



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 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

20 April 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 on **Monday 26th April 2021** commencing at **7.00 pm** on the rising of the HR Sub Committee Meeting.

Under new powers introduced in the Coronavirus 2020 Act (the Local Authorities Police and Crime Panels (Coronavirus) Flexibility of Local Authorities and Crime Panels Meetings (England and Wales) Regulations 2020 the meeting will be held virtually by Zoom.

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 using the virtual meeting access instructions on the agenda.

Yours sincerely

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

**Full Council
Melksham Town Council**

**Monday 26 April 2021
At 7.00 pm 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

Join Zoom Meeting:

<https://us02web.zoom.us/j/88362033630?pwd=Q0Myd1hnWXhzVGMyVDJXZi9SVFE1Zz09>

Meeting ID: 883 6203 3630

Passcode: 055533

1. Apologies

To receive apologies for absence

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 - 12)

To confirm as a correct record the minutes of the previous Full Town Council meeting held on 22 March 2021.

4. Committee Minutes

4.1 Asset Management Committee (Pages 13 - 16)

To receive the minutes of the Asset Management Committee meeting held on 15 March 2021.

4.2 Economic Development and Planning Committee (Pages 17 - 30)

To receive minutes of the Economic Development and Planning Committee meeting held on 9 March 2021 and the draft minutes of the Economic Development and Planning Committee meeting held on 30 March 2021.

5. Sub Committee Minutes

5.1 HR Sub-Committee (Pages 31 - 32)

To receive the draft minutes of the Sub-Committee meeting held on 23 March 2021.

5.2 King George V Sub-Committee (Pages 33 - 36)

To receive the draft minutes of the Sub-Committee meeting held on 17 March 2021.

6. Methuen Avenue Play Area Lease (Pages 37 - 38)

To discuss the terms of the Methuen Avenue Lease and consider the recommendations in the report prepared by the Assistant to the Town Clerk.

7. Audio/Visual Technology/Microphones for Meetings

To consider the recommendations contained in the report by the Economic Development Manager to enable Melksham Town Council to have a safe system to conduct meetings, if legislation for virtual meetings is not extended. Report to Follow.

8. Decision on Future Council Meetings - Report of the Town Clerk

Councillors are requested to decide on how future meetings of the council are to be convened. It is anticipated that a clear ruling from Government may be released after 21 April regarding any extension/amendment to the current meeting legislation.

9. Public Use of Green Space Areas (Pages 39 - 42)

To consider and approve applications for use of Melksham Town Council controlled Green Space.

- Use of King George V Park by local groups.
- Use of Burnett Road play area green space by a resident's group for an afternoon

tea celebration.

10. CIL Funding Projects Joint Working Group

Members to consider and approve the formation of a CIL Funding Projects Joint Working Group.

'To form a joint Working Group comprising X members to advise members of Melksham Town Council and Melksham Without Parish Council regarding potential projects that the additional 10% CIL funding received jointly, as a result of the Neighbourhood Plan, could be spent on/for the benefit of residents of the Neighbourhood Plan area. Any decisions regarding expenditure on projects will be subject to ratification by both councils.'

The following resolution has already been made by Melksham Without Parish Council:

Resolved: To approve the above resolution with an addendum that meetings to ratify any decisions take place within a month. It was agreed 3 members for each council make up this working group, with a rotating chair between both councils (with no casting vote) and a quorum of 3 (with a mix representing both councils).

11. Shurnhold Fields Working Party (Pages 43 - 56)

Deferred from Full Council Meeting 1 March 2021. Members to note the revised plan showing a gas main and approve the plan of action, agreed by the Shurnhold Fields Working Group at their meeting on 25 February, (Minutes item 6.6), as follows:

- To instruct David Sharp, architect, to finalise his plan for the revised location of the car park. Attached revised plan identifying a gas main.
- To pay David Sharp for work carried out to date and for the final plan.
- To pay for a topographical survey for the car park and entrance way areas, should it prove impossible to obtain one from Persimmon.
- To go to tender and contract finder for the car park and entrance way project.
- To seek planning approval and approval from the Environment Agency, Land Drainage and Highways for the revised plan.

12. Confidential Session

Members are requested to make the following resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960.

In view of the sensitive nature of the business to be transacted, it is advisable in the public interest that the public and press be excluded, and they are instructed to withdraw.

12.1 Reorganisation and New Structure of the Amenities Team (Pages 57 - 60)

- To note the report from the Amenities Manager advising Council of the reorganisation and new structure of the Amenities Team.

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Melksham Town Council

Minutes of the Full Council meeting held on Monday 22nd March 2021

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

ALSO IN ATTENDANCE Sgt. J Twyford Wiltshire Police

OFFICERS: Linda Roberts Town Clerk
David McKnight Economic Development Manager
Patsy Clover Assistant to the Town Clerk

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

Councillor Westbrook posed a series of questions in response to a letter published in the Melksham Independent News.

1) It has been stated that the 9% proposed increase to the precept was suggested by a select group of councillors. Could you explain the process that you went through to arrive at this figure?

It was confirmed by the Town Clerk that the initial budget had been prepared based on the past year's outturn, current year's expenditure to date; any projects requested by the Council had been included. This had been a baseline budget which opened up the budget process for contributions by members.

2) Did any concerned councillor/s contact you to discuss the budget rise because it was felt to be too high in the current circumstances?

The Town Clerk advised that requests for input/suggestions from members had been made and that two members had been active

in their suggestions - Councillors Westbrook and Hubbard.

3) So, no other councillor contacted you to discuss the budget at all and to suggest savings?

The Town Clerk stated that this was the case.

4) How was the budget increase reduced from 9% to 2.9%?

It was advised by the Town Clerk that the budget was finally agreed at the budget setting meeting on 25 January 2021, following various revisions and taking on board suggestions made by councillors at council meetings.

5) Can you confirm that the next stage of the CCTV consultation is going ahead as agreed by last week's Asset Management meeting. The ultimate aim is to have a fully costed scheme that external funding can be applied for.

The Town Clerk confirmed that this had been agreed by council at their meeting on 1 March.

6) Can you confirm that there is money in the CCTV budget to undertake this piece of work.

The Town Clerk confirmed that there is no funding available in this year's budget. However, the use of the general reserve will enable the work to be completed sooner.

7) In order to protect the budget and the jobs of the council's staff, which councillor contacted the Town Clerk to ask her to investigate the use of the Job Retention Scheme for the Assembly Hall staff.

It was confirmed by the Town Clerk that contact had been made by Councillor Westbrook. However, officers were already researching the use of the scheme. The Town Clerk stated that the salaries' budget will be slightly underspent at the end of the current financial year.

Councillor Hubbard requested an update regarding the council's new website. The Assistant to the Town Clerk stated that it was hoped that the website would be launched by the end of March but that the Town Council was in the hands of the developers.

75/21 Apologies

Apologies were received from Councillor Illman. Councillors Brown and Pain joined the meeting late due to technical difficulties.

Councillors Iles and Mitcham left the meeting at 9.30pm.

76/21 Declarations of Interest

There were no declarations of interest.

77/21 Minutes

The minutes of the meeting held on 1 March 2021, having previously been circulated, were approved as a correct record. It was agreed that these would be signed by the Town Mayor, Councillor Aves, at a later date.

78/21 Town Mayor's Announcements

The Town Mayor, Councillor Aves, informed members of the death of a former Mayor of Melksham, Maureen Weston, and expressed her condolences.

79/21 Police Report

Members received an update from Sgt. Twyford who reported that there had been a 25% reduction in crimes in Melksham over the last three months. Current local priorities included a doubling in the incidents of house parties and unlawful gatherings, speeding on Beanacre Road, Snowberry Lane and Sandridge Road and repeat offenders.

It was confirmed that outdoor skate parks could reopen on 29 March, based on current guidelines. However, at present, gatherings at the Melksham Skate Park are not a priority for Covid patrols. Fixed penalty notices for Covid breaches cannot be issued to the under-18s meaning that any incidents have to be dealt with by way of engagement and explanation with Anti Social Behaviour being addressed.

Sgt. Twyford will investigate the possibility of enforcement measures for speeding near the double mini roundabouts between Sandridge Road and Lowbourne.

80/21 Reports from Unitary Councillors

Members noted the update from Councillor Hubbard on matters affecting Melksham which had been discussed at Wiltshire Council meetings.

81/21 Accounts

.1 Payments

It was proposed by Councillor Aves, seconded by Councillor Mitcham, and:

RESOLVED to approve the list of payments circulated with the agenda pack.

.2 Monthly Financial Statement

The monthly financial statement was noted. The Town Clerk advised members that she had instigated a full audit of the Town Council's utility accounts.

.3 Detailed Income & Expenditure Report Jan-Feb 2021

The detailed income and expenditure report was noted.

82/21 2021/2022 Budget Review

It was noted that the Town Clerk/RFO will carry out a budget review in the first quarter of the 2021/2022 financial year to establish whether some of the projects put on hold can be started.

83/21 Transfer of the Town Council's Bank Accounts

The report of the Assistant to the Town Clerk was received. Although Councillor Hubbard raised concerns about the costs of banking with Unity Trust Bank, it was felt that the poor service provided by the Cooperative Bank and the difficulties encountered outweighed any benefits from free banking.

