

**MINUTES OF THE TOWN DEVELOPMENT COMMITTEE
HELD AT MELKSHAM TOWN HALL
ON MONDAY 9 MARCH 2009**

Present: Mr Chris Petty Mrs Terri Welch
Mr Rod Eaton Mrs Sheila Wilkinson
Mr Mark Griffiths Mrs Pam Wiltshire (Chairman)
Mr Jon Hubbard Mr Richard Wiltshire (ex officio)

2009

17. Apologies

Apologies were received from Councillors Louise Smith and Adrienne Westbrook. Councillors Rod Eaton and Jon Hubbard substituted respectively.

18. Declarations of Interest

Councillors Pam and Richard Wiltshire declared an interest in Payments for Approval.

19. Public Participation

There were no members of public present.

20. Matters arising

Therefore no matters arising.

21. Urgent Business

There was no urgent business.

22. Minutes of the previous meeting

The minutes of the meeting held on 13 January 2009 were ratified at the Town Council meeting on 23 February 2009.

23. Matters arising

It was noted that the 60+ event held on 17 February 2009 went very well and was enjoyed by all.

24. Forest Football Activity Group

David Crisfield, Stronger Communities Manager, West Wiltshire District Council attended the meeting to update councillors on the recent deliberations of a funders group meeting regarding the Forest Football Activity Group.

Mr Crisfield outlined the history of this project up to the most recent event which was the bid to the Football Foundation being turned down.

The Funders Group consisting of external stakeholders i.e. West Wiltshire District Council, Charities Information Bureau, Community First and Wiltshire County Council had met on 6 February to discuss the way forward with this project and had written to the group informing them of their findings, which included:

- The need to refresh the needs survey
- That the building design and costings should be based on the Community's needs
- That the Football Foundation funding is confusing the issue
- That there are concerns around the status of the funding to date and that there is a need for a robust funding strategy and business plan that should be stuck to.

Mr Crisfield explained that unfortunately as from 1 April the District Council will no longer be involved in this project due to the formation of Wiltshire Council. The Group contact will be Graham Harris, Central Bidding Unit, Wiltshire Council.

The meeting was then opened up to allow councillors to speak to this item.

Councillor Richard Wiltshire asked if the Section 106 money already allocated to this project is still safe-guarded, he also asked if any of the Section 106 money for the Snowberry Lane development could be allocated to this project.

Mr Crisfield explained that this money will be transferred and ring fenced. The Agreement stipulates the money is for Community facilities on the community land at Awdry Avenue with no time limit but not ringed fenced to any particular group. However he could not answer the question regarding Section 106 money relating to Snowberry Lane.

The Town Clerk explained that he had written to the District Council to ask whether any Section 106 money from the Snowberry Lane development would be available for this project, however to date, he had not received a reply.

Councillor Richard Wiltshire asked if the new Council would still carry on the lease to the group.

Mr Crisfield explained he had already contacted Mark Hunnybun at County regarding this matter and they have taken on board Mr Crisfield's comments.

Councillors agreed this project should not drift on and should move forward.

25. Town Plan

Councillor Sarah Cardy attended the meeting whilst this item was discussed.

Adam Nardell, Economic Regeneration Officer, West Wiltshire District Council attended the meeting to brief the Town Council on the outline of a Town Plan which will provide a strategic overview and coordination of physical regeneration within Melksham Town Centre.

The full content of the presentation is appended to these minutes.

RESOLVED: That the Clerk writes to Alistair Cunningham at Wiltshire Council stating that the Town Council wishes to move this issue forward and to ask what resources might be available from the new council to help with the project.

26. Litter Bins. To consider requests for bins to be situated in Pembroke Road and at the junction of Ruskin Avenue/Thackeray Crescent

The Clerk explained that this item had been raised at the Town Council meeting on 23 February 2009, however because it was raised under urgent business and as there were cost implications it was agreed to place this item on the agenda of this meeting.

Councillor Jon Hubbard explained that there had been an ongoing issue with rubbish in Pembroke Road on the boundary with the school playing field. However, with the cooperation of several groups/organisation this had been resolved.

He felt that in an attempt to stop a reoccurrence of the problem a litter bin was needed in the area. He had approached the District Council, but unfortunately they have no funds available to purchase new bins.

