

AGENDA

Meeting: Melksham Area Board
Place: Melksham Community Campus Library, Market Place, Melksham,
SN12 6ES
Date: Wednesday 14 June 2023
Time: 7.00 pm

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

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.

Please direct any enquiries on this Agenda to Cameron Osborn, direct line 01225 718224 or email cameron.osborn@wiltshire.gov.uk

All the papers connected with this meeting are available on the Council's website at www.wiltshire.gov.uk

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

Wiltshire Councillors

Cllr Phil Alford, Melksham Without North and Shurnhold
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

Wiltshire Council may record this meeting for live and/or subsequent broadcast. At the start of the meeting, the Chairman will confirm if all or part of the meeting is being recorded. The images and sound recordings may also be used for training purposes within the Council.

By submitting a statement or question for a meeting you are consenting that you may be recorded presenting this and that in any case your name will be made available on the public record. The meeting may also be recorded by the press or members of the public.

Any person or organisation choosing to film, record or broadcast any meeting of the Council, its Cabinet or committees is responsible for any claims or other liability resulting from them so doing and by choosing to film, record or broadcast proceedings they accept that they are required to indemnify the Council, its members and officers in relation to any such claims or liabilities.

Details of the Council's Guidance on the Recording and Webcasting of Meetings is available on request. Our privacy policy can be found [here](#).

Parking

To find car parks by area follow [this link](#). The three Wiltshire Council Hubs where most meetings will be held are as follows:

County Hall, Trowbridge
Bourne Hill, Salisbury
Monkton Park, Chippenham

County Hall and Monkton Park have some limited visitor parking. Please note for meetings at County Hall you will need to log your car's registration details upon your arrival in reception using the tablet provided. If you may be attending a meeting for more than 2 hours, please provide your registration details to the Democratic Services Officer, who will arrange for your stay to be extended.

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](#).

Our privacy policy is found [here](#).

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

	Time
<p>1 Election of the Chairman (<i>Pages 1 - 2</i>)</p> <p>To elect the Chairman of the Melksham Area Board for the forthcoming year.</p>	7.00pm
<p>2 Election of the Vice-Chairman</p> <p>To elect the Vice-Chairman of Melksham Area Board for the forthcoming year.</p>	
<p>3 Chairman's Welcome and Introductions</p> <p>The Chairman will welcome those present to the meeting.</p>	7.05pm
<p>4 Apologies for Absence</p> <p>To receive any apologies for absence.</p>	
<p>5 Minutes (<i>Pages 3 - 12</i>)</p> <p>To confirm the minutes of the meeting held on 8 March 2023.</p>	
<p>6 Declarations of Interest</p> <p>To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.</p>	
<p>7 Chairman's Announcements (<i>Pages 13 - 18</i>)</p> <p>To receive the following announcements through the Chairman:</p> <ul style="list-style-type: none"> • Wiltshire Libraries are supporting residents to stay online during the cost-of-living crisis. • Cost of Living Update. • Independent Visitor Scheme promotion for volunteers. • Update on the Council's Response to the Climate Emergency. • To receive and update from the Melksham Scout Group regarding how they have spent their money awarded by Melksham Area Board. 	7.10pm
<p>8 Partner Updates (<i>Pages 19 - 54</i>)</p> <p>To receive updates from the following partners:</p> <ul style="list-style-type: none"> • Dorset & Wiltshire Fire and Rescue Service • BSW Together (Integrated Care System) • Healthwatch Wiltshire • Community First • Town and Parish Councils 	7.15pm

9 **Wiltshire Police Chief Constable and Police and Crime Commissioner** **7.20pm**

To receive an update from the Wiltshire Police Chief Constable Catherine Roper and the Police and Crime Commissioner Philip Wilkinson.

10 **Area Board End of Year Report (Pages 55 - 72)** **7.50pm**

Part I – Looking Back

- To receive the Area Board End of Year Report as well as to report on progress made in addressing the Area Board priorities selected for 2022/23:
 - Supporting low-income individuals and families – Cllr Phil Alford
 - Reducing Isolation and Loneliness – Cllr Nick Holder
 - Youth Engagement – Cllr Jack Oatley
 - Reducing Anti-Social Behaviour – Cllr Mike Sankey
 - Addressing Environmental Issues – Cllr Jonathon Seed
- To receive an update from Melksham Cricket Club following the Community Asset Transfer, which was agreed at the Area Board meeting on 8 March 2023.

Part II – Looking Forward

- To highlight potential priorities for the Area Board to consider for 2023/24.
- To appoint Members as Lead representatives to Outside Bodies and any new Non-Priority Working Groups as set out at Appendix A;
- To appoint a Lead representative to the LHFIG (listed on Appendix A) and to note the Terms of Reference as set out in Appendix B.

11 **Sub-Group Reports (Pages 73 - 98)** **8.20pm**

i) Melksham Local Highways and Footpath Improvement Group

Recommendations from meeting on 9 May 2023.

ii) Melksham Health & Wellbeing Group

To receive an update from the Melksham Health & Wellbeing Group.

12	<p>Area Board Funding Applications (<i>Pages 99 - 102</i>)</p> <p>To consider the following applications for funding:</p> <p>Community Area Grants:</p> <ul style="list-style-type: none"> • Bowerhill Village Hall Trust - £1,000 towards Bowerhill Village Hall new flooring. • Melksham Music and Drama - £1,000 towards Radio Mics. 	8.30pm
13	<p>Urgent items</p> <p>Any other items of business which the Chairman agrees to consider as a matter of urgency.</p>	
14	<p>Evaluation and Close</p> <p>The next meeting of the Melksham Area Board will be held on 12 September 2023.</p>	9.00pm

Extract from Part 3 of the Constitution: Appointment of Chairmen and Vice-Chairmen of Area Boards

4.9 The chairman and vice-chairman of an area board will be appointed at the first meeting of an area board, which takes place after the annual meeting of the Council, by the unitary councillors on each area board, except in an election year where after the first meeting of Full Council a special meeting of each area board will take place to appoint a chairman and a vice-chairman.

4.9.1 The Democratic Services representative will call for nominations for the position of chairman of the area board. A councillor's nomination must be seconded to be valid. A councillor shall not be nominated in his/her absence without their written consent.

4.9.2 In the event of only one valid nomination being received the person presiding will declare the nominated councillor elected.

4.9.3 In the case of two valid nominations the Democratic Services representative will ask for a show of hands from those councillors in favour of each councillor and declare the candidate receiving the majority of votes of the councillors present and voting, to be the winner.

4.9.4 In the case of an equality of votes for the two candidates, the Democratic Services representative shall draw lots to determine the winner of the election and then declare the result.

4.9.5 In the case of three or more valid nominations being made, the Democratic Services Representative will call for a show of hands for each of the candidates. The Democratic Services representative will then announce the candidate with the least number of votes and that candidate will be eliminated (in the case of a tie for the least number of votes, the Democratic Services representative shall draw lots to determine which candidate to be eliminated). A further vote shall be taken for the remaining candidates and after each vote the candidate with the least number of votes shall be eliminated until only two candidates remain and a final vote taken.

4.9.6 The newly elected Chairman of the Area Board shall then preside over the election of the Vice Chairman in the manner described above with the ability to use a casting vote in the event of an equality of votes.

4.9.7 With the exception of an election year, the chairman and vice chairman of an area board shall remain in post until their successors are appointed.

MINUTES

Meeting: Melksham Area Board
Place: Melksham Community Campus Library, Market Place, Melksham, SN12 6ES
Date: 8 March 2023
Start Time: 7.00 pm
Finish Time: 9.00 pm

Please direct any enquiries on these minutes to: Senior Democratic Services Officer - Ben Fielding (Tel): 01225 718224 or (e-mail) benjamin.fielding@wiltshire.gov.uk

Papers available on the Council's website at www.wiltshire.gov.uk

In Attendance:

Wiltshire Councillors

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

Wiltshire Council Officers

Richard Rogers, Strategic Engagement Partnerships Manager (SEPM)
Dominic Argar, Assistant Multimedia Officer
Ben Fielding, Senior Democratic Services Officer
Cameron Osborn, Democratic Services Officer
Tamsin Kielb, Assistant Director of HR&OD
Chris Clark, Head of Local Highways & Countryside Access
Andy Thompson, Highways Technician

Town and Parish Councils

Melksham Without Parish Council
Melksham Town Council

Total in attendance: 52

<u>Minute No..</u>	<u>Summary of Issues Discussed and Decision</u>
1	<p data-bbox="339 376 887 412"><u>Chairman's Welcome and Introduction</u></p> <p data-bbox="339 443 1474 479">The Chairman welcomed everyone to the meeting of the Melksham Area Board.</p>
2	<p data-bbox="339 515 874 551"><u>Place Shaping Information Workshop</u></p> <p data-bbox="339 582 1485 689">Those in attendance partook in a Place Shaping Information Workshop. The workshop covered the following themes over the course of 15-minute intervals, led by respective facilitators:</p> <ul data-bbox="389 728 1485 801" style="list-style-type: none"> <li data-bbox="389 728 1485 801">• Neighbourhood Plan – Teresa Strange, Melksham Without Parish Council Clerk <p data-bbox="339 804 1485 949">The purpose of the Neighbourhood Plan was outlined as well as the designation of local greenspaces and how the plan would impact on any future planning applications in the Melksham area. Feedback was welcomed, with it noted that a consultation was currently open and would close on Sunday 19 March 2023.</p> <ul data-bbox="389 987 1485 1023" style="list-style-type: none"> <li data-bbox="389 987 1485 1023">• Town Centre Master Plan – Linda Roberts, Melksham Town Council <p data-bbox="339 1025 1485 1171">It was outlined that the Town Centre Masterplan was now ready to be put out for consultation, with regeneration opportunity sites highlighted as well as the need to enhance green and nature spaces with the purpose of encouraging residents to stay in Melksham. The Consultation would close on Sunday 19 March 2023.</p> <ul data-bbox="389 1209 1485 1283" style="list-style-type: none"> <li data-bbox="389 1209 1485 1283">• Other Projects and Identity – Richard Rogers, Strategic Engagement Partnerships Manager <p data-bbox="339 1285 1485 1467">It was outlined that an environmental project in Melksham would be taking place to restore Clackers Brook to enhance the environmental value of the area in consultation with Wiltshire Council, Selwood Housing and Melksham Town Council. Further information could be found via the following link: Restoring the Clackers Brook Wiltshire Wildlife Trust.</p> <p data-bbox="339 1505 1485 1798">Those in attendance were encouraged to get in touch with Richard Rogers (SEPM), should they be interested in tree planting on Wiltshire Council land. Further discussions also took place regarding the identity of Melksham as well as future place shaping in the area, with it suggested that the river and park were key local selling points. It was also suggested that it would be positive to have a location for small businesses to exist and that further reference should be drawn to the heritage of the town. Weight was also placed on the link between employment and making Melksham an attractive place to want to live.</p>
3	<p data-bbox="339 1832 663 1868"><u>Apologies for Absence</u></p> <p data-bbox="339 1899 1485 1968">Apologies for absence were received from Cllr Nick Holder as well as Becky Lee (Community Trustee, 4Youth Southwest).</p>

4	<p><u>Minutes</u></p> <p>The minutes of the meeting held on 7 December 2022 were presented for consideration and it was;</p> <p><u>Resolved</u></p> <p>To approve and sign as a true and correct record of the minutes of the meeting held on 7 December 2022.</p>
5	<p><u>Declarations of Interest</u></p> <ul style="list-style-type: none"> • Cllr Phil Alford declared an Other Registerable Interest in the grant application submitted by Melksham Without Parish Council in conjunction with Melksham Town Council, by virtue of being a member of Melksham Town Council. Cllr Alford received a dispensation from the Standards Committee to remain in the room and vote on the application. • Cllr Jack Oatley declared an Other Registerable Interest in the grant application submitted by Melksham Without Parish Council in conjunction with Melksham Town Council, by virtue of being a member of Melksham Town Council. Cllr Oatley received a dispensation from the Standards Committee to remain in the room and vote on the application. In addition, Cllr Oatley declared a Non-Pecuniary Interest in the grant application submitted by 4Youth Southwest and that though he would speak on the application, he would not vote on the application. • Cllr Jon Hubbard declared an Other Registerable Interest in the grant application submitted by Melksham Without Parish Council in conjunction with Melksham Town Council, by virtue of being a member of Melksham Town Council. Cllr Hubbard received a dispensation from the Standards Committee to remain in the room and vote on the application. In addition, Cllr Hubbard declared a Non-Pecuniary Interest in the grant application submitted by 4Youth Southwest and that though he would speak on the application, he would not vote on the application. Furthermore, Cllr Hubbard declared an Other Registrable Interest that he was a Trustee of the Riverside Centre, who had placed an application and would therefore speak but not vote on the application.
6	<p><u>Chairman's Announcements</u></p> <p>The Chairman made the following announcements, which were available as written briefing notes contained in the agenda pack:</p> <ul style="list-style-type: none"> • King Charles III Coronation - Community Celebrations • Cost of Living Update • National Apprenticeship Week 2023 • Family Help Hubs • Wiltshire Families and Children's Transformation (FACT) Partnership Family Help Project Background Briefing

7	<p><u>Councillor Updates</u></p> <p>Updates were received from the following Councillors:</p> <ul style="list-style-type: none"> • Cllr Jon Hubbard stated that he was delighted to announce that 4Youth Southwest had received a £250,000 National Lottery grant to support their work, with £50,000 to be spread over the next 5 years to develop core youth work.
8	<p><u>Updates from Partners</u></p> <p>The Chairman drew attention to the following partner updates, which were available in written form within the agenda pack:</p> <ul style="list-style-type: none"> • Wiltshire Police • Dorset & Wiltshire Fire and Rescue Service • BSW Together (Integrated Care System) • Healthwatch Wiltshire • Town and Parish Councils
9	<p><u>Community Asset Transfers</u></p> <p>The Area Board discussed the following Community Asset Transfers:</p> <p><u>Avon Bowls Club</u></p> <p>The Chairman and Secretary of Avon Bowls Club spoke regarding the request that had been placed, with it noted that the request had been 5 years in the making and that points raised had been included in the report within the agenda pack.</p> <p><u>Resolved:</u></p> <p>The Area Board agreed to approve the transfer subject to the matters referred to in paragraph 9 of the report (Only transfers to town and parish councils are made by freehold transfers. All others are by 125-year leases. As this application is from a sports club a 125-year lease will be granted).</p> <p><u>Melksham Cricket Club</u></p> <p>The Chairman and Secretary of Melksham Cricket Club spoke regarding the request, with it noted that the Club had occupied its current pavilion since 2018 after the previous one had been lost to a fire in 2016. It was noted that the Club has continued to grow with plans for further growth and facilities outlined.</p> <p>Following the introduction, it was questioned whether there was a long-term intention to rope off the pitch, to which it was clarified that this had only been done as a short-term decision in order to protect the outfield, with the rope set to be removed in due course.</p>

	<p>Cllr Mike Sankey thanked Melksham Cricket Club for hosting the memorial bench in memory of Councillor Roy While.</p> <p><u>Resolved:</u></p> <p>The Area Board agreed to approve the transfer subject to the matters referred to in paragraph 9 of the report (Only transfers to town and parish councils are made by freehold transfers. All others are by 125-year leases. As this application is from a sports club a 125-year lease will be granted).</p> <p>Following the discussion regarding the Community Asset Transfers, some questions were raised regarding the leasing arrangements of Melksham Tennis Club, to which it was stated that the Cabinet Member for Leisure was sympathetic to concerns which had been raised and that it was hoped that there would be a resolution by the time of the next Area Board meeting.</p>
10	<p><u>Local Highways Improvements</u></p> <p>The Area Board received the following updates from the respective officers about local highways improvements:</p> <p><u>Chris Clark (Head of Local Highways & Countryside Access) – Plans for new lines, potholes, and other issues.</u></p> <ul style="list-style-type: none"> • There had been a 400% (4,000 reports) increase in January 2023 for the number of potholes reported across the Highways Network when compared to the previous month, however this had since dropped to 1,000 reports in February 2023. • It was outlined that methods of mitigation for potholes had been used such as redeploying Parish Stewards and Masonry Gangs. • Through February 2023 control of the numbers of reported potholes has now been regained with repairs now in excess of the numbers reported with teams proactively looking to fill potholes if they find them. • The Council has now changed its Highways contract from Ringway to Milestone Infrastructure, who have a positive track record in the Somerset, Oxford and Hampshire local authorities. • Changes to pothole service delivery were outlined including planning and the use of static hotboxes to allow greater efficiency. • Regarding drainage, funding and capacity had been increased to supporting cleansing through additional jetting capacity, with circa 85,000 gullies to be maintained in Wiltshire. • Regarding white lining as the summer was dry, more work was able to be completed and additional money had been allocated. <p>Following the update, there was time for the following questions and points to be raised:</p> <ul style="list-style-type: none"> • Concern was raised relating to the road leading to Holt, where there had

been increased subsidence over a period. It was stated that this was a structural problem due to the foundation of the road having dropped away and that work was being done to consider how to undertake the repair.

