

# AGENDA

**Meeting:** Melksham Area Board  
**Place:** Melksham Community Campus Library, Market Place, Melksham,  
SN12 6ES  
**Date:** Wednesday 8 March 2023  
**Time:** 7.00 pm

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Including the Parishes of: Broughton Gifford, Melksham, Melksham Without, Steeple Ashton, Keevil, Great Hinton and Semington.

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**The Area Board welcomes and invites contributions from members of the public. The Chairman will try to ensure that everyone who wishes to speak will have the opportunity to do so.**

If you have any requirements that would make your attendance at the meeting easier, please contact your Democratic Services Officer.

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Please direct any enquiries on this Agenda to Ben Fielding Senior Democratic Services Officer, direct line 01225 718656 or email [Benjamin.fielding@wiltshire.gov.uk](mailto:Benjamin.fielding@wiltshire.gov.uk)

All the papers connected with this meeting are available on the Council's website at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

Press enquiries to Communications on direct lines (01225) 713114 / 713115.

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## Wiltshire Councillors

Cllr Phil Alford, Melksham Without North and Shurnhold (Chairman)  
Cllr Nick Holder, Bowerhill  
Cllr Jon Hubbard, Melksham South  
Cllr Jack Oatley, Melksham Forest  
Cllr Mike Sankey, Melksham East  
Cllr Jonathon Seed, Melksham Without West & Rural

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**County Hall, Trowbridge**  
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**Monkton Park, Chippenham**

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Please see the agenda list on following pages for details of deadlines for submission of questions and statements for this meeting.

For extended details on meeting procedure, submission and scope of questions and other matters, please consult [Part 4 of the council's constitution](#).

The full constitution can be found at [this link](#).

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	<b>Items to be considered</b>	<b>Time</b>
1	<p><b>Chairman's Welcome and Introduction</b></p> <p>The Chairman will welcome those present to the meeting.</p>	<b>7.00pm</b>
2	<p><b>Place Shaping Information Workshop</b></p> <p>To discuss the following themes with a facilitator as part of a place shaping information workshop:</p> <ul style="list-style-type: none"> <li>• Neighbourhood Plan</li> <li>• Town Centre Master Plan</li> <li>• Other Projects and Identity</li> </ul>	
3	<p><b>Apologies for Absence</b></p> <p>To receive any apologies for absence.</p>	
4	<p><b>Minutes</b> (<i>Pages 1 - 8</i>)</p> <p>To confirm the minutes of the meeting held on 7 December 2022.</p>	
5	<p><b>Declarations of Interest</b></p> <p>To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.</p>	
6	<p><b>Chairman's Announcements</b> (<i>Pages 9 - 24</i>)</p> <p>To receive the following announcements through the Chairman:</p> <ul style="list-style-type: none"> <li>• King Charles III Coronation - Community Celebrations</li> <li>• Cost of Living Update</li> <li>• National Apprenticeship Week 2023</li> <li>• Family Help Hubs</li> <li>• Wiltshire Families and Children's Transformation (FACT) Partnership Family Help Project Background Briefing</li> </ul>	<b>7.50pm</b>
7	<p><b>Councillor Updates</b></p> <p>To receive any updates from Councillors.</p>	<b>7.55pm</b>
8	<p><b>Updates from Partners</b> (<i>Pages 25 - 40</i>)</p> <p>To receive updates from any of the following partners:</p> <ul style="list-style-type: none"> <li>• Wiltshire Police</li> <li>• Dorset &amp; Wiltshire Fire and Rescue Service</li> </ul>	<b>8.00pm</b>

	<ul style="list-style-type: none"> <li>• BSW Together (Integrated Care System)</li> <li>• Healthwatch Wiltshire</li> <li>• Town and Parish Councils</li> </ul>	
9	<p><b>Community Area Transfers</b> (<i>Pages 41 - 60</i>)</p> <p>To discuss the following Community Area Transfers:</p> <ul style="list-style-type: none"> <li>• Melksham Bowls Club</li> <li>• Melksham Cricket Club</li> </ul>	8.05pm
10	<p><b>Local Highways Improvements</b></p> <p>To receive updates from the following officers about local highways improvements:</p> <ul style="list-style-type: none"> <li>• Chris Clark (Head of Local Highways) – Plans for new lines, potholes, and other issues.</li> <li>• Andy Thompson (Technician) – The new roundabout, traffic lights and road works around the Spa.</li> </ul>	8.15pm
11	<p><b>Local Highways and Footway Improvement Group (LHFIG)</b> (<i>Pages 61 - 80</i>)</p> <p>The Area Board will be asked to consider the recommendations from the 2 February 2023 Melksham Local Highways and Footway Improvement Group (LHFIG) meeting outlined in the report.</p>	8.35pm
12	<p><b>Community Area Grants</b> (<i>Pages 81 - 84</i>)</p> <p>To consider the following applications for funding:</p> <p><b><u>Community Area Grants:</u></b></p> <ul style="list-style-type: none"> <li>• Riverside Club - £4,000 towards Riverside Centre Replacement Windows.</li> </ul> <p><b><u>Older and Vulnerable Adults Funding:</u></b></p> <ul style="list-style-type: none"> <li>• Melksham Without Parish Council - £5,000 towards Melksham Community Support Senior Project Worker (NB name of service may change from MCS).</li> </ul> <p><b><u>Local Youth Network Funding:</u></b></p> <ul style="list-style-type: none"> <li>• Broughton Gifford and Holt Youthwork Project - £500 towards</li> </ul>	8.40pm

Youth Club Projects.

- 2385 Melksham Squadron ATC - £1,600 towards Learning materials for increased Sqn size.
- 4Youth South-West - £5,000 towards No Limits SEND Youth Club.

13 **Urgent items**

Any other items of business which the Chairman agrees to consider as a matter of urgency.

**9.00pm**



# MINUTES

**Meeting:** Melksham Area Board  
**Place:** Berryfield Village Hall, Telford Drive, Berryfield, Melksham,  
SN12 6GF  
**Date:** 7 December 2022  
**Start Time:** 7.00 pm  
**Finish Time:** 8.35 pm

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Please direct any enquiries on these minutes to:

Kevin Fielding (Democratic Services Officer), (Tel): 01249 706612 or (e-mail)  
[kevin.fielding@wiltshire.gov.uk](mailto:kevin.fielding@wiltshire.gov.uk)

Papers available on the Council's website at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

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## **In Attendance:**

### **Wiltshire Councillors**

Cllr Phil Alford (Chairman), Cllr Nick Holder, Cllr Jon Hubbard, Cllr Jack Oatley and  
Cllr Jonathon Seed

### **Wiltshire Council Officers**

Terence Herbert – Chief Executive, Wiltshire Council  
Tamsin Kielb – Assistant Director HR&OD  
Richard Rogers – Strategic Engagement Partnerships Manager  
Kevin Fielding – Democratic Services Officer

**Total in attendance: 27**

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<u>Minute No.</u>	<u>Summary of Issues Discussed and Decision</u>
108	<p><u>Chairman's Welcome, Introduction and Announcements</u></p> <p>Cllr Phil Alford welcomed everyone to the Berryfield Village Hall.</p> <p>The following Chairman's Announcements contained in the agenda pack were noted:</p> <ul style="list-style-type: none"> <li>• Temporary Events Notices</li> <li>• Climate Strategy Delivery Plans</li> <li>• Cost of Living/Warm Spaces</li> </ul> <p>The Area Board noted the increase of people using food banks in the Melksham community area.</p> <ul style="list-style-type: none"> <li>• Electro vehicles chargers</li> <li>• Building Bridges</li> </ul>
109	<p><u>Apologies for Absence</u></p> <p>Apologies were received from Philip Wilkinson – Police and Crime Commissioner and Cllr Mike Sankey – Wiltshire Council.</p>
110	<p><u>Minutes</u></p> <p><b>Decision</b></p> <ul style="list-style-type: none"> <li>• <b>That the minutes of the meeting held on Monday 7 November 2022 were confirmed as the correct record</b></li> </ul>
111	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>
112	<p><u>Parish Stewards</u></p> <p>Chris Clark – Head of Local Highways, Wiltshire Council outlined the role of the Parish Steward.</p>



	<p>Points made included:</p> <p>A regular visit of a man with a truck, equipped with a full range of hand tools and materials to address a wide variety of minor highway defects and needs.</p> <p>The tasks are identified by a nominated person from the Town or Parish council, reported in advance of the visit on the top five priority system.</p> <p>Direct Contact with Steward was encouraged.</p> <p>The Steward would repair a wide range of minor defects.</p> <p>Identification of Invasive and noxious weeds</p> <p>Use of light plant and tools, including hand compactors, chain saws and strimmer/brush cutter etc</p> <p>A wide variety of other duties of value to the community</p> <p>The work Programmed over 4 days, with Friday as a “Float” day enabling catch up or Stewards to group together for larger Jobs</p> <p>It was noted that Melksham Without Parish Council would like more days of Parish Steward time.</p> <p>The Chairman thanked Chris Clark for his presentation.</p>
113	<p><u>Police Update</u></p> <p>Inspector Andy Lemon – Wiltshire Police outlined the power point</p> <p>Points made included:</p> <p>Priority – Melksham “Boy Racers” – that 18 targeted stops had taken place since the last update. Several vehicles had been seized; two Vehicle Defect Rectification Notices and a number of Fixed Penalty Tickets had been issued. The stops also led to the discovery of two Drink / Drug Drivers. Local teams would continue to target this issue.</p> <p>That Wiltshire Police were providing updated Demand Data for the CCTV and Community Safety Working Group, to inform the ongoing CCTV Project.</p> <p>That local teams were working with the Town Council to address an ASB Hotspot at The Pavilion, King George V Playing Field. The Tactical Crime Prevention Officer would be looking for Target Hardening Opportunities to compliment the work of the Neighbourhood Team.</p>

	<p>In the lead-up to Christmas, local teams were looking to run Operation Elf, to combat Shoplifting in the Town Centre.</p> <p>Points made from the floor included:</p> <p>Concerns that rural communities were being left behind in the level of policing that they were afforded.</p> <p>That it would be beneficial if on Melksham market day a mobile police station could be deployed.</p> <p>The importance of police supporting Speedwatch volunteer groups when resources were available.</p> <p>The positive impact of local police teams spending time at the Canberra Youth Centre.</p> <p>The Chairman thanked Inspector Andy Lemon for his update.</p>
114	<p><u>Fire &amp; Rescue Update</u></p> <p>Station Manager Andrew Laskey outlined the written update.</p> <p>Points made included:</p> <p>The importance of the continued recruitment of volunteer fire fighters.</p> <p>That the cold weather brought issues with real fires, candles and lamps etc.</p> <p>The Chairman thanked Station Manager Laskey for his update.</p>
115	<p><u>Sub Group Reports</u></p> <p>Local Highways and Footpaths Improvement Group – Cllr Jonathon Seed</p> <p>It was noted that the recommendations from the LHFIG meetings held on the 4 August 2022 and the 27 October 2022 were agreed at a special meeting held on the 7 November 2022.</p> <p>Health and Wellbeing Group – Cllr Nick Holder</p> <p>That the last meeting was held on the 26 November 2022 with some 28 attendees.</p> <p>Topics discussed at the meeting included:</p>

	<ul style="list-style-type: none"> <li>• Age Friendly Melksham Report and Carers report</li> <li>• Cost of living situation</li> <li>• Energy Workshops in Melksham</li> <li>• Young Carers Event – which was well received, with a young carer picked to switch on the Melksham Christmas lights.</li> <li>• Next meeting Friday February 2023 with a 10am start.</li> </ul> <p>That meetings had been held with the NHS Estates team to discuss the Melksham Hospital site. The meetings had been somewhat frustrating with the level information that NHS Estates team could give. Hopefully a more fleshed out plan would be released during March 2023.</p> <p>Further meetings were planned during February 2023.</p>
116	<p><u>Partner Updates</u></p> <p>The following written partner updates contained in the agenda pack were noted:</p> <ul style="list-style-type: none"> <li>• Integrated Care Board &amp; Healthwatch Wiltshire</li> <li>• Melksham Without Parish Council</li> </ul>
117	<p><u>Area Board Priority Updates</u></p> <p>Supporting low Income individuals and families – Cllr Phil Alford</p> <p>Points made included:</p> <p>Provision of slow cookers to be distributed by Melksham Food Bank, with an aspiration to continue this initiative.</p> <p>Provision of electric blankets via Melksham Free dining and Melksham Foodbank – The Area Board members were in agreement that £500 would be released under delegated authority once an application was submitted.</p> <p>Reducing Isolation and Loneliness – Cllr Nick Holder</p> <p>Points made included:</p> <p>That a new part time role was to be established to manage localised emergency situations and provide more practicable support for other wellbeing issues</p>

	<p>currently hidden in the community for which help was not actually being requested. This would be funded by both Wiltshire Council and Melksham Town Council.</p> <p>A request would be made to the Area Board in the New Year for further funding.</p> <p>Youth Engagement – Cllr Jack Oatley</p> <p>Points made included:</p> <p>That a Youth Council had now been set up at school at Melksham Oak School.</p> <p>That the Healthy Schools project would be pushed again in Melksham during 2023.</p> <p>Extra provision from 4Youth.</p> <p>Reducing Anti-Social Behaviour – Cllr Mike Sankey</p> <p>Points made included:</p> <p>That a proposal to introduce outreach work in Melksham as well as the rural villages was to be finalised.</p> <p>Addressing Environmental Issues – Cllr Jonathon Seed</p> <p>Points made included:</p> <p>Environmental mitigation Clackers Brook – That an update in the New Year would be given at the Area Board.</p> <p>That a lot of Environmental work was going on throughout the Melksham community area –that it would be good to have central database of all projects, big and small.</p> <p>The Chairman thanked the Area Board members for their updates.</p>
118	<p><u>Grant Applications</u></p> <p><b>Decision</b>  <b>Melksham Area Board Councillor Initiative awarded £500 for Cost of living crisis support</b></p> <p><b>Decision</b></p>

	<p><b>Great Hinton Memorial Hall Trust awarded £702.45 for Great Hinton Memorial Hall Supply and Installation of Induction Loop System</b></p> <p><b>Decision</b>  <b>West Wilts Ramblers Work Party awarded £249 for West Wilts Ramblers Work Party Equipment and clothing</b></p>
119	<p><u>Public Questions</u></p> <p>There were no public questions.</p>
120	<p><u>Close</u></p>

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**The King's Coronation – Community Celebrations  
Briefing Note**

**Service:** Enforcement, Highways and Transport.

**Further Enquiries:** Kevin Oliver

**Date Prepared:** 7 November 2022

**Direct Line:** 01380 826335

**The King's Coronation – Community Celebrations**

**1. Purpose**

- 1.1 To ensure that Wiltshire Council has a robust and straightforward system in place to ensure that communities wishing to celebrate the King's Coronation are signposted to the council's web page where they will find the appropriate tools, support and guidance to apply to hold a community party.

**2. Background**

- 2.1 Although King Charles officially became Sovereign on Thursday 8 September 2022 when his mother, Queen Elizabeth II, passed away at Balmoral, Scotland, there will be a ceremonial Coronation to follow. The Coronation is a religious service that requires the King to take an oath before his country.
- 2.2 King Charles III Coronation will take place on Saturday 6 May 2023 at Westminster Abbey. The service has been carried out here for more than 900 years, and the King will be the 40<sup>th</sup> Monarch to be crowned in the Abbey.
- 2.3 The Prime Minister has decided to proclaim an additional bank holiday to mark the Coronation of His Majesty King Charles III next year. The Bank Holiday will fall on Monday 8 May 2023, following the Coronation on Saturday 6 May. This will be an opportunity for families and communities across the country to come together to celebrate.

2.4 Similar events have taken place in the county on many occasions with communities holding community parties, barbeques, and tea parties. Wiltshire Council have specified previous guidance and relevant officers will follow the same process as used for past celebrations.

