

AGENDA

Meeting: Melksham Area Board
Place: The Manor School, Ruskin Ave, Melksham, SN12 7NG
Date: Wednesday 15 November 2017
Time: 5.30 pm

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

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 Kevin Fielding (Democratic Services Officer), direct line 01249 706612 or email kevin.fielding@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 Pat Aves - Melksham North	Cllr Roy While - Melksham Without South
Cllr Hayley Spencer - Melksham Central	Cllr Jon Hubbard - Melksham South
Cllr Jonathon Seed - Summerham and Seend	Cllr Phil Alford - Melksham Without North

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Details of the Council's Guidance on the Recording and Webcasting of Meetings is available on request.

	Items to be considered	Time
1	Chairman's Welcome	5:30pm
2	Introduction to the Healthy Schools project <ul style="list-style-type: none"> • Cllr Jon Hubbard, Chairman Melksham Area Board • Nick Bolton, Healthy Schools Coordinator 	5:35pm
3	Feedback from Melksham schools <ul style="list-style-type: none"> • Aloeric Primary School • Bowerhill Primary School • Churchfields Primary School, Atworth • Forest and Sandridge C of E Primary School • Melksham Oak Community School • River Mead School • Seend C of E Primary School • Shaw C of E Primary School • St George's C of E Primary School, Semington • St Mary's Broughton Gifford Primary School • The Manor C of E Primary School 	5:45pm
4	Awarding of Healthy Schools plaques	6:25pm
	Networking and refreshments	6:30pm
5	Chairman's Introduction and Announcements	7:00pm
6	Apologies for Absence	
7	Minutes To confirm the minutes of the meetings held on Wednesday 6 September 2017	
8	Declarations of Interest To receive any declarations of disclosable interests or dispensations granted by the Standards Committee	

9	<p>Mental Health Awareness Workshop</p> <p>Karen Spence - Public Health Specialist, Wiltshire Council</p>	7:05pm
10	<p>Area Board sub groups</p> <p>Local Youth Network Management Group – Cllr Spencer</p> <p>Melksham Wellbeing Group – Cllrs Aves</p> <p>Community Area Transport Group – Cllr While</p>	7:50pm
11	<p>Written Partner Updates</p> <p>To receive any written updates from the following partners:</p> <ul style="list-style-type: none"> • Community Area Partnership • Wiltshire Police • Wiltshire Police and Crime Commissioner • Dorset & Wiltshire Fire and Rescue Service • NHS Wiltshire/Clinical Commissioning Group • Healthwatch Wiltshire • Melksham Town Council • Parish Council Nominated Representatives • Melksham Chambers of Commerce • Melksham Senior People’s Forum • Older Persons Champion • Young Melksham • Trans Wilts Cic 	8:00pm
12	<p>Grant Funding</p> <p>The Area Board members are asked to consider applications to the Community Area Grants scheme and from the Local Youth Network. <i>Full details of all grant applications are contained in the agenda Pack</i></p>	8:05pm
13	<p>Close</p>	8:15pm

MINUTES

Meeting: MELKSHAM AREA BOARD
Place: Seend Community Centre
Date: 6 September 2017
Start Time: 7.00 pm
Finish Time: 9.00 pm

Please direct any enquiries on these minutes to:

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

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

In Attendance:

Wiltshire Councillors

Cllr Pat Aves, Cllr Hayley Spencer, Cllr Jonathon Seed, Cllr Roy While, Cllr Jon Hubbard and Cllr Phil Alford

Wiltshire Council Officers

Rhys Schell – Community Engagement Manager
Kevin Fielding – Democratic Services Officer
Emma Drage – Local Youth Facilitator

Town and Parish Councils

Melksham Town Council – Adrienne Westbrook
Melksham Without Parish Council – Teresa Strange & Paul Carter
Seend Parish Council – Sue Bond & Tony March
Semington Parish Council – Ron Robinson

Partners

Wiltshire Police and Crime Commissioner – Angus Macpherson
Dorset & Wiltshire Fire and Rescue Service – Jack Nicholson
Older Persons Champion – Chris Pickett
Transwilts Cic – Graham Ellis

Total in attendance: 35

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
23	<p><u>Chairman's Welcome, Introduction and Announcements</u></p> <p>The Chairman welcomed everybody to the meeting.</p> <p>The following Chairman's Announcements were noted:</p> <ul style="list-style-type: none"> • Community Resilience – Emergency Plans • Voice your views at interactive public meetings • Mobile Library Route consultation • Draft Wiltshire Housing Site Allocations Plan
24	<p><u>Apologies for Absence</u></p> <p>Apologies were received from Claire Harris – Melksham Town Council and Brian Warwick – Melksham Seniors.</p>
25	<p><u>Minutes</u></p> <p>Decision</p> <ul style="list-style-type: none"> • The minutes of the meetings held on Wednesday 7 June and Thursday 13 July 2017 were confirmed as the correct records.
26	<p><u>Declarations of Interest</u></p> <p>Cllr Pat Aves, Cllr Jon Hubbard & Cllr Hayley Spencer – Melksham Town Council grant application for street cleaning equipment. All are Melksham Town Cllrs – will take part in the debate and vote with an open mind.</p>
27	<p><u>Community priorities</u></p> <p>The following Community Priority Champions were agreed:</p> <ul style="list-style-type: none"> • Children and Young People – Cllr Hayley Spencer. • Health, Wellbeing and Leisure – Cllr Pat Aves. • Transport – Cllr Roy While. • Community Safety – Cllr Jon Hubbard. • Culture – Cllr Phil Alford. • Economy - Cllr Roy While. • Our Community and Housing – Cllr Jon Hubbard & Cllr Phil Alford.

	<ul style="list-style-type: none"> • Environment – Cllr Jonathon Seed. • Older People - Cllr Pat Aves.
28	<p><u>Waste Management Strategy & Information on the Melksham Household Recycling Centre</u></p> <p>Tracy Carter - Associate Director Waste and Environment Waste and Environment, Wiltshire Council gave a short presentation that outlined Wiltshire Council's Consultation on a new waste management strategy to shape how the Council collects and manages household waste and recycling.</p> <p>The meeting was able to take part in a short interactive voting session that would feed into the main consultation.</p> <p>Points made included:</p> <ul style="list-style-type: none"> • The council needed to develop a new waste management strategy in order to shape how it collected and managed household waste and recycling in Wiltshire. • The strategy needed to take into account Wiltshire's current challenges and also major developments in waste services. • That following the award of a collection contract to Hills Waste, kerbside services would change from 30 July 2018. These changes would make it easier for residents to recycle more at home. • That Wiltshire Council was currently undertaking a public consultation to ascertain the views of residents which would help to develop a new waste management strategy. • The questions in the consultation were based on the outcome of workshops held with Wiltshire Council elected members in July 2017. <p>The Chairman requested that a briefing note be circulated to the Parish Councils outlining the Wiltshire Council's Cabinet decision on the consultation.</p> <p>The Chairman thanked Tracy Carter for her presentation.</p>
29	<p><u>Melksham Burial Space</u></p> <p>Chris Pickett – Melksham Older Persons Champion outlined a request from the Muslim community for dedicated burial space at the Melksham cemetery.</p> <p>The Chairman then outlined the report which was contained in the agenda pack. The report contained three options, The Area Board was asked to consider the</p>

	<p>report and to confirm their preferred solution from the three options available:</p> <ul style="list-style-type: none"> • Option 1: Grant the request and provide a separate delineated area for Muslim burials. There would be the cost of installing and maintaining a boundary feature and this would contradict the council’s policy not to allocate graves prior to them being required. There would also be a risk that the rest of the cemetery extension would reach capacity and any space in the Muslim area would then be unavailable for the general population. • Option 2: Grant the request to allocate a separate area for Muslim burials, but not to delineate this and not to pre-allocate any plots. A Muslim area could be placed at one end of the extension, whilst the other is used for ‘non-Muslim’ burials. Both areas would be filled as needed. The Muslim graves could be oriented at right angles to Mecca in this scenario. There would be no financial implications. • Option 3: Decline the request to allocate a separate area for Muslim burials. This would carry some reputational risk to the council. <p>Decision</p> <ul style="list-style-type: none"> • That the Melksham Area Board grants the request to allocate a separate area for Muslim burials, but not to delineate this and not to pre-allocate any plots. A Muslim area could be placed at one end of the extension, whilst the other was used for ‘non-Muslim’ burials. Both areas would be filled as needed. The Muslim graves would be oriented at right angles to Mecca. There would be no financial implications. <p>The Chairman thanked the representatives of the Muslim community in attendance and thanked the Area Board members and Wiltshire Council officers for bringing a positive outcome to this issue.</p>
30	<p><u>Community Area Transport Group contributions</u></p> <p>The Area Board was given the opportunity to discuss feedback from Parish Councils on financial contributions to Community Area Transport funding, and to agree future funding arrangements.</p> <p>Points made:</p> <ul style="list-style-type: none"> • That there should be a threshold for small Parish Councils. • That the current CATG funding model was as fair to all as it could be.

	<ul style="list-style-type: none"> • That CATG funding was to provide minor repairs such as dropped kerbs, and not to fund full scale transport projects. • That the Melksham CATG had always had a flexible approach to the way that it conducted it's business. <p>Decision</p> <ul style="list-style-type: none"> • That the Melksham Community Area Transport Group maintains the current system of funding CATG projects.
31	<p><u>Feedback from grant funding recipients</u></p> <p>Seend Community Centre - backstage and storage extension and Melksham Leg Club - Launch of the Melksham Leg Club were given the opportunity to give feedback to the Area Board on how grant funding had benefited their groups.</p> <p>The Chairman thanked representatives of both groups for attending the Area Board meeting.</p>
32	<p><u>Area Board sub groups</u></p> <p>Melksham Wellbeing Group – Cllrs Aves</p> <p>The Health & Wellbeing Group notes dated 7 August 2017, contained in the agenda pack were noted.</p>
33	<p><u>Family Learning Festival</u></p> <p>Rhys Schell – Community Engagement Manager outlined plans for a Melksham Family Learning Festival which would provide a variety of fun, free family activities during October 2017.</p> <p>The Family Festival aimed to help address some local priorities including child poverty, mental and emotional health in particular.</p> <p>The Chairman thanked Rhys Schell for his update on this worthwhile event.</p>
34	<p><u>Written Partner Updates</u></p> <p>The following written partner updates were noted:</p> <ul style="list-style-type: none"> • Wiltshire Police

	<ul style="list-style-type: none"> • Dorset and Wiltshire Fire & Rescue Service • NHS Wiltshire/Healthwatch Wiltshire • Melksham Without Parish Council • Melksham Seniors People’s Forum • Melksham Older Persons Champion • TransWilts Cic • Chamber of Commerce <p>The Chairman thanked all partners for their updates.</p>
35	<p><u>Grant Funding</u></p> <p>The Area Board members are asked to consider two applications to the Community Area Grants scheme:</p> <p>Decision Melksham Town Council awarded £4,500 for Street Cleaning Equipment.</p> <p>UK Shotokaido requesting £650 for New Children’s Karate Club in Melksham. <i>Note: this application was deferred until the November meeting.</i></p> <p><i>Note: Cllr Seed now in the chair.</i></p> <p>The Area Board members are asked to consider one Councillor Led Initiative:</p> <p>Decision Cllr Jon Hubbard awarded £400 for the Melksham Family Learning Festival.</p>
36	<p><u>Public questions</u></p> <p>The Chairman invited any questions from the public before the meeting wrapped up.</p> <p>Q: Who at Wiltshire Council was responsible for the condition of pavements in Melksham?</p>

	A: Andy Cadwallader - Highway Engineer, Highways and Streetscene – North, Wiltshire Council. Email: andy.cadwallader@wiltshire.gov.uk
37	<u>Close</u>

Report to Melksham Area Board
Date of meeting Wednesday 15th November
Title of report Youth Grant Funding

Purpose of the Report:

To consider the applications for funding listed below together with the recommendations of the Local Youth Network (LYN) Management Group.

Applicant	Amount requested	LYN Management Group recommendation
Young Melksham	£5000	Part fund £2500
Melksham football youth team	£5000	Fully fund

1. Background

The recommendation from the LYN Management Group has been made in accordance with the following guidelines:

- Leaders guidance for Community Area Boards on Positive Activities for Young People
- Positive Activities for Young People local Youth Network Terms of Reference
- Positive Activities Toolkit for Community Area Boards

Young people have considered this application and identified it as a priority for Area Board funding.

2. Main Considerations

- 2.1. Councillors will need to be satisfied that Youth Grant Funding awarded in the 2015/2016 year are made to projects that can realistically proceed within a year of it being awarded.
- 2.2. Councillors will need to decide and be assured that young people and the community will benefit from the funding being awarded and the project/positive activity proceeding. The application should meet the identified needs, priorities and outcomes for young people in the areas, as identified in the LYN Needs Assessment and Strategic Plan.
- 2.3. Councillors will need to ensure measures have been taken in relation to safeguarding children and young people.
- 2.4. Councillors will need to ensure that young people have been central to each stage of this Youth Grant Funding application.

3. Environmental & Community Implications

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

4. Financial Implications

Financial provision had been made to cover this expenditure.

5. Legal Implications

There are no specific legal implications related to this report.

6. Human Resources Implications

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

7. Equality and Inclusion Implications

Ensuring that Community Area Boards and LYNs fully consider the equality impacts of their decisions in designing local positive activities for young people is essential to meeting the Council's Public Sector Equality Duty.

8. Safeguarding Implications

The Area Board has ensured that the necessary policies and procedures are in place to safeguard children and young people. The Community Youth Officer has assessed this application agreed it meets safeguarding requirements.

