

# AGENDA

**Meeting:** Melksham Area Board  
**Place:** [Join Microsoft Teams Meeting](#)  
**Date:** Wednesday 4 November 2020  
**Time:** 7.00 pm

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Including the Parishes of Atworth, Broughton Gifford, Melksham, Melksham Without, Steeple Ashton, Bulkington, Keevil, Great Hinton, Poulshot, Semington and Seend

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The Area Board welcomes and invites contributions from members of the public in this online meeting. If you wish to participate in the discussion, please contact Kevin Fielding, direct line 01249 706612 or email [kevin.fielding@wiltshire.gov.uk](mailto:kevin.fielding@wiltshire.gov.uk)

In order to cover as many questions as possible re the A350 Bypass Consultation and the Melksham Community Campus update, please submit any written questions to [kevin.fielding@wiltshire.gov.uk](mailto:kevin.fielding@wiltshire.gov.uk)

You will be provided with a link to participate in the meeting online. Registrations to speak should be made no later than 5pm on the day of the meeting. If possible, please indicate the item(s) you wish to speak on, to assist the Chairman to manage requests

[Guidance on how to access this meeting online is available here](#)

Any member of the public who wishes to watch the meeting only, can do so via the link at the top of this agenda

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 Pat Aves - Melksham North  
Cllr Hayley Illman - Melksham Central  
Cllr Jonathon Seed - Summerham and Seend (Chairman)  
Cllr Jon Hubbard - Melksham South  
Cllr Phil Alford - Melksham Without North  
Cllr Nick Holder – Melksham Without South

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### **Guidance for Public Speaking at Area Boards**

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[Guidance for Public Speaking at Area Boards](#)

	<b>Time</b>
<p>1 <b>Chairman's Welcome, Introduction and Announcements</b> (<i>Pages 1 - 2</i>)</p> <p>Chairman's Announcements:</p> <ul style="list-style-type: none"> <li>• National Restrictions</li> <li>• Melksham Community Response Hub</li> </ul>	<b>7:00pm</b>
<p>2 <b>Apologies for Absence</b></p>	
<p>3 <b>Minutes</b> (<i>Pages 3 - 10</i>)</p> <p>To confirm the minutes of the meeting held on Tuesday 8 September 2020</p>	
<p>4 <b>Declarations of Interest</b></p> <p>To receive any declarations of disclosable interests or dispensations granted by the Standards Committee</p>	
<p>5 <b>Police and Crime Update</b></p> <p>Angus Macpherson – Wiltshire Police and Crime Commissioner</p>	<b>7:05pm</b>
<p>6 <b>A350 Bypass Consultation</b></p> <p>Steve Wilson – Major Highways Project Engineer, Wiltshire Council</p>	<b>7:15pm</b>
<p>7 <b>Melksham Community Campus update</b> (<i>Pages 11 - 16</i>)</p> <p>Louise Cary – Head of Community Development, Wiltshire Council</p> <p>Suzanne Gough - Senior Project Manager Strategic Asset &amp; FM, Wiltshire Council</p> <p><i>A note regarding the construction arrangements will be circulated in advance of the meeting and after communications have been sent to local residents and clubs</i></p>	<b>7:45pm</b>
<p>8 <b>Neighbourhood Plan Regulation 16 consultation</b></p> <p>Cllr Richard Wood – Chair, Melksham Neighbourhood Plan Steering</p>	<b>8:15pm</b>

9	<p><b>Health and Wellbeing Group</b> (<i>Pages 17 - 18</i>)</p> <p>Cllr Nick Holder - Chairman</p> <ul style="list-style-type: none"> <li>• To confirm the minutes of the meeting held on Monday 12 October 2020</li> <li>• To agree recommendations for action</li> </ul>	<b>8:20pm</b>
10	<p><b>Community Area Transport Group</b> (<i>Pages 19 - 42</i>)</p> <p>Cllr Jon Hubbard - Chairman</p> <ul style="list-style-type: none"> <li>• To confirm the minutes of the meeting held on Thursday 24 September 2020</li> <li>• To agree recommendations for action</li> </ul>	<b>8:25pm</b>
11	<p><b>Written Partner Updates</b> (<i>Pages 43 - 52</i>)</p> <p>To receive any written updates from the following partners:</p> <ul style="list-style-type: none"> <li>• Community Area Partnership</li> <li>• Wiltshire Police</li> <li>• Dorset &amp; Wiltshire Fire and Rescue Service</li> <li>• NHS Wiltshire/Clinical Commissioning Group</li> <li>• Healthwatch Wiltshire</li> <li>• Melksham Town Council</li> <li>• Parish Council Nominated Representatives</li> <li>• Melksham Chambers of Commerce</li> <li>• Melksham Senior People's Forum</li> <li>• Older Persons Champion</li> <li>• Young Melksham</li> <li>• Trans Wilts CiC</li> <li>• Local Area Co-ordinator for Melksham - Matthew Billingham</li> </ul>	<b>8:30pm</b>
12	<p><b>Grant Funding</b> (<i>Pages 53 - 72</i>)</p> <ul style="list-style-type: none"> <li>• Atworth Youth Club requesting £5,000 towards replacement of toilets and construction of disabled access</li> <li>• Conigre Mead Volunteers requesting £590 to buy maintenance kit - an engine, brush cutter head and a strimmer lead</li> <li>• 2385 (Melksham) Squadron ATC requesting £900 towards Duke of Edinburgh IT support</li> </ul>	<b>8:35pm</b>





# **NEWS RELEASE**

**1 November 2020**

## **Wiltshire Council's reaction to new national restrictions from 5 November**

Wiltshire Council is here to support residents and businesses following the government's announcement of a new four-week period of national restrictions to help curb the spread of COVID-19.

These additional restrictions come into force on Thursday 5 November until Wednesday 2 December 2020.

From Thursday 5 November 2020, new restrictions for Wiltshire will mean everyone must stay at home and may leave only for a limited set of reasons, including:

- for education (schools, colleges and universities)
- for work, if you cannot work from home
- for exercise and recreation outdoors with your household, support bubble or on your own with one person from another household
- for all medical reasons, appointments and to escape injury or harm
- to shop for food and essentials
- to provide care for vulnerable people

Terence Herbert, Chief Executive, Wiltshire Council, said: "I would like to thank our residents and businesses for their continued commitment in helping to curb the spread of the virus. Without these efforts, we would have seen even more cases in Wiltshire".

"Whilst infection rates in Wiltshire remain lower than in many parts of the country, we have still experienced a rising number of positive cases in recent weeks. We anticipated Wiltshire would move into a higher alert level in the coming weeks and we have already put plans in place to continue protecting our residents".

"Whilst this is undoubtedly a worrying time, I want to reassure residents that Wiltshire Council is here for them. We are here to provide support to all of our communities, particularly our most vulnerable residents. We will also ensure that support is available for

our businesses. We are also working closely with schools as they return from half-term break. All schools are COVID-19 secure and it is important that young people in Wiltshire remain in school at this time”.

“We are awaiting further details from central government about support available to businesses and the full impact the restrictions will have on council services. As soon as this is available we will provide more information”.

“Our Wellbeing Hub remains open to anyone that needs additional support. Please call us on 0300 003 4576 , Monday to Friday from 9am to 5pm”.

“If we all continue to do the right thing and follow these measures, we can curb the spread of the virus and help protect ourselves and our loved ones too.”

To help stop the spread of COVID-19:

- work from home if you can
- limit contact with other people
- wash your hands regularly with soap and water for at least 20 seconds
- do not leave home if you or anyone in your household has symptoms
- wear a face covering in indoor settings where social distancing may be difficult, and where you meet people you do not normally meeting
- anyone who has symptoms should book a test and not leave home for at least 10 days. Those living in households should self-isolate for 14 days if they or any members of the household receive a positive test
- you can book a test by calling 119 or [visit](#)

The council is hosting a live public COVID-19 update on Tuesday 3 November at 5pm. During the online broadcast Terence Herbert , Chief Executive will be joined by the Wiltshire Council Leader, Philip Whitehead and the Director of Public Health for Wiltshire, Kate Blackburn. You can [use this link to access the webinar](#) on Tuesday 3 November.

**Ends.**

**Notes to editors:**

For more information contact [communications@wiltshire.gov.uk](mailto:communications@wiltshire.gov.uk)

**For political comment:**

Conservatives: Philip Whitehead [Philip.whitehead@wiltshire.gov.uk](mailto:Philip.whitehead@wiltshire.gov.uk)

Liberal Democrats: Ian Thorn [ian.thorn@wiltshire.gov.uk](mailto:ian.thorn@wiltshire.gov.uk)

Labour: Ricky Rogers [ricky.rogers@wiltshire.gov.uk](mailto:ricky.rogers@wiltshire.gov.uk)

Independent: Ernie Clark [ernie.clark@wiltshire.gov.uk](mailto:ernie.clark@wiltshire.gov.uk)



# MINUTES

**Meeting:** Melksham Area Board  
**Place:** Online Meeting  
**Date:** 8 September 2020  
**Start Time:** 7.00 pm  
**Finish Time:** 8.50 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, Cllr Pat Aves, Cllr Nick Holder, Cllr Jon Hubbard, Cllr Hayley Illman and Cllr Jonathon Seed (Chairman) and Cllr Richard Clewer

### **Wiltshire Council Officers**

Peter Dunford – Community Engagement Manager  
Kevin Fielding – Democratic Services Officer

124	<p><u>Chairman's Welcome, Introduction and Announcements</u></p> <p>The Chairman welcomed everybody to the first On-line Melksham Area Board meeting.</p> <p>The Melksham Area Board members were introduced.</p> <p>The following Chairman's Announcements were noted:</p> <ul style="list-style-type: none"> <li>• The latest 2020 Joint Strategic Needs Assessment data for Melksham community area is now publicly available at <a href="https://www.wiltshireintelligence.org.uk/community-area/melksham/">https://www.wiltshireintelligence.org.uk/community-area/melksham/</a></li> <li>• Return to school – a letter from the White Horse Federation was shared detailing the extensive health and safety measures taken to ensure a safe return to school for pupils at Melksham Oak.</li> </ul>
125	<p><u>Apologies for Absence</u></p> <p>There were no apologies for absence.</p>
126	<p><u>Minutes</u></p> <p><b>Decision</b></p> <ul style="list-style-type: none"> <li>• <b>That the minutes of the meetings held on Wednesday 4 March 2020 and Tuesday 16 June 2020 were confirmed as the correct records.</b></li> <li>• <b>That a report on Melksham Area Board activities during lockdown was noted</b></li> </ul>
127	<p><u>Declarations of Interest</u></p> <p>Cllr Jon Hubbard declared a non-pecuniary interest in agenda item 8, Age Friendly Melksham CIC – Update as he was a Director on the board of Age Friendly Melksham CIC. Even though the interest was non-pecuniary, in this instance he declared that he would not vote on that application.</p>
128	<p><u>Police update</u></p> <p>Inspector Andy Fee – Wiltshire Police gave a short verbal report.</p> <p>Points made included:</p>