- Common Hill, Steeple Ashton was referenced as having a drainage issue, with it outlined that edge deterioration was a big problem for Wiltshire as a rural county due to use of agricultural equipment and HGVs. Additionally, a programme of verge reinforcement was set to take place with it recommend that this site be referred to the team.

Andy Thompson (Technician) – The new roundabout, traffic lights and road works around the Spa.

- The roundabout structure for Pathfinder Way (Taylor Wimpey Development) was displayed to those in attendance, with it stated that work had been going for a number of years. This had been due to the pandemic as well as Scottish Southern Electricity struggling to get the jointing and streetlighting completed, as well as failures between Taylor Wimpey and their contractors. The project now has a new manager and there has been improvements and hope for there to be a Stage 3 Safety Audit certificate awarded in April.
- Roadworks around the Spa roundabout were outlined, with discussed that difficulties had been encountered with BT, who had been working to their programme with delays caused in waiting for BT to complete their costings. Phase 1 is complete; however, it was hoped that Phases 2 and 3 would have been completed at the end of 2022, which did not happen. There is hope that work will start in April/May with work to be completed by November/early December.
- Information was also provided to those in attendance about the new and old drainage culverts in place.

Following the update, there was time for the following questions and points to be raised. It was noted that answers to the respective questions would be included within the minutes once provided by officers.

- Discontent was voiced that if finished by November 2023, there would still be a 12-month delay to the original plans. It was therefore questioned why the work was allowed to commence without the Wiltshire Council Planning Department ensure all necessary checks and permissions had been completed. Additionally, it was queried why Local Members and residents had not been informed in a timely manner.

Officer Response: In the case of the Spa Road works, consent in principle was given by the Outline Permission 14-10461-OUT granted on 22nd September 2016 (attached). The phasing plan (10154-PP-01 Rev A) referred to in Conditions 27 and 28 has been updated with a REV D version (also attached) reflecting changes to the highway works in respect of the southern development access (to Phase 2). You will see that the Spa Road works are defined as Phase 3. A full suite of s278 drawings were submitted to the Council, these duly

technically approved and a s278 Agreement (AGR 3849/6) completed/sealed on 8th February 2022. Only then was consent given by the Network Management team to enter onto this part of Spa Road to construct the roundabout. In short, all the necessary checks and permissions were completed prior to works commencing. As part of the s278 Agreement a programme was submitted and reviewed. This will have made allowance for utilities works but, as part of our check, we will not have sought direct confirmation from the affected statutory undertakers that the contractors allowance for diversion works were adequate. Furthermore, it is not always the case that submitted s278 drawings will include a composite 'existing' services drawing and one showing revisions to apparatus re-routing where required by the affected SUs. In short, addressing this would be normal practice and process for any competent contractor, which we are satisfied CJL Construction is. Uncharted services or, in this case, changes in SU requirements for dealing with in-situ apparatus to those originally planned, are thus normal programme risks.

- Additionally, it was queried why Local Members and residents had not been informed in a timely manner.

Officer Response: It would not be practical or sensible to inform Members or affected users of the highway about all changes to programme associated with on-going highway works, be these minor or necessarily major. However, it is accepted that some form of notice could have been given earlier in this case due to the level of disruption caused by delay in the current phase of works.

- A further question was asked as to whether Highways allowed the work to commence, to which it was stated that the issues that had arisen were between the consortium and BT.

Officer Response: Yes, a s278 Agreement was in place so Network Management allowed the Spa Road roundabout works to commence following a detailed check on the temporary traffic management arrangements for each phase of the works.

- Further displeasure was voiced that residents would have another 8/9 months of disruption to endure.
- It was questioned who would be paying for the cost that would be caused by disruption and temporary traffic lights, to which clarity was provided that this would be paid for by the developer.
- It was questioned whether the roundabouts had had a condition imposed that they had to be completed before a certain amount of housing had been built?

Officer Response: Yes, Condition 28 to 14/10461/OUT states that "No more than 350 dwellings hereby permitted shall be occupied until the highway infrastructure identified as Phase 3 on drawing number 10154-PP-01 Rev A has been constructed and completed in accordance with the approved plans". Note that Phase 3 is the Spa Road RBT works, and Highways would take 'completion'

	<p><i>to mean due certification under the terms of the s278 Agreement and, by implication, the full opening of the MERR to 'through' trafficking between Spa Road and Eastern Way. As such, no more than 350 occupied units on the collective Bloor/DWH homes site to the north until the MERR is open is enforceable by planning condition.</i></p> <ul style="list-style-type: none"> • A question was asked to whether it could be enforced that no more housing sales could take place before fulfilling the completion of the roundabouts? <p><i>Officer Response: No, Condition 28 applies to 'occupations'. There would be nothing in my view preventing the developer from completing on more 'sales'. However, if new home owners were unable to occupy then it does seem to me that this would affect the viability of sale completions over the occupations limit.</i></p> <ul style="list-style-type: none"> • It was questioned whether there would be paths on either side of the Spa roundabout? <p><i>Officer Response: There will be footways on all sides of the new roundabout as shown on attached GA plan 10484-100-101E. The footway on the north and east sides of the roundabout will be 'shared use' to allow both pedestrians and cyclists to use it, whilst the footway link on the western side to Campion Way will be for pedestrian use only. Following subsequent on-site discussion, this western footway will be constructed as a straight connection between the two crossing points, rather than follow/about the carriageway edge as shown on this originally approved s278 plan.</i></p>
11	<p><u>Local Highways and Footway Improvement Group (LHFIG)</u></p> <p>The minutes and recommendations from the LHFIG meeting held on 2 February 2023 were introduced by Cllr Jonathon Seed. After which, it was;</p> <p><u>Resolved:</u></p> <p>The minutes and recommendations of the Local Highways and Footway Improvement Group meeting held on 2 February 2023 were agreed as a correct record and approved.</p>
12	<p><u>Community Area Grants</u></p> <p>The Area Board considered the following applications for funding:</p> <p><u>Community Area Grants:</u></p> <ul style="list-style-type: none"> • Riverside Centre - £4,000 towards Riverside Centre Replacement Windows <p><i>Cllr Jon Hubbard abstained from the vote.</i></p>

	<p><u>Resolved:</u></p> <p>Riverside Centre was awarded £4,000 towards Riverside Centre Replacement Windows.</p> <p><u>Older and Vulnerable Adults Funding:</u></p> <ul style="list-style-type: none"> • Melksham Without Parish Council - £5,000 towards Melksham Community Support Senior Project Worker (NB name of service may change from MCS). <p><u>Resolved:</u></p> <p>Melksham Without Parish Council was awarded £5,000 towards Melksham Community Support Senior Project Worker (NB name of service may change from MCS).</p> <p><u>Youth Grants:</u></p> <ul style="list-style-type: none"> • Broughton Gifford and Holt Youthwork Project - £500 towards Youth Club Projects. <p><u>Resolved:</u></p> <p>Broughton Gifford and Holt Youthwork Project was awarded £500 towards Youth Club Projects.</p> <ul style="list-style-type: none"> • 2385 Melksham Squadron ATC - £1,600 towards Learning materials for increased Sqn size. <p><u>Resolved:</u></p> <p>2385 Melksham Squadron ATC was awarded £1,600 towards Learning materials for increased Sqn size.</p> <ul style="list-style-type: none"> • 4Youth South-West - £5,000 towards No Limits SEND Youth Club <p><i>Cllr Jon Hubbard and Cllr Jack Oatley abstained from the vote.</i></p> <p><u>Resolved:</u></p> <p>4Youth South-West was awarded £5,000 towards No Limits SEND Youth Club.</p>
13	<p><u>Urgent items</u></p> <p>There were no urgent items.</p>

This page is intentionally left blank

Area Board Briefing Note

Service:	Library
Date prepared:	16/03/2023
Further enquiries to:	Kathryn Preston
Direct contact:	kathryn.preston@wiltshire.gov.uk

Wiltshire Libraries are supporting residents to stay online during the cost of living crisis

Wiltshire Libraries are helping residents to have the skills and internet access they need to get and stay online during the cost of living crisis.

All libraries in Wiltshire offer free Wi-Fi and computer access, plus printing for a small charge.

If residents want to learn more about using their smart phone, tablet, laptop or the library computers, they can contact Amesbury, Bradford on Avon, Calne, Chippenham, Corsham, Devizes, Malmesbury, Marlborough, Melksham, Royal Wootton Bassett, Salisbury, Trowbridge, Warminster and Westbury libraries to book a one-to-one digital support appointment with library staff or volunteers.

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

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

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

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

Anyone who meets the criteria can be referred by their local library or can contact Chippenham, Devizes, Salisbury, Trowbridge or Warminster libraries direct to find out more and to book an appointment. The National Databank online application form is now live at [National Databank - Wiltshire Council](#).

Up to six months of data can be provided at a time with a maximum of 12 months to one individual.

Further information about getting online at the library can be found at <https://www.wiltshire.gov.uk/libraries-accessing-computers>. Information about the National Databank appears on the cost of living support and advice pages at <https://www.wiltshire.gov.uk/cost-of-living>. An online referral form will soon be added.

Area Board Briefing Note – Cost of Living Crisis

Service:	Executive Office
Date prepared:	24/4/23
Further enquiries to:	Will Oulton
Direct contact:	William.Oulton@Wiltshire.gov.uk

With inflation and energy costs still high, Wiltshire Council continues to provide support to people through the cost-of-living crisis. Wiltshire Council has a range of advice and support at www.wiltshire.gov.uk/cost-of-living.

Energy Support

The Government recently extended its energy price guarantee for an additional three months until the end of June 2023, which limits the amount suppliers can charge per unit of energy used. However, the £66/£67 monthly payments that most residents were receiving from their energy supplier since October 2022, as part of the Energy Bills Support Scheme (EBSS), recently came to an end. With this in mind, and in addition to the continuing high inflation, Wiltshire Council continues to provide a range of support to those most in need.

The council is continuing to allocate funding to those who were not eligible for payments through the EBSS. So far, the council has allocated £510,000 through the Government's EBSS Alternative Fund and a further £172,600 through its Alternative Fuel Payment Scheme for people who don't have a domestic electricity supplier. More information on this can be found at [Overview - Wiltshire Council](#).

Household Support Fund

The council has allocated all of its funding from the 2022/23 phase of the Government's Household Support Fund, but recently had confirmation that it had received more than £5.4m to allocate during 2023/24. The Household Support Fund is provided by the Department for Work and Pensions and is in place to support households that would otherwise struggle to buy food or pay essential utility bills or meet other essential living costs to help them during the current cost-of-living challenges. The council is in the process of finalising its plans for the fund and will have more information soon.

Support in Libraries

Although the temperatures have risen, Wiltshire Council's libraries continue to be there for people who need them, providing anyone with a warm and friendly welcome. The council continues to work with Warm and Safe Wiltshire and The Rural Communities Energy Support Network to assist residents seeking basic energy advice and make referrals to experienced energy advisors in all but its smallest libraries. In total, 1,462 warm packs were handed out at libraries, which contained a thermal mug, a fleece blanket and a hot water bottle with a cover. More packs may be available later this year. All libraries can signpost people to community partners and agencies that can support people through the

rising cost of living. Wiltshire Libraries are also working with the Good Things Foundation to distribute free SIMs and mobile data to people in need. The [National Databank scheme](#) is supported by UK mobile networks including Vodafone, O2 and Three. More information can be found at <https://www.wiltshire.gov.uk/libraries-news>.

Interactive Directories

Last year Wiltshire Council set up an interactive directory, which continues to be available, so people could easily find local food providers and warm spaces near to them at just a few clicks of a mouse. The council will soon be engaging with all the local groups that registered to be included on the directory to establish what support is still available in the county and what the plans might be for the future so that it has a clear picture of what might be needed.

Work of Area Boards

All 18 of Wiltshire Council's Area Boards have also been working on a number of projects and initiatives to support people in the county's community areas. Multiple Area Boards have hosted warm and safe community events, bringing together a range of partners to showcase what support they can offer to residents. They have coordinated the production, printing and distribution of local cost of living information leaflets to specifically targeted residential areas through officers, volunteers and councillors. Some have worked with community groups to draw in multiple sources of funding to develop small emergency hardship funds that agencies can refer suitable residents to. In partnership with food banks and community organisations, the area boards have also provided a range of useful products free of charge to suitable residents including slow cookers and electric blankets.

Bus Passes

The council also recently confirmed that all holders of Wiltshire concessionary bus passes can continue using their pass to travel at any time on local bus services during April. Normally, concessionary bus passes for older and disabled people cannot be used to travel before 9.30am on weekdays, but Wiltshire Council agreed with bus operators to temporarily lift this restriction from 1 September 2022. The offer is eligible on all local buses that operate within the Wiltshire Council area, or for any bus journeys that begin in Wiltshire. Concessionary passes cannot be used to board a bus within the Borough of Swindon before 9.30am on weekdays.

Holiday Activities

The council has been delivering the Holiday Activity and Food programme, known locally as FUEL during the Easter holidays and this will continue in the Summer and Christmas school holidays in 2023. The FUEL programme is funded by the Department of Education and will deliver camps in ten areas across the county where there is the greatest level of need. At FUEL camps children receive a nutritious lunch each day and are given the opportunity to take part in a range of practical, physical and hands on activities including robotics workshops, circus skills, sporting sessions, Olympic kit, talent shows, and arts and crafts.

Area Board Briefing Note – Independent Visitor Scheme

Service:	Quality Outcomes for Children and Families
Date prepared:	08/03/2023
Further enquiries to:	Jesnie Barry, Independent Visitor Scheme Manager
Direct contact:	Jesnie.Barry@wiltshire.gov.uk; 07760178875

The Independent Visitor Scheme needs more volunteers! Independent Visitors are adult volunteers who are matched with young people in care to visit, advise and befriend them. We currently have nearly 70 approved and matched Independent Visitors but with over 400 young people in care in Wiltshire, we need more to provide this vital and life changing service.

Volunteers are asked to give a long term commitment to visit a young person every 3-4 weeks, for a couple of hours, to have fun, try new things and build a strong and lasting relationship. Training and ongoing support is provided, with all expenses covered.

If anyone is interested, please could they get in contact with IVScheme@Wiltshire.gov.uk for more information on how to apply!



DORSET & WILTSHIRE FIRE & RESCUE SERVICE

WILTSHIRE AREA BOARD REPORT

Community Safety Plan

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

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

Prevention

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

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

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

Are you or anyone you know:-

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

If you can answer yes to more than one of these questions, then please call us on

0800 038 2323 or visit <https://www.dwfire.org.uk/safety/safe-and-well-visits/>



Protection

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

General Enquiries

If you have a general fire safety enquiry regarding commercial property, please email fire.safety@dwfire.org.uk 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
- Call 01722 69 1717 during office hours (9am-5pm).
- Call our Service Control Centre on 0306 799 0019 out of office hours (5pm-9am)

On Call Recruitment

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

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

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

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

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



**DORSET & WILTSHIRE
FIRE AND RESCUE**



**We Are Recruiting
On-Call Firefighters**

**PASSIONATE ABOUT
CHANGING & SAVING LIVES**



What is an on-call firefighter?

On-call firefighters go about their everyday life (for example, at work, at home, during the day or the middle of the night) until the alerter sounds and they respond to the fire station.

All firefighters are trained to the same level of competence, attending the same incidents, receiving the same hourly rate of pay and pension opportunities, and all working together with a #oneteam approach.

As an on-call firefighter, you will attend incidents such as fires, road accidents, floods, chemical spills and animal rescues. You will also support community events, school visits and prevention work.

How being on-call works

On-call firefighters need to live or work near to their local fire station and ideally provide a minimum of 40 hours each week when they are available to respond. When the alerter sounds, you need to respond promptly and safely to the station, usually on foot, bike or by car (obeying the Highway Code – we have no exemptions!).