### **3. Procedure and Management of Applications**

3.1 The application process will be a combined departmental effort, as with previous events of this nature.

3.2 The council's Traffic Orders and Highways teams will need time to ensure that all road closure notices and provisions are in place to allow for a safe and enjoyable event for all guests, while maintaining and facilitating access for emergency services at all times.

3.3 The council is committed to managing this process utilising a cross departmental approach. Such departments will include the Strategic Engagement and Partnerships Managers, Traffic Orders, Communications, Highways, Streetscene, Wiltshire Police and Waste.

### **4. Production of Applications and Guidance.**

4.1 The departments listed above have met and will continue to meet to discuss and agree responsibilities which will include the production of all relevant application and guidance documents. These will be approved by all relevant internal departments and will be signed off by the Communications Team.

### **5. Conclusion**

5.1 Relevant council departments are aware of the importance that community parties are to the residents of Wiltshire to celebrate the King's Coronation.

5.2 Planning in preparation for these activities is underway and the Licensing Committee can be assured of the successful delivery for the 2023 celebrations.

5.3 The Licensing Committee will be updated by the relevant departments as and when necessary.

**Briefing Note produced by Kevin Oliver (Land Use / Events Authorising Officer)**

Email: [kevin.oliver@wiltshire.gov.uk](mailto:kevin.oliver@wiltshire.gov.uk)



**Area Board Briefing Note –  
Cost of Living Update – February 2023**

<b>Service:</b>	<b>Executive Office</b>
<b>Date prepared:</b>	<b>13 February 2023</b>
<b>Further enquiries to:</b>	<b>Will Oulton</b>
<b>Direct contact:</b>	<b>William.oulton@wiltshire.gov.uk</b>

The following briefing note summaries sources of information and support, and actions that have been taken by the Council and partners.

For a summary of the resources and recent announcements, take a look at the Council's [dedicated Cost of Living page](#). This includes links to information for sources of national and local support.

The [interactive community directory](#) which helps people to search for warm spaces and community food providers in their area, also lists the easiest bus routes to help people find help more easily.

**Free sims and mobile data from Wiltshire libraries**

Wiltshire Libraries are working with the Good Things Foundation to distribute free SIMs and mobile data to people in need. The [National Databank scheme](#) is supported by UK mobile networks including Vodafone, O2 and Three.

The free SIMs and mobile data are available from Chippenham, Devizes, Salisbury, Trowbridge and Warminster libraries.

To be able to access the National Databank you must be 18+ years old and from a low-income household. One or more of the following must also be true:

- You have no or poor access to the internet at home.
- You have no or poor access to the internet away from home.
- You can't afford your existing monthly contract or top-up.

If you meet the criteria, [contact](#) Chippenham, Devizes, Salisbury, Trowbridge or Warminster libraries to find out more and to book an appointment.

**Bus fare reductions over winter**

Wiltshire bus users can now travel on most routes in the county for just £2 or less for a single fare until 31 March.

The fare price reduction has been funded by the Government and is aimed at getting more people to use buses across the country during the current cost of living challenges.

As part of the promotion, many single bus fares in Wiltshire have been capped at just £2 for both adults and concessions. If the single fare was originally less than £2, it will remain at the reduced price, and many day return tickets have also been reduced.

### **Vital help with energy bills for more homes – the Energy Bills Support Scheme (EBSS) Alternative Funding scheme**

The EBSS Alternative Funding is a one-off £400 non-repayable discount to eligible households who have not received the main EBSS payment automatically to help with their energy bills between 1 October 2022 and 31 March 2023, but are still facing increased energy costs. Individuals will need to apply for the EBSS Alternative Funding via a Gov.UK portal which has yet to go live.

The Department for Energy Security and Net Zero (DESNZ) expects eligible households to include those with a commercial landlord or intermediary, such as park home residents and some housing association tenants. The EBSS Alternative Funding is expected to reach a significant number of vulnerable people, including self-funding residents in care homes. DESNZ is expecting approximately 900,000 households in Great Britain (around 3%) to be eligible for EBSS Alternative Funding. No household will be eligible for both the EBSS payment and an EBSS Alternative Funding payment.

Details of the scheme have yet to be published by the Government, and the Government portal is not yet live, but we expect it to be so in the last week of February. We will publish information on the website as soon as we know more.

### **Support for Council House Tenants and Housing Associations**

The council's tenancy sustainment team has been supporting tenants through the ongoing cost-of-living crisis by assisting them to get access to more than £600,000 in new and backdated benefits, external grants and third-party debt cleared.

In addition, following funding received from the Government's Green Homes Grant, the Council has been improving the energy efficiency of 100 properties. This work has been received well by those who have benefited from it, particularly the fact that homes are being made more energy efficient amid the ongoing cost-of-living crisis. The council is currently focussing the project on those with the greatest potential increase in energy efficiency.

The Household Support Fund has also allocated funding to the Housing Service for outreach work to rough sleepers, and to support Council House tenants to combat hardship through the allocation of vouchers. This is building on the strong engagement work of this team, who under the people they work with well to provide the most effective support.

Through partnership working, and the sharing of information, we are highlighting to housing associations how their tenants can access support. We are confident that their tenants have been able to access services as, for example, Housing Association tenants made up 42% those being supported in the Wiltshire Installs project with 16% being Wiltshire Council tenants, Owner Occupier 28% and Privately rented 14% .

## **Households to get new cost-of-living payments from spring 2023**

The Department for Work and Pensions (DWP) announced on the 3<sup>rd</sup> of January, more detail on the payment schedule for the next round of cost-of-living support unveiled in the Chancellor's Autumn Statement on 17 November.

The £900 payment for over eight million eligible means-tested benefits claimants (including those on Universal Credit, Pension Credit, and tax credits) starts in spring. Payments will go directly to bank accounts in three payments over the course of the financial year. There will also be a separate £150 for over six million disabled people and £300 for over eight million pensioners on top of their winter fuel payment.

Payments will be made automatically if individuals are eligible and there will be no need to apply. Claimants who are eligible for any of the cost-of-living payments and receive tax credits, and no other means-tested benefits, will receive payment from HM Revenue and Customs shortly after DWP payments are issued.

Exact payment windows will be announced closer to the time but are spread across a longer period to ensure a consistent support offering throughout the year. They will be broadly as follows:

- **£301** – First Cost of Living Payment – **during Spring 2023**
- **£150** – Disability Cost of Living Payment – **during Summer 2023**
- **£300** – Second Cost of Living Payment – **during Autumn 2023**
- **£300** – Pensioner Cost of Living Payment – **during Winter 2023/4**
- **£299** – Third Cost of Living Payment – **during Spring 2024**

Those eligible will be paid automatically, and there will be no need to apply. For more information, please visit [GOV.UK](https://www.gov.uk).

## **Winter Fuel Payment videos**

The DWP has also created some short videos answering key questions about Winter Fuel Payments. The videos are now also available in British Sign Language version

We would encourage you to share these videos:

[Winter Fuel Payment - British Sign Language](#) and [Winter Fuel Payment Information](#)

Most of those eligible do not have to claim their Winter Fuel Payment, as it is awarded automatically.

People who have not been paid by 13 January 2023 are encouraged to check their bank account before contacting the Department's [Winter Fuel Payment Centre](#).

## **Energy support for businesses**

The **Energy Bill Relief Scheme** launched in under Liz Truss and Jacob Rees-Mogg was Business and Energy Secretary for an initial period of 6 months end at the end of March. On January 9, Government announced plans to replace the scheme, from the start of April, with a new **Energy Bill Discount Scheme (EBDS)**.

While the old scheme capped energy prices in a blanket fashion, businesses can only benefit from the new scheme when prices are at or above £107 per MWh for gas and £302 per MWh for electricity.

At this point, bills will automatically be reduced. This reduction applies to businesses, charities and public sector bodies and is less generous than previous support provided.

Higher discounts are on offer for energy-intensive businesses such as steelmakers and manufacturers. The threshold at which the discount kicks in is also lower for these firms

The EBDS will run for 12 months from 1 April 2023 to 31 March 2024

## **Warm & Safe Support**

Wiltshire Council's friendly library staff are continuing to play their part too, by working with Warm and Safe Wiltshire and The Rural Communities Energy Support Network, to assist residents seeking basic energy advice and make referrals to experienced energy advisors in all but its smallest libraries. All libraries can signpost people to community partners and agencies that can support people through the rising cost of living. Libraries are also collection points for Warm Packs, which includes a hot water bottle and blanket, for anyone who would benefit from some free essentials. In all but the smallest libraries there are at least two energy champions who are trained to offer advice and support people to access help.

There are no criteria for anyone who might need to use the library as a warm space, staff and volunteers will be friendly and welcoming so that people feel as comfortable as possible. There are also opportunities to spend more time in the library to take part in board games, colouring, jigsaws and tea and chat where these are part of a local library programme.

The council is always looking for volunteers to support library services, so if anyone has time to spare and wants to join a friendly team this winter they should email [libraryenquiries@wiltshire.gov.uk](mailto:libraryenquiries@wiltshire.gov.uk) or visit [Libraries](#).

## **Rural Communities Energy Support Network**

The Rural Communities Energy Support Network, delivered as a partnership between the Council and the Centre for Sustainable Energy, is looking to recruit people from local

communities would like to be able to offer people in their community more support around staying warm and keeping the bills down

Volunteers would gain access to training and resources so they can offer energy saving advice.

If this sounds like something you would be interested in, or you know someone else who might be, please go to [www.cse.org.uk/rcesn](http://www.cse.org.uk/rcesn) or email [warmandsafe@cse.org.uk](mailto:warmandsafe@cse.org.uk)

## **Warm and Safe advice service**

The service has continued to play a prominent role in Wiltshire's cost of living support to low-income households, by providing energy, debt, bill advice, small grants, insulation advice and referrals. Since the beginning of October, the service has received **1009 enquires**, made **144 heating and insulation referrals**, **87 Priority Service Register sign ups** and provided **£26,000 in food and fuel vouchers** and distributed **£30,328 of Surviving Winter Grant** to Wiltshire households.

## **Boater Support**

Public Health working alongside Economic Development secured UK Shared Prosperity Funding (UKSPF) to support the boater community, who find themselves disproportionately affected by the cost-of-living crisis. The funding has allowed Public Health to mobilise an outreach programme with Julian House to support our boating community with emergency fuel and food vouchers, within an extremely tight timescale to ensure the boaters secured the funding at a time of great need. The project was delivered throughout the 3-week cold period in December and helped **71 Boaters and 4 Roadside Travellers** with both fuel and food vouchers. Households were identified by Julian House based on eligibility criteria: low income, health condition, single parent and children with health condition.

## **Wiltshire Installs project**

The Wiltshire Installs project is delivered by Warm and Safe Wiltshire and has been particularly busy this winter. The scheme aims to provide new boiler/repairs, Fuel and food voucher support to households that can demonstrate that they comply with the strict eligibility criteria: low income, have a health condition, their energy needs are off the mains Gas network and have a prepayment meter. The scheme has supported **209 households** since the beginning of October 2022, through a mixture of prepayment meter and food vouchers, in addition **11 new boilers** have been fitted where households have had a no heating situation.

## **Support for households that rely on life saving equipment.**

Warm and Safe Wiltshire has worked in partnership with both Integrated Care Board and Adult commissioning to identify households that rely on life saving equipment, who are disproportionately affected by the high energy prices. Through November families have been

offered support through the provision of food and prepayment meter vouchers, to date **13 families** have been supported.

## **Community Case Worker**

This winter we have increased the ability to support Council, Primary Care, NHS and Voluntary and Charitable organisations with outreach work through the Community Case Worker project (Warm and Safe), which has allowed us to deliver 24 events, outlining the Warm and Safe service and the referral routes available to organisations to allow households ease of access into the service. In addition, this role has allowed us to provide 1 to 1 support and advocacy to people in crisis.

## **Wiltshire's Wellbeing Hub is available to help advise people through the cost-of-living crisis**

As well specific and general telephone contacts, the Council is making their Wellbeing Hub phone line available for people who may be worried about the cost-of-living crisis and needing some information and advice.

The hub was originally set-up at the start of the pandemic to provide information and advice. Anyone can access the hub and it can provide confidential advice, information, and signposting from the council's friendly team in relation to the current high cost of living.

People can call the hub Monday to Thursday 9am to 5pm and Friday from 9am to 4pm on 0300 003 4576 or email [wellbeinghub@wiltshire.gov.uk](mailto:wellbeinghub@wiltshire.gov.uk). The opening hours will continue to be regularly reviewed depending on what the demand is for the service.

## **Promoting Fundraising Campaigns**

As part of our work with our Voluntary, Community and Social Enterprise partners, Wiltshire Council is helping to promote the Wiltshire Community Foundation's [Cost of Living Appeal](#) through our networks.

Building on the work of previous appeals where people who can afford to are encouraged to donate any surplus winter fuel allowances, the wider community is being asked to help generate vital funds to help grassroots voluntary groups and charities in Swindon and Wiltshire who are supporting families and individuals in the face of escalating rent, food, and energy prices.

The money raised through this joint appeal will fund a new grants programme to support projects which are keeping people fed and warm and provide additional practical support and advice to help people cope throughout this period of great hardship

You can donate to the appeal [here](#) or call the donation line on 01380 738989 from 9am to 5pm, Monday to Friday.

**Area Board Briefing Note –  
Post 16 Skills and Participation Offer**

<b>Service:</b>	<b>Post 16 Skills and Participation – Employment and Skills</b>
<b>Date prepared:</b>	<b>12th January 2023</b>
<b>Further enquiries to:</b>	<b>Catherine Brooks – Employment and Skills Officer</b>
<b>Direct contact:</b>	<b>Catherine.brooks@wiltshire.gov.uk</b>

The Post 16 Skills and Participation team are celebrating National Apprenticeship Week (taking place from Monday 6<sup>th</sup> February – Sunday 12<sup>th</sup> February 2023.)

An Apprenticeship is an opportunity to learn on the job, whilst working you will also have the time to study for a qualification in a relevant field to your job role.

Anybody can become an apprentice at any age and current employees can become an apprentice, - this a great way to up skill existing staff. They range from a Level 2 – up to a Masters Degree! Many young people are choosing a Degree Apprenticeship over University.

Our Work Wiltshire website holds lots of information for anybody looking for an apprenticeship and also for employers. Visit – **[workwiltshire.co.uk/home/apprenticeships](http://workwiltshire.co.uk/home/apprenticeships)**

Also follow our Social Media pages for local opportunities.

Twitter - @WorkWiltshire

Instagram - @young\_workwiltshire – for young people

Any questions or more information? Please email Catherine Brooks, Employment and Skills Officer

[Catherine.brooks@wiltshire.gov.uk](mailto:Catherine.brooks@wiltshire.gov.uk)





## Area Board Briefing Note – Family Help

<b>Service:</b>	<b>Family and Children’s Commissioning</b>
<b>Date prepared:</b>	<b>5 January 2023</b>
<b>Further enquiries to:</b>	<b>Lucy-Anne Bryant</b>
<b>Direct contact:</b>	<b><a href="mailto:lucy-anne.bryant@wiltshire.gov.uk">lucy-anne.bryant@wiltshire.gov.uk</a> 01225 718068</b>

**Family hubs are part of the Government manifesto promise to support children and young people up to the age of 19, or 25 if they have SEND. In Wiltshire we will refer to them as part of our Family Help offer. This is to remove the implication of the support being purely building based.**

We have a vision that all children, young people and families will be enabled and empowered to live their healthiest, most fulfilled lives by having easy and timely access to a locally integrated network of hubs, supported by an online offer. This will bring preventative and early help-support and information services together from all sectors to ensure a county wide delivery that is seamless, relationship based and trauma informed, empowering families to be resilient and live their healthiest, most fulfilled lives.