	<ul style="list-style-type: none"> <li>• That there had been an increase in anti-social town centre related incidents occurring since the lock down had been eased.</li> <li>• A priority was now to have visible police patrols covering Melksham town centre during weekend periods, resources had been set aside for this.</li> <li>• That there had been increased patrols around the King George V Playing Fields.</li> <li>• Speeding – Beanacre, Woodrow Road and Snowberry Lane areas were being targeted by patrols.</li> </ul> <p>Cllr Phil Alford raised concerns re recent incidents in the King George V Playing Fields area and the need for CCTV provision to be increased. It was proposed that the Melksham Area Board and Town Council should work together to look at the costs of extending the CCTV to cover the skate park and that the costs of extending the CCTV should be supported by the Area Board.</p> <p>Pat Aves – Melksham Town Councillor and current Mayor, felt that the Town Council would welcome joint working on this project.</p> <p><b>Decision</b></p> <ul style="list-style-type: none"> <li>• <b>It was agreed that Cllr Phil Alford would open discussions with the Town Council regarding extending the CCTV system, reporting back to the Area Board on this matter in due course</b></li> </ul> <p>The Chairman thanked Inspector Andy Fee for his update.</p>
129	<p><u>Melksham Station Hub Update</u></p> <p>Paul Johnson - TransWilts CIC gave a short presentation that gave an update on Melksham Station Hub.</p> <p>Works now included:</p> <ul style="list-style-type: none"> <li>• Expanded low tariff parking including CCTV and lighting</li> <li>• Electric Vehicle Charging point</li> <li>• Café</li> <li>• Cycle racks and cycle hire</li> <li>• Pedestrian route &amp; island to platform</li> <li>• Community space “Piazza Area” with power supply</li> </ul>

	<ul style="list-style-type: none"> <li>• Departure indicators on platform</li> </ul> <p>That there was a continuing need for volunteers and commercial sponsorship to help complete the project, to cover kitchen installation, painting, decorating and café operations.</p> <p>The Chairman thanked Paul Johnson for his presentation.</p>
130	<p><u>Electoral/Boundary Review</u></p> <p>Cllr Richard Clewer – Chairman, Electoral Review Committee, Wiltshire Council - outlined proposed boundary changes affecting the Melksham community area.</p> <p>A power point presentation was included in the agenda pack</p> <p>Points made included:</p> <ul style="list-style-type: none"> <li>• That following the Electoral Review of Wiltshire Council, Electoral Divisions for the May 2021 elections no longer aligned to the boundaries for the Council’s 18 Area Boards, which were based on Electoral Divisions.</li> <li>• It was therefore necessary for Full Council to agree new Area Board boundaries for implementation in May 2021.</li> <li>• That at its meeting on 21 July 2020 Full Council delegated authority to the Electoral Review Committee to conduct a review of Area Board boundaries and prepare recommendations for its consideration.</li> <li>• That the Committee had met with the Members of each Area Board in July to discuss the incoming Electoral Divisions and their impact, including potential Area Board boundaries. At its meeting on 13 August 2020 the Committee had also agreed a set of proposals for Area Board boundaries to be consulted upon.</li> <li>• That a consultation would run from 10 September 2020 – 31 October 2020 on the Draft Recommendations of the Electoral Review Committee for Area Board boundaries to take effect for May 2021.</li> <li>• In the Melksham area, the proposals were for the Area Board to retain 6 Divisions: Melksham Without North and Shurnhold; Melksham Forest; Melksham South; Melksham East; Bowerhill; Melksham Without West and Rural.</li> <li>• There would be small changes to the geographical areas covered, including the loss to the Devizes community area of the parishes of</li> </ul>

	<p>Seend, Bulkington and Poulshot and the loss to the Bradford on Avon community area of the parish of Atworth.</p> <p>The Chairman thanked Cllr Richard Clewer for his presentation.</p>
131	<p><u>COVID Recovery - next steps</u></p> <p>Peter Dunford – Melksham Community Engagement Manager summarised the outcomes from the Melksham COVID Recovery Workshop held on 22 July 2020.</p> <p>A range of stakeholders had participated in a discussion around priorities for recovery for i) the economy ii) health and wellbeing iii) community and iv) care, education &amp; safeguarding.</p> <p>The report which was included in the agenda pack was noted by the Area Board. It was decided that the Area Board should take time to discuss the outcomes with partners and agree any actions arising at a future meeting.</p> <p><b>Decision</b></p> <ul style="list-style-type: none"> <li>• <b>To confirm a contribution of £1,500 unspent health and wellbeing funding from 2019/20 towards the Melksham Community Response, a delegated decision of the Council Leader made during lockdown</b></li> </ul> <p>The Chairman thanked Peter Dunford for his report.</p>
132	<p><u>Age Friendly Melksham CIC - Update</u></p> <p>Philippa Huxtable, newly appointed Age Friendly Co-ordinator, gave a brief update of the work carried out by Melksham Community Support and the CIC.</p> <p>Points made included:</p> <ul style="list-style-type: none"> <li>• That the group were still meeting all requests for help</li> <li>• That staff support from partners had continued and recruitment to volunteer roles would continue to ensure sustainability</li> <li>• A robust volunteering framework had been established with guidelines, boundaries, support etc</li> <li>• A review had been carried out of users, tasks and call answering times</li> </ul>

- The group continues to gather information to shape the service long-term
- There is a need for a formal operational steering group to be established to guide the work of the CIC
- That good collaboration is the key to ensure sustainability, including with representatives of the seniors community in the area

Cllr Hubbard described the model entitled “Melksham Community Support: The Way Forward” which proposes the roles of the partners and others in policy and operations to build a resilient community. This model has formally been adopted by the Melksham Area Board, Melksham Without Parish Council and Age Friendly Melksham CIC.

#### **Decision**

- **That the Area Board recognised the excellent work achieved by its partners in the Melksham COVID response team - the joint working in exceptional circumstances achieved with and between Melksham Town Council, Melksham Without Parish Council, Age Friendly Melksham and Melksham Area Board - and the outstanding contributions from community volunteers in the town and villages across the community area.**
- **That the good work carried out by Town Council and Melksham Without Parish Council staff during the lockdown had been much appreciated.**
- **That Melksham Area Board, Melksham Without Parish Council and Age Friendly Melksham had all agreed the attached model entitled “Melksham Community Support: The Way Forward” which identified the policy and operational roles of the local partner organisations as we moved forward from COVID support into COVID recovery. (Note: Cllr Pat Aves abstained from the vote)**
- **That in particular, the Area Board recognised the ongoing role of Age Friendly Melksham CIC in operational support and service delivery to people without a support network, including those who were vulnerable, socially isolated, and/or with mobility issues.**
- **To record that the Melksham Area Board, Melksham Without Parish Council and Age Friendly Melksham had all agreed the use of the proposed consultancy funding towards the part-time post of Age Friendly Co-ordinator, in recognition of changed circumstances but in line with the original outcomes sought through the grant funding.**

	<p><i>(Note: Cllr Jon Hubbard abstained from the vote as he had declared a declaration of interest that was noted at the beginning of the meeting)</i></p> <ul style="list-style-type: none"> <li>• That the Area Board recognised the contribution of £3,000 from the Melksham Seniors Group was to help with the production of a 3-year action plan for developing the Melksham Community Area’s role as an Age Friendly Community and recognised the importance that these funds were used for that purpose. The Area Board therefore designated these funds to pay for Age Friendly Melksham CIC to produce a 3-year Age Friendly Action Plan for the Melksham Community Area, working in partnership with Melksham Seniors, the Area Board and other stakeholders.</li> </ul> <p><i>(Note: Wiltshire Council legal officers had advised the Area Board that it was a legal decision to appropriate this funding)</i></p> <p><i>(Note: Cllr Jon Hubbard abstained from the vote as he had declared a declaration of interest that was noted at the beginning of the meeting)</i></p> <p><i>(Note: Cllr Pat Aves and Cllr Hayley Spencer voted in favour as members of the Melksham Area Board and not as members of Melksham Town Council)</i></p>
133	<p><u>Melksham Seniors Forum</u></p> <p>The Chairman advised that he had spoken with Brian Warwick. Brian was unwell, it was agreed to defer the agenda item until the next meeting.</p> <p>The Area Board wished Brian a speedy recovery.</p>
134	<p><u>Grant Funding</u></p> <p><b>Decision</b>  <b>Celebrating Age Wiltshire awarded a £1,500 contribution for Melksham’s participation in a county-wide Lottery project, delivering arts and heritage events in community settings for frail, vulnerable older people unable to access concert halls or theatres. (Health &amp; Wellbeing funding budget)</b></p> <p><b>Decision</b>  <b>Melksham Without Parish Council awarded £5,000 towards a car park and fence and height restriction security barrier at Shurnhold Fields.</b></p>

	<p><b>Decision</b>  <b>Forest Community Centre awarded £3,000 towards a new roof.</b></p> <p><b>Decision</b>  <b>Bulkington Parish Council awarded £2,500 towards the replacement of playground equipment.</b></p>
135	<p><u>Youth Funding</u></p> <p><b>Decision</b>  <b>Our Time Project requesting £4,500 for Our Time Inter-generational Project Melksham – The application was rejected by the Area Board</b></p>
136	<p><u>Date of Next Meeting</u></p> <ul style="list-style-type: none"> <li>• On-Line meeting - Wednesday 4 November at 7pm</li> </ul>
137	<p><u>Close</u></p>



29 October 2020

## **Start of construction getting close for Melksham Community Campus**

With the start of construction of Melksham Community Campus just a few months away, plans are being finalised to manage the disruption this will cause as carefully as possible.

The campus will offer a host of top-class facilities under one roof, including a gym, pool, sports hall, a library, café, and meeting space for the community.

It is being proposed to bring the campus construction traffic in via Market Place, rather than the A350. Following detailed consultation with the council's highways department, bringing construction traffic directly from the A350 is no longer considered to be the safest route into the site, and it would have caused considerable delays on the A350.

It is now proposed that all construction vehicles, the majority of which are vans and cars, will travel from the A350, along Semington Road, and will enter and exit the Market Pace from either Spa Road or King Street. Where possible they will enter from one road and exit via the other, but this will be governed by other activity on the local road network. Construction traffic will exit the same way as it comes in. The site is likely to have around 48 vehicles visiting each day, considerably less than the amount that access it currently. As part of this process, a Section 73 notice will be submitted which provides a statutory 13-week consultation period.

Large vehicle movements in and out of site will be restricted during school drop-off and pick-up times. Therefore, large vehicle movements will be restricted to the following times during the school term:

- 07:00 – 08:00
- 09:00 – 15:15
- 16:30 – 18:00

There will be unavoidable points during construction where access is required during these times and this will be managed effectively by the contractor and with a minimum of 5 days' notice provided to local residents and businesses.

Melksham Area Board members have been consulted and support this approach.

Pedestrian access to the sports clubs will be maintained throughout the construction process but there will be no public parking on-site, except for a small number of blue badge spaces.

The splitter island within the Market Place will be removed and stored, and will be reinstated upon completion of the works. A photographic survey will be undertaken and in the unlikely event that damage is caused the contractor will be responsible for repairing this.

Preparatory work will continue for the rest of this year, which will enable construction work to start on-site in early 2021.

The council has made contact with the sports clubs that access the site and the nearby residents at Cedar Close to ensure they are fully updated on how the construction period affects them.

Cllr Ian Blair-Pilling, Wiltshire Council Cabinet Member for Leisure, said: "Construction work of this scale in a town centre location is going to cause some disruption, that's unfortunately unavoidable. However, we are working closely with local stakeholders and ensuring our plans mitigate any issues as much as possible.