Recent News & Events

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

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

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

Demand

Fire Calls for Melksham Fire Station (3-month comparison 2022/2023)

	Deliberate Fires					
	Feb-22	Mar-22	Apr-22	Feb-23	Mar-23	Apr-23
BOA	0	1	0	0	1	0
Devizes	1	2	0	0	1	0
Melksham	0	2	0	1	1	0
Trowbridge	0	0	2	3	3	3
Total	8			13		



Accidental Dwelling Fires						
	Feb-22	Mar-22	Apr-22	Feb-23	Mar-23	Apr-23
BOA	1	1	1	0	2	0
Devizes	1	2	3	0	2	0
Melksham	0	1	1	0	0	0
Trowbridge	0	1	2	1	0	2
Total	14			7		

Automatic Fire Alarms - Domestic						
	Feb-22	Mar-22	Apr-22	Feb-23	Mar-23	Apr-23
BOA	0	3	1	4	3	3
Devizes	3	4	5	1	2	6
Melksham	5	5	7	4	8	3
Trowbridge	5	6	6	9	11	8
Total	50			62		

Automatic Fire Alarm - Non Domestic						
	Feb-22	Mar-22	Apr-22	Feb-23	Mar-23	Apr-23
BOA	0	2	0	2	0	3
Devizes	0	3	1	1	3	5
Melksham	3	2	2	1	4	0



Trowbridge	2	3	4	6	3	5
Total	22			33		

Road Traffic Collision						
	Feb-22	Mar-22	Apr-22	Feb-23	Mar-23	Apr-23
BOA	2	0	1	1	0	0
Devizes	2	0	1	1	2	1
Melksham	0	2	0	0	0	0
Trowbridge	2	0	0	2	1	1
Total	10			9		

Robbie MacPherson
Station Manager

Email: Robbie.macpherson@dwfire.org.uk
Mobile: 07770 813988

Update for Wiltshire Area Boards

April 2023

Falls Work Programme

Wiltshire ICA continue to prioritise the Falls work programme. This includes using short-term funding to purchase additional Raizer chairs with training support to ensure that staff are equipped and confident to respond to falls where appropriate.

This is targeted at the Community and Reablement teams, and Care Homes with the highest number of proportionate falls, to ensure support is meaningful and effective.

The programme is in the engagement and mobilisation phase. The short-term objectives are to reduce unnecessary falls resulting in calls to 999 where possible and contribute to a robust community and provider response to falls.

We have established a new strategy working group in partnership with Wiltshire Council and Public Health. The group aims to better understand the Wiltshire population needs and to develop a Wiltshire Falls strategy to enable a prevention and response, long-term approach.

Spring boosters

COVID-19 is more serious in older people and in people with certain underlying health conditions. For these reasons, people aged 75 years and over, residents in care homes for older adults, and those aged 5 years and over with a weakened immune system are being offered a spring booster of COVID-19 vaccine. Appointments will be offered between April and June with those at highest risk being called in first.

Thank you to our Healthwatch Heroes

We're celebrating our 10th birthday by thanking everyone who has shared their story with us over the last decade. With your help, we've been able to help improve health and social care services for everyone.

Whether you spoke to us at an event, over the phone, or left a comment online – we want you to know it mattered. Because of you, we've raised awareness of some of the big issues, and championed change where it's needed. So to mark the 10th anniversary of Healthwatch, we're saying thanks to you, **our Healthwatch Heroes**.

We're also saying thank you to **our partners** – because only by working with incredible groups, charities and organisations have we been able to shine a light on what local people want and need from their care.

And to **health and care professionals** – your commitment to listen to what people are saying and striving to improve services for everyone has made all the difference.

But the biggest thank you has to go to **our amazing volunteers**, because without your passion and commitment, nothing would have been possible. We can't do it without you!

A decade of highlights

Highlights of the last 10 years include:

- Winning two national Healthwatch awards! The first one in 2018 for [our Young Listeners project](#). The second in 2020 for [helping to improve care and support for people living with dementia](#).
- Launching our [Community Cash Fund grant scheme](#) to help local health and wellbeing projects get off the ground.
- Setting up our [Wiltshire Mental Health Open Forum](#) which now has more than 80 members. They created [a guide to local mental health support](#), which since its



launch in 2021 has been downloaded more than 500 times.

- [Gathering your feedback](#) and providing [a trusted source of information](#) throughout the Covid-19 pandemic.
- [Helping to improve online mental health services](#) for children and young people.
- Showing how your views have been used to [make changes at Great Western Hospital](#).

We've been so privileged to be able to talk to so many people over the years, including military families, people with autism, young people from the LGBTQ+ community, people living with dementia, people with mental ill health, carers, hospital patients, and care home residents. In the last year alone, we've heard the views and experiences of more than 2,500 people.

Thank you to everyone who shared their story with us over the last decade. Please continue to tell us what you think so we can champion your views both locally and nationally.

Here's to the next 10 years!

Community Development – Project Updates

Our Community Organising team has been working on a number of community engagements projects over the last few months. A summary of these projects is included below:

The Friary Youth Engagement Project

The team recently completed a youth engagement project for Salisbury City Council which aimed to develop positive relationships and understand the needs and ambitions of young people who live on The Friary Estate in Salisbury. This project was delivered over 18 months with direct outreach and delivery with young people and their families. As part of the project the team delivered a skills-based training programme, co-produced a youth action plan and supported the provision of new youth activity. Young people took part in a six-week engagement project with fun games and group activities designed to understand how youth activity could be delivered locally.

10 young people received Community Organising and listening training, they also attended a residential at Oxenwood Outdoor Education Centre and a reward trip to a trampoline park. As a result of the project, a new youth club called 'The Hangout' was created, with 22 young people signed up to attend regular activities. Young people who took part in the project reported improved self-esteem, confidence and wellbeing, as well as feeling more connected to the community.

Rural Youth Project

The team has continued to deliver the rural youth project with door-knocking and engagement activity. Four pop-up events have been held so far in 2023, with 56 young people taking part in positive activities. As part of the project, the team has also supported the creation of a new youth club. This included governance advice and support for the newly formed youth club committee. 3 potential Young Leaders and 3 adult volunteers took part in First Aid training and will continue to receive support from YAW clubs.

Community Transport Association Project

Outreach and engagement activity has continued across eight key areas in Wiltshire as part of a project funded by the Community Transport Association (CTA). The project aims to recruit new volunteers for Link Schemes and reduce loneliness and isolation. Through direct outreach, the team has recruited 46 potential new volunteers for Link Schemes. Our Community Organisers were also joined by volunteers from local Link Schemes who took part in door-knocking activity with our team.

Community Engagement Services

Our team has a wealth of experience in supporting and delivering community engagement projects. We work with Councils, voluntary groups, charities and partner organisations to speak to local people about issues which are important to them and their community. Our team works on the ground, at the grassroots by knocking on doors and talking to people in public places to find out what they have to say. This approach is very effective at identifying different views (including from harder-to-reach groups) and produces actionable insights and solutions to often complex problems.

In addition to listening activity through door-knocking, our team delivers bespoke training and youth engagement projects. We have also worked with a number of Town and Parish Councils to create online surveys for digital consultation on neighbourhood planning and community needs analysis.

For more information about how we can help you reach out and connect with local communities through door-knocking, community engagement initiatives or digital surveys in 2023, please see our information leaflet (included with this briefing) or contact Harry

Tipple: htipple@communityfirst.org.uk

Continues on next page.

Link Schemes Audit 2022

Each year, Community First gathers data from Link Schemes to prepare the annual Link Schemes Audit. The Link Audit is important because it demonstrates how vital local transport groups are to the health and wellbeing of Wiltshire residents, particularly those who live in rural areas. As well as collecting information about the number of miles travelled, tasks undertaken and volunteer hours given, each Link Scheme also collects data on the type of journeys carried out e.g. trips to local doctors surgeries, community hospitals and dentists. This helps us build up a picture of the important role Link Schemes play in helping people to access healthcare and other services that help them live fulfilling and independent lives, reduce isolation, manage health conditions and keep active.

Summary of findings:

- There are 1,620 volunteers involved in supporting local Link Schemes in Wiltshire, with an average of 38 volunteers per Link Scheme.
- The number of volunteers for Link Schemes increased by 3% in 2022.
- In 2022 Link Schemes travelled 689,661 miles, which is a 39% increase from 2021.
- There was a 38% increase in everyday tasks (34,125) completed by Link volunteers in 2022.
- Volunteers for local Link Schemes gave over 100,000 hours of their time in 2022. This is a 22% increase from the previous audit.
- 26,249 health related journeys were completed in 2022, which is a 27% increase from 2021.
- The economic value of Link Schemes is £1,262,102 based on ONS South West Average hourly pay (£12.48 per hour). This is a 22% increase from 2021.

The Link Schemes Audit shows that Link Schemes have gone above and beyond to support their local communities in 2022, with a significant increase in service delivery against a small increase in volunteer numbers. We hope you will join us in congratulating Link Schemes for their fantastic achievements and their commitment to supporting some of the most vulnerable people in the county.

A copy of the Link Schemes Audit 2022 can found on the [Community First website](#), a PDF copy of the audit is also included with this briefing document.

Support for Village Halls and Community Buildings (WVHA)

Wiltshire Village Halls Association (WVHA) is a membership network for village halls and community buildings in Wiltshire and Swindon. This is a specialist advisory and support service with opportunities for networking, training, promotion and help with local/national guidance. In addition to the support from our Village Halls Advisor Helen Akiyama, WVHA members also benefit from a profile on our dedicated WVHA website for members of the public who are searching for halls to hire.

Helen Akiyama has recently attended two re-opening events for Sherston Village Hall and Berryfield Village Hall. Both halls have received advice and guidance from WVHA. Before and after photos for these amazing renovations can be found on our [website](#). It is fantastic to see funding and investment going to local halls in Wiltshire. Helen is currently working with member halls who have applied for grant funding through the Queen's Platinum Jubilee Fund which is administrated by ACRE.

For more information and how to join our network visit: www.communityfirst.org.uk/village-halls/ - membership fees are very affordable and many halls and buildings have offered positive feedback on our service.

Continues on next page.

MiDAS – Minibus Driver Awareness Training

Community First offers accredited MiDAS (Minibus Driver Awareness) Training for organisations and groups, led by our fantastic Training Co-ordinator Martin Carter.

It has been a busy few months for MiDAS with over 50 drivers trained in the safe driving and operation of minibuses. Feedback from trainees has been very positive and we continue to enjoy a busy training schedule as we move into the Spring.

“Great session! Martin was so informative and helpful – thank you so much.”

“Very efficient and thorough training from Martin.”

MiDAS is taking new bookings for Spring/Summer 2023 and early booking is recommended to secure a training place. Please contact mcarter@communityfirst.org.uk for more information about MiDAS and how to book your training.

Building Bridges Programme – Learning, Review and Reflection Event and Upcoming Impact Report

The Building Bridges programme Lead Team and programme partners (including Key Workers) attended a Learning, Review and Reflection Event at Market Lavington Village Hall on Wednesday 1st March 2023. The event aimed to highlight the achievements of the Building Bridges Programme and those who took part. We are currently in the process of preparing a project impact report with highlights from the programme including outcomes, case studies and quotes from participants. This will be shared with joint funders The National Lottery Community Fund and The European Social Fund, as well as through the Building Bridges website. Since launch in 2016 the programme has delivered the following outcomes for participants and the wider region:

- 1,910 participants supported through the programme.
- A work or education outcome delivered every 1.9 days.
- £12.9m of economic benefit to the region delivered through the programme, with a cost benefit of £1.67 return per £1 invested (£1.71 pre-pandemic).
- 64% of participants have achieved a positive outcome through the programme.
- 27% of participants achieved employment, 30% moved into education (including 291 who were NEET or at risk) and 7% moved into job search.
- 59% of participants reported increased confidence, wellbeing and self-esteem upon leaving the programme.

Support was maintained to an average of 343 participants throughout the pandemic. Thank you to everyone who has been involved in delivering and supporting this fantastic programme in Swindon and Wiltshire. Work is ongoing to secure continuation funding for the programme.

Youth Action Wiltshire – New Fundraising Events for 2023

The fundraising events calendar for Youth Action Wiltshire has been updated for 2023, with events including Auction of Promises (Chippenham Lions), a Golf Day at North Wiltshire Golf Course and our popular carol service Carols by Candlelight at Malmesbury Abbey. For more information about how you can support Youth Action Wiltshire by attending one of these fantastic events, please visit our website:

www.communityfirst.org.uk/yaw/fundraising

Oxenwood Outdoor Education Centre and Linkenholt Countryside Adventure Centre – Book now for 2023

Community First owns and operates [Oxenwood Outdoor Education Centre](#), a not-for-profit activity and residential centre in the heart of the Wiltshire countryside. Oxenwood is the perfect setting for school, club and group residentials or day trips. We offer a bespoke package of historical enrichment, outdoor education and adventure activities, led by our friendly and experienced outdoor education instructors.

Oxenwood Outdoor Education Centre is a heritage building located in an area of outstanding natural beauty near Marlborough, Wiltshire. During your stay, your group will have exclusive use of the Centre and access to variety of exciting activities including climbing, rifle shooting, archery, hiking, canoeing and mountain biking. We have a wealth of experience working with schools, clubs and youth groups to create memories for a lifetime.

We also work in partnership with The Blagrave Trust to manage [Linkenholt Countryside Adventure Centre](#) which offers a range of day activities and residential campaign experiences designed to meet your group's needs. The venue is located 6 miles from Oxenwood Outdoor Education Centre and situated in a 2,000-acre estate near the Hampshire, Berkshire and Wiltshire borders.

Please see the links above for more information about each of our outdoor education settings, this includes updated pricing information for 2023. Copies of our information leaflets and pricing sheets for 2023 are included with this briefing pack.

To find out more about the bespoke packages on offer or to make a booking, email enquiries@oxenwoodcentre.com or telephone 01264 731274.

Briefing prepared by:

Ellie Ewing, Marketing and Communications Manager (Community First)

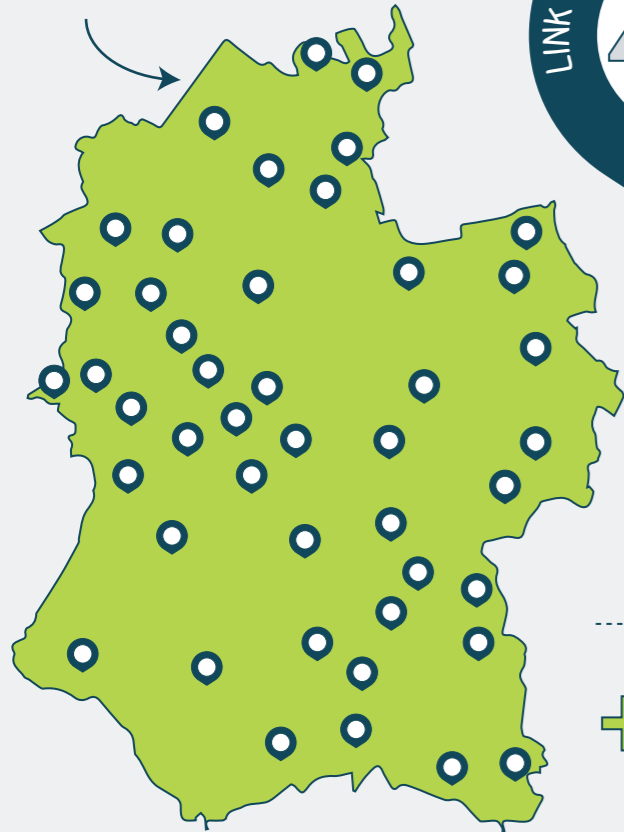
17th March 2023



Link Scheme Audit 2022



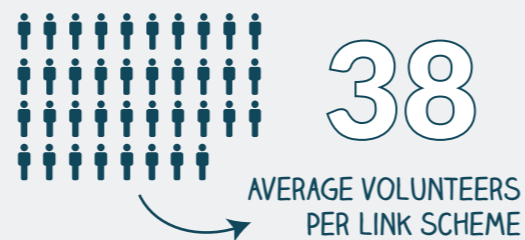
LINK SCHEME MAP OF WILTSHIRE



LINK GOOD NEIGHBOUR SCHEMES
42

THE NUMBER OF LINK SCHEMES IN WILTSHIRE & SWINDON IS UNCHANGED FROM 2021

1,620
NUMBER OF VOLUNTEERS INVOLVED IN LINK SCHEMES



PERCENTAGE CHANGE IN LINK VOLUNTEERS FROM 2021
+3%

IN 2022 LINK VOLUNTEERS OFFERED:

101,130

Hours

THE NUMBER OF HOURS GIVEN BY VOLUNTEERS INCREASED BY **+22%** IN 2022



ECONOMIC VALUE BASED ON HOURLY RATE*



£1,262,102

AVERAGE ADDED ECONOMIC VALUE PER VOLUNTEER HAS INCREASED BY 22% FROM 2021 LINK SCHEME AUDIT FIGURES

£779.07

AVERAGE ADDED ECONOMIC VALUE PER VOLUNTEER IN 2022

*Based on ONS South West Average hourly pay - gross (£) - For all jobs @ £12.48 per hour

+39%

THE NUMBER OF MILES TRAVELLED BY LINK VOLUNTEER DRIVERS INCREASED BY 39% COMPARED WITH 2021 AUDIT FIGURES

IN 2022 LINK VOLUNTEERS TRAVELLED:

689,661

Miles

IN 2022 EACH LINK VOLUNTEER TRAVELLED AN AVERAGE OF:

425 Miles

16,420 Miles

IN 2022 EACH LINK SCHEME TRAVELLED AN AVERAGE OF

EVERYDAY TASKS COMPLETED IN 2022*

34,125

THE NUMBER OF 'GOOD NEIGHBOUR' TASKS COMPLETED IN 2022 INCREASED BY **+38%**

*Some Link schemes offer good neighbour services including small tasks in the home & garden, shopping, prescription collection and befriending.



