham Area Board and the Community Engagement Manager for Melksham shall always invited to attend CCTV Working Group meetings.

3. **Delegated Business**

The Working Group has delegated authority to discuss and debate items as specified by the parent committee in a brief which should be minuted:

3.1 No working group shall have powers to make decisions on policy or budget commitment.

3.2 Recommendations shall be put before the relevant parent committee or full council for ratification.

3.3 Agendas shall be put together by the Town Clerk's office in conjunction with the Chair.

3.4 Meetings of Working Groups will not necessarily be open to the public but all notes will be available once adopted by the parent committee.

3.5 Notes of the Working Groups will be made available to all members, and to the general public on request. They will be prepared by the Town Clerk's office unless other arrangements have been made.

3.6 The general TORs can be expanded for any Working Group if required to enable the completion of a project. Any additional TORs will be adopted by the parent committee.



**Melksham Town Council  
CCTV Working Group**

**Working Group Members  
February 2021**

Councillor Pat Aves, The Town Mayor, Melksham Town Council  
Councillor Adrienne Westbrook, Melksham Town Council  
Councillor Geoff Mitcham, Melksham Town Council  
Councillor Clive Jeffries, Melksham Town Council  
Councillor Vanessa Fiorelli, Melksham Town Council

Teresa Strange, Clerk, Melksham Without Parish Council  
Councillor John Glover, Melksham Without Parish Council  
Councillor Stefano Patacchiola, Melksham Without Parish Council

Councillor Jonathon Seed, Chair, Melksham Area Board  
Councillor Phil Alford, Melksham Area Board  
Councillor Pat Aves, Melksham Area Board  
Councillor Nick Holder, Melksham Area Board  
Councillor Jon Hubbard, Melksham Area Board  
Councillor Hayley Spencer, Melksham Area Board  
Peter Dunford, Community Engagement Manager, Melksham

Chris Pickett, Melksham Older People's Champion  
Nick Westbrook, Chair, West Wilts Police Independent Advisory Group [IAG]  
Dee Atkinson, Secretary, Melksham Pub Watch

Inspector Gill Hughes, Wiltshire Police  
PC Lee Pelling, Wiltshire Police  
Sgt. James Twyford, Wiltshire Police  
Tom Ridley – Tactical Crime Prevention Officer, Wiltshire Police  
Amanda Clarke Design Out Crime Officer, Wiltshire Police

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## MELKSHAM TOWN COUNCIL

### Asset Management Sub Committee

Monday 15 March 2021

#### Briefing: Wessex Water Point

- 1) **New location confirmed:** a new, less obtrusive location has been selected to the R of the Town Hall in front of 31 Market Place (see blue square drawn the image below):



- 2) **This location was settled on because:**

- a) It is a less visually intrusive option, which does not interrupt the main Town Hall frontage;
- b) It backs on to the public toilets, and therefore is in the immediate vicinity of water hook-up;
- c) It is still prominent enough to satisfy Wessex Water, as it is at the entranceway of the future Community Hub, Public Toilets and in-between the Town Hall and the Melksham Independent News;
- d) As the unit is bolted to the ground and built to withstand the impact of an errant vehicle, it is fully vandal proof, and will not need to be affixed to the wall – mitigating the need for invasive installation work from the back of the unit against the sandstone wall;
- e) We have taken advice from local stonemason, Jim Wheel, and onsite advice from Amenities Manager, Hugh Davies, in choosing this location.

3) Design of Water Point has been approved (see below)



4) Next Steps:

- a) Await legal documents
- b) Agree site visit
- c) Agree installation date
- d) Consider COVID-19 risks associated with waterpoint

CONTACT

Jeff Mills Locum Administrator  
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07843 333650

Hugh Davies – Amenities Manager  
[Hugh.davies@melksham-tc.gov.uk](mailto:Hugh.davies@melksham-tc.gov.uk)  
07508 709520



## MELKSHAM TOWN COUNCIL

### Asset Management Committee

15 March 2021

#### Report: TELEPHONE BOXES

#### 1 BACKGROUND

- 1.1 Last year the Asset Management Committee resolved to adopt two telephone boxes, one on Spa Road, and one on Littlejohn Avenue.

#### 2 ACTIONS

- 2.1 The paint has been ordered and we are currently waiting for the Amenities manager to arrange for the boxes to be painted. This will be done by April 1<sup>st</sup>.

#### 3 IDEAS FOR THE PHONE BOXES

There are three groups interested in the use of the telephone boxes. It appears all the groups are more interested in the box on Spa Road compared to the box on Littlejohn Avenue:

- 3.1 4youth have suggested using one for youth information.
- 3.2 The Bloom Group have suggested filling one with flowers.
- 3.3 The Melksham Loves Art working group have suggested using one as a gallery space for artwork by local artists.

#### 4 RECOMMENDATIONS

The council needs to decide how to utilise the telephone boxes.

The options are:

- 4.1 Delegate the boxes to specific groups
- 4.2 Ask each group to create a proposal on what they would do with the box and if they would need extra funding from the council.
- 4.3 Allow more time to publicise the adoption of the phone boxes to allow more groups to come forward and express their interests.

#### 5 CONTACT

**Taylor Robinson**

Business Administration Apprentice

[taylor.robinson@melksham-tc.gov.uk](mailto:taylor.robinson@melksham-tc.gov.uk)

01225 704 187







## **MELKSHAM TOWN COUNCIL**

### **ASSET MANAGEMENT COMMITTEE**

**Monday 15 March 2022**

**Project update: Melksham Town Council Residents' Tree Planting Scheme to be Jointly Delivered with Melksham Without Parish Council**

#### **1.0 PROJECT BACKGROUND**

A successful first season of this work took place late last winter. In supporting this project, Melksham Town Council encouraged residents to plant trees in their gardens, offering health and visual amenity benefits, and also to capture atmospheric CO<sub>2</sub> and help tackle climate change. At the Full Council Meeting on 28 September 2020, it was resolved that:

- 1.1 That the Melksham Town Council Residents' Tree Planting Scheme should operate again during winter 2020/21.
- 1.2 That formal agreement be actively sought from MWPC to join with Melksham Town Council in a joint project.
- 1.3 That the project should still go ahead as a Melksham Town Council project in the event of MWPC declining involvement.
- 1.4 That a maximum budget of £1000 is allocated to the project in respect of the Melksham Town Council share of costs. This is the same budget figure as last years' project (winter 2019/20).
- 1.5 Melksham Without Parish Council [MWPC] agreed to operate this project jointly with Melksham Town Council this winter.

#### **2.0 PROJECT UPDATE**

- 2.1 Officers worked through the project planning with the Clerk of Melksham Without Parish Council. It was suggested that to go ahead this late winter would be against the spirit of current government COVID restrictions, particularly in the distribution

of trees. Therefore, as a result of the third COVID-19 lockdown restrictions, this project was halted pending further government advice.

2.2 Councillors were advised of this development by email on 22 January 2021.

2.3 A further assessment of the project, the operating situation and the associated risk has recently been made. The recommendation remains that the project should remain halted until operating conditions are more conducive to a successful outcome, in terms of public safety, reputational support and technical success. It is envisaged that this will not occur before winter 2021/22.

### **3.0 RECOMMENDATION**

3.1 To note this update report for this project.

3.2 To note that Melksham Without Parish Council has already decided to defer their involvement in the project this winter/early spring and to reconsider their participation for winter 2021/22.

3.3 To agree this project should be deferred by Melksham Town Council and reconsidered for delivery in winter 2021/22.

### **4.0 CONTACT**

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