

# AGENDA

**Meeting:** Melksham Area Board  
**Place:** Melksham Community Campus Library  
**Date:** Wednesday 21 September 2022  
**Time:** 7.00 pm

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

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**The Area Board welcomes and invites contributions from members of the public**

**The chairman will try to ensure that everyone who wishes to speak will have the opportunity to do so**

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

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Please direct any enquiries on this Agenda to Kevin Fielding (Democratic Services Officer), direct line 01249 706612 or email [kevin.fielding@wiltshire.gov.uk](mailto:kevin.fielding@wiltshire.gov.uk)

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

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

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## **Wiltshire Councillors**

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

## **Recording and Broadcasting Information**

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## **Public Participation**

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

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

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

For assistance on these and other matters please contact the officer named above for details

	<b>Time</b>
<p>1 <b>Chairman's Welcome, Introduction and Announcements</b> (<i>Pages 1 - 6</i>)</p> <p>Chairman's Announcements:</p> <ul style="list-style-type: none"> <li>• Annual Canvass</li> <li>• Post 16 Skills and Participation Officer</li> <li>• Engagement and Partnerships team structure</li> </ul>	<b>7:00pm</b>
<p>2 <b>Apologies for Absence</b></p>	
<p>3 <b>Minutes</b> (<i>Pages 7 - 18</i>)</p> <p>To confirm the minutes of the meeting held on Wednesday 22 June 2022</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>Introduction</b></p> <p>Richard Rogers - Strategic Engagement and Partnerships Manager (Devizes, Melksham, Pewsey)</p>	
<p>6 <b>Police Update</b></p> <p>Inspector Gill Hughes / Sergeant James Twyford</p>	
<p>7 <b>Fire &amp; Rescue Update</b></p> <p>Station Manager Andrew Laskey</p> <ul style="list-style-type: none"> <li>• Dorset &amp; Wiltshire Fire and Rescue Service presented the latest video update at their recent Authority meeting. This edition summarised some of the notable incidents that the service had attended, and the good work being achieved across the Service in the last three months.</li> </ul> <p>Public video: <a href="https://youtu.be/4AFZoVlszBQ">https://youtu.be/4AFZoVlszBQ</a></p>	

8 **Update on investment at Melksham House**

Cllr Phil Alford

[Construction at Melksham House site underway - Wiltshire Council](#)

9 **Area Board Work Programme**

Any updates on priority areas of work for 2022/23:

- Reducing Isolation and Loneliness
- Promoting Youth Engagement and Positive Activities
- Addressing Environmental Issues
- Reducing Anti-Social Behaviour
- Supporting Low Income Individuals and Families

10 **Sub Group Reports**

Melksham Local Highways and Footpath Improvement Group

- Recommendations from meeting held on 4 August

Melksham Health and Wellbeing Group

- Young Carers event update
- Next meeting October 2022

11 **Grant Applications** (*Pages 19 - 22*)

Community Grants

- Bowerhill Village Hall requesting £5,000 for replacement doors
- Melksham Goes Wild requesting £300 towards the “Blue Campaign” to make Melksham more insect and wildlife friendly
- Berryfield Village Hall Committee requesting £2,233 for new table and chairs at the village hall

## Youth Grant

- Melksham Amateur Swimming Club (Melksham Swordfish) requesting £1,360 towards teacher and coach training

## Health and Wellbeing Grants

- Wiltshire Music Centre requesting £1,500 match funding for “Celebrating Age Wiltshire” arts and heritage events for isolated, older people in Melksham
- Age Friendly Melksham requesting £882 towards Phase 2 of the development of Melksham as an age-friendly community
- Carer Support Wiltshire requesting £1,300 towards the new Carer Café in Melksham

## 12 **Partner Updates** (*Pages 23 - 30*)

To note written partner updates

- Melksham Neighbourhood Plan
- Update from BANES, Swindon and Wiltshire Integrated Care Board - August 2022
- CCG & Healthwatch Wiltshire
- Town and Parish Councils

## 13 **Public Questions**

Members of the public are invited to ask questions relating to Area Board business

## 14 **Close**

**9:00pm**



### Area Board Briefing Note – Annual Canvass

<b>Service:</b>	<b>Electoral Services</b>
<b>Date prepared:</b>	<b>20 June 2022</b>
<b>Further enquiries to:</b>	<b>Caroline Rudland Head of Electoral Services</b>
<b>Direct contact:</b>	<b>elections@wiltshire.gov.uk</b>

Each year the statutory Annual Canvass process takes place between June - November. This is an audit to ensure the electoral register is accurate and all those people entitled to vote are registered.

Forms will be sent to all properties in July. We encourage everyone to check the information is correct and use the contact details on the form to update their details as appropriate, preferable by using the online or telephone service as this is a quicker and efficient option.

Some households will be **required** to respond where other households only need to if there is a change in the information shown on the form. Full details will be explained on the form.

If you can disseminate the information within your parishes, and encourage households to respond as soon as possible, it will save further reminders being sent.

The final process for those households that do not respond to the initial and reminder form, is to employ canvassers to door knock to encourage a response. This will take place during September.

However, hopefully the number of properties to door knock can be significantly reduced if households respond to the forms so, please encourage your communities to do so.





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

<b>Service:</b>	<b>Post 16 Skills and Participation</b>
<b>Date prepared:</b>	<b>8<sup>th</sup> August 2022</b>
<b>Further enquiries to:</b>	<b>Catherine Brooks – Employment and Skills Officer</b>
<b>Direct contact:</b>	<b>Catherine.brooks@wiltshire.gov.uk</b>

The Post 16 Skills and Participation team are on hand to support young people aged 16 – 17 years who are NEET (Not in Education, Employment or Training) or at risk of becoming NEET.

The EET (Education, Employment or Training) service will work 1-1 with young people to support them and help them understand the local offer, whether that is Sixth Form, College, Traineeships or Apprenticeships. Or other local programmes which offer employability support, confidence building, life skills, functional skills in Maths and English for example.