The Government requires the delivery of a universal core offer which will consist of:

- Maternity services
- Health visiting
- Mental health support
- Infant feeding advice with specialist breastfeeding support
- Safeguarding
- Services relating to Special Educational Needs (SEND)

As well as additional services to include and not limited to:

- Activities for children 0-5
- Birth registrations
- Debt and welfare advice
- Domestic abuse support
- Early language support
- Financial support (2year-old entitlements, 30 hours, universal credit childcare offer, tax-free childcare)
- Health visiting
- Housing
- Infant feeding
- One to one targeted family support services
- Mental health services (beyond Start for Life parent-infant mental health)
- Midwifery/maternity
- Nutrition and weight management
- Oral health improvement

- Parent-infant relationships and Perinatal Mental Health Support
- Parenting support
- Parental Relationship Support
- SEND support and services (inclusive of the Start for Life period)
- Stop smoking support
- Substance (alcohol/drug) misuse support
- Support for separating and separated parents
- Youth justice services
- Youth services-universal and targeted

These services can be either delivered by the Local Authority or Health providers, or they can be commissioned out to private providers or organisations in the Voluntary and Community Sector. Many of these organisations and arrangements already exist and will use the hub facilities where possible.

The first step to developing this countywide service is to work with the communities and ask them what they want and how they want it made available.

An online consultation was launched on 12 January and will run for 12 weeks. There will be face to face consultations in every community area during February and March for families to have their say in how the service can be developed and for them to express the needs for their area. We recognise that the solution for each area is likely to vary dependent on the needs and wishes of the families.

We have asked similar questions in relation to community connecting via the health service, but this is different and very family focussed.

It is important that families are aware of the consultation and that we reach families who do not normally engage with the Local Authority around service delivery, so please can you share with your partners and communities so that we can get a very comprehensive view from families.

Please see the attached poster for further information, and please contact us if you have any queries on [FamilyHelp@wiltshire.gov.uk](mailto:FamilyHelp@wiltshire.gov.uk)

# FAMILY HELP SURVEY



- ?** Are you a parent or parent to be?
- ?** Are you a young person who needs help and advice?
- ?** Do you know how you can find out information on help available for you and your family?



We want to hear your views on family services and how you'd best like to access them. Please take this short survey and help us shape services for the future.

Web link:  
[survey.wiltshire.gov.uk/snapwebhost/s.asp?k=167422754798](https://survey.wiltshire.gov.uk/snapwebhost/s.asp?k=167422754798)

**Wiltshire Council**



## Area Board Briefing Note – FACT Family Help

<b>Service:</b>	<b>Families and Children's Transformation (FACT) Partnership</b>
<b>Date prepared:</b>	<b>November 2022</b>
<b>Further enquiries to:</b>	<b>Simon Thomas</b> <b>FACT Programme Lead</b>
<b>Direct contact:</b>	<b>FACT@wiltshire.gov.uk</b>

### Wiltshire Families and Children's Transformation (FACT) Partnership Family Help Project Background Briefing November 2022

Wiltshire's multi-agency FACT partnership has identified how we work together as a system to provide early intervention and prevention (Family Help) as a priority transformation activity for the next two years.

These new Family Help arrangements will ensure that children, young people and families are able to access the right help at the right time through a co-ordinated approach to prevention and early intervention through:

- a co-ordinated approach at a whole population/universal level to prevent needs from arising and to build resilience across all residents
- a robust multi-agency approach to spotting any additional needs at the earliest point and providing effective joined-up support that prevents the needs from escalating further

There are certain elements that partners have agreed to develop and roll out across the whole of Wiltshire from the New Year whilst other elements are planned to be tested in a locality pilot approach in the Warminster and Westbury area.

Across Wiltshire, the project will deliver:

- A clear unifying brand for Family Help
- Online database of services, community resources & activities
- Co-ordinated whole system workforce development offer
- Consistency of core approaches across the Early Help workforce

The Warminster & Westbury pilot will also develop & test the benefits of:

- Wrapping a dedicated group of identified Early Help services & community groups around a cluster of schools/settings; embedding them in the communities they serve
- Establishing a local contact point for Early Help requests for support & case discussion whereby the responses make best use of local resources including the voluntary & community sector
- More flexible working practice with core workers delivering intervention in the place, way & time that achieves best impact eg home, school, online, group, breakfast time, evening
- A locally led inclusive & welcoming local community of practice for Early Help – responding to local needs, identifying & sharing learning & good practice, engaging in reflective dialogue related to the pilot activity, promoting & delivering agreed culture & practice change activity

- Securing strong transition with a focus on pupils that need it most & joining up where siblings span multiple schools
- Specialist input on key themes including mental health, ASD, parental conflict & challenging behaviour – delivered locally & taking account of the local context
- Local consultation mechanisms to ensure that we understand the needs & lived experience of children, young people & families in Warminster & Westbury

We are at the stage of engaging with the key local stakeholders in the pilot area to further develop our thinking and ensure that the next stage of activity is informed by their views, experience and context.

As such, we will be setting up a range of briefings and consultation meetings to give all services and groups in Warminster and Westbury the chance to hear more about the background thinking and to start to input to the plan for the pilot activity. There will be subsequent meetings that will involve wider stakeholders as we build an inclusive partnership to create and deliver the local model – we want to understand and make the most of the good practice and assets already in place locally as well as creating and testing new arrangements that will subsequently inform the pan-Wiltshire model. To enable the project to achieve its full potential we will be looking to engage with the widest possible network of organisations as well as setting up specific mechanisms to ensure that the voice of children, young people and families is at the heart of the project.

Please email [FACT@wiltshire.gov.uk](mailto:FACT@wiltshire.gov.uk) for further information or to get involved.

WILTSHIRE POLICE



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# Community Report

Melksham Community Policing Team

January 2023



Agenda Item 8

# Your CPT – Melksham

**Inspector:**

Andy Lemon

**Neighbourhood Sergeant:**

James Twyford

**Neighbourhood Officers:**

PC Al Paterson

PC Jennifer Miller

**PCSOs:**

Luke Hosken

Melissa Culliford

Vic Rolph





# This Month's Focus

## Neighbourhood Policing Week of Action

This week marks what the College of Policing brand as the “Neighbourhood Policing Week of Action”.

It probably goes without saying that Neighbourhood Policing is a “365 days a year” kind of affair, but the aim of this week is to publicise and highlight the work that our team is doing across the County to keep people safe.

So much of our demand is hidden from wider public view. Many will see our overt Community Engagement within our Schools, Local Events and the traditional proactive work like Drugs Warrants. What goes unseen though, is the work we do with our Partner Agencies. We work closely with both the Town and Wiltshire Councils; Dog Wardens; Housing Associations; Pubwatch Schemes and many more Organisations, to achieve the common goal of making sure your area remains a nice place to live.

Working together and sharing information effectively, allows us to achieve collective ambitions and utilise tools and powers that may not be afforded to one Agency alone.

Search the hashtag *#NeighbourhoodPolicingWeek* for more information.

# Crime Exceptions

Crime Exceptions are described as a volume of offences outside of the normal range expected, based on the last two years worth of data.

## Melksham Town

No current exceptions for this area. All are within normal ranges.

## Melksham Rural North

Atworth, Broughton Gifford, Shaw, Whitley, Beanacre, Berryfield and Bowerhill

No current exceptions for this area. All are within normal ranges.

## Melksham Rural South

Semington, Seend, Seend Cleeve, Great Hinton, Keevil, Bulkington, Steeple Ashton and Poulshot

One exceptional Low for Vehicle offences. No Vehicle offences were reported during the month.

# Local Priorities & Updates

Priority	Update
Burglary Series – Melksham Rural South	<p>There has been a small series of Burglaries and Thefts from Motor Vehicles in the areas of Poulshot, Bulkington, Rowde, Seend and Sells Green. Most offences have targeted insecure vehicles and buildings in overnight offending.</p> <p>It would be remiss of us not to remind people, to secure their vehicles and buildings to minimise the risk of uninsured losses. Proactive work and reactive investigation of the offences which have already occurred, is ongoing.</p>
Op Elf	<p>We deployed Officers in Plain Clothes to patrol shops and proactively target would-be Shoplifters. Shops were picked based on the number of offences during the year and Officers were made aware of repeat Shoplifters offending in the area, prior to this.</p>
ASB – Williams Close	<p>We've obtained a Closure Order for a Property in Williams Close, following incidents of Disorder, Anti-Social Behaviour and a successful Drugs Warrant at the same address a few weeks earlier.</p> <p>This lasts for the next three months and will be robustly Policed. It prohibits the Tenants from having any other visitors to the address, with the exception of Emergency Services and Housing Association Staff.</p> <p>This is just one tactic we're using to tackle ASB in this immediate area.</p>

# Useful Links

For more information on Wiltshire Police's performance please visit:

- PCC's Website - <https://www.wiltshire-pcc.gov.uk/>
- HMICFRS Website - <https://www.justiceinspectorates.gov.uk/hmicfrs/police-forces/wiltshire/>
- For information on what crimes and incidents have been reported in the Trowbridge Community Policing Team area visit <https://www.police.uk/pu/your-area/wiltshire-police/>

# Get Involved

Keep up to date with the latest news and alerts in your area by signing up to our **Community Messaging service** –

[www.wiltsmessaging.co.uk](http://www.wiltsmessaging.co.uk)

## Follow your CPT on social media

- [Trowbridge Police Facebook](#)
- [Trowbridge Police Twitter](#)
- [Melksham Police Facebook](#)
- [Bradford on Avon Facebook](#)

Find out more information on your CPT area at: [www.wiltshire.police.uk](http://www.wiltshire.police.uk) and here [www.wiltshire-pcc.gov.uk](http://www.wiltshire-pcc.gov.uk)



The screenshot shows the top part of the Wiltshire Police website. At the top left is the Wiltshire Police logo. To its right is a search bar with the text "How can we help you?". Below the search bar is a navigation menu with five items: "Report", "Tell us about", "Apply or register", "Request", and "Feedback". Below the menu is a breadcrumb trail: "Home &gt; About us &gt; CPTs". The main heading is "Trowbridge CPT". Below this is a text block: "CPT Trowbridge covers the areas of Trowbridge, Melksham, Bradford-on-Avon and surrounding areas". This is followed by two paragraphs of text providing contact information and reporting instructions. The final line says: "You see a map of crimes in the Trowbridge area by visiting www.police.uk".





## DORSET & WILTSHIRE FIRE & RESCUE SERVICE

### WILTSHIRE AREA BOARD REPORT

## Community Safety Plan

DWFRS Community Safety Plan can be found on the DWFRS website;

<http://www.dwfire.org.uk/community-safety-plan/>

## Prevention

We are committed to making a real difference to the lives of people in Dorset and Wiltshire. Our aim is to reduce the level of risk and harm to our communities from fire, targeting those most at risk. We do this primarily through our Safe and Well visits.

A Safe and Well visit is **FREE** and normally lasts about one hour covering topics such as:

- Using electricity safely
- Cooking safely
- Making an escape plan
- What to do if there is a fire
- Keeping children safe
- Good practice – night time routine and other points relevant to you
- Identifying and discussing any further support the occupier may need

Are you or anyone you know:-

- Over the age of 65?
- Need a smoke detector?
- Have a long-term health condition?
- Suffer from poor hearing or sight loss?
- Would you struggle to escape in the event of a fire?

If you can answer yes to more than one of these questions, then please call us on 0800 038 2323 or visit <https://www.dwfire.org.uk/safety/safe-and-well-visits/>



## Protection

On-going interaction by Protection Team members with Local Authorities, Private landlords and tenants regarding fire safety-related matters: external cladding systems; fire detection and warning systems; fire resisting doors (& self-closers); combustibility/fire resistance of construction materials; commercial and residential sprinklers systems and water-mist suppression systems

### **General Enquiries**

If you have a general fire safety enquiry regarding commercial property, please email [fire.safety@dwfire.org.uk](mailto:fire.safety@dwfire.org.uk) and the Fire Safety Team will respond in office hours.

### **Fire Safety Complaint**

If you wish to tell us about fire safety risks in commercial premises, such as locked or blocked fire exits, you have three options:

- You can email the fire safety department at [enforcement@dwfire.org.uk](mailto:enforcement@dwfire.org.uk)
- Call 01722 69 1717 during office hours (9am-5pm).
- Call our Service Control Centre on 0306 799 0019 out of office hours (5pm-9am)

## On Call Recruitment

Have you always wondered if you could join the fire service, but haven't had the opportunity to find out more? Have you found yourself seeking your next challenge, keen to give back to the local community or wanting to learn new skills including leadership and teamwork? Then becoming an on-call firefighter is for you.

As a paid position, on-call firefighters commit anywhere between 60 to 120 hours per week, during which time they must be able to respond to the station immediately.

Many have 'normal' jobs during the day, then upon their return home make themselves available overnight or during the weekends. Some of our crew respond from their workplaces during the day, and we are very grateful to their employers for releasing them to perform their vital duties.

Anyone over 18 years old can apply (although you can also apply once you are 17½) you must be able to respond and attend the fire station within 5-8 minutes, you have a good standard of physical fitness (i.e. you are generally active), and you must have the right to work in the UK.

Further information on becoming an On Call Firefighter can be found at [www.dwfire.org.uk/working-for-us/on-call-firefighters/](http://www.dwfire.org.uk/working-for-us/on-call-firefighters/) or should you have any questions, you can call **01722 691444**.



## **Recent News & Events**

### **Communities are well protected as Dorset & Wiltshire Fire and Rescue Service is graded as one the highest performing fire and rescue services in England, inspection confirms**

Dorset & Wiltshire Fire and Rescue Service (DWFRS) continues to serve its communities well whilst managing and monitoring its efficiency in a highly effective manner, His Majesty's Inspectorate of Constabulary & Fire and Rescue Services (HMICFRS) confirmed today (20 January).

To read the full article please visit <https://www.dwfire.org.uk/news/communities-are-well-protected/>

## **Staying warm safely**



It's important that everyone stays warm this winter – there are lots of ways to do that, but many of them also increase the risk of fire starting in the home.

Please do take extra care when using any of these, and don't be afraid to ask for help if you're not sure about something. You can call us FREE on 0800 038 2323, just leave a message and we will call you back.

You can also take a look at the [Warm Spaces website](#), which is mapping public-accessible places where people can go to be warm, rather than using heating at home.

For further information please visit <https://www.dwfire.org.uk/safety/save-safely/staying-warm-safely/>



## **Demand**

Total Fire Calls for Melksham Fire Station for period Nov 2022 - Jan 2023:

<b>Category</b>	<b>Total Incidents</b>
Deliberate Fires	3
Accidental Dwelling Fires	2
AFA Domestic	14
AFA Non Domestic	7
RTC	3
<b>Total</b>	

**Robbie MacPherson  
Station Manager**

**Email: [Robbie.macpherson@dwfire.org.uk](mailto:Robbie.macpherson@dwfire.org.uk)  
Mobile: 07770 813988**

## **Update for Wiltshire Area Boards**

February 2023

### **Neighbourhood Collaboratives**

Work continues with the Neighbourhood Collaboratives programme, the Steering Group is now established, and our second Steering Group workshop was held on the 1<sup>st</sup> of Feb 2023. Partners with a broad scope of expertise from organisations within our locality, including representatives from the Area Boards, met to discuss some of the key issues required to roll out the model across the Neighbourhoods. This included reaching an agreement on the Readiness Review, a baseline assessment that will support Neighbourhoods to determine their readiness to create this new approach to working. The programme's launch events will be reviewed and agreed by the Steering Group at our next meeting on 8<sup>th</sup> March 2023.

The workshop on the 1<sup>st</sup> of February offered an opportunity to respond to some of the points raised in our initial meeting in December 2022. The Steering Group was provided with examples of successful projects within Wiltshire that helped inform the Neighbourhood Collaborative model. The event was also used to share the work starting at our pathfinder site in Bradford on Avon & Melksham. The pathfinder will be the pilot from which to learn and share how a Neighbourhood Collaborative will function. Partners were asked to review a version of the Readiness Review, completed by the site, and discuss how their organisations could contribute ideas and expertise to this collaborative approach. Early interrogation of the data by the pathfinder suggests that falls and falls risk factors will be central to the plan that develops from this partnership.

Feedback following the workshop was very positive and the information provided on the day is currently being shared with Bradford on Avon & Melksham. We intend to bring all those offering support to the pathfinder together at the beginning of March 2023 to review the data and define the cohort within the community that will benefit the most from this Neighbourhood Collaborative project.