9. Applications for consideration

Application ID	Applicant	Project Proposal	Requested
ID 515 (hyper link)	Melksham youth football teams	To support the equipment needed for the youth teams	£5000
<p>Project description To continue providing a fun and safe environment for the 506 young people currently on the youth teams the funding will support the equipment that is desperately required for the youth teams, allowing the young people to participate in a sport they enjoy utilising the most up to date equipment required to ensure individual development and progression is achieved.</p> <p>Recommendation of the Local Youth Network Management Group That the application meets the grant criteria and is approved for the amount of £5000, subject to the following conditions: A representative from the group attends a lynmg meeting in 2018 to provide an update</p>			

Application ID	Applicant	Project Proposal	Requested
ID 500 (hyper link)	Young Melksham	To support the continuation of the SEND group	£5000
<p>Project description The No Limits youth club dedicated for young people with SEND runs every Monday at The Canberra Centre in Melksham. Any young people aged between 13 and 25 are able to attend and take part in a range of activities supported by a team of experienced youth workers and volunteers</p>			

Recommendation of the Local Youth Network Management Group

The LYNMG recommend the Melksham Area Board part fund the Young Melksham youth application for the sum of £2500. The organisation has received significant funding previously and the LYNMG is conscious of diversifying its funding.

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

Report Author

Emma Drage – Local Youth Facilitator
emma.drage@wiltshire.gov.uk – 07775410523

Local Youth Network Management Group Record Template

Area	Melksham				
Date	01/11/17	Times	17:00	Venue	Melksham Football club
Present	<p><u>Meeting 1</u> Rhys Schell Jack Oakley Chris Pugh Emma Drage Cllr Hayley Spencer</p> <p><u>Via email</u> Teresa Strange</p>				
Apologies	Teresa Strange Jon Hubbard				
Agenda Items					
1	Update on the youth football teams				
2	Budget position				
3	Future youth grants				
4	Young Melksham youth application				
5	Football club youth application				
6	Future venue and time of meeting				
7	AOB				
Notes / discussion					
1	<p>Adults and young people that volunteer for and attend the football club attended the LYNMG group so the group could have an update on how the new facility and youth teams are doing. The young people explained the difference the new facility has made to their physical; mental; and emotional health. The young people not only use that facility as a football club but as a youth club where young people can meet up with their friends at any time on any day and use the pitches as well as being allowed to use the club house to meet up with their friends and receive discounted refreshments due to their membership. We heard from a parent who stresses how important the new facility is, she expressed how she allows her son to go there to meet with his friends out of football sessions as she feels he is safe there as there is always people there in case there is a first aid injury as well as it being flood lit and a safe facility. The volunteers explained how the funding for the youth teams work which is that there is no set funding for the youth teams and they receive very little income from the youth teams and it currently runs at a loss, the groups do a lot of fundraising themselves and are in need of support.</p>				
2	The Melksham youth budget has £12,451.03 remaining				
3	The LYNMG are under the impression that there are 3 youth groups intending to apply to the February area board.				
4	Young Melksham have applied for £5000 to support the SEND group, the LYNMG are in support of Young Melksham and everything that they do. However the group are concerned about the sustainability of the sessions that they run and class it as high risk due to their expenditure.				

5	The Melksham Football club have applied for £5000 to support the youth sessions, the LYNMG are in full support of the club and what they are trying to achieve.		
6	TBC		
7	No AOB		
Recommendations to Area Board			
1	The LYNMG recommend the Melksham Area Board part fund the Young Melksham youth application for the sum of £2500. The organisation has received significant funding previously and the LYNMG is conscious of diversifying its funding.		
2	The LYNMG recommend the Melksham Area Board fully fund the Football youth application, they have not been in receipt of any youth funding from the area board previously.		
Date of Next meeting:		February 2018	
Notes Taken By	Emma Drage	Position:	Local Youth Facilitator

Report to Melksham Area Board
Date of meeting 15.11.2017
Title of report Health and Wellbeing Funding

Purpose of the Report:

To consider the applications for funding listed below together with the recommendations of the Health and Wellbeing Group.

Applicant	Amount requested	Health and Wellbeing Group recommendation
BOA & Melksham Health Partnership - Balance Exercise Class for Older People	£1,980	£1,980
Age UK Wiltshire - Melksham Nail cutting clinic	£500	£500
Melksham and District Seniors Forum 55+	£4,260	£3,000
Our Time Project	£2,000	£0

1. Background

The recommendation from the Health and Wellbeing Group has been made in accordance with the following guidelines:

- **Health and Wellbeing Groups Spending Guidelines**

Members of the Health and Wellbeing Group have considered this application and identified it as a priority for Area Board funding.

2. Main Considerations

- 2.1. Councillors will need to be satisfied that Health and Wellbeing Groups awarded in the 2016/2017 year are made to projects that can realistically proceed within a year of it being awarded.
- 2.2. Councillors will need to be assured that carers, older and/ or vulnerable people will benefit from the funding being awarded. The money must be used to invest in projects that will support adults living within a community area. While not exclusively restricted to older people, the investment should be made in such a way as to make the maximum impact on health and wellbeing within a given community area.
- 2.3. Councillors will need to ensure measures have been taken in relation to safeguarding older and vulnerable people.

3. Environmental & Community Implications

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

4. Financial Implications

Financial provision had been made to cover this expenditure

4.1. Melksham Area Board was allocated £7700

4.2. The Melksham Area Board Health and Wellbeing Funding balance for 2016/17 is £7700

4.3. All decisions must fall within the Health and Wellbeing Funding allocated to Melksham Area Board.

4.4 If funding is awarded in line with the Health and Wellbeing recommendations outlined in this report

1. Legal Implications

There are no specific legal implications related to this report.

2. Human Resources Implications

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

3. Equality and Inclusion Implications

Ensuring that Community Area Boards and Health and Wellbeing Groups fully consider the equality impacts of their decisions in designing local positive activities for young people is essential to meeting the Council's Public Sector Equality Duty.

4. Safeguarding Implications

The Area Board has ensured that the necessary policies and procedures are in place to safeguard children and young people. The Community Engagement Manager has assessed this application agreed it meets safeguarding requirements.

5. Applications for consideration

Application ID	Applicant	Project Proposal	Requested
BOA & Melksham Health Partnership	BOA and Melksham Health Partnership	Balance Exercise Class for Older People	£1,980
Project description The Melksham Leg Club offers accommodation at the Spencer's Social Club to a number of additional clubs which support social isolation Wound Care Leg Club Carers Cafe Falls Clinic Health Trainers and a Foot Care Practitioner. To support self-care and increase the options for older people to keep well exercise and socialise we have been approached by Active Health - who currently run a Balance and Exercise Class at Christie Miller. These classes are very popular however many of our members who have had leg ulcers and other medical conditions have suggested that we have this trainer to run a class in the Leg Club on a Thursday afternoon. This will also assist the medical Falls Clinic as they will be able to refer people once they are more stable and need to keep flexible and exercise. We have contacted Wiltshire Council who is unable to offer any further funds to cover this second class. Members are prepared to pay towards the class c.£2.50 - but we need to fund the trainer - for the first year so that we can build the interest and by year 2 this should be self funding.			
Recommendation of the Health and Wellbeing Group That the application meets the grant criteria and is approved for the amount £1,980			

Application ID	Applicant	Project Proposal	Requested
Age UK Wiltshire	Age UK Wiltshire	Toe nail cutting clinic	£500
<p>Project description</p> <p>We aim to open a Nail cutting clinic in the centre of town to provide affordable foot care to older people in a venue that is easy for them to access.</p> <p>AUKW currently holds a clinic every 4 weeks in Kestrel Court, Bowerhill, Melksham. This clinic runs for the morning only during which up to 7 appointments can be offered. Currently we can offer these appointments for up to 20 registered service users in the area. This present location is provided by Selwood Housing and although at present this is free of charge, for which we are grateful, there is no guarantee that this will continue to be so in the future. Also the site it is not easily accessible without transport particularly to those living in and around the town centre. Despite this, the clinic is often full however limitations on use of the premises means it lacks the capacity to meet demand and therefore potential new clients are advised to either attend clinics in other nearby towns or are put on our waiting lists until spaces become available.</p> <p>A clinic within Melksham town centre, running either consecutively to our existing Bowerhill clinic or as a replacement, could potentially double the total of appointments available in Melksham from 7 to 14 every four weeks, or in other words, an increase from 87 to 175 appointments per year. This in turn would give us the ability to offer the service to a further 20 service users therefore enabling us to offer nail cutting to a total of 40 older people in and around Melksham.</p>			
<p>Recommendation of the Health and Wellbeing Group</p> <p>That the application meets the grant criteria and is approved for the amount of £500</p>			

Application ID	Applicant	Project Proposal	Requested
Melksham & District Seniors 55+	Melksham & District Seniors 55+	Older Persons Health and Wellbeing Programme for age friendly Melksham	£4,260
<p>Project description</p> <p>To provide a comprehensive range and age appropriate activities to reduce the incidence of loneliness and depression among our older community and promote individual and group health and wellbeing and intergenerational activity.</p>			
<p>Recommendation of the Health and Wellbeing Group</p> <p>That the application meets the grant criteria and is approved for the amount of £3,000.</p>			

Application ID	Applicant	Project Proposal	Requested
Our Time Project	Our Time Project	Out Time Project - Melksham	£2,000

Project description

TO PRODUCE AND DELIVER A SERIES OF HIGH QUALITY INSPIRING THEATRE AND MOVEMENT WORKSHOPS WITH ELDERLY COMMUNITIES OF MELKSHAM: CREATING JOYFUL, LIFE - ENHANCING EXPERIENCES, UNDER THE GUIDANCE AND THE EXPERTISE OF THE OUR TIME PROJECT COMPANY. INVOLVING ACTIVE ELDERS, VERY FRAIL, THOSE WHO HAVE HAD STROKES, AND THOSE WITH DEMENTIA. ULTIMATELY ENCOURAGING PERSONAL DISCOVERY AND A SHARED AND ENLIGHTENING COLLECTIVE EXPERIENCE WHICH WILL HAVE POSITIVE REPERCUSIIONS IN THE WIDER COMMUNITY. The workshops will improve the health and well-being of participants, encouraging mental and physical stimulation as well as being a joyful creative collective experience for both elders and carers.

Recommendation of the Health and Wellbeing Group

That this project is not financially supported.

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

Report Author Rhys Schell, Melksham Community Engagement Manager
rhys.schell@wiltshire.gov.uk

Health and Wellbeing projects and activities FUNDING APPLICATION

1. Applicant:

Name	John Truss
Organisation	Age UK Wiltshire
Address	31 Market Place, Devizes, Wiltshire
Phone number	01380 735504
Email address	John.truss@ageukwiltshire.org.uk

2. Amount of funding required from the Area Board:

£0 - £1000	500.00
£1001 - £5000	
Over £5000 (please note – our grants will not normally exceed £5000)	

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

Yes	
No	x

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

5. Project title?

Melksham Nail cutting clinic

6. Project summary: (100 words maximum)

We aim to open a Nail cutting clinic in the centre of town to provide affordable foot care to older people in a venue that is easy for them to access.

7. Which Area Board are you applying to?

Melksham ▼

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

SN12 6HH

9. Please tell us which themes best describe your project:

<input type="checkbox"/> Intergenerational projects <input checked="" type="checkbox"/> Older People Support/Activities <input type="checkbox"/> Carers Support/Activities <input checked="" type="checkbox"/> Promoting physical and mental wellbeing <input type="checkbox"/> Combating social isolation <input type="checkbox"/> Promoting cohesive/resilient communities <input type="checkbox"/> Arts, crafts and culture <input type="checkbox"/> Safer communities	<input type="checkbox"/> Heritage, history and architecture <input type="checkbox"/> Inclusion, diversity and community spirit <input type="checkbox"/> Environment, recycling and green initiatives <input type="checkbox"/> Sport, play and recreation <input type="checkbox"/> Transport <input type="checkbox"/> Technology & Digital literacy <input type="checkbox"/> Other
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If Other (please specify)

10. About your project

Please tell us about your project (a strong application will address all of the following):

How does your project support local needs and priorities?

AUKW operates a not-for-profit toe nail cutting service from 11 locations across Wiltshire. The service is provided using a workforce of staff and volunteers and has been in operation since 2006. It is an incredibly popular service providing older people the opportunity to access an affordable means of getting their toenails cut on a regular basis, typically every 6-8 weeks. At present we can accommodate around 320 service users across all of our clinics and our sessions are charged at £14 for a simple toe nail cut, which is normally far less than the market rates of a qualified Podiatrist. As well as cutting toe nails, our clinics provide the time to check not only the overall health of the foot, but also gives us the opportunity to maintain a regular insight into the general health and well-being of the service user. Referrals can be made to G.Ps or to a qualified Podiatrist if necessary or to other services provided by AUKW such as Information & Advice, Fitness & Friendship clubs and those offering social inclusion. From these, further referrals can be made to other organisations which can provide support and enhance the quality of their lives. By helping to maintain the health of an older person's feet our clinics can improve mobility and reduce the risk of falls and infection which in turn, can significantly reduce reliance on statutory health services. It is also recognised that simply by attending our clinics, this provides to some, a means of social interaction and a welcome escape from social isolation.

AUKW currently holds a clinic every 4 weeks in Kestrel Court, Bowerhill, Melksham. This clinic runs for the morning only during which up to 7 appointments can be offered. Currently we can offer these appointments for up to 20 registered service users in the area. This present location is provided by Selwood Housing and although at present this is free of charge, for which we are grateful, there is no guarantee that this will continue to be so in the future. Also the site it is not easily accessible without transport particularly to those living in and around the town centre. Despite this, the clinic is often full however limitations on use of the premises means it lacks the capacity to meet demand and therefore potential new clients are advised to either attend clinics in other nearby towns or are put on our waiting lists until spaces become available.

How many older people/carers do you expect to benefit from your project?

A clinic within Melksham town centre, running either consecutively to our existing Bowerhill clinic or as a replacement, could potentially double the total of appointments available in Melksham from 7 to 14 every four weeks, or in other words, an increase from 87 to 175 appointments per year. This in turn would give us the ability to offer the service to a further 20 service users therefore enabling us to offer nail cutting to a total of 40 older people in and around Melksham.

How will you encourage volunteering and community involvement?