With the aim to re-engage them back into Education, Employment or Training.

You can find more information and how to refer a young person – or yourself on our Work Wiltshire website – [www.workwiltshire.co.uk/young](http://www.workwiltshire.co.uk/young)

The Work Wiltshire website also holds a vast amount of information around all things Employment and Skills, for the wider community, no matter your age for example apprenticeship information or for those with barriers to work and support for Ukraine refugees.

Follow our Social Media pages for fresh content and local opportunities.

Twitter - @WorkWiltshire

Instagram - @young\_workwiltshire – for young people

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

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



## Briefing Note

### Engagement and Partnerships Team Structure

### August 2022

**Service :** *Leisure, Culture and Communities*  
**Further Enquiries to:** *Rhys Schell, Service Manager, Engagement and Partnerships*  
**Date Prepared:** 22/08/2022  
**Direct contact:** [rhys.schell@wiltshire.gov.uk](mailto:rhys.schell@wiltshire.gov.uk)

#### Engagement and Partnerships Team

The new staffing structure for the Engagement and Partnerships team comes into place from 1 September and introduces three officer levels of support to local communities and Area Boards. Officers will work collaboratively across community areas, however, locally named contacts remain available for Councillors, partners and residents to directly engage with. The service will work with communities in an innovative and proactive way and empower them to do even more for themselves and to deliver to the Wiltshire Council Business Plan. A brief overview of the respective duties are set out below.

- **Strategic Engagement and Partnerships Manager**

The six Strategic Engagement and Partnership Managers (SEPMs) will hold overall responsibility for Area Board delivery and the development of the local Area Board work plan in conjunction with the local Councillors. The SEPMs are the main points of contact for local Councillors, strategic partners, community volunteers and leaders. Each SEPM will lead an organisational theme, which includes children and young people, equality, diversity and inclusion, the environment, economic regeneration and older and vulnerable adults, however, this is not an exhaustive list and will be reviewed regularly. The SEPMs will drive this area forwards across communities and develop exciting link ups between council services and the community to provide excellent information, insight and evidence sharing between parties.

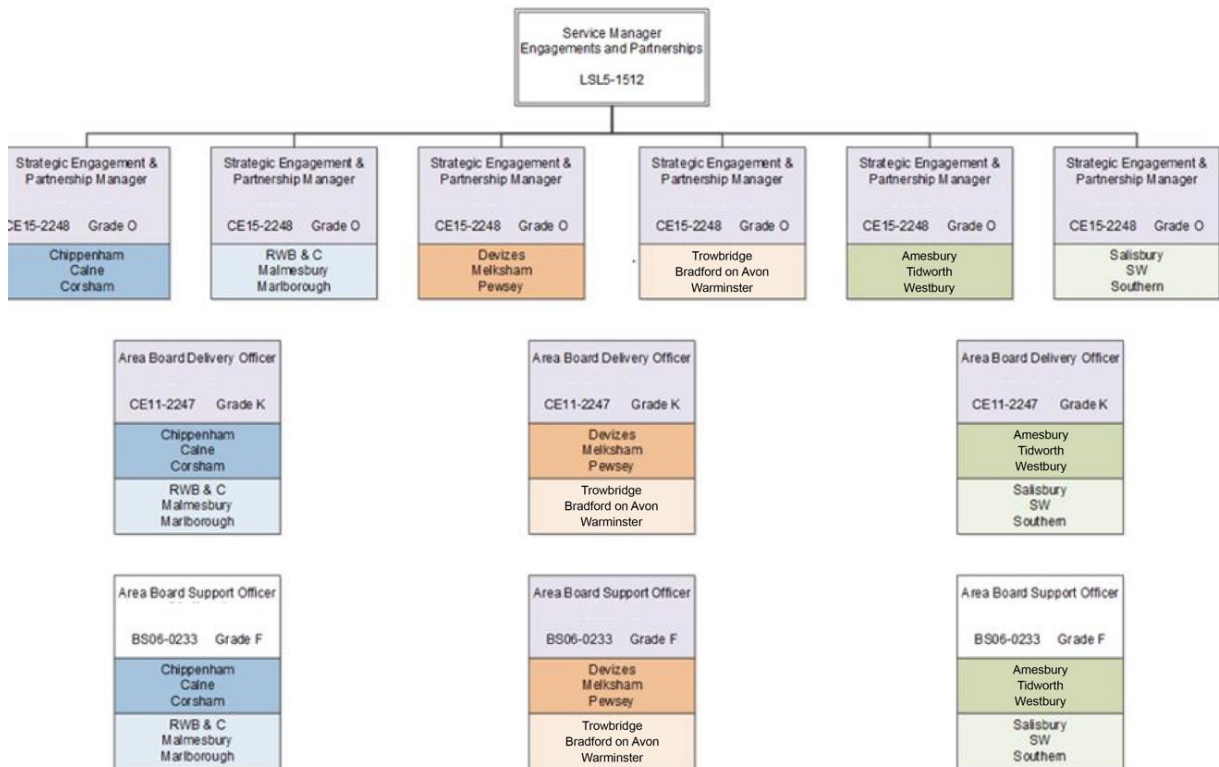
- **Area Board Delivery Officer**

Three dedicated officers that facilitate and support Area Board delivery in an innovative way. The delivery officers will build exceptional relationships with the voluntary and community sector and other key local partners to facilitate projects and initiatives that support the objectives of the Area Board work plans. They will be actively involved in Area Board business meetings, engagement activities, events and working groups to deliver exceptional local and organisational outcomes.

- **Area Board Support Officer**

Three Area Board Support Officers will oversee and effectively implement all grant funding processes. This includes eligibility assessment, reporting, payments, impact analysis, budget monitoring and audit. The Area Board Support Officers will collate and assess data on behalf of the team, facilitate regular communication through online platforms such as Our Community Matters and respond to resident enquiries. They report to the Strategic Engagement and Partnership Managers.