"Melksham Community Campus has never been so close to construction before and we really appreciate residents' patience and support as we plan in detail for this significant milestone. We know some people may be frustrated by some of the disruption caused, however we firmly believe those feelings will quickly be offset by the end result – a wonderful community facility."

An update on the Melksham Community Campus will be provided at the next online Melksham Area Board which takes place at 7pm on 4 November. More information can be found on the [Wiltshire Council website](#).

More information can be found at Wiltshire Council's dedicated Melksham Community Campus page at [www.wiltshire.gov.uk/community-environment-melksham-community-campus](http://www.wiltshire.gov.uk/community-environment-melksham-community-campus)

**Ends.**

**Notes to editors:**

For more information contact [communications@wiltshire.gov.uk](mailto:communications@wiltshire.gov.uk)

**For political comment:**

Conservatives: Ian Blair-Pilling [ian.blair-pilling@wiltshire.gov.uk](mailto:ian.blair-pilling@wiltshire.gov.uk)

Liberal Democrats: Ian Thorn [ian.thorn@wiltshire.gov.uk](mailto:ian.thorn@wiltshire.gov.uk)

Labour: Ricky Rogers [ricky.rogers@wiltshire.gov.uk](mailto:ricky.rogers@wiltshire.gov.uk)

Independent: Ernie Clark [ernie.clark@wiltshire.gov.uk](mailto:ernie.clark@wiltshire.gov.uk)

## Welcome

Welcome to the latest edition of the Melksham Community Campus Newsletter. This edition contains updates on the access plan for construction traffic.

With construction of Melksham Community Campus just a few months away, plans are being finalised to manage the disruption this will cause as carefully as possible.

## Site access for construction traffic

It is being proposed to bring the campus construction traffic in via Market Place, rather than the A350. Following detailed consultation with the council's highways department, bringing construction traffic directly from the A350 is no longer considered to be the safest route into the site, and it would have also resulted in considerable delays to the A350.

It is now proposed that all construction vehicles, the majority of which are vans and cars, will travel from the A350, along Semington Road, and will enter and exit the Market Place from either Spa Road or King Street. Where possible they will enter from one road and exit via the other, but this will be governed by other activity on the local road network. Construction traffic will exit the same way as it comes in.

The site is likely to have around 48 vehicles visiting each day, considerably less than the amount that access it currently. As part of this process, a Section 73 notice will be submitted which ensures a statutory 13-week consultation period.

The decision has also been made to restrict large vehicle movements in and

out of site during school drop-off and pick-up times.

Therefore, large vehicle movements will be restricted to the following times during school term time:

- 07:00 – 08:00
- 09:00 – 15:15
- 16:30 – 18:00

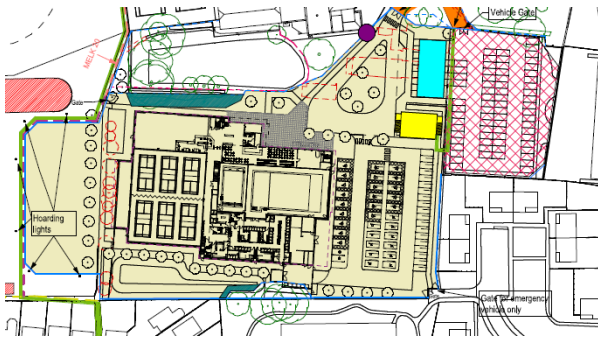
The splitter island within the Market Place will be removed and stored and will be reinstated upon completion of the works. A photographic survey will be undertaken and in the unlikely event that damage is caused the contractor will be responsible for repairing this.

## Construction Management Plan

A Construction Management Plan will be submitted as part of the discharge of the planning conditions. This will include details around site access.

In order to safely construct the campus, access to site will be restricted, this will change how the public can access the site.

Public Right of Way Melk 20 will be slightly altered but will remain open apart from a short period of time when this area of the site is reinstated. The pedestrian routes are being finalised.



Access to site will be controlled by a gate operative located directly inside the Market Place gates.

Pedestrian access to the sports clubs will be maintained throughout.

There will be no public parking on-site during construction – The only exception will be a small number of blue badge spaces for users of the sports clubs.

Alternative car parks are available at Church Street for short stay and King Street for long stay.

## Timescales

Preparatory work will continue for the rest of this year, which will enable construction work to start on-site in early 2021.

## Get in touch

You can contact the campus team by email:

[melkshamcampus@wiltshire.gov.uk](mailto:melkshamcampus@wiltshire.gov.uk)

You can also see all the latest updates on our website, please visit:

[www.wiltshire.gov.uk/community-environment-melksham-community-campus](http://www.wiltshire.gov.uk/community-environment-melksham-community-campus)

## Melksham Community Campus – Building Design Update and Construction Access Review

A presentation will be provided to Melksham Area Board on Wednesday, 4<sup>th</sup> November that will outline the positive changes that have been made to the Melksham Community Campus building as well as construction site access arrangements.

Following a series of positive and engaging consultation sessions with the Area Board members, design changes have been welcomed and the following has been agreed to enable access to the Melksham Campus construction site via the Market Place:

- Large Vehicle movements are restricted to the following times:  
07:00 – 08:00  
09:00 – 15:15  
16:30 – 18:00
- School holiday periods are excluded, as are unavoidable points during construction which will be managed effectively by the contractor and with a minimum of 5 days' notice provided to local residents and businesses
- A section 73 notice will be submitted to the Planning Department to request a change of access to the Market Place from both Spa Road and King Street, allowing flexibility during construction and to extend the construction delivery time Monday – Friday to commence at 07:00
- The contractor will engage with local schools to raise awareness and Wiltshire Council's Road Safety Team will be engaged with schools, as appropriate.

At the busiest part of the construction period, an average of just 25 Large Vehicles are anticipated to require access to the site per day via Spa Road/King Street.

A traffic survey undertaken on Thursday 8<sup>th</sup> November 2018, recorded 331 Large Vehicle movements passing through the Market Place from either Spa Road, King Street or Market Place North, with 184 of these via Spa Road and King Street. Those required for the Campus represent a proportionately small increase to the figures recorded on a normal day.

These changes represent an appropriate solution to site access, that has been endorsed by Area Board members.



## **Note of Melksham Area Board Health and Wellbeing Group**

**Monday 12 October 2020**

### **1. Attending:**

Councillor Nick Holder, Melksham Area Board/ Melksham Without Parish Council  
(Chairman)

Councillor Jon Hubbard, Melksham Area Board/ Melksham Town Council/ Age  
Friendly Melksham/ Young Melksham

Councillor Pat Aves, Melksham Area Board/ Melksham Town Council

Councillor Sue Brown, Melksham Town Council

Miriam Zacarrelli, Melksham Town Council

Mat Billingham, Local Area Co-ordinator, Wiltshire Public Health

Phillipa Huxtable, Age Friendly Co-ordinator

Alan McFall, Melksham Family of Churches/ Foodbank

Peter Dunford, Melksham Area Board

**2. Apologies:** Jonathan Osborn GP, Cllr John Glover, Sue Mortimer

### **3. Melksham Community Response and Recovery**

Jon Hubbard reported that the Melksham Community Response hub is still operating with council support and volunteer helpers - albeit it at a reduced level due to lower demand - and hopes to be ready to scale up its work should the public health situation deteriorate further.

Phillipa Huxtable, the new Age Friendly Co-ordinator, is working on a volunteering strategy, handbook and role descriptions for volunteers, including contacting the 400 individuals on the MCR database to assess those who are still in a position to be actively involved either on a regular or an occasional basis.

In the last week, 20 new clients have been supported with shopping, prescriptions, odd jobs and friendly phone calls - which can be carried out from home by shielding volunteers – and this is in addition to other ongoing support for vulnerable clients which has become embedded into the fabric of community relationships and is no longer considered to be a MCR service.

Alan McFall reported that the foodbank continues to work alongside the support hub, dealing with clients in financial hardship referred by approved agencies. The foodbank remains busy and continues to be in receipt of generous donations of food and money from local benefactors. No-one is ever turned away without food and, if

they present without papers, they may receive a small food parcel along with the advice to seek a referral should they remain in need of emergency support. Sign-posting for financial advice is primarily to the Debt Advice team in Melksham or otherwise to the Citizen's Advice Bureau.

At the Baptist Church some vulnerable foodbank volunteers are having to shield and some of the community groups providing hot meals, knitting, exercise classes, choir and special educational needs support are currently not able to operate. Church services across Melksham are having to be delivered online or in a pre-booked, socially distanced way.

Pat Aves requested an update on the funding package agreed for the work of Age Friendly Melksham and reported that Melksham Town Council has still not discussed its proposed pro-rata contribution of £ 2,292. Peter Dunford confirmed contributions towards the post of Age Friendly Co-ordinator and the preparation of a 3 Year Age Friendly Action Plan: from Melksham Area Board (£ 3,000), Melksham Seniors (£3,000), Melksham Without Parish Council (£ 1,071 pro-rata) and Steeple Ashton Parish Council (£ 185 pro-rata). **ACTION: PD to speak to PA to expedite MTC decision**

Jon Hubbard reported on support services provided by Young Melksham during this difficult time :

- the "Teen Talk" counselling programme - featuring welfare phone calls and the restart of face-to-face sessions - now with a waiting list
- street-based youth work at King George V Playing Fields and Hornchurch Road Bowerhill, funded by the Wiltshire Community Foundation
- after-school and evening Youth Clubs have been on hold but the Canberra Centre hopes to re-open as a COVID-secure venue in November with a maximum of 15 kids per session plus youth worker
- SEND club and other services are on hold

Other mental health and counselling services for young people in the area include:

- Thrive counselling services run at Melksham Oak School by the Child and Adolescent Mental Health Services (CAMHS) team at Wiltshire Council
- Wiltshire MIND counselling
- Barnardos counselling at Canberra Centre
- Motiv8 who support young people who misuse drugs or alcohol and who need advice, support and guidance to make a positive change.

#### **4. Next Meeting**

January 2021, date to be confirmed. Suggested focus on economic recovery, business and the town centre.