Age UK Wiltshire relies significantly on the help and support of volunteers for all of its services. Our nail cutting department utilise volunteers for receptionists and administrative support at each of their clinics and also has one volunteer nail cutter at one of our clinics. Administrative support is also provided by volunteers based at our office in Devizes.

How will you ensure your project is accessible to everyone (for example: people living with a disability or on low incomes, or vulnerable, or socially isolated etc.)?

Having a clinic in the town centre will improve access for all clients, allowing them to drive, walk or use public transport to get there.

Having a clinic open all day will enable a greater choice of appointment times allowing people to fit in a visit more conveniently into their day.

The cost to the service user for an appointment is aimed at being less than would normally be charged by other providers of a similar service within the area.

Anyone who is unable to use the service for whatever reason, will be given appropriate advice and possibly referred to other services for treatment. The Nail cutting team can also refer to other services within Age UK Wiltshire; for example the Information and Advice team which are there to assist on a number of issues such as benefits checks.

How will you work with other community partners?

The success of the new clinic will rely on promotion of the service for which partnership working will play a key role. The Older Peoples' Champion has already had a significant impact in making this project a reality by facilitating the provision of a venue foc. We are also keen to liaise with the Melksham Leg Club as our clinic can compliment the services it provides.

11. Safeguarding

Please tell us about how you will protect and safeguard vulnerable people in your project (You must address all of the following):

- Please provide evidence of your commitment to safeguarding and promoting the welfare of older/vulnerable people and their carers.
- How do you make sure staff and volunteers understand their safeguarding responsibilities?
- Who in your organisation is ultimately responsible for safeguarding?

AUKW provides training (at least every three years) to all staff and volunteers to ensure that they are aware of how to identify safeguarding concerns in the course of their work. All staff will be expected to undertake safeguarding training and be aware of the organisation's safeguarding framework extending into other areas such as whistle blowing, recruitment, gifts policy and disciplinary policies.

Managers may be expected to attend additional training (at least every three years) in order to address the staff needs of their teams and comply with the demands of the referral/alerting process. Awareness training for volunteers should form part of volunteer induction training. All staff volunteers should receive safeguarding training during their induction and a yearly update/reminder on safeguarding processes and procedures.

AUKW's Board of Trustees has overall and final responsibility for all areas of safeguarding within the organisation. The board of trustees delegate day-to-day responsibility for the effective implementation of AUKW's Policy and Procedure for Safeguarding Adults at Risk of Abuse to the CEO.

We are happy to provide a copy of our safeguarding policy upon request in support of this application.

12. Monitoring your project.

How will you know if your project has been successful? *required field

We will know that the project is a success if at the end of Year 1, we have 40+ clients on the books and appointments at future clinics are fully booked.

We will also monitor our service user feedback to ensure they are happy with the service and that it is meeting their needs.

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

If the project is a success (see above) then it will be financially self-sustaining as the revenue from appointments will cover all the costs of the clinic.

14. If this application forms part of a larger project (eg a community navigation project), please state what this project is and approximately how much the overall project will cost?

15. Finance:

15a. Your Organisation's Finance:

Your latest accounts: Year ending
 Month March Year 2016

Total Income:

£ 685,251

Total Expenditure:

£ 696,305

Surplus/Deficit for the year:

£ -11,054

Free reserves currently held:

(money not committed to other projects/operating costs)

£ 439,178

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

A major proportion of our reserves are held in a restricted fund for potential closure costs, should AUKW no longer be able to operate. In 2017 our income was significantly reduced due to cuts in funding received from Wiltshire Council. Up until this point we had been subsidising many of our services, including nail care, from our reserves though this is now no longer possible. AUKW is re-assessing all its services and re-aligning their delivery to a more cost effective model which includes seeking alternative sources of funding so that valuable community projects, such as nail care, can continue.

15b. Project Finance:

Total Project cost £2460.00

Total required from Area Board £500

Expenditure £2460.00 Income £1960.00 Tick if income confirmed

NB. If your organisation
 reclaims VAT you should
 exclude VAT from the
 expenditure (Planned Income [help](#))
 (Planned project costs [help](#))

Cutter	1170	Income from appointments	1960.00	<input type="checkbox"/>
--------	------	--------------------------	---------	--------------------------

Travel costs	520	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Equipment	100	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Administration	520	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Advertising & Promotion	150	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Total	2460.00	Total	1960.00	

£1960 income calculated as 175 appointments x £14 = £2450 minus 20% to allow for appointments not taken up in the first year.

£500 grant allow us to establish the clinic in its first year without making a loss. By year 2 we would expect to see a full appointment diary and reduced need for advertising and promotion.

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

financial year? *required field

- Yes
- No

17. Please list which area boards you are intending to apply, including this one (You can apply to a maximum of 3 Area Boards for the same project in a financial year) *required field, if Yes to Q11.

18. DECLARATION

Supporting information - Please confirm that the following documents will be available to inspect upon request (You DO NOT need to send these documents to us):

Quotes:

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

Project/Business Plan:

For projects over £50,000: I will make available on request a **project or business plan** (including estimates) for projects where the **total project cost** (as declared in the financial section above) exceeds £50,000 (tick only when total project cost exceeds £50,000).

Accounts:

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

Constitution:

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

Policies and procedures:

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

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

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

I will make available on request the relevant planning permission for the project.

x I will make available on request any other form of licence or approval for this project has been received prior to submission of this grant application.

And finally...

x I confirm that the information on this form is correct, any award received will be spent on the activities specified.

Health and Wellbeing projects and activities FUNDING APPLICATION

1. Applicant:

Name	Amanda Brookes
Organisation	BOA and Melksham Health Partnership
Address	Bradford on Avon & Melksham Health Partnership Station Approach Bradford on Avon BA15 5DQ
Phone number	01225 866611
Email address	amanda.brookes@nhs.net

2. Amount of funding required from the Area Board:

£0 - £1000	
£1001 - £5000	X
Over £5000 (please note – our grants will not normally exceed £5000)	

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

Yes	
No	X

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

5. Project title?

Balance Exercise Class for Older People

6. Project summary: (100 words maximum)

The Melksham Leg Club offers accommodation at the Spencer’s Social Club to a number of additional clubs which support social isolation Wound Care Leg Club Carers Cafe Falls Clinic Health Trainers and a Foot Care Practitioner. To support self-care and increase the options for older people to keep well exercise and socialise we have been approached by Active Health - who currently run a Balance and Exercise Class at Christie Miller. These classes are very popular however many of our members who have had leg ulcers and other medical conditions have suggested that we have this trainer to run a class in the Leg Club on a Thursday afternoon. This will also assist the medical Falls Clinic as they will be able to refer people once they are more stable and need to keep flexible and exercise. We have contacted Wiltshire Council who is unable to

offer any further funds to cover this second class. Members are prepared to pay towards the class c.£2.50 - but we need to fund the trainer - for the first year so that we can build the interest and by year 2 this should be self funding.

7. Which Area Board are you applying to?

Melksham

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

SN12 8AG

9. Please tell us which themes best describe your project:

- | | |
|---|---|
| <input type="checkbox"/> Intergenerational projects | <input type="checkbox"/> Heritage, history and architecture |
| <input checked="" type="checkbox"/> Older People Support/Activities | <input type="checkbox"/> Inclusion, diversity and community spirit |
| <input type="checkbox"/> Carers Support/Activities | <input type="checkbox"/> Environment, recycling and green initiatives |
| <input checked="" type="checkbox"/> Promoting physical and mental wellbeing | <input checked="" type="checkbox"/> Sport, play and recreation |
| <input checked="" type="checkbox"/> Combating social isolation | <input type="checkbox"/> Transport |
| <input type="checkbox"/> Promoting cohesive/resilient communities | <input type="checkbox"/> Technology & Digital literacy |
| <input type="checkbox"/> Arts, crafts and culture | <input type="checkbox"/> Other |
| <input type="checkbox"/> Safer communities | |

If Other (please specify)

10. About your project

Please tell us about your project (a strong application will address all of the following):

How does your project support local needs and priorities?

The Melksham Leg Club is providing free space and encouraging its members to join an Active Health Specialist Health Class in the afternoons on a Thursday.

The Strength and Balance Class has been running in the BoA Leg Club for two years and provides two classes, supporting over 45 people with expert advice on gentle exercise, offering a social outlet for making friends and building on the need for proactive self care.

We aim to set up a class in Melksham in the afternoon, after the morning leg club. The funds will pay for the instructor - £45 per session (2 hours) until there are enough members and the class will become self funding, this is likely to take 12 months.

The Strength and Balance classes are most suitable for individuals who are frail, elderly, de-conditioned or functionally impaired. The classes are mostly chair based and provide functional exercise sessions designed to encourage participants to exercise safely and progressively. The trainer is a specialist postural stability instructor and is fully accredited by Active Health (Salisbury).

After the class of 45 minutes, the members are encouraged to stay for refreshments and chat – thus making friends and combatting social isolation. Other types of conditions suitable for the classes are:

Elderly
MS
Osteoporosis
Parkinson's Disease
Stroke
COPD

How many older people/carers do you expect to benefit from your project?

We expect to eventually offer two classes on a Thursday afternoon – 25 in each class = so 50 people per week. Over the year this will equate to several hundred. Assessments are carried out on the person as they join and 6 weeks later to monitor their improved mobility. People are welcome to continue to come to class for as long as they wish to.

The Classes are open to anyone and not just people from the Leg Club and Falls Clinic.

How will you encourage volunteering and community involvement?

The classes will be widely advertised through Age UK, Melksham News, GP Practices, and any other media where older people are likely to read about the new classes.

How will you ensure your project is accessible to everyone (for example: people living with a disability or on low incomes, or vulnerable, or socially isolated etc.)?

We will ensure that information about the classes are shared through the GP Practice Care Coordinators, Doctors and Nurses – leaflets about the classes will be widely available in the local libraries, café's (The Art House) and other local offices, such as Older People's Forum, local newsletters and MIND.

How will you work with other community partners?

We will work with local community Partners through the Health & Wellbeing Board, Community Engagement Officer, MIND, Age UK and other local charities.

11. Safeguarding

Please tell us about how you will protect and safeguard vulnerable people in your project (You must address all of the following):

- Please provide evidence of your commitment to safeguarding and promoting the welfare of older/vulnerable people and their carers.
- How do you make sure staff and volunteers understand their safeguarding responsibilities?
- Who in your organisation is ultimately responsible for safeguarding?

Overall safeguarding training for Leg Club staff has already been undertaken. The responsibility lies with BoAMHP who hold the contract for the Leg Club and all the activities held within the space.

All people attending the Class will be under the responsibility of the specialist trainer who works for Active Health and will abide by their safeguarding policies.

There will be a member of the Leg Club staff in the hall during the classes and the local GP policies on safeguarding will be in place.

The Active Health trainer is DBS checked and has all the relevant insurance and personal liability certificates available to view.

12. Monitoring your project.

How will you know if your project has been successful? *required field

The trainer will keep a record of the number of attendees and each member will receive an initial assessment as to their mobility ability – this will be checked again at the 6 week point.

An evaluation report will be submitted at the 6 and 12 month point.

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

At the end of the 12 months, it is expected that the classes will be self funding. Attendees pay a small fee of £2.50 and this includes refreshments and advice sheets.

14. If this application forms part of a larger project (eg a community navigation project), please state what this project is and approximately how much the overall project will cost?

This is a stand-alone project and will use the Leg Club space at Spencer's Social Club.

We have approached WCC who have advised that there is no funding available to subsidise an Active Health trainer.

The finance section below is left blank as there are no funds available. The Leg Club is offering free space in the afternoon, which is currently funded through the Better Care Fund.

The Leg Club has no funds to help with this project and is supporting the project by putting through this application and endorsing it as a positive way to help older people.

15. Finance:

15a. Your Organisation's Finance:

Your latest accounts:

Month Year

Total Income:

£

Total Expenditure:

£

Surplus/Deficit for the year:

£

Free reserves currently held:

(money not committed to other projects/operating costs)

£

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

15b. Project Finance:

Total Project cost £

Total required from Area Board £

Expenditure	£	Income	£	Tick if income confirmed
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NB. If your organisation
reclaims VAT you should
exclude VAT from the
expenditure

(Planned Income [help](#))

(Planned project costs [help](#))

Cost of trainer	1980	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Project management	400	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Refreshments	150	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Publicity/signage	100	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Admin	400	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Total	3,030	Total	<input type="text"/>	

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

financial year? *required field

- Yes
- No

17. Please list which area boards you are intending to apply, including this one (You can apply to a maximum of 3 Area Boards for the same project in a financial year) *required field, if Yes to Q11.

18. DECLARATION

Supporting information - Please confirm that the following documents will be available to inspect upon request (You DO NOT need to send these documents to us):

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- For projects over £50,000: I will make available on request a **project or business plan** (including estimates) for projects where the **total project cost** (as declared in the financial section above) exceeds £50,000 (tick only when total project cost exceeds £50,000).

Accounts:

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

Constitution:

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

Policies and procedures:

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

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

- I will make available on request evidence of ownership of buildings/land
- I will make available on request the relevant planning permission for the project.
- I will make available on request any other form of licence or approval for this project has been received prior to submission of this grant application.

And finally...

- I confirm that the information on this form is correct, any award received will be spent on the activities specified.

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

	Item	Update	Actions and recommendations	Who
	Melksham CATG - Date of meeting: 16th October 2017			
1.	Attendees and apologies			
	Present:	Cllr Roy While (Chair), Mark Stansby, Sue Bond (Seend), Cllr Pat Aves (Melksham Town/ Area Board), Tim Cherry (Broughton Gifford), Mary Jarvis (Broughton Gifford), Alan Baines (Melksham Without), Andy Cadwallader, Rhys Schell, Cllr Phil Alford (Melksham Without North/ Area Board), Colin Goodhind, (Melksham Community Area Partnership), Alan Lee (Atworth), Martin Pain (Melksham Seniors), Leon Karas (Steeple Ashton), Jo McManus (Seend), Cllr Jon Hubbard (Melksham Town/ Area Board), Cllr Jonathon Seed (Summerham and Seend/ Area Board), Teresa Strange (Melksham Without), Steve Housby (Poulshot)		
	Apologies:	Spencer Drinkwater, Clare Harris (Melksham Town)		
2.	Notes of last meeting			
		The minutes of the previous meeting held were agreed at the Melksham Area Board meeting on the 13 th July 2017.	CATG to note.	
3.	Financial Position			
		The current balance, less commitments, is £15,804.78 (see Appendix 2). Three schemes have been completed under budget:-	The group agreed that contributions should be refunded as they had been originally funded.	

