

AGENDA

Meeting: Melksham Area Board
Place: [On-Line Meeting](#)
Date: Tuesday 8 September 2020
Time: 7.00 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

In order to be registered to speak at this online meeting please email or phone Kevin Fielding (Democratic Services Officer), direct line 01249 706612 or email

Kevin.fielding@wiltshire.gov.uk

Registrations to speak should be made by 5pm on Monday 7 September 2020

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

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

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Public Participation

During the ongoing Covid-19 situation the Council is operating revised procedures for public participation. Members of the public can view the meeting online and statements and questions will be taken in written form

[Access the online meeting here](#)

Guidance for Public Speaking at Area Boards

Please click on the link below for further guidance

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

	Time
<p>1 Chairman's Welcome, Introduction and Announcements (<i>Pages 1 - 4</i>)</p> <p>Announcements:</p> <ul style="list-style-type: none"> • JSNA 2020 data for Melksham community area • Return to school 	7:00pm
<p>2 Apologies for Absence</p>	
<p>3 Minutes (<i>Pages 5 - 22</i>)</p> <p>To confirm the minutes of the meetings held on Wednesday 4 March 2020 and Tuesday 16 June 2020</p> <p>To receive a report on Melksham Area Board activities during lockdown</p>	
<p>4 Declarations of Interest</p> <p>To receive any declarations of disclosable interests or dispensations granted by the Standards Committee</p>	
<p>5 Melksham Station Hub Update (<i>Pages 23 - 30</i>)</p> <p>Paul Johnson - TransWilts CIC</p>	
<p>6 Electoral/Boundary Review (<i>Pages 31 - 36</i>)</p> <p>To receive a report on proposed boundary changes affecting the Melksham community area</p>	
<p>7 COVID Recovery - next steps (<i>Pages 37 - 54</i>)</p> <ul style="list-style-type: none"> • To receive a report of the Melksham COVID Recovery Workshop held on 22 July • To agree next steps • To confirm a contribution of £1,500 health and wellbeing funding towards the Melksham Community Response, as signed off by the Leader 	

8 **Age Friendly Melksham CIC - Update**

Cllr Jon Hubbard

9 **Melksham Seniors Forum**

Cllr Jonathon Seed

10 **Grant Funding** *(Pages 55 - 76)*

- Celebrating Age Wiltshire requesting a £1,500 contribution for Melksham's participation in a county-wide Lottery project, delivering arts and heritage events in community settings for frail, vulnerable older people unable to access concert halls or theatres
- Melksham Without Parish Council requesting £5,000 towards a car park and fence and height restriction security barrier at Shurnhold Fields
- Forest Community Centre requesting £3,000 towards a new roof
- Bulkington Parish Council requesting £5,000 towards the replacement of play ground equipment

11 **Youth Funding** *(Pages 77 - 84)*

12 **Date of Next Meeting**

Wednesday 4 November at 7pm

13 **Close**

9:00pm

Community Area Joint Strategic Needs Assessment (CAJSNA)

Briefing Note to Area Board Chairs

Service : Communities and Neighbourhoods
Further Enquiries to: Rhys Schell
Date Prepared: 30.07.20
Direct Line: 01225 716752

Background

The Community Area Joint Strategic Needs Assessment (CAJSNA) provides data, information, knowledge and evidence about each community area with the goal of assisting decision making at a local level. This then acts as a catalyst for community led action that helps meet local need and supports the delivery of the Wiltshire Council Business Plan.

The CAJSNA includes nearly 150 indicators, containing both qualitative and quantitative data. The indicators highlight the differences and similarities between the community areas. The unique aspects of each community area are reflected in both the thematic pages (accessed via the links in the previous section) and community area infographics.

During March, April, May and June 2020, 18 community events facilitated by the Area Boards were due to take place to review the data and enable communities to collaboratively set their local priorities. Due to the impact of COVID-19 the events were cancelled, and the data has subsequently not been published. The data was collected between November 2019 – February 2020, and therefore prior to the COVID-19 pandemic.

Approach to publication

There remains significant value to the CAJSNA data to our services, partners and communities, despite the impact of the COVID-19 pandemic. A significant proportion of the data will be unaffected by COVID-19, which will mean it is still a current and valuable evidence base. For the sections that have changed during the pandemic, this data will provide an excellent baseline to measure the impact of the respective change.

From Friday 31st July 2020 this evidence and data will be made live on the [Wiltshire Intelligence](#) website. Here it will be made clear that the data was collected pre COVID-19.

Wiltshire Intelligence website

There will be nine thematic pages which provides data from across the community areas. On each community area page there will be local infographics that have the most prominent indicators shown. An example of an infographic can be found here:

<https://www.wiltshireintelligence.org.uk/wp-content/uploads/2020/07/Amesbury-infographic-FINALv2.pdf>

The nine themed pages are shown below:

- Arts, Culture & Leisure
(www.wiltshireintelligence.org.uk/key-issues/culture/)
- Children & Young People
(www.wiltshireintelligence.org.uk/key-issues/children-young-people/)
- Community Safety
(www.wiltshireintelligence.org.uk/key-issues/community-safety/)
- Economy & Employment
(<https://www.wiltshireintelligence.org.uk/key-issues/economy/>)
- Environment
(www.wiltshireintelligence.org.uk/key-issues/environment/)
- Health and Wellbeing
(www.wiltshireintelligence.org.uk/key-issues/health-and-wellbeing/)
- Highways & Transport
(www.wiltshireintelligence.org.uk/key-issues/transport/)
- Housing
(www.wiltshireintelligence.org.uk/key-issues/housing/)
- Older People
(www.wiltshireintelligence.org.uk/key-issues/older-people/)

Further information for Members

The publication of this data will support the delivery of local recovery plans and aid the understanding of key priorities moving forwards. Community Engagement Managers are available to help facilitate local conversations, to advise on the data available and discuss how best to use and share this within our communities.



T: 01793 818603

www.twhf.org.uk

21 August 2020

Returning to school in September

Dear parent or carer,

Throughout the course of the COVID-19 pandemic, your child's wellbeing and safety has been one of the most significant focal points of everything we have done.

We have endeavoured to keep you informed of the Trust's thinking, aware of the next steps we intend to take, and up to date with any news from the Department for Education or central government.

This will not change as we move into a new school year.

To that end, I wanted to outline the Trust's expectations and support for you ahead of schools starting during the first week in September.

The truth is that the Government, and probably most of society, expects us to be open from the first week and to resume as much of a normal school life as possible, while taking every precaution to make sure you and our pupils are safe and well.

To make this possible, we have undertaken a number of measures:

- Each school has created a return to work plan which details risk assessments, processes, procedures, and systems which will be in place at your child's school from day one. These will restrict potential cross-contamination and will ensure that we reduce the threat of COVID-19 in every way possible.
- Staff in schools will model the behaviours we want to see in our pupils and students, sticking to social distancing and self-hygiene regimes put into place by leaders at each school. However, as parents and carers, you can also help us by emphasising the need for your child to do their bit by following the new rules and ways of working in their school.
- We have enhanced cleaning routines, and site staff will have ensured that every space in every school has undergone a thorough clean over the summer in readiness for your return.
- Your child's headteachers and principals have been given clear guidance about individually risk-assessing vulnerable colleagues who might have underlying health issues, be pregnant, or who are part of our BAME community. They will also support you if you believe your child is vulnerable in any way.

As a result of the measures we are putting in place, we believe that, while we cannot eradicate every risk, we have worked hard to minimise it as much as possible. With this in mind, it is important that every child returns to school from the first day of the new term in September, at the right time, and ready to learn.

I absolutely understand that, in asking you to send your child back to school, there may be some anxieties and uncertainties. Every school will do its best to keep you informed of what is happening and how your child is doing, but if you have any questions or concerns, please do not be afraid to ask either.

In writing this letter, I am hoping that it will help to ease your concerns, but we must recognise that as the circumstances have changed, the conditions and expectations we saw before the holidays have also changed. It is important that every child who is able to return to school does so, and that we collectively share the changes and new ways of working that we will need to adopt in order to stay safe.

In order to explain these measures in more detail and to answer your questions, I will be hosting a live Crowdcast event at 2pm on Wednesday 26th August. You can register a place through the following link : <https://www.crowdcast.io/e/reopening-schools>.

Before your child returns, each school will be holding training days where all new policies and measures will be made clear to staff at a local level. Please therefore check the exact date of return for your child's school. In the meantime, there is still a week of holidays to go, and I really hope you can make the most of it with your family and friends.

Take care and fond regards,

A handwritten signature in black ink that reads "Nick". Below the signature is a horizontal line that ends in an arrowhead pointing to the right.

Dr N R Capstick O.B.E
CEO TWHF

MINUTES

Meeting: Melksham Area Board
Place: Melksham Assembly Hall, Market Place, Melksham
Date: 4 March 2020
Start Time: 7.00 pm
Finish Time: 9.20 pm

Please direct any enquiries on these minutes to:

Tara Shannon (Democratic Services Officer), Tel: 01225 718352 or (e-mail) tara.shannon@wiltshire.gov.uk

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

In Attendance:

Wiltshire Councillors

Cllr Pat Aves, Cllr Hayley Illman, Cllr Jonathon Seed (Vice-Chairman),
Cllr Jon Hubbard (Chairman) and Cllr Phil Alford

Wiltshire Council Officers

Dominic Argar – Assistant Multimedia Officer, Peter Binley – Head of Highways Asset Management and Commissioning, Peter Dunford – Community Engagement Manager and Tara Shannon – Democratic Services Officer

Town and Parish Councillors

Melksham Town Council
Melksham Without Parish Council
Bulkington Parish Council

Partners

Wiltshire Police

Total in attendance: 71

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
104	<p data-bbox="336 376 1137 414"><u>Chairman's Welcome, Introduction and Announcements</u></p> <p data-bbox="336 443 1485 555">The Chairman introduced himself and welcomed everyone to the meeting. At the Chairman's invitation the members of the Area Board introduced themselves to the meeting.</p> <p data-bbox="336 591 1054 629">The Chairman gave the following announcements:</p> <ul data-bbox="384 665 1485 1556" style="list-style-type: none"> <li data-bbox="384 665 1485 846">• Melksham Community Campus update The Chairman stated that a press release was available in agenda supplement 2. The project was moving forward, planning permission had been granted, a contractor had been appointed and the build should start later in the year. <li data-bbox="384 853 1485 1070">• Cleveland Bridge Bath – 18 tonne weight limit The Chairman explained that the 18 tonne weight limit had been imposed by the Local Authority for safety reasons to allow the bridge to be repaired. The diversions in place meant that over 200 extra lorries over 18 tonnes were going through Melksham a day. However, the works were short term. <li data-bbox="384 1077 1485 1182">• Removal of D3 bus from Melksham to Bath by First The Chairman referred the meeting to the announcement in agenda supplement 2. <li data-bbox="384 1189 1485 1332">• Closure of St Damian's Surgery The Chairman had written to the CCG, however the surgery would still be closing on 31 March 2020. Cllr Pat Aves would be giving further details on this issue in her Health and Wellbeing update <li data-bbox="384 1339 1485 1406">• Families and Children Transformation (FACT) programme The Chairman referred the meeting to the announcement in agenda pack. <li data-bbox="384 1413 1485 1556">• Great British Spring Clean It was confirmed that Wiltshire Council would collect rubbish collected by volunteers. Parishes would need to contact Wiltshire Council to arrange a regular collection day. <p data-bbox="432 1592 1485 1668">For all the following announcements, the Chairman advised that there were details available in the agenda pack or supplements:</p> <ul data-bbox="384 1704 1252 1899" style="list-style-type: none"> <li data-bbox="384 1704 1252 1742">• Residents encouraged to manage Council Tax Online <li data-bbox="384 1749 1098 1787">• Changes to Kerbside Recycling Collections <li data-bbox="384 1794 826 1832">• Better Deal for Bus Users <li data-bbox="384 1839 991 1877">• Coronavirus Advice and Information <li data-bbox="384 1883 927 1899">• Community Governance Review

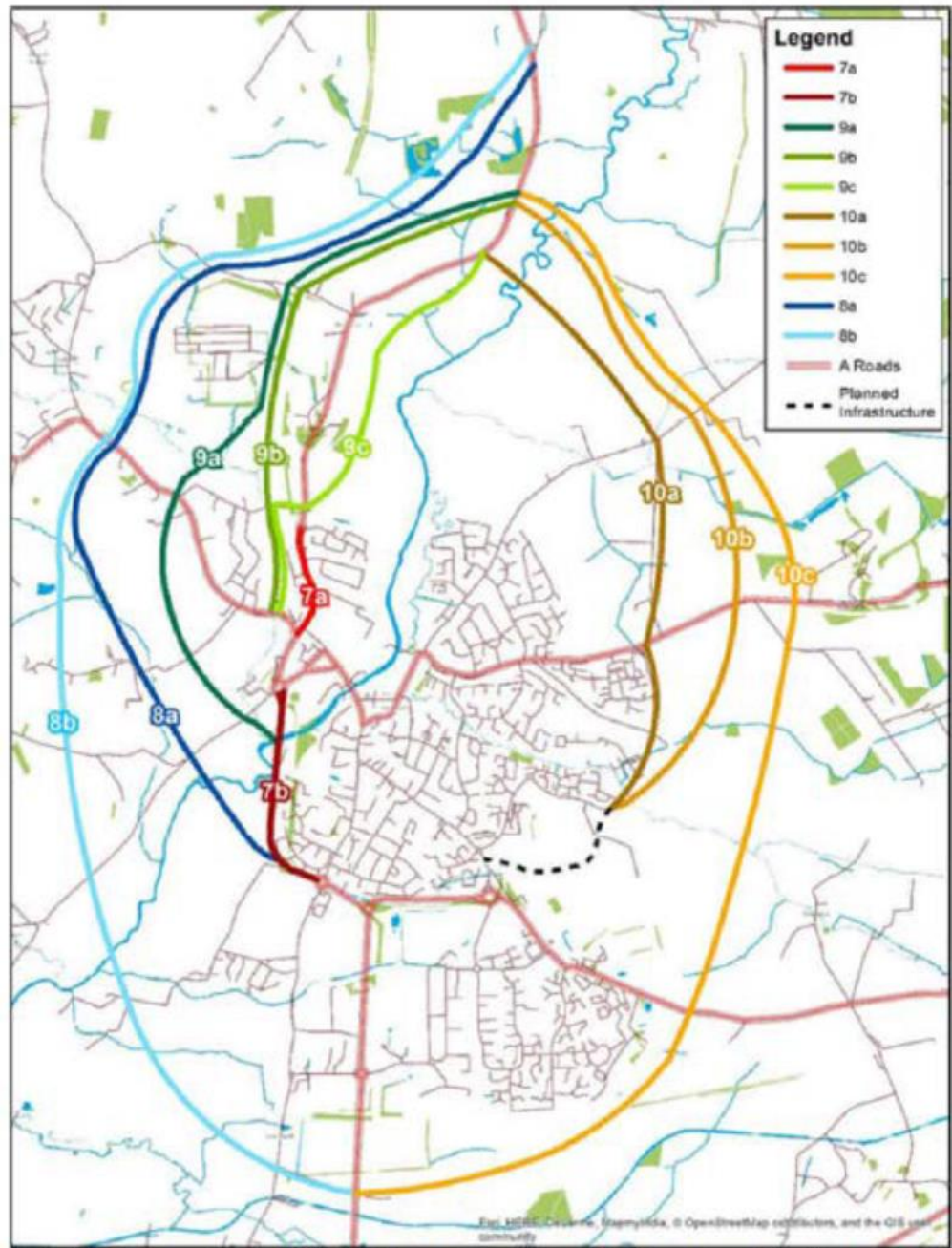
105	<p><u>Apologies for Absence</u></p> <p>No apologies had been received from Wiltshire Councillors.</p> <p>Apologies had been received from Kevin Fielding, the usual Democratic Services Officer for the meeting.</p>
106	<p><u>Minutes</u></p> <p>The minutes of the meeting were presented for consideration and it was;</p> <p><u>Resolved:</u></p> <p>To confirm and sign the minutes of the meeting held on Monday 6 January 2020 as a correct record.</p>
107	<p><u>Declarations of Interest</u></p> <p>Cllr Jon Hubbard declared a non-pecuniary interest in agenda item 6, the funding application from Cllr Alford for detached youth workers at the skate park, as he was Chair of Young Melksham. Even though the interest was non-pecuniary, in this instance he declared that he would not vote on that application.</p> <p>Cllr Jon Hubbard declared a non-pecuniary interest in agenda item 10, the grant application from the Wiltshire Youth Canoe Club, because he was a member of the management committee. As it was a non-pecuniary interest he declared that he would consider and vote on the application with an open mind.</p>
108	<p><u>A350 Melksham Bypass</u></p> <p>The Chairman introduced Peter Binley, Head of Highways Assets and Commissioning and advised that the A350 Melksham bypass scheme had only recently been announced, therefore there was only a limited amount of information available at the present time.</p> <p>Mr Binley stated that traffic had been growing on the A350 for many years and it needed upgrading as it was the primary north-south route between the M4 and the Dorset Coast. It also connected Wiltshire's principal settlements of Trowbridge and Chippenham via Melksham. It was a key strategic corridor in Wiltshire Core Strategy and SWLEP's Strategic Economic Plan and approximately 10,000 new homes were planned for the A350 corridor per decade. Sections of the A350 were subject to high traffic volumes, congestion and delays.</p> <p>Slides were shown to the meeting detailing economic growth zones, commuter journeys in Wiltshire and traffic flows. Traffic flow through Melksham was remarkably high. For much of this traffic, Melksham was not their destination. It</p>

did not take much for the system to become overloaded. The traffic flow was expected to keep increasing.