## Structure Visual



The post holders are as follows:

- Andrew Jack, (01225 713109 or [andrew.jack@wiltshire.gov.uk](mailto:andrew.jack@wiltshire.gov.uk)) Strategic Engagement and Partnerships Manager - Malmesbury, Marlborough, Royal Wootton Bassett and Cricklade
- Ros Griffiths, (01225 718372 or [ros.griffiths@wiltshire.gov.uk](mailto:ros.griffiths@wiltshire.gov.uk)) Strategic Engagement and Partnerships Manager - Corsham, Chippenham and Calne
- Liam Cripps, (01225 713143 or [liam.cripps@wiltshire.gov.uk](mailto:liam.cripps@wiltshire.gov.uk)) Strategic Engagement and Partnerships Manager - Bradford on Avon, Trowbridge and Warminster
- Richard Rogers, (07771547522 or [richard.rogers@wiltshire.gov.uk](mailto:richard.rogers@wiltshire.gov.uk)) Strategic Engagement and Partnerships Manager - Melksham, Devizes and Pewsey
- Graeme Morrison, (01225 713573 or [graeme.morrison@wiltshire.gov.uk](mailto:graeme.morrison@wiltshire.gov.uk)), Strategic Engagement and Partnerships Manager - Westbury, Amesbury, Tidworth
- Karen Linaker, (01722 434697 or [karen.linaker@wiltshire.gov.uk](mailto:karen.linaker@wiltshire.gov.uk)) Strategic Engagement and Partnerships Manager - South West, Salisbury, Southern Wiltshire
- David Holker, Area Board Support Officer (North)
- Catherine Russell, Area Board Support Officer (South)

The three vacant Area Board Delivery Officer roles and the central Area Board Support Officer role are currently being recruited to.

**Briefing prepared by:** Rhys Schell, Service Manager, Engagement and Partnerships

**Report Date:** 22/08/2022

# MINUTES

**Meeting:** Melksham Area Board  
**Place:** Melksham Assembly Hall  
**Date:** 22 June 2022  
**Start Time:** 7.00 pm  
**Finish Time:** 9.00 pm

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Please direct any enquiries on these minutes to:

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

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

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## **In Attendance:**

### **Wiltshire Councillors**

Cllr Phil Alford (Chairman), Cllr Nick Holder (Vice-Chairman), Cllr Jack Oatley,  
Cllr Mike Sankey, Cllr Jonathon Seed and Cllr Ian Blair-Pilling

### **Wiltshire Council Officers**

Louise Cary - Head of Capital Projects  
David Redfern – Assistant Director - Leisure, Culture & Communities  
Peter Dunford – Community Engagement Manager  
Kevin Fielding – Democratic Services Officer

**Total in attendance: 26**

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<u>Minute No.</u>	<u>Summary of Issues Discussed and Decision</u>
69	<p><u>Election of the Melksham Area Board Chairman - 2022/23</u></p> <p>Cllr Phil Alford was elected Melksham Area Board Chairman - 2022/23.</p>
70	<p><u>Election of the Melksham Area Board Vice-Chairman - 2022/23</u></p> <p>Cllr Nick Holder was elected Melksham Area Board Vice-Chairman - 2022/23.</p>
71	<p><u>Chairman's Welcome, Introduction and Announcements</u></p> <p>Cllr Phil Alford welcomed everyone to the Melksham Assembly Hall.</p> <p>The following Chairman's Announcements contained in the agenda pack were noted:</p> <ul style="list-style-type: none"> <li>• Recruitment of hackney carriage and private hire drivers</li> <li>• Update from BANES, Swindon and Wiltshire CCG - May 2022</li> <li>• Update from Healthwatch Wiltshire</li> <li>• Positive Conduct equals Positive Democracy</li> </ul>
72	<p><u>Apologies for Absence</u></p> <p>Apologies were received from Cllr Jon Hubbard – Wiltshire Council.</p>
73	<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 9 March 2022 and Tuesday 12 April 2022 were confirmed as the correct records</b></li> </ul>
74	<p><u>Declarations of Interest</u></p> <p>Melksham Carer Café Health &amp; Wellbeing grant - Cllr Nick Holder, Non pecuniary interest – a close relation was employed by the Applicant.</p>

75	<p><u>Police Update</u></p> <p>Sergeant James Twyford gave an update on behalf of the Melksham Community Policing Team.</p> <p>Points made included:</p> <p>Repeat Offenders - The May Statistics show that last Month's three Top Offenders by frequency, had not come to notice since bespoke interventions were implemented. This month, teams were focussing on six individuals, who were responsible for 10% of our Demand across the Hub.</p> <p>Community Events – That local teams were busy planning involvement with a number of Community Events. Those held over the Platinum Jubilee Weekend were successful and well attended. That local teams would be attending local carnival events.</p> <p>Operation Aidant – That the Team had been paying attention to places where there was potential for Human Trafficking and Exploitation, as part of a National Week of Action. Teams had conducted six visits to businesses which were traditionally susceptible to these sorts of Organised Crime.</p> <p>Anti-Social use of Vehicles – That teams were looking at two specific problems, which relate to inappropriate use of vehicles, and were in the process of scoping a potential perennial issue at Spitfire Retail Park, Trowbridge; also looking to identify an individual on an e-scooter in Melksham who had caused some fairly widespread local concern with the manner of his riding.</p> <p>Cllr Seed advised that many of the parish councils were unhappy at the lack of a local police representative at parish council meetings or reports from them, that rural residents were losing confidence in the local policing being carried at the moment and their perceived lack of interest in the local police to tackle rural crimes – this was noted by Sergeant Twyford.</p> <p>The Chairman thanked Sergeant Twyford for his update.</p>
76	<p><u>Campus build Completion and Opening</u></p> <p>Cllr Ian Blair-Pilling - Cabinet Member for Leisure, Libraries, Governance, Facilities Management and Operational Assets and Louise Cary - Head of Capital Projects, Wiltshire Council gave an update on the Melksham Campus and Melksham House projects.</p> <p>Points made included:</p> <ul style="list-style-type: none"> <li>• That the Campus project had been a huge commitment for Wiltshire Council taking over 10 years to get us where we were today.</li> </ul>