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

		<ul style="list-style-type: none"> • Devonshire PI / Tower Rd, Est £8,974.97 Final £8,258.31 – a saving of £716.66 (see Appendix 1). • Kenilworth 20 mph limit, Est £7,500 Final £7,348.74 – a saving of £151.26 • Whitley Drop Kerbs, Est £3,968.93 Final £3145.40 – a saving of £823.53 <p>Town and Parish contributions for these schemes are adjusted to:</p> <ul style="list-style-type: none"> • Devonshire £2,762 from £3,000 • Kenilworth £1,955 from £2,000 • Whitley £795 from £1,000 <p>Review of Melksham CATG Financial Arrangements (contributions).</p> <p>Pavement and Footway Improvement Scheme</p> <p>Melksham has been allocated £7,934.83 of revenue money (to be spent in 2017 / 18) for this purpose.</p> <p>Can be used for:</p> <ul style="list-style-type: none"> • Repairs to uneven pavements • Resurfacing • Enhancing and maintaining pedestrian areas (drop kerbs) 	<p>Devonshire Place – Town Council agreed to pay 1/3rd. Town Council contribution reduced by £238 and CATG reduced by £477</p> <p>Kenilworth 20mph – Town Council agreed to pay 30%. Town Council contribution reduced by £45 and CATG reduced by £106.</p> <p>Whitley Drop Kerbs – Parish agreed to pay 25%. Parish contribution reduced by £205 and CATG reduced by £618.</p> <p>Note from Cllr While that contributions will remain as 1/3rd parish 2/3rd CATG.</p> <p>Andy Cadwallader has requested that all proposed projects for this scheme are submitted to him by 1st November.</p> <p>Andy to provide a priority list of local schemes to take forward.</p>	<p>Mark</p> <p>Mark</p> <p>Mark</p> <p>Note</p> <p>All</p> <p>Andy</p>
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COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

		<p>Cannot be used for:</p> <ul style="list-style-type: none"> • Cleaning / litter removal • New footways <p>This fund could be used to address some of the current priorities and issues.</p>		
4.	Top 5 Priority Schemes			
a)	Melksham Snowberry Lane – new bus shelter	Update on land issue from Cllr Hubbard.	Ongoing	Cllr Hubbard
b)	Melksham Kenilworth Estate – 20mph speed limit	<p>Contributions to be settled.</p> <p>New metrocounts have been requested – update from Mark:</p>	<p>Issue invoice</p> <p>Awaiting metrocount results</p>	Mark
c)	3715 Melksham Tower Rd - Devonshire PI shared use footpath link.	Contributions to be settled.	<p>Issue invoice</p> <p>To recommend to the Area Board that this Issue be closed</p>	<p>Mark</p> <p>Rhys</p>
d)	3843 Drop Kerbs, Corsham Rd, Whitley.	Contributions to be settled.	<p>Issue invoice</p> <p>To recommend to the Area Board that this Issue be closed</p>	<p>Mark</p> <p>Rhys</p>
e)	4789 – A361 Semington Roundabout – uncontrolled pedestrian crossing facility	<p>Provisional estimate stands at £13,800. CATG have approved £8,800 with Parish Council contributing £5,000.</p> <p>Detail design is being finalised with construction anticipated during the last quarter of the financial year.</p>	Highways to implement	Mark

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

5.	Other Priority schemes			
a)	4960 – Broughton Gifford – Priority Narrowing at Bishop’s Seat	<p>A drawing showing the preliminary design was circulated (see Appendix 3). Current ball park estimate is in the region of £40,000.</p> <p>To produce a detailed design and firm estimate Highways will need to commission a Topographical survey (estimated at £1,300) and a Street Lighting Assessment / Design (estimated at £1,200).</p>	<p>Tim Cherry updated on presentation from external consultant. Broughton Gifford have requested that items are put on hold whilst a holistic overview is taken on highways issues in the village.</p> <p>On hold</p>	
b)	4966 – Seend High Street - crossing facility at Church Walk	Preliminary design work complete (see Appendix 4). Estimate to construct is £5,200.	Work to go ahead. Funding agreed as 1/3 rd Parish and 2/3 rd CATG.	Mark
c)	4719 Melksham Riverside Drive – request to prevent vehicle access through redundant bus gate.	<p>Agreement to install two bollards and remove the “except buses” notice estimated at £600.</p> <p>Work order issued – completion anticipated mid November.</p>	Work to go ahead.	Mark
d)	5131 – Melksham Church St Car Park – request for 2 sets of drop kerbs	<p>An Internal Briefing note has been issued and an engineer assigned to the task.</p> <p>Update from Mark at meeting. Projected scheme cost is £2,500. Town Council has agreed 1/3rd funding cost and CATG to cover 2/3^{ds}</p>	Work to go ahead.	Mark
e)	5132 – Melksham King St Car Park – request for 1 set of drop kerbs	<p>An Internal Briefing note has been issued and an engineer assigned to the task.</p> <p>Update from Mark at meeting. £750 for basic scheme,</p>	<p>Scheme on hold.</p> <p>Andy to undertake an inspection to identify whether this section of</p>	Andy

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

		however, an issue has been raised over the pavement. Town Council have agreed a £300 contribution. Potential re-surfacing job would be approximately £6,500. Query whether the new footpath funding could be used.	pavement is unsafe. Andy and Mark to discuss potential use of footpath funding.	Andy and Mark
f)	5256 – Broughton Gifford – request for No through road sign at Newleaze Park	Work order issued – completion anticipated mid November.	Work to go ahead.	Mark
g)	5326 – Melksham Beanacre Road opposite Nortree Garage – replacement Bus Shelter	Awaiting staff resources.		
h)	5327 – Melksham Beanacre Road opposite McDonalds – replacement Bus Shelter	Awaiting staff resources.		
i)	5328 – Melksham New Broughton Road entrance to Avonside Business Park – replacement Bus Shelter	Awaiting staff resources.		
j)	5381 – Whitley Top Lane – request to improve Bus Stop Hard Standing	Awaiting staff resources.		
6.	New Requests / Issues (issues can be viewed in full from Area Board section on Wiltshire Website)			
a)	Issue 3340 Melksham Coronation Road area – request for 20 mph limit	Metrocount has been undertaken. Results show 85 th percentile = 27.5 mph and average speed = 22.5 mph. Guidance threshold for implementation of 20 mph limits under the Wiltshire Policy is an average speed of 24 mph. Formal 20 mph assessments are charged at £2,500.	Move to priority list. Funding agreed as 1/3 rd Town Council and 2/3 rd CATG.	Mark

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

		The Town Council have offered a 1/3 contribution of £830 towards the assessment.		
b)	4975 – Steeple Ashton – request for drop kerbs	<p>There are 3 crossings or 6 sets of drop kerbs required to provide a link from Homeleaze to the village centre, at Sandpits Lane, St Mary's and Butts Lane. Butts Lane features sets and not modern kerbs and is likely to be more labour intensive. A ball park estimate to for all 3 crossings would be in the region of £4,000.</p> <p>Parish Council has offered a 1/3 contribution of £1,500.</p>	Move to priority list. Funding agreed as 1/3 rd parish council and 2/3 rd CATG.	Mark
c)	5035 – A350 Beanacre, request for SLOW road markings	<p>Highways to provide 2 x SLOW markings (to be funded centrally), 1 for southbound as requested and 1 northbound by Bus Stop lay-by, on approach to Westlands Lane.</p> <p>Update from Mark. Work has been completed.</p>	To recommend to the Area Board that this issue is closed.	Rhys
d)	5040 – Melksham Woodrow Road – request to extend 30 mph limit	<p>The existing 30 mph limit is imposed by virtue of street lighting. There is scope to extend the limit towards the New Road junction without the requirement of a Traffic Regulation Order, again by virtue of street lighting. The extended limit will commence just before the first out building on the south side of the road. The estimate to complete this work is £500.</p> <p>The Parish Council are happy to proceed on this basis.</p>	Move to priority list. Funding agreed as 1/3 rd parish council and 2/3 rd CATG.	Mark
e)	5149 – Seend Cleeve – request for 30 mph speed limit at New Buildings	<p>Unlikely to meet the criteria for a 30 mph limit as the area is too rural in nature. Other options to consider could include warning signs, white gates, nameplates etc.</p> <p>A metrocount has been requested – update from Mark:</p>	Awaiting metrocount results	

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

f)	5255 – Melksham Lowbourne – Speeding	<p>Metrocount results show 85th percentile speed at 35.8 mph and average speed at 31.5 mph.</p> <p>The site qualifies for Community Speed Watch.</p>	<p>Rhys to contact the Town Council regarding support for a community speedwatch.</p> <p>To recommend to the Area Board that this issue is closed.</p>	<p>Rhys</p> <p>Rhys</p>
g)	5284 – Melksham Hazelwood Road – Speeding	Metrocount requested – awaiting results.	Awaiting metrocount results	
h)	5285 – Melksham Longford Road - speeding	<p>Link to Kenilworth 20 mph limit (item 4b).</p> <p>Metrocount requested – update from Mark.</p>	Awaiting metrocount results	
i)	5351 – A350 Beanacre – request for white gates and signs at 30 mph entry points.	Update from Parish Council. This request was not supported by the parish council.	To recommend to the Area Board that this issue be closed	Rhys
j)	5375 – Melksham Woodrow Road – request for speed limit assessments (to include Lower Woodrow Road and New Road). <i>Linked to Issue 5040</i>	Parish not supportive of this issue, as this can be addressed through Issue 5040.	To recommend to the Area Board that this issue be closed	Rhys
k)	5491 – Broughton Gifford – request to re-position 30 mph signs on East Lane / The Street (from Holt direction)	<p>New Issue submitted by the Parish Council.</p> <p>There is scope to make changes here but it would require a formal speed limit assessment. If changes were recommended then a Traffic Regulation Order would need to be advertised.</p>	As per earlier statement, Broughton Gifford wish for this to be on hold	

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

l)	5492 – Broughton Gifford – request to re-position 30 mph signs on Coombe Lane (western end of The Common)	<p>New Issue submitted by the Parish Council.</p> <p>The 30 mph terminal signs are placed where they are as siting these closer to the village is not possible. It is noted that the carriageway roundel is badly faded and needs to be refreshed.</p> <p>White gates might be an answer here to highlight the entrance to the village and there might also be scope to place a repeater sign before the street lighting commences.</p>	As per earlier statement, Broughton Gifford wish for this to be on hold	
m)	5493 – Melksham Cranesbill Road – request for direction signs to Veterinary Surgery	<p>New Issue passed to Town Council for comment.</p> <p>Town Council are supportive providing a consensus is found and the business owners cover the cost.</p>	<p>Mark to advise Town Council of potential signage options.</p> <p>Town Council to write to business owners.</p>	<p>Mark</p> <p>Town Council</p>
n)	5521 – Snarlton Lane – warning signs to highlight crossing point.	<p>New Issue submitted by the Town Council.</p> <p>Whilst the crossing point is not obvious to motorists, the sightlines for pedestrians is reasonable. Traffic is light in nature and most drivers will be local to the area. There are staggered barriers placed on both sides of the crossing to manage pedestrians and cyclists. A sign could be placed for those approaching from the main road but siting a sign in the opposite direction will be very difficult as there is no verge.</p>	To recommend to the Area Board that this issue be closed	Rhys
o)	5581 – A365 Sells Green – speeding concerns	<p>New Issue submitted by Parish Council</p> <p>Metrocount requested – awaiting results</p>	Awaiting metrocount results	
p)	5587 – Melksham Union Street – speeding concerns	<p>New Issue submitted by the Town Council.</p> <p>Metrocount results are in. The 85th percentile was 25.9 mph and the average speed was 21.2 mph. This does not qualify for</p>	To recommend to the Area Board that this issue be closed	Rhys

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

		Community Speed Watch.		
q)	5616 – Broughton Gifford – speeding concerns at The Common.	New Issue supported by the Parish Council. Metrocount requested – awaiting results	Awaiting metrocount results	
r)	5682 – A365 Melksham Bath Road – Access from Blenheim House to town facilities	New issue passed to the Town Council for comment.	Pat Aves to speak with Blenheim House and Chris Pickett. Issue on hold pending further discussion.	Pat Aves
s)	5701 – A365 Atworth Bath Road – Persistent parking on footway outside no 47	New issue submitted by Parish Council. Parish would like to see bollards installed to prevent parking.	On hold Parish to discuss a section 96 license with Andy Colin to raise this issue with Community Safety Group	Alan/ Andy Colin
t)	5717 – Bowerhill Hercules Way – request for dropped kerbs	New issue submitted by Parish Council. Request for a pair of dropped kerbs – ball park estimate is £1,800. It is noted that there are no dropped kerbs at the junction of Hercules Way and Lysander Road.	To recommend to the Area Board that this issue be closed	Rhys
u)	5718 – A365 Nr Mallory Place – request for Bowerhill name plate.	New issue submitted by Parish Council. Proposed that the sign could be fixed to the existing 30mph pole. Parish would be required to pay for this.	Parish to confirm if they would like to pay for this.	Alan/ Teresa
v)	5726 – A361 Seend bell crossroads – request for a review of the junction in the interest of road safety.	New issue submitted by Parish Council. Parish are reporting 8 road traffic collisions here since November 2016.	Move this into the priority schemes list. Proposed this is considered as one of the five immediate priorities.	Mark