HEALTH RELATED JOURNEYS IN 2022

26,249 (+27% INCREASE FROM 2021)

DISTRICT HOSPITALS **9,636** (+24%)

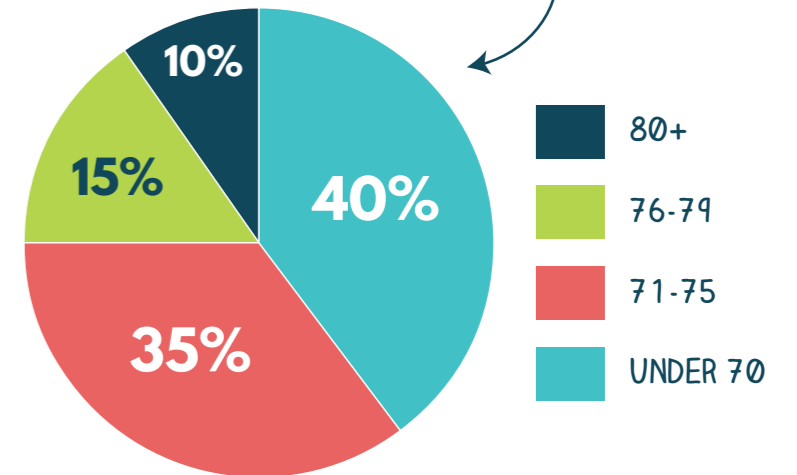
DOCTORS SURGERIES **7,194** (+37%)

OTHER HEALTH & DENTISTS **5,045** (+21%)

OTHER HOSPITALS **2,426** (+18%)

COMMUNITY HOSPITALS **1,948** (+34%)

LINK SERVICE DRIVERS AGE PROFILE



COMMUNITY FIRST

STATISTICS COMPILED BY WILTSHIRE LINK SCHEMES & COMMUNITY FIRST, REGISTERED CHARITY NO: 288117



COMMUNITY
FIRST

Community Engagement & Consultancy Services

Do you need help with community consultation and engagement?

Our expert team works on the ground, at the grassroots level delivering bespoke training and direct support for community led projects, digital and face to face community consultations, neighbourhood planning, community led planning and more.

We also offer support to establish new groups, help with meeting or event planning/facilitation and carry out research or needs analysis.



“Massive thanks to you both for an excellently delivered insightful course...I didn't expect to gain so much specially via zoom!”

Community First has experience in building and strengthening local communities through active participation and leadership. We believe in community ownership by supporting new thoughts and ideas and helping people convert them into reality.

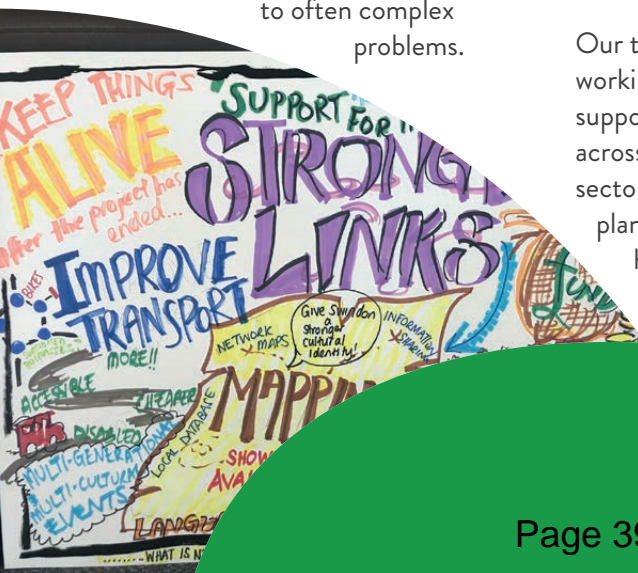
Community First uses the Community Organising approach as an open and effective way to meet and talk to local people on matters that are important to them, often in their own homes or in other places where people naturally gather such as lunch clubs, groups or public spaces.

The Community Organising team at Community First is committed to bringing together communities to reflect a range of differing views and issues. This approach produces collective clarity and action that delivers workable solutions to often complex problems.

Using a community led approach, our team offers the following paid consultancy services with a free 30 minute introductory consultation:

- All forms of community consultation and engagement.
- Community empowerment and influence.
- Support for community led planning or neighbourhood planning consultation or referendum.
- Online survey design and survey questionnaire design.
- Research, feasibility studies and collecting evidence of need.
- Report writing and thematic analysis.
- Project development and project management.
- Online and face to face training.

Our team has extensive experience working in rural communities and has supported groups and organisations across the voluntary, public and private sectors on a range of issues including planning, youth work, housing and health care.



Neighbourhood Consultation

Our team worked with Woodborough Parish Council to consult with residents about a proposed Neighbourhood Development Order (NDO). The NDO contained a proposal for the construction of new houses, along with a drop-off parking area for the local school which had been identified as a need.

Community First carried out 3 days of consultation activity, knocking on doors to speak to residents about their initial thoughts as they related to the proposed order. Following door-knocking activity, our team held a public event to ensure residents had the opportunity to

ask questions, offer feedback and raise concerns about the proposal in an open and supportive environment. As part of the consultation process, residents also took part in an interactive session with Community Organisers which identified a number of key themes and concerns relating to the Neighbourhood Development Order.

Following the neighbourhood consultation in Woodborough, our Community Organisers gathered the feedback from residents into a report with a series of recommendations about how the community could move forward.





Community Engagement

Bath & North East Somerset, Swindon and Wiltshire Clinical Commissioning Group (BSW CCG) commissioned Community First to deliver a community based engagement project, with the overall aim of understanding how rural inequalities impact upon people affected by cancer. The listening project also aimed to provide insight into digital exclusion during Covid-19.

BSW CCG wanted to understand what was working well and potential barriers for people affected by cancer in rural parts of Wiltshire and Bath & North East Somerset. A key focus for BSW CCG was hearing from harder to reach groups including individuals from the boating, travelling and military communities.

Prior to face-to-face activity activity, our team devised methods of engaging harder

to reach groups, as well as carrying out desk-based research to map local support and services for people affected by cancer.

Our Community Organisers spent several days door-knocking in key areas, listening to over 200 residents and recording their feedback. Feedback was also gathered from organisations who work with people affected by cancer in B&NES and Wiltshire.

Listenings were transcribed and a thematic analysis was carried out to identify key themes which emerged from the data. All findings were compiled into a comprehensive report with key themes clearly highlighted, qualitative and quantitative analysis and a series of recommendations for the CCG.



Online & Face-to-Face Training

We offer Community Organising training for groups and organisations who would like to engage with their local community more effectively, as well as training new community leaders. Our courses can be designed for adults or young people and delivered online or face-to-face at your preferred venue.

Online Surveys

Community First now offers branded online surveys. We use a premium survey tool which allows for exceptional flexibility with an unlimited number of questions, question types and responses from members of the public.

We can take the hassle out of survey design by creating a bespoke survey branded with your logo and colour scheme. Surveys are user friendly, mobile optimised and easy to complete, with a full password protected data export and PDF results summary at the close of the survey date. We also provide technical support and a weekly update on the number of respondents, as well as advice on how to promote your survey to maximise responses.

Youth Peer to Peer Consultation:

In addition to Community Development services, Community First also manages the award-winning Youth Action Wiltshire (YAW) service. Our team works alongside YAW youth workers to design and deliver innovative youth peer to peer listening and engagement projects, as well as helping organisations to embed the voice and views of young people in their service delivery.

Community First is uniquely positioned in Wiltshire to offer support to ‘youth led’ organisations and has a proven track record of supporting and empowering young people to share their views, including with commissioners and other decision makers. Our youth voice and engagement projects include Young Listeners (Healthwatch Wiltshire) and Youth Consultant (Wiltshire Council.)

Service	Details
Introductory consultation (30 mins)	Free
Daily door knocking	<i>Please contact us for more information and so we can create a bespoke package that works for you.</i>
Transport	
Online Survey and data export (with summary results)	
Facilitation day or event	
Training day (virtual or face-to-face)	
Simple feedback report	
Full published report (including thematic analysis)	



COMMUNITY
FIRST F

Contact Us

01380 722475

enquiries@communityfirst.org.uk

www.communityfirst.org.uk



Community First, Unit C2, Beacon Business Centre, Hopton Park, Devizes, SN10 2EY
Charity No: 288117 | VAT Registration No: 639 3860 06 | Company Limited by Guarantee Reg.
No: 1757334 England | Registered with the Financial Conduct Authority No: FRN 311971

Linkenholt Countryside Adventure Centre Price List 2023

Overnight & Camping Charges

£7 per head per night – **Minimum charge of £100 applies for groups less than 14 persons.** Includes exclusive use of the site between 5pm and 9am and includes use of Hall, Kitchen and Washrooms.

Day Hire & Activities Hire

Day Hire of Hall and Kitchen - available from 9am - 4pm, non-exclusive use of the site.

£15 per hour

Full day of Adventure Activities, such as water sports (offsite), Climbing wall, Mountain Biking, Fencing, Archery, Bushcraft, etc. up to 7 hours

£400

Half day of Adventure Activities, up to 3.5hours

£250

History/Drama Curriculum Enrichment Day, full day

£400

History/Drama Curriculum Enrichment Day, half day

£250

Single Session of Adventure Activity – one instructor (some groups may require more than one instructor to cover NGB staffing ratios – chargeable per instructor)

£25 per hour, per instructor

We specialise in bespoke programmes & very much look forward to working with you to meet your groups specific needs. To make a booking;

- Please contact Ed, telephone: **01264 731274** Email: **enquiries@oxenwoodcentre.com** to discuss dates & your groups requirements.
- Complete & return a booking form, which along with your deposit will confirm your booking.

Please note - As a charity we don't charge VAT on bookings from charities, youth groups or schools & in 2023 we are offering exclusive use of the site & facilities over night for your group.



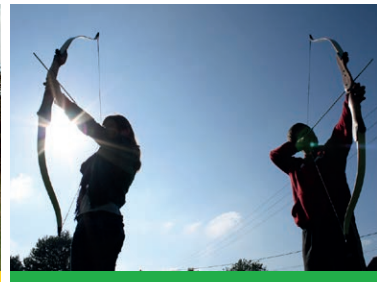
**We are open
for business**

Linkenholt Countryside Adventure Centre



**Offering camping residentials and
exciting day activities.**

**Perfect for D of E, Scouts, Guides,
Youth and School Groups.**



 Linkenholt Countryside Adventure Centre, Linkenholt, Andover, SP11 0EA

 01264 731274  enquiries@oxenwoodcentre.com  www.oxenwoodcentre.com

Linkenholt Countryside Adventure Centre is managed by Community First. Registered Charity No: 288117



Linkenholt Countryside Adventure Centre

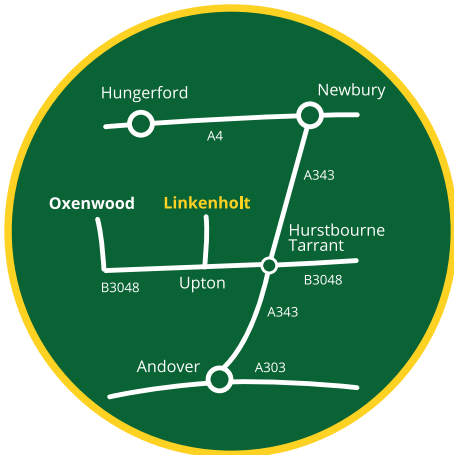
Situated within the beautiful setting of a 2,000 acre unspoilt estate, where the Hampshire, Berkshire & Wiltshire borders meet. The safe, peaceful, Linkenholt site includes ample parking, a main hall, fully equipped kitchen, toilet & shower, including disabled access facilities & flat open camping areas.

Self-led activities include:

Bushcraft, team sports, wildlife & scavenger hunts, shelter building, cookery & orienteering.

Instructor led activities include:

Archery, mountain biking, climbing, team building, bespoke historical themed & leadership activities.



Bookings

To start your groups adventure, please contact Ed Plank
Centre Manager & Chief Instructor



Oxenwood Outdoor Education Centre: Price List 2023

Schools residentials with agreed activity programmes and catering:

2 days 1 night:	Pupil: £95.00	Adult: £25.00
3 days 2 night:	Pupil: £155.00	Adult: £45.00
4 days 3 night:	Pupil: £195.00	Adult: £65.00
5 days 4 night:	Pupil: £240.00	Adult: £85.00

Please note: For students choosing to not stay overnight the price is; £40 per day with meals, £30 per day with no food (half day on last day @ 50%)

Weekend Residentials - Youth Groups

Self-led, self-catered hire of centre and accommodation	£440 per night
Self-catered 2 day, 1 night residential with agreed activity programme	£60 per young person
Self-catered 3 day, 2 night residential with agreed activity programme	£100 per young person

Please note: Full Board Bookings – See Schools residential rates (top left)

Camping per night

£7 per head per night – Minimum charge of £100 applies for groups less than 14 persons.
Includes outside toilet block, Hall and Kitchen



Oxenwood Outdoor Education Centre: Price List 2023

Day Activities

Full day of Adventure Activities, such as water sports, Climbing wall, Mountain Biking, Fencing, Archery, Bushcraft, etc. up to 7 hours	£400
Dawn To Dusk Day a full day of Adventure Activities followed by a BBQ & night hike	£600
Half day of Adventure Activities, up to 3.5 hours	£250
History/Drama Curriculum Enrichment Day, full day	£400
History/Drama Curriculum Enrichment Day, half day	£250
Single Session of Adventure Activity – one instructor (some groups may require more than one instructor to cover NGB staffing ratios – chargeable per instructor)	£25 per hour, per instructor
Bespoke outreach delivery	Prices on request

We specialise in bespoke programmes & very much look forward to working with you to meet your groups specific needs.

To make a booking:

- Please contact Ed, telephone: **01264 731274** Email: **enquiries@oxenwoodcentre.com** to discuss dates & your groups requirements.
- Complete & return a booking form, which along with your deposit will confirm your booking.

Please note - As a charity we don't charge VAT on bookings from charities, youth groups or schools & in 2023 we are offering exclusive use of the site & facilities over night for your group.





**We are open
for business**

Oxenwood Outdoor Education Centre

CREATING MEMORIES FOR A LIFETIME




**Offering residential experiences
and exciting adventure sport,
outdoor education and bespoke
historical enrichments days.**



Your school or youth groups residential or day programme, will be designed to meet your young people's needs and learning objectives.

 Oxenwood Outdoor Education Centre, Oxenwood, Marlborough, SN8 3NQ

 01264 731274  enquiries@oxenwoodcentre.com  www.oxenwoodcentre.com

Oxenwood Outdoor Education Centre is a service from Community First. Registered Charity No: 288117



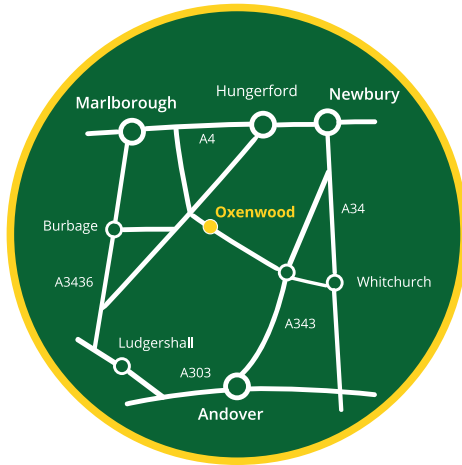
Oxenwood

Creating memories for a lifetime

Oxenwood Outdoor Education Centre nestles in the heart of Wiltshire's North Wessex Downs Area of Outstanding Natural Beauty, steeped in interesting history, geography and wildlife. Our intimate residential accommodation can cater for up to 38 group members and 8 group leaders.



With a fully equipped catering kitchen, full toilet and shower facilities, including disabled access facilities, a main hall, staff room, playing field and classroom. Groups can select from fully catered, part catered and self-catered options.