- A challenging and exciting project for the residents of the Melksham community area.
- A great building – all that we could have wished for when the plans were conceived.
- That construction was nearing completion, once construction concluded, the fit-out period would then begin.
- That the parking order had now been approved.
- That the signage planning application had been approved.
- The campus will open to the public in early August 2022. More details for the opening day will be announced closer to the time

#### Library - Relocation

- That the Melksham library would need to close for approx two weeks. Date to be confirmed.
- During the closure, stock and ICT equipment would be moved to the campus and staff would receive training on the new building.
- That customers could use nearby libraries during the closure. Online resources, digital formats and the library app would also be available.
- That books would be issued for a longer loan period in the lead up to the closure and a few weeks after reopening. Customers could take more items to cover the closure period.
- That the library team were working to develop an activities and events programme.

#### Blue Pool – Relocation

- That the Blue Pool would be closed for a week. Date to be confirmed.
- That members would be able to use neighbouring facilities during the closure period.
- That the leisure team would be contacting leisure members directly with



further information.

- To register to become a leisure member prior to the campus opening, you could do this online – search Wiltshire Leisure Hub. Or enquire at the Blue Pool.
- To find out about making regular or club bookings please email – [melkshamcampus@wiltshire.gov.uk](mailto:melkshamcampus@wiltshire.gov.uk).
- Details of all the leisure facilities that would be available at the campus could be found on the Melksham Community Campus webpage.

#### Melksham Without Parish Council

- MWPC will be relocating their office to Melksham Campus. Their current office at the Pavilion at Bowerhill Sports Field will close shortly before the campus opens.

#### The Campus programme

The opening of the campus is a key milestone in a much wider programme of investment in Melksham:

- Oakfields Football and Rugby stadium
- King George Fifth Skate Park
- Melksham Market Place remodeling
- Replacing Melksham Cricket Pavilion
- Refurbishment of Melksham tennis courts

#### Melksham House

- Wiltshire Council is working closely with Melksham Town Council to look at how best to utilise the current Melksham Library and Blue Pool sites and how this interacts with plans for the publicly owned assets in the town. This will ensure a long-term strategic approach is taken for the benefit of Melksham and surrounding areas.
- The refurbishment of Melksham House will commence in the next couple of months.
- A contractor has been appointed.

	<ul style="list-style-type: none"> <li>The project will create community and business accommodation.</li> </ul> <p>The Chairman thanked Cllr Blair-Pilling and Louise Cary for their updates.</p>
77	<p><u>Fire &amp; Rescue Update</u></p> <p>The update contained in the agenda pack was noted.</p>
78	<p><u>Melksham Neighbourhood Plan</u></p> <p>David Pafford – Melksham Without PC gave an update on the status of the Melksham Neighbourhood Plan with relation to housing, local green spaces and heritage assets. He encouraged all to get involved in the Housing Needs survey which is hosted on the website at:</p> <p><a href="http://melkshamneighbourhoodplan.org">Get Involved   Joint Melksham Plan (melkshamneighbourhoodplan.org)</a></p> <p>The Chairman thanked David Pafford for his update.</p>
79	<p><u>Updates to Area Board Arrangements</u></p> <p>Peter Dunford – Community Engagement Manager briefly outlined the following:</p> <p><u>Area Board Review</u></p> <p>That the Area Board model was introduced in 2009 and had delivered significant progress to develop stronger, more resilient and connected communities since its inception.</p> <p>That the overall objectives of the Area Boards remain consistent today however, in an operating model more than 12 years old it was natural that certain elements were subject of review and refresh to ensure they were meeting the current needs of local communities.</p> <p>That the aspiration of the review was to build on the excellent practice and evident success of the Area Boards and to address areas where there was inconsistency in practice and approach.</p> <p>That the number of boards, overall format, structure and local autonomy were not part of the review.</p> <p>That a period of research, analysis and review of data between the Cabinet Member, Portfolio Holder and key Officers had been carried out.</p> <p>That an Overview and Scrutiny process followed between January – March 2022, had resulted in 24 recommendations.</p> <p>These were adopted into a single member decision paper on Area Board</p>

arrangements which was ratified on the 6 May 2022.

#### Setting and Working to Local Priorities

An annual cycle of meetings was described with 4 business meetings plus regular community engagements and events.

Up to 5 priorities to be agreed by the Board with at least one councillor nominated as lead for each priority area.

#### Area Board Working Groups

Where there is an existing community or partner led group addressing this priority, the Area Board should work in partnership with such community or group and not create a working group of its own.

#### Changes in the Grants Criteria

That funding was available to voluntary and community sector organisations that could show a need for financial support up to a total of £5,000. Town and Parish councils were eligible to apply for revenue funding, in respect of Youth Grants or Older and Vulnerable Adult Grants, where they were able to show a need for financial support.

Matched funding requirement had reduced from £1,000 to £500.

That applications must be received at least four weeks before an Area Board.

That applications must highlight how they were meeting two aims of the Wiltshire Council Business Plan and an Area Board local priority – grant system would reflect this.

That an organisation could apply for a maximum of two projects/ bids per annum across all eighteen boards. Each project/ bid can request funding from up to three boards.