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

		<p>It must be noted that damage only collisions are not entered onto the Police's database. Highways report 4 recorded personal injury collisions at this site in the most recent three year period, to the end of May 2017. These collisions are recorded as 1 serious and 3 slight. There is no obvious trend to these incidents, apart from driver error. This site does not meet Highways' intervention level of 3 or more serious collisions within a 3 year period, for consideration as a Local Safety Scheme.</p> <p>The site could be reviewed as a Local Safety Scheme but with improvements being funded by the CATG.</p> <p>The group felt very strongly that this issue should be supported and requested that this moved into the top 5 priority schemes.</p>		
7.	Other items			
a)	Melksham - Shurnhold and Dunch Lane	<p>Update from Melksham Without Parish Council on their consultation with residents of Shaw, Whitley and Beanacre.</p> <p>Melksham Without updated that they had not undertaken a consultation, however, had provided a written update. Their concern was that there would be an adverse effect on the volume of traffic using Westlands Lane and that they are moving forward in a project with the town council to develop the playing fields at the old George Ward playing fields.</p> <p>The parish have requested that the funding is used for a proposed car park or to improve access to the playing fields.</p>	Highways will produce a report on the proposals including the comments that have been received from the town and parish. It was noted that there is a long time remaining to use this funding.	Mark

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

b)	Traffic management issue	Colin queried the process and requirements of contractors undertaking highways work, in particular when using traffic lights. Numerous occurrences where lights have failed which causes significant issues, with no emergency or out of hours contact details.	Colin to e-mail Andy to request further detail.	Colin
8.	Date of Next Meeting: 18th January 2018, 16:00, Melksham Fire Station			

Melksham Community Area Transport Group

Highways Officer – Mark Stansby

1. Environmental & Community Implications

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

2. Financial Implications

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

3. If funding is allocated in line with CATG recommendations outlined in this report, and all relevant 3rd party contributions are confirmed, Melksham Area Board will have a remaining Highways funding balance of £7,025.78

4. Legal Implications

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

5. HR Implications

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

6. Equality and Inclusion Implications

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

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

7. Safeguarding implications

8. Recommendations to the Melksham Area Board

The following recommendations are made to the Melksham Area Board:

To close issues: 3715 Melksham Tower Rd - Devonshire PI shared use footpath link, 3843 Drop Kerbs, Corsham Rd, Whitley, 5035 – A350 Beanacre, request for SLOW road markings, 5351 – A350 Beanacre – request for white gates and signs at 30 mph entry points, 5375 – Melksham Woodrow Road – request for speed limit assessments (to include Lower Woodrow Road and New Road), warning signs to highlight crossing point, 5587 – Melksham Union Street – speeding concerns, 5717 – Bowerhill Hercules Way – request for dropped kerbs.

To approve issue numer 5131, Melksham Church Street dropped kerbs for £1670.

To approve issue number 3340 Melksham Coronation Road area, 20 mph speed limit assessment for £1670.

To approve issue number 4975 Steeple Ashton, request for drop kerbs for £2,500.

To approve issue number 5040 Melksham Woodrow Road, request to extend 30 mph limit for £333.

CATG Footways (Reconstruction & Slurry Seal) Site List

Division	Community	Road N°	Site Name	Est Area of Site (m ²)	Street Atlas Reference	Priority	Type of Treatment	Estimate	Year Added	Year Completed	Comments made by Area Highway Engineer
West	Melksham	C211	The Street, Broughton Gifford o/s The Manor	75.8		1	Recon	£4,775.40	2017		Limited traffic control required
West	Melksham	B3353	Corsham Road, Whitley between First Lane and Middle Lane	23		2	Recon	£1,449.00	2017		Requires Traffic Management
West	Melksham	C381	King Street entrance	70		3	Recon	£6,499.62	2017		Not public highway, will require kerb work and carriageway patching, Traffic management required.
West	Melksham	C19	High Street, Steeple Ashton from shop going south	66		4	Slab work	£10,769.52	2017		Requires Traffic Management



Melksham Area Board

Hello and welcome to this month's Community policing report.

With the countdown to Christmas fast approaching, we will see millions of people going online to buy presents for their friends and family. What many do not realise, is the hidden threat that we now face from criminals online. Internet shoppers are being targeted with scams, which on the surface promise to save them time and money but in reality only deliver festive heartache and misery.

To make life as difficult as possible for the cyber fraudsters, we have put together the top tips for a safe and happy festive season online :

1. SHOP, SHOP, SHOP -

- If something seems too much of a bargain, it's probably poor quality or doesn't even exist.
- Always check payment pages are secure, and log out when you've finished shopping online.
- If possible use online retailers / brands that you are aware of and trust. For major brands always go to the official website to find a list of authorised sellers.

2. AUCTION BARGAIN ... OR NOT? –

- When making a purchase from an auction website, use insured payment methods like PayPal and never do a bank transfer to people you don't know.
- Do all you can to check the seller or buyers are authentic. And look out for fake goods: they're illegal and cost livelihoods and can be dangerous.

3. JUST THE TICKET –

- Only look at tickets from a reputable website that is secure (showing padlock) and before buying, do an internet search for reviews.
- Avoid entering your bank or credit card details on public or shared computers.
- Never pay for the tickets by way of money transfer.

4. COME FLY AWAY... -

- Whether you're planning a break at Christmas or next year, make sure the holiday or flight is genuine by researching it thoroughly, and check travel agents for an ABTA/ATOL number.
- Always pay with a credit card; if they don't accept, don't buy from them.
- Research the internet and consider the reviews of the company / person you wish to use before booking your trip.

feedback@wiltshire.police.uk

5. CHRISTMAS E-CARDS

- If you receive an anonymous e-card, better to play it safe and delete the e-mail. Many are genuine, however cyber-criminals have been known to create their own version which may contain a virus that will embed itself into your computer.
- Use a reputable anti-virus product on your electronic advice.
- If you believe that your electronic device has been infected, switch it off and disconnect from the internet to prevent further information being stolen.

6. WHO'S ASKING? –

Scam emails, calls, texts and posts are getting cleverer and you're bound to get some over Christmas. Think twice before you get talked into anything, however busy you are.

7. YOUR PASSWORD IS YOURS. KEEP IT THAT WAY! –

Passwords that are easy to guess, that you use for more than one account or that you share with others, are a no-no!

8. SECURELY CONNECTED? –

Secure Wi-Fi is vital for your privacy. At home, check your router security settings. Out and about, never use free Wi-Fi hotspots when what you're doing is private.

9. GREAT OFFER, OR SUBSCRIPTION TRAP? –

Don't sign up for 'free' or 'low-cost' trial goods without thoroughly reading the small print. You could be signing up for massive direct debits.

10. MOBILE PAYMENTS

- Do not save passwords or personal / financial information onto your mobile device unless it is absolutely necessary. Make sure the phone is password protected.
- If stolen, most mobile devices have the software to wipe all data from their memory remotely – learn how this works.
- Do not leave your Bluetooth switched on.

11. DATING / ROMANCE FRAUD

Many singletons will be making a New Year resolution to find their ideal partner, and signing up to an online dating website. This can be a great way to find true love, but you also need to be on the lookout for fraudster trying to wind your affection.

- Guard your privacy when chatting online and be selective with the information you provide about yourself.
- Never send money or give credit card or online account details to anyone you do not know and trust.
- Trust your instincts, if something feels wrong take steps to protect yourself.
- Recommend dating locations are in public and a friend is told where you will be?

CRIME EXCEPTIONS

These figures are based on an evaluation of data, over a two year rolling period. Using this data we can predict what figure is the average that should be reported in a specific month, and what are the higher and lower parameters that we may expect. Figures outside of these parameters are classed as 'Crime Exceptions'.

ED11 (Melksham Town)

For the month of October, this area saw 115 crimes reported to Police, which is higher than predicted and has been classed as an exception.

The two areas where we saw the biggest increase, and which were also classed as an exception within their own right, was Theft (including Vehicle Offences), and Criminal Damage. Looking in to each of these, they have experienced 47 and 27 crimes respectively.

In relation to the Vehicle offences, these seem to be three different types of offences – 1) stealing tools from vans, 2) stealing anything from within cars that they can either see through the window or from cars that are unlocked, 3) catalytic converters being cut from vehicles.

At the moment, no specific pattern or suspects have been identified, but Officers are continuing to look in to this.

The Criminal Damage offences consist mainly of damaged cars, which Police are still investigating and have carried out interviews of potential suspects already.

ED12 (Shaw, Whitley, Atworth, Broughton Gifford, Beanacre, Bowerhill etc)

For the month of October this area collectively has experienced 46 crimes reported to Police. This has been classed as an overall crime exception as a whole, and above the predicted number of 29. The areas in which the increases have been significant are Violence Against the Person, and Criminal Damage where we have had 18 and 15 crimes reported respectively.

Looking at the first category, most of the offences were in the Bowerhill area, with 6 offences being attributable to two separate residences.

In relation to the second category, 4 of these offences have been committed at the Police Station, and other than that there is no specific pattern identified to indicate any link between them, neither is there one particular area identified as a hotspot for this type of offence as they are all spread out over the entire location.

ED13 (Seend, Bulkington, Poulshot, Keevil, Semington, Great Hinton, Steeple Ashton etc)

For the month of October this entire area has seen 10 crimes reported to Police, which is in line with the figures predicted for that month. No one crime type has been assessed as being an exception, with 7 different crime types having experienced less than what was predicted.

OTHER INFORMATION

Melksham Criminal Damages – prior to the offences this month, Melksham was subject to a number of tyre slashing incidents towards the end of September. A couple of youths were interviewed about these matters, and the evidence is being fully reviewed so that a suitable disposal can be sought for

each of them. A number of these offences have already been closed as 'undetected' due to the lack of corroborating evidence available to link them sufficiently to the potential suspects, but we are hopeful that some of them will result in a suitable and positive sanction. We are legally unable to comment further on the current situation with the youths, but we are confident that the right agencies are working together and sharing information to best address the issues here.

CCTV – We were approached by Melksham Community Safety Group and Rhys Schell regarding the CCTV within the market place and what our thoughts were about its potential for improvement and repositioning of cameras. A document was created for this purpose by one of our analysts and this has been passed to Rhys and the group to assist them with looking further at the potential for better CCTV within the Town area.

Attendance at meetings – It will come as no surprise to hear that Police resources are somewhat stretched, but we are continually striving to try to meet the needs of our community groups and to balance this out against other competing work demands. Where it is possible we will always do our very best to be represented at the Area Board meetings and Town Council meetings by either the Sector Inspector or a Community Coordinator. All other Parish Councils and Residents groups should be attended by the PCSO for that individual area when they are on duty and free of other commitments. In our rural areas we often have over 5 villages that are under the jurisdiction of 1 PCSO, and with their shift pattern mainly consisting of day shifts during the working week this does make it very difficult to guarantee their attendance at every meeting. If there is a specific issue that you wish to raise at one of your meetings then please do get in touch beforehand so that we can try to allocate someone to attend or to at least try to give you some extra information relating to it. However, you should ALL receive a written report on a monthly basis as an absolute minimum, so if your group isn't currently receiving them then please get in touch with CPTWestWiltshire@wiltshire.pnn.police.uk or with your local PCSO.

Melksham Priorities – At our weekly Police tasking meetings we have had a number of priorities over the last month relating to Melksham. We had concerns raised over Anti-Social Behaviour and possible drugs use at the skate park and at Hornchurch play park. We also had Shaw and Whitley Community Speedwatch raised as an area that required extra support from Police. We increased our patrols in each of the areas, and are now looking at other ways that we can best record and share the work we are carrying out. This is likely to be done through Community Messaging. And whilst on that topic, the Community Messaging will pick up again – our sincere apologies for the lack of updates recently – business as usual will resume shortly!

We have had a changeover in staff carrying out the Community Coordinator role. Following the departure of Alex Trombetta who accepted a position within the National Crime Agency (he informs us that he is doing very well and enjoying it so far!) we then saw PC Amy Hardman step in to the role. Amy was expected to be with us for a few more months but after successfully passing the promotion process earlier in the year she has been offered a Sergeants role and so will be leaving us to head up her own shift of Officers in Swindon imminently. And so this leaves us to introduce to you our new Coordinator, PC Lee Pelling. Lee comes in to the role having been working within West Wiltshire Community Police Team since it was first trialed. He brings with him a huge wealth of experience having also previously been a Community Beat Manager in Bradford on Avon. He understands the importance of multi-agency work and is looking forward to taking on the new role. We would like to thank Alex and Amy for their work so far, and to wish Lee the best of starts as Community Coordinator.

For a detailed breakdown of the crime in your area visit...

<https://www.police.uk/wiltshire/>

Sector Inspector – Inspector Andy Fee – andy.fee@wiltshire.pnn.police.uk

Sector Deputy – Sergeant Gill Hughes – gill.hughes@wiltshire.pnn.police.uk

Community Coordinator – Pc Lee Pelling – lee.pelling@wiltshire.pnn.police.uk

feedback@wiltshire.police.uk

PROTECT



**DORSET & WILTSHIRE
FIRE AND RESCUE**

Melksham Area Board Report

November 2017

Recruitment Campaign

Dorset & Wiltshire FRS has now started a process of whole-time recruitment. This began on 6th Nov. Prior to this the Service has run six “have-a-go-sessions” during October so that under-represented groups in our community can see what it is like to be a firefighter.

Three of these have been in the Wiltshire area, Swindon, Salisbury & Trowbridge. Despite numerous campaigns in the past, female and BME groups are still under-represented in the Fire Service and we are hoping that this positive action will help destroy some of the myths about the job.

#BeOneOfUs



Want to become an On-Call firefighter ? Or know someone who does?

On-call Firefighters provide a part-time service around other commitments. They let us know when they are available and respond to emergency call outs.

To find out more about the role please visit the ‘Working for us’ pages of our website or drop into the station on a Monday evening for a chat.

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We also have opportunities for **Volunteers**. If you are interested please see the Service Web-site, contact Neil Chamberlain or speak to me. My contact details are at the end of this report.

'Safe and Well' and 'Health and Well-Being'

The Service is keen to maintain a link between our **Safe and Well advisors** and **Health and Wellbeing** activities across the area. We now attend the Melksham Seniors Forum along with other partners.