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

UNANIMOUSLY RESOLVED to delegate to the Town Clerk to open a business current account with Unity Trust Bank, considering the need for a feeder account, and then to transfer the Council's accounts with the Cooperative Bank to Unity Trust Bank. Consideration to transferring the remaining Lloyds Bank account to Unity Trust Bank would be given at a later date. The Town Clerk would also be given delegated powers to review and undertake the investment of surplus funds, as appropriate.

84/21 Committee Minutes

.1 Finance and Administration Committee

The minutes of the Finance and Admin Committee meeting held on 8 March 2021 were received.

Clarification was provided regarding the differences in the proposed grant application process for larger 'red circled' grants and smaller grants. The Town Clerk confirmed that the value of any grants for room hire would be accounted for in the Council's accounts by virement between budget headings. She also explained that a requirement of receiving a grant would be to give a presentation at

the Council's Annual Meeting talking about how the grant had been utilised and emphasised the fact that the new process would enable officers to support groups with their applications and provide guidance about alternative funding sources.

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

UNANIMOUSLY RESOLVED to adopt the new Grant Funding Policy and Application process and to delegate authority to the Finance and Administration Committee to approve smaller grants at each meeting throughout the year with a cap of £2,500 per application.

.2 Economic Development and Planning Committee

The minutes of the Economic Development and Planning Committee meetings held on 11 January 2021, 26 January 2021, 16 February 2021 and 9 March 2021 were received.

.3 Community Development Committee

The minutes of the Community Development Committee meeting held on 22 February 2021 were received.

85/21 Sub Committee Minutes

.1 King George V Sub-Committee

The minutes of the King George V Sub-Committee meeting held on 17 February 2021 were noted.

Councillor Hubbard expressed his concerns that members were being asked to agree to something without full knowledge of the facts. The Town Clerk explained that the tender process had been comprehensive and that five expressions of interest had been received with one tender returned.

After some discussion, it was agreed to move the item to confidential session later in the meeting.

The Town Clerk advised members that although the contractor for the play area had provided a pathway in accordance with the tender, it was not fit for purpose; the loose gravel surface could cause damage to the equipment and to the Splash Pad.

It was proposed by Councillor Westbrook, seconded by Councillor Fiorelli and:

UNANIMOUSLY RESOLVED to delegate to the Town Clerk to use up to £5,000 from solar farm receipts and CIL income to install a resin bonded pathway, whilst seeking to recoup a proportion of the costs from the surveyor and/ or contractor.

.2 HR Sub Committee

The minutes of the HR Sub Committee meetings held on 13 January 2021, 29 January 2021, 10 February 2021 and 23 February 2021 were received. Councillor Mitcham requested that the minutes of the meeting held on 23 February be amended to reflect the fact that he chaired the meeting.

A discussion took place regarding the requirement for elected members to withdraw from a committee meeting should it go into confidential session. The Town Clerk confirmed that legislation dictated that members not appointed to a committee had no more rights than members of the public.

Councillor Hubbard referred to paragraphs 77 and 78 of the NALC guidance which suggested that staffing committees may benefit from additional Standing Orders. He requested that the Town Clerk update Standing Orders before the Annual Meeting to reflect the mechanism put in place by the Council.

The recommendation for a Video File Policy made by the HR Sub Committee at their meeting on 29 January was discussed. The Town Clerk stated that the only true record of a meeting were the minutes, once signed. It was good practice to delete all recordings for all committee meetings, including YouTube recordings, once the minutes had been approved.

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

UNANIMOUSLY RESOLVED to delegate the creation of a draft Video File Policy to the Town Clerk, for further discussion by Full Council once prepared.

86/21 Working Groups

.1 CCTV Working Group

The notes of the CCTV Working Group meetings held on 12 January 2021 and 23 February 2021 were received.

87/21 CCTV Working Group Membership

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

UNANIMOUSLY RESOLVED to approve the membership of councillors and co-opted members of the public onto the CCTV Working Group, as follows:

Councillor representatives from the four wards in Melksham town
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

88/21 CCTV Working Group Terms of Reference

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

UNANIMOUSLY RESOLVED to approve the Terms of Reference for the CCTV Working Group.

89/21 Neighbourhood Plan

An update from Town Council representatives on the Steering Group was received. It was noted that the Neighbourhood Plan was in the process of being reviewed by the Examiner, before proceeding to the Referendum stage.

90/21 Melksham Town Council Policies

Discussion took place regarding the acceptable use of emails and social media by councillors and the need for councillors to be protected from bullying and harassment. Councillor Hubbard suggested that the Code of Conduct was the proper forum for some of the issues under discussion. The Town Clerk reminded

members that she had circulated the LGA Code of Conduct and would review this. The consensus was that the policies should be adopted but could be built upon. It was proposed by Councillor Hubbard, seconded by Councillor Westbrook and

RESOLVED to approve the following policies:

- Acceptable use of email, tablets and internet for Councillors policy, subject to the addition of guidance to ensure protection from bullying
- Audio recording, Filming and Photography Policy
- Communication Policy
- Data Protection Policy
- Data Security Breach Policy
- Mobile Phone Policy
- Pre-Application Policy for Major Development Projects

91/21 The Spiritualist Garden

The report of the Economic Development Manager was received, with two key issues being cited; the right of access across the unclassified public highway leading to the garden and ownership of the wall between the garden and 16 King Street.

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

UNANIMOUSLY RESOLVED to instruct the Council's solicitor to effect the transfer of the ownership of the Spiritualist Garden to the Town Council.

92/21 Future Audio Visual Requirements for Town Council Meetings

The report of the Economic Development Manager was received. The need for a wireless microphone system with cameras was accepted due to the flexibility it would provide. This type of system would mean that the need for a dedicated meeting room could be avoided. It was noted that the cost of such a system would be met from reserves.

The benefits of meeting in person were emphasised, especially for newly elected councillors. However, it was recognised that physical meetings may cause difficulties in accommodating members of the public.

It was proposed by Councillor Hubbard, seconded by Councillor Sankey and:

UNANIMOUSLY RESOLVED to delegate the purchase of a wireless system with batteries, chargers, cameras and video capture to the Town Clerk for a maximum budget of £28,000 through an appropriate procurement process whilst

recognising that the equipment, particularly the microphones, will need to be installed as soon as possible.

93/21 Parking Redemption Scheme

The report of the Economic Development Manager was received.

The need for more wider spread advertising of the scheme was discussed with the possibility of acquiring bigger attention-grabbing signs. The Economic Development Manager felt that retailers also needed to invest in the scheme by 'selling' it to their customers as part of the package to reopen the town centre post Lockdown Three. Councillor Fiorelli suggested that stallholders at town centre markets could be invited to join the scheme.

It was proposed by Councillor Hubbard, seconded by Councillor Welch and:

UNANIMOUSLY RESOLVED to continue with the Parking Redemption Scheme in 2021/2022 and to increase marketing of the project through increased signage and advertisements.

94/21 Speed Indicator Devices (SIDs)

The report of the Locum Admin. Assistant was received.

It was proposed by Councillor Hubbard, seconded by Councillor Aves and:

UNANIMOUSLY RESOLVED to approve the use of earmarked reserves to purchase seven replacement SIDs for an amount not exceeding the original purchase price.

95/21 Deferral of Movement Working Group Consultation

It was proposed by Councillor Hubbard, seconded by Councillor Aves and:

UNANIMOUSLY RESOLVED to defer the Movement Working Group consultation until after the May elections.

96/21 Community Infrastructure Levy

The resolution made by Melksham Without Parish Council at their meeting on 25 January 2021 regarding the transfer of CIL monies from the Hunters Wood/ The Acorns development was noted.

97/21 Dorset & Wiltshire Fire and Rescue Authority - Draft Community Safety Plan 2021-2024 Consultation

It was noted that members can take part in the consultation.

98/21 Confidential Session

It was proposed by the Town Mayor, Councillor Aves and:

UNANIMOUSLY RESOLVED that in view of the sensitive nature of the business to be transacted, the public and press be instructed to withdraw from the meeting.

99/21 East of Melksham Community Centre

The report prepared by the Assistant to the Town Clerk, specifically the ongoing lack of cooperation from the developers' agents, was noted. Concerns were raised about the suitability of the locations being proposed for the community centre and the residents who would benefit.

It was proposed by Councillor Westbrook, seconded by Councillor Fiorelli and:

RESOLVED to request that David Sharp of BTA Architects be engaged to prepare a full plan so that a full planning application may be submitted to Wiltshire Council for a community centre based on the Berryfields design and located at the Town Council's preferred location and also to request the transfer of the S106 funds being held by Wiltshire Council for the building of the community centre to Melksham Town Council.

100/21 King George V Park

The Town Clerk provided further information regarding the tender process, financial considerations and the provision/use of facilities in answer to Councillor Hubbard's concerns.

It was proposed by Councillor Westbrook, seconded by Councillor Fiorelli and:

UNANIMOUSLY RESOLVED to appoint Tony Hickman to operate the Cricketers Café at King George V Park under terms agreed between the Town Council and their solicitor.