SOME OF OUR MOST POPULAR ACTIVITIES INCLUDE:

- ✓ Climbing Wall
- ✓ Archery
- ✓ Mountain Biking and Cycle Skills
- ✓ Problem Solving
- ✓ Shelter Building
- ✓ Canoeing, Kayaking and Rafting
- ✓ Stand Up Paddle Boarding
- ✓ Bushcraft
- ✓ Orienteering
- ✓ Healthy Eating and Cooking

Bookings

To find out more and start designing your groups day or residential programme, please contact Ed Plank, Centre Manager & Chief Instructor

Alongside our unique Historical, Literacy and Theme Days.

Update for Melksham Area Board

Name of Parish/Town Council	Melksham Without Parish Council
Date of Area Board Meeting	Weds 14th June 2023

Headlines:

- Cllr John Glover re-elected as Chair and Cllr David Pafford re-elected as Vice Chair at the Annual Council meeting held on 22nd May. All committees and organisation representatives remain as before.

Objectives & Priorities for 2023/24

- Melksham Neighbourhood Plan*
 - Implementation, monitor and use of policies in NHP#1.
 - Review of current Plan, production of draft NHP#2, formal consultation and submission to Wiltshire Council
- To input and influence Wiltshire Council's Local Plan Review*
- To influence and lobby Central Government to change the new NPPF (National Planning Policy Framework) legislation for Neighbourhood Plans protected to a 3-year land supply, to hold for more than 2 years, working with the Wiltshire Area Localism & Planning Alliance (WALPA).
- Water refill points – to progress installation of water refill points at Bowerhill & Shaw sports fields
- To review the Emergency Plan*
- Bowerhill Sports Field enhancement project – teen shelter/gym equipment
- Shurnhold Fields car park and improved entrance project*
- To continue to maintain a good working relationship with Wiltshire Council, the Area Board and all the neighbouring parishes who abut Melksham Without.
- Progress East of Melksham Community Centre with Melksham Town Council
- Move towards pilot of Real Time Information (RTI) in bus shelters (Mitchell Drive and Melksham Market Place)*

Longer Term Objectives & Priorities for 4-year term of office 2021-2025 (Updated May 23)

- To continue to use less paper/become more climate friendly (in line with Wiltshire Council's goal of being Carbon Neutral by 2030).
- Work towards obtaining Quality Gold Award <https://www.nalc.gov.uk/our-work/local-council-award-scheme>
- Continue to provide enhanced access to council meetings via remote technology to improve community engagement.
- To obtain mains drainage for Beanacre (Westlands Lane installation already taking place in 2023)
- To achieve the best outcome for the parish as a whole, for the proposed A350 Bypass.
- To continue to progress wider Realtime Information (RTI) in bus shelters across the parish and town*

Update for Melksham Area Board

- To seek to obtain higher speed internet access in the parish
- To develop a strategy to improve road safety in the parish, maximizing the levers that the council have control or influence over

* Working with Melksham Town Council

Forthcoming events



The poster is a colorful graphic divided into several sections. At the top left, there is a circular logo for 'Community WHITLEY & SHAW Action' with a red apple and a pink donut with sprinkles. To the right, a green box contains the text 'SATURDAY June 17 FREE ENTRY!'. The central part of the poster features the title 'SUMMER FAMILY MUSIC FAIR' in large, bold, pink and blue letters. Below this, on a yellow background, it says '2-7pm @ Shaw Village Hall, SN128EP' and 'SHUTTLE BUS Stopping @ Atworth, George Ward & Whitley'. To the right of this, on a black background, it lists 'FEATURING: People Like US, Sebastian and Me, The Decades, Jade Young, Rock Choir'. At the bottom left, a pink box lists activities: 'Live music stage | Dog Show, Classic Cars | Climbing Wall, Raffle | Games | Welly Throw, Bouncy Castles | Soft Play, Bar 'n' BBQ | Cakes & Coffee'. At the bottom right, there is a green box with a pink electric guitar illustration and logos for 'TheMusicalLance' and 'TheMusicalLance'.

Community WHITLEY & SHAW Action

SATURDAY
June 17
FREE ENTRY!

**SUMMER
FAMILY MUSIC FAIR**

**2-7pm @ Shaw
Village Hall, SN128EP**

SHUTTLE BUS
Stopping @ Atworth,
George Ward &
Whitley

FEATURING:
People Like US
Sebastian and Me
The Decades
Jade Young
Rock Choir

Live music stage | Dog Show
Classic Cars | Climbing Wall
Raffle | Games | Welly Throw
Bouncy Castles | Soft Play
Bar 'n' BBQ | Cakes & Coffee

TheMusicalLance

Teresa Strange, Clerk, Melksham Without Parish Council
1st June 2023



Melksham Area Board

End of Year Report

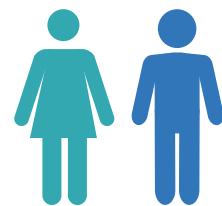
May 2021 - March 2023

Melksham Area Board

Melksham Community Area is made up of Melksham and 11 parishes

The Area Board is Melksham's local cabinet for Wiltshire Council, bringing local decision making into the heart of the community area. The Area Board is made up of 6 unitary councillors, 3 of whom are also members of Melksham town Council. The Councillors are the voting members of the board, and all those who engage in the board's work are equal members, able to influence decisions, shape and deliver on local priorities.

The community area has a rich range of physical and human resources, including vibrant and active community, cultural and sporting hubs, a range of voluntary and community sector support organisations and a collaborative town council.



**Total
Population
30,867**

Area Board Investment

The Area Board invests in local community projects and initiatives that meet local priorities and deliver exceptional outcomes for residents. The Area Board aims to work in partnership to achieve maximum value for its investment. They take a long term view to invest in prevention and early intervention, focusing on tackling inequalities and improving social mobility.

Total Area Board Investment

£63,985	£27,813	£15,178
Community 	Youth 	Older and Vulnerable Adults
Total Community Contribution		
£217,695	£59,626	£60,066

The total amount invested in projects through additional community contribution, from fundraising, grants, services in kind or volunteering

Local Priorities

The Melksham Area Board reviewed available local data and evidence and integrated this with local knowledge and community conversation to agree the following local priority themes. The Area Board has undertaken a series of more specific local actions to positively address them, including the key achievements below:

Youth engagement, employment and positive activity opportunities



Melksham Area board supported Broughton Gifford and Holt Youth Club to buy materials for their winter activity of building soap boxes to race in the summer

Addressing environmental issues

The Area Board supported the Blue campaign 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



Reducing isolation and loneliness



In partnership with Melksham Town Council and Melksham Without Parish Council the Area Board has funded Age UK to employ a part time support worker to continue the Melksham Community Support project to support older people to resolve practical difficulties, access information and advice, and to become better connected with their communities

Supporting low income individuals and families

Melksham Free diners provided 31 electric blankets for members of their dining club. Staff went and fitted the blankets and the diners were impressed how cost effective they were, which really helped them at a time when many of them were struggling with the cost of living. One gentleman with dementia who lives alone came in for lunch with a thumbs up, a massive smile and said 'toastie'



Reducing anti-social behaviour



The Area Board funded a camera which was installed in Bath Road. This focus's on the skatepark and will to dissuade anti social behaviour and provide added assurance to uses of the park and skatepark.



The Melksham Area Board has developed a strong, well established and highly functioning network of local partners, organisations and residents in the town and surrounding parishes . The Board recognises the talents, expertise and knowledge of the local community and empowers and facilitates community led action to co-deliver local services.

A shining example of the type of support and change that area boards can drive forward through community-led action is the support in the cost of living crisis.

Melksham Area board supplied slow cookers and liners, these were then distributed by the local Foodbank. A recipe book and food went with them. This gave families a chance to use food bank food in an energy efficient way, saving themselves money and reducing their carbon footprint.

This project supports three of Wiltshire Council's Business Plan key aims; 'We live well together', "We are on a path to being carbon neutral " and "We get the best start in life". The meals are nutritious and support children to have the best start in life as residents can cook cheaper, leaner cuts of meat at a lower cost. The cookers are also easy to use and convenient, improving their frequency of use and by extension regularity of meals in busy families. The slow cookers are more energy efficient cutting emissions and cost

Engagements

The Melksham Area Board works alongside other organisations to make things happen in the local community. These groups include the town council, voluntary and community groups, youth organisations, sports clubs and local charities.

The Area Board wouldn't be able to achieve what they do without these partners working on the ground with them. The Area Board hosts regular business meetings, engagement activities, events, surveys and working groups to stimulate and support local community action.

**Area Board
Business meetings**

8



Attendances

261

**Area Board
working groups**

7



Attendances

98

**Engagements/
events/ activities**

40



Attendances

582

**Area Board
surveys**

1



Responses

102

Local Highways and Footpath Infrastructure group

The LHFIG is a sub group of the Melksham Area Board, which deals specifically with highway issues. They aim to find solutions for local transport issues, such as road repairs, traffic problems, road layouts and parking.

The amount allocated is dependent on the geographical size and population for the community area and the funding allocation is for capital expenditure and can be used to provide new and improved highway infrastructure.

Melksham LHFIG invests more than £25k per year into local highways and footpaths improvements.

LHFIG Projects 2022/23

- Semington Littlemarsh - Road Markings
- Melksham various sites - signing of cycleways
- Melksham Westbury View – access protection bar marking
- Melksham Hazelwood Rd to St Michael's Road footway link – pedestrian lighting
- Melksham Sandridge Road – direction signs to lead HGVs to Snarlton Farm
- Melksham Spa Road / Wharf Court – Road Markings
- Berryfield – Direction signs to village hall
- Steeple Ashton – Road Markings

Investments included contributions from local council and Section 106 (developer) funding. A number of projects have been identified and prioritised for 23/2

LHFIG meetings

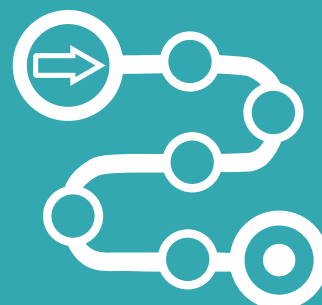
4



Attendances 44

LHFIG projects completed

8



By agreeing and delivering to local priorities, the Area Board is able to proactively address issues by focusing its resources and working in partnership with local organisations, volunteers and residents. To effectively select local priorities it is important that there is a regular review of the evidence available and the views of the residents are sought. To aid Councillors to agree their priorities, the list below provides some of new sources of data and evidence:

- **JSNA Wiltshire Intelligence**: The 2022 Wiltshire JSNA presents data on the current and future health and wellbeing needs of people in Wiltshire
- **Census 2021 results**: results from the 2021 census are being released in a phased manner, which started in June 2022
- **VCSE research - Wessex Community Action**: state of the Wiltshire voluntary and community sector 2022
- **Annual report - Wiltshire Citizens Advice**: Wiltshire Citizens Advice annual report 2022
- **Needs Analysis for Wiltshire and Swindon** Wiltshire community foundation Annual Review 2021-22

As well as being evidence led, priorities should be selected where the Area Board believes it can realistically make a positive impact upon them. To aid the delivery of the chosen priorities, the Engagement and Partnerships team will support the Area Board councillors through the development of the Area Board local action plan.

Based on the work undertaken in 2022/23 and the new evidence available, some of the key priorities that the Board may wish to consider are as follows:

- **Youth engagement, employment and positive activity opportunities**
- **Addressing climate change and reversing biodiversity loss**
- **Supporting positive mental health and wellbeing and reducing social isolation**
- **Supporting under represented groups**
- **Improving transport and access**

It is recommended that for each priority selected, an area board councillor takes responsibility for overseeing its delivery and reporting back to the Area Board on progress. The Engagement and Partnerships team will support the Area Board councillors in undertaking this work.

Melksham Area Board

14 June 2023

Appointments of Representatives 2023/24

1. Purpose of the Report

- 1.1. To appoint Councillor representatives for the Area Board. This will include appointing to Outside Bodies and to reconstitute and appoint to any Non-Priority Working Groups and the LHFIG for the year 2023/24.

2. Background

- 2.1. Area Boards are invited to appoint Councillors to be their respective lead for particular Outside Bodies, Non-Priority Working Groups and the LHFIG. The following guiding principles are in place for Councillors when taking on one of these roles:

- To be the main Area Board point of contact for local Officers within their respective area
- To attend (and often Chair) relevant working groups of the Area Board
- To work collaboratively with relevant local partners and community groups
- To provide regular updates back to the Area Board in relation to their Group/Outside-Body including providing feedback on the success or limitations of previously funded Area Board grants (if applicable)

- 2.2. The Area Board is invited to appoint Councillor representatives to the Outside Bodies or Non-Priority Groups (which do not fall under one of the Area Board Priority areas) listed at **Appendix A**. These appointments will continue for the duration of Councillors' terms of office, and will be reviewed annually, unless the Board determines otherwise.

3. Main Considerations

- 3.1. The Local Highways and Footpath Improvement Group (LHFIG) operates as an informal working group making recommendations to the Area Board for approval. Terms of Reference are set out in **Appendix B** for information. The Area Board are invited to appoint a Lead Councillor on an annual basis.
- 3.2. Any amendments to the currently appointed Representatives on Non-Priority Working Groups can be agreed by the Area Board here or at any future scheduled business meeting.
- 3.3. If a new Non-Priority Working group is required, the Strategic Engagement & Partnerships Manager will work with the Board to set out the exact purpose and Membership, which would then be agreed by the Area Board at its next scheduled business meeting.

- 3.4. A key role within some Health and Wellbeing Group's is that of a local 'Champion' who works with the Area Board to address priorities for older people and carers, further details on this role can be obtained on request from the Strategic Engagement & Partnerships Manager.

4. Financial and Resource Implications

- 4.1. None.

5. Legal Implications

- 5.1. Some appointments carry responsibilities and duties, for example, those which involve becoming a trustee. Councillors are advised to seek advice on individual appointments if required. [Protocol 3](#) of the Council's Constitution sets out Guidance to Members on Outside Bodies.

6. Safeguarding Implications

- 6.1 Processes are in place to ensure Disclosure and Barring Service (DBS) checks are undertaken as appropriate.

7. Environmental Impact of the Proposals

- 7.1 None.

8. Equality and Diversity Implications

- 8.1 None.

9. Delegation

- 9.1 By convention, appointments to Outside Bodies which operate within the boundary of a community area are made by the relevant Area Board.
- 9.2 The appointment of Councillors and other representatives to Non-Priority working groups operating under the Area Board is a matter for the Area Board to determine.

10. Recommendation

- 10.1 The Area Board is requested to:

- a. Appoint Members as Lead representatives to Outside Bodies and any new Non-Priority Working Groups as set out at Appendix A;

- b. To Appoint a Lead representative to the LHFIG (listed on Appendix A) and to note the Terms of Reference as set out in Appendix B.
-

Lisa Alexander, Senior Democratic Services Officer

Appendices:

Appendix A – Appointment to Outside Bodies & Non-Priority Working Groups

Appendix B – Appoint to the LHFIG & note the Terms of Reference

Unpublished background documents relied upon in the preparation of this report

None.

Appendix A

Representative Appointments 2023/24

Appointments on Outside Bodies and Non-Priority Working Groups will continue for the duration of Councillors' terms of office, and will be reviewed annually, unless the Board determines otherwise.

Outside Body	Councillor Representative
Melksham Health and Wellbeing Group	Cllr Nick Holder
Melksham Joint Neighbourhood Plan Steering Group	Cllr Mike Sankey
CCTV and Community Safety Working Group	Cllr Mike Sankey
Environment and Climate Working group	Cllr Jonathon Seed

Member Lead Areas	Councillor Representative
Environment	Cllr Phil Alford
Children and Young People	Cllr Jon Hubbard
Community Safety	Cllr Mike Sankey
Economy and Transport	Cllr Jonathon Seed
Older People; Health and Wellbeing	Cllr Nick Holder
Culture; Children and Young People	Cllr Jack Oatley

LHFIG Councillor Representative
Note: This position is appointed annually

Cllr Jonathon Seed

LOCAL HIGHWAY & FOOTWAY IMPROVEMENT GROUPS (LHFIG)

TERMS OF REFERENCE

Membership of the LHFIG

The LHFIG will normally be made up of:

- Members of the Area Board
- Town and Parish Council representatives
- Community / Stakeholder representatives

It is recommended that the groups do not normally consist of more than 10 representatives, but for larger community areas this may not always be feasible.

Representatives should act as a conduit between their organisations and the LHFIGs by putting forward the views of the body they represent and providing feedback to its members regarding the work of the LHFIGs. The group members will also need to be mindful of the needs of the community area when making their recommendations, as not all councils and groups may be represented on the LHFIGs.