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	Item	Update	Actions and recommendations	Who
	<b>Melksham CATG Agenda for virtual meeting: 24<sup>th</sup> September 2020 at 16:30 hrs</b>			
1.	<b>Attendees and apologies</b>			
		Attendees: Cllr Jon Hubbard (Chairman), Cllr Jonathon Seed, Cllr Phil Alford, Cllr Nick Holder, Peter Dunford – Melksham Area Board Mark Stansby, Andy Cadwallader - Wiltshire Highways, Adrienne Westbook – Melksham Town Council, Alan Baines – Melksham Without Parish Council, Colin Wade – Semington Parish Council, Ginny Steven - Keevil Parish Council, Effie Gale-Sides – Atworth Parish Council, Terry James – Seend Parish Council, Chris Pickett – Older Persons Champion	Area Board to note.	Jon
		Apologies: Cllr Pat Aves – Melksham Area Board, Richard Clark - Atworth PC, Malcolm Jones - Steeple Ashton Parish Council, John Glover - Melksham Without Parish Council, Spencer Drinkwater – Wiltshire Transport Planning		
2.	<b>Notes of last meeting</b>			

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		The notes of the previous meeting held on 16 <sup>th</sup> December 2019 were considered by the Area Board on 6 <sup>th</sup> January 2020, passing all recommendations.	Area Board to note.	Jon
<b>3.</b>	<b>Financial Position</b>			
		<p>The balance for financial year 2019 / 20, less previous commitments and expenditure, stands at £19,891.58 (see Appendix 1). This is subject to final contribution figures being agreed.</p> <p>The allocation for 2020 / 21 remains unchanged at £13,225.</p> <p>The current balance for 2020/21, less previous commitments and expenditure, stands at £21,616.58 (see Appendix 2).</p>	Area Board to note.	Jon
<b>4.</b>	<b>Top 5 Priority Schemes</b>			
a)	4966 – Seend High Street - crossing facility Phase 2 – request for coloured surfacing and / or bollards to highlight the crossing point	<p>Work complete and final account agreed at £690.03, an underspend of £104.97.</p> <p>The CATG had previously agreed to contribute £600 (the previous underspend on Phase 1). Parish to be invoiced for £90.03.</p>	<p>Highways to issue invoice to PC</p> <p>To recommend to the Area Board that this Issue be closed.</p>	<p>Mark</p> <p>Jon</p>
b)	Issue 3340 Melksham Coronation Road area – request for 20 mph limit	<p>Work complete and final account agreed at £9,317.78 inclusive of legal fees. This is an underspend of £5,682.22.</p> <p>Funding for this scheme to be divided 3 ways between Town Council (£3,000), CATG (£1,317.78) and Area Board (£5000).</p>	<p>Highways to issue invoice to TC</p> <p>Highways to arrange fund transfer from Area Board</p> <p>To recommend to the Area Board</p>	<p>Mark</p> <p>Mark</p>

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			that this Issue be closed.	Jon
c)	6055 – Broughton Gifford - Gateways and Traffic Management measures.	<p>First draft drawings have been considered by the Parish Council. The Parish have also been supplied with additional quotes to accommodate potential amendments.</p> <p>Highways awaiting Parish decision ahead of producing revised drawings and a firm estimate. Final proposals will be presented to the CATG in due course.</p>	Area Board to note	Jon
d)	6574 – Broughton Gifford, Mill Lane – request for measures to control freight movement	<p>All work complete and final account settled at £2,786.72, an underspend of £513.28.</p> <p>An invoice has been issued to the Parish Council.</p>	To recommend to the Area Board that this Issue be closed.	Jon
e)	6048 – Melksham Lowbourne Rd and Church Lane – request for Bus Shelters	<p>This project is to be funded in full by the Town Council.</p> <p>Installation delayed due to Covid-19 Response. The project remains on the programme for completion during the current financial year.</p>	Area Board to note	Jon
<b>5.</b>	<b>Other Priority schemes</b>			
a)	6914 - A350 Beanacre – request for ground socket to assist SID deployment	<p>A site meeting was held prior to lock down to agree a location for the socket. The estimate to supply and install 1 socket complete with support post is £531.38.</p> <p>Scheme to progress funded 50 / 50 by CATG and Parish Council.</p>	Highways to action	Mark

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b)	6697 – Atworth Mead Park – request to extend the double yellow lines (plus other locations)	This project is to be funded in full by the Parish Council.  Proposals agreed with Parish Council and schedules passed to legal team to commence public consultation.  Consultation to commence 1 <sup>st</sup> October until 26 <sup>th</sup> October.	Area Board to note	Jon
c)	6932 Steeple Ashton – request for dropped kerbs at Holmeleaze and Newleaze.	Work complete and final account agreed at £3,731.75, an increase of 931.75. The overspend is due to finding re-inforced concrete below surface which took longer to excavate and then back fill to set the new kerbs.  Parish content to fund 30% of final spend.	Highways to issue invoice to PC  To recommend to the Area Board that this Issue be closed.	Mark  Jon
d)	7176 Redstocks – request for village nameplate and single track road sign.	This project is to be funded in full by the Parish Council. Final account settled at £382.06 and an invoice has been issued.	To recommend to the Area Board that this Issue be closed.	Jon
e)	7080 Melksham Bath Road / Bell Court – request for sign to deter HGVs entering / turning	Work complete and final account settled at £89.62. An underspend of £110.38.	To recommend to the Area Board that this Issue be closed.	Jon
f)	Issue 9-19-3 – Melksham Snarlton Lane – request for “No access to Snarlton Farm” sign	Work complete and final account settled at £184.31. An overspend of £84.31 due to new post installation.	To recommend to the Area Board that this Issue be closed.	Jon
g)	Issue 9-19-5 – Seend High Street – request for pedestrian crossing sign on eastern side of “new” crossing point	Work complete and final account settled at £180.44. An overspend of £80.44.	To recommend to the Area Board that this Issue be closed.	Jon

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h)	Issue 9-19-2 – Melksham Snarlton Lane – Request for safety features at crossing point	A sign to warn of pedestrians crossing has been installed at a cost of £207.92.	To recommend to the Area Board that this Issue be closed.	Jon
i)	Issue 9-19-10 – Beanacre Westlands Lane rail bridge – Request for warning signs of road narrowing for westbound vehicles	Site work has been completed to install new signs and a bollard on the west-side of the bridge.  This work has been funded centrally at no cost to the CATG.	To recommend to the Area Board that this Issue be closed.	Jon
j)	Issue 9-19-13 – Melksham Old Broughton Road – request for drop kerbs at junction with The City	A ball-park figure to provide a pair of drop kerbs is around £1,500. Town Council have offered a 1/3 contribution.  An initial look at the site has revealed the presence of telecom apparatus which makes this a more challenging project.  Site meeting to be held between Highways and local representatives.	Highways to arrange site meeting.	Mark
<b>6.</b>	<b>Requests / Issues</b>			
a)	Issue 9-19-6 – Seend Parish – request for Gateway features (white gates) at Seend Cleeve, Sells Green, Bell Hill, Seend village (A361)	The Parish no longer wish to pursue white gates as they feel that the cost outweighs the potential benefits.  The Parish has requested a new nameplate with road safety message at New Buildings. This could also feature a SLOW marking or faux cattle grid painted on the carriageway.  CATG agreed to fund 100% of cost as a safety concern.	To recommend to the Area Board to add this to the Priority List and to allocate funds estimated at £600.  Highways to action	Jon  Mark

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b)	Issue 9-19-7 – Request for a Speed Limit Review on Bollands Hill to A365	<p>Speed limit reviews are undertaken over an entire route to ensure consistency and are charged at £2,500. The C20, from A365 to B3098 at Market Lavington was last reviewed in 2012/13.</p> <p>A site for a Traffic Survey has been identified and the survey has been ordered. Survey has been delayed due to lock-down restrictions.</p>	Area Board to note	Jon
c)	Issue 9-19-9 – Bowerhill Falcon Way – Request for Bus Shelter near Kingfisher Drive for southbound travel.	<p>It was noted that the CATG contributed to the ground works of the shelter provided on High Street, Melksham. Parish Council has offered a 1/3 contribution.</p> <p>The size of the shelter is not yet established but groundwork for a small (2 bay) shelter would be in the region of £1,200.</p>	Parish Council to advise Highways on size of shelter.	PC
d)	Issue 9-19-11 – Bowerhill Portal Road – Request for Bowerhill nameplate and white gates	<p>Parish Council to liaise with Dick Lovett who has purchased the site adjoining the path.</p> <p>PC report no progress due to Covid restrictions.</p>	Area Board to note	Jon
e)	Issue 9-19-12 – Seend Bell Hill – concerns that drivers are failing to give-way at crossroads (northbound)	<p>At a site meeting it was agreed that a SLOW marking could be provided by the Advance Give Way sign. Cost of SLOW would be £100 including temporary traffic management.</p> <p>CATG content to fund this safety issue.</p>	<p>To recommend to the Area Board to add this to the Priority List and to allocate £100.</p> <p>Highways to action</p>	<p>Jon</p> <p>Mark</p>

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f)	Issue 9-19-14 – Atworth – request for Parish Boundary signs	The merits of signing Parish boundaries was discussed. The signs recently installed at Box were funded in full by the Parish Council.	Parish to consider this and report back at the next meeting.	PC
g)	Issue 9-20-1 – Atworth – requests for drop kerbs at Bath Road junction to Purlpit	New Issue submitted by Atworth Parish Council  A ball park estimate for this work is £1,500. PC has offered 1/3 contribution.	To recommend to the Area Board to add this to the Priority List and to allocate £1,000.  Highways to commence deign work	Jon  Mark
h)	Issue 9-20-2 - Seend Bollands Hill – request for junction warning signs on approach to the Seend Cleeve turning	New Issue submitted by Seend Parish Council  Ball park estimate for 2 signs, plus temporary traffic management = £600  PC has offered 50% contribution.	To recommend to the Area Board to add this to the Priority List and to allocate £300.  Highways to commence deign work	Jon  Mark
i)	Issue 9-20-3 - A350 Western Way – Pedestrian safety at signal controlled crossing on dual carriageway section.	New Issue submitted by Melksham Without Parish Council  The Parish request: <ul style="list-style-type: none"> <li>• The installation of signal enforcement cameras.</li> <li>• Notices for pedestrians to ensure traffic has stopped before crossing.</li> <li>• Review of signal phase timings.</li> <li>• Installation of rumble strips to warn drivers.</li> </ul> Crossing to be upgraded as part of Re-allocation of Road Space project (subject to successful funding bid).  CATG to await developments.	Area Board to note	Jon

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j)	Issue 9-20-4 - Keevil Towmead Lane – request for signs to deter use by motor vehicles	<p>New Issue submitted by Keevil Parish Council</p> <p>Towmead Lane is a byway open to all traffic occasionally used by delivery vehicles where there is a more suitable route. Ball park estimate for an “Unsuitable for motor vehicles” advisory sign = £200.</p> <p>Parish reported that vehicles are approaching from both directions therefore 2 signs required.</p> <p>CATG agreed to fund 2 signs.</p>	<p>To recommend to the Area Board to add this to the Priority List and to allocate £400.</p> <p>Highways to commence deign work</p>	<p>Jon</p> <p>Mark</p>
k)	Issue 9-20-5 – Littleton, Stoggy Lane – request for no through road signs	<p>New Issue submitted by Great Hinton Parish Council.</p> <p>Cars and Lorries being routed in error by SAT NAV seeking access to the A361.</p> <p>Exisiting sign in poor condition – highways to upgrade as a maintenance issue using central funds.</p>	<p>To recommend to the Area Board to add this to the Priority List.</p> <p>Highways to commence deign work</p>	<p>Jon</p> <p>Mark</p>
l)	Issue 9-20-6 – Seend High Street – request for access protection markings	<p>New Issue submitted by Seend Parish Council</p> <p>Residents of Nornour House and no 3 High Street have raised concerns about PO/Shop customers parking inconsiderately and blocking their driveway or causing visibility problems when they try to exit their driveway onto the High Street.</p> <p>Access protection bars to be painted at a cost estimated at £100.</p>	<p>To recommend to the Area Board to add this to the Priority List and to allocate £100.</p> <p>Highways to meet with Parish Clerk to discuss placement of the markings.</p>	<p>Jon</p> <p>Mark</p>