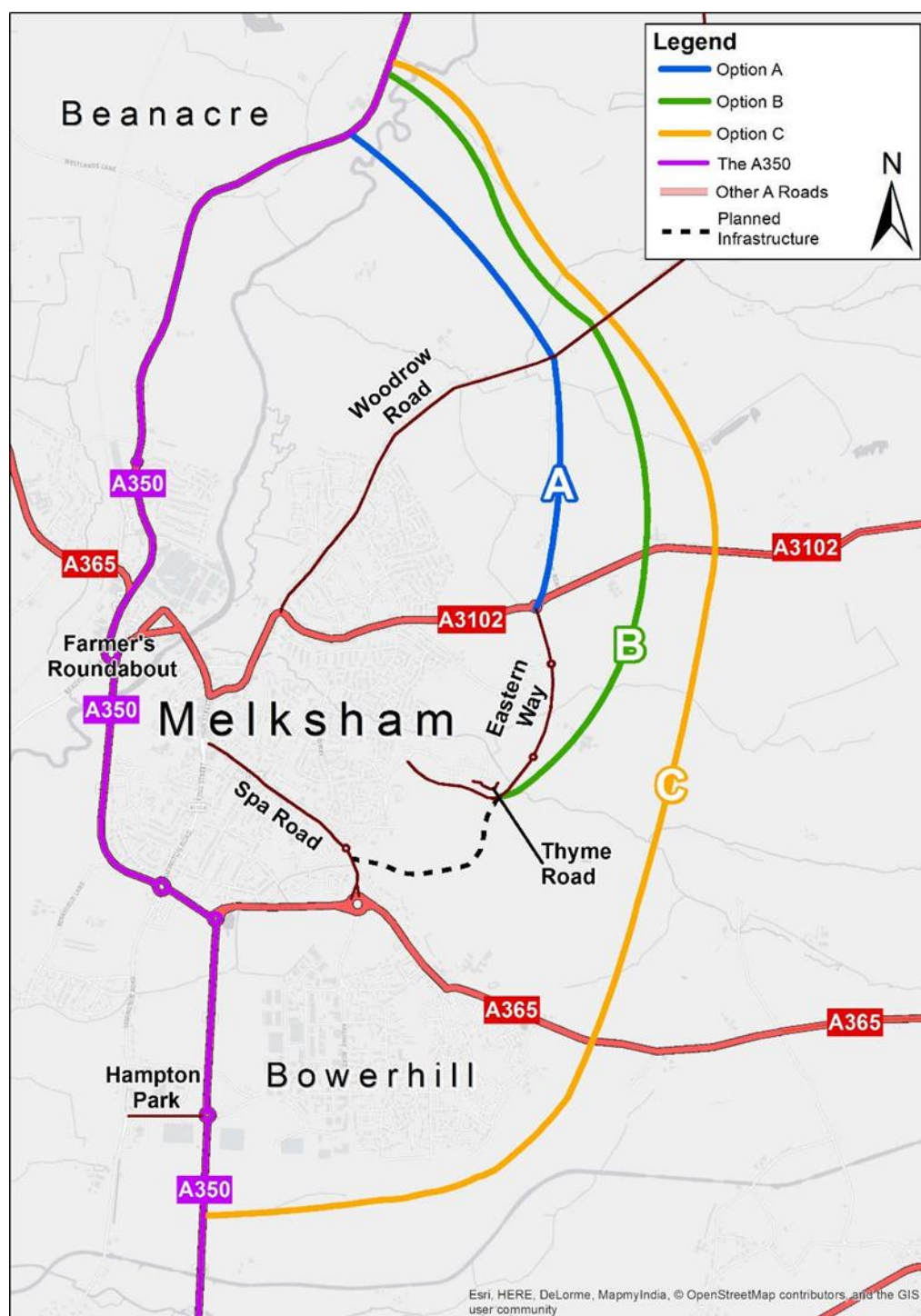
A Melksham bypass scheme had been considered several times in the past and studies were undertaken in 1991, 2001 and 2016. In 2016 a funding bid was unsuccessful. In 2019 another bid was made to the Department for Transport's Large Local Major Transport Schemes fund which was successful. The Government determined that there was a good business case to invest in the scheme and Wiltshire Council would receive £1.3 million from the Government to develop the scheme. The actual cost of developing and implementing the scheme could be up to £180 million.

There were several local constraints to any bypass route around Melksham, such as power lines, rail lines, rivers, flood zones, woodland and planned infrastructure. Other factors such as canal regeneration, archaeology, contamination and development opportunities would also be considered.

Many route options had been considered in the past. These were shown to the meeting and can be seen below.



The options to the East of Melksham were shown in more detail as shown below.



The routes were of different lengths. Obviously the shorter routes would be cheaper. However, it would be worth investing in a more expensive scheme if it was more effective. It was emphasised that at the present time no decision on a route had been made. Very complicated and detailed assessments would need to be completed using the latest data.

The next steps would include:

- Revisiting the options appraisal, including a review of route options and the do nothing option;
- Updating traffic and economic data;
- Developing and designing the scheme in more detail; developing proposals to enhance pedestrian / cyclist / bus facilities / green areas et cetera;
- Assessing environmental factors, constraints and mitigation measures;
- Undertaking public consultation;
- Finalising the scheme;
- Submitting a planning application and preparing the Outline Business Case.

It was stated that there was lots of work to do still to do but the Government grant would help them to achieve this which was a major step forward.

The possible timescales for the project (subject to successful progress through planning, statutory procedures and the continuing availability of funding) was to undertake public consultation in 2021 on the options and preferred routes. Then to submit a planning application in 2022 and to progress to the build in 2024/2025.

In response to questions it was stated that:

- It was not yet known if the A350 would be managed by Highways England rather than Wiltshire Council in the future. There would be pros and cons to such an arrangement. At the moment there was no sign that a change in management would occur.
- A member of the audience stated that the East route C went through countryside, it benefited Melksham but would be detrimental for Bowerhill and queried why the route was not put further out. In response it was stated that they will revisit and examine all the options, putting the route further out may be an option that would be examined. The constraints and proximity of properties would be considered. If the proposed route went close to properties, then screening options would be looked at.
- It was not definite that the route would not go over the canal. That would be expensive, but this did not necessarily preclude it. There would have to be a balancing act with cost/saving benefit analysis. All the details would be examined.
- All routes would be assessed including routes to the West of Melksham.
- Cost was an issue and the costs had to be balanced against the benefits, there was a finite limit. The more the cost of the scheme increased the less likely the Government would be to fund it. A better understanding of all the data was required.

The Chairman reiterated that the route was not firm, all details would be looked at and the sort of issues being raised would be taken into consideration.

	<p>Mr Binley confirmed that it was very early days, there were lots of possibilities. They needed to find the best route considering all the factors.</p> <p>The Chairman thanked Mr Binley for the presentation and for answering questions. He also requested that Mr Binley provide a brief update on the Town Bridge.</p> <p>Mr Binley explained that the part of the B3102 Bath Road which goes over the Town Bridge in Melksham would need to be closed in order to do repairs. The bridge had been built in the 1890's and was widened in the 1930's to add pavements. However, goods vehicles were now heavier and there was more traffic. The pavements on the bridge were weak and there was a risk that if a lorry mounted the pavement it could cause the bridge to collapse. Therefore, action had to be taken to make the bridge safe. Pedestrian barriers were to be installed on both sides of the bridge to stop vehicles being able to mount the pavements. The work was going well at the moment and was likely to end at the end of April. Mr Binley apologised for the delays and stated that it was better to do the works now rather than have an unplanned catastrophe.</p> <p>The Chairman thanked Mr Binley for explaining the situation.</p>
109	<p><u>King George V Masterplan and Melksham Skate Park mini-ramp</u></p> <p>Linda Roberts, Town Clerk of Melksham Town Council and James Threlfall MBE, skateboarder, gave a presentation about the investment by the Town Council in facilities at King George V Playing Fields and plans for an extension to the skate park.</p> <p>Linda Roberts explained that the Town Council was very committed to making the King George playing fields a central playing field for Melksham that everyone could enjoy and had set aside £500,000 for the project. A sensory garden was to be developed. Aspects of this would be carried out sequentially and volunteers would also be used. The fencing, footways and lights (electrical sources) were the first step. Play equipment in good order would be moved up to the splash pad and more equipment would be added. The toilets were to be improved and refurbished. The Town Council amenities team were moving to the park. At first, they would use the cricket pavilion and the maintenance shed would be improved or rebuilt. The amenities team now undertook all maintenance of the playing fields and took great pride in their work.</p> <p>James Threlfall explained that he had worked for about 6 years to get the new skate park built. He had used the old one and it had given him his career, so when he saw that it was no longer up to standard he wanted a new facility and worked to make that happen. He was very grateful for the funds received to build the park. The park had been very successful and as a result they wanted to install a new half pipe for beginners. Local businesses and organisations were helping to fund the new project which again he was very grateful for. A build scheme had been received from the contractors. The works would start in June</p>

	<p>and cost £25,000. The build would take approximately two weeks. Skateboarding was to be included in the next Olympics which should mean an uplift in young people using the facility.</p> <p>A question was received regarding vandalism and bullying issues at the skate park. It was hoped that measures would be put in place to deal with this.</p> <p>The Chairman interjected that he had received comments recently that the skate park was in really good condition and stated that the skaters themselves maintained the skate park as it was a really important facility to them. He referred the issue of safeguarding to Cllr Jon Hubbard who agreed that there were challenges. The dedicated skaters were not the problem, however others in the vicinity could be an issue. Young Melksham had received funding from UK Youth for £5,000 to run a “Bullies Not Welcome” project with 3 detached youth workers visiting the park on 2 evenings per week until the end of May 2020. The Area Board funding would help to continue this detached youth worker service at the skate park until the end of October 2020 and, should it prove effective, will hopefully lead to further funding in future years. James Threlfall agreed that youth workers at the skate park would be a good idea as Police resources did not allow for a regular PCSO presence in this location.</p> <p>The Chairman thanked Linda Roberts and James Threlfall for their presentations and advised that the Cllr Initiatives detailed in the agenda would now be considered. As the first initiative was his proposal, he requested that Cllr Pat Aves temporarily take the Chair to introduce that initiative.</p> <p>The initiatives were considered and it was;</p> <p><u>Resolved:</u></p> <ul style="list-style-type: none"> • To grant Councillor Seeds initiative £5,000 as requested towards a new mini-ramp at Melksham Skate Park. NOTE: It was noted that these funds would come from the next financial year’s budget (2020/2021) as the funds were not required until the next financial year. • To grant Councillor Alford’s initiative £5,000 as requested from the youth budget, towards the costs of a detached youth worker service at the Skate Park. NOTE: It was noted that £4,000 of this funding would come from the youth budget for 2019/2020. The remaining £1,000 would come from the youth budget for the next financial year (2020/2021).
110	<p><u>Public Open Spaces Network - operational details</u></p> <p>Councillor Phil Alford explained the details of a fund to support community groups with resources to improve their public open spaces through the provision of shared machinery and small grants to buy equipment and materials</p>

	<p>There were to be 2 funds:</p> <ul style="list-style-type: none"> • Small Project Fund: £ 6,000 available in 12 capital grants of £ 500 each for small projects - such as buying shovels, strimmers, goggles, gloves, hi-viz jackets, plants • Machinery Fund: £ 4,000 in larger capital grants available to buy and share larger kit needed for occasional use – such as a clipper or rotivator <p>The bidding process would be through the existing online community grants process. A website was to be established with a calendar for booking use of the kit. The kits would be stored securely at accessible locations around the community, including at the Canberra Centre on Spa Road. Groups would be responsible for transportation of the kit to and from the storage in their own vehicles or with the support of their parish council. Groups would be responsible for their own public liability insurance cover and their own risk</p> <p>The £10,000 funding for the project had been agreed at the last Melksham Area Board meeting in January. Therefore, the proposal this time was simply to agree the split of the allocated funds between the two funds.</p> <p>The board considered the proposal and it was;</p> <p><u>Resolved:</u></p> <ul style="list-style-type: none"> • To approve that the £10,000 allocated to the Public Open Spaces Network be split between two funds. £6,000 for the small project fund and £4,000 for the machinery fund.
111	<p><u>Area Board sub groups</u></p> <p>Melksham Health and Wellbeing Group – Cllr Pat Aves</p> <p>The minutes of the Health and Wellbeing Group (HWBG) were published in agenda supplement 1, page 13.</p> <p>Cllr Pat Aves as Chair of the HWBG gave an update to the meeting. The HWBG was aiming to expand its remit from just dealing with grants to tackling local health issues.</p> <p>The group received an update from Dr Jonathon Osborn on the closure of St Damian’s Surgery. Dr Osborn reassured the HWBG that the other surgeries would be able to cope. The other surgeries had employed healthcare professionals such as mental health specialists, physiotherapists and pharmacists to complement their team of doctors. Patients did not always need to see a doctor and could instead see one of the healthcare professionals if that was more appropriate. It was stated that “over-capacity” had been built in to deal with the growth in population. Cllr Aves stated that she would keep an eye on the situation.</p>

	<p>Cllr Pat Aves introduced the Health and Wellbeing funding applications. A representative of Carer Support Wiltshire spoke in support of their application. The applications were considered by the board and it was;</p> <p><u>Resolved:</u></p> <ul style="list-style-type: none"> • To refuse to grant the Independent Living Centre, £1,000 towards providing a benefits advice service for older and disabled people. • To grant Carer Support Wiltshire, £965 towards creative writing workshops for carers.
112	<p><u>Written Partner Updates</u></p> <p>There were no written reports from partners.</p> <p>During the Chairman's Announcements, Cllr Seed requested that Police Inspector Andy Fee give a verbal update to the meeting.</p> <p>Inspector Fee stated that Neighbourhood Policing Teams had been re-established which was good as the teams understood the concerns of the community.</p> <p>The Police were trying to increase engagement through social media and so far were getting a good response. The meeting was encouraged to follow Melksham Police on Facebook, https://en-gb.facebook.com/MelkshamPolice/.</p> <p>People were also encouraged to sign up to the Community Messaging system. This system allows people to receive alerts by email, text or voicemail from the Police, Fire Service, Neighbourhood Watch, Farm Watch, Horse Watch and Get Safe Online. After signing up to the service you could choose which organisations to receive messages from. Examples of messages that people may receive included community alerts, other policing news and events, details of area crime trends, appeals for information, consultations, crime prevention advice and outcomes of court cases relating to incidents in your area. Go to https://www.wiltsmessaging.co.uk/pages/2756/1/Home.html to sign up.</p> <p>In response to a question from the audience regarding the number of tractors and trailers parked on the Bowerhill Industrial Estate making it difficult to get through the estate, it was stated that Highways issues such as this were usually dealt with by the Local Authority. The Police could intervene if there was an access or safety issue. However, Police intervention would only be a short term solution, the Highways Department would need to look at a longer term solution.</p> <p>The Chairman stated that from Wiltshire Council's point of view one would need to see if the parking was illegal. If it was not they would need to make the case to change the traffic regulations to the Highways Department.</p>

	<p>The Chairman thanked Inspector Fee for his update.</p>
<p>113</p>	<p><u>Grant Funding</u></p> <p>Cllr Nick Holder left the meeting at 8.25pm.</p> <p>The Chairman explained that the board would not be able to fund all of the grant applications as there was not enough money left in the budget to cover them all, as it was the end of the financial year.</p> <p>Representatives of the organisations applying for grants spoke in support of their applications.</p> <p>Cllr Hubbard proposed that the Melksham Without Parish Council application was considered last. This was because the application was from a parish council who had the option to increase their precept to pay for the project. If there were funds left after the other grants had been considered, then the board could decide whether or not to fund the proposal. It was;</p> <p><u>Resolved:</u></p> <p>To consider the Melksham Without Parish Council application last.</p> <p>The grant applications as detailed in the agenda were presented for consideration and it was;</p> <p><u>Resolved:</u></p> <ul style="list-style-type: none"> • To grant Poulshot Cricket Club, £2,000 towards a new mower • To grant Transwilts CIC, £5,000 towards Melksham Station Community Hub Car Park and Café • To grant Wiltshire Youth Canoe Club, £2,485 towards the Melksham Adventure Centre Floor Renewal • To refuse to grant Strange Old Things - The Mobile Museum - £701 towards “A Short History of Change” touring exhibition of local schools. REASON: There were not enough funds left in the budget for all the applications. • To refuse to grant Bulkington Parish Council requesting £1,618 towards a parish council storage facility. REASON: The application was from a parish council and the project was entirely for the parish council. Therefore, it was felt that the parish council should fund this by increasing their precept.