#### Grant Assessment Panel

The panel will review grant applications sent from Community Engagement Managers when meeting all criteria, however are:

Requesting over £5,000

Not from a voluntary or community sector organisation

Applying to multiple boards (more than 3)

#### Delegated Authority

In order to deal with urgent matters that may arise between meetings of the Area Board, the Community Engagement Manager has the authority to approve expenditure from the delegated grants budget when the following conditions are met:

	<ul style="list-style-type: none"> <li>- the item is deemed urgent by the CEM, Chair and Vice-Chair of the Area Board:</li> <li>- the item follows due process, enabling all Area Board Members 5 working days to review and consider the award.</li> <li>- the award does not exceed £1,000</li> <li>- the award has a majority support from all Area Board members</li> </ul>
80	<p><u>Annual Review of Local Priorities</u></p> <p>Peter Dunford - Community Engagement Manager gave some highlights from the detailed report contained in the agenda pack. The report provided background on activities and successes over the past year, including grant expenditure, as well as the current context for area board councillors in setting their priorities for the coming year.</p> <p><b>Decision</b></p> <p><b>The Area Board agreed the following Priorities for 2022/23 and lead members for each area of work:</b></p> <p><b>Reducing Isolation and Loneliness – Cllr Nick Holder</b></p> <p><b>Promoting Youth Engagement and Positive Activities – Cllr Jack Oatley</b></p> <p><b>Addressing Environmental Issues – Cllr Jonathon Seed</b></p> <p><b>Reducing Antisocial Behaviour – Cllr Mike Sankey</b></p> <p><b>Supporting Low Income Individuals and Families – Cllr Phil Alford</b></p>
81	<p><u>To appoint Area Board representatives to Outside Bodies and Working Groups</u></p> <p>The Melksham Area Board agreed the following appointments to outside bodies and working groups for 2021/22:</p> <p><b>Decision</b></p> <ul style="list-style-type: none"> <li>• <b>Local Highways and Footpath Improvement Group (LHFIG) – Cllr Jonathon Seed, Chairman</b></li> <li>• <b>Melksham Health and Wellbeing Group – Cllr Nick Holder, Chairman</b></li> <li>• <b>Melksham Joint Neighbourhood Plan Steering Group – Cllr Mike Sankey</b></li> </ul>

	<ul style="list-style-type: none"> <li>• CCTV and Community Safety Working Group – Cllr Mike Sankey</li> <li>• Environment and Climate Working group – Cllr Jonathon Seed</li> </ul>
82	<p><u>Sub Group Reports</u></p> <p><u>i) Melksham Local Highways and Footpath Improvement Group - Cllr Jonathon Seed</u></p> <p>The recommendations from the LHFIG meeting on 19 May 2022 were agreed:</p> <p><b>To close the following Issue: 9-21-8 Melksham Heather Avenue</b></p> <p><b>To add the following Issues (with funding) to the Priority Schemes List:</b></p> <p><b>9-20-9 Melksham Maple Close Footway (£10,000)</b></p> <p><b>9-22-1 Melksham Hazelwood</b></p> <p><b>To add the following Issues to the Priority Schemes List:</b></p> <p><b>9-22-5 Melksham Wharf Court Signs</b></p> <p><b>9-22-10 Berryfield Bus Shelters</b></p> <p><b>9-22-12 Bowerhill Halifax Road Drop Kerbs</b></p> <p><b>9-22-16 Berryfields signs to village hall</b></p> <p>A new policy on submission of issues to the LHFIG was also agreed:</p> <p><b>i) Each agenda item should be discussed and ratified by the relevant Full Council of each Town and Parish Council unless an alternative process is agreed and accepted by LFHIG</b></p> <p><b>ii) Attendance at LHFIG should be by an authorised representative who is fully briefed, has visited the site and is authorised to act on behalf of the Council</b></p> <p><b>iii) Each Council should be committed to part-fund each project: financial contributions will normally be expected at a rate of 50% for the larger councils (Melksham Town and Melksham Without) and 25% for the other smaller councils</b></p> <p><b>iv) The Chairman of the LHFIG reserves the right to withdraw consideration of any agenda item not meeting these requirements</b></p> <p><b>N.B. Guidance on typical costs can be found on the WC website. All items costing £500 or less will be funded in whole by the LHFIG budget</b></p>

	<p><u>ii) Melksham Health &amp; Wellbeing Group – Cllr Nick Holder</u></p> <p>Plans for 2022/23 would include:</p> <p>Developing an action plan and priorities in support of old and vulnerable people</p> <p>Working with our Carers Champion to support unpaid carers</p> <p>Delivery of a Young Carers thank-you event, Christmas 2022</p> <p>Assisting the Melksham-Ukraine refugee support group</p> <p>Working with NHS to deliver improved primary health care infrastructure through its Estates Plan Review</p> <p>The Chairman thanked Cllr Seed and Cllr Holder for their updates.</p>
83	<p><u>Grant Applications</u></p> <p>The following grants were approved by the Melksham Area Board members:</p> <p>Community Grants</p> <ul style="list-style-type: none"> <li>• <b>Keevil Village Hall Committee awarded £2,987 towards new sound system, LED lights and loft insulation</b></li> </ul> <p>Youth Grants</p> <ul style="list-style-type: none"> <li>• <b>AFC Melksham disabled football team awarded £1,000 towards kit, coaching and operational costs</b></li> </ul> <p>Health and Wellbeing Grants</p> <ul style="list-style-type: none"> <li>• <b>Carer Support Wiltshire requesting £1,300 towards staffing, marketing and venue costs for the Melksham Carers Café - <i>It was agreed to defer the application to discuss project costs with the applicant and then to reach a final decision as quickly as possible within delegated powers</i></b></li> </ul> <p><i>Note: Health &amp; Wellbeing grant - Cllr Nick Holder declared a non pecuniary interest as a close relation was employed by the applicant.</i></p>

84	<p><u>Partner Updates</u></p> <p>The following written partner updates contained in the agenda pack were noted:</p> <ul style="list-style-type: none"> <li>• CCG/Healthwatch Wiltshire</li> <li>• Melksham Primary Care Network</li> <li>• Age Friendly Melksham</li> </ul>
85	<p><u>Public Questions</u></p> <p>Chris Pickett announced that Jon Hubbard had resigned as the Chairman of Trustees for Age Friendly Melksham and that he, CP, was now acting in that capacity. He also reported that Mary Cullen had been appointed as the Age Friendly Co-ordinator for the project.</p>
86	<p><u>Close</u></p>

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<b>Report To</b>	<b>Melksham Area Board</b>
<b>Date of Meeting</b>	<b>Wednesday, 21 September 2022</b>
<b>Title of Report</b>	<b>Melksham Area Grant Report</b>