### **Covid-19**

After Sunday 12 February, any person aged between 16 and 49-years-old and not in a clinical risk group will be unable to get the initial Covid-19 booster, which for most people would have been their third vaccination for coronavirus.

This date is also the last opportunity for people over the age of 50 to come forward for the autumn booster vaccine, which was rolled out to older people, as well as those who are considered vulnerable, at the end of 2022.

The Joint Committee on Vaccination and Immunisation, which acts as an independent adviser to the Department of Health and Social, has indicated that the

offer of having the two primary Covid-19 vaccines at any time will also change during 2023, with the overall vaccination campaign being refocused to target those most vulnerable.

A number of Covid-19 vaccination centres across Bath and North East Somerset, Swindon and Wiltshire have closed in recent weeks. The vaccination centre at Bath Racecourse closed in December 2022, and was followed in January by Salisbury City Hall and the Steam Museum in Swindon.

## Patients' feedback sparks overhaul of hospital complaints process

Feedback from patients who made a complaint about their care at Salisbury District Hospital is being used to overhaul its complaints handling process.

Healthwatch Wiltshire's latest report highlights the findings of a survey which heard the views of people who had been through the hospital's complaints handling process between April and June 2022.

Patients and their families told us of feeling lost in the system, that they weren't listened to and had little confidence that changes would be made following the issues they had raised. These experiences have led to a review of the way the hospital handles complaints by Salisbury NHS Foundation Trust, which manages it.

### What did people tell us?

Our report reveals that people found it difficult to find information on how to make a complaint and didn't fully understand the role of the Patient Advice and Liaison Service (PALS) at Salisbury District Hospital.

We also found:

- People didn't feel they were kept properly informed of where they were in the complaints process, timelines were not always adhered to, and updates not always provided.
- There was a lack of signposting to additional support, such as advocacy services.
- Staff sometimes seemed reluctant to take ownership of a complaint.
- People felt disempowered and that they could not challenge decisions made by the hospital Trust.
- People thought that points or questions

they raised were not properly addressed.

- Apologies did not feel meaningful or sincere.
- People were not confident that the outcome of their complaint would help to drive improvements.



### What's next?

The findings of our report will form the basis of a new Complaints Handling Policy, which is due to be launched by Salisbury NHS Foundation Trust in April 2023.

**Victoria Aldridge**, Head of Patient Experience at Salisbury NHS Foundation Trust, said: "We have welcomed the opportunity to work with Healthwatch Wiltshire.

"The Trust acknowledges and accepts the findings from this project and strongly supports the identified areas for improvement... with the findings shaping both our new Complaints Policy and improving the processes associated with this."

**Guy Patterson**, Projects Lead at Healthwatch Wiltshire, said: "We're delighted to see how patient feedback is shaping the improvements the Trust are intending to make. We're also very pleased to see how committed they are to ensuring the patient voice is heard. We will revisit this project later in the year to see what progress has been made with the introduction of the new policy."

[Read the report](#) on our website.



## COMMUNITY ASSET TRANSFER

### AVON BOWLS CLUB

#### **Executive Summary**

This report deals with an application for the transfer of the land currently leased by Avon Bowls Club to Avon Bowls Club in accordance with Wiltshire Council's Asset Transfer Policy

#### **Proposal**

The Area Board is asked to consider an application submitted by Avon Bowls Club for the transfer of the land they currently lease. The applicants' proposal is set out in Appendix 2.

#### **Reasons For Proposal**

This proposal supports and implements Wiltshire Council's Community Asset Transfer Policy.

#### **Recommendation**

To approve the transfer subject to the matters referred to in paragraph 9 of the report.

#### **Richard Rogers**

Strategic Engagement and Partnership Manager

**COMMUNITY ASSET TRANSFER**

**AVON BOWLS CLUB**

**Purpose of Report**

1. The Area Board is asked to consider an application submitted by Avon Bowls Club for the transfer of the land adjacent to the community campus (see plan attached at Appendix 1). The applicants' proposal is set out at Appendix 2.

**Background**

2. Wiltshire Council is supporting the principle of the transfer of community assets to empower and strengthen local communities. The Council believes that transferring appropriate public assets to communities leads to more responsive services that better meet local people's priorities.

3. Transfer of an asset can also provide the opportunity to lever more resources into a community and provide a more accessible and responsive base from which to deliver local services.

4. A community group or organisation can benefit from greater financial stability and build confidence through having ownership (or in this case long term security through a lease) of a physical asset. This financial sustainability can help the organisation become less dependent on grants, provide security for further borrowing and opportunities for further growth.

5. Typically, organisations that would be considered appropriate are Voluntary and Community Groups/Associations, Town or Parish Councils, Trusts or Charities, or Social Enterprise Groups.

**The application before the Area Board**

6. The application from Avon Bowls Club is attached at Appendix 2 and relates to the transfer of part of the land at the side of the Melksham Community Campus.

7. The application was submitted in accordance with the Council's application process and meets the requirements for consideration by the Area Board.

8. The Strategic Engagement and Partnership Manager has consulted with the Campus Team and Strategic Property Services, who have undertaken appropriate consultation with service departments across the Council. Local consultation has been undertaken by the applicant in accordance with the application checklist and the outcome of the consultation is included within the application. The local member has been apprised.

**The views of Council officers**

9. Only transfers to town and parish councils are made by freehold transfers. All others are by 125 year leases. As this application is from a sports club a 125 year lease will be granted.

10. Access to the property is over the Melksham House/Campus site. Appropriate rights will be granted over such route as may be agreed. The council needs to retain flexibility to amend the access route in the future.



**WILTSHIRE COUNCIL  
MELKSHAM AREA BOARD  
8<sup>TH</sup> MARCH 2023**

11. No parking rights will be granted. This is a town centre site with access to public car parking.

12. As this is a 125 year lease at no rent or premium the club will be responsible for all repairs and outgoings, including responsibility for boundaries.

13. The existing lease is due to expire in December 2023.

**Recommendation**

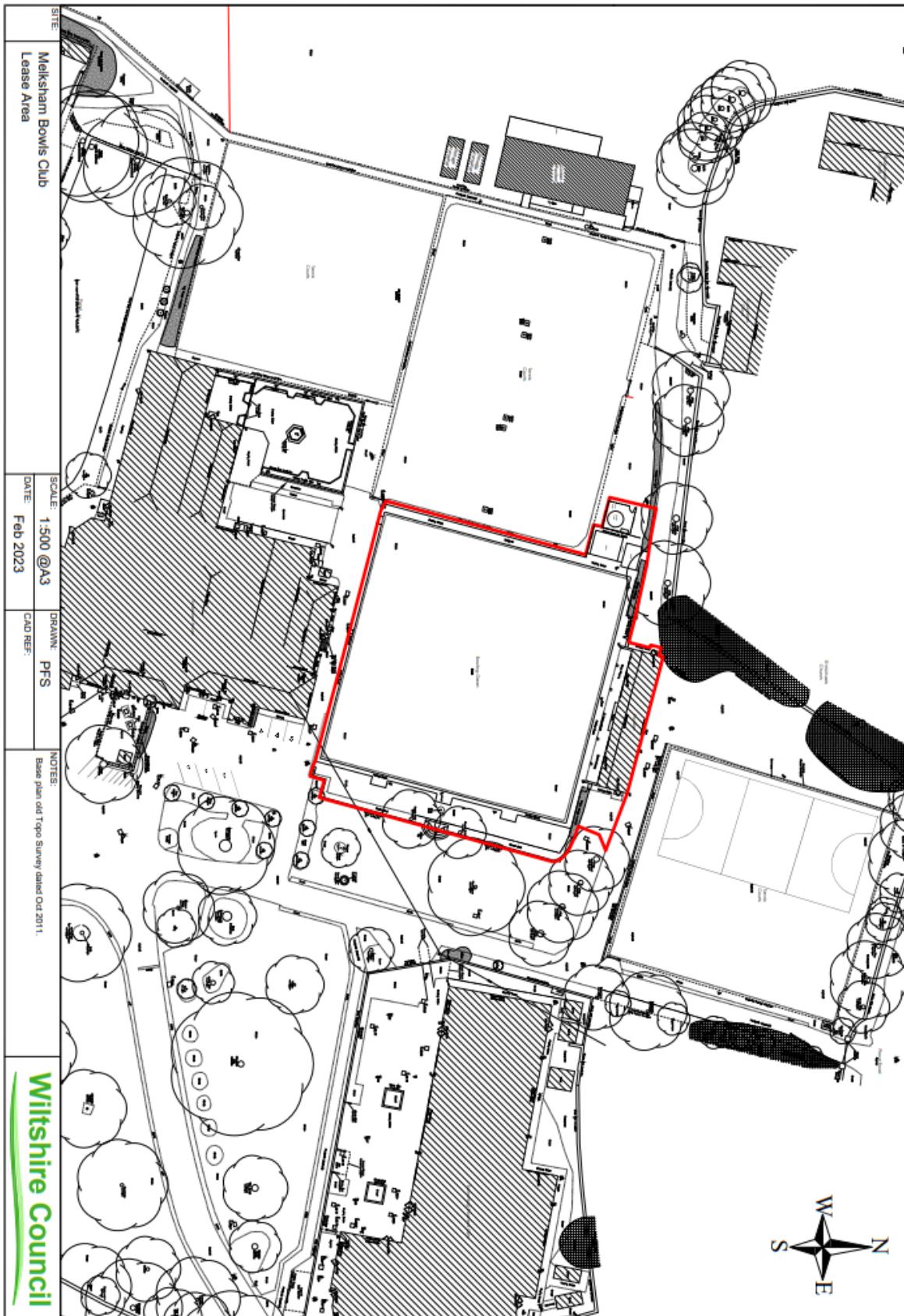
14. To approve the transfer subject to the matters referred to in paragraph 9 above.

**Richard Rogers**

Strategic Engagement and Partnership Manager

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APPENDIX 1 – Plan



## APPENDIX 2

### Form CAT01 - Application for the transfer of a Council asset

#### Your details

<b>Your Organisation</b>	Avon Bowls Club, Melksham
<b>Contact name</b>	Andy Durrant
<b>Position held</b>	Club Secretary
<b>Address</b>	Avon Bowls Club Melksham House, 27 Market Place Melksham, Wiltshire
<b>Postcode</b>	SN12 6ES
<b>Telephone</b>	Club Mobile – 07884 977880 Secretary Mobile - 07796 845621
<b>Email</b>	<i>abc-secretary@hotmail.co.uk</i>

#### Your proposal

***(please complete Checklist CAT02 before completing the following)***

#### Details of asset

Please include exact location, address, postcode, size, boundaries, access points and a map if possible

Avon Bowls Club is located across from Melksham House. Although it has a location postal address, there is no mail box and all correspondence is via the Club Secretary. His address is 18 Dawn Rise, Bristol, BS15 4LQ.

The boundary is from the lights by Melksham House, along the fence by the Tennis Court, along the car park side of the club house and along the brick wall which incorporates a recently installed metal gate at the top of the stairs.

#### Summary of proposal

Why do you want the asset and how will this benefit the local community?

On the 19/9/18 a legal breakout meeting was held in which agreement was made for our club to initially hold a 5 year lease while the new Melksham campus was being built. We have been self-sufficient and funding since and wish to continue with this course of action.

A longer lease opens up new opportunities for us as a club when applying for grants and securing the clubs future for its members.

Our club is for the use of bowlers from youth to pensioners. We also hold various social events throughout our bowling and winter season which brings our members, their friends and families together to socialise with others. We have held prestigious county games at our club and we are recognised by many as a great club to be a part of.

**WILTSHIRE COUNCIL  
MELKSHAM AREA BOARD  
8<sup>TH</sup> MARCH 2023**

**Community use**

Please explain how the asset will be used

*(Please refer to questions 5-8 in the checklist - CAT02)*

For Bowls, Fitness and various functions held throughout the year. We fundraise with community involvement of financial matters.

**Suitability for purpose**

Please explain why this asset is suitable for the intended purpose

*(Please refer to questions 5-8 in the checklist - CAT02)*

The main purpose is for the use of the game of Bowls which has been played at this location since 1922. Last year we celebrated our centenary year for our Men and it was our 50<sup>th</sup> anniversary for our ladies. This in itself shows the longevity and success of Avon Bowls club.

**Community support and consultation**

Please set out who you have consulted about your proposal and how you have addressed any concerns raised

*(please refer to questions 9-14 in the checklist - CAT02)*

N/a

**Legal issues**

Please set out how you will address any legal, planning, insurance and health and safety matters associated with the asset *(please refer to questions 15-18 in the checklist - CAT02)*

In line with our Clubs Constitution, we have 4 Trustees and a Management Committee who oversee this asset collectively. All decisions made are with the agreement and support of its members.

We have a Health & Safety volunteer as part of the Management Committee.

**Financial matters**

How will you fund future running costs, repairs and maintenance?

*(please refer to questions 19-23 in the checklist - CAT02)*

Each member pays a yearly membership fee and a small charge for every game played for use of the green. We fundraise throughout the year and hold social club events which brings in much needed revenue.

All financial matters are dealt with by the trustees and management Committee, which includes a dedicated Club Treasurer and a Secretary.

**Future management**

How will you manage the asset and ensure that it continues to contribute to the wellbeing of the local community in the future?

*(please refer to questions 24-27 in the checklist - CAT02)*

To continue to operate as we have during the past 5 years, holding annual open events to help strengthen membership and promote the game of bowls to the community. We also hold dedicated Bowls sessions for less able members, as Bowls is an inclusive sport.

**DECLARATION**

**I confirm that the details included in this application are correct**

**WILTSHIRE COUNCIL  
MELKSHAM AREA BOARD  
8<sup>TH</sup> MARCH 2023**

**Signed:** *A. Durrant*

**Name (please print):** ANDY DURRANT

**Date:** 24 January 2023

Form CAT02

## Application for the transfer of a Council asset

### CHECKLIST

	Question	Yes	No	Note
<b>Community use</b>	1. Is the asset to be provided for a public purpose?	X	<input checked="" type="checkbox"/>	<i>The Council will not transfer assets for private or commercial use</i>
	2. Will the asset be hired or used by third parties?	X	<input type="checkbox"/>	<i>If 'yes' your application should set out how this will work</i>
	3. Will your organisation supervise use of the asset?	X	<input type="checkbox"/>	<i>If 'no' your application should explain how use will be supervised</i>
	4. Will the public have access to the asset?	<input type="checkbox"/>	X	<i>If 'yes' your application should set out how your liabilities will be covered</i>

	Question	Yes	No	Note
<b>Is the asset fit for proposed use?</b>	5. Is it big enough?	X	<input checked="" type="checkbox"/>	<i>The Council will not transfer assets that are unsuitable</i>
	6. Is it in the right location?	X	<input checked="" type="checkbox"/>	<i>The Council will not transfer assets that increase unnecessary car use</i>
	7. Is it safe?	X	<input checked="" type="checkbox"/>	<i>The Council will not transfer assets that are unsafe</i>
	8. Does it have utilities? <i>(Water, electricity, drainage, etc.</i>	X	<input type="checkbox"/>	<i>If 'no'- your application should explain if they are needed</i>

	Question	Yes	No	Note
<b>Community Support and consultation</b>	9. Have you consulted nearby residents?	X	<input type="checkbox"/>	<i>If 'no'- please consult before submitting your application</i>
	10. Have you consulted adjoining owners?	X	<input type="checkbox"/>	<i>If 'no'- please consult before submitting your application</i>
	11. Have you consulted others affected by the proposal?	X	<input type="checkbox"/>	<i>If 'no'- please consult before submitting your application</i>
	12. Have you consulted the local Wiltshire Councillor?	X	<input type="checkbox"/>	<i>If 'no'- please consult before submitting your application</i>
	13. Have you consulted the local Parish Council?	X	<input type="checkbox"/>	<i>If 'no'- please consult before submitting your application</i>
	14. Is there community support for the change of use?	<input type="checkbox"/>	X	<i>If 'no' - consider carefully whether you wish to proceed with your application</i>

	Question	Yes	No	Note
<b>Legal</b>	15. Are there any covenants or other legal constraints?	<input type="checkbox"/>	X	<i>If 'yes' your application should explain implications</i>
	16. Does the proposed use require planning consent?	<input type="checkbox"/>	X	<i>If 'yes' your application should explain implications</i>
	17. Have you considered insurance cover?	X	<input type="checkbox"/>	<i>If 'no' your application must explain implications</i>
	18. Have you assessed health and safety liabilities?	X		<i>Your application must explain how you will deal with risks and liabilities</i>

	Question	Yes	No	Note
<b>Finance</b>	19. Can you meet all capital maintenance costs?	X	<input type="checkbox"/>	<i>If 'no' your application should explain how funding will be provided</i>
	20. Can you meet all day-to-day running costs?	X	<input type="checkbox"/>	<i>If 'no' your application should explain how funding will be provided</i>
	21. Will you use the asset to generate income?	X	<input type="checkbox"/>	<i>If 'yes' your application should provide further details</i>
	22. Will any third party be assisting with the costs?	<input type="checkbox"/>	X	<i>If 'yes' your application should provide further details</i>
	23. Do you have any contingency funds?	X	<input type="checkbox"/>	<i>If 'no' your application should set out how you will deal with contingencies</i>

	Question	Yes	No	Note
<b>Management</b>	24. Will you manage the asset?	X	<input type="checkbox"/>	<i>If 'no' your application should set out who will manage the asset.</i>
	25. Will a management committee be set up?	X	<input type="checkbox"/>	<i>If 'yes' your application should set out how this will work</i>
	26. Will users of the asset be involved?	X	<input type="checkbox"/>	<i>If 'yes' your application should set out how this will work</i>
	27. Will someone be employed to manage the asset?	<input type="checkbox"/>	X	<i>If 'yes' your application should set out how this will work</i>





**COMMUNITY ASSET TRANSFER**

**MELKSHAM CRICKET CLUB**

**Executive Summary**

This report deals with an application for the transfer of the land currently leased by Melksham Cricket Club located at the rear of the Melksham Community Campus, to Melksham Cricket Club in accordance with Wiltshire Council's Asset Transfer Policy

**Proposal**

The Area Board is asked to consider an application submitted by Melksham Cricket Club for the transfer of the land they currently lease. The applicants' proposal is set out in Appendix 2.