	<ul style="list-style-type: none"> • To grant Community Emergency Group Shaw & Whitley (CAWS), £745 towards a generator for use at the Whitley Reading Rooms • To grant Chippenham and District Sunday Football League, £1,960 towards grassroots football for young people NOTE: It was clarified that this application was for youth grant funding. Therefore, the funds awarded would come from the youth budget. • To grant Seend United Football Club, £678 towards Seend Lye Field floodlights • To grant Primrose Nature Area £4,000 of the £5,000 requested towards an accessible pathway project. NOTE: £2,760 of this would come from the Community Area Grant fund. As this was all the money left in the budget, the remaining £1,240 would come from the Public Open Space Fund. • To refuse to grant Melksham Town Council, £1,599 towards gazebos for Market Place events REASON: There was no funding left. The board requested that the applicants reapply for next years budget. Cllr Hayley Illman requested that if it was resubmitted it would be the first grant considered. The board agreed to this proposal. • To refuse to grant Melksham Without Parish Council, £5,000 towards Shurnhold Fields Car Park REASON: There were no funds left in the budget. It was stated that the applicants could reapply next year if they wished.
114	<p><u>Youth Grant Funding</u></p> <p>Full details of the youth grant applications were contained in agenda supplement 1, page 17.</p> <p>Representatives of the organisations applying for funding spoke in support of their applications.</p> <p>The applications were considered and it was;</p> <p><u>Resolved:</u></p> <ul style="list-style-type: none"> • To grant the 1st Bowerhill Scout Group, £1,900 of the £5,000 requested towards a new minibus REASON: £1,900 equated to half the remaining youth budget. • To grant Melksham Cricket Club £1,900 of the £2,500 requested

	<p>towards new cricket nets REASON: £1,900 equated to half the remaining youth budget.</p>
115	<p><u>Public questions</u></p> <p>A member of the audience stated that they were very disappointed that there was no one from Wiltshire Council to update people on the Campus. They had not yet been informed on a final decision regarding Melksham House. They were concerned and wanted answers to questions, therefore they requested that this be discussed at the next meeting.</p> <p>The Chairman stated that he would try to get answers and to get someone to attend the June meeting of the Area Board.</p> <p>There were no further questions.</p>
116	<p><u>Next Meetings</u></p> <p>The Chairman announced that the next meetings of the Melksham Area Board would be:</p> <ul style="list-style-type: none"> • Melksham Our Community Matters Conference (JSNA) – Wednesday 8 April, Melksham Assembly Hall at 2pm- 4pm • Melksham Area Board – Wednesday 17 June, Seend Community Centre at 7pm. <p>The Chairman thanked everyone for attending the meeting.</p>
117	<p><u>Close</u></p>

MINUTES

Meeting: Melksham Area Board
Place: Online Meeting
Date: 16 June 2020
Start Time: 2.30 pm
Finish Time: 2.40 pm

Please direct any enquiries on these minutes to:

Kev 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 Phil Alford (Vice-Chairman), Cllr Pat Aves, Cllr Nick Holder, Cllr Jon Hubbard,
Cllr Hayley Illman and Cllr Jonathon Seed (Chairman)

Wiltshire Council Officers

Kev Fielding – Democratic Services Officer

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
118	<u>Apologies for Absence</u> There were no apologies for absence
119	<u>Election of the Chairman</u> Cllr Jonathon Seed was elected Chairman for 2020/21
120	<u>Election of the Vice-Chairman</u> Cllr Phil Alford was elected Vice-Chairman for 2020/21
121	<u>Appointment to Outside Bodies and Working Groups</u> The following appointments to outside bodies and working groups were made for the forthcoming year: <ul style="list-style-type: none"> • Community Area Transport Group (CAT-G) – Cllr Jon Hubbard • Melksham Wellbeing Group – Cllr Nick Holder • Melksham Neighbourhood Plan – Cllr Phil Alford (<i>with Cllr Pat Aves as sub when required</i>) • Older Peoples Champion – Chris Pickett
122	<u>Urgent items</u> There were no urgent items
123	<u>Close</u>

Summary of Melksham Area Board activities during Lockdown

Since the lockdown and cessation of public meetings in March due to the public health situation, the elected members of the Melksham Area Board have continued to work together online on issues of local concern:

Weekly tasking meetings of board members

A total of 16 online member meetings have been held between April and July to discuss local issues and to agree action. Majoring on the COVID response but also including regular discussions with the Police on crime and community safety issues.

Highways Briefing

A special online meeting was held with parish councils on 4 June to discuss potential bids to the Department of Transport to fund road reallocation projects to give more space to cyclists and pedestrians in these times of social distancing.

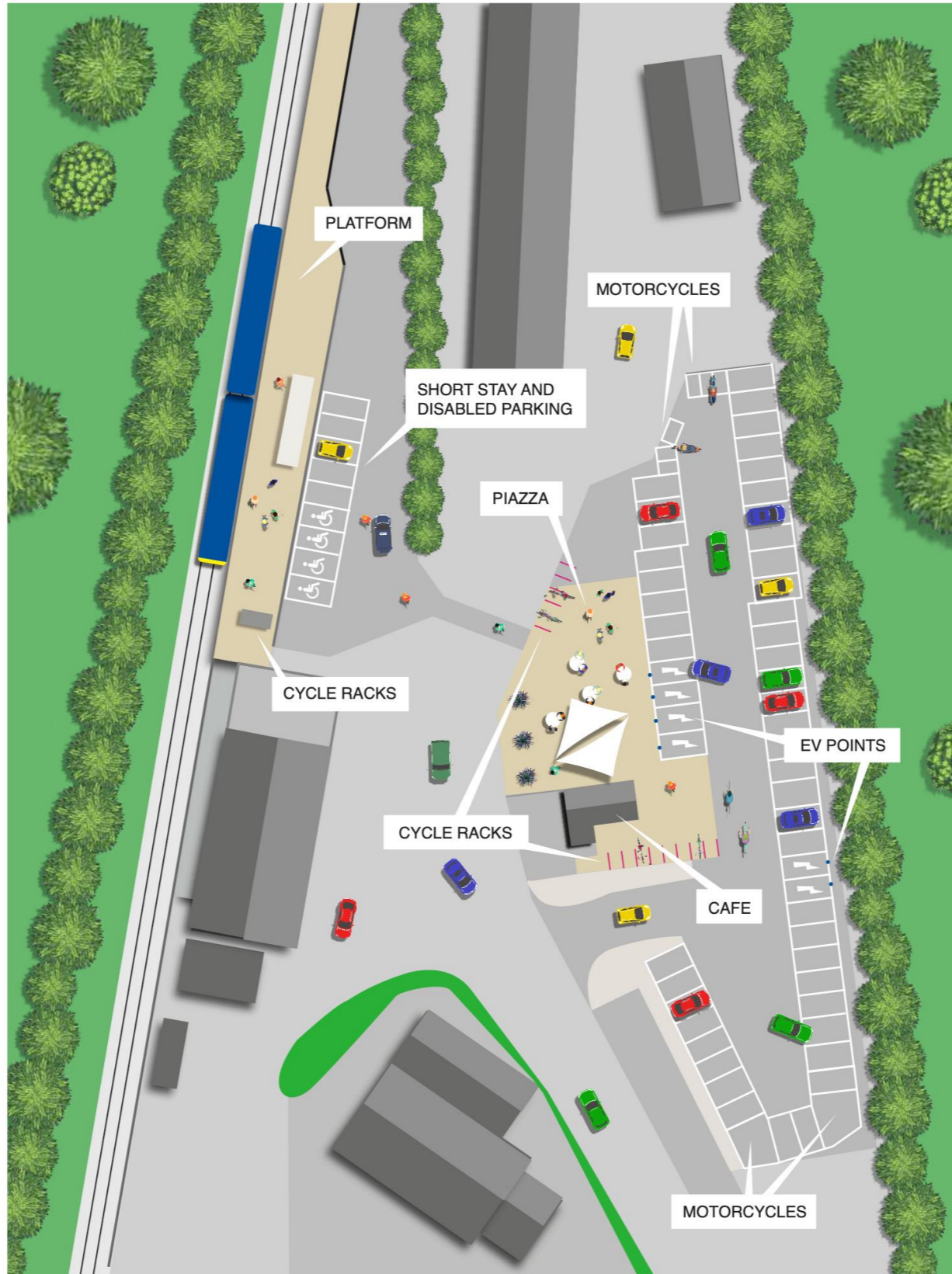
Community Briefings

A total of 3 online public meetings have been held, with those on 20 May and 17 June focussed on communicating the Melksham emergency response to COVID, and another on 22 July to discuss ideas and priorities for COVID recovery.

Melksham Hub Project deliverables & Progress



- Expanded low tariff parking inc. CCTV and lighting
- Electric Vehicle Charging
- Café
- Cycle racks and cycle hire
- Pedestrian route & island to platform
- Community space “Piazza Area” with power supply
- Departure indicators on platform



Melksham Hub Site Map



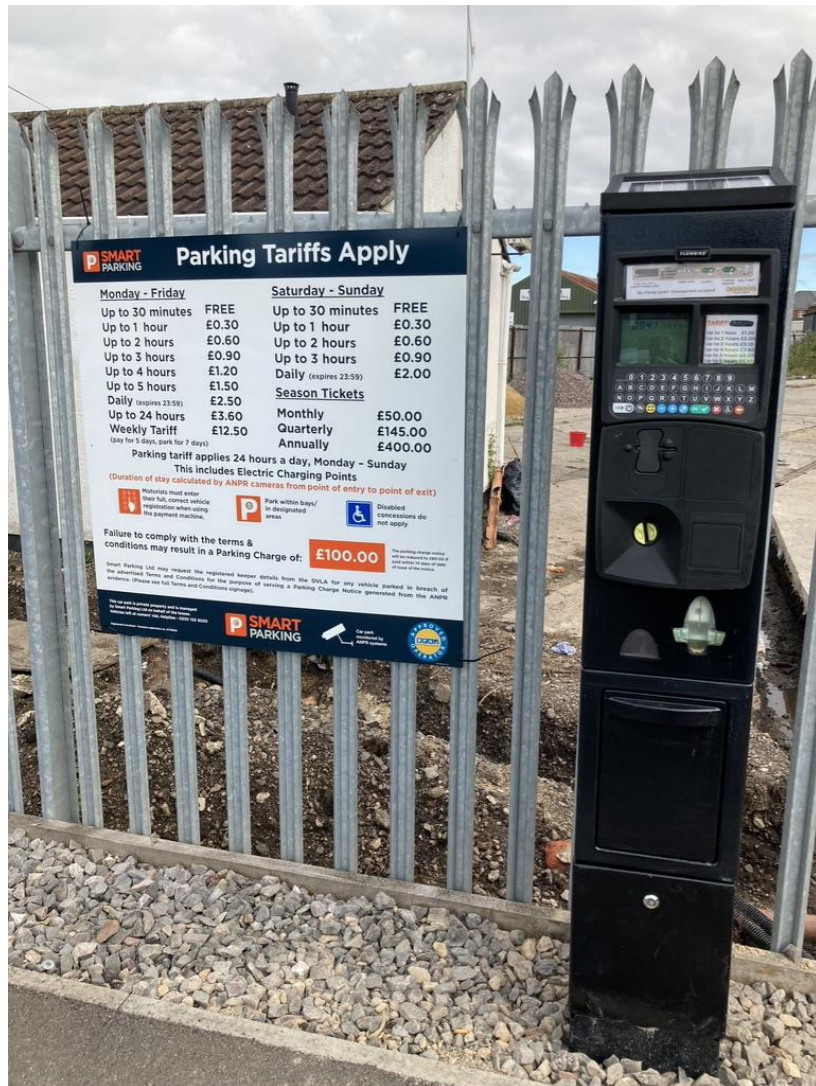
Original site showing
community piazza area in
front of café building