## Purpose of the Report

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

## Area Board Current Financial Position

	Community Area Grants	Young People	Health and Wellbeing
<b>Opening Balance For</b> 2022-23	£ 22,309.00	£ 18,349.00	£ 7,700.00
<b>Awarded To Date</b>	£ 5,987.00	£ 1,000.00	£ 0.00
<b>Current Balance</b>	£ 16,322.00	£ 17,349.00	£ 7,700.00
<b>Balance if all grants are agreed based on recommendations</b>	£ 6,655.22	£ 15,989.00	£ 4,018.00

## Grant Funding Application Summary

Application Reference	Grant Type	Applicant	Project	Total Cost	Requested
<a href="#">ABG711</a>	Community Area Grant	Bowerhill Village Hall	Bowerhill Village Hall Replacement Doors	£13039.00	£5000.00
<b>Project Summary:</b> Supply and Installation of 6 double glazed french doors, 2 single doors, 2 french doors and 1 single door to have fire escape panic bars.					
<a href="#">ABG740</a>	Community Area Grant	Melksham goes Wild	Blue campaign in Melksham	£300.00	£300.00
<b>Project Summary:</b> Promoting the Blue campaign locally in the melksham community. The Blue Campaign is a nationwide charity that seeks to encourage all Britain's gardeners to become more insect and wildlife friendly through measures such as using peat free compost, abandoning pesticides, allowing an area of garden to become more overgrown and wild etc. We are going to give out leaflets about the campaign and blue hearts for people who agree to embrace the Blue Heart principles.					

<a href="#">ABG795</a>	Community Area Grant	Corsham Cricket Club	Corsham Cricket Club 2nd Ground Redevelopment	£8536.16	£2134.05
<p><b>Project Summary:</b>  <b>In March 2022, Corsham Cricket Club reached a 15-year agreement with St Barnabas Church in Beanacre to restore its disused playing field into a new 2nd Ground for Corsham Cricket Club to use for its 3rd XI league matches and to further expand and develop its existing academy and support its expanding Ladies Team. This project involves not only hours or volunteer labour to cultivate the field into a useable format but the purchase of various bit of capital equipment to enable cricket to be played successfully and safely by our members and members but also by members of the local community. This specific grant application is for the purchase of 3 parts of essential cricket equipment: 1) 2 Mobile Site Screens. Essential Safety equipment in cricket to allow players from both sides to site the ball better when it is bowled. 2) Mobile Covers. As our pitch is prepared by volunteers and sometimes the English Summer can be cruel, the ability to protect your wicket with mobile covers is essential to both increase the volume of games played and to improve the quality of pitches people play on in said games. 3) New Artificial Matting. There is an existing matting in place however once tested by the club players it has been deemed to be unsafe and not fit for usage. An artificial mat allows matches to be played when conditions are not always 100%, unlimited practice to take place (no damage being caused to the main grass pitches) and a wider variety of games to be played (different age groups play on different length pitches thus an artificial mat that is easily marked up and prepared allows at short notice to host various different age range games). The purchase of these 3 big items will allow the club to truly maximise the potential of this ground and fulfil the true potential of this project, widening crickets appeal to the local community and allow us to really establish this venue as a quality cricket ground for the future.</b></p>					
<a href="#">ABG798</a>	Community Area Grant	Berryfield Village Hall	Tables and chairs for the new village hall	£4465.46	£2232.73
<p><b>Project Summary:</b>  <b>To purchase furniture for new village hall at Berryfield. 7 tables with storage trolley 54 chairs with storage trolley</b></p>					
<a href="#">ABG653</a>	Older and Vulnerable Adults Funding	Carer Support Wiltshire	New Carer Cafe in Melksham	£2601.00	£1300.00
<p><b>Project Summary:</b>  <b>Carer Support Wiltshire are applying for funds for a new Carer Café in Melksham. The Café is due to start on the 5th May at the Kings Arms Hotel in Melksham. It is a monthly group open for all carers to take a break from their caring role, make new friends, enjoy some tea and cake, and chat with others in relaxed, friendly surroundings. There is always a volunteer on hand to help and discuss issues carers face. Tea, coffee and cake is provided at each café, up to £6.50 per carer and we expect an average of 6 carers to attend every month. We will publicise the Carer Cafe using a multi-platform approach: posters, social media, newsletters and local media. Costs also include staff, including our Volunteer Manager who is responsible for the setting up and running of the cafe such as finding and booking the venue, recruiting and training the volunteer/s who run the Carer Cafe, and ensuring it works logistically, occasionally providing cover if volunteers are unable to attend. Our communications staff are responsible for designing and distributing marketing materials to promote the new Carer Cafe within the local community. The Admin team take bookings for the group, answer questions about it and encourage carers they speak with to attend the group. Overheads are calculated automatically given the staff time associated with this project. Carers who are unable to attend the Carer Cafe, as a result of transport or respite issues, will be supported by our Operations team who will help them understand the benefit and funding options available to them.</b></p>					
<a href="#">ABG765</a>	Older and Vulnerable Adults Funding	Wiltshire Music Centre	Celebrating Age Wiltshire	£11065.00	£1500.00
<p><b>Project Summary:</b>  <b>Celebrating Age Wiltshire (CAW) will use arts &amp; heritage activities to reach the most isolated older people in the Melksham area, helping to tackle loneliness and aiming to improve their health and wellbeing through creative and artistic engagement. In particular CAW will target those people who are vulnerable and socially isolated due to frailty, ill health, dementia, poor mobility or caring responsibilities. Our programme has developed four different strands of both live and online activity to meet the needs of this group. CAW is a partnership of community organisations across the county with Wiltshire Music Centre as lead organisation.</b></p>					