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<b>7.</b>	<b>Other items</b>			
a)	Melksham - Shurnhold and Dunch Lane	<p>A briefing note has been prepared to show Developer funding available, how that is to be allocated, and the timescale for implementation, see Appendix 3.</p> <p>Following discussions it was agreed to promote this to the Priority List for further investigation.</p>	<p>To recommend to the Area Board to add this to the Priority List.</p> <p>Highways to commence investigative work when staff resources are available.</p>	<p>Jon Mark</p>
b)	Pavement and Footway Improvement Schemes	<p>The footpath alongside Ebenezer Chapel from Union Street to King George V Playing Field (Melksham) has structural issues and this is being considered by Wiltshire's Asset Management team and consultants Atkins.</p> <p>Investigation work has been delayed due to the Covid Response effort and the project has now been re-programmed for 2021-22.</p>	Area Board to note.	Jon
c)	<b>Highways Response to Covid-19 – Re-allocation of road space</b>	<p>A highways briefing meeting was held virtually on 4<sup>th</sup> June and the notes of this meeting are included as Appendix 4.</p> <p>The Cabinet Member for Highways has updated CATG Members and local councils on progress with this project in her letter dated 11 August. See Appendix 5.</p> <p>A team of multi-disciplinary officers assessed a total of 28 potential schemes within the community area. The criteria used for the assessment included:</p> <ul style="list-style-type: none"> <li>• collision history (involving pedestrians and cyclists)</li> <li>• accessibility (benefits for pedestrians and cyclists)</li> <li>• environmental impact</li> </ul>	Highways to write to relevant Councils to ask that they consider these potential schemes and report back at the next CATG meeting.	Mark

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		<ul style="list-style-type: none"> <li>• restarting the economy (links to business and retail)</li> <li>• impact on motor vehicle journeys</li> <li>• impact on parking (business and residential)</li> <li>• road safety</li> <li>• deliverability and cost</li> </ul> <p>Whilst none of these were considered suitable for Tranche 1 of the government fund (for pop up cycle schemes only), 7 sites were put forward for further consideration: -</p> <ol style="list-style-type: none"> <li>1. Melksham Town Bridge – drop kerbs and signs.</li> <li>2. Melksham Bath Road (Bear to Sainsbury mini r/a) – suspend parking &amp; extend footway space</li> <li>3. Seminton to Hilperton cycle link via by-way</li> <li>4. Berryfield Semington Road roundabout – shared use path improvements</li> <li>5. Farmers Roundabout – signing to promote use of shared use cycle route to and from Holt Road.</li> <li>6. A365 Shunhold (George Ward Gardens to rail station) – shared use path.</li> <li>7. Dunch Lane (Southbrook Road to A350) – experimental closure except for cycles and pedestrians.</li> </ol> <p>Following further clarification from the DfT on bidding for Tranche 2 funds, sites 3, 4, 6 &amp; 7 were nominated for final consideration by the County’s steering group, with sites 3 and 4 (linked as one project) making Wiltshire’s final list of bids. The outcome of Wiltshire’s bid is still awaited.</p>		
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		<p>The CATG now has the option to prioritise and fund any of the remaining 5 schemes and / or those sites which did not satisfy our qualifying criteria:</p> <ul style="list-style-type: none"> <li>8. Whitley West Hill to Top Lane – footpath</li> <li>9. A350 Beanacre Road (Scotland Road to underpass) – complete shared use path</li> <li>10. B3107 Broughton Gifford to Hold – cycle lane / path</li> <li>11. A361 Seend to The Stocks – shared use path</li> <li>12. A365 Dunch Lane to Shaw – footway improvements</li> </ul> <p>The issue of providing a shared use path from the rail station to Foundry Close is being considered by the Transport Planning team and is not for the CATG to address.</p>		
d)	<b>Traffic Surveys (metro counts)</b>	<p>Surveys have re-commenced following the resumption of full time school attendance.</p> <p>Please note a new dedicated email address has been set up for community-based requests for traffic surveys with immediate effect: <a href="mailto:trafficsurveys@wiltshire.gov.uk">trafficsurveys@wiltshire.gov.uk</a></p>	All to note	
e)	<b>New Issues / Requests for Highway Improvements</b>	<p>A reminder that all new issues should be sent direct to <a href="mailto:CATGRequests@wiltshire.gov.uk">CATGRequests@wiltshire.gov.uk</a>.</p>	All to note	
f)	<b>Melksham Town Council SID Programme</b>	<p>Jon reported that 7 units have been purchased and installed. Adrienne advised that no units had been placed on Church Lane. Mark concerned that the trigger speed on the unit on Sandridge Road was set too low.</p>	Jon to investigate.	Jon

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8.	<b>Date of Next Virtual Meeting: 16:30 hrs, Thursday 3<sup>rd</sup> December 2020</b>
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## Melksham Community Area Transport Group

### Highways Officer – Mark Stansby

#### 1. Environmental & Community Implications

1.1. Environmental and community implications were considered by the CATG 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 CATG 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 **£17,254.80**

#### 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

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

#### 6. Safeguarding implications

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

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

7.1 To close Issues: 3340, 4966, 6574, 6932, 7080, 7176, 9-19-2, 9-19-3, 9-19-5 and 9-19-10.

7.2 To add the following Issues (with funding) to the Priority Schemes Lists: 9-19-6 (£600), 9-19-12 (£100), 9-20-1 (£1,000), 9-20-2 (£300), 9-20-4 (£400), 9-20-5 (£0), 9-20-6 (£100) and Section 106 funded projects from George Ward Gardens development.



Melksham CATG expenditure 2019 / 20 as of 17/09/20

Budget £13,225 + £12,149.78 c/fwd = £25,374.78

Scheme	Estimate	CATG Commitment	Expenditure	Projected Spend
Broughton Gifford The Street / Bishops Seat	£5,562.00	£nil	£4,868.90 Final	£4,868.90
Melksham Coronation Road 20 mph	£15,000.00	£5,000.00	£9,317.78 Final	£9,317.78
Broughton Gifford Mill Lane HGV signs	£3,300.00	£2,200.00	£2,786.72 Final	£2,786.72
Seend High Street High Friction Surface	£795.00	£600.00	£690.03 Final	£690.03
Steeple Ashton Playground warning sign	£300.00	£200.00	£153.56 Final	£153.56
Steeple Ashton Drop Kerbs Holme / Newleaze	£2,800.00	£1,960.00	£3,731.75 Final	£3,731.75
Redstocks – Nameplate and warning sign	£400.00	£nil	£382.06 Final	£382.06
Melksham Bath Road / Bell Court HGV sign	£200.00	£200.00	£89.62 Final	£89.62
Melksham Snarlton Lane “No access sign”	£100.00	£100.00	£184.31 Final	£184.31
Seend High Street – pedestrians crossing sign	£100.00	£100.00	£180.44 Final	£180.44
Melksham Snarlton Lane Crossing Point sign	£200.00	£200.00	£207.92 Final	£207.92
Westlands Lane Rail Bridge – ped warning signs	£500.00 (Ball Park)	£nil	£1,590.56 Final	£1,590.56
Totals	£29,257.00	£10,560.00	£24,183.65	£24,183.65

Budget £25,374.78

Projected Spend £24,183.65

Balance £1,191.13

Plus Contributions (details listed over) £18,700.45

**Current Balance £19,891.58**

Contributions

Broughton Gifford The Street	£4,868.90
Melksham Coronation Rd 20 mph	£5,000.00
Melksham Coronation Rd 20 mph	£5,000.00
Broughton Gifford Mill Lane signs	£928.90
Seend High St High Friction Surface	£90.03
Steeple Ashton Drop Kerbs	£840.00
Redstocks Signs	£382.06
Westlands Lane Rail Bridge	£1,590.56
Total	£18,700.45

Section 106 money  
Melksham Town Council – invoice upon completion  
Melksham Area Board – Funds to be transferred upon completion  
Broughton Gifford Parish Council – invoice issued  
Seend Parish Council – invoice to be issued  
Steeple Ashton Parish Council – invoice to be issued.  
Melksham Without Parish Council – invoice issued  
Highway Maintenance Fund



Melksham CATG expenditure 2020 / 21 as of 17/09/20

Budget £13,225 + £19,891.58 c/fwd = £33,116.58

Scheme	Estimate	CATG Commitment	Expenditure	Projected Spend
Broughton Gifford Traffic Management Measures	£21,000 (Ball Park)	£10,500.00	£0,000.00	£21,000.00
Melksham Bus Shelters Lowbourn & Church Lane	£11,150.00	£nil	£0,000.00	£11,150.00
Atworth Parking Restrictions	£3,000.00 (Ball Park)	£nil	£0,000.00	£3,000.00
Melksham Old Broughton Road – drop kerbs	£1,500 (Ball Park)	£1,000.00	£0,000.00	£1,500.00
<b>Totals</b>	<b>£36,650.00</b>	<b>£11,500.00</b>	<b>£0,000.00</b>	<b>£36,650.00</b>

Budget £33,116.58

Projected Spend £36,650.00

Balance -£3,533.42

Plus Contributions (details below) £25,150.00

**Current Balance £21,616.58**

Contributions

Broughton Gifford TM Measures	£10,500.00	Broughton Gifford Parish Council – invoice upon completion
Melksham Bus Shelters	£11,150.00	Melksham Town Council – invoice upon completion
Atworth Parking Restrictions	£3,000.00	Atworth Parish Council – invoice upon completion
Melksham Broughton Rd drop kerbs	£500.00	Melksham Town Council – invoice upon completion
<b>Total</b>	<b>£25,150.00</b>	



## Briefing Note - Shurnhold & Dunch Lane, Melksham

Wiltshire Council are holding contributions received from the George Ward Gardens development. These contributions are to be used primarily to:-

- Upgrade the footway along the A365 to improve access to Shaw School, £25,000.
- Provide traffic management measures relating to the access from Dunch Lane to the A350 (Beanacre Road). To regulate parking on Dunch Lane, £45,000
- Provide pedestrian and cycle signing to the town centre and other key locations, £15,000.

Some lateral thinking may be required to spend this money appropriately, whilst working within these parameters.

It is noted that improvements are to be for the benefit of the wider community as well as the residents of the new development. Wiltshire Council has been given up to ten years to implement changes using this funding stream, with work to be completed by 1<sup>st</sup> November 2026.

### Background information

- The lane is subject to a 30 mph speed limit.
- There is a 7.5t structural weight limit, with no exemption for access, due to concerns about the integrity of the bridge over the railway.
- The lane is currently closed to all motor vehicles, Monday to Friday from 8.15 to 8.45 am and again from 3.00 to 3.30 pm, imposed to create a safe route to the former school site.
- The lane provides vehicular access to residential properties on Addison Road, Northbrook Road, Southbrook Road and Dunch Lane.
- The lane also provides a link between the A365 and A350, although through traffic is not directed along this route.
- Some properties have off street parking but there is also a demand for on-street parking. There are currently no parking controls provided.
- The lane is predominantly single track at its Eastern end, from Southbrook Road to the A350.

In 2017, the Town Council undertook an initial round of consultation with residents asked to give their views on the following set of options:

- Revoke the part time closure for all motor vehicles.
- Amend the part time closure for all motor vehicles at peak times.
- Regulate on-street parking.
- Permanently close its Eastern end to all motor vehicles to prevent use by through traffic and to create a safe route for pedestrians, cyclists and horse riders.
- Introduce a one-way traffic order at the Eastern end to limit through traffic, (which way would traffic flow)?
- Do nothing in the short term except to monitor the use of the lane until the George Ward site is fully occupied.

The consultation revealed some support for the closure of the lane at the eastern end (A350) and / or to make this single-track section one way, but no clear preference had emerged.

The Town Council therefore recommended that the part-time closure be revoked, and consideration be given to the introduction of a 20 mph speed limit.