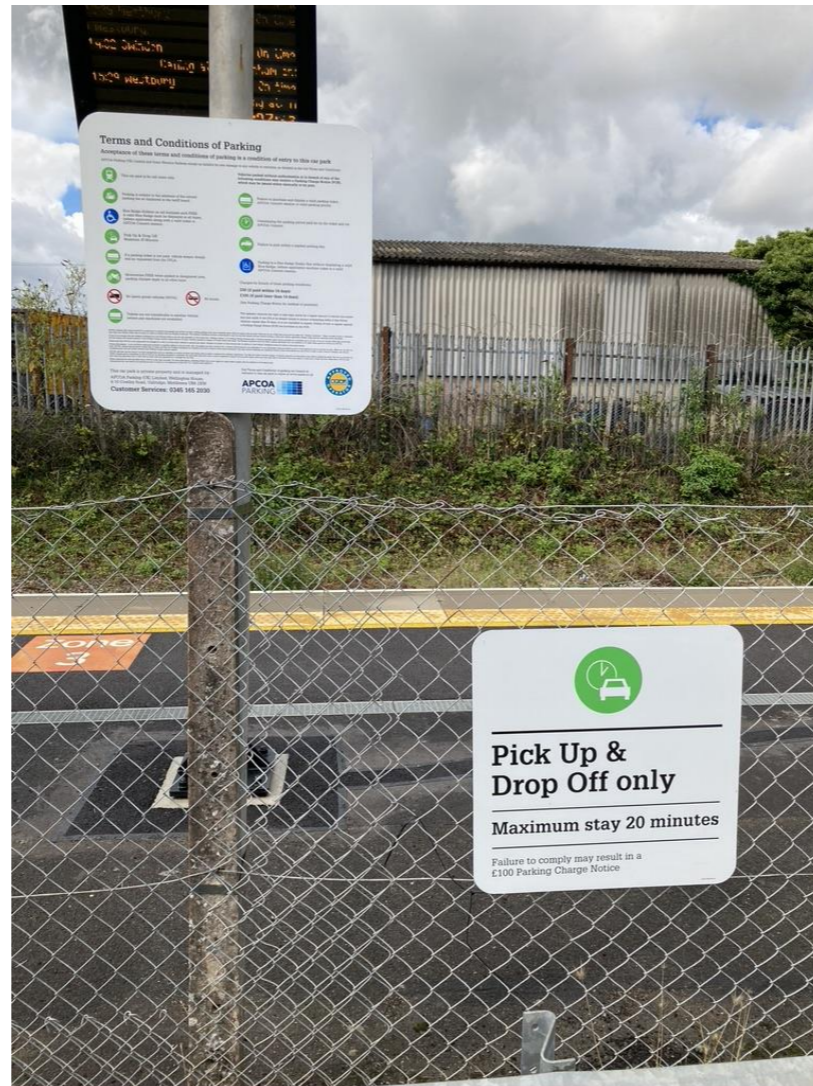
Current site
- progress

The starting point

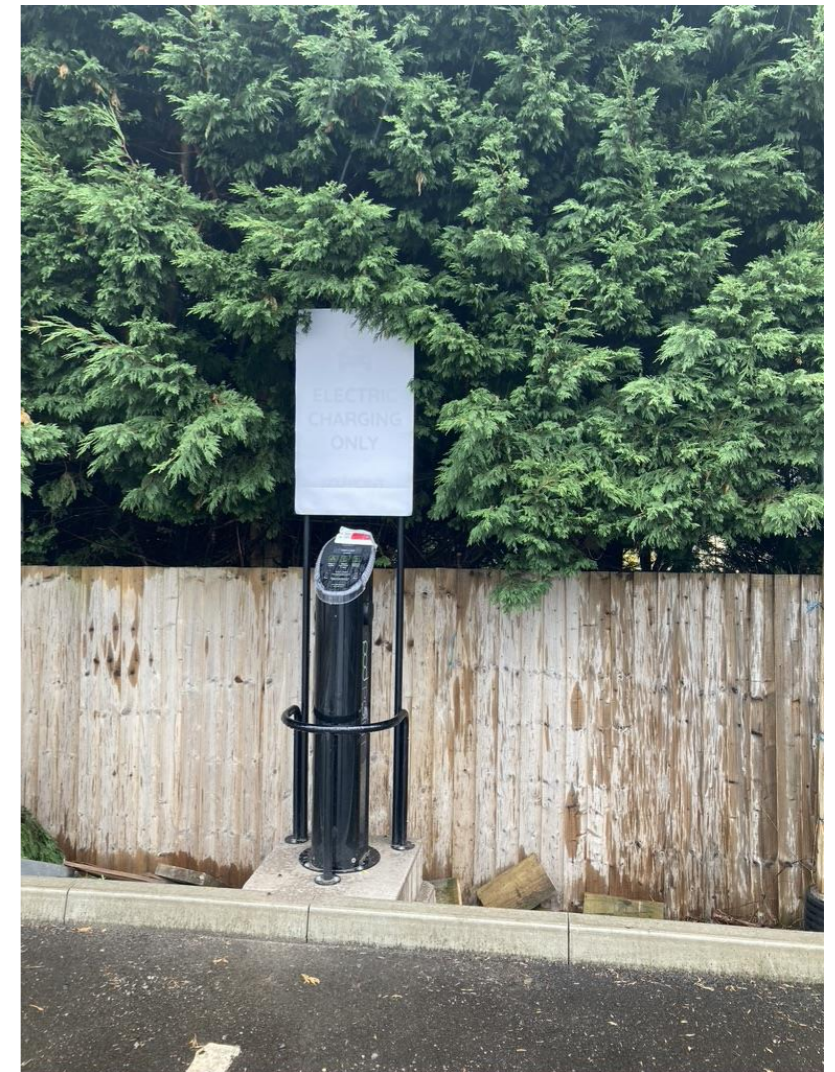




Parking Payment Machine
30p/hr or £2.50/day
Season Tickets via RingGo

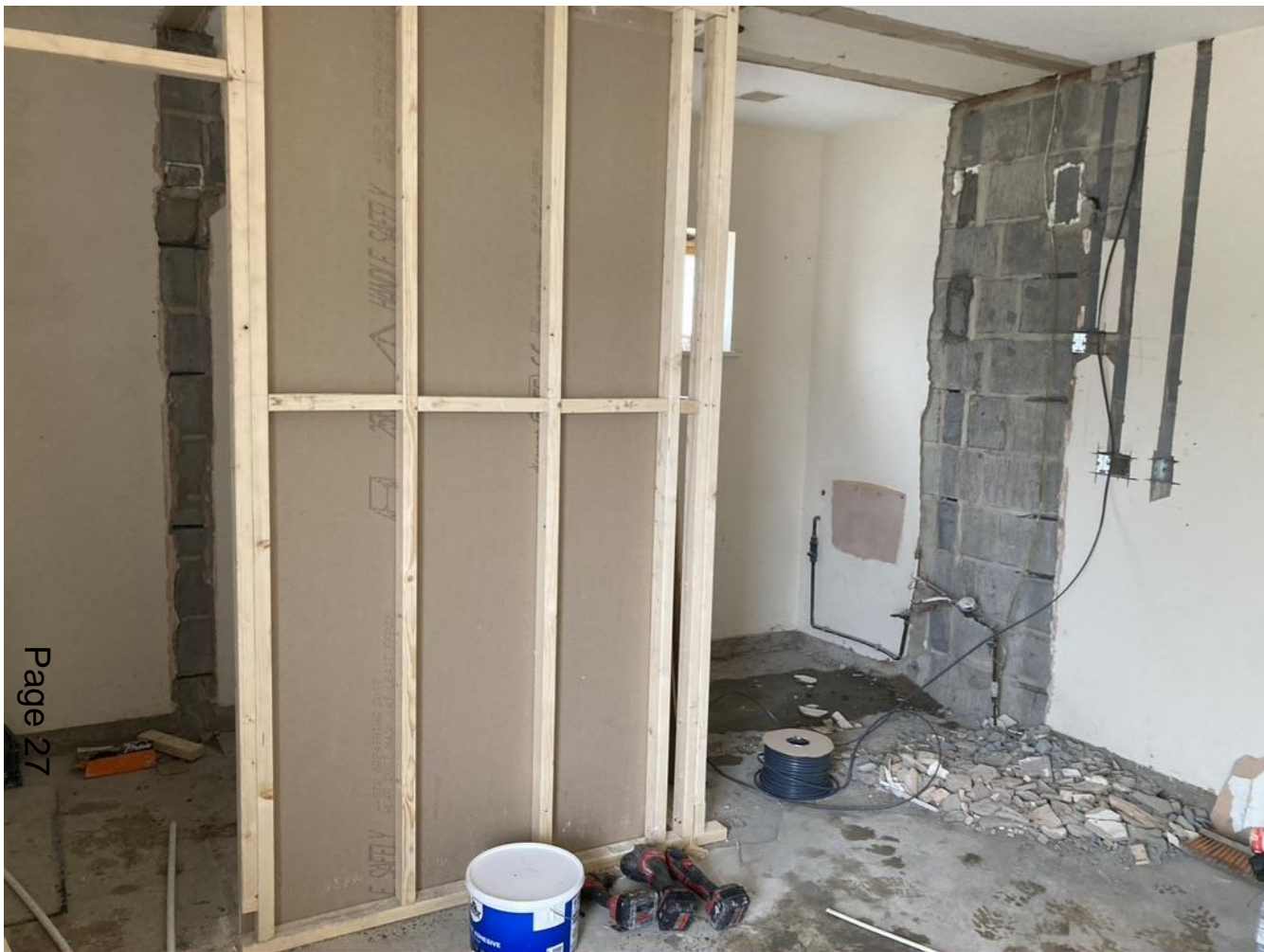


GWR Platform Parking
- 20 minute stay maximum



Electric Vehicle Charging
(waiting commissioning)

Car parking



Current - Café interior
work commenced

Before - original hut interior



Pedestrian to platform route



Pedestrian island to platform crossing

Installed Platform Destination Indicator



Interested in volunteering?

We are looking for -

- Kitchen installers
- Painters and decorators
 - Café operators

Contact

sophie@transwilts.org



info@transwilts.org | www.transwilts.org

Registered address: Dryfields House, Bristol Road, Chippenham, Wilts, SN14 6LG
Community Interest Company (Company Number 9397959 registered in England and Wales)

Area Board Boundary Review
Draft Recommendation of the Electoral
Review Committee
Melksham Area Board

Background to the Review

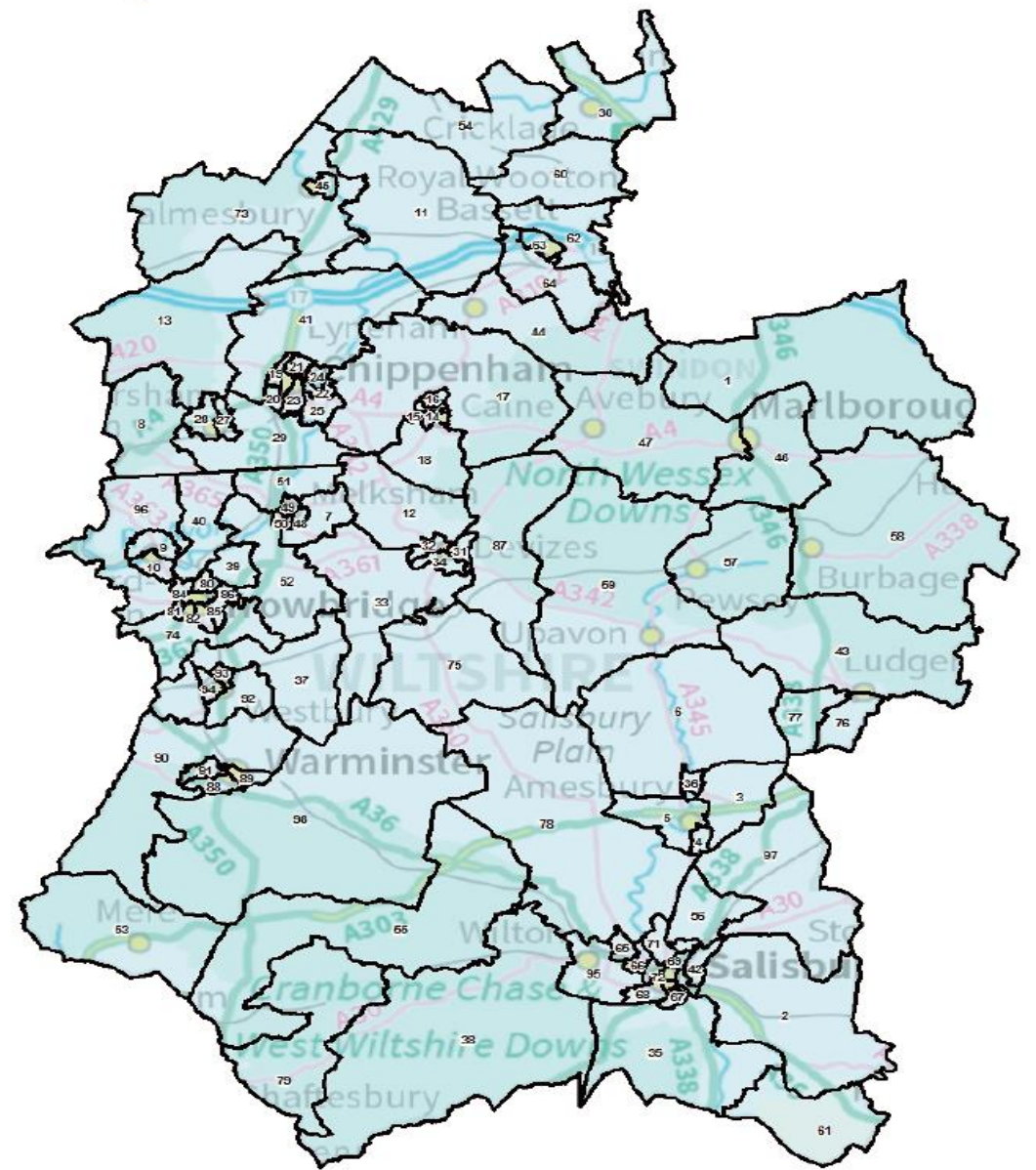
Area Board composition

Electoral Review of Wiltshire Council

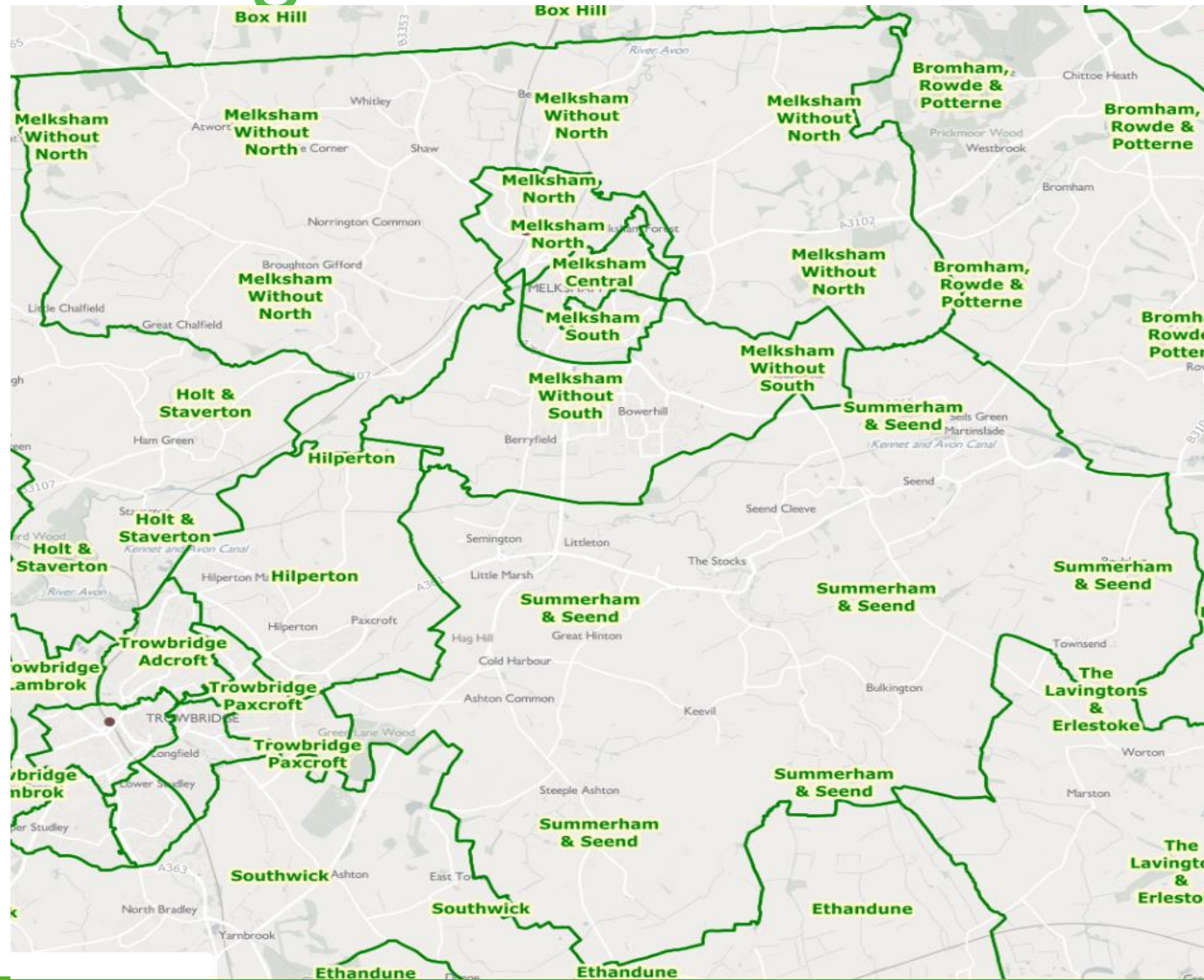
Process of the Review

Electoral Review Committee

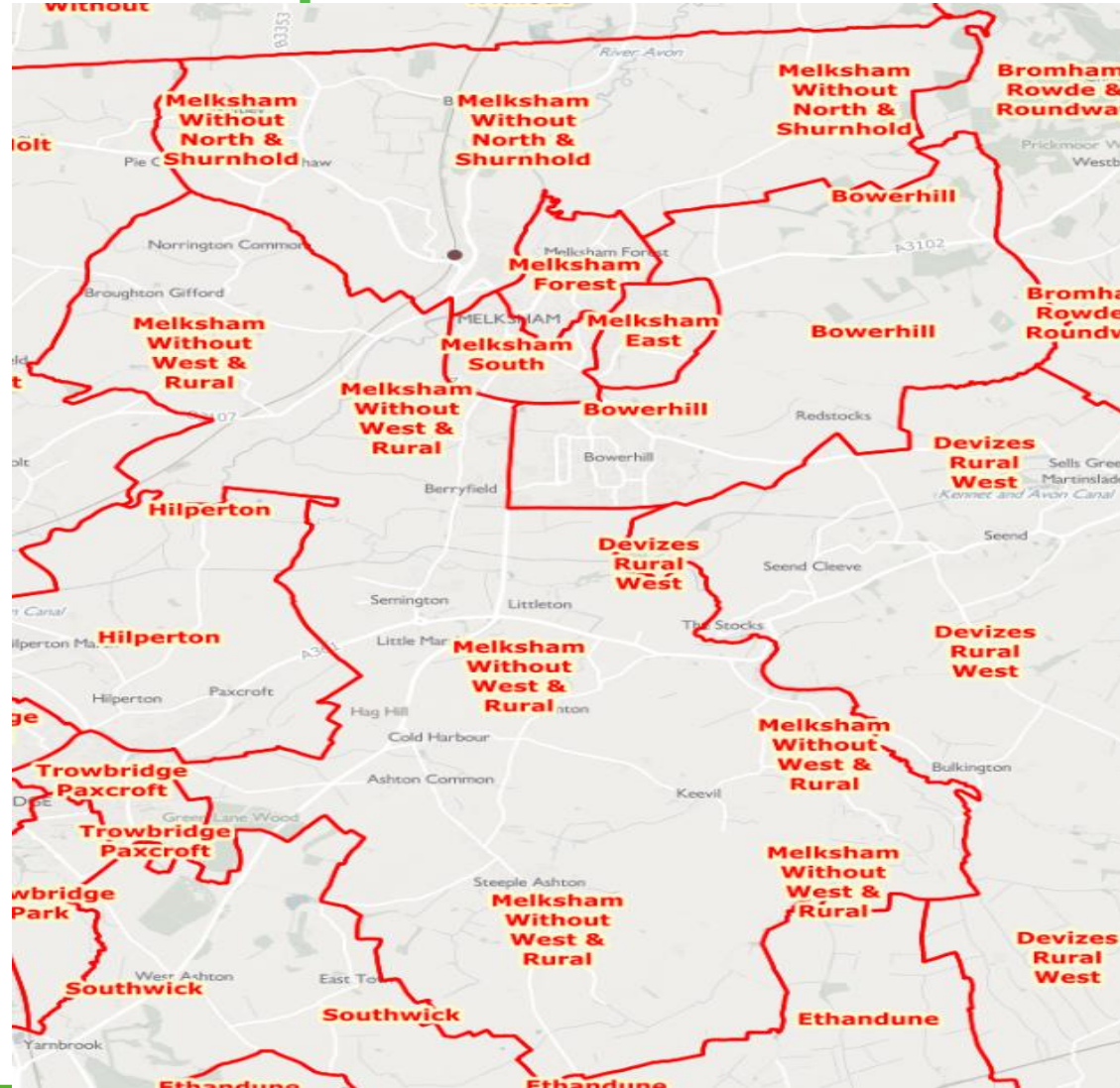
Consultation



Existing Area Board Divisions



Proposed Area Board



Comprising the Divisions of:
Melksham Without North and Shurnhold
Melksham Forest
Melksham South
Melksham East
Bowerhill
Melksham Without West and Rural

A consultation will run from 10
September 2020 – 31 October 2020

Responses can be sent to CGR@wiltshire.gov.uk. Or
Democratic Services, County Hall, Trowbridge, BA14 8JN

Melksham COVID Recovery Workshop - 22 July 2020 at 7pm - Note of Meeting

Attendees:

Cllr Seed, Cllr Alford, Cllr Hubbard, Cllr Holder, Peter Dunford - Melksham Area Board

Cllr S Brown, David McKnight, Miriam Zaccarelli - Melksham Town Council

Cllr Shea-Simonds, Teresa Strange – Melksham Without Parish Council

Cllr Pendlebery - Bulkington Parish Council

Dr Jonathan Osborn GP - Giffords Surgery

Amanda Stuart – Community Connector, Primary Care Network

Jo Woodsford - Healthwatch Wiltshire

Farzana Saker - West Wiltshire Multi Faith Forum

Ashley Cornick - Healthier Communities, Wiltshire Council

Megan Stanley - Selwood Housing

Nigel Carter - Trustee of MIND

Sue Mortimer - Melksham Community Meals

Ian Drew - Melksham News

Paul Carter – taxi business

Apologies: Cllr Aves, Cllr Illman, Cllr Westbrook, Cllr Wood, Sam Gompels

The meeting **Chairman** was Cllr Alford in the absence of Cllr Seed who was delayed at Planning Committee, but would join the meeting later.