101/21 New Lease 31 Market Place

The Town Clerk explained that the previous lease had lapsed about 12 years ago. The tenant of 31 Market Place was happy with the terms of the new lease and the proposed rent. It was confirmed that the fabric of the building was the responsibility of the Town Council whereas the interior of the property was the responsibility of the tenant.

It was proposed by Councillor Hubbard, seconded by Councillor Welch and:

UNANIMOUSLY RESOLVED to approve the lease for 31 Market Place.

Meeting Closed at: 10.02 pm

Signed:

Dated:

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Melksham Town Council

Minutes of the Asset Management Committee meeting held on Monday 15th March 2021

PRESENT: Councillor T Watts (Chair)
Councillor P Aves
Councillor V Fiorelli
Councillor J Hubbard
Councillor K Iles
Councillor G Mitcham

IN ATTENDANCE: Councillor T Welch

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

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

1/21 Apologies

There were no apologies.

2/21 Declarations of Interest

There were no declarations of interest.

3/21 Minutes

Councillor Hubbard requested that “apologies” in the minutes of 14 December 2020 be amended to record that he and Councillor Aves were at an Area Board meeting. Councillor Welch requested her attendance at the meeting be noted. Following the requested amendments the minutes were approved as a correct record, and would be signed at a later date by the Chair, Councillor Watts.

4/21 CCTV Working Group Update

.1 CCTV Working Group Notes 7 December 2020 and 12 January 2021

.2 CCTV Working Group Terms of Reference and Membership

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

UNANIMOUSLY RESOLVED to recommend the membership of the Working Group to Full Council for approval.

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

UNANIMOUSLY RESOLVED that the CCTV Working Group Terms of Reference be amended to state that membership of the group will have no less than three Town Councillors, one of whom shall be chair. Nominated representatives of Melksham Without Parish Council, the Melksham Area Board, including the Community Engagement Manager, have automatic places on the Working Group.

5/21 King George V Park Maintenance Shed Update

The Amenities Manager reported that the architect was working on detailed drawings in readiness for the submission of the planning application. The drawings and proposals would be presented to council for approval before being submitted for planning permission.

6/21 Water Refill Station Progress Report

The report of the Locum Admin Assistant was noted.

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

UNANIMOUSLY RESOLVED that the Committee adopt the following recommendations contained within the Water Refill Station report.

- To await receipt of legal documents
- To agree a site visit
- To agree the installation date
- To consider COVID-19 risks associate with the waterpoint

7/21 Phone Boxes Update

The report of the Business Administration Apprentice was noted.

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

UNANIMOUSLY RESOLVED that the Amenities Manager arrange for the phone boxes to be cleaned and painted and any decision on their use should be deferred until after the May 2021 elections.

8/21 Residents Tree Planting Scheme

The Economic Development Manager confirmed that Melksham Without Parish Council had expressed an interest in joining the scheme, but had suggested the scheme be deferred until the Autumn and next Spring.

Councillor Westbrook reported on the National Trust scheme for planting blossom trees in towns.

It was proposed by Councillor Watts, with a friendly amendment by Councillor Hubbard and

UNANIMOUSLY RESOLVED that the Residents Tree Planting Scheme be deferred until the Autumn of 2020 and the Spring of 2021, and that the National Trust Scheme offering free flowering trees is investigated.

9/21 Date and Time of Next Meeting

Meeting Closed at: 7.53 pm

Signed:

Dated:

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Melksham Town Council

Minutes of the Economic Development and Planning Committee meeting held on Tuesday 9th March 2021

PRESENT: Councillor A Westbrook (Chair)
Councillor P Aves
Councillor S Brown
Councillor J Hubbard
Councillor K Iles
Councillor G Mitcham
Councillor M Sankey

**ALSO IN
ATTENDANCE** Councillor P Alford

OFFICERS: David McKnight Economic Development Manager
Christine Hunter Committee Clerk

PUBLIC PARTICIPATION: 7 members of the public and one member of the press were present.

30/21 Apologies

Apologies for absence were received from Councillor Illman.

31/21 Declarations of Interest

There were no declarations of interest.

32/21 Minutes

The minutes of 16 February 2021 having previously been circulated, were approved as a correct record. It was agreed that these would be signed at a later date by the Chair, Councillor Westbrook.

33/21 Planning Applications

The Council had **no objection** to the following planning applications:

21/00969/FUL 27 Hornbeam Crescent Melksham SN12 6JF
Demolition of lean-to-porch. Erection of new garage.

21/01358/ADV 12 Bank Street Melksham SN12 6LG

1no. part internally illuminated fascia sign & 1no. internally illuminated projecting sign.

21/01076/FUL

18 Saxifrage Bank Melksham SN12 6FU
Erection of a single-storey extension to replace existing conservatory & internal garage conversion to create home office.

21/01118/FUL

48 Littlejohn Avenue Melksham SN12 7AW
Construction of new double garage with rear studio area.

34/21 Planning Decisions

Members noted the following planning decisions:

20/08888/FUL

34C Lowbourne Melksham SN12 7DZ
Retrospective permission to remove existing prefabricated concrete garage and replace with wooden barn using existing concrete footprint.
Decision: Approve with Conditions
MTC Consultee Response: No Objection

20/09561/FUL

2 Spa Road Melksham SN12 7NS
Variation of Conditions one and two of 19/08240/PNCOU to allow amended internal layout and to amend onsite parking arrangements.
Decision: Approve with Conditions
MTC Consultee Response: No Objection

20/10674/FUL

12 Bank Street Melksham Wilts SN12 6LG
Change of use from Shop (Use Class E) to a hot food takeaway (Sui Generis Use) with internal and external alterations.
Decision: Approve with Conditions
MTC Consultee Response: No Objection

20/10872/VAR

Unit 1, 122 Forest Road Melksham SN12 7AE
Variation of condition 4 on 18/06174/FUL to extend opening hours to Mon - Fri 0830 - 2100, Sat 0800-1800, Sun 1000-1600
Decision: Approve with Conditions
MTC Consultee Response: No Objection

20/11112/FUL

2 Warwick Crescent, Melksham, SN12 6AA
Single story link building & conversion of garage into habitable accommodation.
Decision: Approve with Conditions
MTC Consultee Response: No Objection

20/04400/FUL	<p>16 Conway Crescent, Melksham, SN12 6BD</p> <p>Retrospective application for the erection of an annexe to be used as ancillary accommodation.</p> <p>Decision: Approve with Conditions</p> <p>MTC Consultee Response: Object</p>
20/10572/FUL	<p>Land Adjoining 39 Craybourne Road Melksham SN12 7DJ</p> <p>Proposed erection of a 4 bed new dwelling and associated works.</p> <p>Decision: Approve with Conditions</p> <p>MTC Consultee Response: Object – overdevelopment of site.</p>
20/10625/FUL	<p>40 Lapwing Road Melksham SN12 7FJ</p> <p>Porch and shower room extension</p> <p>Decision: Approve with Conditions</p> <p>MTC Consultee Response: No Objection</p>
20/10777/FUL	<p>8 Kennett Close Melksham SN12 8BJ</p> <p>Porch and shower room extension</p> <p>Decision: Approve with Conditions</p> <p>MTC Consultee Response: No Objection</p>
20/10958/FUL	<p>14 Lowbourne Melksham SN12 7DZ</p> <p>Proposed Change of Use From Shop to Residential Use</p> <p>Decision: Approve with Conditions</p> <p>MTC Consultee Response: No Objection</p>
20/03358/OUT	<p>2 Coronation Road Melksham SN12 7PE</p> <p>New 2 bed house</p> <p>Decision: Refuse</p> <p>MTC Consultee Response: Object - over development of site.</p>
20/10414/FUL	<p>39 Daisy Close Melksham SN12 6FZ</p> <p>Single Storey Side Extension</p> <p>Decision: Approve with Conditions</p> <p>MTC Consultee Response: No Objection</p>
21/01157/TCA	<p>Orchard Hall Cannon Square Melksham SN12 6LX</p> <p>T1 - Crown reduce Apple tree by approximately 2.5m (35%) Crown clean to remove deadwood and crossing branches</p> <p>Decision: No Objection</p> <p>MTC Consultee Response: No Objection</p>

21/01162/TCA

Orchard Hall Cannon Square Melksham SN12 6LX
T1 - Crown reduce Yew tree by approximately 2.5m
Decision: No Objection
MTC Consultee Response: No Objection

35/21 Neighbourhood Plan

The Economic Development Manager confirmed the Regulation 16 Public Consultation of the joint draft Neighbourhood Plan is closed. The draft plan is with an independent examiner and the Neighbourhood Plan Steering Group will respond to the examiner's questions. A co-ordinated a joint response to the Wiltshire Council Local Plan Review Consultation, approved by both Melksham Town Council and Melksham Without Parish Council, has been has been submitted.

The Wiltshire Area Localism and Planning Alliance (WALPA) is lobbying to reverse some recent changes to the National Planning Policy Framework which has resulted in the effective life span of the Neighbourhood Plan being reduced.

36/21 Speeding on Forest Road

The Committee asked the Committee Clerk to arrange a metro count with Wiltshire Council.