Melksham Without also registered their concerns about restricting access to and from the lane as this would likely have an adverse effect on the volume of traffic using Westlands Lane as an alternative route.

#### Current Situation

Since the consultation took place, the CATG has been happy for this project to sit dormant whilst prioritising other issues within their community area.

To make changes on the ground, a period of between 2 to 3 years should be allowed to undertake further consultation, develop proposals, implement traffic regulation orders (as necessary) and to undertake construction work. As such, there remains plenty of time for this project, and the decision on whether to prioritise this work, for the time being, remains with the CATG.

Mark Stansby  
Senior Traffic Engineer  
16/03/20

**From:** [Dunford, Peter](#)  
**To:** [Dunford, Peter](#)  
**Subject:** Note of Melksham Highways Briefing, 4 June 2020  
**Date:** 12 June 2020 11:01:57  
**Attachments:** [image001.png](#)

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#### Note of Melksham Highways Briefing, 4 June 2020

Present: Cllr Jon Hubbard (Chair), Cllr Jonathon Seed, Cllr Phil Alford, Cllr Pat Aves, Cllr Nick Holder (all Melksham Area Board), Adrienne Westbrook (Melksham TC), Phil McMullen (Atworth PC), Richard Culverhouse (Keevil PC), Sue Bond (Seend PC), Colin Wade (Semington PC), Chris Pickett (Older Persons Champion), Graham Ellis (Melksham Rail User Group), Mark Stansby, Peter Dunford (Wiltshire Council).

It was explained that this was not a meeting of the CATG as these groups are currently suspended while highways officer resources are re-directed to the COVID response work.

Mark Stansby advised that Wiltshire Council was submitting a bid to the Department of Transport worth £227,000 to fund five road reallocation projects in Wiltshire to make significant changes to road layouts to give more space to cyclists and pedestrians in these times of social distancing <https://ocm.wiltshire.gov.uk/melksham/first-bids-submitted-to-reallocate-road-space-for-cycling-and-walking/>

Although no projects in the Melksham community area met the strict criteria for segregated cycle routes in this submission, MS was keen that the local partners identify local projects for future tranches of funding that have been promised by government later this year.

Schemes discussed:

- Town Bridge – following the completion of the recent enhancements, there remains an issue with cyclists continuing to cycle on the footway. MS said he would recommend a “cyclists dismount” sign be erected. GE circulated proposals for a “one-way-system” to facilitate safe passing/ social distancing by users.
- Cycle lanes along spine roads into the town centre – Semington Road, King Street, Spa Road
- Cycle lane on Shurnhold between George Ward Gardens and railway station
- New path to provide northern access to railway station from new Premier Inn on Beanacre Road
- Town cycle network to be expanded with better signage everywhere
- Potential for “shared surface” for traffic and pedestrians in High Street
- Improvements to the National Cyclepath through the back lanes between Semington and Trowbridge
- New cyclepath on B3107 between Broughton Gifford and Holt
- New pathway at Top Lane, Whitley
- Safer cycling/ walking/ social distancing on the Kennet and Avon Canal towpath
- Widening the A361 Stocks to Seend footpath for shared use by pedestrians and cyclists
- **A feasibility study for a safe cycle lane along Seend High Street**

There will be formal consideration and discussion of these potential schemes with members of the CATG in the coming months.

**Peter Dunford**  
**Community Engagement Manager for Melksham**

Communities and Neighbourhoods



Tel: 07827 958303

Email: [peter.dunford@wiltshire.gov.uk](mailto:peter.dunford@wiltshire.gov.uk)

Web: <https://cms.wiltshire.gov.uk/mgCommitteeDetails.aspx?ID=166>

Sign Up to Melksham Our Community Matters <https://ocm.wiltshire.gov.uk/melksham/>

Follow me @PeterDunfordCEM

Follow Wiltshire  
Council



11 August 2020

Cabinet Office  
County Hall  
Bythesea Road  
Trowbridge  
Wiltshire  
BA14 8JN

Our Ref: BW/LY/E20077

Dear CATG Member

## **Re-allocation of Road Space**

I thought it would be helpful to write to you to update you on the current position regarding the Re-allocation of road space project.

An initial announcement was made by central government on 9th May in relation to the re-allocation of road space with local authorities being asked to identify and deliver schemes that gave greater priority to pedestrian and cyclists. In response you will recall that the Council formed multi-disciplinary teams of officers for each community area tasked with identifying potential locations where action would be helpful. In addition, members of the public, stakeholders, partners and other organisations were invited to put forward their own suggestions. All suggestions were subject to assessment in line with government guidance to identify a priority list for design and implementation.

At that early stage there was an assumption that funding for the delivery of all the identified schemes would be provided by the Department for Transport through their Emergency Active Travel Fund

Further information from the Department for Transport (DfT) was received on the 29th May and the 10<sup>th</sup> July indicating that the funding would be released in two tranches, the first for pop up cycling schemes on routes that offer an alternative to using public transport and the second for meaningful schemes that reallocate road space to cyclists and pedestrians with a clear level of segregation or closure to traffic. Indicative funding levels for Wiltshire were £227,000 for tranche 1 and £908,000 for tranche 2.

A bid for the tranche 1 funding was successful and the identified schemes are in the process of being delivered. A bid for the tranche 2 funding is currently being put together and will be submitted in early August.

In addition to the Emergency Active Travel Fund the government has also made funding available through its Reopening the High Streets Safely Fund, for which the Council has received £449,858. We have been able to use some of this for highway purposes but there are clear and strict requirements on the use of this funding which must relate directly to the need to support local business recovery.

What has become clear is that there is no readily available funding stream for the delivery of the smaller scale 'pop up' social distancing measures of which we have had many requests. I therefore propose to allow the Community Area Transport Group's (CATG's) to use the Discretionary Highways budgets allocated to them to fund social distancing schemes if they so wish. It will be for the groups to consider and prioritise social distancing schemes alongside other received requests. In order to facilitate this, I have asked the engineering staff that support the CATG's to share the list of approved suggestions and restart the wider CATG activities.

Whilst it is disappointing that a separate funding stream is not currently available for social distancing schemes the Council will continue to seek alternative funding for this, but in the meantime the CATG's should consider whether any of the identified schemes are priorities to implement with their own funding.

Yours sincerely



Cllr Bridget Wayman  
Cabinet Member – Highways, Transport & Waste

Direct line: 01225 718277

Email: [bridget.wayman@wiltshire.gov.uk](mailto:bridget.wayman@wiltshire.gov.uk)



**Agenda Item 11**

***Update for the Melksham Area Board***

<b>Name of Parish/Town Council</b>	<b>Melksham</b>
<b>Date of Area Board Meeting</b>	4 November 2020

# **Update for the Melksham Area Board**

## **Headlines/Key successes**

- 15<sup>th</sup> October – Two males were arrested on suspicion of Possession with Intent to Supply Class A and Possession of a Zombie Knife. Both males remain under investigation.

- Liam PARTER of Sittingbourne was jailed for 17 months, for Theft from Motor Vehicle Offences at Dick Lovett Jaguar last year.

- A male from Littlejohn Avenue was arrested for Cultivation of Cannabis, found being grown in his shed.

## **Projects**

- Night Time Economy and COVID-restriction related issues continue to be at the forefront of the focus for the Town. We are working with Wiltshire Council Licensing to keep the town centre a safe place to visit.

- Anti-Social Behaviour has spiked in the area of Williams Close and Pembroke Road. The group responsible have been identified; there has been an arrest made already and work is ongoing to tackle the behaviour in a multi-faceted way.

- Speeding in Beanacre and on Shaw Hill.

## **Forthcoming events/Diary dates**

- 

- 

- 

Signed: PS James Twyford

Date: 24/10/2020



DORSET & WILTSHIRE  
FIRE AND RESCUE

## 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/>



DORSET & WILTSHIRE  
FIRE AND RESCUE

## 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 40 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**

### **Businesses urged not to overlook fire safety by National Fire Chiefs Council**

Businesses across the UK which have had to make changes due to COVID-19 are being urged to make sure fire safety remains a top priority.

The call comes from the National Fire Chiefs Council (NFCC) as many have had to implement new ways of working due to the current pandemic. The NFCC is reminding businesses about the everyday fire risks in the workplace – and there is both a legal and moral responsibility to ensure premises are safe from fire.

Many businesses had to respond quickly to the pandemic once they were allowed to reopen and while revisiting risk assessments, fire safety may not have been at the forefront of planning.

As part of NFCC's Business Safety Week – which runs from 7th- 13th September – Dorset and Wiltshire Fire and Rescue Service are encouraging business owners and Responsible Persons (RPs) to ensure they review Fire Risk Assessments. They should also seek guidance and advice to help them keep their premises and occupants safe from fire.

Businesses must consider the potential risks that the COVID secure measures – which are required to open some premises – may in some cases, compromise fire safety measures:

- New screens must not obstruct smoke detection or sprinkler heads
- Business must have enough trained staff to support evacuation procedures
- Ensure measures to support social distancing do not impact evacuation procedures, exit doors or the ability of emergency service to help you
- Protect your business from arson
- Help your fire service by reducing false alarms – which currently accounts for about 40% of all emergency calls

Group Manager Tim Gray, said: “The last few months have undoubtedly been difficult and challenging for many people and businesses. As such, we want to make sure that whilst businesses address the changes needed in response to Covid-19, they remain fire safe in doing so. Fire can have a devastating impact on businesses, with many never recovering after an incident.”

He added: “We are encouraging businesses to firstly review their Fire Risk Assessments, and to contact us for advice should they need any support. Our goal is to keep all businesses working safely.”

The campaign can be followed on social media using the #BusinessSafety2020. Additional advice from Dorset and Wiltshire Fire and Rescue Service can be found at <https://www.dwfire.org.uk/business-fire-safety/>



DORSET & WILTSHIRE  
FIRE AND RESCUE

## New digital approach for Safe Drive Stay Alive

### SAFE DRIVE STAY ALIVE



How are we delivering one of our most important education schemes in the 'new normal'? Road safety manager Christine Sharma reports: With the new academic year came the challenge of delivering our flagship educational roadshow Safe Drive Stay Alive. As we are still unable to deliver our shows in schools, we considered how we could ensure this next cohort didn't miss out on this life-changing education.

When we first entered lockdown, we realised Covid 19 would affect delivery for some time. We therefore considered using Microsoft Teams to run live shows, asking our speakers to deliver their accounts in real time. Whilst this would have mimicked the usual presentation, internet connectivity and technical expertise were factors that would be out of our control – so we decided against it. We were also concerned that a digital show would not be as impactful as a live performance, where you can feel the emotion of the speakers in the room. After we wrote our nationally acclaimed road safety education modules, we realised that 'business as usual' was still some time away, so we returned to our initial idea.

We chose to use prerecorded talking heads instead of live speakers to avoid the issue with connectivity. We also considered ways that we could make the presentation more impactful digitally to compensate for not having live speakers. We have therefore created some bespoke media and used some existing public media to create a powerful digital show. Over the past few weeks, we have conducted several trials with our road safety partners, our sponsors and you, our supportive colleagues. The feedback has been phenomenal - we are still refining the show, and we are ready to begin delivery with schools.

Around a dozen schools have already booked their time slots and they've only been back a few days! In addition, the Ministry of Defence loved our show so much, they want us to deliver our military equivalent, Survive the Drive, in the same way.