The **aims of the meeting** were explained:

1. This is only the start of a conversation about COVID recovery.
2. All public bodies will be discussing their individual approaches to recovery.
3. This evening is about stakeholders bringing their ideas to help build a shared picture across our town and villages.
4. No final decisions will be taken, but the outcomes from this discussion will feed into our recovery planning.

Participants were encouraged to **submit comments and responses** to the discussions in real-time through logging on to an audience interaction tool on their smartphone at www.slido.com event code #88788.

Cllr Hubbard described a slide entitled “Melksham Community Support - The Way Forward” which outlined the proposed future roles of the 4 local organisations involved in the COVID Hub as we move from “response” into “recovery”. It was proposed that Melksham Town Council, Melksham Without Parish Council and the Melksham Area Board of Wiltshire Council will set the policy for the emergency response and to make the recovery happen and that Age Friendly Melksham CIC, working with other community partners and support groups including the Seniors Forum, will deliver services to people who are socially isolated/ vulnerable/ with mobility issues/ without a support network. This policy framework has been adopted by 3 of the partners to date – Melksham Area Board, Melksham Without Parish Council and Age Friendly Melksham CIC.

“What are our priorities for COVID recovery in Melksham and the wider community area?”

Comments included:

- Building on the sustainable, local relationships made including continuing to support those residents without a support network (those who were socially isolated before COVID).
- We have found a lot of the "hard to reach" residents so let's not lose them again. Learn from what has been achieved so far, so that we are fit, ready and able to respond to a 2nd wave/ Wiltshire Lockdown/ or flu pandemic.
- Provide mental health first aid to all who need it (and recognise where/when it is needed).
- Do things differently and do things better.
- Reconnect people to their community eg older people to clubs and groups. Encouraging council, charities.
- Business should think outside the box in terms of opening hours, offers etc.
- Community cohesion and building a sense of community, and mutual care for others.

The issue was then broken down and discussed in 4 parts:

- **Economy**
- **Health and Wellbeing**
- **Community**
- **Care, education and safeguarding**

1. How do we support business and the high street in order to protect the local economy?

David McKnight, Economic Development Manager for Melksham Town Council, introduced the discussion with a summary of the actions taken by the Town Council:

- **Maintaining our strategic direction**
 - Delivering objectives outlined in the Townwork report ‘Melksham 2020-2036’
- **Helping the town recover from COVID-19 Lockdown – the Melksham Action Plan**

- Supporting and advising town businesses and community organisations to help them reopen and/or restart safely, effectively and with improved marketing and professional PR;
- Social media campaigning to drive awareness of businesses and footfall in the town;
- Creating reasons to visit town businesses by promoting special offers and combining them with details of compelling activities, events and festivals;
- Encouraging residents and visitors to come to Melksham as part of a visit which embraces leisure and hospitality as well as retail;
- Working to maintain a level of continuity of annual town events and activities.

Comments included:

- Make use of Melksham's outside places as many people feel safer outside at the moment.
- Devizes has a fantastic hoarding on the approach to their town highlighting what is there.
- Encourage people back to the high street through joint promotion between traders and the Town Council, to include street events e.g. on market day.
- Build public confidence with regards to health and safety.
- Close part of the High Street to vehicles in the evenings and weekends so that cafes etc. can have seating areas outside on the pavement for a "Mediterranean cafe culture" in the summer months, with late night shopping, an evening market, entertainment from local community groups?
- Offer free parking and encourage people to understand that Melksham is open for business.
- To combat digital exclusion, a suggestion that the Town Council could offer support to those who are in financial hardship and who are shielding or isolating at home, to buy their own computer laptops in order to receive vital information and online support services.

2. The Recovery Phase - what does that 'look like' in Health?

Jonathan Osborn GP introduced the discussion:

- Surgeries are open for business and experiencing a surge in demand. There has been a huge change in how services are delivered in Lockdown with a focus on consultations delivered by telephone and tele-conferencing.
- An Influenza vaccination programme is being planned for all over 50 year olds, to try to avoid a combined spike in flu with a second wave of COVID infections this Winter. Socially distanced measures to cope with the likely volumes of patients could involve surgeries held outdoors under canvass or as drive-throughs.
- There has been some reduction in access to secondary care services for non COVID treatments, so some patients are now on hospital waiting lists; those requiring X-ray have been referred to Trowbridge Hospital.
- Important public health messages are being promoted and more needs to be done to spread good practice within the community.

- Adverse mental wellbeing has been a hidden impact on many; physical activity and social contact are vitally important to prevent ill-health and isolation.

In response to the question “**How are you finding changes in the way that GP services are being delivered in Melksham as a result of COVID?**” most felt that more use of phone and teleconferencing by the surgeries had been a positive experience for patients, while also alleviating pressures on the GPs. This innovation had helped to keep contagious patients out of the waiting rooms and had reduced the need to travel to the surgery for those with mobility issues.

In response to the question “**How as a community can we help to publicise important public health messages?**” the feeling was that it was important for the public to see the same message in several places and from different organisations, on social media, noticeboards, word of mouth, village newsletters, in the Melksham News, leaflets in shops etc. Melksham Community Support now have 650 users on their books and could message them and keep in contact regularly by text message, as Giffords Surgery does.

Other comments included:

- The lack of support networks and activities for older people – e.g. at the Riverside Club – is creating a lack of sense of purpose and poor mental health for some older and more vulnerable people.
- Meetings in parks - e.g. at the cafe at KGV – could help to overcome social isolation.
- Melksham Community Meals continues to operate a delivery service to clients who struggle to shop or cook for themselves; many report feeling lonely and isolated.
- Mental health services delivered by charities such as MIND and Richmond Fellowship are available but have moved online; more counsellors need to be recruited to keep up with demand and a return to face-to-face meetings will be important.
- Teen Talk at Young Melksham provides counselling support to teenagers; referrals have been increasing here also.
- Some people have discovered exercise during lockdown and should be encouraged to continue with their new passion for running, walking, cycling etc.

3. How do we rebuild our community activity and vitality, including maintaining levels of volunteering seen during the COVID crisis?

Cllr Hubbard introduced the discussion from the perspective of his work with the COVID response hub:

We have seen the importance of community groups and clubs in tackling isolation, which has been exacerbated by lockdown. We should encourage community activities to re-launch in a safe and socially distanced way

We should support volunteers to get back to running their groups as normal, which is an extra challenge due to the amount of groups run by volunteers over 70 who may be more vulnerable. The COVID crisis has also created many new younger volunteers which shows that people are there and need to be connected to the many opportunities to volunteer, that older people are unable to do due to shielding still. It is important to recognise and thank volunteers for their contribution. The Melksham News offered to promote stories of local volunteering and opportunities to get involved, including a community award scheme to celebrate efforts and sacrifices.

This is a time when resources are limited but the need is greater than ever, so groups that focus on similar things may serve the community better if they work together and collaborate in order to maintain services and avoid duplication.

Comments included:

- We should support local businesses and help to widely promote local shops, services and community events locally.
- We now have a large pool of volunteers to tap into, a group that in many cases had never volunteered before and who have seen the benefit of being a member of the community; we need to maintain their enthusiasm and community spirit moving forward.
- Use the volunteer team to fill volunteering gaps e.g. LINK drivers to replace the over 70s who are still shielding, while those that are at home can be answering the phone for LINK.
- Give people confidence about safe working practices whilst reminding the volunteers of the importance of what they do for their community.
- Farzana Saker expressed interest in the vacant Art House Café premises as a potential centre of multi-cultural food and activity, subject to establishing costs and viability.

4. How do we safely manage the reopening of our care homes and schools, while safeguarding public health?

Cllr Phil Alford led the discussion, talking about his experiences as a teacher in a large secondary school, Sheldon in Chippenham.

Health and safety measures include classroom “bubbles”, staggered play and lunch times, a staggered timetable for different year groups, social distancing inside and outside the school premises, extensive cleaning regimes, hand sanitiser stations etc.

Cllr Nick Holder then talked about his experience as a manager in a Care Home company in Bristol.

Homes are carefully considering re-opening but are reluctant to take new referrals in order to protect existing patients and visitors from danger.

“Barrier nursing” has been used to protect medical staff against infection by patients and also to protect patients with COVID from spreading the virus to other non-infected people.

The drive-thru COVID testing centre at Bristol Airport is excellent with results received within 48 hours.

Comments included:

- Clear guidelines about social distancing, hand hygiene and masks at the entrance to schools are needed.
- Parental concerns for older teenagers sitting exams, regarding how the "year group bubble" will work, for instance if one pupil is infected then does all the year group have to isolate? And if they have siblings then does that affect another year group? Not sure how that can be managed and how to educate teenagers who think they are invincible and young children who don't understand?
- Anecdotally the most elderly residents are quite often “gung-ho” when out on the high street.
- Think it is much too early to open care homes!

Next Steps

A report of the meeting and actions arising will be considered by the Melksham Area Board at its next meeting on 8 September. A note of the meeting and the contributions captured on “slido” will be shared with participants and others in due course.

The Chairman thanked those attending and closed the meeting at 8.30pm.

**Report by Peter Dunford, Community Engagement Manager
July 2020**

Melksham COVID Recovery Workshop - 22/07/2020

22 - 25 Jul 2020

Poll results

Table of contents

- What are our priorities for COVID recovery in Melksham and the wider community area?
- How do we support business and the high street in order to protect the local economy?
- How are you finding changes in the way that GP services are being delivered in Melksham as a result of COVID?
- How do we rebuild our community activity and vitality, including maintaining levels of volunteering seen during the COVID crisis?
- How do we safely manage the reopening of our care homes and schools, while safeguarding public health?
- How as a community can we help to publicise important public health messages?

What are our priorities for COVID recovery in Melksham and the wider community area?

007

(1/2)

- Building on the local relationships made. Sustainable relationships.
- Continuing to support those residents without a support network (those who were socially isolated way before Covid). We have found a lot of the "hard to reach" residents, lets not lose them again..... Learn from what has been done so far..... so we are fit, ready and able to respond to a 2nd wave, Wiltshire Lockdown, a flu pandemic Provide mental health first aid to all who need it (and to recognise where/when it is needed)
- Do things differently - do things better
- Reconnecting people to their community eg older people to clubs and groups
- Encouraging council, charities business to think outside the box. Opening hours , offers, cohesion

What are our priorities for COVID recovery in Melksham and the wider community area? (2/2)

007

- Checking in
- Community cohesion and building a sense of community, and mutual care for others

How do we support business and the high street in order to protect the local economy?

005

- Make use of Melkshams outside places as many people feel safer outside at the moment
- Devizes have a fantastic hoarding on the approach to their town highlighting what is there
- Encourage people back to the high street. Build public confidence with regards to health safety
- Close part of the High Street to vehicles in the evenings and weekends so that cafes etc can have seating areas outside on the pavement for a "mediterranean cafe culture" for the summer months, with some late night shopping too - encourage residents to walk into town, an evening market? with entertainment? (from local community groups?) Have seen banners up around west wiltshire advertising that towns are open for business
- Free parking and encourage people to understand that melksham is open for business

How are you finding changes in the way that GP services are being delivered in Melksham as a result of COVID?

0 0 1

- Have heard from residents that the use of phone and teleconferencing has been positive, and hope that it can continue to alleviate pressure on GPs, and to keep those with anything contagious out of the waiting room! and reduces the need for travelling to the surgery for those with mobility issues

How do we rebuild our community activity and vitality, including maintaining levels of volunteering seen during the COVID crisis?

002

(1/2)

- We have a new pool of volunteers to tap into a group of new people that volunteered that have never done before, who have seen the benefit of being a vital member of the community, we need to continue To do a similar thing with the businesses, advertise widely what is going on Use the new found volunteers to fill gaps for volunteers not able to continue (understand over 70s link drivers not allowed out yet) and those that have to shield could be at home answering the phone for link
- Give people confidence about safe working practices whilst reminding the volunteers of the

How do we rebuild our community activity and vitality, including maintaining levels of volunteering seen during the COVID crisis?
(2/2)

002

importance of what they do for their community (whilst keeping themselves safe).

How do we safely manage the reopening of our care homes and schools, while safeguarding public health?

003

- Clear guidelines about social distancing, hand hygiene and masks at the entrance
- Have concerns as a parent of teenagers at the exam end of school how the "year group bubble" will work, if one pupil infected then does all the year group have to isolate? and if they have siblings then another year group? Not sure how that can be managed as will be hundreds? how to educate teenagers who think they are invincible? young children who don't understand? and at the other end of the spectrum anecdotally the most eldest residents are quite often gung ho when out on the high street.....
- Think it is much to early to open care homes

How as a community can we help to publicise important public health messages?

002

- Everyone has to share! seeing the same message in several places and from different organisations just reinforces it. So social media, noticeboards, word of mouth, village newsletters, the wonderful Melksham News! Leaflets in shops etc. Melksham Community Support now have 650 users on their books and could message them and use as a way to keep in contact regularly. Like the text messages I have received from Giffords!
- Exercise exercise exercise! Put it on any communication you can!

Age Friendly Melksham - chronology

Set Up

Melksham Seniors, under the Chairmanship of Brian Warwick, set up the Age Friendly project in 2017 with the support of the Centre for Ageing Better, a national charity, and held public meetings to engage local partners in the cause. The Melksham Area Board on 6 June 2018 supported the work and agreed to lead the local steering group, through Cllr Jon Hubbard as Chair. Melksham joined the national network of Age Friendly Communities, an initiative of the World Health Organisation, and was the first market town in the UK to do so.

Through 2018 and 2019 the Age Friendly project was taken forward through meetings of the steering group and public consultation exercises such as a special Age Friendly themed meeting of the Area Board held at the Assembly Hall on 22 October 2019. The Seniors were part of the steering group behind this activity, which also included representatives of the local authorities, housing providers, GPs, care homes and others. The Seniors were involved through successive memberships of the group. Brian Warwick stood down as Chair of the Seniors in mid 2018 and other members took over, most notably Town Councillor Martin Pain who was Seniors Chair through 2019 until his resignation in February 2020.

Support from the Melksham Seniors

Cllr Hubbard, as Chair of the Age Friendly Steering Group, and Peter Dunford, the Community Engagement Manager, attended meetings with the Seniors committee on two occasions in 2019 at the invitation of Martin Pain as Chairman. On 25 April 2019 an initial scoping discussion was held regarding the “direction of travel” regarding seniors issues. Cllr Hubbard described his vision of a charitable organisation to take forward the management of the Age Friendly initiative and policy issues such as housing, transportation, the public realm, health, employment and social inclusion. In this model, the Seniors and other representatives of older people were to be partners on a steering group to oversee the Age Friendly organisation in its work. The Committee gave its approval in principle for this model, clearly stating that it wished to focus on providing wellbeing activities for its members rather than getting involved in long term issues of strategic policy.

After further consultation at a special meeting of the Melksham Area Board held on 22 October 2019, Cllr Hubbard and Peter Dunford attended a meeting of the Seniors committee on Wednesday 13 November at the Riverside Club where they presented a proposal to employ a consultant to help shape the local project and to engage with stakeholders in developing an Age Friendly Action Plan. The Seniors committee agreed to contribute £3,000 as match funding to a proposed contribution from the Area Board.

Later the same evening the Melksham Area Board received a report back on the special event of 22 October and confirmed its financial contribution to the project. Agenda papers here <https://cms.wiltshire.gov.uk/ieListDocuments.aspx?CId=166&MId=12320&Ver=4>

Support from the Parish Councils

To establish a broad partnership across the community area, an invitation letter was sent out to all parish councils seeking financial contributions to the project based on a pro-rata funding formula. Melksham Town Council on 25 November 2019 agreed its contribution of £2,292 (although later referred the matter for further scrutiny to the Finance and Admin Committee to be held on 7 September 2020). Melksham Without and Steeple Ashton Parish Council agreed to be partners, contributing £1,071 and £185 respectively.

Consultancy Brief

A total of £9,548 was promised to the consultancy project by the local partners. These contributions have been collected by Wiltshire Council in its role as accountable body for the project and are being held within a Melksham Area Board project budget.