**Reasons For Proposal**

This proposal supports and implements Wiltshire Council's Community Asset Transfer Policy.

**Recommendation**

To approve the transfer subject to the matters referred to in paragraph 9 of the report.

**Richard Rogers**

Strategic Engagement and Partnership Manager

**COMMUNITY ASSET TRANSFER**

**MELKSHAM CRICKET CLUB**

**Purpose of Report**

1. The Area Board is asked to consider an application submitted by Melksham Cricket Club for the transfer of the former depot at Lower Wharf, Devizes (see plan attached at Appendix 1). The applicants' proposal is set out at Appendix 2.

**Background**

2. Wiltshire Council is supporting the principle of the transfer of community assets to empower and strengthen local communities. The Council believes that transferring appropriate public assets to communities leads to more responsive services that better meet local people's priorities.

3. Transfer of an asset can also provide the opportunity to lever more resources into a community and provide a more accessible and responsive base from which to deliver local services.

4. A community group or organisation can benefit from greater financial stability and build confidence through having ownership (or long term security through a lease) of a physical asset. This financial sustainability can help the organisation become less dependent on grants, provide security for further borrowing and opportunities for further growth.

5. Typically, organisations that would be considered appropriate are Voluntary and Community Groups/Associations, Town or Parish Councils, Trusts or Charities, or Social Enterprise Groups.

**The application before the Area Board**

6. The application from Melksham Cricket Club is attached at Appendix 2 and relates to the transfer of part of the land at the rear of the Melksham Community Campus.

7. The application was submitted in accordance with the Council's application process and meets the requirements for consideration by the Area Board.

8. The Strategic Engagement and Partnership Manager has consulted with the Campus Team and Strategic Property Services, who have undertaken appropriate consultation with service departments across the Council. Local consultation has been undertaken by the applicant in accordance with the application checklist and the outcome of the consultation is included within the application. The local member has been apprised.

**The views of Council officers**

9. Only transfers to town and parish councils are made by freehold transfers. All others are by 125 year leases. As this application is from a sports club a 125 year lease will be granted.

Access to the property is over the Melksham House/Campus site. Appropriate rights will be granted over such route as may be agreed. The council needs to retain flexibility to amend the access route in the future.

10. No parking rights will be granted. This is a town centre site with access to public car parking.

11. As this is a 125 year lease at no rent or premium the club will be responsible for all repairs and outgoings, including responsibility for boundaries.

12. The existing lease is due to expire in April 2023. Appropriate arrangements will be put in place to ensure that the club can continue to operate until the completion of the new 125 year lease.

**Recommendation**

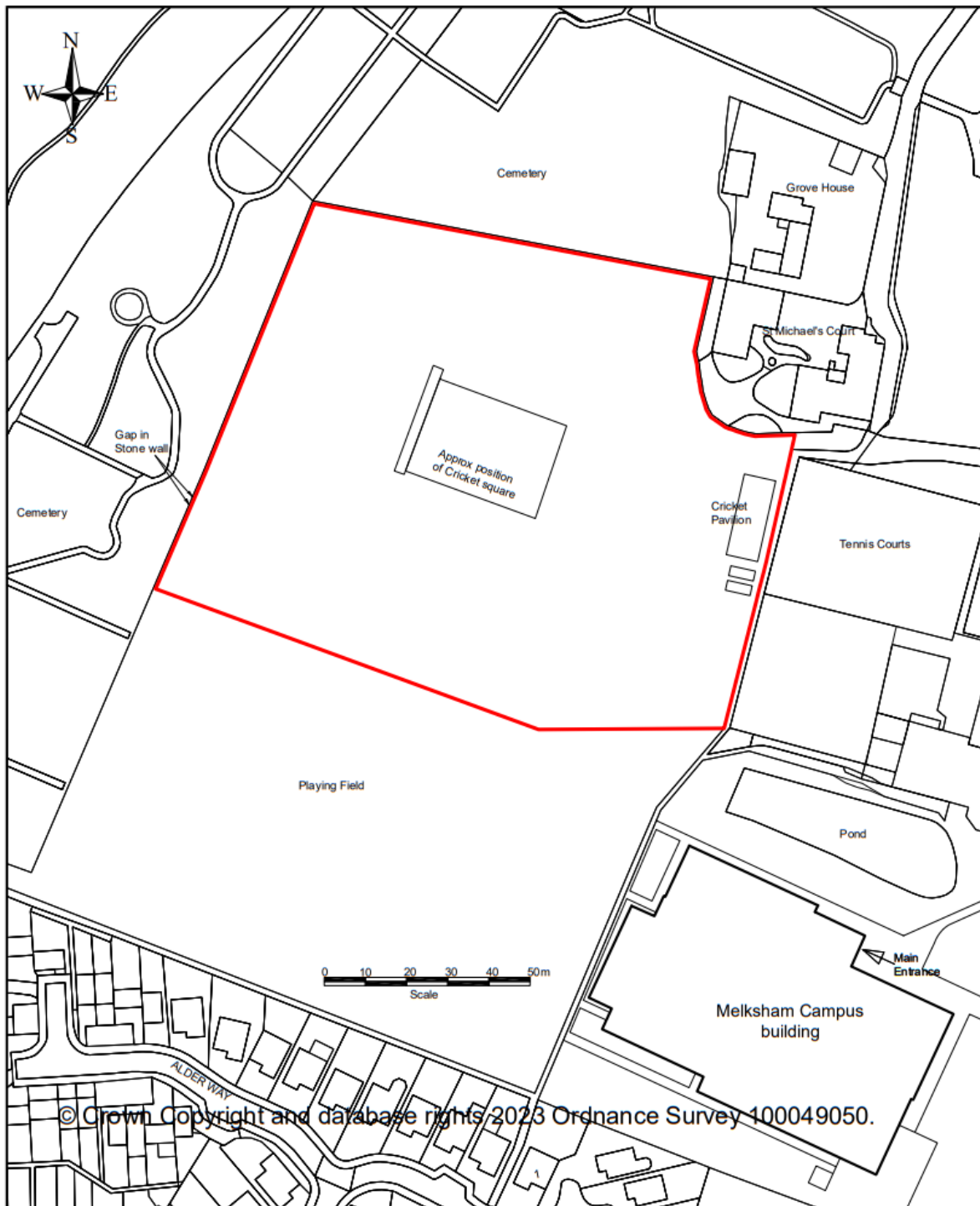
13. To approve the transfer subject to the matters referred to in paragraph 9 above.

**Richard Rogers**

Strategic Engagement and Partnership Manager

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APPENDIX 1 - PLAN



**Wiltshire Council**

NOTES:

J						PROJECT:	Melksham Cricket Club
H						DRAWING TITLE:	Lease Area
G						SCALES:	1:1250 @A4
F						DRAWING NO.:	
E						REV:	O
D						FILE REF.:	
C							
B							
A							
O	Feb 2023	PPS				Original	
REV	DATE	DRAWN	CHECK	APPV	DESCRIPTION		

## APPENDIX 2 – APPLICATION

### Form CAT01 - Application for the transfer of a Council asset

#### Your details

<b>Your Organisation</b>	<i>Melksham Cricket Club</i>
<b>Contact name</b>	<i>Gary Burns</i>
<b>Position held</b>	<i>Chairman</i>
<b>Address</b>	<i>Club postal address - 44 Belvedere Road, Melksham, SN12 6AJ</i>  <i>Club site address – Melksham CC Cricket Ground, Melksham House, Market Place , Melksham, SN12 6ES</i>
<b>Postcode</b>	<i>SN12 6AJ</i>
<b>Telephone</b>	<i>07966129252 or 07702913884</i>
<b>Email</b>	<a href="mailto:melkshamcricket@gmail.com"><i>melkshamcricket@gmail.com</i></a>

#### Your proposal

***(please complete Checklist CAT02 before completing the following)***

##### **Details of asset**

Please include exact location, address, postcode, size, boundaries, access points and a map if possible

*Melksham CC wish to submit an asset transfer request for the cricket pavilion and grounds at Melksham House (SN12 6ES) The access to the ground is via the market place and through the campus (North) car park. The emergency services access points are via the A350 entrance, one gate down from the cemetery car park.*

##### **Summary of proposal**

Why do you want the asset and how will this benefit the local community?

*The club has been on a 5 year lease since the rebuild of the Pavilion (completed 2018) post a fire which caused irreparable damage to the old Pavilion (June 2016). It now wishes to secure the clubs future at the venue and ensure Cricket continues to be played in Melksham for future generations. Melksahm Cricket Club have – and will continue to - already invested a significant amount of funds into the continued upkeep/improvement of the Pavilion and the installation of a new double lane nets system (completed in April 2022) in order to continue the improvement of facilities offered to its existing Members and in attracting new Members to expand both the Adult and Youth sections. We wish to continue to grow and develop the Cricket facilities on offer to the people of Melksham and other local communities and having full long-term management of the building and grounds would enable us to plan to continue the improvement across all areas e.g. future expansion to include Female changing facilities (not included in the original new Pavilion re-build).*

**Community use**

Please explain how the asset will be used  
(Please refer to questions 5-8 in the checklist - CAT02)

*The asset continues to be a community hub with local Art classes, fitness classes, baby massage, baby yoga and parent and toddler/baby group (run by club volunteers) all utilising the facility year round. We will continue with this as this is very much the ethos of the club to be a community, family friendly club and also provides an important, regular income stream for the Club.*

*The club continues to expand and currently runs 2 Adult Teams who play in the Wiltshire Cricket League with the introduction of a 3<sup>rd</sup> Team planned for the 2023 season.*

*The clubs Youth section has continued to expand from a core group of 15 to 20 to over 60 children from ages 5 through to 15 attending Coaching sessions throughout the Summer in 2022. Some of the members of the Youth section are now on the cusp of playing Adult Cricket, hence the plan to expand to a 3<sup>rd</sup> Team in 2023. The continued development of the Youth section is at the core of our strategy in continuing to expand and develop the opportunities to take part in Cricket for the younger generation. The quality of the facilities that the Club aim to offer has been recognised too by Wiltshire County Cricket and we had the privilege of hosting a number of County Cricket matches – Seniors & Female teams – in 2022 and will look to continue to do this in 2023.*

*The cricket ground and pavilion both exist for a specific purpose, to play Cricket, with the re-build of the Pavilion being built to an ECB (English Cricket Board) blueprint. The upkeep of both the ground and pavilion is entirely volunteer driven, with regular 'work day' style events taking place to carry out specific works, plus a Groundsman – again a volunteer – who ensures that the wicket/outfield is maintained to the highest standard all year round, Regular treatments – at a not insignificant cost - are also carried out on the wicket to ensure it remains in a good condition.*

**Suitability for purpose**

Please explain why this asset is suitable for the intended purpose  
(Please refer to questions 5-8 in the checklist - CAT02)

*The cricket ground and pavilion both exist for a specific purpose, to play Cricket, with the re-build of the Pavilion being built to an ECB (English Cricket Board) blueprint. The upkeep of both the ground and pavilion is entirely volunteer driven, with regular 'work day' style events taking place to carry out specific works, plus a Groundsman – again a volunteer – who ensures that the wicket/outfield is maintained to the highest standard all year round, Regular treatments – at a not insignificant cost - are also carried out on the wicket to ensure it remains in a good condition.*

**Community support and consultation**

Please set out who you have consulted about your proposal and how you have addressed any concerns raised  
(please refer to questions 9-14 in the checklist - CAT02)

*We have spoken to Councillors (Wiltshire & Local) and the Campus program team on a number of occasions in recent years in signalling our desire to secure the long term future of the facilities. We are already responsible for its full upkeep e.g. Maintenance, Insurance, Utilities etc. and take pride in ensuring that everything is maintained to a high standard where Club finances allow.*

**Legal issues**

Please set out how you will address any legal, planning, insurance and health and safety matters associated with the asset (please refer to questions 15-18 in the checklist - CAT02)

*We are an ECB accredited club and adhere to those guidelines. We already have insurance for all facilities on-site in place – incl. Public Liability – with the various Safety Checks e.g. Fire, actioned fully as and when they are required. Planning Permission was fully granted for the recent installation of our (new) net system. As part of ECB guidelines we have a Club Welfare Officer in place and comply fully with the ECB safeguarding policies that exist. All of our coaching staff are trained and DBS checked as per ECB policies.*

**Financial matters**

How will you fund future running costs, repairs and maintenance?  
(please refer to questions 19-23 in the checklist - CAT02)

*Over the last 4 and a half years the Club have already been paying for the full upkeep of all facilities on site incl. various Insurances etc. and would envisage that this would continue 'as is'. We budget accordingly to ensure that this would continue.*

*Our club is funded through various avenues which include Social Functions, Hire, Membership, Sponsorship, Fundraising and Grants etc.*

**Future management**

How will you manage the asset and ensure that it continues to contribute to the wellbeing of the local community in the future?  
*(please refer to questions 24-27 in the checklist - CAT02)*

*We will continue to repair and maintain all of the facilities on site, much as we do today whilst seeking to improve them as the Club continues to develop and expand and finances allow.*

*We are always looking to improve the facilities and the grounds to improve the quality of sports experience provided by the club.*

**DECLARATION**

**I confirm that the details included in this application are correct**

**Signed:**

**Name (please print):**

**Date:**

Form CAT02

## Application for the transfer of a Council asset

### CHECKLIST

	Question	Yes	No	Note
<b>Community use</b>	1. Is the asset to be provided for a public purpose?	x	<input checked="" type="checkbox"/>	<i>The Council will not transfer assets for private or commercial use</i>
	2. Will the asset be hired or used by third parties?	x	<input type="checkbox"/>	<i>If 'yes' your application should set out how this will work</i>
	3. Will your organisation supervise use of the asset?	x	<input type="checkbox"/>	<i>If 'no' your application should explain how use will be supervised</i>
	4. Will the public have access to the asset?	x	<input type="checkbox"/>	<i>If 'yes' your application should set out how your liabilities will be covered</i>