The Service is looking to work with the Group to supply information on vulnerable households through our software programme '**Pinpoint**'. This will identify the high risk premises, within the Melksham Community Area, and allow both the Service and local groups to engage in joint working and information sharing in order to protect the most vulnerable members of our community.

Safe and Well Visits- Home safety

The Melksham area has a dedicated Fire Service '**Safe and Well**' advisor who can visit people, within their own homes, advising on home safety and wellbeing.

A Safe and Well visit is **FREE** and normally last 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

If you have thatch property, are living alone, have a young family, are over 65 or a smoker please get in contact with us. We want to help make you safer in your own home. If you or someone you know has mobility or sight and hearing impairments, please suggest a Safe and Well visit.

Visit <http://www.dwfire.org.uk/news/new-name-new-contact-details-same-service/> to book one.

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DW Fire and themed 'Safety Weeks'

The Service has been supporting a number of various "Safety Weeks" during September and October. This support has generally been in the form of giving advice through media outputs and during safe and well visits and Fire Safety interventions. These last two months have seen the following campaigns:

- Chimney Fire Safety Week
- Business Safety week
- Gas Safety week
- UK Home Safety week
- Candle Safety week
- National Burn awareness day
- Student Fire Safety Week

Incidents of note.

- 3 Dwelling fires involving domestic electrical appliances- Hot-strikes carried out to neighbouring properties, advice given to owners
- 2 fires- in Commercial buildings- Fire Safety Audits will be carried out in these premises by the Protection team.
- 3 small fires in the open

Special Service Calls

- 3 Road traffic collisions- Persons injured, first aid rendered by Fire Service
- Assist Ambulance staff- Persons collapsed/gain entry- 3 incidents
- 2 'lift shut in' incidents- Persons released by FRS

Community Safety Plan

The Service Community Safety Plan 2017 – 2021 outlines our plans for the future. It explains the diverse services we provide and how we plan to improve and deliver them over the four-year period. The plan can be found on our website

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

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Melksham Family Learning Festival

Members of the Service, including Educational Staff, Firefighters and Volunteers, worked together with Community Engagement Manager (Rhys) and Wiltshire Scrap Store to put on an event at the Fire Station on 25th October.

This was part of the Family Learning Festival that encourages whole family to participate in community events that promote learning and further education for all family members together.

We estimate that around 250 people visited the station over the course of around 4 hours, watching the Ladder platform display, learning about electrical safety in the home and speaking to the crews about the fire engines.



Dorset & Wiltshire Fire and Rescue

- Helping you make Safer and Healthier choices
- Protecting you and the Environment from Harm

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**DORSET & WILTSHIRE
FIRE AND RESCUE**

- Being there when you need us
- Making every penny count
- Supporting and developing our People

Jack Nicholson GFireE

District Commander. Devizes, Melksham and Calne

Dorset & Wiltshire Fire and Rescue Service

Telephone: 01722 691 242

Mob. 07809 548048

Email: jack.nicholson@wiltsfire.org.uk

Web: www.dwfire.org.uk

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**PASSIONATE ABOUT
CHANGING & SAVING LIVES**

November 2017

Overview

NHS Wiltshire Clinical Commissioning Group (CCG) is responsible for commissioning a broad range of healthcare for the population of Wiltshire. We are led by experienced local GPs drawn from across the county, who provide clear clinical leadership to the big decisions affecting the future of healthcare provision in Wiltshire, carefully tailored to meet the differing needs of people locally.

Our vision is to ensure the provision of a health service which is high quality, effective, clinically-led and local. We are committed to delivering healthcare that meets the needs of Wiltshire people, to consult and engage with our population to enable them to be involved in decisions made about health services and to deliver those services to people in their own homes or as close to home as possible.

The right healthcare, for you, with you, near you

News from the CCG!

New provider announced for Integrated Urgent Care Services

Medvivo has been awarded a five year contract to provide integrated urgent care services across Wiltshire, Bath and North East Somerset (BaNES) and Swindon, from 1 May 2018.

Medvivo will be responsible for running the new NHS111 service across Wiltshire, BaNES and Swindon and will develop the service model to include a new locally managed 'clinical hub'.



The new clinical hub means that callers to the 111 service will be listened to and advised about what action they should take next. If they require further medical advice they will be able to talk to the clinical hub – a team of experienced health professionals who can collectively make clinical assessments, give advice and arrange urgent care if required. It means no decision is made in isolation.

Local patients and residents will receive information about the new integrated urgent care service and how to access it ahead of the launch on 1 May 2018.

Army Basing programme

NHS Wiltshire Clinical Commissioning Group is working with the Local Authority, Military Health and a range of stakeholders to assess and minimise the impact of any changes to the military population and their families. As part of this we are engaging with local health services to ensure they plan for any subsequent changes and that the right resources are available at the right time.

There is a dedicated page on Wiltshire Council's [website](#) to keep you updated with the latest news and events on the Basing Programme to support around 4,000 additional service personnel and their families relocating to Wiltshire by 2020.

HANDi app launched

A free mobile app is now available which provides expert advice to parents, carers and health care professionals on common childhood illnesses.

The HANDi app provides expert advice on how best to manage the six most common childhood illnesses; diarrhoea and vomiting, high temperature, chestiness, newborn problems and stomach pain.

The HANDi app is available to download free from iTunes App Store and Google Play Store and will work on any Apple or Android device.

Read [more](#) about this app and how to download it to your mobile device.

Have your say!

What's your view on NHS funded patient transport?

Wiltshire CCG, with other CCGs across the South West, are working together to develop a consistent approach to assessing whether patients are eligible for NHS funded patient transport.

Patient transport is a non-emergency service offered to people who cannot get to their hospital appointment because their health condition impacts on their ability to use routine transport (cars/trains/buses/taxis/wheelchair taxis).

National eligibility criteria for using patient transport was set in 2007, however the way these are interpreted locally can vary, including agreed exclusions and how to apply the criteria.

The aim is now to ensure that NHS funded non-emergency patient transport is provided in a fair way for all those who need help getting to hospital appointments.

Patient Transport



We have put together a short [online patient/public questionnaire](#) which is open until 10 November.

If you would prefer a hard copy of the questionnaire, please email the [communications team](#) and we will send you one.

Diabetes survey – have your say!

Wiltshire CCG wants to improve the care of all diabetics in Wiltshire; so we need to understand what matters to you.

Next spring we are launching a wellbeing toolkit for all diabetes and those who support them.

Please complete this [short survey](#) and tell us where the gaps are in the information you need to help support the management of diabetes. Your comments will help to shape the new wellbeing toolkit.

Urgent GP appointments – where would you go?

If you need a same day urgent GP appointment – this could mean that you might not be able to see your usual GP and you may have to travel to a different practice.

Urgent GP appointments are booked on the day and are for patients who have health problems which cannot wait for a routine appointment.

We want to hear your views on accessing urgent GP appointments.

Tell us what you think by completing this [short survey](#).



Campaigns

Every year we support a number of national health campaigns and run some local ones too.

Click on the images below to find out more about our current campaigns.



Do you have a learning disability?

Don't miss out: get better healthcare now.





We want to hear from Wiltshire residents living with long-term conditions

We are looking at the information available for people living with the five most common long-term conditions in Wiltshire. We also want to find out more about the information needs of those living with one of these key conditions, including:



- Heart disease
- Diabetes
- Arthritis
- Chronic obstructive pulmonary disorder
- Mental health issues

The information gathered during the evaluation will help to influence new sets of information on Wiltshire's health and care information website, ***Your Care Your Support Wiltshire*** and ultimately, to improve the quality and accessibility of information available to those with long term conditions in Wiltshire.

We also want to hear from Wiltshire people who care for someone with a long-term condition.



Get involved by completing an online survey at <https://wh.snapsurveys.com/s.asp?k=150160216377>

Hard copies can be made available on request. The survey closes on **30 November 2017**.

Healthwatch Wiltshire will also be visiting local support groups to talk directly to people living with long term conditions as well as their carers and professionals.

Help us evaluate short information films about long-term conditions

Wiltshire Council and NHS Wiltshire Clinical Commissioning Group have subscribed to a library of films produced by a company called The Sound Doctor. The films are made by medical staff, and include information about common long-term conditions. They aim to help people learn more about the causes and impacts of these conditions, and advise on ways for people to live with and manage their condition.

These films are available online for Wiltshire people, and include the key long-term conditions listed above. You can access the films at thesounddoctor.org by simply confirming your GP practice.

We want to hear your opinions about the films and whether they are helpful. So after you have watched the films which are of interest to you, please take a few minutes to complete our online survey at <https://wh.snapsurveys.com/s.asp?k=150349235839>.

Again, hard copies can be made available on request. The survey closes on **27 January 2018**.



Contact us:

Tel 01225 434218

info@healthwatchwiltshire.co.uk

healthwatchwiltshire.co.uk

Healthwatch Wiltshire is a local independent organisation which exists to speak up for people on health and care. If you have used a service recently then we would like to hear from you. We use what people tell us when we meet with the commissioners and providers of services to make sure that they take account of your views and experiences.

Update for Melksham Area Board

FROM: MELKSHAM TOWN COUNCIL

DATE OF MEETING: 15 November 2017

HEADLINES

COUNCILLOR ANDY HINCHCLIFFE

Unfortunately as many of you may know, Councillor Andy Hinchcliffe sadly passed away on 27 September.

Andy was a serving member of Melksham Town Council, having been elected originally on 13 May 2013. The Town Council at a meeting on 2 October recorded its appreciation for Andy's input to the work of the Town Council during his period of office. He was a great asset to this Council and for his significant and valued contribution which stands as a lasting tribute to his memory.

TOWN WARDEN

From September a Town Warden has been employed to undertake various duties in the Town including, but not exclusive to:

- Litter picking in town centre.
- Emptying litter bins more regularly.
- Clear dog mess.
- Removal of dirt, leaves and detritus from road gullies.
- Trimming back of trees and hedges blocking footpaths.

In order to assist the Town Warden with his duties, the Town Council have purchased a refurbished roadsweeper with the help of the Area Board with match funding, which the Town Council are extremely grateful for.

MELKSHAM IN BLOOM

At a recent awards ceremony in Torquay, Melksham achieved a Gold in the South West in Bloom competition up against some tough competition.

Well done to the team for all their hard work.

ASSEMBLY HALL

Melksham Town Council would like to understand how the Assembly Hall could be improved to increase the community's enjoyment of this valuable asset. Therefore, an on-line survey has been created <https://www.surveymonkey.co.uk/r/JPY87TS>, as well as a popup

Update for Melksham Area Board

invitation on the Melksham Town Council website, and through its Facebook and Twitter pages.

Paper copies of the survey are available at the Assembly Hall and Town Hall. The survey will close on 5 December 2017.

Two public meetings will also be held on Thursday 30 November at the Assembly Hall, at 10:30am, and 7:30pm with members of the Town Council and CaSA Architects who are helping to develop the brief.

RECREATION AREAS

King George V Park

The Town Council have installed new infant play equipment on the former paddling pool site which opened during the school Summer holidays and has been a great success.

The Town Council has also set aside funding to replace equipment in the park, as and when necessary, given Wiltshire Council's decision not to replace broken play equipment in their play areas.

Other Play areas

Riverside Drive is the latest play area to be refurbished by the Town Council as part of its ongoing attempts to deliver improvements to amenities and facilities within the town and to ensure that Wiltshire Council owned and operated play areas in the town are not closed. Primrose Drive and King George V Park have also received investment from the Town Council to ensure that remedial works are undertaken to ensure that play equipment in the town remain available for the community to enjoy.

The Mayor; Councillor Adrienne Westbrook stated "We understand that Wiltshire Council is facing enormous financial pressures at the current time, and the Town Council is determined to proactively ensure that play areas in Melksham remain open and in a safe condition, therefore the Town Council are in the process of discussing the transfer of responsibility for play areas to the Town Council in order that they can progress a programme of repairs to ensure that remedial works are undertaken to bring the play areas up to a safe standard".

The Mayor went on to say "The Town Council remains committed to bringing play areas up to a safe standard with its ultimate goal being to refurbish and enhance the play equipment and facilities. These are challenging but exciting times and the Town Council is totally committed to exploring ways by which services for our community can be delivered and enhanced".

GRANTS

Grants totalling nearly £30,000 were handed to 52 organisations at a grant awards evening in September, which will help them with various projects within the community.

Update for Melksham Area Board

Name of Parish/Town Council	Melksham Without Parish Council
Date of Area Board Meeting	15 November 2017
Projects	

Hornchurch Road Play Area, Bowerhill

The Parish Council are about to sign the legal paperwork for the transfer of the play area at Hornchurch Road from Bloor Homes to the Parish Council. However, the Parish Council contractors due to replace the safety surfacing have raised serious concerns about the ground conditions of the surrounding public open space for a winter installation. Heavy lorries removing the old surfacing and delivering the new will have to cross the grassed areas in the public open space, which is not well drained. Although it may be drier as the weather gets colder it is not advisable to pour and set new surfacing when it is very cold and icy. The Parish Council are therefore not planning to undertake this work until the Spring.

Trees!

Melksham Without Parish Council have recently signed up to the new "Tree Charter" and believe in making trees accessible to all and planting for the future. If you feel the same, you may wish to come and help plant and maintain new trees. In the Spring the Council will be planting another 400 trees on the perimeter of Bowerhill Sports Field, these will be five different native species, chosen for their wildlife qualities. They are also holding a working party to tidy up the grass and undergrowth around the saplings planted a couple of years ago. Please get in touch if you would like to come and help. The trees are all supplied free of charge by the Woodland Trust.

Youth Champion & Senior Champion

Following on from the recent "Age Friendly" meetings held in Melksham, the Parish Council are keen to find a Youth and Senior Champion for the parish. This would be a volunteer role for someone who could give their perspective from their age group point of view, for example on planning applications and public consultations and how any proposals may impact these groups differently to other members of the general public. If this is something that you are interested in then please get in touch. Wiltshire Council and the Melksham Area Board both have their own Senior Champions and the Parish Council are keen to develop this idea for the parish and have a Youth Champion too.