Looking ahead, we envisage shorter, interactive lessons to be delivered in schools before or after the show as part of a suite of education and part of the PSHE programme. For behaviour change to happen, more regular intervention is necessary, so we're currently undertaking some research - we hope to have an update for you soon.

## Face fit testing... what is it?



Since the start of Covid 19, a team of HSE accredited face fit testers have been carrying out qualitative face fit testing in both Dorset and Wiltshire as part of the tri-services agreement. The team included Service personnel from Prevention and Protection - Gareth Baker, Natasha Campbell-Bell, Martyn Jones, Gaynor Mant, Steve Mant, and previously Simon Carter, Kim Armstrong and Josh Williams. To date, the team has completed over 800 tests on staff from various agencies including paramedics; ambulance staff; doctors, nurses and practitioners from doctors' surgeries; care staff looking after the old, young and vulnerable; and even our own DWFRS personnel. Risk assessments had to be carried out at all 13 different premise locations - including care homes, a hospice and ambulance stations - before any testing was able to take place.

Facemasks are worn in various categories of medical intervention requiring a protection level of FFP3. These include Aerosol Generated Procedures such as CPAP (continuous positive airway pressure), minor surgical procedures to any part of the body above the clavicle, and general treatments to patients suspected of having Covid 19 infection. The FFP3 facemask provides the highest level of protection from a disposable facemask and is a two-way barrier to protect both wearer and patient. If the mask does not seal sufficiently on the face, both the wearer and patient will be at risk.

During the months of testing, the team have met, tested and made safer some incredibly selfless and caring people who have been so appreciative of our work, which we have found so humbling and rewarding. If you would like to find out any further information about face fit testing, please don't hesitate to talk to one of the team.





**DORSET & WILTSHIRE  
FIRE AND RESCUE**

## Demand

Total Fire Calls for ...Melksham..... Fire Station for period ...October 2020.....:-

Category	Total Incidents
No. of False Alarms	12
No. of Fires	3
No. of Road Traffic Collisions and other Emergencies	1
<b>Total</b>	<b>16</b>

## Local Incidents of Note

**...Phil People  
Station Manager**

**Email: ...phil.people@dwfire.org.uk  
Mobile: ...07787862767**





**DORSET & WILTSHIRE  
FIRE AND RESCUE**



<b>Report to</b>	Melksham Area Board
<b>Date of Meeting</b>	04/11/2020
<b>Title of Report</b>	Community Area Grant funding

**Purpose of the report:**

To consider the applications for funding listed below.

<b>Applicant</b>	<b>Amount requested</b>
<b>Applicant:</b> Conigre Mead Volunteers <b>Project Title:</b> Brush Cutter  <a href="#">View full application</a>	£590.00
<b>Applicant:</b> Atworth Youth Club <b>Project Title:</b> Replacement of toilets and construction of disabled access at Atworth Youth Club  <a href="#">View full application</a>	£5000.00

### 1. Background

Area Boards have authority to approve Area Grants under powers delegated to them. Under the Scheme of Delegation Area Boards must adhere to the [Area Board Grants Guidance](#)

[The funding criteria and application forms](#) are available on the council's website.

### 2. Main Considerations

2.1. Councillors will need to be satisfied that funding awarded in the 2020/2021 year is made to projects that can realistically proceed within a year of it being awarded.

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

2.3. Councillors will need to be satisfied that the applications meet the Community Area Board grants criteria.

### 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

Financial provision had been made to cover this expenditure.

## 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.

## 9. Applications for consideration

Application ID	Applicant	Project Proposal	Requested
<a href="#">3909</a>	Conigre Mead Volunteers	Brush Cutter	£590.00
<b>Project Description:</b> The Conigre Mead volunteers urgently require a brush cutter tool for maintenance of Conigre Mead Nature reserve.			
<b>Input from Community Engagement Manager:</b> Visitors to the Nature Reserve will benefit from safe clear paths and access to nature areas. This will benefit particularly children and disabled visitors as the paths width can be maintained and kept clear of obstructions. The community group has limited funds which are kept for emergencies.			
<b>Proposal</b> That the Area Board determines the application.			

Application ID	Applicant	Project Proposal	Requested
<a href="#">3859</a>	Atworth Youth Club	Replacement of toilets and construction of disabled access at Atworth Youth Club	£5000.00

**Project Description:**

We need to update the toilet facilities at the Youth Club. The facilities are not fit for purpose and cannot meet the requirements of the system of controls for COVID-19. There is no hot water and toilets fail to flush frequently. The current facilities limit the way in which the building can be used for the community and currently prevent the Youth Club re-opening due to COVID-19 compliance.

**Input from Community Engagement Manager:**

Atworth Youth Club provides the only youth provision for the young people of Atworth. The facilities represent a local building that could be available for the local community many of whom are unable to travel to the local towns. A significant percentage of the young people come from low-income rural families who do not have access to other provision. Atworth is part of the Melksham Community Area in which 13.5% of children and young people under 20 live in low-income families. The Club runs a Membership Assistance scheme for families that would like to send young people to the club but would struggle with the cost. They especially recognise this can be a challenge for those with several children. The aim is that no young person should be excluded from attending based on ability to pay. They are updating the toilet facilities in the youth club building as the current facilities cannot be made COVID-19 compliant due to a lack of hot running water and surfaces that are difficult to clean due to age and deterioration. The facilities at present are not fit for use for their clients and prevent other community groups from using the space. The toilets are often extremely difficult to flush especially for the young people. The cold taps are difficult to fully turn off and the urinals continually flush leading to water waste. The current facilities limit the way in which the building can be used as well as preventing people from hiring the space especially in the case of people with disabilities or very young children. The new toilet facilities will be compliant with the Disability Discrimination Act DDA 2005 current safety standards and Public Health guidance. They will install one unisex disabled toilet and one unisex cubicle with water saving toilets and install taps with push button taps in order to save water usage. There are currently no baby changing facilities in the hall and the installation of a baby changing unit will provide further opportunities for hiring the club house out to the community. This project will bring the community together by providing better facilities which can be used by a wider range of users including those with young children through the installation of a baby changing unit and provision of hot running water. Through this project they will provide a safer and cleaner space for the clubhouse users. They will also provide a greater environmentally friendly facility for users by saving water with the installation of water saving toilets and push button taps. A measurable impact will be seen in a reduction to the club's water bill due to the water saving facilities having been installed. They regularly speak to the young people and ask for their feedback about the youth club and the activities on offer and they have expressed a need to update the toilets. They also know from potential club house users that one of the reasons why they have not hired the building is due to the facilities being outdated, appearing unhygienic and not in good working order. The toilets were installed in the 1960s and cannot meet the Systems of Control required to make the club house safe during the pandemic. Without this upgrade in facilities it will not be possible for the youth club to open safely. In addition without the improvements to disabled access the building is not compliant and not accessible.

<b>Proposal</b>

That the Area Board determines the application.
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No unpublished documents have been relied upon in the preparation of this report.

**Report Author:**

Peter Dunford

Community Engagement Manager

01225 713060

[Peter.Dunford@wiltshire.gov.uk](mailto:Peter.Dunford@wiltshire.gov.uk)

## Grant Applications for Melksham on 04/11/2020

ID	Grant Type	Project Title	Applicant	Amount Required
3909	Community Area Grant	Brush Cutter	Conigre Mead Volunteers	£590.00
3859	Community Area Grant	Replacement of toilets and construction of disabled access at Atworth Youth Club	Atworth Youth Club	£5000.00

3909	Community Area Grant	Brush Cutter	Conigre Mead Volunteers	£590.00

**Submitted:** 20/10/2020 15:55:28

**ID:** 3909

**Current Status:** Application Appraisal

**To be considered at this meeting:**

tbc contact Community Area Manager

**1. Which type of grant are you applying for?**

Community Area Grant

**2. Amount of funding required?**

£0 - £500

**3. Are you applying on behalf of a Parish Council?**

No

**4. If yes, please state why this project cannot be funded from the Parish Precept**

**5. Project title?**

Brush Cutter

**6. Project summary:**

The Conigre Mead volunteers urgently require a brush cutter tool for maintenance of Conigre Mead Nature reserve

**7. Which Area Board are you applying to?**

Melksham

**Electoral Division**

**8. What is the Post Code of where the project is taking place?**

SN12 6UL

**9. Please tell us which theme(s) your project supports:**

Children & Young People

Environment

Health and wellbeing

Older People

Our Community

Other

If Other (please specify)

Nature conservation and protection of species

**10. Finance:**

**10a. Your Organisation's Finance:**

**Your latest accounts:**

09/2020

**Total Income:**

£0.00

**Total Expenditure:**

£0.00

**Surplus/Deficit for the year:**

£0.00

**Free reserves currently held:**

**(money not committed to other projects/operating costs)**

£517.93

**Why can't you fund this project from your reserves:**

Our reserves are kept for emergencies

We are a small community group and do not have annual accounts or it is our first year:



**10b. Project Finance:**

Total Project cost		£590.00		
Total required from Area Board		£590.00		
Expenditure (Itemised expenditure)	£		Income (Itemised income)	Tick if income confirmed
Tools- Brush-cutter	590.00		0.00	£
				0.00
<b>Total</b>	<b>£590</b>			<b>£0</b>

**11. Have you or do you intend to apply for a grant from another area board within this financial year?**

No

**12. If so, which Area Boards?**

Melksham

**13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?**

Visitors to the Nature Reserve will benefit from safe clear paths and access to nature areas. This will benefit particularly children and disabled visitors as the path's width can be maintained and clear of obstructions.

**14. How will you monitor this?**

Monthly assessments

**15. Safeguarding. Please tell us about how you will protect and safeguard those involved in your project**

Safeguarding is a continuing policy and always has been. Volunteers are given the policy for this and general safety when working in the reserve. They are required to sign in at each session before starting work. Training for use of some apparatus is required and is available. DBS is not applicable

**16. If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?**

Not applicable

**17. Is there anything else you think we should know about the project?**

Not applicable

**18. DECLARATION**

**Supporting information - Please confirm that the following documents will be available to inspect upon request:**

**Quotes:**

yes I will make available on request 1 quote for individual project costs over £500 & 2 quotes for project costs over £1000 (Individual project costs are listed in the expenditure section above)

**Accounts:**

yes I will make available on request the organisation's **latest accounts**

**Constitution:**

yes I will make available on request the organisation's Constitution/Terms of Reference etc.

**Policies and procedures:**

yes I will make available on request the necessary and relevant policies and procedures such as Child Protection, Safeguarding Adults, Public Liability Insurance, Access audit, Health & Safety and Environmental assessments.

**Other supporting information (Tick where appropriate, for some project these will not be applicable):**

yes I will make available on request evidence of ownership of buildings/land

**And finally...**

yes The information on this form is correct, that any award received will be spent on the activities specified.

3859	Community Area Grant	Replacement of toilets and construction of disabled access at Atworth Youth Club	Atworth Youth Club	£5000.00
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**Submitted:** 11/09/2020 11:19:11

**ID:** 3859

**Current Status:** Application Appraisal

**To be considered at this meeting:**

tbc contact Community Area Manager

**1. Which type of grant are you applying for?**

Community Area Grant

**2. Amount of funding required?**

£5001+

**3. Are you applying on behalf of a Parish Council?**

No

**4. If yes, please state why this project cannot be funded from the Parish Precept**

**5. Project title?**

Replacement of toilets and construction of disabled access at Atworth Youth Club

**6. Project summary:**

We need to update the toilet facilities at the Youth Club. The facilities are not fit for purpose and cannot meet the requirements of the system of controls for COVID-19. There is no hot water and toilets fail to flush frequently. The current facilities limit the way in which the building can be used for the community and currently prevent the Youth Club re-opening due to COVID-19 compliance.