	Question	Yes	No	Note
<b>Is the asset fit for proposed use?</b>	5. Is it big enough?	x	<input checked="" type="checkbox"/>	<i>The Council will not transfer assets that are unsuitable</i>
	6. Is it in the right location?	x	<input checked="" type="checkbox"/>	<i>The Council will not transfer assets that increase unnecessary car use</i>
	7. Is it safe?	x	<input checked="" type="checkbox"/>	<i>The Council will not transfer assets that are unsafe</i>
	8. Does it have utilities? <i>(Water, electricity, drainage, etc.</i>	x	<input type="checkbox"/>	<i>If 'no'- your application should explain if they are needed</i>

	Question	Yes	No	Note
<b>Community Support and consultation</b>	9. Have you consulted nearby residents?	x	<input type="checkbox"/>	<i>If 'no'- please consult before submitting your application</i>
	10. Have you consulted adjoining owners?	x	<input type="checkbox"/>	<i>If 'no'- please consult before submitting your application</i>
	11. Have you consulted others affected by the proposal?	x	<input type="checkbox"/>	<i>If 'no'- please consult before submitting your application</i>
	12. Have you consulted the local Wiltshire Councillor?	x	<input type="checkbox"/>	<i>If 'no'- please consult before submitting your application</i>
	13. Have you consulted the local Parish Council?	x	<input type="checkbox"/>	<i>If 'no'- please consult before submitting your application</i>
	14. Is there community support for the change of use?	x	<input type="checkbox"/>	<i>If 'no' - consider carefully whether you wish to proceed with your application</i>



	Question	Yes	No	Note
<b>Legal</b>	15. Are there any covenants or other legal constraints?	<input type="checkbox"/>	x	<i>If 'yes' your application should explain implications</i>
	16. Does the proposed use require planning consent?	<input type="checkbox"/>	x	<i>If 'yes' your application should explain implications</i>
	17. Have you considered insurance cover?	x	<input type="checkbox"/>	<i>If 'no' your application must explain implications</i>
	18. Have you assessed health and safety liabilities?	x		<i>Your application must explain how you will deal with risks and liabilities</i>

	Question	Yes	No	Note
<b>Finance</b>	19. Can you meet all capital maintenance costs?	x	<input type="checkbox"/>	<i>If 'no' your application should explain how funding will be provided</i>
	20. Can you meet all day-to-day running costs?	x	<input type="checkbox"/>	<i>If 'no' your application should explain how funding will be provided</i>
	21. Will you use the asset to generate income?	x	<input type="checkbox"/>	<i>If 'yes' your application should provide further details</i>
	22. Will any third party be assisting with the costs?	<input type="checkbox"/>	x	<i>If 'yes' your application should provide further details</i>
	23. Do you have any contingency funds?	x	<input type="checkbox"/>	<i>If 'no' your application should set out how you will deal with contingencies</i>

	Question	Yes	No	Note
<b>Management</b>	24. Will you manage the asset?	x	<input type="checkbox"/>	<i>If 'no' your application should set out who will manage the asset.</i>
	25. Will a management committee be set up?	x	<input type="checkbox"/>	<i>If 'yes' your application should set out how this will work</i>
	26. Will users of the asset be involved?	x	<input type="checkbox"/>	<i>If 'yes' your application should set out how this will work</i>
	27. Will someone be employed to manage the asset?	<input type="checkbox"/>	x	<i>If 'yes' your application should set out how this will work</i>



## Melksham Local Highways & Footway Improvement Group

	Item	Update	Actions and recommendations	Who
	<b>Melksham LHFIG – Notes of on-line meeting held on Thursday 2<sup>nd</sup> February 2023 at 16:30 hrs</b>			
<b>1.</b>	<b>Attendees and apologies</b>			
		Attendees:	Area Board to note.	AB
		Apologies:		
		Cllr Nick Holder (Acting Chair) Louisa Lewis - Melksham Town Council Alan Baines – Melksham Without Parish Council Pat Tucker – Keevil Parish Council Colin Wade – Semington Parish Council Mary Winterburn – Great Hinton Parish Council Cllr Phil Alford Malcolm Jones – Steeple Ashton Parish Council Martin Rose – Area Highway Mangager Andy Cadwallader – Area Highway Engineer Stuart Renfrew – Highway Engineer Mark Stansby – Snr Traffic Engineer		
		Cllr Jonathon Seed Linda Roberts – Clerk to Melksham Town Council		
<b>2.</b>	<b>Notes of last meeting</b>			
		The notes of the previous LHFIG meeting held on 27 <sup>th</sup> October 2022 were presented to the Area Board on 7 <sup>th</sup> November, passing all recommendations.	LHFIG to note.	All

## Melksham Local Highways & Footway Improvement Group

<b>3.</b>	<b>Financial Position</b>			
		<p>The current balance for 2022/23, less previous commitments stands at £33,431.36 (see Appendix 1).</p> <p>An email from Cabinet Member for Highways and Transport, Cllr Caroline Thomas, was shared (see Appendix 1A), setting out the end of year financial arrangements for the LHFigs. Essentially, all uncommitted funds will be retained by the group and carried forward for use during 2023 / 24.</p>	Area Board to note	AB
<b>4.</b>	<b>Priority schemes</b>			
a)	6055 – Broughton Gifford - Gateways and Traffic Management measures.	<p>An order to install the additional bollards has been issued to our Contractor. Installation is anticipated during March.</p> <p>There are also some remedial road marking measures to complete but more suitable conditions are required to undertake this work.</p>	Area Board to note	AB
b)	A365 Shaw Bath Road Footway improvements – funded by Section 106 monies from George Ward Gardens development.	<p>An outline drawing of the resurfacing work is included as Appendix 2. Regrettably, this job has been pushed back into the next Financial Year, as the work will need to be done during school holidays.</p> <p>With the design now complete it is now apparent that we have a shortfall of funds. The estimate now stands at £29,177.93 inclusive of a 20% contingency to cover any unforeseen work and an anticipated uplift on the rates.</p> <p>Currently there is a sum of £20,077.54 available from a s106 fund, leaving a potential short-fall of up to £9,100.39.</p>	<p>To request that the Area Board grants a sum of £7,000 towards this project.</p> <p>To recommend to the Area Board an allocation of up to £1,500 be given to this project.</p> <p>Melksham Town Council to confirm their contribution of up to £1,500</p>	<p>Cllr Seed</p> <p>Cllr Seed</p> <p>Town Council</p>

## Melksham Local Highways & Footway Improvement Group

		Cllr Alford informed the group that the Area Board has a sum of £7,000 allocated for expenditure on open spaces but a suitable project has not been identified. It was proposed that this fund be diverted to this project, with the LHFIG and Town Council each committing up to £1,500.		
c)	Issue 9-20-9 – Melksham Sandridge Road – request to improve footway link to Maple Close	The legal process to dedicate the land is ongoing but the dispute over land ownership has now been resolved. The legal process must be completed ahead of any work on the ground.  Design work continues and construction will take place during 2023 / 24.	Area Board to note	AB
d)	Active Travel Scheme - Farmers Roundabout – signing to promote use of shared use cycle route to and from Holt Road and town bridge.	Scheme to be funded from a third tranche of Section 106 money from the George Ward Gardens development. There are funds remaining (£13,034.35) specifically to improve cycleway signing within the town.  Town Council have been tasked to consider where additional improvements are needed.	Awaiting update from Town Council	Town Council
e)	Melksham Dunch Lane – funded by Section 106 monies from George Ward Gardens development	Consultation on full closure over rail bridge or one way operation from east to west and new parking controls to be carried out by the Town Council.  Town Council to undertake consultation in the New Year (2023).	Awaiting update from Town Council	Town Council
f)	Issue 9-22-1 – Melksham Footway linking Hazelwood Road & St Michaels Road – Request for lighting	Issue submitted by Cllr Hubbard and Melksham Town Council.  An Order has been placed with our Lighting Consultants.	Area Board to note	AB

## Melksham Local Highways & Footway Improvement Group

		Installation is anticipated during the first two weeks of February.		
g)	Issue 9-22-5 – Melksham Spa Road – safety concerns at access to & from Wharf Court	Issue submitted by Melksham Town Council  2 x SLOW markings and reinstatement of the give way line across the entrance to Wharf Court to be done when weather conditions are more suitable.	Area Board to note	AB
h)	Issue 9-22-10 – Berryfield Semington Road – request to install 2 bus shelters	Issue submitted by Melksham Without Parish Council  There is a Section 106 fund of £20,662 to provide 2 x shelters with seating, high access kerbs with RTI facility (or to be ready for RTI installation.  No update - the project will be advanced when staff resources become available.	Area Board to note	AB
i)	Issue 9-22-12 – Bowerhill Halifax Road – request for drop kerbs to link Brampton Court with Sunderland Close	Issue submitted by Melksham Without Parish Council  Parish have met Highways on site. It was agreed that the best solution is to provide 3 sets of drop kerbs, each side of Brampton Court and then over to Halifax Road. The ball park estimate is therefore closer to £3,500.  No update - the project will be advanced when staff resources become available.	Area Board to note	AB
j)	Issue 9-22-16 – Berryfield – request for direction signs to new village hall	Issue submitted by Melksham Without Parish Council  Request for directional signs for motorists via Telford Drive and Pedestrians from Semington Road via new footway opposite New Inn.	Highways to monitor progress	Highways

## Melksham Local Highways & Footway Improvement Group

		Installation has been delayed due to the response effort to the wintery conditions.		
k)	Issue 9-22-17 – Melksham Without (various roads) – request for Parking Control Measures	<p>Issue Submitted by Melksham Without Parish Council</p> <p>Request for a Parking Review at the following locations:</p> <ul style="list-style-type: none"> <li>• Semington Canal Bridge</li> <li>• Lancaster Road Bowerhill</li> <li>• Avro Way Bowerhill</li> <li>• Merlin Way Bowerhill</li> <li>• Mitchell Drive Bowerhill</li> </ul> <p>It was noted that the canal forms the boundary between Melksham Without and Semington Parishes and that measures would be needed on both sides of the bridge. Parking controls within Melksham Without are included in the same legal Order as Melksham Town and so this also presents an opportunity to consider any pressing parking issues within the Town boundary.</p> <p>Issues affecting Semington Parish will need to be considered in tandem with this review.</p> <p>Parking reviews to be discussed under Item 6b.</p>	Area Board to note	AB
l)	Issue 9-19-11 – Bowerhill Portal Road – Request for Bowerhill nameplate and white gates	<p>A suitable location has been agreed with Highways between Herman Miller and the first hangar.</p> <p>The parish have opted for a single gate and village nameplate at a ball park estimate of £3000, inclusive of traffic management.</p> <p>An engineer has been appointed and preliminary design work is underway.</p>	Highways to complete design and estimate to present at the next meeting.	Highways

## Melksham Local Highways & Footway Improvement Group

m)	Issue 9-22-3 – Melksham The Crays – request for drop kerbs	<p>Issue submitted by Melksham Town Council</p> <p>Drop kerbs to facilitate access for wheelchair users at the junction of The Crays and Montague Place.</p> <p>No update - the project will be advanced when staff resources become available.</p>	Area Board to note	AB
n)	Issue 9-22-6 – Melksham Sandridge Road junction with Snarlton Lane – request for signs to direct drivers to Snarlton Farm	<p>Issue submitted by Melksham Town Council</p> <p>An order has been placed with our Contractor to install the new signs.</p> <p>Installation is anticipated during the first week of March.</p>	Highways to monitor progress	Highways
o)	Issue 9-22-13 – Bowerhill DeHavilland Place and Dowding Way – Request for footway extensions and drop kerbs	<p>Issue submitted by Melksham Without Parish Council</p> <p>A crossing point, to give access into the Industrial Estate and beyond was identified at Cheshire Close via Pegasus Way.</p> <p>The work includes one set of drop kerbs, possible short extension of footway (to line up the crossing point) and removal of 2 x concrete bollards. The Parish request that construction is combined with the Halifax Road project, Issue 9-22-12.</p> <p>No update - the project will be advanced when staff resources become available.</p>	Area Board to note	AB
<b>5.</b>	<b>New Requests and ongoing Issues</b>			



## Melksham Local Highways & Footway Improvement Group

a)	Issue 9-19-9 – Bowerhill Falcon Way – Request for Bus Shelter near Kingfisher Drive for southbound travel.	<p>The Parish propose to install a 3 bay shelter measuring 3.06 m x 1.3m which will be RTI compatible. This will require a base (3.5m x 1.5m) complete with electrical ducting and connecting chamber.</p> <p>A ball park estimate to construct the base and install the electrical items should be in the region of £3,000 to £3,500, with legal fees of around £1,500.</p> <p>Highways unable to proceed until the land dedication issue has been resolved.</p>	Action remains with Parish Council to resolve land ownership issues.	Parish Council
b)	Issue 9-22-11 – A350 Beanacre - request for measures to control entry speed at north end of village	<p>Issue submitted by Melksham Without Parish Council</p> <p>A suitable site for a gateway feature was identified and the gateway could include white gates, village nameplates and additional road markings.</p> <p>A ball park estimate to undertake this work is in the region of £8,000 to £10,000, inclusive of traffic management.</p> <p>The Parish have indicated that they are willing to fund this on a 50/50 basis.</p> <p>The LHFIG are content for this Issue to be moved forward.</p>	To recommend to the Area Board that this Issue is added to the Priority Schemes List and to allocate £5,000.	Cllr Seed
c)	Issue 9-22-15 – Melksham junction of Church Street and High Street and Lowbourne – request for audible warning at signal controlled crossing points	<p>Issue submitted by Melksham Town Council</p> <p>Highways commissioned their Traffic Signal Consultants (Atkins) to investigate this matter.</p> <p>Town Council were content with the previous response on the disablement of the audible warnings, but asked why the crossing by Costa had the audible warning enabled?</p>	Highways to chase Atkins for their response.	Highways

## Melksham Local Highways & Footway Improvement Group

		Highways awaiting update from Atkins.		
d)	Issue 9-22-19 – Whitley, Corsham Road – request to alter staggered barriers on alleyway between Corsham Road and Eden Grove.	<p>Issue submitted by Melksham Without Parish Council</p> <p>Safety barriers causing access issues to users of mobility scooters.</p> <p>A site inspection has been made and both barriers could be removed and replaced to allow more space for mobility scooters / pushchairs. However, this would also make life easier for cyclists (which are not permitted to ride here) and slightly increase the risk of a child running out into the road.</p> <p>The estimated ball park cost is £750.00.</p> <p>The LHFIG are content for this Issue to be moved forward.</p>	<p>To recommend to the Area Board that this Issue is added to the Priority Schemes List and to allocate £375.00.</p> <p>Parish Council to confirm their contribution of £375.00</p>	<p>Cllr Seed</p> <p>Parish Council</p>
e)	Issue 9-22-20 – Keevil, Martins Road – request to alter barriers and improve condition of footpath surface.	<p>Issue submitted by Keevil Parish Council</p> <p>The footpath in question is a Right of Way, KEEV27 and provides access to the recreation ground. Safety barriers installed at Martins Road cause access difficulties to users of mobility scooters, wheelchairs and children's buggies.</p> <p>Following a site meeting with the Rights of Way officer, Highways and Parish in attendance it was agreed that Highways would consider the access issue and RoW would look at the surfacing improvement. Two estimates sre provided for consideration:</p> <ol style="list-style-type: none"> <li>1. To remove and replace the safety barrier (with a smaller version), provide a drop kerb and new hardstanding amounts to £900 (ball park).</li> </ol>	<p>To recommend to the Area Board that this Issue is added to the Priority Schemes List and to allocate £7,987.50.</p>	<p>Cllr Seed</p>