A consultancy brief was prepared during January with advice provided by the WC Procurement team. A tender for a 3 month project was finally issued in February 2020 through the Bloom procurement portal. The key tasks specified in the brief were:

1. Research and collation of all consultation outcomes to date, including relevant strategies and associated implementation plans and delivery reports, as relevant to the domains of the Age Friendly framework and the wishes of local stakeholders.
2. An evaluation of current management arrangements and recommendations to build a collaborative multi-agency approach across the public, private and voluntary sectors locally to take forward this work.
3. An investigation of the funding environment and opportunities to resource this programme of work on a sustainable basis.
4. Engagement and consultation with stakeholders through events, surveys and other methods, as appropriate, to develop a shared programme of work.
5. The presentation of findings to the Steering Group and partners, to include a 3 year Age-Friendly Action Plan with short, medium and long term outcomes together with recommendations for next steps.

The timing of the publication of the consultancy tender was unfortunate as it coincided with the deteriorating public health situation and Coronavirus pandemic spreading across Europe. No bids were received to the tender.

Coronavirus and Lockdown

The pandemic then hit and the UK went into lockdown. Cllr Hubbard was instrumental in the set up of the Melksham COVID-19 response group - a partnership between Melksham Town Council, Melksham Without Parish Council, Melksham Area Board and Age Friendly Melksham – which recruited a local team of volunteers to provide emergency food and medical support to old, vulnerable and socially isolated individuals across the Melksham community area. The Melksham response was one of the best, if not the pre-eminent, community response during this time and was widely praised for its excellent work.

Despite the grave public health situation there were a few positive outcomes. The response work helped to identify a database of individuals who are elderly, vulnerable or socially isolated in the Melksham area. This negated some of the work that was required through the consultancy project. The crisis also helped to build a team of community volunteers, with many individuals stepping up during the crisis and wanting to stay involved in the community support and recovery effort.

Community Interest Company

The leaders of the Melksham Community Response were keen to protect the contacts, partnerships and volunteers that had been generated through the crisis response and to put in place structures to enable the transition from COVID response into recovery. They saw the potential to establish the Age Friendly initiative as a community interest company, independent of political influence and with the view of seeking charitable status in due course.

The Melksham Area Board, Melksham Without Parish Council and Age Friendly Melksham all agreed to sign up to a model entitled “Melksham Community Support: The Way Forward” which identifies the policy and operational roles of the local partner organisations as we move forward from COVID support into COVID recovery.

A number of individuals already involved in the COVID response and with the required passion and skills-set volunteered to be trustees of the Age Friendly Melksham CIC. The 5 trustees appointed were recruited to the positions of Chair (Jon Hubbard), Secretary (Wayne Stansby), Treasurer (Sue Mortimer), Fundraiser (Saffi Rabley) and Older Persons Champion (Chris Pickett).

A grant of £ 10,000 was successfully raised from the Wiltshire Community Foundation to match-fund the monies raised by local partners for the consultancy project, to fund COVID recovery with particular reference to combatting social isolation and loneliness.

Age Friendly Co-ordinator

Given the changed circumstances, the CIC trustees agreed that the proposed consultancy project had been overtaken by events and was no longer appropriate. Some of the tasks, such as partnership building and a database of the most vulnerable and socially isolated in society, had been achieved through the COVID response work. Instead, they favoured the use of the available resources for the recruitment of a part-time co-ordinator to take forward work in support with the old and vulnerable in the Melksham area, specifically:

- Management of Age Friendly Melksham’s participation in Melksham Covid 19 Community Recovery Programme.
- Creating and maintaining a network of groups and organisations that will provide enrichment opportunities for people’s lives in the Melksham Community Area.
- Championing, developing and coordinating volunteering opportunities

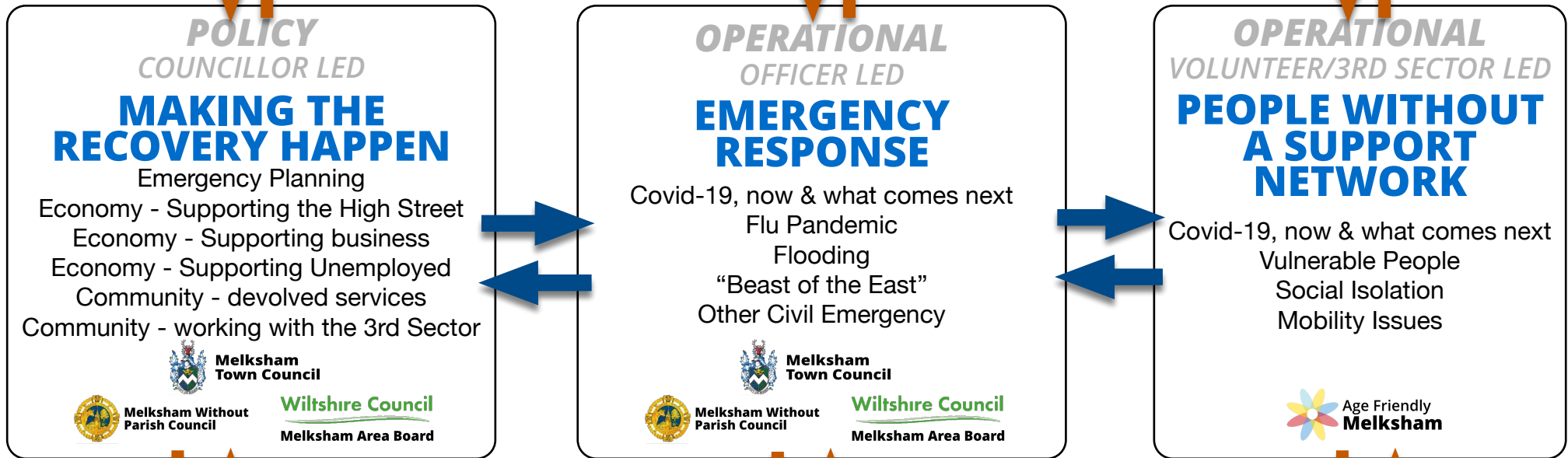
A recruitment process was held in Summer 2020 and Philippa Huxtable was recruited on a fixed term 12 month basis, with a fundraising task to secure funds to extend the post further.

**Peter Dunford, Community Engagement Manager
August 2020**

Melksham Community Support The Way Forward?



Building a Resilient Community



Wiltshire Council - Local Area Coordinator, Social Services, Reablement Service

Community Action Groups - ie CAWS, BRAG, Bloom, Primrose Drive AG

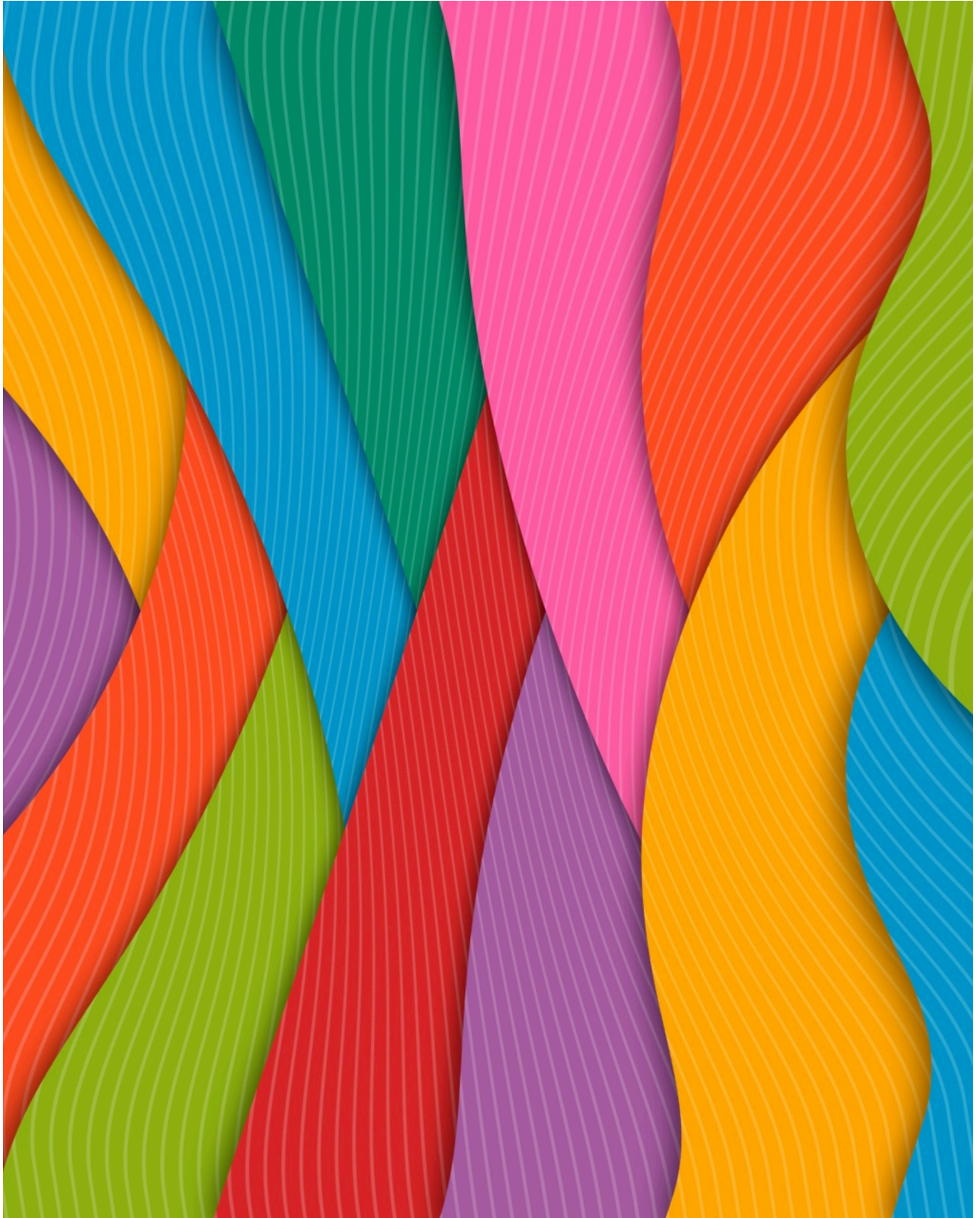
Community Support Groups - ie Seniors, Community Meals, PHAB, Riverside Club

Partner Organisations - ie GPs, Age UK, MIND, Ind Living Centre

Job Pack



Age Friendly Coordinator



This pack contains the following sections:

- About Age Friendly Melksham CIC
- How to apply
- Role description and person specification
- Application form

About Age Friendly Melksham CIC

Age Friendly Melksham is an independent local not-for-profit organisation. The Board of Directors are planning on gaining charitable status for the organisation by the end of 2020 .

Our Vision

An Age Friendly Melksham, where all people know that they belong, feel supported and valued. Together we can make Melksham a place where people feel that they are part of the community and it is not just where they live.

We believe that by working with partner organisations, agencies and authorities we can help every resident in our community to live fulfilled lives where they feel included and can contribute towards the community.

We can't do this alone, our role is to work with colleagues and develop an open, inclusive work practice where everyone's contribution is celebrated.

Eventually, we would like to see a community where every person feels loved, every voice is listened to, and every demographic feels represented.

Our Mission

Our mission at Age Friendly Melksham is to facilitate everyone's participation in society. We believe that every person has a role to play in our community, where their age is simply a number not a hurdle. Working with friends, colleagues, peers and professionals we want everyone in our community to be involved, heard and valued.

Our Aims and Objectives

- To support people who are "trapped" in their homes in the Melksham Community Area through infirmity, mobility or other reason to live involved and fulfilled lives by providing support with shopping, home maintenance and social isolation.
- To develop, support and encourage social activities for people in the community, providing a signposting service to the various clubs, societies and venues in the Melksham Community Area.
- To encourage inter-generational work in the community and helping to develop an environment where age, whatever it is, is not a barrier to participation.
- To promote and encourage the community of Melksham to develop its Age Friendly Status.

How to apply

Candidates are requested to complete the enclosed application form, or to complete the online version available on the organisation's website.

On the application form is space for a supporting statement giving candidates the opportunity to detail how they meet the person specification. Candidates are advised to structure their supporting statement in line with the points in the person specification, and to provide clear examples of their experience that demonstrate their skills and knowledge.

Candidates are warmly invited to arrange an informal discussion with the recruiting manager, before submitting their application, which can be arranged by contacting Jon Hubbard

jon@afmelksham.org.uk 07876 611388

Please note that all applications must be submitted on the application form enclosed in this pack, or available on the organisation's website.

Closing date for applications: Midnight, Friday 17 July 2020

The Role:

Age Friendly Coordinator

Hours – 24 hours per week, £14,400 - £15,600 (£24,000 - £26,000 FTE)

Some evening and weekend working required

Role Purpose

Age Friendly Melksham is seeking to appoint an Age Friendly Coordinator to oversee the on-going development and coordination of a program of volunteer-led community activities for older and socially isolated people that connect the public with their communities and improve health and wellbeing.

Specific Duties

- Oversee the on-going development of an inclusive volunteer program that offers a range of diverse and challenging volunteer roles.
- Coordinate all aspects of the volunteer journey from recruitment, selection, safeguarding, induction, placement to ongoing support and supervision.
- Facilitate a bespoke training program for volunteers that provides a range of opportunities to develop and learn.
- Promote a positive environment for volunteers ensuring regular communication and forums for discussion.
- Coordinate and administer the befriending service delivered by Age Friendly Melksham as part of the Melksham Covid-19 Community Support and Recovery Programme.

General Duties

- Use marketing tools such as outreach, social media and newsletters to promote our volunteer program.
- Develop and maintain links with local community groups and other organisations and businesses in order to recruit and support volunteers.

- Work with others to identify where and what volunteers are required by our services and match opportunities from potential volunteers.
- Act as a central point of contact for volunteers and for the coordination of volunteering inquiries.
- Ensure that volunteer inquiries and applications are responded to and progressed in a timely fashion.
- Organise the recruitment, screening, induction and ongoing development of volunteers.
- Conduct DBS checks on potential volunteers as part of the screening process
- Support the Board, colleagues and partner organisations to work effectively and cooperatively with volunteers; including the provision of occasional awareness-raising sessions to ensure good practice across the organisation.
- Keep accurate volunteer records maintaining a database of volunteers using Breathe HR, and (together with service staff) deal with the administration associated with volunteers.
- Be the lead in volunteer recognition during National Volunteer Week.
- Monitor and review volunteers ensuring they receive sufficient support, have opportunities for feedback and get to achieve their goals.
- Provide reports and monthly statistics and monitor performance against our key objectives.
- Comply with our policies and procedures relating to volunteers including health and safety and safeguarding.

Responsible to: Services Director Based at: The Canberra Centre, 56a Spa Road, Melksham SN12 7NY

Main Duties and Responsibilities (role profile)

Management of Age Friendly Melksham's participation in Melksham Covid-19 Community Support and Recovery programme

- Directly manage and lead AFM's participation in the Melksham Community Support scheme and ensure that delivery meets requirements of grant and commission funded programmes
- Work with colleagues from partner organisations to ensure the continued smooth delivery of services
- Work with colleagues and use data to develop a long-term development plan for befriending, support and guidance services at Age Friendly Melksham CIC.
- Recruit, train and support befriending volunteers
- Monitor outcomes and quality of services, service users and volunteer experience

Championing, developing and coordinating volunteering opportunities

- Develop and deliver an organisation-wide volunteering plan
- Coordinate a high-quality volunteer induction, training and engagement programme including personalised development plans for volunteers
- Maintain an up-to-date, accessible volunteer database to manage and monitor volunteer recruitment, deployment, and support and support colleagues to use this effectively
- Develop and deliver a programme of promotional activity that maximises Age Friendly Melksham CIC's profile, reputation, and relationships in relation to volunteering, and ensures a consistent pipeline of high-quality volunteers
- Keep up to date with changes in legislation, policy and practice as they affect the work of Age Friendly Melksham CIC's volunteers
- Produce and review policies, procedures and guidelines for volunteers and oversee effective use
- Devise and oversee evaluation of impact of volunteers in the charity, adopting a 'continuous improvement' approach
- Take responsibility for safeguarding, security, and risk management relating to volunteering, ensuring that compliance activity is carried out and recorded
- Champion equality and diversity as a cornerstone of good practice in volunteering
- Actively promote the impact of volunteering internally and externally

Creating and maintaining a network of groups and organisations that will provide enrichment opportunities for people's lives in the Melksham Community Area

- Working with partners and local councils, identify and document groups and organisations that are providing services and activities for people in the Melksham Community Area and maintain the AFM database system with this information
- Oversee the updating of the AFM website with this information, ensuring it is presented in an accessible format and can also be easily provided to those without online access
- Create and maintain relationships with fellow professionals and volunteers leading other groups and organisations providing activities and support for people in the Melksham Community Area
- To establish and promote partnership working with local businesses
- Attend, where appropriate, network opportunities to update and inform on the continuing work of Age Friendly Melksham CIC