The Committee requested the Committee Clerk to write to Faresaver Buses to obtain a copy of their Forest Road telematic data in order to share with residents as evidence that the buses are not actually speeding.

37/21 CATG Issues

The Economic Development Manager confirmed that metro counts had been put on hold by Wiltshire Council due to Covid-19 restrictions. It is currently estimated that the Metro Count of Union Street will take place in May 2021.

Councillor Sankey reported on the historic issues with traffic in Union Street and Snarlton Lane and suggested making these access only roads. Councillor Hubbard confirmed CATG had previously rejected this proposal for Union Street as it was unenforceable.

It was

UNANIMOUSLY RESOLVED to forward the proposal to CATG to make Snarlton Lane an access only road and, and to request the Town Clerk to have informal discussion with Mark Stansby to ascertain whether to re-submit the proposal to CATG for Union Street.

38/21 Land North of Dunch Lane/Beanacre Road Development Proposal

Agenda Item 9.1 and 9.2 are recorded in minute 39/21 and 40/21.

.1 Notes and Presentation of the Pre-application meeting 17 February 2021

The Committee received the notes and presentation of the pre-application meeting on 17 February 2021.

Councillors Aves and Councillor Alford confirmed they would be objecting to the development. The Committee received the concerns raised regarding the development by residents of Beanacre.

.2 Public Consultation Response

Public Consultation Response

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

UNANIMOUSLY RESOLVED that Melksham Town Council responds to the developer listing the objections and suggested amendment to the development below.

- The impact the high number of additional houses would have on the heritage of the village of Beanacre.
- Poor access to the A350.
- The development extends the settlement boundary of Melksham and the coalescence of Beanacre and Melksham.
- Lack of health and sustainable education facilities in the area
- Concerns of the impact on ecology including the impact of flooding, drainage and on the diverse wildlife.
- Suitability of the buffer zone at the northern end of the site between the village and Melksham town.
- The potential for light pollution and noise pollution from the railway.
- The assessment of the site already undertaken in the Neighbourhood Plan.
- The Council suggested reducing the site size to be only in the Melksham Town side of the proposed site.

Public Consultee Response – Community Benefits

The Committee reviewed and agreed with the recommendations

from Melksham Without Parish Council. The Committee discussed strengthening, establishing and improving connectivity links to King George V Park and Melksham Town.

Councillor Hubbard recommenced that individual emails of objection to the development from residents would be preferable than a petition. It was

UNANIMOUSLY RESOLVED that the suggested Community Benefit improvements for Melksham Town area to be included as part of the consultation response submission are to:

- Add a pedestrian crossing over the A350 near the pedestrian right of way paths.
- Add a pedestrian exit from the new development to Dunch Lane.
- Upgrading the footpath to Shurnhold Fields and the Halfpenny Bridge and continue through to Melksham Town via the Riverside Walk.
- Develop a preferred, waymarked walking route from the site to the railway station via Foundry Walk.
- Upgrade Riverside Walk footpath.
- Include a roundabout or traffic lights at the entrance of the to improve access and exit for vehicles development site.
- Ensure all improved pedestrian routes requested must be wide enough to accommodate both cyclists, pedestrians and people with pushchairs.

39/21 Land East of Spa Road Update

The Economic Development Manager confirmed the letter had been sent to Wiltshire Council Planning department following a resolution from this Committee at the last meeting. The Wiltshire Council Senior Planning Officer had confirmed:

- Wiltshire Council drainage team had surveyed and carried out a site inspection. More watercourses are being inspected.
- Wiltshire Council cannot request a stop on works as the developer is complying with all the previously approved plans. Remedies for the flooding issues will be considered once the causes of the flooding have been identified.
- Regarding the ecological survey, Wiltshire Council have advised that, as developers do not have legal access to land outside of their control, the nearby pond on privately-owned land, would not have been included as part of any ecological survey submitted as part of the application.
- Wiltshire Police Wildlife Officer is dealing with the great crested newt wildlife issue and a response has not currently been received.

- Natalie Rivans would respond formally to the complaint as soon as full information is received from internal and external bodies.

The Economic Development Officer agreed with the approval of the Town Clerk, to forward the email from Wiltshire Council to the residents of Farmhouse Court.

Meeting Closed at: 8.50 pm

Signed:

Dated:

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Public Document Pack

Melksham Town Council

Minutes of the Economic Development and Planning Committee meeting held on Tuesday 30th March 2021

PRESENT: Councillor T Watts (Vice-Chair)
Councillor S Brown
Councillor J Hubbard
Councillor G Mitcham
Councillor V Fiorelli

IN ATTENDANCE: Councillor P Aves

OFFICERS:	David McKnight	Economic Development Manager
	Christine Hunter	Committee Clerk
	Taylor Robinson	Business Administration Apprentice

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

40/21 Apologies

Apologies for absence were received from Councillors Westbrook, Sankey and Illman. Councillor Fiorelli substituted for Councillor Westbrook.

41/21 Declarations of Interest

Councillor Watts declared an interest in relation to Agenda item 4 in respect of planning application 21/01111/REM because he had previously owned the property. Councillor Watts remained in the meeting and took part in the debate on this item.

42/21 Minutes

The minutes of 9 March 2021 having previously been circulated, were approved as a correct record. It was agreed that these would be signed at a later date by the Chair, Councillor Westbrook.

43/21 Planning Applications

The Council had **no objection** to the following planning applications:

21/01647/FUL	117 Skylark Road Melksham SN12 7FQ Erect a garden shed in the back garden of a domestic property. Agreement: Unanimous
21/01324/FUL	14-18 Bank Street Melksham SN12 6LG External alterations to include replacement windows at first floor front elevation and insertion of two rooflights and new delivery door and replacement door on rear elevation. Agreement: Unanimous
21/01713/FUL	34 Sandridge Road Melksham SN12 7BH Single storey side & rear extension. Consultation deadline: 06/04/2021 Agreement: Unanimous
21/02042/FUL	24 Sarum Avenue Melksham SN12 6BN Proposed single storey rear extension. Consultation deadline: 07/04/2021 Agreement: Unanimous
21/02351/FUL	75 Semington Road Melksham SN12 6DW Proposed two storey side & rear extension. Consultation deadline: 09/04/2021 Agreement: Unanimous

The Council **objected** to the following planning applications:

21/01111/REM	Phase 2B of Land east of Spa Road Melksham Wiltshire Reserved Matters for 50 homes forming part of Phases 4A & 5A of outline planning permission 17/09248/VAR. Consent is sought for all outstanding matters relating to this area, comprising Scale, Layout, External Appearance, Landscaping, Internal Access Arrangements and the Mix and Type of Housing.
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It was proposed by Councillor Hubbard, with a friendly amendment by Councillor Watts and

UNANIMOUSLY RESOLVED to object to the application based on:

- Melksham Town Council seeks confirmation that the floor level of the new properties will be at the level of those originally proposed on drawings 4769-L-226 and 4769-L-227, which clearly shows the new houses

should have been at the same floor level as existing properties.

- The floor level of the new properties already developed is at least 1m higher than indicated on the plan drawings. The higher floor level means the new properties now overlook existing properties.
- Melksham Town Council remains extremely concerned regarding flooding within the area and feels the proposed increased development of houses will exacerbate the problem.

21/00798/FUL

39 Somerset Crescent Melksham SN12 7LX
Creation of Access.

It was proposed by Councillor Hubbard seconded by Councillor Watts and

UNANIMOUSLY RESOLVED to object to the application due to the access being through designated green space, crossing over pavement and reducing the existing parking provision.

21/01629/OUT

Land South of Woodrow Road Melksham Wilts
Outline application with all matters reserved for residential development (up to 150 dwellings), associated works and infrastructure, ancillary facilities, open space, landscaping with vehicular and pedestrian access from Woodrow Road.

The committee suggested that Melksham Without Parish Council be contacted to consider Melksham Town Council's comments when responding to the planning application.

It was proposed by Councillor Hubbard seconded by Councillor Watts and

UNANIMOUSLY RESOLVED to object to the application based on the following:

- The application proposed developing open countryside.
- Melksham Town Council seek clarification that the drainage survey shows adequate provision to protect existing properties from flooding as there are concerns regarding rising water.
- The proposed development is not supported by the Neighbourhood Plan which is a material consideration and Melksham Town Council had previously objected at pre-application stage

- The objection response is to include Melksham Town Council's previous objections to the Wiltshire Council pre-application in October 2020 which covered highways issues, education, access, health, transport, and being outside the settlement boundary. and

Councillors Alford and Aves to be requested to call-in this application.

44/21 Planning Decisions

Members noted the following planning decisions:

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.

Decision: Approve with Conditions

MTC Consultee Response: No objection

20/10648/FUL Land at Barnwell Road Melksham Wiltshire SN12 7DG
Erection of 2 x 2 bed dwellings.

Decision: Refuse

MTC Consultee Response: Object – overdevelopment of site

20/09005/FUL 2 Pembroke Road Melksham SN12 7NA
Erection of two semi-detached, one bedroom houses & parking.