Melksham Local Highways & Footway Improvement Group

		<p>2. To provide footpath edging and undertake resurfacing, over a length of approximately 60 metres is estimated at £9750. This would reduce to £6750 if the edging was omitted.</p> <p>The Parish confirmed their contribution of 25%, a sum of £2,662.50, to include the footpath edging and the LHFIFG were content to move this forward.</p> <p>Highways to liaise with Rights of Way to programme this work. The footpath will need to be closed and the Parish have requested that access is maintained for two events, taking place late May and on 17 June.</p>		
f)	Issue 9-22-21 – Melksham Snarlton Lane, Crossing point from Nightingale Close – request for coloured road surface due to safety concerns	<p>New Issue submitted by Cllr Sankey and Melksham Town Council</p> <p>View of the crossing often restricted due to vegetation. A warning sign was previously funded through the CATG / LHFIFG process.</p> <p>There has been no recorded personal injury collisions at the crossing point in the mosr recent 6 year period to June 2022.</p> <p>A ball park figure was quoted for coloured surfacing at £2,500 but the cost of installation, including fees for a road closure will have risen (perhaps significantly), since the quote was issued 2 to 3 years ago.</p> <p>It was noted during discussions that the hedgerow is protected by a preservation order and removal is not an option. The hedge will receive a flail cut as part of the routine maintenance programme.</p>	Highways to arrange a site meeting	Highways

## Melksham Local Highways & Footway Improvement Group

		It was agreed that a further site meeting be arranged, to coincide with a school journey time, to agree potential improvements and to determine costs.		
g)	Issue 9-22-22 – Shaw Corsham Road – request to reinstate louvre shuttering on approach to signals	<p>New Issue submitted by Melksham Without Parish Council</p> <p>The old set of traffic signals had louvres fitted to the green lamps. Louvres were omitted on the new signal heads when the lights were replaced in 2020.</p> <p>This was not flagged as a concern as part of the Stage 3 Road Safety Audit (post construction). There has been no recorded personal injury collisions involving southbound vehicles within the vicinity of the signals or the school in the most recent 6 year period to June 2022.</p> <p>A ball park estimate to provide louvres is £750.</p> <p>The Parish are concerned that this omission will be detrimental to safety for those using the Zebra Crossing by the school.</p> <p>Following a discussion the LHFIFG are content to move this request forward.</p>	<p>To recommend to the Area Board that this Issue is added to the Priority Schemes List and to allocate £375.00.</p> <p>Parish Council to confirm their contribution of £375.00</p>	<p>Cllr Seed</p> <p>Parish Council</p>
h)	Issue 9-23-2 – Great Hinton – request to replace a wooden stile with a Kissing Gate to create better access to a number of local Footpaths	<p>New Issue submitted by Great Hinton Parish Council</p> <p>The Parish representative has met with the RoW Officer and agreement has been reached with the land owner for this change to take place.</p> <p>An estimate to supply and install the new gate is £480.00.</p> <p>The Parish confirmed that such an improvement would provide better access to three public footpaths in the area and will</p>	<p>To recommend to the Area Board that this Issue is added to the Priority Schemes List and to allocate a sum of £500.00.</p>	<p>Cllr Seed</p>

Melksham Local Highways & Footway Improvement Group

		<p>address points set down in Wiltshire Council's Countryside Access Improvement Plan.</p> <p>Following a discussion the LHFIFG are content to move this request forward.</p>		
6.	<b>Other items</b>			
a)	<p><b>Pavement and Footway Improvement Schemes (pre-LHFIFG)</b></p>	<p>During 2022 the Council completed the footway works in Springfield Gardens, Whitley and the sites in the Berryfield estate. There was no footway patching carried out in 2022, therefore the work at Philips Close remains outstanding. The Ebenezer Chapel footway between Union Street and King George V playing field is with the major maintenance team as a project awaiting funding. It is inspected regularly to ensure it complies with the Council's inspection manual.</p> <p>Below is a list of footway sites submitted for footway funding in 2023/24. All sites are subject to funding. Once the funding has been announced the Council will be in a better position to know what sites will be carried out.</p> <p>Footway reconstruction.</p> <ul style="list-style-type: none"> <li>• Corfe Road, Melksham</li> <li>• Sherwood Avenue, Melksham 29 – 55 on both sides of road</li> <li>• Rope Walk, Melksham adjacent to No9</li> <li>• Corsham Road, Whitley north of Middle Lane to Top Lane</li> <li>• Berryfield Close, Melksham at the rear of 1 – 7</li> </ul> <p>Footway Slurry sites</p>	Area Board to note	AB

Melksham Local Highways & Footway Improvement Group

		<ul style="list-style-type: none"> <li>• Ashley Close, Whitley</li> <li>• Tower Road, Melksham including cul-de-sac off Blackmore Road</li> <li>• Sherwood Avenue/Savernake Avenue, Melksham</li> <li>• Wellington Drive, Bowerhill</li> <li>• Birch Grove, Bowerhill</li> <li>• Elm Close, Bowerhill</li> <li>• Blackmore Road Cul-de-sacs, Melksham</li> </ul>		
b)	<b>On Street Parking Reviews</b>	<p>Responsibility for on-street parking reviews (changes to double yellow lines, time limited parking etc) has transferred from the Network Management Team to the Traffic Engineering Team, with new requests now being filtered through the LHFIGs. This is to include any previous requests submitted to Network Management which have yet to be assessed.</p> <p>The process of undertaking a Parking Review is lengthy, and of course involves advertising Traffic Regulation Orders. It therefore makes both practicable and economic sense to undertake these (as required) on an annual basis only, with the exception of enforced changes to accommodate other Highway Infrastructure.</p> <p>Moving forward, it is proposed that requests are collated by Town and Parish Councils and submitted to the LHFIG for consideration for the first meeting of each new Financial Year, in this instance on May 9. Lists will need to be submitted using a Highway Improvement Request Form.</p>	<p>Area Board to note</p> <p>Parish Councils to consider submitting requests</p> <p>Highways to advise all clerks of this new process.</p>	<p>AB</p> <p>Parish Councils</p> <p>Highways</p>
c)	<b>Deadline for submitting LHFIG Requests</b>	<p>All requests are to be submitted two weeks prior to a meeting taking place. Requests received after the deadline will be held until the following meeting.</p> <p>Requests to be sent to <a href="mailto:LHFIGrequests@wiltshire.gov.uk">LHFIGrequests@wiltshire.gov.uk</a></p>	<p>All to note</p>	<p>All</p>

Melksham Local Highways & Footway Improvement Group

		The deadline for our next meeting is 25 <sup>th</sup> April 2023		
7.	<p><b>Dates of future meetings:</b></p> <p><b>9<sup>th</sup> May, 27<sup>th</sup> July, 2<sup>nd</sup> November and 8<sup>th</sup> February 2024.</b></p> <p><b>Meetings to commence at 16:30 hrs and will be held on-line until further notice.</b></p>			

Melksham Local Highways & Footway Improvement Group

Highways Traffic Officer – Mark Stansby

Area Highway Engineer – Andy Cadwallader

**1. Environmental & Community Implications**

1.1. Environmental and community implications were considered by the LHFIG during their deliberations. The funding of projects will contribute to the continuance and/or improvement of environmental, social and community wellbeing in the community area, the extent and specifics of which will be dependent upon the individual project.

**2. Financial Implications**

2.1. All decisions must fall within the Highways funding allocated to Melksham Area Board.  
 2.2. If funding is allocated in line with LHFIG recommendations outlined in this report, and all relevant 3<sup>rd</sup> party contributions are confirmed, Melksham Area Board will have a remaining Highways funding balance of **£19,313.47**

**3. Legal Implications**

3.1. There are no specific legal implications related to this report.

**4. HR Implications**

4.1. There are no specific HR implications related to this report.

**5. Equality and Inclusion Implications**

Melksham Local Highways & Footway Improvement Group

5.1 The schemes recommended to the Area Board will improve road safety for all users of the highway.

## **6. Safeguarding implications**

6.1 There are no specific Safeguarding implications related to this report.

## **7. Recommendations to Melksham Area Board**

7.1 To add the following Issues (with funding) to the Priority Schemes List:

9-22-11 Beanacre Gateway (£5,000.00), 9-22-19 Whitley Staggered Barriers (£375.00), 9-22-20 Keevil Footpath (£7,987.50), Shaw Traffic Signal Louvres (£375.00) and Great Hinton Kissing Gate (£500.00)

7.2 To allocate funding (£1,500.00) to the footway improvement scheme at Shaw.



Melksham LHFIG expenditure 2022 / 23 as of 26/01/23

Budget £24,338 + £31,469.31 c/fwd = £55,807.31

Scheme	Estimate	LHFIG Commitment	Expenditure	Projected Spend
A365 Shaw / Dunch Lane Footway improvements	£20,077.54	£nil	£0,000.00	£20,077.54
Semington Littlemarsh Road Markings	£500.00 (ball park)	£250.00	£500.00 Final	£500.00
Melksham Cycleway Signing	£1,790.49	£nil	£1,965.65 Final	£1,965.65
Melksham Sandridge Rd / Maple Close Footway	£20,000 (ball park)	£10,000.00 (provisional)	£0,000.00	£20,000.00
Melksham Hazelwood Rd / St Michael's Lighting	£4,000.00 (ball park)	£2,000.00	£0,000.00	£4,000.00
Melksham Westbury View – access protection bar	£50.00	£50.00	£50.00 Final	£50.00
Melksham Spa Road / Wharf Court – SLOWs	£500.00 (ball park)	£500.00	£0,000.00	£500.00
Berryfield – Direction signs to village hall	£400.95	£400.95	£0,000.00	£400.95
Steeple Ashton – Road markings and Post for SID	£1,570.00	£1,170.00	£1,570.00 Final	£1,570.00
Broughton Gifford Traffic Calming – bollards	£1060.00	£1060.00	£0,000.00	£1060.00
Bowerhill Halifax Road – drop kerbs	£3,500.00	£1750.00	£0,000.00	£3,500.00
Bowerhill Portal Road – Village Gateway	£3,000.00	£1,500.00	£0,000.00	£3,000.00
Melksham The Crays – drop kerb	£2,500.00	£1250.00	£0,000.00	£2,500.00
Melksham Snarilton Farm – HGV signing	£950.00	£475.00	£0,000.00	£950.00
Bowerhill Cheshire Close – footway works	£2,500.00	£1,250.00	£0,000.00	£2,500.00
Totals	£62,398.98	£21,655.95	£4,085.65	£62,574.14

Budget £55,807.31

Projected Spend £62,574.14

Balance -£6,766.83

Plus Contributions (details below) £40,198.19

**Current Balance £33,431.36**

Contributions

A365 Shaw / Dunch Lane footway	£20,077.54
Melksham Cycleway Signing	£1,965.65
Semington Littlemarsh markings	£250.00
Melksham Sandridge Rd footway	£10,000.00
Melksham Hazelwood Rd Lighting	£2,000.00
Steeple Ashton markings and post	£400.00
Bowerhill Halifax Road Drop kerbs	£1750.00
Bowerhill Portal Road Gateway	£1,500.00
Melksham The Crays Drop kerb	£1,250.00
Melksham Snarlton Farm signs	£475.00
Bowerhill Cheshire Close footway	£1,250.00
Total	£40,918.19

Section 106 Fund

Section 106 Fund

Semington Parish Council – invoice to be issued

Melksham Town Council – contribution subject to confirmation

Melksham Town Council – invoice upon completion

Steeple Ashton Parish Council – invoice to be issued

Melksham Without Parish Council – invoice upon completion

Melksham Without Parish Council – invoice upon completion

Melksham Town Council – invoice upon completion

Melksham Town Council – invoice upon completion

Melksham Withour Parish Council – invoice upon completion

## Stansby, Mark

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**From:** Seed, Jonathon  
**Sent:** 03 February 2023 20:04  
**To:** Stansby, Mark  
**Subject:** FW: Update for LHFIG Chairs

Info.

Jonathon

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**From:** Baldwin, Kate <Kate.Baldwin@wiltshire.gov.uk>  
**Sent:** 20 January 2023 16:13  
**Cc:** Thomas, Caroline <Caroline.Thomas@wiltshire.gov.uk>  
**Subject:** Update for LHFIG Chairs

**Please see below message sent of behalf of Caroline Thomas.**

Dear LHFIG Chair,

I have recently received feedback setting out some concerns around the level of service being achieved in supporting the work of our Local Highway and Footway Improvement Groups.

You may recall that alongside the increase in funding made available to the LHFIGs, funding was also made available to allow the recruitment of additional highway staff to assist with project delivery. Unfortunately, despite our best efforts three additional roles working on this programme remain unfilled. We have recently launched a high-profile recruitment campaign across all Highways and Transport disciplines in an attempt to fill the considerable number of vacancies that exist across the Directorate at this time. In the meantime, we are working with our term consultant, Atkins, to provide additional support and prioritising resource in line with our Business Plan priorities.

As a Council we recognised that the first year of LHFIG operation would be challenging given the changes made and the wider remit given to the groups. In this context, a commitment was given to formally review operation after 12 months, and I would like to confirm this is a priority of mine and a report will be presented to the Environmental Select Committee in due course.

As you will be aware, it was intended that at the end of the financial year any uncommitted funds held by the LHFIGs would be returned to the overall Highways Integrated Transport Block. However, considering the concerns raised I am pleased to advise this will not be the case this year - uncommitted funds will stay with the Groups and roll into 2023/24.

I have asked officers in the team to provide an update in terms of short- and medium-term deliverables.

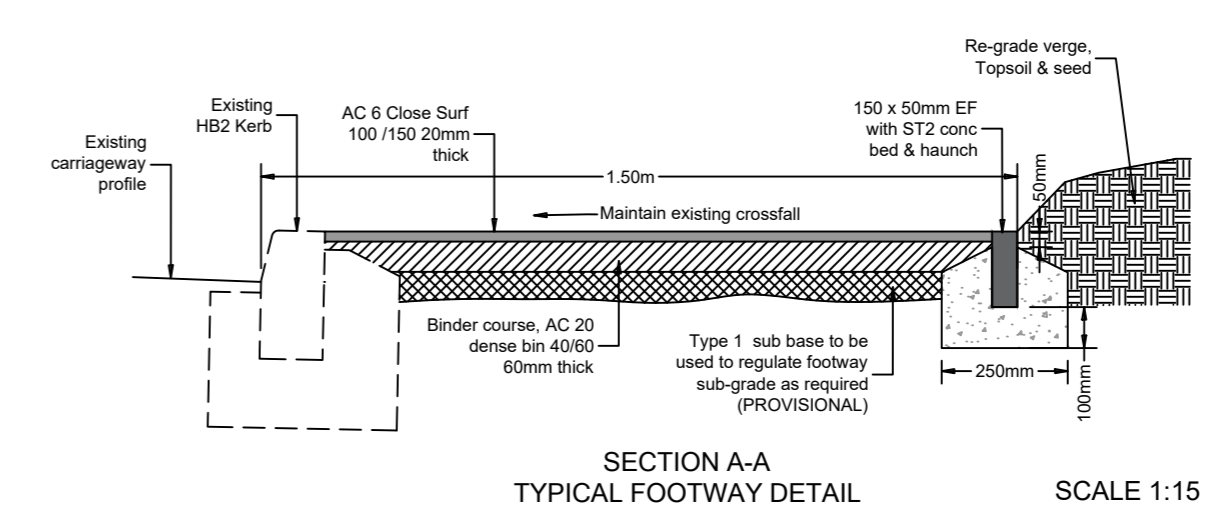
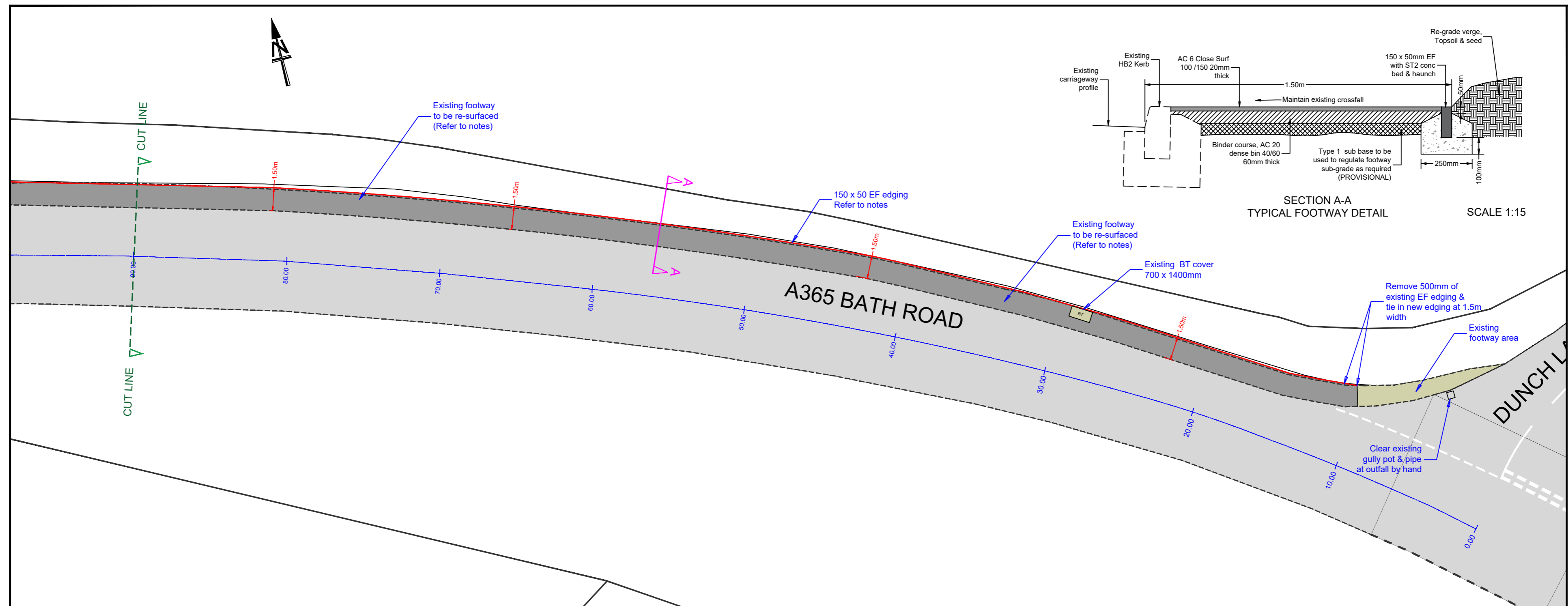
I hope this goes some way in addressing the concerns raised.