Recommendations to the Area Board will usually be reached by consensus, but if necessary, these can be agreed by a show of hands by those representatives present at the meeting.

The group will normally be chaired by a Wiltshire councillor. Membership of the LHFIGs will cease when a member ceases to hold the stated office as first appointed, or when a parish/town council or group choose to nominate an alternative representative.

The LHFIGs may invite representatives from local organisations to its meetings to give technical advice or to share pertinent local knowledge on projects in the area.

Appointment of LHFIGs members

Appointment of Wiltshire Council members to the LHFIGs will normally be agreed at a full meeting of the Area Board. Membership may be varied, with the agreement of the Area Board Chairman, subject to approval at the next full Area Board meeting.

Where required for flexibility, the Area Board may appoint an unnamed representative of an organisation to the LHFIGs (e.g. town/parish council or Community Area Partnership) to ensure that the organisation is always represented at meetings. However, it is preferred that the same representative attends if possible to ensure consistency of membership.

Media relations

Members of the LHFIGs must not issue press statements on behalf of the Area Board.

Any press statements about the work of the LHFIGs should be agreed between the Chairman of the LHFIGs and the Chairman of the Area Board, and in consultation with

Wiltshire council's communications team. You can contact the communications team at communications@wiltshire.gov.uk.

Meetings

It is recommended that the LHFIGs meet four times a year. Ideally the meetings should be 2 to 4 weeks in advance of the Area Board meetings. Meetings are intended to be limited to the membership set out above and is open to other members of the Area Board who wish to attend. It can be open to public if the LHFIG chair wishes, and by invitation. It should be noted that LHFIGs are advisory bodies and do not exercise delegated decision-making powers. All decisions are to be ratified by the Area Board.

Officer support

Meetings will be attended by relevant officers from Wiltshire Council, including a Senior Transport Planner, a Senior Traffic Engineer, Local Highway Maintenance Engineer and the local Community Engagement Manager. Attendance by officers of other expert knowledge may be arranged when necessary.

Additional support will be provided outside of the meeting by the Corporate Office Business Support unit as currently for Area Boards, for the purpose of arranging meetings, venues, and the production of meeting action notes.

Terms of reference

The LHFIGs have no formal decision-making authority on operational matters or budget expenditure but act as an informal discussion forum making recommendations to the Area Board. Recommendations must be agreed at a full LHFIG meeting before being brought to the next Area Board for approval.

The LHFIGs terms of reference are set out at Appendix A:

Examples of projects the LHFIGs can and cannot fund are set out in Appendix B:

Terms of Reference

1. Small-scale transport schemes – discretionary funding

To make recommendations to the Area Board to determine priorities and levels of expenditure required for small-scale transport schemes in the community area. A discretionary highways budget has been allocated to the board by the Cabinet Member for Transport, Waste, Street Scene and Flooding. The funding allocation is a mixture of highways and council capital funding and can only be used to provide new and improved highway infrastructure. It is suitable for schemes that improve safety, increase accessibility and sustainability by promoting walking, cycling and public transport and improve traffic management.

It cannot be used to fund revenue functions, such as routine maintenance schemes or the provision of passenger transport services.

A list of schemes which the groups can fund in contained in Appendix B

Schemes considered by the LHFIGs must have first been raised through the highway improvement request system and endorsed by the relevant town or parish council.

The LHFIG's can be directed to look at issues identified by Highways Officers when considered appropriate. For example, when an issue is raised for which other centrally held resource does not exist.

In choosing their local transport schemes, Area Boards will need to be mindful of the priorities of the Local Transport Plan and the likely availability of future funding for implementation.

2. Small scale transport schemes – substantive funding

To submit bids for funding from the centrally held substantive funds. A scheme qualifies as substantive if the estimated cost is more than the total discretionary amount available as part of the group's annual allocation.

Appendix B – Example of projects which can and cannot be funded by LHFIGs

LHFIGs can fund the following:

Pedestrian improvements: including dropped kerbs, new footways, substantive improvements to existing footways, pedestrian crossings (including assessments).

Cycle improvements: new cycle paths, cycle parking / storage.

Bus infrastructure: new and replacement Shelters (subject to agreement on future maintenance liability), bus border kerbs, bus stop road markings.

Traffic signing: new and replacement signs (including signposts), street name plates, village gateways.

New road markings: new and replacement of existing markings.

Speed limits: assessment and implementation.

Waiting restrictions: assessments and implementation.

Footpath improvements: styles, gates, surface improvements to rights of ways (council maintainable only).

Drainage: minor improvements, new gullies.

Street lighting: new installations.

Traffic management measures: including Sockets and posts for SID (Speed Indication Device) equipment.

As a general rule, an asset should exist at the end of the project, i.e. something new that wasn't there beforehand.

LHFIGs cannot fund:

Routine maintenance: such as gully emptying, ditch clearing, hedgerow cutting, pot hole repairs.

Service subsidy: bus services

Promotional campaigns

SID equipment

Improvements for individuals and properties

As a general rule, activities that repair, clean, tidy or remove something that is already present are likely to be considered routine maintenance and cannot be funded by LHFIGs.

Melksham Local Highways & Footway Improvement Group

	Item	Update	Actions and recommendations	Who
	Melksham LHFIG – Agenda for meeting to be held on-line on Tuesday 9th May at 16:30 hrs			
1.	Attendees and apologies			
		<p>Attendees:</p> <p>Cllr Jonathon Seed Cllr Jon Hubbard Cllr Mike Sankey Alan Baines – Melksham Without Parish Council Colin Wade – Semington Parish Council Malcolm Jones – Steeple Ashton Parish Council Sarah Dow – Clerk to Keevil Parish Council Mark Stansby – Snr Traffic Engineer</p>	Area Board to note.	AB
		<p>Apologies:</p> <p>Cllr Nick Holder Cllr Phil Alford Pat Tucker – Keevil Parish Council Georgina Berry – Clerk to Broughton Gifford Parish Council Colin Goodhind – Melksham Town Council Andy Cadwallader – Area Highway Engineer</p>		

Melksham Local Highways & Footway Improvement Group

2.	Notes of last meeting			
		The notes of the previous LHFIG meeting held on 2 nd February 2023 were presented to the Area Board on 8 th March, passing all recommendations.	LHFIG to note.	All
3.	Financial Position			
		<p>The balance for 2022/23, less previous commitments, stands at £51,574.46 (see Appendix 1).</p> <p>£24,338.00 has been allocated for expenditure during 2023/24, the same amount as the previous year.</p> <p>The opening balance for 2023/24, less previous commitments and underspend from last year, stands provisionally at £44,499.57 (see Appendix 2).</p> <p>Funds which have not been committed at the end of this financial year are likely to be moved into the Substantive Highway Schemes fund. To ensure that the fund available is spent within this community area, the group might wish to consider reducing the current level of contribution paid by the local Councils? Typically, Melksham Town and Melksham Without contribute 50% and the other Parishes 25%.</p> <p>Cllr Seed confirmed that there is flexibility with the financial arrangement and contributions will be considered on a case by case basis.</p>	Area Board to note	AB
4.	Priority schemes			

Melksham Local Highways & Footway Improvement Group

a)	6055 – Broughton Gifford - Gateways and Traffic Management measures.	Our outgoing contractor was unable to source the bollards in time to complete this work. A new order has been issued to Milestone and they are awaiting delivery. Remedial work to the road markings will be undertaken early summer.	Area Board to note	AB
b)	A365 Shaw Bath Road Footway improvements – funded by Section 106 monies from George Ward Gardens development.	There are numerous schemes across the County requiring construction during school holiday periods. Unfortunately construction for this site is provisionally booked for the half term period during February 2024. It will be brought forward should other schemes be postponed. The Town Council are yet to confirm their contribution of £1,500.	Town Council to confirm their contribution	Town Council
c)	Issue 9-20-9 – Melksham Sandridge Road – request to improve footway link to Maple Close	The legal process to dedicate the land is ongoing but the dispute over land ownership has now been resolved. The legal process must be completed ahead of any work on the ground. Design work continues and construction has been provisionally booked to commence on 2 nd January 2024.	Area Board to note	AB
d)	Active Travel Scheme - Farmers Roundabout – signing to promote use of shared use cycle route to and from Holt Road and town bridge.	Scheme to be funded from a third tranche of Section 106 money from the George Ward Gardens development. There are funds remaining (£13,034.35) specifically to improve cycleway signing within the town. Town Council are still to submit a list of locations for improvements.	Awaiting update from Town Council	Town Council
e)	Melksham Dunch Lane – funded by Section 106 monies	Consultation on full closure over rail bridge or one way operation from east to west and new parking controls to be carried out by the Town Council.	Awaiting update from Town Council	Town Council

Melksham Local Highways & Footway Improvement Group

	from George Ward Gardens development	Town Council to undertake consultation in the New Year (2023).		
f)	Issue 9-22-1 – Melksham Footway linking Hazelwood Road & St Michaels Road – Request for lighting	Issue submitted by Cllr Hubbard and Melksham Town Council. The work has been completed at a cost of £3,673.23, an underspend of £326.77 against the estimated figure. Town Council contribution agreed as 50% of actual spend – a sum of £1,836.61.	Highways to issue invoice	Highways
g)	Issue 9-22-5 – Melksham Spa Road – safety concerns at access to & from Wharf Court	Issue submitted by Melksham Town Council 2 x SLOW markings and reinstatement of the give way line across the entrance to Wharf Court has been completed on budget.	To recommend to the Area Board that this Issue is closed.	Cllr Seed
h)	Issue 9-22-10 – Berryfield Semington Road – request to install 2 bus shelters	Issue submitted by Melksham Without Parish Council There is a Section 106 fund of £20,662 to provide 2 x shelters with seating, high access kerbs with RTI facility (or to be ready for RTI installation). An engineer has recently been assigned to commence the design work and construction has been pencilled in for the first week of September.	Area Board to note	AB
i)	Issue 9-22-12 – Bowerhill Halifax Road – request for drop kerbs to link Brampton Court with Sunderland Close	Issue submitted by Melksham Without Parish Council A gap in the construction programme has enabled this project to be done as a “walk and build” scheme with construction now completed.	Area Board to note	AB

Melksham Local Highways & Footway Improvement Group

		Costs expected to be around £3,500 as quoted, although the bill has not yet been received.		
j)	Issue 9-22-16 – Berryfield – request for direction signs to new village hall	Issue submitted by Melksham Without Parish Council Signs have been installed at a cost of £441.36.	To recommend to the Area Board that this Issue is closed.	Cllr Seed
k)	Issue 9-22-17 – Melksham Without (various roads) – request for Parking Control Measures	Issue Submitted by Melksham Without Parish Council Request for a Parking Review at the following locations: <ul style="list-style-type: none"> • Semington Canal Bridge • Lancaster Road Bowerhill • Avro Way Bowerhill • Merlin Way Bowerhill • Mitchell Drive Bowerhill <p>It was noted that the canal forms the boundary between Melksham Without and Semington Parishes and that measures would be needed on both sides of the bridge.</p> <p>Issues affecting Semington Parish will therefore need to be considered in tandem with this review.</p> <p>Melksham Town Council have now forwarded their list for consideration under the same legal Order.</p>	Highways to undertake the review. Semington Parish to forward a list of sites to be considered.	Highways Semington Parish Council
l)	Issue 9-19-11 – Bowerhill Portal Road – Request for Bowerhill nameplate and white gates	Issue submitted by Melksham Without Parish Council The Parish have agreed the design (see Appendix 3) and the Construction Pack is being prepared for issue. Costs are unlikely to rise above the £3,000 estimate.	Highways to complete works order and issue construction pack.	Highways

Melksham Local Highways & Footway Improvement Group

m)	Issue 9-22-2 – Melksham The Crays – request for drop kerbs	<p>Issue submitted by Melksham Town Council</p> <p>A gap in the construction programme has enabled this project to be done as a “walk and build” scheme with construction now completed.</p> <p>Costs expected to be around £2,500 as quoted, although the final bill has not yet been received.</p>	Area Board to note	AB
n)	Issue 9-22-6 – Melksham Sandridge Road junction with Snarlton Lane – request for signs to direct drivers to Snarlton Farm	<p>Issue submitted by Melksham Town Council</p> <p>The signs have been installed at a cost of £623.26. This is an underspend of £326.74 against the estimate of £950.</p> <p>Town Council contribution agreed as 50% of actual spend – a sum of £311.63.</p>	Highways to issue invoice	Highways
o)	Issue 9-22-13 – Bowerhill DeHavilland Place and Dowding Way – Request for footway extensions and drop kerbs	<p>Issue submitted by Melksham Without Parish Council</p> <p>A gap in the construction programme has enabled this project to be done as a “walk and build” scheme with construction now completed.</p> <p>Costs expected to be around £2,500 as quoted, although the bill has not yet been received.</p>	Area Board to note	AB
p)	Issue 9-22-11 – A350 Beanacre - request for measures to control entry speed at north end of village	<p>Issue submitted by Melksham Without Parish Council</p> <p>A suitable site for a gateway feature was identified and the gateway could include white gates, village nameplates and additional road markings.</p>	Area Board to note	AB

Melksham Local Highways & Footway Improvement Group

		An engineer has recently been assigned to commence the design and proposals and an estimate should be available in time for the next meeting.		
q)	Issue 9-22-19 – Whitley, Corsham Road – request to alter staggered barriers on alleyway between Corsham Road and Eden Grove.	<p>Issue submitted by Melksham Without Parish Council</p> <p>The Parish have informed Officers that this item is no longer a community concern and have asked that the issue be closed.</p>	To recommend to the Area Board that this Issue is closed.	Cllr Seed
r)	Issue 9-22-20 – Keevil, Martins Road – request to alter barriers and improve condition of footpath surface.	<p>Issue submitted by Keevil Parish Council</p> <p>Concerns footpath Right of Way, KEEV27 which provides access to the recreation ground. Access to be maintained for community event on 17 June.</p> <p>Rights of Way to oversee resurfacing work complete with wooden edgings over a 60 metre length. Arrangements are in hand with the work likely to take place either late May or early June.</p> <p>Highways to remove and replace the safety barrier (with a smaller version, provide a suitable drop kerb and a new hard standing. This work is to commence on 26 June and should be completed within 4 days..</p>	Area Board to note	AB
s)	Issue 9-22-22 – Shaw Corsham Road – request to reinstate louvre shuttering on approach to signals	<p>Issue submitted by Melksham Without Parish Council</p> <p>Louvres were omitted on the new signal heads when the traffic lights were replaced in 2020.</p> <p>Highways to place an Order for new Louvres when staff resources become available.</p>	Highways to order work	Highways

Melksham Local Highways & Footway Improvement Group

t)	Issue 9-23-2 – Great Hinton – request to replace a wooden stile with a Kissing Gate to create better access to a number of local Footpaths	Issue submitted by Great Hinton Parish Council The new gate is to be organised by the ROW team and they have indicated that this will be installed by the end of May.	Area Board to note	AB
5.	New Requests and ongoing Issues			
a)	Issue 9-19-9 – Bowerhill Falcon Way – Request for Bus Shelter near Kingfisher Drive for southbound travel.	The Parish propose to install a 3 bay shelter measuring 3.06 m x 1.3m which will be RTI compatible. This will require a base (3.5m x 1.5m) complete with electrical ducting and connecting chamber. A ball park estimate to construct the base and install the electrical items should be in the region of £3,000 to £3,500, with legal fees of around £1,500. Highways unable to proceed until the land dedication issue has been resolved. Parish Council reported no further movement on the land issue which is delaying this project. Agreement was reached to close this issue until the dispute has been resolved.	To recommend to the Area Board that this Issue be closed.	Cllr Seed
b)	Issue 9-22-15 – Melksham junction of Church Street and High Street and Lowbourne – request for audible warning at signal controlled crossing points	Issue submitted by Melksham Town Council Highways commissioned their Traffic Signal Consultants (Atkins) to investigate this matter.	Area Board to note.	AB

