

**MINUTES OF THE TOWN DEVELOPMENT COMMITTEE
HELD AT MELKSHAM TOWN HALL
ON MONDAY 13 JANUARY 2009**

Present: Mr Chris Petty Mrs Sheila Wilkinson
Mrs Louise Smith Mrs Pam Wiltshire (Chairman)
Mrs Terri Welch Mr Richard Wiltshire (ex officio)
Mrs Adrienne Westbrook Mr Simon White

2009

1. Apologies

Apologies were received from Councillor Mark Griffiths. Councillor Simon White substituted.

2. Declarations of Interest

There were no declarations of interest.

3. Public Participation

There was no public participation.

4. Matters arising

Therefore no matters arising.

5. Urgent Business

Councillor Adrienne Westbrook asked that serious consideration be given to the proposal by Councillor Simon Bridgford-Whittick at the Town Council meeting last evening that the Town Council meet with the Chamber of Commerce and other interested parties to discuss whether there is anything that can be done to help traders in the current economic climate.

It was noted that Adam Nardell, Regeneration Project Manager, West Wiltshire District Council was attending the next Town Development meeting on 9 March when a town plan for Melksham will be discussed.

Discussion ensued as to whether displays could be placed in the windows of empty shops, to make them look more appealing.

RESOLVED: It was agreed to try to organise the meeting with the Chamber of Commerce as soon as possible and to invite interested parties along, including Adam Nardell, traders and landlords.

It was agreed Councillors Richard Wiltshire and Simon Bridgford-Whittick would liaise with Maggie Giddings, Assistant Town Clerk/Project Officer to try and arrange the meeting.

6. Minutes of the previous meeting

These were approved at the Town Council meeting on 20 October 2008.

7. Matters arising

Item 22 – Website

Councillor Richard Wiltshire asked if there was any update on the new website.

RESOLVED: The Assistant Town Clerk/ Project Officer informed the meeting she was still waiting to hear from the Contractor as to how far this has progressed. She agreed to follow this up with him and set a deadline for the next meeting to have a progress report.

Item 23 – Town Centre Improvement Scheme

Councillor Richard Wiltshire asked if there was any update on plans for the Market Place. He also informed the meeting that local taxi drivers had met with Mouchel, the contractors responsible for the design of the improvement scheme, to discuss their concerns regarding the plans for the Market Place. Councillor Richard Wiltshire also asked whether clarification could be sought on whether taxi drivers were allowed to go through the gated old road through to Semington, as he felt this had been agreed by County at a previous meeting.

RESOLVED: To ask the Town Clerk to email Councillors with any update, if available, and to investigate whether permission has been given to taxi drivers to drive through the gated section on the old Semington Road.

Item 28 – 60+ Club celebration

The Mayor, Councillor Richard Wiltshire asked if the estimated numbers of those attending the event on 17 February could be established and that catering costs be investigated. Unfortunately the Mayor would be unable to attend this event.

RESOLVED: The Town Clerk to investigate numbers and catering costs and to contact the Deputy Mayor, Rod Eaton to substitute for the Mayor.

Note to the Minutes. Subsequent to the meeting it appeared there had been confusion over the date, it was in fact the 12 February which meant the Mayor would be able to attend.

8. Assistant Town Clerk/Projects Officer

The Assistant Town Clerk had circulated a copy of her current work plan with the agenda and explained a couple of items in more detail. She added that she would be removing any reference to the Christmas Lights from the Core List because this has led to some confusion, although the Town Council helps with the light switch on and the carol service, the Christmas Fair and the Christmas Lights are organised by volunteers.

Teen Shelter

This has now been officially opened by the Mayor and members of the working group involved.

Food Festival – 3 May 2009

FAB the contractors organising the event are in the process of obtaining sponsorship which, unfortunately, is proving difficult in the current economic climate. It is hoped to encourage more participants who will have to pay for their stalls, which will help financially.

The breakfast launch will be on 22 January 2009, various organisations have been invited including schools, local press and radio stations.

There will be a meeting on 6 February with the PCT to discuss their initiative for 'healthy eating', which could be incorporated in the event.