Telephone Kiosks in Shaw & Whitley

CAWS (Community Action: Whitley & Shaw) have plans to refurbish and convert the two unused 'phone boxes in the villages. The one on Corsham Road opposite the school in Shaw is to become a historical archive resource and the one on Top Lane in Whitley a free lending library for books. The Parish Council are adopting the boxes from BT (for a £1 each) and will take on the insurance responsibilities for them, whilst CAWS will take on the refurbishment, conversion and ongoing maintenance of them. The Parish Council are pleased to be able to support CAWS in this way and to keep these iconic boxes in the parish as a community resource, rather than BT removing them.

Update for Melksham Area Board

Forthcoming events/Diary dates

Development in Melksham and Melksham Without

Have your say!

You are invited to drop-in events in Melksham and Melksham Without to further the work of the Melksham Neighbourhood Plan.

The Neighbourhood Plan, led by the Parish and Town Council, which has already included a number of consultations and events, is reaching a critical stage in its development. It needs input from the community to add further information, especially in relation to housing.

Neighbourhood Planning is a government initiative to involve local people in land use planning, and it provides an opportunity for local people to have their say on future development in the area. When it is complete will become part of the documents which govern planning in the area; because of this, it is critical local people make their voice heard.

Chairman of the Neighbourhood Plan Steering Group, Richard Wood said, "It is absolutely vital that this document expresses the views of the local people of the area and this is why this stage is so critical."

The Neighbourhood Plan covers housing, transport, shopping, working, environment and health / leisure for the communities of Melksham and Melksham Without.

An online and paper survey will also be available for the community to make more detailed comments after the events.

The drop-in events are being held at Christie Miller Sports Centre on Friday 10th November between 4pm and 7pm, or at Melksham Guide HQ (entrance to Waitrose Car Park) Saturday 11th November between 11.30am and 2.30pm

Further information on the Neighbourhood Plan is available from Melksham Town Council (01225 704187) or Melksham Without Parish Council (01225 705700).

Complete the online survey that will open on 10th November 2017 at <https://www.surveymonkey.co.uk/r/MelkshamHousingSitesConsult>

Paper copies will also be available from the town and parish council offices and other venues.

Signed: Teresa Strange, Clerk

Date: 6th November 2017

TransWilts Community Interest Company

Report for Melksham Area Board, 5th November 2017

Prepared by Graham Ellis – grahamellis@transwilts.org



1. What's been happening?
2. What's coming up?
3. What can the Area Board do to help?

What's been happening?

1. Survey of passengers departing Melksham Station, 19, 21 and 22 October. 17 volunteers helped; high return rate on forms. Allows us to help tune developments to aspirations, also to get users to think about future.
2. 13,000 timetables distributed– to all homes in the Melksham area
3. Inputs to the Department for Transport concerning our business and community case for train services in the next franchise.
4. Work with Wiltshire Council on updating specification for Melksham Town bus to provide better services. Now out to tender. As per discussions / consultation earlier in 2017
5. Peter Blackburn – Chair of Melksham Rail User Group – shortlisted at ACoRP national awards for outstanding volunteer contribution right across the UK
6. Melksham Station Master plan work continues. TransWilts sponsored
7. Capacity planning to allow more trains to run on line (and to be more robust) commissioned by Wiltshire Council / GWR.
8. Cancellations and train capacity continue to be issues. Working with GWR to help minimise problems. Station help point only working about half the time.
9. Melksham Rail User Group won the national RailFuture award for 2016 marketing campaign on 4th November (awards at their conference in Leicester)

What's coming up?

1. Melksham Rail User Group meets **29th November**, Whitley Methodist Church Hall, 19:30. All welcome
2. 2016 / 2017 station usage statistics published by Office of Rail and Road, **6th December**. Previous year was 60,000 and that should rise significantly, but not as much as previous years because there's been no more room.
3. Sunday morning train extended to Swindon from **10th December**. Allows a

two hour earlier arrival into Swindon that at the same date last year, and an hour earlier than at present. Significant for people working in Swindon.

4. Santa on train **17th December**, 14:50 to Swindon, tickets at TIC
5. **Before the end of 2017**, the help point at Melksham Station should be updated from 2G to 4G technology making it far more reliable.
6. Two carriage trains replace single car services from **2nd January 2018**. As 4 services a day (07:49, 10:04, 15:39 and 18:03 at Melksham) are full and standing, this will allow us to grow again.
7. 15:39 Westbury train becomes 15:44 from **2nd January**. Makes a far more robust connection from Bristol (15:00) and Bath Spa (15:12) to Melksham
8. New Town bus contracts start operating (?) **Late January**, If Council officers elect a bid for the community option, that will mean that all key trains have connections from modified existing buses; buses on route 15 will operate additionally via Bowerhill Industrial Area.
9. From **February 2018**, all Melksham services will have free WiFi available.
10. **Spring 2018**, Melksham Station Platform will be extended.
11. **June 2018** – GWR and TransWilts are hosting the Community Rail Conference for the region at Swindon.

What can the Area Board do to help?

Please encourage the cabinet member responsible for Public Transport (Bridget Wayman), and the Portfolio holder (Horace Prickett), and the council officer responsible (Phil Grocock) to select the community option for the buses. It gives us a big opportunity to bring more paying traffic to the town bus to help safeguard it for the future, AND many new journey opportunities.

Melksham residents have shown they will use public transport with the spectacular growth of train use – 3,000 to 60,000 journeys in my time, with figures for December release perhaps showing 67,000. Our surveys indicate the current passenger number (as opposed to ticket sales) are around 85,000.

Both Horace and Phil have been enormously helpful in getting us to this stage, so you should be pushing on an open door – confirming a decision.

Seed funding of £5k + £10k match (DCRDF) is available for promoting an integrated solution, and volunteers are on hand to support.

Big, big thank you for your support – without it, we wouldn't have made the progress we have, nor be able to offer you the further improvements.

Report to	Melksham Area Board
Date of Meeting	15/11/2017
Title of Report	Community Area Grant funding

Area Board Grants Budget			
Opening balance 2017/18	Spend to date	Current balance	Balance if all grants are agreed in Nov. 17'
£46,710.00	£18,028.00	£28,687.00	£15,628.66

Purpose of the report:

To consider the applications for funding listed below.

Applicant	Amount requested
Applicant: St Mary's School Building Management Committee Project Title: St. Marys Old School Railings Restoration View full application	£5088.50
Applicant: UK Shotokaido Project Title: New Children's Karate Club in Melksham View full application	£650.00
Applicant: Carer Support Wiltshire Project Title: IT Training for Carers View full application	£2319.84
Applicant: Wiltshire School of Gymnastics Project Title: Wiltshire School of Gymnastics - New Tumble Track View full application	£5000.00

1. Background

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

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

2. Main Considerations

2.1. Councillors will need to be satisfied that funding awarded in the 2015/2016 year is made to projects that can realistically proceed within a year of it being awarded.

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

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

3. Environmental & Community Implications

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

4. Financial Implications

Financial provision had been made to cover this expenditure.

5. Legal Implications

There are no specific legal implications related to this report.

6. Human Resources Implications

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

7. Equality and Inclusion Implications

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

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

8. Safeguarding Implications

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

9. Applications for consideration

Application ID	Applicant	Project Proposal	Requested
2582	St Mary's School Building Management Committee	St. Marys Old School Railings Restoration	£5088.50
Project Description: To renovate and restore stonework and metal railings at the front of the old St Marys School Building High Street Steeple Ashton. The building is now used as a non-profit community building. The old school is a Grade 2 listed building and the work required is specialised especially the stonework. The building was previously managed by Wiltshire Council when the school was open until some thirteen years ago. The railings have since deteriorated and could soon pose a safety risk as the stone is crumbling away in places.			

Input from Community Engagement Manager: The grant application meets the 2017/18 grants criteria
Proposal That the Area Board determines the application.

Application ID	Applicant	Project Proposal	Requested
2478	UK Shotokaido	New Children's Karate Club in Melksham	£650.00
Project Description: To set up a new Karate club aimed at 6-13 year olds in the Melksham area. The Grant will be used for initial club set up in particular the purchase of Mats to practice on 20 x 1m square Focus Pads and strike pads x 4 of each and to provide a starter pack to each student.			
Input from Community Engagement Manager: The grant application meets the 2017/18 grants criteria			
Proposal That the Area Board determines the application.			

Application ID	Applicant	Project Proposal	Requested
2536	Carer Support Wiltshire	IT Training for Carers	£2319.84
Project Description: We would like to provide an IT training course for carers in Melksham. One of the biggest challenges facing carers is loneliness and social isolation. Many carers do not have access to or use IT on a regular basis - a tool which can help to reduce feelings of isolation. From speaking with carers who attend our support groups we know that many are afraid of new technology or feel that they do not possess the necessary skills to use it. We would like to offer an Introduction to IT course to help to tackle isolation and improve carer wellbeing.			
Input from Community Engagement Manager: The grant application meets the 2017/18 grants criteria			
Proposal That the Area Board determines the application.			

Application ID	Applicant	Project Proposal	Requested
2546	Wiltshire School of Gymnastics	Wiltshire School of Gymnastics - New Tumble Track	£5000.00
Project Description: With over 1500 children the Wiltshire School of Gymnastics is a gymnastics and trampolining educational charity serving Wiltshire and the surrounding areas. By purchasing a new tumble track we will be able to offer a more comfortable and			

safer experience for the children we teach. We believe in teaching local people of all ages and abilities as we see not only an improvement in health and well-being but also a significant impact on self-belief team work and attitude.

Input from Community Engagement Manager:

The grant application meets the 2017/18 grants criteria

Proposal

That the Area Board determines the application.

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

Report Author:

Rhys Schell

Community Engagement Manager

01225 716752

Rhys.Schell@wiltshire.gov.uk

Grant Applications for Melksham on 15/11/2017

ID	Grant Type	Project Title	Applicant	Amount Required
2582	Community Area Grant	St. Marys Old School Railings Restoration	St Mary's School Building Management Committee	£5088.50
2478	Community Area Grant	New Children's Karate Club in Melksham	UK Shotokaido	£650.00
2536	Digital Literacy Grant	IT Training for Carers	Carer Support Wiltshire	£2319.84
2546	Community Area Grant	Wiltshire School of Gymnastics - New Tumble Track	Wiltshire School of Gymnastics	£5000.00

ID	Grant Type	Project Title	Applicant	Amount Required
2582	Community Area Grant	St. Marys Old School Railings Restoration	St Mary's School Building Management Committee	£5088.50

Submitted: 16/10/2017 14:58:01

ID: 2582

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£5001+

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

No

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

5. Project title?

St. Marys Old School Railings Restoration

6. Project summary:

To renovate and restore stonework and metal railings at the front of the old St Marys School Building High Street Steeple Ashton. The building is now used as a non-profit community building. The old school is a Grade 2 listed building and the work required is specialised especially the stonework. The building was previously managed by Wiltshire Council when the school was open until some thirteen years ago. The railings have since deteriorated and could soon pose a safety risk as the stone is crumbling away in places.

7. Which Area Board are you applying to?

Melksham

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

BA14 6EU

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

Heritage, history and architecture

Safer communities

If Other (please specify)

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

03/2017

Total Income:

£10883.26

Total Expenditure:

£5822.37

Surplus/Deficit for the year:

£5060.89

Free reserves currently held:

(money not committed to other projects/operating costs)

£13828.71

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

The St. Marys School Building Management Committee SBMC is willing to make a contribution from its sinking fund reserves. However, the total cost of the project will be too great to support in full and the project will therefore also require external funding from a source such as the Area Board. We would also seek some funding via donations from villagers in order to offset some of the costs. Please note that the income from the tenant's service charge payments is used 1. to support the annual operating budget to maintain the

entire building and 2. to contribute towards a sinking fund for larger capital projects such as roof repairs window repairs and boiler and central heating repairs etc.

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

10b. Project Finance:

Total Project cost		£10177.00		
Total required from Area Board		£5088.50		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Stonework restoration materials and labour	3180.00	Allocated reserves to cover 50 percent of stonework restoration cost	yes	1590.00
Metal railings restoration materials and labour	4902.00	Allocated reserves to cover 50 percent of metalwork restoration costs	yes	2451.00
Site safety barriers materials	600.00	Allocated reserves to cover 50 percent of site safety costs	yes	300.00
Site management and waste removal etc. materials and labour	570.00	Allocated reserves to cover 50 percent of site management costs	yes	285.00
Contingency	925.00	Allocated reserves to cover 50 percent of contingency costs	yes	462.50
Total	£10177			£5088.5

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

No

12. If so, which Area Boards?

Melksham

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

The St. Marys School Building is operated as a multi-functional community facility housing the Community Shop the Parish Council office and the Wiltshire branch of the Guild of Spinners Weavers and Dyers. It is important that the building and its immediate surroundings are kept safe for all users and members of the public and that the site also positively contributes to the character and smartness of the village centre.

14. How will you monitor this?

As part of the Health and Safety policies for the SBMC and the tenants all accidents and injuries are recorded. The SBMC will also seek regular feedback from the parish council and from villagers regarding the ongoing appearance of the building and frontage.

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

Once the capital project is completed the ongoing maintenance of the wall and railings will be included in the SBMC annual operating costs budget.

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

Not applicable.

17. DECLARATION

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

Quotes:

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

Accounts:

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

Constitution:

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

Policies and procedures:

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

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

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

yes I will make available on request the relevant planning permission for the project.

And finally...

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

2478	Community Area Grant	New Children's Karate Club in Melksham	UK Shotokaido	£650.00
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Submitted: 13/07/2017 14:53:15

ID: 2478

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£0 - £500

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

No

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

5. Project title?

New Children's Karate Club in Melksham

6. Project summary:

To set up a new Karate club aimed at 6-13 year olds in the Melksham area. The Grant will be used for initial club set up in particular the purchase of Matts to practice on 20 x 1m square Focus Pads and strike pads x 4 of each and to provide a starter pack to each student.