Application Reference	Grant Type	Applicant	Project	Total Cost	Requested
<a href="#">ABG775</a>	Older and Vulnerable Adults Funding	Age Friendly Melksham	Phase 2 of Development of Melksham as an Age Friendly Community	£2912.00	£882.00
<p><b>Project Summary:</b>  <b>With the support of the local authorities and other agencies, the Age Friendly Melksham CIC has been developing plans to make Melksham an "Age Friendly Community" as part of a 3-year action plan. This work has been interrupted by COVID and by delays in the recruitment of a new project worker. The CIC is now under new leadership following the resignation of Jon Hubbard as Chairman of Trustees. Phase 1 of this work has involved wide community engagement and the development of a baseline survey to find out the views of older people across a range of domains as identified by the World Health Organisation's "Age Friendly Communities Framework": Communication; Buildings and Public Spaces; Access to Healthcare; Transport; Civic Participation and Involvement. The baseline survey results have now been compiled (attached) and identify a number of areas in which action is required to make Melksham a more Age Friendly Community. Phase 2 of the project involves the setting up of Residents and Stakeholders Forums to review and build on the identified issues, to progress the actions, and to promote opportunities for residents to get involved in the delivery programme. This funding application is towards the costs of consultation activities, including the running of forums, workshops, focus groups and related events.</b></p>					
<a href="#">ABG792</a>	Youth Grant	Melksham Amateur Swimming Club or Melksham Swordfish	Melksham Swordfish Teacher and Coach Training	£2725.00	£1360.00
<p><b>Project Summary:</b>  <b>We have a new requirement for two Level 2 qualified Teachers due to existing teachers leaving, and a separate requirement from Swim England (new this year) to have a Level 2 qualified Coach on poolside at our development / squad training sessions. The latter applicant would initially need to complete a Level 1 Coaching course.</b></p>					

## 1. Background

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

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

- ◆ Community Area Grants (capital)
- ◆ Young People (revenue)
- ◆ Health and Wellbeing (revenue)

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

## 2. Main Considerations

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

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

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

## 3. Environmental & Community Implications

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

## 4. Financial Implications

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

## 5. Legal Implications

There are no specific legal implications related to this report.

## 6. Human Resources Implications

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

## 7. Equality and Inclusion Implications

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

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

## 8. Safeguarding Implications

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

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

## Report Author

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## **Update for Wiltshire Area Boards**

August 2022

### **Winter Planning**

As our System continues to experience unrelenting demand challenges and operational pressures, we are continuing to work with our partners to deliver existing demand management and capacity improvement plans. We are monitoring the impact of these plans at both a System and Place level and will take the learning into the development of our plans for the coming winter. One important aspect of our future plans is the delivery of a Virtual Ward model. Virtual Wards allow patients to get the care they need at home safely and conveniently, rather than being in hospital.

Fiona Slevin-Brown, Wiltshire Place Director, is providing Executive leadership across the BSW programme to enable successful roll out of this programme across all three Places.

In addition, our winter plans will encompass the continuation of additional bed capacity to support wider adoption of discharge to assess. Further work to support the timely discharge of patients out of hospital will continue with specific focus on securing additional domiciliary care provision in South Wiltshire. This will contribute to the much needed capacity required to help with the expected challenges for this coming winter period.

### **Primary Care Update**

In March 2022 NHS England published 'Enhanced Access for General Practice' guidelines, the aim is to improve access to GP services outside of core hours.

The new service which goes live from 1<sup>st</sup> October 2022 will provide more appointments for patients between the hours of 6.30pm – 8pm Monday to Friday, and 9am to 5pm on Saturdays. Details on how this will be delivered at a Primary Care Network and practice level will be communicated directly with local registered patients in the coming weeks.

### **Connecting with our Communities (CWOC)**

The Wiltshire Integrated Care Alliance CWOC work stream is focused on empowering our communities and ensuring their voices are heard through the design and delivery of the work of the Alliance, paying particular attention to inclusion of our most vulnerable and marginalised residents. This workstream will be informed by the latest NHSE guidance outlining the revised legal responsibilities for statutory NHS

organisations <https://www.england.nhs.uk/publication/working-in-partnership-with-people-and-communities-statutory-guidance/>

A CWOC away day is organised for the 30<sup>th</sup> August at County Hall, with invites being extended to representatives of the Wiltshire VCSE, and local statutory partners. The purpose of the away day is to work towards strong community engagement, including the planning of listening events within various communities within the Wiltshire footprint.

### **Dr Amanda Webb appointed to Chief Medical Officer**

Amanda has served as Swindon Locality Clinical Chair for BSW since 1 April 2020 having previously been a member of the Governing Body of Swindon CCG and Clinical Director for the Brunel 1 Primary Care Network.

She is dedicated to improving population health and wellbeing and to addressing inequities in health and life opportunity for the people of BSW. Amanda has a particular interest in workforce retention and career development and founded the national Phoenix GP Programme.

Amanda trained at both Cambridge and Oxford University, before qualifying as a GP in 2012 and joining Westrop Medical Practice in 2014 with specialist clinical interests in paediatrics and women's health.

The process of appointing a Wiltshire Health Care Professional Lead Role is underway, and details of the successful candidate will be shared when appointed.

### **Keep up to date**

Those wanting to keep up to date with developments with the BSW Integrated Care System can sign up to receive The Triangle - a monthly newsletter about the work of BSW Together. The public facing publication contains a mix of news and updates showing how the BSW ICS is working to improve the health and wellbeing of local people, tackle health and care inequalities and improve services for everyone.

A sign-up form is available here <https://bswtogether.org.uk/news-events/the-triangle/>



## Update for Wiltshire Area Boards

June 2022

### BSW ICS update

The Health and Care Act received Royal Assent in April 2022 with changes coming into force from 1 July 2022.

At the heart of the changes brought about by the Act is the formalisation of integrated care systems (ICSs) and the dissolution of Clinical Commissioning Groups (CCGs). Bath and North East Somerset will be part of the Banes, Swindon and Wiltshire (BSW) ICS. ICSs are partnerships that bring providers and commissioners of NHS services together with local authorities and other local partners to collectively plan health and care services to meet the needs of their local population. There is a strong emphasis on working collaboratively together, instead of competition.