RESOLVED: To note the report and that important dates like the food festival be incorporated in the newsletter to allow councillors to be kept up-to-date.

Councillors on this committee to stand in for anyone who cannot attend the breakfast launch.

9. Playday - Wednesday 5 August 2009.

Councillor Pam Wiltshire had submitted a report (**please see attached**) asking the committee to consider putting on a 'playday' event on Wednesday 5 August 2009 to celebrate children's right to play, which is a national campaign. Currently the Assistant Town Clerk/ Project Officer is consulting with local schools to establish the views of the young people in the town aged 11-13 years.

Discussion ensued whether it was worthwhile getting local leisure organisations involved with providing equipment etc. It was noted there is money available in the youth budget to cover some/if not all costs.

RESOLVED: To agree with the suggestion in principle and to authorise the Assistant Town Clerk/Projects Officer to start investigations.

10. Heritage Open Day

The Project Administrator had provided a feedback report on the Heritage Open Day event in September 2008 (**Please see attached report**).

The conclusion of the report was that the event appeared to be popular, but that not all buildings appear to be of interest to the public. It was felt it would be good to have new historical buildings joining the scheme in the future, if possible, as this may improve attendance. Publicity was extensive and began in July/August, but does not appear to have generated much interest.

Suggested ideas for future events might be a guided walk with period costumes – possibly undertaken by the Historical Society.

As concern had been expressed that this event may not go ahead this year if the 'Playday' event goes ahead, Councillor Terri Welch as Manager of the Tourist Information Centre agreed to manage the Heritage Open Day event, with the support of Town Hall staff. Councillor Welch explained she had contacted the Historical Society to ask for their support, but as yet she had not received a response.

It was felt the town trail had been successful last year and should be repeated.

RESOLVED: To ask the Tourist Information Centre to take on responsibility for this event, with support from the Town Council. It was agreed the Town Hall would not be open for this event in 2009.

11. Organisations Fair.

The Project Administrator had produced a feedback report on the Organisations Fair held in October 2008 in the Assembly Hall (**copy enclosed**).

The conclusion from the voluntary organisations had been very positive in terms of the organisation of the event, but they were disappointed by the poor public attendance.

It was agreed attendance had been poor and thought needed to be given to encourage better attendance. Ideas included a large banner on the Town Hall advertising the event, larger budget, more advertising and to incorporate more outside stalls to encourage people to come into the event.

RESOLVED: To investigate ways of encouraging people to attend the event.

12 .Town Centre Improvement Scheme

The Town Clerk had placed this item on the agenda in the hope that The Assistant Town Clerk would have been able to report on a reply from Wiltshire County Council regarding his letter seeking assurances about the money being held by WWDC in respect of the

above scheme. Unfortunately, although his letter had been acknowledged, no detailed reply had yet been received.

RESOLVED: To note the above information

13. Development of CCTV

The Town Clerk had produced a report on the meeting held on Thursday 8 January with the appointed consultant and the working group (**report enclosed**). The Clerk explained the consultant had spent the morning looking around the town and had raised a few interesting points and had now gone away to produce a report which will be brought back to committee as soon as possible. The consultant will be in touch with the local Police to obtain their views on what is needed from their point of view.

RESOLVED: To note the above information.

14. Youth Work/Splash

Splash had provided a project evaluation report on their Xtreme event in Melksham in August 2008.

RESOLVED: To note the above document.

15. Gardeners/Allotments Society.

Notes had been provided on a meeting held on 25 November concerning the formation of the Gardeners Association. The group have met several times and are keen to progress forward. There will be an open meeting on 28 January for those people who are interested in setting-up a steering group committee. A Gardeners Show is planned for 19 September.

Discussion ensued as to whether 'Open Gardens' will happen again this year in conjunction with Melksham in Bloom and whether the new Gardeners Society could help, and whether they would be interested in helping with arranging a Melksham in Bloom event earlier in the year.

RESOLVED: It was agreed Councillor Adrienne Westbrook would contact a member of the Childrens, Society who arranges the 'Open Gardens' event to find out if they plan to hold the event this year.

16. Payments for Approval

There were no payments for approval.