Decision: Refuse

MTC Consultee Response: No objection - Melksham Town Council supports the development of 1 bedroom homes as starter and affordable properties as a benefit to Melksham.

20/10988/FUL 14 The Close Melksham SN12 6AG
Two storey side extension, single storey rear and front porch.

Decision: Approve with Conditions

MTC Consultee Response: No objection

20/11076/FUL 79 Spa Road Melksham SN12 7PB
Proposal: Creation of a vehicular access and driveway.

Decision: Approve with Conditions

MTC Consultee Response: No objection

21/00592/FUL

14-16 Bank Street Melksham SN12 6LG

Internal subdivision of existing retail unit and erection of new shopfront.

Decision: Approve with Conditions

MTC Consultee Response: Support (No objections)

45/21 Neighbourhood Plan

The report from the Economic Development Manager was noted.

The Economic Development Manager confirmed the Regulation 16 public consultation has completed and closed. The Neighbourhood Plan Steering Group have responded to the initial enquiries raised by the independent examiner. Once the independent examiner concludes his findings and report the plan will await the Decision Statement from Wiltshire Council on whether or not it can proceed to referendum.

46/21 Melksham's Markets programme 2021

The report from the Economic Development Manager was noted.

The Economic Development Manager confirmed the Melksham Markets programme for 2021 is developing, and there will be a trial pop-up Street Food market at Avonside from 8 April 2021 on Thursday and Friday evenings weekly for a four-week period. The monthly Artisan Craft market at Avonside will commence from 25 April 2021. The Market Place markets start with the Makers' Market on 24 April 2021. Specialist markets will start on 15 May 2021 running two weeks prior to the Makers' Market every month until October/November 2021. A Plants and Garden market will be held in May and Just Desserts (desserts and sweet treats) in June. Marketing materials are being produced and gazebos are being purchased. Resources are being sought and materials developed to encourage and support new start-up traders. Where a larger market area is shown to be required, holding certain markets in the summer months at King George V Park was suggested. All applications and risk assessments for the Market Place Markets have been forwarded to Wiltshire Council, and approved, however, proposed start dates are reliant on markets being permitted under Covid-19 regulations.

Meeting Closed at: 7.50 pm

Signed:

Dated:

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Melksham Town Council

Minutes of the HR Sub-Committee meeting held on Tuesday 23rd March 2021

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

OFFICERS:	Linda Roberts	Town Clerk
	Hugh Davies	Amenities Manager

30/21 Apologies

There were no apologies.

31/21 Declarations of Interest

There were no declarations of interest.

32/21 Minutes

Subject to an amendment made by the Deputy Mayor, Councillor Mitcham who advised he had acted as chair for part of the meeting on 23rd February 2021; the minutes of the HR Sub Committee Meeting held on Tuesday 23 February 2021 were approved as a correct record. It was further agreed that the minutes would be signed by the Town Mayor, Councillor Aves at a later date.

33/21 Confidential Session

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

UNANIMOUSLY RESOLVED that in view of the sensitive nature of the business to be transacted the public and press are instructed to withdraw from the meeting.

34/21 Amenities Team

The Amenities Manager gave a full update on the restructuring exercise currently being carried out with the Amenities team. The timeline of events and proposed

staffing structure is appended and referred to as the Amenities Managers Confidential Report 3.3.2021. The report will not form part of the main minutes.

35/21 Staffing

The Town Clerk advised the sub-committee that the town hall office team were working well and tackling the workload in a much more focused way which was adding enormously to job satisfaction and overall efficiency.

The return of the Assistant to the Town Clerk was going very well, with no issues or concerns identified.

The role of the locum administrator had enhanced the team and had been a constant presence in the team since the previous August. As requested at previous meetings of the sub-committee members discussed the retention of his services on a part time, fixed term contract, basis. The main duties of the role would be to focus on communications both internal and external, as well as a focus on the town council's corporate image and branding. The role would also look at effective office systems, making full use of the MS Office offer available, as well as project work and assistance as requested.

The retention of the Locum assistant's services would also allow for a continuance of stability within the team. The locum assistant had been heavily involved in the recruitment of the Committee Clerk and the Amenities Team Manager. He would also assist with the workload, provide effective communication and marketing, both internally and externally, invoke time and money saving office procedures and practices to be explored and invoke and the completion of some town council projects.

In answer to a question the Town Clerk advised that there was enough in the overall salaries budget to cover the finances associated with the role.

The Committee were delighted that the services of the locum assistant could be retained, adding that the locum assistant had relevant experience and knowledge that would complement the current officer team. It was proposed by Councillor Westbrook, seconded by Councillor Fiorelli and

UNANIMOUSLY RESOLVED to engage the services of the Locum Assistant.

The details of the contract and salary are confidential.

Meeting Closed at: 6.55pm

Signed:

Dated:

Melksham Town Council

Minutes of the King George V Sub-Committee meeting held on Wednesday 17th March 2021

PRESENT: Councillor A Westbrook (Chair)
Councillor K Iles
Councillor G Mitcham
Councillor T Watts
Councillor T Welch

**ALSO IN
ATTENDANCE** Jack Raisey, Artist
Councillor P Aves
Councillor V Fiorelli

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

PUBLIC PARTICIPATION: No members of the public but one member of the press was present.

14/21 Apologies

Apologies for absence were received from Councillor Jeffries and Councillor Brown, who was substituted by Councillor Welch.

15/21 Declarations of Interest

There were no declarations of interest.

16/21 Minutes

The minutes of 17 February 2021 having previously been circulated, were approved as a correct record. It was agreed that these would be signed at a later date by the Chair, Councillor Westbrook.

17/21 Sensory Garden Art Sculpture - Revised Costings

Jack Raisey confirmed the increased cost of the art sculpture was due to the loss of economies of scale.

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

UNANIMOUSLY RESOLVED to approve the increased cost of £4,000 to purchase the art sculpture.

18/21 Cricketers' Cafe Tenders

The Amenities Manager confirmed that the closing date for the Cricketers' Café tenders had been 12 March 2021. Additional clarification had been sought from one applicant who was aware refurbishment needed to follow the theme of the building's previous history as a cricket pavilion. The Town Council would have input into trading hours, pricing structure and menu choices. A minimum income will be agreed with the successful applicant, to be reviewed on a regular basis. The successful applicant would have to attend a three-day Splash Pad training course on 29 March 2021. The opening of the Cricketers' Café should link-in with the Splash Pad opening on 12 April 2021.

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

UNANIMOUSLY RESOLVED that Tony Hickman be recommended to Full Council as the preferred contractor to run the Cricketers Café in King George V Park.

19/21 Recent Works Undertaken at the King George V Park

The Amenities Manager confirmed that:

- Works had been undertaken on two trees in the park. A decision would be required in September to consider whether to remove two blossom trees near the sensory garden.
- Idverde had been contacted regarding their vehicles driving unnecessarily in the park and the damage being caused.
- The 800th Charter benches and picnic tables will be installed shortly

Councillor Fiorelli suggested putting recycling bins in the new play area.

20/21 Splash Pad Recommissioning

The Amenities Manager confirmed that the Splash Pad will be recommissioned on 5 April 2021.

21/21 King George V Park Electrical Works

The Amenities Manager confirmed that he was waiting for two contractors to provide recommendations and quotes for two options for the electrical works required.

22/21 Formation of a Friends of King George V Park Group

Councillor Westbrook confirmed there had previously been a Friends of King George V Park Group. The Town Clerk stated the formation of a group would give people ownership and enable them to be more engaged in the park. It was agreed that the Town Clerk and Community Development Officer produce a Terms of Reference and seek members to form a Friends of King George V Park Group.

23/21 Motion for Dogs Off Lead Area with Dog Agility Equipment

Councillor Fiorelli stated that using the fenced off area for a dogs off lead/dog agility area would help to showcase the park. There may be opportunities to obtain funding/sponsorship for the provision of the dog agility equipment.

The Town Clerk suggested that a feasibility study be undertaken.

The Amenities Manager raised concerns about maintenance of the area and encouraging dog owners to clean up after their dogs. The Committee suggested having dog poo bags available from the Cricketers' Café.

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

UNANIMOUSLY RESOLVED to

- request the Amenities Manager to work to move the project forward.
- investigate by-laws regarding dogs off the lead in parks.
- remove fencing from the old dog compound when the new dog compound is opened.
- carry out a feasibility study to highlight the pros and cons to inform the Friends of King George V Park Group.
- ask the Friends of King George V Park Group to produce a project to fund the dog agility equipment.

24/21 Newspaper Social Media Comments

Newspaper and social media comments were noted.

25/21 Grand Opening of Park

It was agreed to hold a celebration Grand Opening of King George V Park event on 26/27 June 2021.

The Town Clerk proposed holding an annual event day during the school holidays to celebrate King George V Park, such as a barbeques, a teddy bears' picnic etc.

Councillor Westbrook thanked the committee for their work in improving the King George V Park.