BSW ICS will be made up of two parts: an integrated care board (ICB) and an integrated care partnership (ICP). ICBs will be tasked with the commissioning and oversight of most NHS services and will be accountable to NHS England for NHS spending and performance. ICPs will bring together a wider range of partners, not just the NHS, to develop a plan to address the broader health, public health, and social care needs of the population. ICSs have the potential to reach beyond the NHS to work alongside local authorities and other partners to address the wider determinants of health. As part of the establishment of the new Integrated Care System at BSW, the Bath and North East Somerset Integrated Care Alliance (ICA) also goes live on 1 July 2022.

### Wiltshire Place Director

Fiona Slevin-Brown has been confirmed as the new Director of Place for Wiltshire and will join the Bath and North East Somerset, Swindon and Wiltshire Integrated Care Board (BSW ICB).

Fiona is currently Managing Director and Integrated Care System Lead for Urgent and Emergency Care in the Frimley Health and Care ICS, she is a registered clinician, who joined the NHS in 1992. She served as Deputy Director of Clinical Services and Head of Business Development at NHS Berkshire West before taking the role of Deputy Managing Director and Chief Operating Officer for Community Health Services. This was followed by an Interim Managing Director position with Berkshire Healthcare NHS Foundation Trust, who then appointed her as the

Regional Director for Berkshire West, leading on the delivery of community, mental health and learning disability services for a population of more than 500,000 people. She has extensive Board level experience and has held senior roles in both provider and commissioning organisations.

## **Covid-19 Summer Boosters**

People in Bath and North East Somerset, Swindon and Wiltshire who are eligible for the Covid-19 spring booster vaccine, but have yet to come forward, are being encouraged to go and get their boosters. Having the top-up dose before the end of June will not only provide protection during the summer months, but will also ensure people will be able to receive the autumn booster jab as soon as the vaccines become available.

Currently, people aged 75 and over, as well as care home residents and those aged 12 and above with a weakened immune system, are eligible for the spring booster vaccine. Getting the top-up dose, which for most people will be their fourth Covid-19 vaccine, is the best way to prolong the immune-boosting effects of previous vaccinations, which should keep serious cases of coronavirus at bay.

Spring booster jabs can be booked online at [www.nhs.uk](http://www.nhs.uk). The site also contains up-to-date information on the local venues that are providing the vaccine but do not require patients to have a pre-booked appointment.

## **Devizes Health Centre**

Progress is continuing with the build of the new health centre located in Marshall Road, Devizes. The new flagship centre is due to open in Autumn 2022 and will bring an extensive range of services from several different health and care providers together under one roof.

Devizes Health Centre will be leading the field in sustainable design, as one of a small number of 'Net Zero' health facilities across England. The site will have an energy EPC rating of A+, and will utilise green technology, such as heat pumps and solar panels to generate electricity and heat to serve the building.

As well as replacing the services at the existing Devizes Community Hospital, the centre will house a new on-the-day primary care team and become the home for a range of community-based services, such as blood testing, physiotherapy, audiology, podiatry, diabetes, and mental health.

## **Redevelopment of the former Devizes Community Hospital**

The old Devizes Community Hospital on New Park Road is no longer fit for purpose and healthcare services will relocate to the new £10.9m Health Centre (as detailed above). NHS Property Services is the freehold owner of the old Community Hospital site and is preparing to submit an outline planning application for the redevelopment of the site once all services have relocated to the new facility.



The redevelopment proposals will deliver up to 59 new homes as well as commercial space at a sustainable location close to Devizes Town Centre. The historic hospital buildings on the eastern side of the site, which form part of the town's Conservation Area, will be retained and refurbished as part of the redevelopment proposals.

Before submitting an outline planning application for the redevelopment, NHS Property Services has created a consultation website to provide the community with information about the plans, and to provide an opportunity to provide feedback on the proposals and how it can align with their aspirations for local housing and the redevelopment of this important part of Devizes' Wharf Area on the southern banks of the Kennet & Avon Canal.

More information about the emerging proposals can be found on this link: <https://devizeshospitalredevelopment.com/staging/index.php?contentid=35> and feedback can be submitted by completing a questionnaire here: <https://devizeshospitalredevelopment.com/staging/index.php?contentid=57>

Please ensure all feedback and comments are submitted by 12 noon on Friday 22 July 2022. There will also be a drop-in exhibition to ensure those who are unable to get online have an opportunity to view the plans and have their say. This will take place on 12 July between 2pm and 7:30pm at The Cheese Hall, Devizes Town Hall, St. John's Street, Devizes, Wiltshire SN10 1BN.



## Championing what matters to you through difficult times

It's been another challenging year dominated by the consequences of Covid-19, but we've continued to be your champion for health and social care services and make sure your voice is heard by those who plan and run services.

Championing What Matters to You, our annual report, showcases how we've been making a difference during difficult times.

### The year in numbers

In the past year (2021-22):

- **4,400** people have shared their experiences with us.
- **7,140** people have accessed our advice and information online or contacted us with questions about local support.
- We have published **12** reports and made **78** recommendations to services to make health and care better in Wiltshire.
- We have **40** volunteers helping us to carry out our work, giving **1,480** hours of their own time.

### Looking ahead

As ever the work doesn't stop there. We'll be looking at how our survey, which gathered the views of patients and staff on access to GP services during Covid-19, will bring about improvements to services across the south of England.

Our priorities for 2022/23 are:

- **Primary Care** – continuing the previous year's work.
- **Mental health** – with a focus on



- learning disabilities and autism.
- **Children and young people** – sexual health.
- **Hospital discharge** – exploring the links between discharge and social care.

**Catharine Symington**, Interim Manager at Healthwatch Wiltshire, said: "Thank you to everyone who has taken the time to share their experiences with us during what has been another difficult 12 months.

"With the introduction of the new Integrated Care System on 1 July, there are lots of changes expected within the health and care system and we want to make sure that local people continue to play a key role in helping to shape services.

"Please keep sharing your experiences with us so that we can champion your views and needs both locally and nationally."