Management Duties

- Be a fully participating member of the Leadership Team, working with colleagues to identify opportunities for innovation, efficiency, and improvement.
- Champion and demonstrate through action a commitment to the Vision and Mission of the CIC, supporting and challenging others to do the same
- Work in partnership with the Directors and Volunteer Fundraiser to identify and secure funding to run the CIC
- Make decisions and judgements, and problem solve to address challenges, within agreed boundaries, identifying and implementing changes that improve outcomes
- Regularly report on plans, activity, impact and insight, to the Directors and the wider organisation
- To undertake any other duties within the competence of the post holder as may be required from time to time for the smooth running of Age Friendly Melksham CIC
- To carry out the duties of the post in accordance with Age Friendly Melksham CIC's policies and procedures including: Equality and Diversity, Health & Safety, Confidentiality, Complaints, Data security, Safeguarding Adults at Risk
- Attend staff meetings, supervision, training and development
- Participate at Age Friendly Melksham CIC events including occasional weekend and evening activity
- Undertake other general duties as may be deemed necessary by Age Friendly Melksham CIC

Person Specification

Please base your supporting statement on this person specification

Management of Age Friendly Melksham's participation in Melksham Covid-19 Community Support and Recovery Programme	Experience of working in services for vulnerable people, with a demonstrable ability to communicate with a wide range of users of those services	E
	Experience of recruiting, supporting and training volunteers	E
	Proven track record of working on own initiative, solving problems creatively	E
	Excellent interpersonal skills including good listening skills and the ability to influence and motivate volunteers	E
	Experience of carrying out needs assessments with users of services	D
	Experience of working to agreed delivery targets, monitoring outcomes, project evaluation and report writing	D
	Experience of managing a database system, such as Lamplight, to coordinate volunteers and service users	D

Creating and maintaining a network of groups and organisations that will provide enrichment opportunities for people's lives in the Melksham Community Area	Highly capable of managing multiple priorities and stakeholders	E
	Excellent organisational and record keeping skills, with experience of using data management tools to monitor and manage information	E
	Experience of promoting a service or product demonstrating its benefits to achieve agreed engagement goals	E
	Excellent interpersonal skills, with the ability to coach, support and influence colleagues to achieve shared goals	E
	Experience of maintaining a database of relevant organisations and being able to extract information relevant to a given need	D

Championing, developing and coordinating volunteering opportunities	Good experience of planning and project management with evidence of positive outcomes	E
	Good level of capability in using research and insight from a wide range of sources to inform and deliver best practice	E
	Experience of supporting and/or coaching others to develop good practice, processes and resources that support quality and effectiveness of delivery	E
	Skilled in conducting evaluation to understand impact, using outcomes to recommend developments and improvements	E
	Good knowledge and understanding of safe working practices for volunteers, including personal safety and safeguarding	E
	A demonstrable commitment to equality and diversity and understanding of good practice in this area	E

Management Duties	Experience of problem solving and making decisions and judgments based on sound analysis	E
	Experience of supporting and supervising the work of others (peers, volunteers, and/or direct reports)	E
	Experience of acting as a member of a management team	D
	Experience of managing a budget and operational plan, providing reports and updates to internal stakeholders at all levels	D

Additional Skills	Highly competent with electronic communications, word processing, spreadsheets and databases	E
	Highly motivated and flexible, reliable, and good team player with the ability to work independently	E
	A demonstrable personal commitment to the Mission, Vision and Values of Age Friendly Melksham	E

Application for Employment

CONFIDENTIAL



Position you are applying for

About You

Title First Name Last Name

Address

Town/City

Postcode

Mobile Phone

Daytime Phone

Evening Phone

Email

Do you hold a valid UK driving licence **Yes** **No**

Completing your application form

Read through the information you have been sent and, in particular, study the advertisement, job description and person specification

Complete all of the sections as fully as possible. If any information requested is not applicable to you then please state this in the relevant section

Please do not enclose a Curriculum Vitae (CV). You are asked to complete the application form in full. It is acceptable to provide additional relevant information in support of your application in "additional information" section of this form

Secondary/Further Education

Schools, colleges etc	Level of exams	Subjects, with grades
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>

Higher Education

University or college	Date from/to	Qualifications	Grades
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Voluntary or unpaid work

Please tell us about any voluntary or unpaid work you are doing now or that you have done in the past

Name of voluntary organisation	<input type="text"/>		
Position held	<input type="text"/>	From	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>
Reason for leaving	<input type="text"/>	To	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>
Brief description of duties	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
Name of voluntary organisation	<input type="text"/>		
Position held	<input type="text"/>	From	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>
Reason for leaving	<input type="text"/>	To	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>
Brief description of duties	<input type="text"/>		
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Name of voluntary organisation	<input type="text"/>		
Position held	<input type="text"/>	From	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>
Reason for leaving	<input type="text"/>	To	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>
Brief description of duties	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		

Current Employment

Please indicate if you wish to be consulted prior to an approach being made to your current employer for a reference; if you are selected for this post, a reference will be sought from this employer.

Current Employer	<input type="text"/>		
Position held	<input type="text"/>	From	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>
Reason for leaving	<input type="text"/>	To	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>
Brief description of duties	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		

Previous Employment

Please start with the most recent and work backwards, ensuring that all periods of time are accounted for and any gaps in employment are explained. You may attach an additional sheet if required

Employer	<input type="text"/>		
Position held	<input type="text"/>	From	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>
Reason for leaving	<input type="text"/>	To	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>
Brief description of duties	<input type="text"/>		
	<input type="text"/>		

Employer	<input type="text"/>		
Position held	<input type="text"/>	From	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>
Reason for leaving	<input type="text"/>	To	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>
Brief description of duties	<input type="text"/>		
	<input type="text"/>		

Employer	<input type="text"/>		
Position held	<input type="text"/>	From	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>
Reason for leaving	<input type="text"/>	To	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>
Brief description of duties	<input type="text"/>		
	<input type="text"/>		

References

Please provide the names of two referees; one from a current employer and one from an individual who has known you for over two years and is not a relative. If you are retired or not currently in employment, one reference should come from

Name	<input type="text"/>	<input type="text"/>
How you know them	<input type="text"/>	<input type="text"/>
Organisation	<input type="text"/>	<input type="text"/>
Position held	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
Postcode	<input type="text"/>	<input type="text"/>
Phone	<input type="text"/>	<input type="text"/>
Email	<input type="text"/>	<input type="text"/>

Disclosure and Barring Service (DBS) checks

All eligible posts in England involving work with vulnerable groups, including children, will require a Disclosure and Barring Service (DBS) check.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

Under the Rehabilitation of Offenders Act 1974, you only have to declare unspent convictions. However, if the post for which you are applying is one which is an exception under this Act and is eligible, we will ask anyone who is provisionally offered a position/role for an up-to-date criminal record check from the DBS which may provide information about convictions, cautions, reprimands and final warnings which might otherwise be regarded as spent. If this is the case it will be clearly indicated in the advertisement and job description.

Self disclosure of criminal record information

The criminal record information you are required to provide as part of this form is not used for shortlisting purposes. However, if you are shortlisted for interview, your self-disclosed criminal record information will be discussed with you if the interview panel feel it is relevant to the job for which you are applying.

Criminal record information is dealt with in accordance with the charity's Disclosure & Barring Service Code of Practice (available on request).

If you have lived, studied or worked overseas in the last five years for a period of three months or longer you will be required to obtain a Certificate of Good Repute (also referred to as a Statement of Good Conduct) from the national embassy of the country/countries you have

resided in to verify that you did not receive any convictions whilst living there. We would only expect an applicant to arrange for a Certificate of Good Repute after an offer of employment is made. The cost of this would be met by the applicant.

Please read the question below, related to information about criminal records

If the answer to the question is “Yes”, please provide details of offences, penalties, dates and the country in which they occurred, or of allegations made against you, in a sealed envelope marked with your name, the post name and the job reference number. Attach this to your completed application form.

Do you have any unspent convictions, cautions, reprimands or warnings? Yes No

Your right to work in the UK

We have a legal obligation to check that individuals have a right to work in the UK before we employ them. Please confirm that you have a right to work in the UK and that you have documentary evidence for this (either a British passport or visa). You will be asked to bring this with you if you are called for interview.

“I confirm that I have a right to work in the UK and that I have documentary evidence for this.” Yes No

Access requirements for applicants with a disability

We will take all reasonable steps to remove any barriers you may otherwise face when attending interview.

Do you have any access requirements that we need to be aware of if you are invited for interview?

Equality and Diversity Statement

It is the aim of Age Friendly Melksham CIC to recognise and encourage the valuable and enriching contribution that people from all backgrounds and experiences bring. We believe that all individuals should be treated on the basis of merit and without prejudice. Age Friendly Melksham CIC therefore, aims to provide a service to the community that actively promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background, class, disability, ethnicity, gender, political affiliation, sexual orientation, gender reassignment, faith, part-time worker, language, union activity, and an individual's health status. We will strive vigorously to remove conditions which place members at a disadvantage and will actively challenge bigotry and discrimination.

Age Friendly Melksham CIC believes in fairness and equity and values diversity in all its dealings, both as an active member and contributor to the Melksham Community and as an employer. Age Friendly Melksham CIC aims to embed its equality and diversity values into every day practice, policies and procedures so that equality and diversity becomes the norm for all.

Age Friendly Melksham CIC is made up of people who represent the diversity in our community. We recognise, respect and value that diversity and will strive in all we do to serve the interests of our community. We will also strive to become an organisation that reflects the diversity of the residents in the Melksham Community Area.

Declaration

By signing this declaration you are agreeing with the statements below, which may be referred to in the future.

I confirm that all the details I have provided in this application form are correct, and that I have not deliberately withheld any relevant information;

I have not attempted to influence an employee of Young Melksham in connection with this application;

I understand that deliberately providing false information, failing to disclose relevant information or attempting to influence the recruitment process unfairly may lead to my application being rejected, any offer of employment (whether paid or unpaid) being withdrawn, or actual employment (whether paid or unpaid) being terminated;

I give consent for Young Melksham to be given details of my attendance record over the last two years, including periods of sickness and other absence and the reasons for them, for reference purposes and held in accordance with the Data Protection Act 1998;

I note that the information provided on this application form may be held, further processed or verified in accordance with the Data Protection Act 1998

Name

Signature

Date

Returning this application form

Return your completed application form and self declaration form to:

The Directors
Age Friendly Melksham CIC
The Canberra Centre
56a Spa Road
Melksham
SN12 7NY

Or you can scan and email your completed application form to jon@afmelksham.org.uk

Melksham Area Board - 8 September 2020 – Age Friendly resolutions

Recommendations:

1. The Area Board recognises the excellent work achieved by its partners in the Melksham COVID response team - the joint working in exceptional circumstances achieved with and between Melksham Town Council, Melksham Without Parish Council, Age Friendly Melksham and Melksham Area Board - and the outstanding contributions from community volunteers in the town and villages across the community area.
2. To record that Melksham Area Board, Melksham Without Parish Council and Age Friendly Melksham have all agreed the attached model entitled “Melksham Community Support: The Way Forward” which identifies the policy and operational roles of the local partner organisations as we move forward from COVID support into COVID recovery.
3. In particular, the Area Board recognises the ongoing role of Age Friendly Melksham CIC in operational support and service delivery to people without a support network, including those who are vulnerable, socially isolated, and/or with mobility issues.
4. To record that Melksham Area Board, Melksham Without Parish Council and Age Friendly Melksham have all agreed the use of the proposed consultancy funding towards the part-time post of Age Friendly Co-ordinator, in recognition of changed circumstances but in line with the original outcomes sought through the grant funding.
5. The Area Board recognises the contribution of £3,000 from the Melksham Seniors Group was to help with the production of a 3-year action plan for developing the Melksham Community Area’s role as an Age Friendly Community and recognises the importance that these funds are used for that purpose. The Area Board therefore designates these funds to pay for Age Friendly Melksham CIC to produce a 3-year Age Friendly Action Plan for the Melksham Community Area, working in partnership with Melksham Seniors, the Area Board and other stakeholders.

Report to	Melksham Area Board
Date of Meeting	08/09/2020
Title of Report	Community Area Grant funding

Purpose of the report:

To consider the applications for funding listed below.

Applicant	Amount requested
Applicant: Melksham Without Parish Council Project Title: Shurnhold Fields Car Park View full application	£5000.00
Applicant: Wiltshire Music Centre Project Title: Celebrating Age Wiltshire Phase 2 View full application	£1500.00
Applicant: Bulkington Parish Council Project Title: William Breach Playground Equipment Replacement View full application	£5000.00
Applicant: Forest Community Centre Project Title: Forest Community Centre Roof View full application	£3000.00

1. Background

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

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

2. Main Considerations

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

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

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

3. Environmental & Community Implications

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

4. Financial Implications

Financial provision had been made to cover this expenditure.

5. Legal Implications

There are no specific legal implications related to this report.

6. Human Resources Implications

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

7. Equality and Inclusion Implications

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

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

8. Safeguarding Implications

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

9. Applications for consideration

Application ID	Applicant	Project Proposal	Requested
3678	Melksham Without Parish Council	Shurnhold Fields Car Park	£5000.00
<p>Project Description: Shurnhold Fields is a joint project of Melksham Town Council and Melksham Without Parish Council. Developing the public open space that was the former playing fields of George Ward School into a mini country park for all to enjoy. The provision of a fenced car park and bike rack is to ensure that this open space is accessible to all from Melksham Town, Melksham Without and the wider Melksham Community Area and not just those within walking distance from the George Ward Gardens estate. It needs to be secure to prevent vehicles and unauthorised encampments accessing the fields.</p> <p>In the Melksham Community Area profile 2014-2026 that informed the core strategy, it states an under supply of amenity green space in both the urban area and rural area page 7 and 8. Page 16 priorities for the area recommends onsite provision for amenity green space should be sought in areas of under provision. The JSA is currently not available online for us to view and acknowledge that it is about to be updated but we feel the improvement of this public open space with its wildflower meadow, 200 WW1 commemorative trees and rare orchard trees to be planted contribute to both the Wiltshire Council carbon neutral agenda as well as the general health and wellbeing of the residents of the Melksham community area. Giving them an easily accessible place to be able to walk in the countryside. Without adequate car parking facilities cars will park in Dunch Lane. A 10-space car park is planned and will require land drainage</p>			

consent but likely to be considered permitted development. The car park construction will be of a grass matting variety to suit the land drainage requirements.

Input from Community Engagement Manager:

Melksham Without Parish Council have a 10K earmarked reserve for the Shurnhold Fields Project for capital items and are using 5k as their share of funding. The remainder is for other future projects. There is another earmarked reserve for open space maintenance of 97K from Persimmon from S106 agreement. Other aspects of the project such as improvements to the entrance gates ground works for the bike rack and ongoing maintenance are funded from that reserve.

Proposal

That the Area Board determines the application.

Application ID	Applicant	Project Proposal	Requested
3822	Wiltshire Music Centre	Celebrating Age Wiltshire Phase 2	£1500.00

Project Description:

Celebrating Age Wiltshire (CAW) Phase 2 will use arts heritage activities to reach the most isolated older people in the Melksham area helping to tackle loneliness and aiming to improve their health and wellbeing through creative and artistic engagement. In particular, CAW will target those people who are vulnerable and socially isolated due to frailty ill health dementia poor mobility or caring responsibilities. Due to Covid-19 outbreak our work now draws on five different strands of both live and online activity. CAW is a partnership of community organisations across the county with Wiltshire Music Centre as lead organisation.

CAW Phase 1 has run very successfully in 6 community areas over the last 3 years and has engaged with some of the most vulnerable and isolated members of those communities. We now wish to build on this success and forge new links within the Melksham community in order to reach more people who are not able to socialise and attend arts and heritage events. Due to Covid-19 there are many frail older people who are even more socially isolated now and with the support of GP Care Co-ordinators Social Prescribers Community Connectors and Care workers we wish to offer more focused activity on a one to one basis for those who are referred to the project. As most activity has moved online we are planning to connect with those who are not online and offer them bespoke Creative Conversations either via telephone or when possible in their own homes. We will enrol the assistance of many volunteers to support this activity with preparation and follow up phone calls. We will also develop a Wiltshire Postcards project which will send postcards and correspondence to many older people engaging with school children to help design the images and messages sent. We will work with the Melksham Community Engagement Manager Melksham Seniors and the Age Friendly Melksham co-ordinator as well as local medical centres and sheltered housing management to refer participants to the project. Our aim is for participants to feel a reduced sense of social isolation or loneliness due to the regular connection our Creative Conversations and engagement in the project can offer them. They may also experience an increased sense of wellbeing due to learning new activities or creative stimulation. When government guidelines allow us to we will return to programming

suitable age-friendly events such as concerts, theatre, singing and poetry sharing's in local venues sheltered housing and care home gardens and lounges.

Input from Community Engagement Manager:

This request for £1,500 in 2020/21 will fund a bespoke cultural offering for Melksham community area ensuring that isolated older people gain access to high quality heritage and creative arts activity. Melksham community area's involvement forms part of the overall lottery funded programme that is benefitting a total of 10 Community Areas in the county: Trowbridge, Melksham, Calne, Amesbury, Corsham, Salisbury, Royal Wootton Bassett, South West Wiltshire, Warminster and Chippenham.

Proposal

That the Area Board determines the application.