**7. Which Area Board are you applying to?**

Melksham

**Electoral Division**

**8. What is the Post Code of where the project is taking place?**

SN12 8JS

**9. Please tell us which theme(s) your project supports:**

Children & Young People

If Other (please specify)

**10. Finance:**

**10a. Your Organisation's Finance:**

**Your latest accounts:**

09/2019

**Total Income:**

£10346.23

**Total Expenditure:**

£7691.92

**Surplus/Deficit for the year:**

£2654.31

**Free reserves currently held:**

**(money not committed to other projects/operating costs)**

£2654.31

**Why can't you fund this project from your reserves:**

The reserves are insufficient to fund the complete project and have been used to support the organisation during the COVID-19 pandemic as the club is currently closed to clients due to the problems with the toilets and meeting the demands of the system of controls.

We are a small community group and do not have annual accounts or it is our first year:

**10b. Project Finance:**

Total Project cost		£12680.00		
Total required from Area Board		£5000.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Remove current toilets and replace with two unisex cubicles	7662.40	Reserves	yes	2600.80
Upgrade electrics for toilet area	2858.40	Application to Wiltshire Community Foundation		5000.00
Level access for disabled users	780.00			
Decoration of refurbished areas	600.00			
Enlarge toilet entrance to allow disabled access	700.00			
<b>Total</b>	<b>£12600.8</b>			<b>£7600.8</b>

**11. Have you or do you intend to apply for a grant from another area board within this financial year?**

No

**12. If so, which Area Boards?****13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?**

Atworth Youth Club provides the only youth provision for the young people of Atworth. Our facilities represent a local building that could be available for the local community

many of whom are unable to travel to the local towns. A significant percentage of our young people come from low-income rural families who do not have access to other provision. Atworth is part of the Melksham Community Area in which 13.5% of children and young people under 20 live in low-income families. We run a Membership Assistance scheme for families that would like to send young people to the club but would struggle with the cost. We especially recognise this can be a challenge for those with several children. Our aim is that no young person should be excluded from attending based on ability to pay. We are updating the toilet facilities in our youth club building as the current facilities cannot be made COVID-19 compliant due to a lack of hot running water and surfaces that are difficult to clean due to age and deterioration. The facilities at present are not fit for use for our clients and prevent other community groups from using the space. The toilets are often extremely difficult to flush especially for the young people. The cold taps are difficult to fully turn off and the urinals continually flush leading to water waste. The current facilities limit the way in which the building can be used as well as preventing people from hiring the space especially in the case of people with disabilities or very young children. The new toilet facilities will be compliant with the Disability Discrimination Act DDA 2005 current safety standards and Public Health guidance. We will install one unisex disabled toilet and one unisex cubicle with water saving toilets and install taps with push button taps in order to save water usage. There are currently no baby changing facilities in the hall and the installation of a baby changing unit will provide further opportunities for hiring the club house out to the community. This project will bring our community together by providing better facilities which can be used by a wider range of users including those with young children through the installation of a baby changing unit and provision of hot running water. Through this project we will provide a safer and cleaner space for the clubhouse users. We will also provide a greater environmentally friendly facility for our users by saving water with the installation of water saving toilets and push button taps. A measurable impact will be seen in a reduction to club's water bill due to the water saving facilities having been installed. We regularly speak to our young people and ask for their feedback about the youth club and the activities on offer and they have expressed a need to update the toilets. We also know from potential club house users that one of the reasons why they have not hired the building is due to the facilities being outdated appearing unhygienic and not in good working order. The toilets were installed in the 1960s and cannot meet the Systems of Control required to make the club house safe during the pandemic. Without this upgrade in facilities it will not be possible for the youth club to open safely. In addition, without the improvements to disabled access the building is not compliant and not accessible.

#### **14. How will you monitor this?**

The new toilets should allow us to increase the rental of the premises thus helping cover the cost of delivering this important community resource. The proposal to undertake these works has come directly from feedback from current users both young people and the wider community and potential users who have seen the condition of the toilets as a challenge to them using the facility. We will continue to listen to feedback from these groups to continue to improve the facility for the whole community.

#### **15. Safeguarding. Please tell us about how you will protect and safeguard those involved in your project**

Our staff have all completed safeguarding training our Chair is a qualified social worker who takes the lead in all safeguarding matters. All staff and trustees are DBS checked. We

are currently in negotiation with Young Melksham who support our training and development.

**16. If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?**

This is a one-off project to update the toilet facilities which will have a long-term impact for the future use of the Atworth Youth Club. In order to make our charity sustainable and increase the times we can open for young people and the other organisations available in our local community we want to take advantage of hall hire as an extra income when the clubhouse is not being used by our young people. At present potential clubhouse users have been put off by the current poor state of the toilet facilities with toilets that do not flush properly and taps that are not easily turned off. The lack of disability family friendly facilities and a baby-changing unit adds to the urgent need for us to install new facilities. The new unisex toilet facilities will have a positive impact for the long-term use of Atworth Youth Club by a much wider range of users than at present.

**17. Is there anything else you think we should know about the project?**

This project is part of a phased improvement of the 1960s building. Following the refurbishment of the toilets and the construction of the disabled access we intend to refurbish the kitchen area.

**18. DECLARATION**

**Supporting information - Please confirm that the following documents will be available to inspect upon request:**

**Quotes:**

yes I will make available on request 1 quote for individual project costs over £500 & 2 quotes for project costs over £1000 (Individual project costs are listed in the expenditure section above)

**Accounts:**

yes I will make available on request the organisation's **latest accounts**

**Constitution:**

yes I will make available on request the organisation's Constitution/Terms of Reference etc.

**Policies and procedures:**

yes I will make available on request the necessary and relevant policies and procedures such as Child Protection, Safeguarding Adults, Public Liability Insurance, Access audit, Health & Safety and Environmental assessments.

**Other supporting information (Tick where appropriate, for some project these will not be applicable):**

yes I will make available on request evidence of ownership of buildings/land

**And finally...**

yes The information on this form is correct, that any award received will be spent on the activities specified.






Report to	Melksham
Date of Meeting	04/11/2020
Title of Report	Community Youth Grants

## 1. Purpose of the report:

To ask Councillors to consider the following applications seeking funding from the Melksham Area Board.

Application	Grant Amount	
<b>Applicant:</b> 2385 (Melksham) Squadron ATC <b>Project Title:</b> 2385 Squadron - DofE IT Support	£900.00	

## 2. Main Considerations

Councillors will need to be satisfied that grants awarded in the 2020/21 year are made to projects that can realistically proceed within a year of the award being made.

Area Boards have authority to approve Area Grants under powers delegated to them by the Cabinet member for Communities, Campuses, Area Boards, Leisure, Libraries and Flooding. Under the Scheme of Delegation Area Boards must adhere to the Area Board Grants Guidance 2020/2021.

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

Community Youth Grants give all local community and voluntary groups, Town and Parish Councils an equal opportunity to receive funding towards community-based projects and schemes.

## 3. The applications

<b>Applicant:</b> 2385 (Melksham) Squadron ATC <b>Project Title:</b> 2385 Squadron - DofE IT Support	Amount Requested from Area Board: £900.00	
This application meets grant criteria 2020/21.		
<b>Project Summary:</b> The Duke of Edinburgh Award has moved all of its record keeping and support online. We have a volunteer staff member who		

can support the DofE on Squadron however they will be doing this remotely due to COVID. We are therefore in need of a new laptop to enable this volunteer to support our DofE programme on Squadron.

The Duke of Edinburgh scheme is widely known about including its inclusive nature and high level of benefits it provides young people. 2385 Sqn will be moving with the DofE award to providing the assessments and tracking of individuals progress through the award online as is the norm now. This grant will enable the purchase of a suitable laptop to enable an individual volunteer to provide the digital support necessary. Initially remotely due to COVID and then face to face after COVID. The laptop will be used in both stages to support the young people on Sqn with their DofE records. This project will initially support 40 cadets but will also support over an expected 7 year life of the laptop approx 350 cadets and volunteers. The ATC and DofE is accessible and affordable for all participants and is fully inclusive. Both our strict regulations and that of the DofE ensure this project encourages volunteering, in particular as one of the DofE sections is volunteering in the community.

**Report Author:**

Peter Dunford, Melksham Area Board  
01225 713060

## Grant Applications for Melksham on 04/11/2020

ID	Grant Type	Project Title	Applicant	Amount Required
851	Youth	2385 Squadron - DofE IT Support	2385 (Melksham) Squadron ATC	£900.00
<p><b>Submitted:</b> 02/10/2020 11:28:34</p> <p><b>ID:</b> 851</p> <p><b>Current Status:</b> Application Appraisal</p> <p><b>To be considered at this meeting:</b> Melksham 04.11.2020</p> <p><b>1. Which type of grant are you applying for?</b> Youth</p> <p><b>2. Amount of funding required?</b> £0 - £500</p> <p><b>3. Are you applying on behalf of a Parish Council?</b> No</p> <p><b>4. If yes, please state why this project cannot be funded from the Parish Precept</b> N/A</p> <p><b>5. Project title?</b> 2385 Squadron - DofE IT Support</p> <p><b>6. Project summary:</b> The Duke of Edinburgh Award has moved all of its record keeping and support online. We have a volunteer staff member who can support the DofE on Squadron however they will be doing this remotely due to COVID. We are therefore in need of a new laptop to enable this volunteer to support our DofE programme on Squadron.</p> <p><b>7. Which Area Board are you applying to?</b> Melksham</p> <p><b>8. What is the Post Code of where the project is taking place?</b> SN12 6SS</p> <p><b>9. Please tell us which theme(s) your project supports:</b> Informal education Youth work/development</p>				

Volunteering  
Environment

If Other (please specify)

**10. Finance:**

**10a. Your Organisation's Finance:**

**Your latest accounts:**

04/2020

**Total Income:**

£49167.00

**Total Expenditure:**

£31745.00

**Surplus/Deficit for the year:**

£17422.00

**Free reserves currently held:**

**(money not committed to other projects/operating costs)**

£2478.00

**Why can't you fund this project from your reserves:**

The surplus is made up various elements each committed to spend. The free reserves are being held and used to pay for the running of the unit whilst we have significantly reduced income due to COVID.

We are a small community group and do not have annual accounts or it is our first year:

**10b. Project Finance:**

Total Project cost		£1000.00		
Total required from Area Board		£900.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Acer Laptop	850.00	Donations	yes	100.00
Microsoft Office	100.00			
Laptop bag	45.00			
Mouse	5.00			
<b>Total</b>	<b>£1000</b>			<b>£100</b>

**11. Have you or do you intend to apply for a grant from another area board within this financial year?**

No

**12. If so, which Area Boards?**

**13. DECLARATION**

**Supporting information - Please confirm that the following documents will be available to inspect upon request:**

**Quotes:**

I will make available on request 1 quote for individual project costs over £500 & 2 quotes for project costs over £1000 (Individual project costs are listed in the expenditure section above)

**Other supporting information (Tick where appropriate, for some project these will not be applicable):**

**And finally...**

Yes: The information on this form is correct, that any award received will be spent on the activities specified.

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