7. Which Area Board are you applying to?

Melksham

Electoral Division

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

SN126SP

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

Children & Young People

Health, lifestyle and wellbeing

Inclusion, diversity and community spirit

Sport, play and recreation

If Other (please specify)

10. Finance:**10a. Your Organisation's Finance:****Your latest accounts:****Total Income:**

£

Total Expenditure:

£

Surplus/Deficit for the year:

£

Free reserves currently held:**(money not committed to other projects/operating costs)**

£

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

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

10b. Project Finance:

Total Project cost		£2425.00		
Total required from Area Board		£650.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Hall Hire	630.00	Projected Membership Fees		1039.50
Advertising	995.00	Donations		500.00
Promotional Leaflets	150.00	Funding to be found		235.50
Equipment	500.00			
Starter Packs	150.00			
Total	£2425			£1775

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

No

12. If so, which Area Boards?

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

The new members of the club will benefit the new members will benefit from learning new skills through the practise of Karate we are also keen to get the parents as involved as possible and ideally practice alongside their children. This can be a great opportunity to do something fun as a family promoting values beliefs respect and discipline as well as developing skills such as leadership confidence and resilience. We are are very inclusive group and encourage children from all backgrounds and abilities to take part the lessons can help with how to gain better control of emotions such as aggression fear anxiety tension weariness this can be of particular benefit to children that are on the spectrum or suffer from ADHD etc.

14. How will you monitor this?

We use various tools to monitor the progress of our students including star charts as well as formal assessments at least 3 times per year.

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

After the funding runs out the club should be in a position to be self-sufficient going forward through membership fees.

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

17. DECLARATION

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

Quotes:

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

Constitution:

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

Policies and procedures:

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

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

And finally...

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

2536	Digital Literacy Grant	IT Training for Carers	Carer Support Wiltshire	£2319.84
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Submitted: 07/09/2017 15:24:34

ID: 2536

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Digital Literacy Grant

2. Amount of funding required?

£501 - £5000

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

No

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

5. Project title?

IT Training for Carers

6. Project summary:

We would like to provide an IT training course for carers in Melksham. One of the biggest challenges facing carers is loneliness and social isolation. Many carers do not have access to or use IT on a regular basis - a tool which can help to reduce feelings of isolation. From speaking with carers who attend our support groups we know that many are afraid of new technology or feel that they do not possess the necessary skills to use it. We would like to offer an Introduction to IT course to help to tackle isolation and improve carer wellbeing.

7. Which Area Board are you applying to?

Melksham

Electoral Division

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

SN12 6ES

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

Health, lifestyle and wellbeing

Technology & Digital literacy

Other

If Other (please specify)

Carer support

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

03/2017

Total Income:

£1276003.00

Total Expenditure:

£1275989.00

Surplus/Deficit for the year:

£14.00

Free reserves currently held:**(money not committed to other projects/operating costs)**

£334756.00

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

The reason for holding unrestricted reserves is to enable the charity to deliver to its objectives when faced with the loss of a major income source shortfalls in forecast income or emergency or unforeseen expenditure. In an extreme case the reserves need to be sufficient for the charity to cease operations. This consists mainly of six months reduced running costs and winding up costs.

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

10b. Project Finance:

Total Project cost		£4835.10		
Total required from Area Board		£2319.84		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Laptops and tablets	2319.84	Melksham Town Council	yes	150.00
Staff time and travel expenses	2035.26	Our general reserves	yes	2365.26
Venue hire	480.00			
Total	£4835.1			£2515.26

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

No

12. If so, which Area Boards?

Melksham

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

A recent survey by Age Concern and Help the Aged found that 7 per cent of people aged 65 or over say they always or frequently feel lonely. If we look only at the carers in that age group that figure jumps to 19 per cent a much more worrying picture. Responses to our own carer assessments show that amongst carers aged over 65 who feel isolated or lonely internet use is 20 lower than it is amongst carers in the same age group who do not feel lonely. The internet is a vital tool which can allow carers to stay in touch with family and friends without the need to leave the house or the person they are caring for. Additionally, as more and more information is available online and organisations expect forms to be submitted in a digital format being unable to use a computer leaves many without access to information and support. Of the 738 carers living in Melksham currently registered with us only 239 have an email address - less than 33 percent. We would like to create and deliver an Introduction to IT course for carers in Melksham to help to address this lack of computer use. This will benefit both those carers who do not currently use IT and those who are not getting the full benefit from it. Whilst not age specific it is more likely to benefit older carers who have not used IT in the work place and who feel left behind by the advances of IT in recent years. We would like to provide two 8 hour training courses 1 for laptops and 1 for tablets each split over 8 weeks for 8 carers each repeated twice over the course of the year. This would provide training to 32 carers per year. We seek your help to buy the required equipment to run each course 8 laptops and 8 tablet computers. It is our aim that this course provides carers with the skills they need to use a PC or tablet in their daily lives to help them to access information and to stay connected to loved ones. Where participants do not own a laptop or tablet we will help them to source an affordable option.

14. How will you monitor this?

We strive to ensure that our services are relevant and have a positive impact on carers lives. We measure the outcomes of our work through carer feedback forms. Every Participant of the course will be asked to complete an evaluation form so that we can ensure the course content is suitable and relevant and that carers are leaving with new skills and the confidence to use a computer in their everyday lives.

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

Carer Support Wiltshire has made a commitment to provide a varied training programme for carers. We plan on offering this training to carers for a minimum 3 year period. Assuming demand continues beyond that point as we expect it to we will continue to commit staff resources to delivering this course. The equipment that will be purchased with this grant is expected to last for 3 to 5 years. At the point at which it needs to be renewed we will approach corporate partners for in-kind donations.

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

N.A.

17. DECLARATION

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

Quotes:

yes I will make available on request 1 quote for individual project costs over £500 & 2

quotes for project costs over £1000 (Individual project costs are listed in the expenditure section above)

Accounts:

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

Constitution:

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

Policies and procedures:

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

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

And finally...

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

2546	Community Area Grant	Wiltshire School of Gymnastics - New Tumble Track	Wiltshire School of Gymnastics	£5000.00
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Submitted: 19/09/2017 17:01:12

ID: 2546

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£501 - £5000

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

No

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

5. Project title?

Wiltshire School of Gymnastics - New Tumble Track

6. Project summary:

With over 1500 children the Wiltshire School of Gymnastics is a gymnastics and trampolining educational charity serving Wiltshire and the surrounding areas. By purchasing a new tumble track we will be able to offer a more comfortable and safer experience for the children we teach. We believe in teaching local people of all ages and

Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Tumble track	10860.00	Our reserves	yes	5860.00
Total	£10860			£5860

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

No

12. If so, which Area Boards?

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

Our ethos is to introduce and develop the sport of gymnastics in a manner that encourages each gymnast to reach his/her full potential in a safe healthy and positive environment. Our friendly team of coaches are able to offer a wide range of support to people from our local community and welcome people of all ages and abilities from pre-school to adult. Through this approach we are proud to have been able to develop local people to compete at both a national and international level with members representing team GB. The tumble track supports our training in the recent discipline of TeamGym where children train and complete as a team promoting team work leadership and accountability for themselves and others.

14. How will you monitor this?

We are able to monitor the success of our projects through the high membership of local people over 1500 the results from the competitions we enter including members competing at international level and from the competitions we host attended by other gymnastics schools from across the country. We also receive fantastic feedback from the parents of the children who use our facilities.

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

This specific project will allow us to purchase a new tumble track for the facility and is therefore a one of purchase. The gymnastics school continues to accrue funds where possible for future developments.

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

17. DECLARATION

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

Quotes:

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

Accounts:

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

Constitution:

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

Policies and procedures:

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

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

And finally...

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

Report to Melksham Area Board
Date of meeting 15th November 2017
Title of report Community Area Grant funding

Purpose of the Report:

To consider a councillor-led initiative requesting funding from the Area Board.

Applicant	Amount requested
Cllr Jon Hubbard Melksham CCTV – three additional high res cameras	£900

1. Background

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

2. Main Considerations

- 2.1. Councillors will need to be satisfied that funding awarded in the 2016/2017 year is made to projects that can realistically proceed within a year of it being awarded.
- 2.2. Councillors must ensure that the distribution of funding is in accordance with the Scheme of Delegation to Area Boards.
- 2.3. Councillors will need to be satisfied that the applications meet the Community Area Board grants criteria and practice papers for [councillor-led initiatives](#)
- 2.4. Best practice advises that applications relating to young people or highways and transport should be considered by, and seek a recommendation from, the Local Youth Network or Community Area Transport Group.

3. Environmental & Community Implications

Councillor led-projects are designed to enable councillors to tackle issues in their area, including projects and initiatives which have been initiated by the community eg. a community issue. Councillor-led projects should not be used to fill gaps where there are service shortfalls or where it is possible for the matter to be resolved through the use of the Community Area Grants scheme.

4. Financial Implications

Financial provision had been made to cover this expenditure. The Community Area Grants scheme which funds Councillor-led initiatives can only provide capital funding.

5. Legal Implications

There are no specific legal implications related to this report.

6. Human Resources Implications

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

7. Equality and Inclusion Implications

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

8. Safeguarding Implications

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

9. Applications for consideration

Application Name	Provider	Project Proposal	Requested
Cllr Jon Hubbard	N/A	Melksham CCTV – three additional high res cameras	£900
<p>The aim is to provide three additional fixed cameras in the newly developed Market Place, Melksham to provide complete coverage. The three, extra small hi-definition cameras will provide fixed cover of the front of the Town Hall/Art House Cafe archway area, the area in front of the Tavern looking under the tree and down towards the Refa restaurant. These cameras can be purchased at cost priced and will be fitted free of charge by volunteers. The Police are fully supportive and actively working with the community safety group on this project.</p> <p>The 3 identified priorities for the Melksham community area set out during the Joint Strategic Assessment for community safety in January 2017 were as follows:</p> <ul style="list-style-type: none"> - Anti-social behaviour - Alcohol and drug abuse - Highway safety <p>An improved CCTV system can help to tackle these local issues. The Police have to date requested 57 incident logs from the Melksham community CCTV system and it has aided their investigations on a number of occasions.</p> <p>Work is now in progress to have at least 5 volunteers overseeing the system during key times to maximise the effectiveness of the system.</p>			
<p>Proposal That the Area Board determines the application</p>			

Background documents used in the publication of this report:
Quotes/estimates for this proposal can be obtained from the Community Engagement Manager upon request.

Report Author Name: Rhys Schell
 Title: Melksham Community Engagement Manager
 Tel: 01225 716752
 Email: rhys.schell@wiltshire.gov.uk

Area Board Projects and Councillor Led Initiatives Application Form 2017/2018

To be completed by the Wiltshire Councillor leading on the project

Please ensure that you have read the Funding Criteria before completing this form

PLEASE COMPLETE ALL SECTIONS TO ENSURE THAT YOUR APPLICATION CAN BE CONSIDERED

1. Contact Details

Area Board Name	Melksham		
Your Name	Jon Hubbard		
Contact number	01225 807969	e-mail	Jon.hubbard@wiltshire.gov.uk

2. The project

Project Title/Name	Melksham CCTV – three additional high res cameras
Please tell us about the project /activity you want to organise/deliver and why? <i>Important: This section is limited to 900 characters only (inclusive of spaces).</i>	<p>The aim is to provide three additional fixed cameras in the newly developed Market Place, Melksham to provide complete coverage. The three, extra small hi-definition cameras will provide fixed cover of the front of the Town Hall/Art House Cafe archway area, the area in front of the Tavern looking under the tree and down towards the Refa restaurant. These cameras can be purchased at cost priced and will be fitted free of charge by volunteers. The Police are fully supportive and actively working with the community safety group on this project.</p> <p>The 3 identified priorities for the Melksham community area set out during the Joint Strategic Assessment for community safety in January 2017 were as follows:</p> <ul style="list-style-type: none"> - Anti-social behaviour - Alcohol and drug abuse - Highway safety <p>An improved CCTV system can help to tackle these local issues. The Police have to date requested 57 incident logs from the Melksham community CCTV system and it has aided their investigations on a number of occasions.</p> <p>Work is now in progress to have at least 5 volunteers overseeing the system during key times to maximise the effectiveness of the system.</p>
Where is this project taking place?	Melksham, Market Place
When will the project take place?	As soon as possible
What evidence is there that this project/activity needs to take place/be funded by the area board?	Incident logs from the Police show that there have been 9 reported Police incidents within the Market Place in the last 60 days. The current CCTV system only offers part coverage and has missed a number of incidents. This new system will help meet the local community safety priorities as set out in the JSA.

How will the local community benefit?	Increased local security when within the town. Improved infrastructure for local policing teams.		
Does this project link to a current Community Issue? (if so, please give reference number as well as a brief description)	No		
Does this project link to the Community Plan or local priorities? (if so, please provide details)	Yes – as described within the project plan box.		
Is this project supported by the Local Youth Network or Community Area Transport Group? (if it relates to young people or highways and transport)	This has not been discussed by either group.		
What is the desired outcome/s of this project? That an improved CCTV system is in place for the town.			
Who will be responsible for managing this project? Colin Goodhind, Melksham Community Area Safety Group. Rhys Schell, Melksham Community Engagement Manager will assist with the recruitment and setting up of the volunteers			
3. Funding			
What will be the total cost of the project?	£ 900. Each camera costs approximately £250 + VAT, which includes cabling, power supply and fitting.		
How much funding are you applying for? Please note that only capital funding is available	£ 900		
If you are expecting to receive any other funding for your project, please give details	Source of Funding	Amount Applied For	Amount Received
		0	
Please give the name of the organisation and bank account name (but not the number) your grant will be paid in to. (N.B. We cannot pay money into an individual's bank account)	N/A		
4. Declaration – I confirm that...			
The information on this form is correct and that any grant received will be spent on the activities specified.			
Any form of licence, insurance or other approval for this project will be in place before the start of the project outlined in this application			
Name: Jon Hubbard		Date: 27.10.17	
Position in organisation: Area Board Chairman			
Please return your completed application to the appropriate Area Board Locality Team (see section 3)			