Melksham Local Highways & Footway Improvement Group

		<p>Town Council were content with the previous response on the disablement of the audible warnings, but asked why the crossing by Costa had the audible warning enabled?</p> <p>Latest update from Atkins reads:</p> <p>The “Costa” crossing beepers are audible at the junction but are very quiet. Usually we would say switch them off to be on the safe side but considering the issues identified by the visually impaired pedestrian (which are quite significant and not easily resolved by other means i.e. second push button) we are going to propose a second site visit with Telent (the signal engineers) to turn the beepers down at the crossing and switch on the beepers at the junction (at their lowest level) and review if the beepers can be heard between the two sites. If they can’t be heard, then we will leave the crossing ones on and switch the junction ones on too, which would be a great benefit to the resident. If the beepers can be heard at the lowest setting then we will likely switch the crossing ones off and leave the junction ones off too.</p> <p>We will programme in a visit with Telent and provide more feedback when completed. Sorry this isn’t a more definite answer. The crossing ones have been left on for now as they are only just audible and the risk of confusion is low especially for those familiar with the sites.</p> <p>The group were encouraged by this report and await the final conclusion.</p>		
c)	Issue 9-22-21 – Melksham Snarlton Lane, Crossing point from Nightingale Close – request for coloured road surface due to safety concerns	<p>Issue submitted by Cllr Sankey and Melksham Town Council</p> <p>View of the crossing is often restricted due to vegetation. A warning sign was previously funded through the CATG / LHFIFG process.</p>	Highways to prepare costing of coloured High Friction Surface.	Highways

Melksham Local Highways & Footway Improvement Group

		<p>It was noted during discussions that the hedgerow is protected by a preservation order and removal is not an option. The hedge will receive a flail cut as part of the routine maintenance programme.</p> <p>There has been no recorded personal injury collisions at the crossing point in the most recent 6 year period to June 2022.</p> <p>It was agreed at the last LHFIG meeting that a site meeting be arranged, to coincide with a school journey time, to agree potential improvements and to determine costs.</p> <p>Cllr Sankey felt that a further meeting was unnecessary and asked Highways to prepare costings for the next meeting.</p>		
d)	Issue 9-23-3 – Beanacre Westlands Lane – request to prohibit parking at the access to the new water pumping station.	<p>New Issue submitted by Melksham Without Parish Council</p> <p>Parking would need to be restricted on both sides of the lane, from the A350 to the new access.</p> <p>It was agreed to include this as part of the Parking Review.</p>	To recommend to the Area Board that this Issue be added to the Priority Schemes list.	Cllr Seed
e)	Issue 9-23-4 – Bus Gate at Semington Road – request for Camera Enforcement.	<p>New Issue submitted by Semington Parish Council</p> <p>Concerns about the number of vehicles travelling illegally through the bus gate.</p> <p>Wiltshire Council has a camera available and the Parish would like this installed to enforce the gate. Semington have liaised with Melksham Without who are also supportive of this proposal.</p> <p>Semington Parish has offered to match fund with the LHFIG up to £1,500 to install the camera, although the costs have not yet</p>	To recommend to the Area Board that this Issue be added to the Priority Schemes list.	Cllr Seed

Melksham Local Highways & Footway Improvement Group

		<p>been explored. It was suggested that there might be some s106 funds available, which were not used to refurbish the crossing on Western Way?</p> <p>Following a lengthy discussion, it was agreed that all options for the gate should be considered, such as the possibility of moving the gate, refurbishment of existing etc, prior to the camera being installed. Cllr Seed to ensure that the camera is set aside for installation in due course.</p> <p>Post-meeting update:</p> <p>Cllr Seed has written to the Cabinet Member and Corporate Director questioning why the ANPR installation and bus gate repair should draw on local funding when all income from ANPR fines of transgressors goes to Wiltshire Council Parking Services Department.</p>		
f)	Issue 9-23-5 – Bowerhill various sites – request for Parking Review	<p>New Issue submitted by Melksham Without Parish Council.</p> <p>Parking concerns have been raised at the following sites at Bowerhill:</p> <ol style="list-style-type: none"> 1. Pathfinder Way 2. Westinghouse Way 3. Lancaster Road <p>It was agreed that these be added to the Parking Review.</p>	To recommend to the Area Board to add this Issue to the Priority Schemes list	Cllr Seed
g)	Issue 9-23-6 – A365 Bath Road / Shaw Hill and B3353 Corsham Road – speeding concerns	<p>New Issue submitted by Melksham Without Parish Council</p> <p>Request for a speed limit review along the 40 mph section of Bath Road and request for 30 mph roundels to be painted on Shaw Hill and Corsham Road.</p>	To recommend to the Area Board that this Issue be closed.	Cllr Seed

Melksham Local Highways & Footway Improvement Group

		<p>Speed limit reviews are charged at £2,900.</p> <p>Highways reported that the criteria for setting 30 mph speed limits has not changed since the route was last reviewed, and given that there has been no material change in terms of property development, it is unlikely that a review will recommend any changes. The group were unwilling to take this request forward.</p> <p>With regard to painting 30 mph roundels within street lit areas, the same rules apply as per repeater signs, in that the regulations prohibit their use. Further information about this can be found within Chapter 3 of the Traffic Signs Manual, which is available to download at no cost from Gov.uk.</p>		
h)	Issue 9-23-7 – Melksham various roads – request for Parking Review	<p>New Issue submitted by Melksham Town Council</p> <p>Parking concerns have been raised at the following locations:</p> <ol style="list-style-type: none"> 1. Union Street – could parking be permitted to create chicanes? 2. The City / Alms Houses – request for residents parking scheme 3. Cranesbill Road – issue at school times 4. Skylark – no details submitted. <p>It was agreed that these be added to the Parking Review.</p>	To recommend to the Area Board to add this Issue to the Priority Schemes list	Cllr Seed
i)	Issue 9-23-8 – Melksham Bank Street – request for railings and / or other measures to improve safety	<p>New Issue submitted to Melksham Town Council</p> <p>The unprotected high pavement offers a risk of falling, particularly for those who are visually impaired.</p> <p>Suggestion is for railings and / or tactile paving.</p>	Highways to search for previous notes and circulate.	Highways

Melksham Local Highways & Footway Improvement Group

		This has been explored before and it was requested that Highways circulate previous information concerning this, for further discussion at the next meeting.		
6.	Other items			
a)	Pavement and Footway Improvement Schemes (pre-LHFIG)	<p>There was no footway patching carried out in 2022, therefore the work at Philips Close remains outstanding.</p> <p>The Ebenezer Chapel footway between Union Street and King George V playing field is with the major maintenance team as a project awaiting funding. It is inspected regularly to ensure it complies with the Council's inspection manual.</p> <p>Here is the list of sites submitted for footway funding in 2023/24:</p> <p>Footway reconstruction.</p> <ul style="list-style-type: none"> • Corfe Road, Melksham • Sherwood Avenue, Melksham 29 – 55 on both sides of road • Rope Walk, Melksham adjacent to No9 • Corsham Road, Whitley north of Middle Lane to Top Lane • Berryfield Close, Melksham at the rear of 1 – 7 <p>Footway Slurry sites</p> <ul style="list-style-type: none"> • Ashley Close, Whitley • Tower Road, Melksham including cul-de-sac off Blackmore Road • Sherwood Avenue/Savernake Avenue, Melksham • Wellington Drive, Bowerhill • Birch Grove, Bowerhill • Elm Close, Bowerhill 	Area Board to note	AB

Melksham Local Highways & Footway Improvement Group

		<ul style="list-style-type: none"> Blackmore Road Cul-de-sacs, Melksham <p>Update from Area Highway Engineer (post meeting):</p> <p>The Ebenezer Chapel footway remains with the major maintenance team. The area office continue to monitor its condition as part of the council’s highway inspection program. Funding for footway reconstruction has been agreed for the following sites:</p> <p>Corfe Road Melksham - £34,750.47 Sherwood Avenue Melksham - £25,173.73</p> <p>No update available for the Footway Slurry Sites.</p>		
b)	Deadline for submitting LHFIF Requests	<p>All requests are to be submitted two weeks prior to a meeting taking place. Requests received after the deadline will be held until the following meeting.</p> <p>Requests to be sent to LHFIFrequests@wiltshire.gov.uk</p> <p>The deadline for our next meeting is 13th July 2023</p>	All to note	All
7.	<p>Dates of future meetings:</p> <p>27th July, 2nd November and 8th February 2024.</p> <p>Meetings to commence at 16:30 hrs and will be held on-line until further notice.</p>			

Melksham Local Highways & Footway Improvement Group

Highways Traffic Officer – Mark Stansby

Area Highway Engineer – Andy Cadwallader

1. Environmental & Community Implications

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

2. Financial Implications

2.1. All decisions must fall within the Highways funding allocated to Melksham Area Board.

2.2. If funding is allocated in line with LHFIG recommendations outlined in this report, and all relevant 3rd party contributions are confirmed, Melksham Area Board will have a remaining Highways funding balance of **£44,172.81**

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

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

7. Recommendations to Melksham Area Board

7.1 To close the following Issues:

9-22-5 Melksham Wharf Court, 9-22-16 Berryfield Village Hall Signs, 9-22-19 Whitely Corsham Road footway barrier, 9-19-9 Bowerhill Falcon Way Bus stop & 9-23-6 A365 Bath Road / Shaw Hill

Melksham Local Highways & Footway Improvement Group

7.2 To add the following Issues (without funding) to the Priority Schemes List:

9-23-3 Beanacre Westlands Lane Parking Review, 9-23-4 Semington Road Bus Gate, 9-23-5 Bowerhill Parking Review (various roads)
& 9-23-7 Melksham Parking Review (various roads)

Melksham LHFIG expenditure 2022 / 23 as of 26/04/23

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

Scheme	Estimate	LHFIG Commitment	Expenditure	Projected Spend
Semington Littlemarsh Road Markings	£500.00 (ball park)	£250.00	£500.00 Final	£500.00
Melksham Cycleway Signing	£1,790.49	£nil	£1,965.65 Final	£1,965.65
Melksham Hazelwood Rd / St Michael's Lighting	£4,000.00 (ball park)	£2,000.00	£3,673.23 Final	£3,673.23
Melksham Westbury View – access protection bar	£50.00	£50.00	£50.00 Final	£50.00
Melksham Spa Road / Wharf Court – SLOWs	£500.00 (ball park)	£500.00	£500.00 Final	£500.00
Berryfield – Direction signs to village hall	£400.95	£400.95	£441.36 Final	£441.36
Steeple Ashton – Road markings and Post for SID	£1,570.00	£1,170.00	£1,570.00 Final	£1,570.00
Melksham Snarlton Farm – HGV signing	£950.00	£475.00	£623.26 Final	£623.26
Totals	£9,761.44	£4,845.95	£9,323.50	£9,323.50

Budget £55,807.31

Projected Spend £9,323.50

Balance £46,483.81

Plus Contributions (details below) £5,090.65

Current Balance £51,574.46

Contributions

Melksham Cycleway Signing	£1,965.65	Section 106 Fund
Semington Littlemarsh markings	£250.00	Semington Parish Council – invoice issued
Melksham Hazelwood Rd Lighting	£2,000.00	Melksham Town Council – final contribution to be agreed at LHFIG
Steeple Ashton markings and post	£400.00	Steeple Ashton Parish Council – invoice issued
Melksham Snarlton Farm signs	£475.00	Melksham Town Council – final contribution to be agreed at LHFIG
Total	£5,090.65	

Melksham LHFIG expenditure 2023 / 24 as of 26/04/23

Budget £24,338 + £51,574.46 (provisional) c/fwd = £75,912.46

Scheme	Estimate	LHFIG Commitment	Expenditure	Projected Spend
Broughton Gifford Traffic Calming – bollards	£1060.00	£1060.00	£0,000.00	£1,200.00
A365 Shaw / Dunch Lane Footway improvements	£29,177.93	£1,500.00	£0,000.00	£29,177.93
Melksham Sandridge Rd / Maple Close Footway	£20,000 (ball park)	£10,000.00 (provisional)	£0,000.00	£20,000.00
Bowerhill Halifax Road – drop kerbs	£3,500.00	£1,750.00	£0,000.00	£3,500.00
Bowerhill Portal Road – Village Gateway	£3,000.00	£1,500.00	£0,000.00	£3,000.00
Melksham The Crays – drop kerb	£2,500.00	£1,250.00	£2,388.78 Interim	£2,500.00
Bowerhill Cheshire Close – footway works	£2,500.00	£1,250.00	£0,000.00	£2,500.00
A350 Beanacre – Gateway treatment	£10,000 (Ball Park)	£5,000.00	£0,000.00	£10,000.00
Keevil Martins Road Footpath improvements	£10,650.00	£7,987.50	£0,000.00	£10,650.00
Shaw Corsham Road – Traffic Signal Louvres	£750.00 (ball park)	£375.00	£0,000.00	£750.00
Great Hinton ROW Kissing Gate	£500.00	£500.00	£0,000.00	£500.00
Totals	£83,637.93	£32,172.50	£2,388.78	£83,777.93

Budget £75,912.46 (provisional)