Meeting Closed at: 8.07 pm

Signed:

Dated:

MELKSHAM TOWN COUNCIL

EXTRAORDINARY FULL COUNCIL MEETING

26 APRIL 2021

Report: LEASE OF LAND ADJACENT TO THE METHUEN AVENUE PLAY AREA

1. Background

- 1.1 The Methuen Avenue play area has been owned by Melksham Town Council since 1994.
- 1.2 On 13 November 2002, a lease for the land adjacent to the play area was granted for a period of 10 years. The lease was expressed to be outside the Landlord and Tenant Act 1954 as a result of which there was no automatic renewal at the end of the term in 2012.
- 1.3 As the lease was for more than seven years it should have been registered at the Land Registry, but this was not done.
- 1.4 On 11 August 2004, the lease dated 13th November 2004 was varied so that the term of the lease was extended to 15 years, meaning that it expired on 13 November 2019.
- 1.5 Again, this lease should have been registered at the Land Registry but was not.
- 1.6 The Town Council did not vacate the play area on the expiry of the lease and has remained in possession since 13 November 2019.

2. Current Position

- 2.1 A new lease has been offered, again outside the Landlord and Tenant Act 1954.
- 2.2 The Landlord and Tenant Act 1954 grants the tenant, Melksham Town Council, the automatic right to renew the lease unless the landlord can prove one of the statutory grounds for possession.

- 2.3 Redevelopment constitutes one of the statutory grounds for possession, meaning that should a developer decide to redevelop the play area a new lease could not be automatically granted under the Landlord and Tenant Act 1954.
- 2.4 The new lease which has been offered, and which is currently in the possession of the Town Council's solicitor, contains a clause which enables it to be terminated on one month's notice (20 working days), meaning that the Town Council would have to give vacant possession within 20 working days of notice of termination being given (which would include removal of any equipment).
- 2.5 The Town Council's solicitor believes that the notice period has been set to fit in with an option agreement given by the landowner to a developer.
- 2.6 The very short notice period has given cause for concern to the Town Council's solicitor.
- 3. Application to Register as an Asset of Community Value
 - 3.1 An application to register the land adjacent to the play area as an asset of community value has been prepared for submission to Wiltshire Council.
- 4. Recommendations
 - 4.1 That this report is noted and that a decision be made:
 - 4.2 Either, to proceed with the renewal of the lease as proposed by the landlord, with a clause allowing the lease to be terminated with one month's notice; or
 - 4.3 To instruct the Town Council's solicitor to negotiate the lease renewal with a different termination clause – say, six months.
 - 4.4 To consider whether or not to try to seek the additional protection which may be offered by the landlord and Tenant Act 1954.
- 5. Contact

Patsy Clover

Assistant to the Town Clerk

patsy.clover@melksham-tc.gov.uk



MELKSHAM TOWN COUNCIL

Full Council

Monday 26 April 2021

Report: Use of open green space next to Spring Meadows play area.

1 BACKGROUND

- 1.1 On 23 March 2021 a request was received by a resident asking to use the open space next to Spring Meadows play area to hold an afternoon celebratory tea party with other residents of Burnet Close following covid -19 restrictions being lifted.

2 CURRENT POSITION

- 2.1 Melksham Town Council have asked the resident of Burnet Close to provide:
 - 2.1.1 copy of public liability insurance of minimum £5m cover
 - 2.1.2 copy of a full risk assessment including the Covid-19 security measures in place at the time of the event
 - 2.1.3 7-day written notice of when the event is intending to be held.
- 2.2 The resident has been requested to ensure the open space is left as found.
- 2.3 The resident is aware that the area cannot be closed off for their exclusive use.

3 RISK

- 3.1 Risks should be covered by the full risk assessment including Covid 19 security compliance measures and the public liability insurance.

4 RECOMMENDATION

- 4.1 This report is noted.
- 4.2 That the scrutiny and approval of the Risk Assessments prior to the event is delegated to the Town Clerk and the officer team.
- 4.3 That evidence of public liability insurance of minimum £5m is provided to the Town Clerk.

5 CONTACT

Taylor Robinson

Business Admin Apprentice

Taylor.robison@melksham-tc.gov.uk

01225 704 187

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MELKSHAM TOWN COUNCIL

FULL COUNCIL MEETING

26 APRIL 2021

Report: PROPOSED USE OF MELKSHAM TOWN COUNCIL-CONTROLLED PUBLIC OPEN SPACE FOR OUTDOOR CLASSES

1 BACKGROUND

- 1.1 The Council is receiving requests to use our public open space for different activities and classes.

2 PROPOSAL

- 2.1 It is recommended that decisions on such applications are delegated to the Town Clerk, who will be guided in decision making by Full Council resolution.
- 2.2 The recommended principle is that applications are approved subject to the following conditions:
 - 2.2.1 That a full risk assessment for the proposed activities is submitted to the Town Clerk in a timescale to allow approval or otherwise prior to the activity taking place.
 - 2.2.2 That the risk assessments should include details of the COVID-19 security measures in place which ensure compliance with government guidelines at the time of the activities occurring.
 - 2.2.3 That public liability insurance cover is in place for a minimum of £5m – a copy of the insurance should be supplied to the Town Clerk in advance of the activities.
 - 2.2.4 The use of the Council's Public Open Space for such purposes, cannot be exclusive.
 - 2.2.5 That the Town Clerk is provided with a schedule of dates and times of planned activities.
 - 2.2.6 That agreement may be withdrawn if the activity generates a nuisance to local residents, for example loud music playing.
 - 2.2.7 That the user of the site is responsible for compliance with any licencing requirements – for example Temporary Events Notices.
- 2.3 The use of the facilities would not attract a fee providing the classes are free of charge to attend.
- 2.4 Should a fee be charged for the activities, the council should be made aware of this beforehand and the level of fees being levied. It is proposed that the Town Clerk has

discretion in seeking sponsorship towards town initiatives, lights, floral displays etc, in recompense for the activities being chargeable.

3 RECOMMENDATIONS

- 3.1 That the recommendations within this report are noted.
- 3.2 That the Town Clerk is delegated the necessary authority to deal with these operational matters within the strategic guidelines contained in this report.

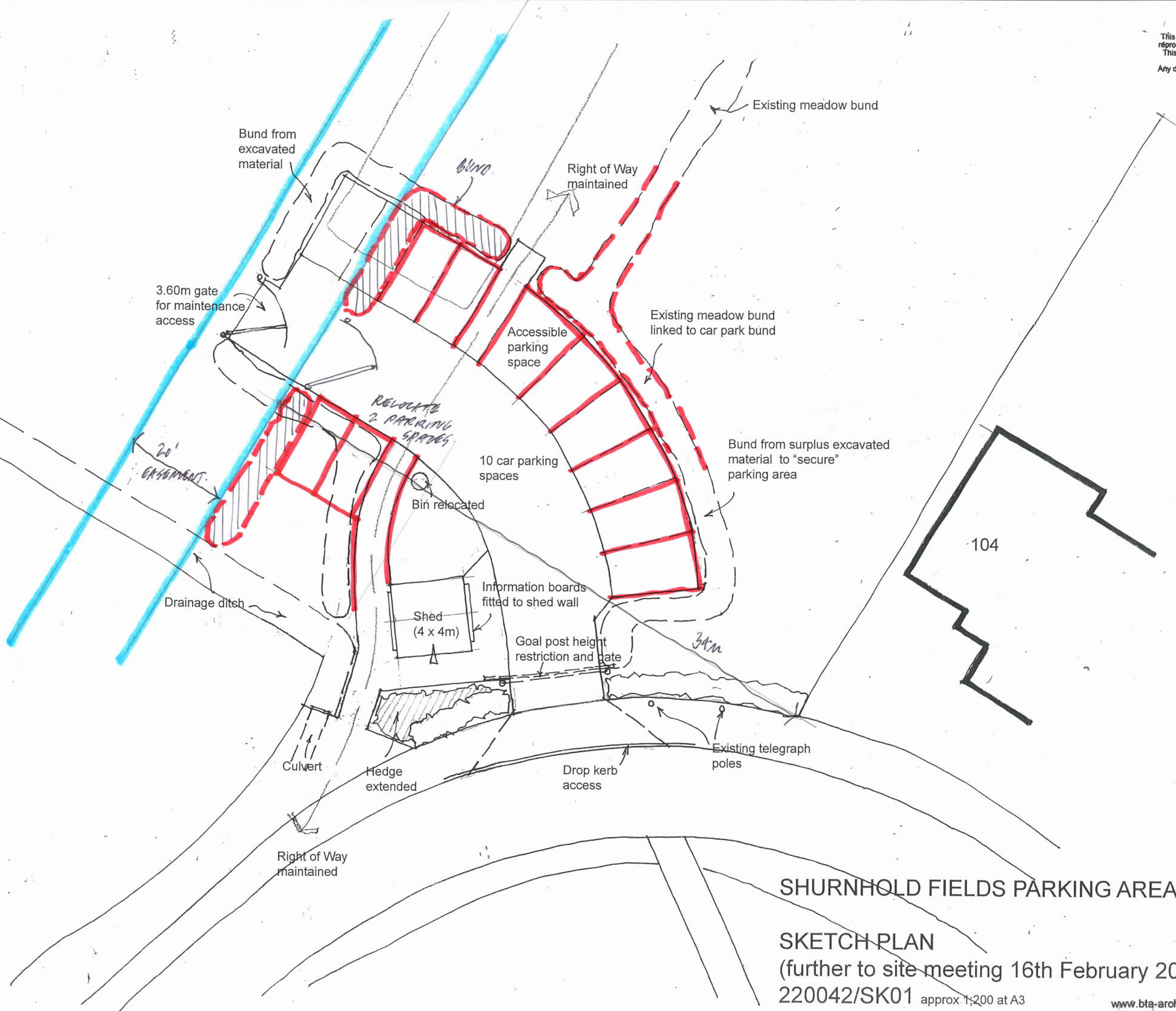
4 CONTACT

David McKnight

Economic Development Manager

david.mcknight@melksham-tc.gov.uk

07759 284 266



SHURNHOLD FIELDS PARKING AREA

SKETCH PLAN

(further to site meeting 16th February 2021)