Kind regards,

Cllr Caroline Thomas  
Wiltshire Councillor for Marlborough East  
Cabinet Member for Highways and Transport, Street Scene and Flooding  
07525 934626

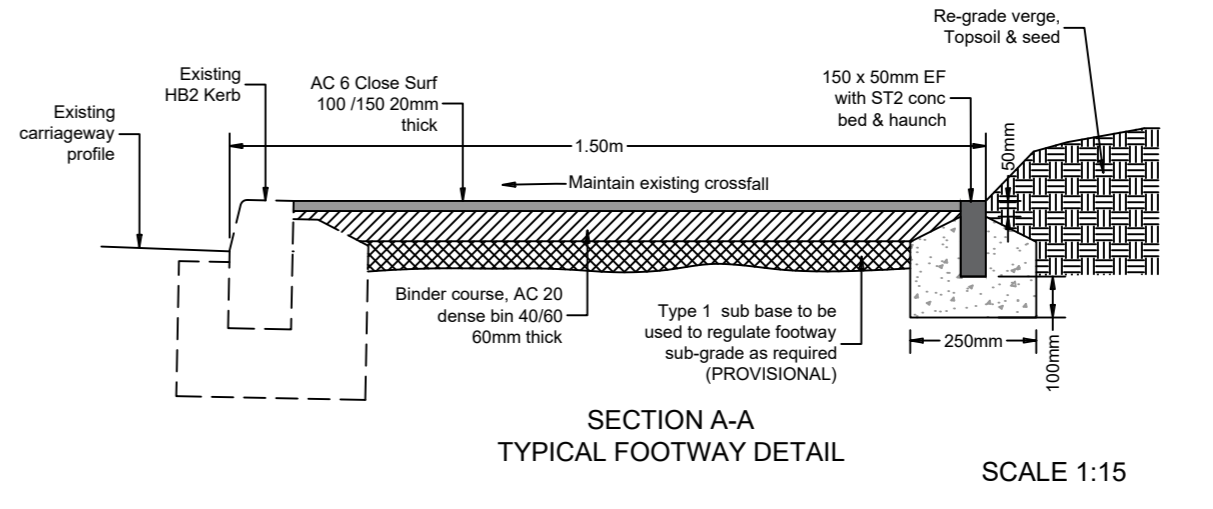
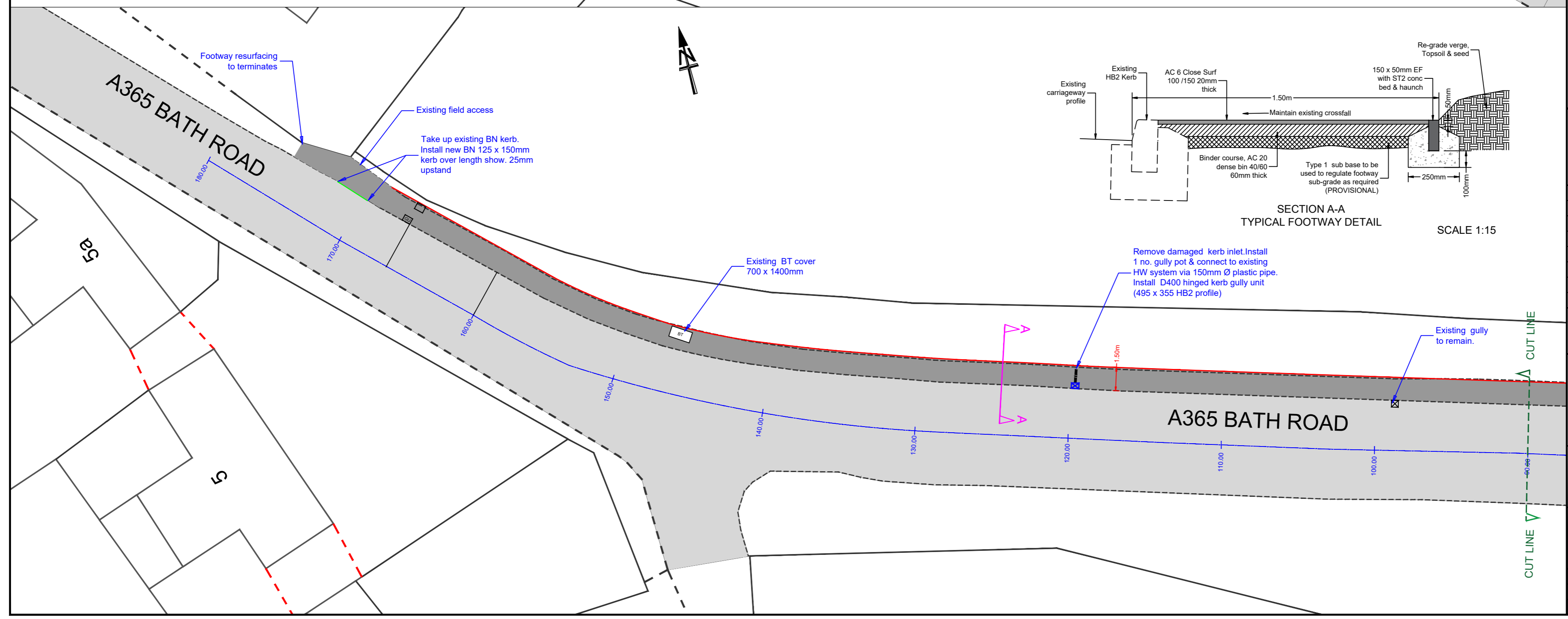






- NOTES:**
- FOOTWAY RESURFACING,** Remove 80mm thick of existing footway construction & replace with Binder course, AC 20 dense bin 40/60, 60mm thick & surface course AC6 dense bin 100/150 20mm thick. Type 1 sub base (compacted) to be used to regulate depth as required after excavation of existing bound layers.
  - Precast concrete EF edging 50 x 150mm with ST2 concrete bed & haunch
  - Precast concrete BN Kerb 125 x 150 x 915mm with ST2 concrete bed & haunch
  - Remove damaged kerb inlet. Install 1 no. HDP gully pot (450mm Ø) & connect to existing HW system via 150mm Ø plastic pipe. Install grade D400 hinged kerb gully unit (495 x 355- HB2 profile) Type Saint Gobain 'Aquaquerb' or similar

- General Notes**
1. The works shown on this drawing could affect statutory undertakers apparatus and the contractor is required to verify the location and depth of all such apparatus prior to the commencement of works and to take all precautions necessary when working in the vicinity of such apparatus. Utility information is produced from a digital source and no guarantee can be given regarding its accuracy. It is the recipient's responsibility to check accuracy of measurements given. Should discrepancy occur please contact issuing authority to seek clarification.
  2. The use of this drawing does not absolve the client from his responsibilities under Health & Safety: The Construction (Design and Management) Regulations 2015.
  3. Notable site hazards marked with symbol. Note: HV positions are estimated and no guarantee of their accuracy can be given. It is the responsibility of the contractor to ensure the location of all utilities are determined prior to commencements of the works.



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 Wiltshire Council (100049050) 2022

F					
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O	16/12/22	MJR	CC	MS ORIGINAL	
REV	DATE	DRAWN	CHECK	APPROV	DESCRIPTION

DRAWING PURPOSE:  
**ISSUE**

**Wiltshire Council**  
 Local Highways - WESTERN  
 Highways & Transport, 24 Hercules Way,  
 Bowerhill, Melksham, SN12 6TS  
 Tel: 0300 4560100  
 Website: www.wiltshire.gov.uk

PROJECT:  
 A365 BATH ROAD, SHAW  
 (WEST OF DUNCH LANE)

DRAWING TITLE:  
 PROPOSED FOOTWAY IMPROVEMENTS  
 GENERAL ARRANGEMENT

SCALES:	NOT TO SCALE	SHEET SIZE:	A2
DRAWING No:	MR/MISC/BATHRD/001/	REVISION:	0
FILE REF:			



<b>Report To</b>	<b>Melksham Area Board</b>
<b>Date of Meeting</b>	<b>Wednesday, 08 March 2023</b>
<b>Title of Report</b>	<b>Melksham Area Grant Report</b>

## Purpose of the Report

- To provide detail of the grant applications made to the Melksham Area Board. These could include; community area grants, health and wellbeing, young persons grants and Area Board initiatives.
- To document any recommendations provided through sub groups.

## Area Board Current Financial Position

	Community Area Grants	Young People	Health and Wellbeing
<b>Opening Balance For</b> <u>2022/23</u>	£ <u>22,309.00</u>	£ <u>18,349.00</u>	£ <u>7,700.00</u>
<b>Awarded To Date</b>	£ <u>15,368.18</u>	£ <u>2,360.00</u>	£ <u>2,542.50</u>
<b>Current Balance</b>	£ <u>6,940.82</u>	£ <u>15,989.00</u>	£ <u>5,157.50</u>
<b>Balance if all grants are agreed based on recommendations</b>	£ <u>2,940.82</u>	£ <u>8,889.00</u>	£ <u>157.50</u>

## Grant Funding Application Summary

Application Reference	Grant Type	Applicant	Project	Total Cost	Requested
<a href="#">ABG1031</a>	Community Area Grant	Riverside Club	Riverside Centre Replacement Windows	£8900.00	£4000.00
<b>Project Summary:</b> Riverside Centre was built in 1970 with the existing metal double glazed windows. The glass is now well below the standard required for retention of heat. Current financial situation has indicated heat loss is 3 times greater than 2022					
<a href="#">ABG1054</a>	Older and Vulnerable Adults Funding	Melksham Without Parish Council	Melksham Community Support Senior Project Worker NB name of service may change from MCS	£23000.00	£5000.00

Application Reference	Grant Type	Applicant	Project	Total Cost	Requested
<p><b>Project Summary:</b>  <b>To commission from Age UK Wiltshire a 0.5 Full Time Equivalent Senior Project Worker to run the new service in the parishes of Melksham and Melksham Without. JOB PURPOSE: Oversee and manage the Melksham Community Support Scheme, which helps support older people to resolve practical difficulties, to access information and advice, and to become better connected with their communities. Recruit, support and supervise volunteers who provide a range of practical and other support to older people in the Melksham area, including helping people with shopping, tasks around the home and offering companionship. Apply an holistic approach to support planning and co-ordination of input from different professionals and organisations.</b></p>					
<a href="#">ABG999</a>	Youth Grant	Broughton Gifford and Holt Youthwork Project	Youth club projects	£1000.00	£500.00
<p><b>Project Summary:</b>  <b>During the winter months we meet indoors. Indoor projects include During the warmer months we meet outdoors in the community field. We have planted many trees there and have also built a youth shelter, which we have started decorating. Photos are available. We also do other projects, including building and racing soap boxes. The youth club provides the basic chassis and the teams have to construct their racer onto this. The chassis consists of a 120cm scaffold board with 10 inch pneumatic wheels with basic steering (piece of rope). This competition includes: Best looking soap box; Best dressed team (fancy dress); Fastest lap round the obstacle course (1 driver - others pushing!). The build takes a few weeks and the parents/carers are invited to the 'racing day' and help judge the competitions. All then enjoy a barbecue. Photos of last year's event are available.</b></p>					
<a href="#">ABG1049</a>	Youth Grant	2385 Melksham Squadron ATC	Learning materials for increased Sqn size	£3200.00	£1600.00
<p><b>Project Summary:</b>  <b>The Sqn is now at 60 cadets, with a further 18 joining in March 23. We have 40 on the waiting list already for the next 2 years. The Sqn needs to purchase an increased round of learning materials, both printed workbook type and equipment for training sessions.</b></p>					
<a href="#">ABG1076</a>	Youth Grant	4Youth South West	No Limits SEND Youth Club	£12372.00	£5000.00
<p><b>Project Summary:</b>  <b>To contribute to the running of our Monday night 'No Limits' youth club throughout 2023. This youth club supports between 25-40 young people with a range of special educational needs and disabilities who attend our weekly club. The club provides opportunities for young people aged 13-25 years.</b></p>					

## 1. Background

Area Boards have authority to approve funding under powers delegated to them. Under the Scheme of Delegation Area Boards must adhere to the Area Board Funding and Grants Criteria. This document is available on the council's website.

Three funding streams are available to the Area Board, each with an annually awarded amount. These funding streams are as follows:

- ♦ Community Area Grants (capital)



- ♦ Young People (revenue)
- ♦ Health and Wellbeing (revenue)

The Area Board will be advised of the funding available prior to their first meeting of each financial year.

## **2. Main Considerations**

2.1. Councillors need to be satisfied that the applications meet the requirements as set out in the Area Board Funding and Grants Criteria and that the health and wellbeing and young persons funding guidelines have been adhered to.

2.2. Councillors must ensure that the distribution of funding is in accordance with the Scheme of Delegation to Area Boards.

2.3. Councillors need to consider any recommendations made by sub groups of the Area Boards.

## **3. Environmental & Community Implications**

Grant funding will contribute to the continuance and/or improvement of cultural, social and community activity and wellbeing in the community area, the extent of which will be dependent upon the individual project.

## **4. Financial Implications**

Councillors must ensure that the Area Board has sufficient funding available to cover the grants awarded.

## **5. Legal Implications**

There are no specific legal implications related to this report.

## **6. Human Resources Implications**

There are no specific human resources implications related to this report.

## **7. Equality and Inclusion Implications**

Community Area Boards must fully consider the equality impacts of their decisions in order to meet the Council's Public Sector Equality Duty.

Community Area Grants will give local community and voluntary groups, Town and Parish Council's equal opportunity to receive funding towards community based projects and schemes where they meet the funding criteria.

## **8. Safeguarding Implications**

The Area Board has ensured that the necessary policies and procedures are in place to safeguard children, young people and vulnerable adults.

No unpublished documents have been relied upon in the preparation of this report.

## **Report Author**

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