Projected Spend £83,777.93

Balance -£7,865.47

Plus Contributions (details below) £52,365.04

Opening Balance £44,499.57

Contributions

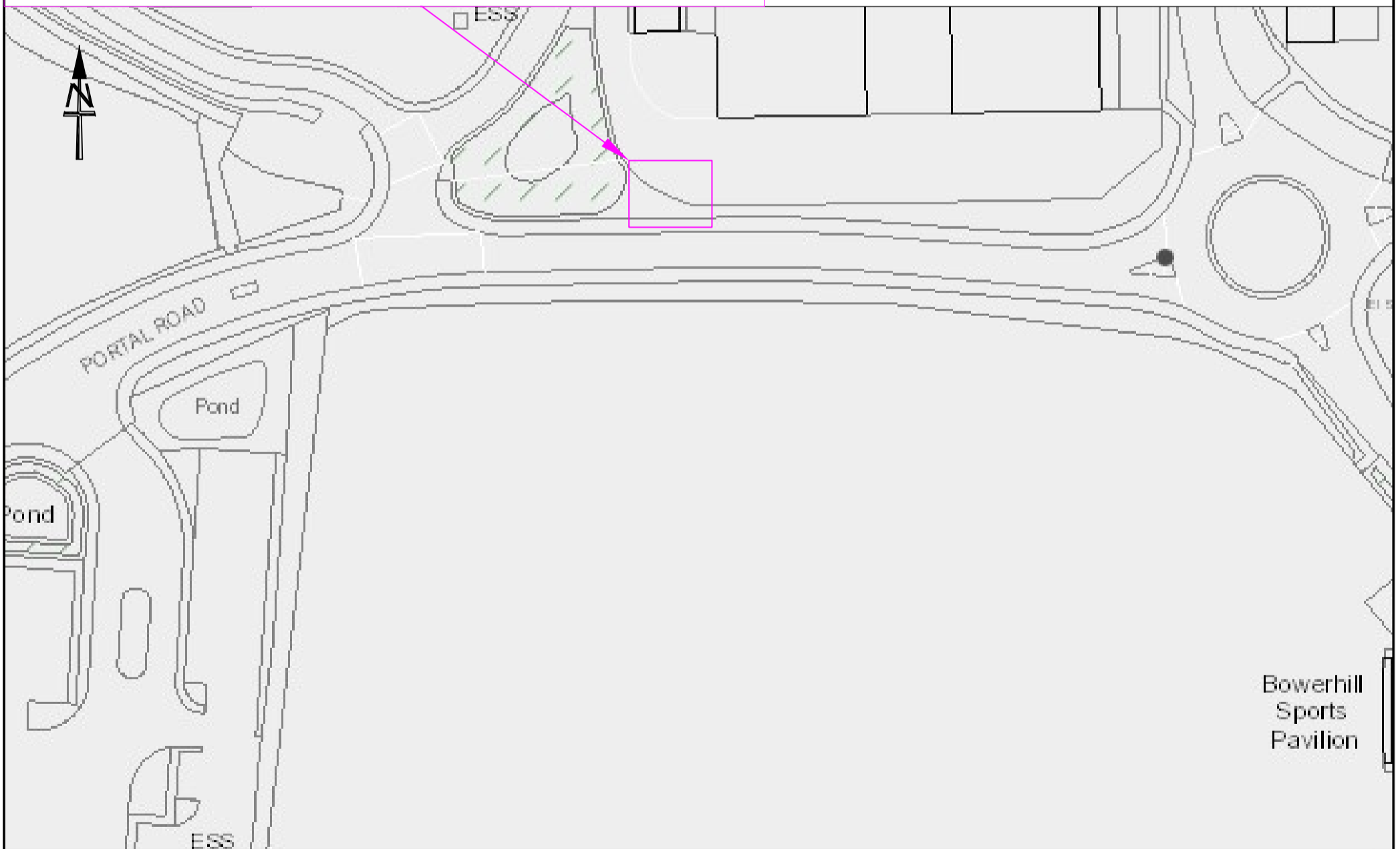
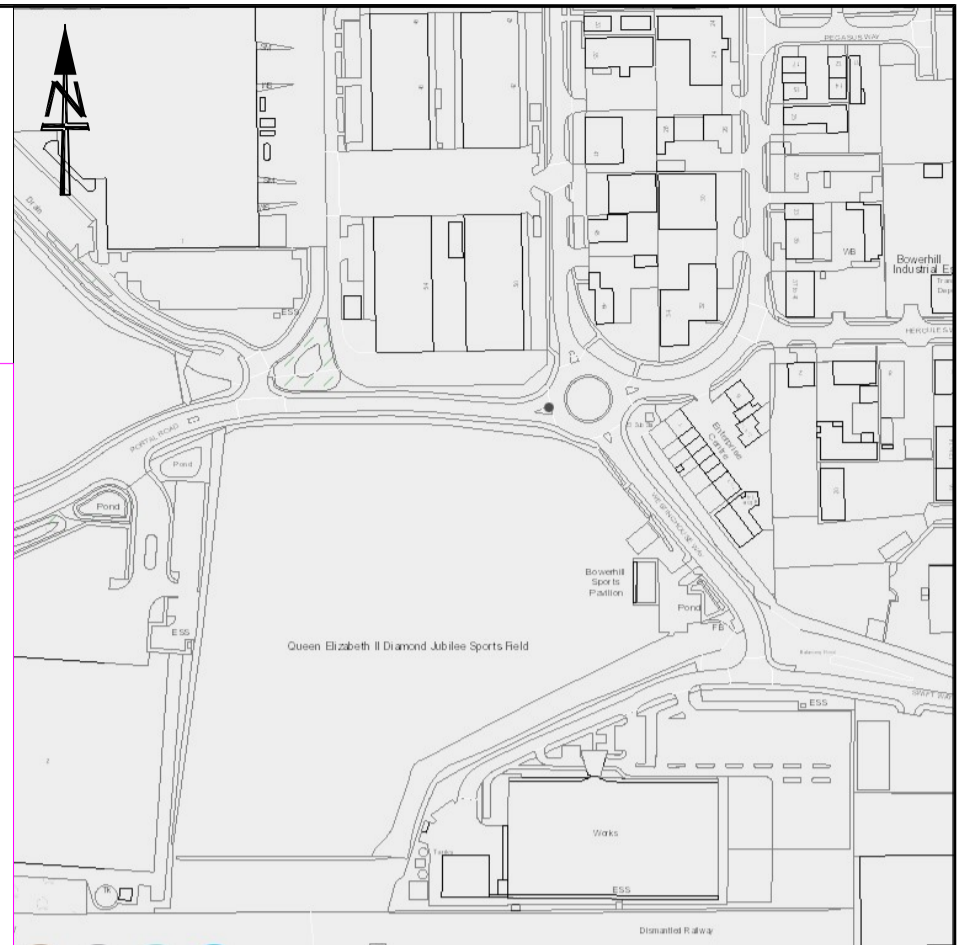
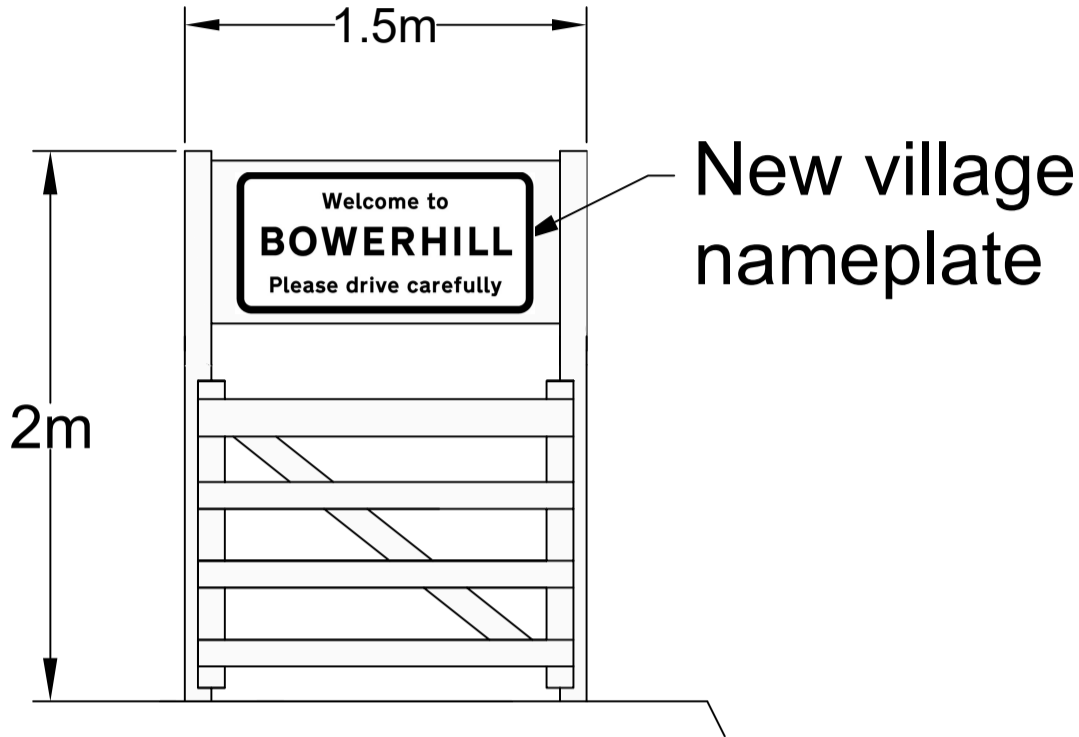
A365 Shaw / Dunch Lane footway	£20,077.54
A365 Shaw / Dunch Lane Footway	£1,500.00
A365 Shaw / Dunch Lane Footway	£7,000.00
Melksham Sandridge Rd footway	£10,000.00
Bowerhill Halifax Road Drop kerbs	£1750.00
Bowerhill Portal Road Gateway	£1,500.00
Melksham The Crays Drop kerb	£1,250.00
Bowerhill Cheshire Close footway	£1,250.00
A350 Beanacre Gateway Treatment	£5,000.00
Keevil Martins Road Footpath	£2662.50
Shaw Corsham Rd Signal Louvres	£375.00
Total	£52,365.04

Section 106 Fund


Melksham Town Council – contribution subject to confirmation
Melksham Area Board
Melksham Town Council – contribution subject to confirmation
Melksham Without Parish Council – invoice upon completion
Melksham Without Parish Council – invoice upon completion
Melksham Town Council – invoice upon completion
Melksham Without Parish Council – invoice upon completion
Melksham Without Parish Council – invoice upon completion
Melksham Without Parish Council – invoice upon completion
Keevil Parish Council – invoice upon completion
Melksham Without Parish Council – invoice upon completion

Village Gate Detail

Not to scale



NOTES:



Traffic & Network Management
 County Hall, Bythesea Road, Trowbridge
 Wiltshire, BA14 8JD
 Tel: 0300 4560100
 Website: www.wiltshire.gov.uk

This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationery Office © Crown copyright.
 Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or Civil Proceedings.
 Wiltshire Council (100049050) 2020

F					
E					
D					
C					
B					
A					
O	03/23	HPS			ORIGINAL
REV	DATE	DRAWN	CHECK	APPRV	DESCRIPTION
DRAWING PURPOSE:					

PROJECT: BOWERHILL VILLAGE GATE & NAMEPLATE		
DRAWING TITLE: DESIGN PLANS		
SCALES:	NOT TO SCALE	SHEET SIZE: A3
DRAWING No.	2022-153/MELK/HPS/D001	REVISION: 0
FILE REF:	L:\Traffic Engineering Team\Drawings\2022\2022-153 Bowerhill Village Gate & Nameplate.dwg	

Melksham Health and Wellbeing Meeting Notes

Tue 6th June 9.30am

Apologies:

Rebecca Seymour (Celebrating Age)
 David Walker (Carers Champion)
 Ashley Harris (Carer Support Wiltshire)
 Frances Webb (Care Home Volunteers)

In attendance:

Richard Rogers	Strategic Engagement & Partnership Manager	Sasko Spirovski	PCN, Development & Wellbeing Team
Chris Pickett	The Mens Shed	Emma Cade	Prevention & Wellbeing Team
Amanda Brooks	Melksham & Bradford PCN	Teresa Strange	Melksham Without PC
John Grouer	Melksham Without PC	Wendy Barker	Libraries
Nick Holder	Wiltshire Councillor	Kate Brooks	Age UK
Sarah Thomson	Age UK Community Support 2.0		

1. Notes from last meeting

- NH requested that on behalf of the Area Board and health and wellbeing group, thanks be recorded to David Walker who has after 2 years stepped down as carers champion. David has worked hard to raise the profile and support for carers and has supported many of the activities run during that time.
- Action from previous meeting

What	Who	Outcome
Some partners not receiving communications about future Celebrating Age events	Rebecca Seymour	spoke to Lucy, our projects assistant, after the meeting and gave her everyone at the meeting's details to ensure you were all on the Melksham mailing list, so you should be receiving event info now
Nick Holder to ask relevant personnel in Wiltshire council if any of the 2% uplift for local social care raised from council tax was earmarked for carers.	Nick Holder	None of the 2% uplift is earmarked for carers. It all goes to social care
David to talk to Chris Pickett to see if Men's Shed could provide furniture/ accessories for the sensory garden (if it goes ahead)	David Walker	Chris Pickett reported that this conversation had occurred and the Men's shed can help in any way that is required as long as no special health and safety measures are required.

Speak to Wiltshire comms team about advertising of warm spaces	Richard Rogers	Whilst warm spaces were promoted, it happened in a low-key way. There is a balancing act between making potential users aware these exist whilst not drawing attention to those who use them.
Talk to Melksham news about a regular article space	Teresa Strange	Meksham News are happy to receive any articles to put in.

2. Older and vulnerable adults including

- To hear about the progress made by Melksham Community Support

Sarah Thomson started yesterday and was introduced as the Community Support 2.0 worker in Melksham. She will visit people in their homes, particularly those who are isolated and need support. This could be to offer information, advice, finance, social opportunities, or anything else.

There is a need to identify where help is most required, and the role will develop over time. The call handlers from Melksham Community Support are still operating and linking with these will be part of the initial work of Sarah.

The quarterly report will be brought to this H&WB mtg for information and discussion particularly as there is a need to link into the support and work other services can offer.

In an emergency MWPC and MTC will take control and link into the local resilience work. This might be in response to severe power outage, flooding, etc. The emergency response was trialled locally and was successful. It is planned to run the exercise again in Whitley and filmed to be used to train other areas.

How to link GP surgeries with this additional support? – There is a GDPR issue, but this is not such a problem once the patient has requested support and referrals are possible.

It was recognised that there is a need to work on clarity around signposting. We do not want to duplicate but do not want to miss someone out. There is a need to map out how it all works together and learn as the project develops.

There was seed core funding from the Area Board with most funding coming from MWPC and MTC. Hence the area of where the work operates is within their two parishes. Some discussion will be required if someone phones from outside those 2 parishes but from within Melksham Community area.

MWPC have a grant of £8.5k which was for a leaflet drop with help number and fridge magnets with number to call. Once there is clarity regarding what number to advertise the leafleting will be carried out

BT are also digitising all their networks so this may affect all those who do not have mobile phones.

- **Age Friendly Melksham**

Age Friendly Melksham has now folded, and the funding is being passed to Age UK. They will carry on the work of creating an age friendly community. Thanks was offered to Chris Pickett and his colleagues for their hard work.

3. Carers

- The Farm Cookery School in Bromham session provided much needed respite for young carers from the town and enabled them to come together and complete a fun activity together. In addition, under the tuition of the fabulous staff at Farm Cookery School the young carers learned some new cookery skills which we hope they can take home to their families.
- Melksham Carer Festival
 - Tuesday 6th June – Afternoon tea for carers at Gifford Surgery
 - Friday 4pm to 7pm – 18 stands at the carers showcase taking place inside the Assembly Hall and on the pavement outside the Town Council. In addition there will be crafts, Grandma & the Lion and free refreshments
 - Friday 4.30pm to 6.30pm – Activities at the Campus for young carers and their families.

4. Melksham and Bradford on Avon Primary Care Network and Wellbeing Team –

- Melksham is a pathfinder site for the BSW Collaborative Network consisting of different agencies that will work together to tackle health issues where co-production is required. A cohort of 154 people have been selected to try and reduce falls. Those in the cohort are over 65, prescribed 10 or more medications and have a carer. The agencies will work together to produce a toolkit and interventions in around 12 months time. The Area Board is committed to supporting this work.
- PCN contract – The indicators have been changed and reduced and access and capacity is now the biggest area that improvement is looked for. The surgeries can no longer say that there is not capacity and a plan needs to be put in place to address improvements including the web site, the phone system, equal offer no matter how contact is made, better access to patients own records, appointments within 2 weeks and so on. There are huge questions about how this will work and the PCN funding. Each surgery changed 4 years ago to issuing their own contracts but now staff and contracts need to be aligned to 3 practices. Giffords is at full capacity in staff but Spar are 2 doctors down.
- There is also a requirement to focus on inequalities and a Doctor has taken the lead on this. The top 10 users of services are also being identified and they will be supported to see how this dependency might be reduced and if any interventions are required.

- Estates management – Greater clarity has now been reached on what is required by the surgeries in regards to the NHS estate. It is opportune to discuss the estate management and the separate issue of the hospital again.

ACTION - Richard – Set up meeting with estates team

5. Updates on Cost of living situation (All)

- AGE UK – enquiries have gone up considerably. Also Surviving winter grants are available. Some of the support organisations such as those who offer debt advice have more people than they can cope with and have had to close to new referrals.
- Foodbank – They have asked for the surgery not to refer people there as they feel the foodbank is being abused. The group felt that there must be a better solution.

ACTION – To consider how to coordinate food support with the foodbank, community larder and financial support. (Area Board)

6. Funding situation

- The Area Board has a new budget of £7,700 available to support older and vulnerable people in the Melksham area.
- This may be helpful in supporting some of the projects and work discussed in the meeting.
- If anyone is interested in applying for funding, speak to Richard Rogers

7. AOB

- Nick Holder announced that he will step down as chair of the Health and Wellbeing group. He thanked the members for their support and expressed his proud of what has been achieved. A replacement will be selected at the Area Board meeting on June 14th

- 8. Date of next meeting** – This will be set for late September. Contact Richard Rogers to add anything onto the agenda.

Wiltshire Council

Melksham Area Board

14 June 2023

Melksham Area Grant Report
Purpose of the Report

1. To provide details of the grant applications made to the Melksham Area Board. These could include:
 - community area grants
 - youth grants
 - older and vulnerable people grants
 - area board initiatives
2. To document any recommendations provided through sub groups.

Area Board Current Financial Position

	Community Area Grants	Youth Grants	Older and Vulnerable People Grants
Opening Balance For 23/24	£ 22,309.00	£ 18,349.00	£ 7,700.00
Awarded To Date	£ 0.00	£ 0.00	£ 0.00
Current Balance	£ 22,309.00	£ 18,349.00	£ 7,700.00
Balance if all grants are agreed based on recommendations	£ 20,309.00	£ 18,349.00	£ 7,700.00

Grant Funding Application Summary

Application Reference	Grant Type	Applicant	Project	Total Cost	Requested
ABG1109	Community Area Grant	Bowerhill Village Hall Trust	Bowerhill Village Hall new flooring	£11370.00	£1000.00
Project Summary: To replace the floor-covering in the main hall and both meeting rooms (contiguous).					
ABG1182	Community Area Grant	Melksham Music and Drama	Radio Mics	£7198.00	£1000.00
Project Summary: We are performing Joseph & His Amazing Technicolor Dreamcoat during September at The Assembly Hall and we would like to buy radio mics to use on stage for this show and any future shows. The complete package will cost £7198 although I understand I can only ask for £1000 towards the project.					

Background

3. 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.
4. 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)
 - Youth Grants (revenue)
 - Older and Vulnerable People Grants (revenue)
5. The Area Board will be advised of the funding available prior to their first meeting of each financial year.

Main Considerations

6. Councillors need to be satisfied that the applications meet the requirements as set out in the Area Board Funding and Grants Criteria and that the health and wellbeing and young persons funding guidelines have been adhered to.
7. Councillors must ensure that the distribution of funding is in accordance with the Scheme of Delegation to Area Boards.
8. Councillors need to consider any recommendations made by sub groups of the Area Boards.

Safeguarding Implications

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

Public Health Implications

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

Environmental & Climate Change Implications

11. 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.

Financial Implications

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

Legal Implications

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

Workforce Implications

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

Equalities Implications

15. Community Area Boards must fully consider the equality impacts of their decisions in order to meet the Council's Public Sector Equality Duty.
16. Community Area Grants will give local community and voluntary groups, Town and Parish Councils equal opportunity to receive funding towards community based projects and schemes where they meet the funding criteria.

Proposals

17. To consider and determine the applications for grant funding.

Report Author

- Richard Rogers, Strategic Engagement and Partnership Manager, Richard.Rogers@wiltshire.gov.uk

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