220042/SK01 approx 1:200 at A3

www.bta-architects.co.uk



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**MINUTES OF SHURNHOLD FIELDS WORKING GROUP MEETING HELD VIA ZOOM
THURSDAY, 25 FEBRUARY AT 6.00PM**

Present: Councillor R Wood (MWPC) (Part of meeting)
Councillor J Glover (MWPC)
Councillor P Carter (MWPC) & Chair of Friends Shurnhold Fields
Councillor P Aves (MTC)
Councillor S Brown (MTC) (Part of meeting)
Councillor G Mitcham (MTC) – Chair
David Sharp, BTA Architects

Teresa Strange – Clerk MWPC
Lorraine McRandle – MWPC
Patsy Clover – MTC

1. WELCOME, HOUSEKEEPING AND ANNOUNCEMENTS

To note, this meeting will be recorded to aid note taking of the meeting.

2. ELECTION OF CHAIR

Councillor Aves proposed Councillor Geoff Mitcham which was seconded by Councillor Sue Brown.

Councillor Geoff Mitcham duly took the chair.

3. APOLOGIES

There were no apologies, but it was noted Councillor Wood was not present.

Teresa, contacted Councillor Wood who apologised as thought there was a different start time and stated he would join the meeting as soon as he could.

4. DECLARATIONS OF INTEREST

There were no declarations of interest.

5. NOTES

To approve as an accurate record the Notes of the last meeting held on Thursday 4 February 2021.

The notes of the meeting held on 4 February were proposed as a true record by

Councillor Aves and seconded by Councillor Brown.

Resolved: The minutes of the meeting held on 4 February be approved and signed in due course as a true record.

6. CAR PARK AND ENTRANCE IMPROVEMENT PROJECT

6.1 To report feedback from site meeting with the Wiltshire Council Highways Officer and architect.

David Sharp, BTA Architects was in attendance to explain the amendments he had made to the car park layout, following the recent site visit with the Highway Officer and members of the Working Group.

David explained the thinking behind the design was to combine the access road and car parking for a more efficient design, as well as move the entrance as advised. The car park would be 350 sqm, which was significantly less than the previous scheme, but still included 10 spaces. The excavated materials would provide a bund around the car park. A Goalpost height restriction barrier and a new gate would be provided at the entrance.

Councillor Glover explained if the design did not impact too excessively on the wildflower meadow, he was happy with the revised plan, other members agreed.

Councillor Brown asked if FOSF had a preference.

Councillor Carter explained at their meeting the previous week, Members of FOSF were not happy with the design, as they felt it took away part of the wildflower meadow.

Councillor Carter explained a compromise could be made if the area lost from the wildflower meadow could be allocated elsewhere and suggested if the bund was extended from the South boundary of the car park to the ditch to the South of Shurnhold Fields he would be happy with that and this would also help to divert water back into the ditch.

FOSF preferred a 18m x 16m car park design in its original location with cars facing each other with a vote of 3 for and 2 against.

Councillor Aves asked if members of the FOSF realised the smaller car park would be cheaper and therefore more likely to be built.

Councillor Carter explained he had pointed out to the FOSF that the smaller design would be cheaper.

Councillor Carter asked if the existing access road and condensed car park would cost any more than the new configuration proposed.

David explained it would cost more to have the original design as more materials would be required.

It was noted the shed had been moved nearer the entrance which it was felt was more secure than being further into the site.

6.2 To note correspondence from the Rights of Way Officer

The Group noted the correspondence from the Rights of Way Officer, he had no objection to the closing up of the existing access and extension of the beech hedge across the old access, provided an unobstructed 2m gap was left in the hedge at the point of the right of way, any gates for the car park would need to open either away from the public footpath or be sited in a way that if they opened towards the public footpath, they did not reach it and block the line of the path when open.

The meeting flowed from this item to 6.4.

6.3 To consider options and agree site layout

6.4 To consider scope of works for quotations/tenders, including ditch clearance

Teresa explained as the works associated with the car park etc. and the drop kerbs to the entrance, as advised by Highways, may cost over £25,000 this meant it ought to out to tender in line with both council's Financial Regulations.

The architect would need to draw-up revised drawings to include the revisions to the bund, as suggested above in order to forward to Planning, Drainage, Highways and Environment Agency for approval and for inclusion in a tender package.

Councillor Carter queried whether revised plans needed to be submitted to Planning as current plans had been approved already under Permitted Development' rights.

Teresa advised it would be prudent to send revised drawings to Planning so that there was no ambiguity, and had to go to Highways, Land Drainage and the Environment Agency for their sign off regardless.

David, BTA Architects agreed to forward a quote to provide the revised drawings in due course and asked if Teresa could provide the dimensions of the shed.

Teresa explained that on the site visit the Highways Engineer had advised it would be useful to get the ditch at the bottom of the site (southern boundary) cleared at the same time work was undertaken to the car park to make sure it was clear; as there would be suitable equipment on site.

Councillor Carter raised an issue regarding ownership of the ditch to the Southern boundary and after discussion, Councillor Glover proposed, which was seconded by Councillor Aves once research was undertaken to ascertain ownership of the ditch, the clearance be included in the scope of works, if it was proved in the parish council's ownership.

Teresa sought clarification on the type of materials for the access road and car park.

David confirmed the parking bays would be gridforce, with the access road etc being tarmac.

Teresa went through the other changes/costs i.e., additional hedging, height restriction barrier, gate, wildflower seeds, the Friends noticeboard and a bin would need to be relocated. It was suggested the information board could go on the side of the shed; however, the design of the shed may not be suitable, therefore, it was agreed an optimum site for the noticeboard and the bin would need to be found and to leave this to both David and officers.

Councillor Richard Wood joined the meeting at 6.40pm.

Clarification was sought whether the stock fence around the original car park design was still required.

Councillor Carter confirmed due to the revised car park layout the stock fencing would not be required.

Unanimously Agreed: To approve the revised car park design as suggested by David Sharp, BTA Architects, with an additional bund extended from the South car park boundary to the ditch on the Southern boundary to create a wildflower meadow area to replace part of the wildflower meadow, which will be lost to the car park.

6.5 To note the need for a topographical survey of the Fields to determine the 'levels' for the proposed entrance way and car park works and to approve the

undertaking of this if a copy of the one previously carried out cannot be obtained.

Teresa explained at the site meeting Andy Cadwallader had stated a topographical survey needed to be undertaken, due to uneven ground levels. Topographical plans had previously been produced by Persimmon as part of the overall development and Andy hoped get a copy to forward on to the group, from his contact at Persimmon. Teresa explained she had previously approached Persimmon for these plans, but had been unsuccessful in obtaining these to date.

If the topographical survey was not forthcoming from Persimmon it was noted one would need to be undertaken. David confirmed this would only need to cover the area associated with the car etc. and not the whole of Shurnhold Fields following a question from Councillor Brown.

6.6 To recommend a plan of action for approval by both Councils at their meetings on 1 March

Both Councillors Aves, Brown and Mitcham said they would be happy to forward a proposal to the Town Council at their meeting on 1 March.

Patsy informed MTC councillors she was unclear what funding was available from the Town Council.

Councillor Aves explained she understood £10,000 was available for Shurnhold Fields within Town Council budgets.

Patsy clarified, there was no separate budget for Shurnhold Fields within the Town Council budget, just a Green Spaces fund, but was unsure how much had been allocated to this budget heading.

Teresa explained it was understood the Town Council had previously agreed £7,500 funding, the same with the Parish Council, plus £5,000 grant funding had been received from the Area Board and explained as the grant funding remained unspent, she would contact the Area Board Manager in due course to provide an update on this project.

Councillor Glover explained in order to move forward there was a need to go out to tender in order to ascertain costs, which would have to go back to both councils.

Agreed:

1. Ask David Sharp, BTA Architects to draw-up revised plans with additional bund and wildflower meadow and agree costs.
2. Agree to pay for a topographical survey for car park and entrance area, if one is not forthcoming from Persimmons.
3. To go out to tender which will include the scope of works agreed and additional bund, wildflower area, getting the ditch cleared if under our ownership.
4. To check with Planning, Highways, Drainage and Environment Agency to get consent.
5. When received tenders so that the group have an accurate idea of costs to go back to working group for their approval to forward onward approval by both councils.
6. To update the Area Board on the £5,000 grant funding.