Discussion ensued as to what type of bins were needed and generally it was felt that a low cost bin, which could be moved if necessary, would suffice for the immediate future but that the Clerk should write to the Co-op store to see if they would sponsor a more substantial bin for the long term.

The Town Clerk explained there was a bin in Thackeray Crescent which needs replacing and is the responsibility of the District Council.

RESOLVED: It was agreed to:

- Purchase a low cost bin from the 2009/10 budget.
- The Town Clerk to contact the District Council to ask if they would replace the bin in Thackeray Crescent.
- The Town Clerk write to the Co-op in Pembroke Road to ask if they would sponsor a permanent/more substantial bin in Pembroke Road.

27. Town Centre Improvement Scheme

The Town Clerk explained that he had hoped to have had more information to pass on to Councillors regarding the funding currently being held by West Wiltshire District Council towards the scheme. Unfortunately this is proving more difficult than was first envisaged.

He explained that there would be a project board meeting the next day when this issue will be discussed further.

He went onto explain that the most recent information available suggested that work on the Lowbourne/Church Street area was due to start in 2009/10, with detailed planning of the Market Place taking place this in 2009/10 also and due to start in 2010/11.

During discussion of this it was noted that the condition of the Market Place car park has deteriorated considerably recently, especially after the bad weather.

RESOLVED: To note the report and that the Clerk contacts the County Council to seek improvements to the surface of the Market Place.

28. National Play day

The Assistant Town Clerk/Project Officer had provided a report on costs etc involved in holding a Play Day event in August. **(Please see attached report)** with a recommendation that councillors decide the course of action to be taken from the following options:

Option 1: That the Town Council co-ordinate activities provided by other organisations and publicise the event.

Option 2: That the Town Council co-ordinate activities provided by other organisations and provide supplementary activities and publicise the event.

Councillor Terri Welch explained that Trowbridge Town Council have their own barriers and climbing wall that we might be able to use.

Jean Harris, Finance Officer explained there is currently £7,800 in the youth budget to carry out such projects.

RESOLVED: It was agreed to support Option 2. However, the Clerk was asked to check whether our Public Liability Insurance covers this event and if not to take the necessary steps to obtain the appropriate cover.

29. Town Council Events/Projects.

The Assistant Town Clerk/Project Officers had produced a report outlining the current projects she was involved in. These included the Melksham Food & Drink Festival, Town Criers Competition, the refurbishment of King George V Park and the new Town Council website. **(Please see attached report)**

(i) Town Criers Competition

It was explained that unfortunately if it rains under their competition rules Town Criers are not allowed to go inside, however Peter Dauncey the Town Crier is contacting the Air Training Corps to ask if he could use their marquees if necessary for use by members of the public.

(ii) King George V

Councillor Terri Welch gave an update on what was happening with the pool area in the park.

(iii) Website

The Town Clerk stressed the need for councillors to help in ensuring the information contained on the website is correct.

RESOLVED: To note the report.

30. Project Initiation Document - Positive Promotion of Melksham in empty shop windows

Councillor Jon Hubbard had asked for this item to be placed on the agenda to allow consideration to be given to support this initiative before it is submitted to Policy and Resources in April.

The Assistant Town Clerk/Project Officer had written a report **(please see attached)** and Councillor Jon Hubbard had produced a PID Document which had been circulated with the agenda.

It was noted that an offer of display boards had been made, which would save on costs and hopefully George Ward School would be able to provide some art work.

Councillor Terri Welch informed the meeting that Lisa Ellis is preparing a town map for use, she explained what would be on the map.

Concern was raised that certain shops would be missed off the map. Councillor Welch took these comments on board.

Concern was also raised that it is proposed to increase business rates by 5%, this was felt too high in the current economic climate and that everything needs to be done to help businesses at the moment.

RESOLVED: It was agreed to:

- Write formally to agents of empty shops before the next Policy & Resources meeting asking for their permission to use their shops to display various events within the town etc.
- If permission is obtained from agents to use shops to promote Town Council events then to recommend to Policy and Resources that the Council
 - (i) Approaches other organisations within the town to ask if they wish to advertise their group/events etc.
 - (ii) Approaches schools regarding artwork for display.
- Write to Alistair Darling, Chancellor of the Exchequer outlining the concerns of this council regarding the increase in business rates.

31. Payments for Approval.

RESOLVED: Payments were approved.