7. INFORMATION BOARDS

7.1 To approve the final electronic draft of the main information board, following the site visit

Teresa explained she had contacted Shelley Signs before the previous meeting to ask they hold off on creating the design for the boards, as it was anticipated the car park may move and was surprised to therefore receive a final proof for sign off.

Councillor Carter explained he had not spoken to Shelley about the boards and understood the design was for illustrative purposes only of what was included in the field and not a scaled drawing.

Teresa explained there was no mention of Persimmon on the design and given they had handed over the land as public open space for the community to use and provided a £96,000 maintenance fund whether they should be included in the design.

Councillor Carter explained Persimmon did not hand over the £96,000, but this money came from every resident of the George Ward Gardens paying £400 each to contribute towards the fund, this did not come from Persimmon directly and therefore felt it was not necessary for their name to be included in the design.

Agreed: The drawing as drawn-up by Marliyn Trew be approved and submitted to Shelley.

Councillor Sue Brown left the meeting at 7.00pm.

7.2 To approve the wording and content of the WWI information boards

Councillor Carter explained he had circulated proposed wording, with several members providing feedback, therefore, he had made the necessary amendments with regards to abbreviations and included some of the suggestions, but not all, for the narrative on the information boards.

Artist Marilyn Trew and also provided a black/white drawing of the design which would be coloured in, once the wording had been approved.

Teresa suggested it would be useful to include that the trees were provided by the Woodland Trust as part of a Wiltshire wide project run by Wiltshire Council as part of WWI commemorations and suggested this information could be included as well as when/why the trees were planted in November 2018 (to commemorate 100 years since the end of WWI) and to represent those fallen from the Melksham area.

Councillor Carter explained he felt the information should just include an explanation on what the WWI woodland was for i.e., to commemorate a major battle in each year of the war, others expressed the narrative should be simple.

Patsy asked that reference to WW1 should be written as WWI.

Agreed: Councillor Carter to redraft the wording with the various amendments suggested by the group to approve and to include why the trees were planted and approve the design as created by Marilyn Trew.

7.3 To discuss content for native orchard information board

Councillor suggested a narrative of each species planted could be provided on the various information boards.

Agreed: That an explanation of each species of tree be provided on the information boards.

8. TREES AND TREE NURSERY

8.1 To receive an update on the delivery of trees

Councillor Carter explained for various reasons, the trees would now be delivered in the first or second week of April instead of March, by the Woodland Trust, and delivered to the home of one of the FOSF members as the parish council office is closed.

Teresa explained it had previously been agreed as only specific amounts can be ordered that any surplus trees could be used to replant trees which had been vandalized in Bowerhill.

8.2 To receive an update on the tree nursery as constructed and health and safety implications.

Teresa and Patsy explained they had undertaken a site visit and raised a safety concern that goal posts with sharp edges exposed had been used to help create the tree nursery when it had previously been agreed that plastic fencing would be used, with the fencing being ordered as a matter of urgency before Christmas.

Councillor Carter explained the FOSF had taken the view that a tree nursery be marked out initially with gaps to enable easy access for planting and that the plastic fencing be put up last and felt the goal posts which had been used were okay and did not present a safety risk, but had since covered these but would take out if that was the wishes of the group.

Councillor Carter proposed the goal posts remain, which was seconded by Councillor Wood.

Agreed: The goal post delineating the tree nursery remain until the permanent nursery is created.

9. UPDATES FOR NOTING

9.1 Update from Melksham Town Council on

a) Bin Emptying Schedule

Patsy explained she had spoken to the Town Council Amenities Manager, who had advised whilst attempting to drop to 2 days per week for bin emptying, one bin was extremely full, resulting in one of the caretaking team hurting their elbow, therefore, had reverted to emptying the bins 3 days a week, making the loads more manageable. It was noted the design of the bin means that loads have to be collected from the top rather than the side of the bin.

Councillor Carter stated the bin agreed for the Western boundary had not been installed and understood this was still with the contractor.

Councillor Carter stated several photographs had been taken to provide an update on progress. Teresa asked if these could be forwarded to her to update various social media pages.

Agreed: Teresa to ascertain from the contractor when the bin will be installed.

That a watchful eye be kept on the bin emptying schedule.

b) Amenities Team maintenance activities

As above and below.

c) Issues arising from weekly visual inspections

Apart from the goalposts, which they had also picked up, and the branches to be chipped, there were no other issues to report.

10. FRIENDS OF SHURNHOLD FIELDS

10.1 To receive the notes from the meeting of the “Friends” held on 19 February 2021.

To note.

10.2 To consider the ‘Friends’ resolution regarding the location of the car park that:

‘The condensed car park 18m x 16m be left in its original position with connecting road as planned thus reducing the loss of meadow area’.

This was discussed under item 6.1.

10.3 To consider the ‘Friends’ resolution regarding the WWI Wood that:

‘That the lectern be placed by the western boundary seat to the right of the walkway near to the copes with a view to looking at the location again when the trees are more mature’.

Agreed: The lectern be placed by the Western boundary seat to the right of the walkway etc.

11. COMPLAINTS

11.1 To consider how to deal with complaints

Councillor Glover stated unless the FOSF was given full delegation and applied for grants and Shurnhold Fields was totally devolved to the FOSF then both councils needed to act as owners with regard to complaints and therefore anyone with a complaint should be directed to contact both councils.

Teresa explained she had been contacted by the owner of the South boundary, after the FOSF had cleared the ditch on the boundary and removed quite a lot of foliage, despite having replanted some in order to stop people feeding her horses which caused concern for various reasons.

Councillor Carter explained when made aware of the complaint as a member of the FOSF he had talked to the landowner to discuss their concerns which had brought in the ownership of the ditch in question.

Councillor Carter explained he had done some investigations into ditch ownership and maintenance and had come to an agreement with the landowner that the FOSF would seek their permission first before undertaking work on the boundary hedge and noted that trees donated by Knorr Bremse could be used to fill any gaps in the hedge.

Councillor Glover expressed caution in such an informal agreement arrangement, which could have implications later and that a legal solution should be sought.

Councillor Carter explained there was only an informal agreement in place to cut back the trees/hedges on the Southern boundary and if a legal agreement was more preferable this could be looked at.

Teresa clarified with regards to ditch clearance, this came under the rules of Riparian ownership and having recently attended a talk on this, explained that land owners either side of a ditch took responsible for their side up to the middle of the ditch and reminded everyone the item on the agenda was 'To consider how to deal with complaints', as this was not the only complaint recently received and therefore a procedure should be put in place, especially as both councils were liable.

Councillor Carter explained on Teresa forwarding the email regarding the complaint it should have been made clear who was expected to deal with the complaint, otherwise he would not have approached the landowner.

Councillor Aves stated herself and Councillor Brown on a recent site visit had been approached by a resident of Dunch Lane who raised several complaints which she reiterated to the meeting and agreed to forward.

Councillor Carter informed about several incidents, and Teresa expressed concerned the group were only just being made aware of these complaints.

Councillor Carter explained he was aware of the complaints raised and accusations by the residents but the FOSF felt these could be handled by themselves and did not wish to make an official complaint.

Councillor Glover felt it was within the interests of the FOSF to make both councils aware of complaints/issues in order that a record can be kept and highlight if it was felt the complaint was vexatious.

It was noted that it had previously been agreed to make both councils aware when FOSF were on site undertaking work, in line with the parish council's insurance provision. Councillor Carter explained that he was keeping a list, but had not shared it to date.

Agreed: That any complaints be forwarded/handled by both councils.

12. FINANCE AND GOVERNANCE

12.1 To agree that the administration of the Working Group (agendas, minutes, meeting attendance and actions required) is a shared responsibility of both Councils

Teresa explained this item had been placed on the agenda in order to reiterate an original agreement between both councils that they share joint responsibility for the administration of this working group following misleading information in the press. MWPC had always understood administration was to be shared between both councils, officers from both councils present and Councillor Aves and Glover supported this view.

Councillor Carter stated the Clerk of Melksham Without Parish Council had always insisted that everything went through MWPC office.

Teresa clarified since 2017 when Shurnhold Fields was first discussed, it had been agreed that administration for this committee would be shared between both councils, with the previous Clerk and Deputy Clerk of the Town Council providing joint administrative duties. It had been unfortunate when they had both left at a similar time, the Town Council for obvious reasons were unable to provide admin support, similar to recent months, but were now staffing issues had been resolved were able to provide joint support for admin duties.

Teresa went on to explain where the Parish Council took sole responsibility was when the land was being transferred, as it could only go to one council, therefore the parish council had agreed to do this.

Councillor Aves thanked Teresa for undertaking a significant amount of admin work which she appreciated.

12.2 To receive an update on progress on the Terms of Reference.

Teresa stated the Parish Council had already approved the revised TORs.

Patsy informed the meeting; the Town Council would be considered these at a Town Council meeting in March.

13. To agree date and time of next meeting.

It was suggested if both councils agreed the way forward, officers from both councils look at the various actions and then feedback at a later date and once a tender date set.

Councillor Glover dated it would be useful if officers and one councillor from both councils review any tenders received prior to next meeting

Meeting finished at 8.00pm

Signed

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