Application ID	Applicant	Project Proposal	Requested
3690	Bulkington Parish Council	William Breach Playground Equipment Replacement	£5000.00

Project Description:

For the past two years our ROSPA safety reports on the current equipment in the playground there are a couple of items which no longer meet UK Safety standards. There was one item which is reported as being unsafe and needs to be removed to remove the risk of injury to the public the removal of this item has been completed safely by the local community. However, the removal of the item from the playground has left a significant void in the range of equipment for the local children. This project will replace provide a replacement piece a climbing tower with a new one ensuring the facilities remain a good choice for children but will now meet safety standards and remove the potential risk of the decaying wooden climbing tower.

Local children will benefit from the replacement of the climbing tower in the playground because the current one needs to be removed due to safety reasons and we want to maintain the options for play in the playground.

Input from Community Engagement Manager:

The Parish Council is contributing £ 10,000 from its reserves towards total project costs of £ 15,000.

Proposal

That the Area Board determines the application.

Application ID	Applicant	Project Proposal	Requested
3845	Forest Community Centre	Forest Community Centre Roof	£3000.00

Project Description:

We are a community centre in Forest, Melksham. Since opening back up after the COVID closed period we have discovered a leak in our roof which needs to be fixed as a matter of urgency. However, we don't have the funds to afford to get this work completed.

The local community rely on the community centre and its events and being able to hire the centre. The community centre plays an important role within the community of Forest and Melksham as a whole. Forest is classed as a deprived area of Melksham. The

community comes together at events hosted by the community centre to bring the community closer together. The centre has many outside organisations using the building, such as Older People groups, This Girl Can, Melksham Quilters, and Forest Community Centre Football Club. The centre is well used by members of the local community and it is vital that the centre continues for the long term.

Input from Community Engagement Manager:

Free reserves are being used to cover the day to day costs of running the community centre during the COVID crisis. The centre was closed from March to August and can now only open with limited capacity. The charity will be making a contribution towards to cost of these essential repairs but cannot fully fund it. The balance of match funding will come from a cash donation of £ 2,000 plus an in-kind contribution of 75 hours of volunteer time.

Proposal

That the Area Board determines the application.

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

Report Author:

Peter Dunford

Community Engagement Manager

01225 713060

Peter.Dunford@wiltshire.gov.uk

Grant Applications for Melksham on 08/09/2020

ID	Grant Type	Project Title	Applicant	Amount Required
3678	Community Area Grant	Shurnhold Fields Car Park	Melksham Without Parish Council	£5000.00
3822	Health and Wellbeing Grant	Celebrating Age Wiltshire Phase 2	Wiltshire Music Centre	£1500.00
3690	Community Area Grant	William Breach Playground Equipment Replacement	Bulkington Parish Council	£5000.00
3845	Community Area Grant	Forest Community Centre Roof	Forest Community Centre	£3000.00

ID	Grant Type	Project Title	Applicant	Amount Required
3678	Community Area Grant	Shurnhold Fields Car Park	Melksham Without Parish Council	£5000.00

Submitted: 17/02/2020 15:27:51

ID: 3678

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?

Yes

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

As this is a joint project of Melksham Town Council and Melksham Without Parish Council and the grant is to improve the access for residents of both those Councils and the wider Melksham Community Area we are therefore looking to fund the project 3 ways MTC MWPC and the Area Board.

5. Project title?

Shurnhold Fields Car Park

6. Project summary:

Shurnhold Fields is a joint project of Melksham Town Council and Melksham Without Parish Council. Developing the public open space that was the former playing fields of George Ward School into a mini country park for all to enjoy. The provision of a fenced car park and bike rack is to ensure that this open space is accessible to all from Melksham Town Melksham Without and the wider Melksham Community Area and not just those within walking distance from the George Ward Gardens estate. It needs to be secure to prevent vehicles and unauthorised encampments accessing the fields.

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 8DX

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

Children & Young People

Environment

Health and wellbeing

Leisure and Culture

Older People

If Other (please specify)

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

03/2019

Total Income:

£345016.00

Total Expenditure:

£262120.00

Surplus/Deficit for the year:

£8128.00

Free reserves currently held:

(money not committed to other projects/operating costs)

£0.00

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

Melksham Without Parish Council have a 10K earmarked reserve for the Shurnhold Fields Project for capital items and are using 5k as their share of funding. The remainder is for other future projects. There is another earmarked reserve for open space maintenance of 97K from Persimmon

from S106 agreement other aspects of the project such as improvements to the entrance gates ground works for the bike rack and ongoing maintenance are funded from that reserve.

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

10b. Project Finance:

Total Project cost		£17000.00		
Total required from Area Board		£5000.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Height Restriction Barrier for car park	2375.00	Melksham Without Parish Council	yes	6000.00
Bike Rack	300.00	Melksham Town Council		6000.00
Car Park	11895.00			
Fence	1180.00			
Estimate up charge for larger car park and fence to accommodate shed	1250.00			
Total	£17000			£12000

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 provision of a fenced car park and bike rack is to ensure that this open space is accessible to all from Melksham Town Melksham Without and the wider Melksham Community Area and not just those within walking distance from the George Ward Gardens estate. In the Melksham Community Area profile 2014-2026 that informed the core strategy it states an under supply of amenity green space in both the urban area and rural area page 7 and 8. Page 16 priorities for the area recommends onsite provision for amenity green space should be sought in areas of under provision. The JSA is currently not available online for us to view and acknowledge that it is about to be updated but we feel the improvement of this public open space with its wildflower meadow 200 WW1 commemorative trees and rare orchard trees to be planted contribute to both the Wiltshire Council carbon neutral agenda as well as the general health and wellbeing of the residents of the Melksham community area. Giving them an easily accessible place to be able to walk in the countryside. Without adequate car parking facilities cars will park in Dunch Lane. A 10-space car park is planned and will require land drainage consent but likely to be considered

permitted development. The car park construction will be of a grass matting variety to suit the land drainage requirements.

14. How will you monitor this?

Regular feedback on the new Friends of Shurnhold Fields Facebook page and onsite conversations between the Friends and those enjoying the space.

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

NA

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

Capital expense by Melksham Without Parish Council and Melksham Town Council.
Maintenance expense from S106 contribution. Volunteer hours from the Friends of Shurnhold Fields.

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

The overall development of the public open space. Maintenance costs of £1119.00 for 18/19 and £3763.00 to date for 19/20. £1640.00 benches and picnic tables £5000.00 for a secure tool shed, £8276.00 to improve access to car park from Dunch Lane.

18. DECLARATION

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

Quotes:

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

Accounts:

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

Constitution:

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

Policies and procedures:

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

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

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

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

yes 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...

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

3822	Health and Wellbeing Grant	Celebrating Age Wiltshire Phase 2	Wiltshire Music Centre	£1500.00
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Submitted: 14/07/2020 14:03:56

ID: 3822

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Health and Wellbeing 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?

Celebrating Age Wiltshire Phase 2

6. Project summary:

Celebrating Age Wiltshire CAW Phase 2 will use arts heritage activities to reach the most isolated older people in the Melksham area helping to tackle loneliness and aiming to improve their health and wellbeing through creative and artistic engagement. In particular, CAW will target those people who are vulnerable and socially isolated due to frailty ill health dementia poor mobility or caring responsibilities. Due to Covid-19 outbreak our work now draws on five different strands of both live and online activity. CAW is a partnership of community organisations across the county with Wiltshire Music Centre as lead organisation.

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 7DZ

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

Health and wellbeing

Leisure and Culture

Older People

Our Community

If Other (please specify)

10. Finance:

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

03/2019

Total Income:

£1004402.00

Total Expenditure:

£1186572.00

Surplus/Deficit for the year:

£-153547.00

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

£117332.00

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

Celebrating Age Wiltshire's core costs and activity are covered by grants from various sources with finances being managed by Wiltshire Music Centre. £117332.00 of unrestricted reserves are available for general use by the organisation. The Trusts reserves policy is based on a detailed analysis of the required minimum level of reserves based on a risk assessment of the main risks relating to loss of income together with allocating reserves for specific investment project expenditure. This policy requires that the designated reserves include a risk management fund maintained at a level which will enable the organisation to operate for a two-year period if adverse operating conditions make this necessary.

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

10b. Project Finance:

Total Project cost		£10492.60		
Total required from Area Board		£1500.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Staff salaries	3548.00	The National Lottery Community Fund	yes	7112.60
Artist fees for delivery	2760.00	Charitable Trusts	yes	1000.00
Travel staff artists and participants	950.00	Donations / transport contributions		92.50
Professional development	500.00	Professional development income		37.50
Admin IT phone venue hire and	404.60	In kind income transport and venue hire		750.00

recruitment costs		
Marketing and documentation	450.00	
Materials and refreshments for sessions	300.00	
Evaluation	350.00	
WMC management fee	480.00	
In kind expenditure transport and venue hire	750.00	
Total	£10492.6	£8992.6

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?

CAW Phase 1 has run very successfully in 6 community areas over the last 3 years and has engaged with some of the most vulnerable and isolated members of those communities. We now wish to build on this success and forge new links within the Melksham community in order to reach more people who are not able to socialise and attend arts and heritage events. Due to Covid-19 there are many frail older people who are even more socially isolated now and with the support of GP Care Co-ordinators Social Prescribers Community Connectors and Care workers we wish to offer more focused activity on a one to one basis for those who are referred to the project. As most activity has moved online we are planning to connect with those who are not online and offer them bespoke Creative Conversations either via telephone or when possible in their own homes. We will enrol the assistance of many volunteers to support this activity with preparation and follow up phone calls. We will also develop a Wiltshire Postcards project which will send postcards and correspondence to many older people engaging with school children to help design the images and messages sent. We will work with the Melksham Community Engagement Manager Melksham Seniors and the Age Friendly Melksham co-ordinator as well as local medical centres and sheltered housing management to refer participants to the project. Our aim is for participants to feel a reduced sense of social isolation or loneliness due to the regular connection our Creative Conversations and engagement in the project can offer them. They may also experience an increased sense of wellbeing due to learning new activities or creative stimulation. When government guidelines allow us to we will return to programming suitable age-friendly events such as concerts, theatre, singing and poetry sharing's in local venues sheltered housing and care home gardens and lounges.

14. How will you monitor this?

An external evaluator has been employed as part of the county wide reach of the project. The evaluator will advise on the data to be collected. They will also collect and collate independent

feedback from participants partner organisations and community organisations with the assistance of volunteers. Data will also be gathered by the Project Manager or Project Assistant.

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

CAW 2 will be following the Wiltshire Music Centres WMC Safeguarding Policy for which the Chief Executive is ultimately responsible. The project partners will also oversee the delivery to ensure all safeguarding responsibilities are adhered to. WMC is a professional arts organisation with a highly experienced Creative Learning team delivering music education projects for all ages across the county. As such it is fully committed to safeguarding the vulnerable people we will be working with all year round. WMC has been delivering outreach work for 20 years and is very experienced in all aspects of safeguarding. All staff and artists leading sessions are DBS checked and risk assessments are carried out at all levels of activity and events. For artists delivering 11 work there are lone worker policies in place and guidance from partners such as Age UK Wiltshire and Community First. All volunteers will be trained for their roles in the project delivery and will already be associated with our partner organisations.

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

Our application to the National Lottery Community Fund is for a five-year project duration from Sept 2020 August 2025 and we are also applying to a number of other trusts and grant making bodies for match funding. In order to sustain CAW beyond 2025 we are looking at commissioning models for the future.

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

This request for 1500 in 2020/21 will fund a bespoke cultural offering for Melksham community area ensuring that isolated older people gain access to high quality heritage and creative arts activity. Melksham community areas involvement forms part of the overall lottery funded programme that is benefitting a total of 10 CAs in the county. Trowbridge Melksham Calne Amesbury Corsham Salisbury Royal Wootton Bassett South West Warminster and Chippenham.

18. DECLARATION

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

Quotes:

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

Accounts:

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

Constitution:

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

Policies and procedures:

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

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

And finally...

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

3690	Community Area Grant	William Breach Playground Equipment Replacement	Bulkington Parish Council	£5000.00
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Submitted: 19/02/2020 22:21:11

ID: 3690

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?

Yes

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

The current funds don't allow us to complete the entire project without additional funding.

5. Project title?

William Breach Playground Equipment Replacement

6. Project summary:

For the past two years our ROSPA safety reports on the current equipment in the playground there are a couple of items which no longer meet UK Safety standards. There was one item which is reported as being unsafe and needs to be removed to remove the risk of injury to the public the removal of this item has been completed safely by the local community. However, the removal of the item from the playground has left a significant void in the range of equipment for the local children. This project will replace provide a replacement piece a climbing tower with a new one ensuring the facilities remain a good choice for children but will now meet safety standards and remove the potential risk of the decaying wooden climbing tower.

7. Which Area Board are you applying to?

Melksham

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

SN10 1SN

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

Children & Young People

Safer communities

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

07/2020

Total Income:

£5660.00

Total Expenditure:

£4000.00

Surplus/Deficit for the year:

£0.00

Free reserves currently held:

(money not committed to other projects/operating costs)

£9999.54

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

I'm not entirely sure I understand the figures needed above but I've input what I know happy to supply any additional papers. We require an additional 5000 to complete on this replacement project.

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

10b. Project Finance:

Total Project cost		£14999.54		
Total required from Area Board		£5000.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Reggae Plus Green Slide	10227.54	Our reserves		5227.54
Black Grass Lock Surfacing	2021.00	Our reserves		2021.00
Delivery Installation	2751.00	Our reserves		2751.00
Total	£14999.54			£9999.54

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?

Local children will benefit from the replacement of the climbing tower in the playground because the current one needs to be removed due to safety reasons and we want to maintain the options for play in the playground.

14. How will you monitor this?

The playground is an open public space which we will seek feedback from the local community for the increase usage of the facilities following the installation of a new climbing tower.

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

We will be using a reputable company Playdale to install the equipment they will be safeguarded by their own terms and conditions of contracting with us

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

Project will end once installed items have been handed over from supplier and installation team.

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

18. DECLARATION

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

Quotes:

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

Accounts:

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

Constitution:

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

Policies and procedures:

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

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

And finally...

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

3845	Community Area Grant	Forest Community Centre Roof	Forest Community Centre	£3000.00
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Submitted: 22/08/2020 13:18:37

ID: 3845

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?

Forest Community Centre Roof

6. Project summary:

We are a community centre in Forest Melksham. Since opening back up after the COVID closed period we have discovered a leak in our roof which needs to be fixed as a matter of urgency. However, we don't have the funds to afford to get this work completed.

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 7FF

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

Children & Young People

Health and wellbeing

Leisure and Culture

Older People

Our Community

Other

If Other (please specify)

We are a community centre

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

03/2020

Total Income:

£53386.00

Total Expenditure:

£54418.00

Surplus/Deficit for the year:

£-1677.00

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

£6532.00

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

Our free reserves are being used to cover the day to day cost of running the community centre during the COVID crisis. The centre was closed from March to August and we now can only open with limited capacity. The charity will be making a contribution towards to cost of these essential repairs but cannot fully fund it.

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

10b. Project Finance:

Total Project cost		£6450.00		
Total required from Area Board		£3000.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Roofing contractor	5500.00	donation	yes	2000.00
decorating materials	600.00	volunteer contribution (75hrs)	yes	1050.00
ceiling boards	100.00	reserves	yes	400.00
electrician	250.00			
Total	£6450			£3450

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 local community rely on the community centre its events and being able to hire the centre.

The community centre plays a role within the community of Forest and Melksham as a whole. Forest is classed as a deprived area of Melksham the community comes together to events hosted by the community centre to join the community closer. The centre has many outside organisations using the building like Older people groups This Girl Can Melksham Quilters and Forest Community Centre Football Club. The centre is very much used by members of the community and its vital the centre continues long term.

14. How will you monitor this?

It will stop leaking.

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

Forest community centre has appropriate safeguarding procedures and policies.

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

This funding will be for essential repairs to the building so that we can continue to be the valuable community resource we are know as.

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

NA

18. DECLARATION

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

Quotes:

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

Accounts:

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

Constitution:

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

Policies and procedures:

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

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

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

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

yes 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...

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



Report to	Melksham
Date of Meeting	08/09/2020
Title of Report	Community Youth Grants

1. Purpose of the report:

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

Application	Grant Amount	
Applicant: Our Time Project Project Title: Our Time Inter-generational Project Melksham	£4500.00	
Total grant amount requested at this meeting	£4500.00	

2. Main Considerations

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

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

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

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

3. The applications

Applicant: Our Time Project Project Title: Our Time Inter-generational Project Melksham	Amount Requested from Area Board: £4500.00	
This application meets grant criteria 2020/21.		
Project Summary: An inter-generational project with the Our Time Project Company www.ourtimeproject.com will connect elders and young people in		

Melksham helping them to explore their experience of lock down using theatre and movement. 8 workshops will be led by the experts of the Our Time project company 2 live onsite workshops using movement and theatre will happen with 20 young people and 24 further zoom workshops in six sessions will join elders and young people again using theatre as a medium to interact and share their experiences the work will be filmed and edited and shared via a link on our community matters to share with the wider community.

A quarter of all known coronavirus deaths have happened in care homes. Elderly people have been isolated and prevented from seeing their family until recently. According to Dementia UK this enforced separation has caused a deterioration in residents mental and physical health particularly for those living with dementia - who make up more than 70 of the population of care homes. Our Time Project was established in 2013. Prior to the crisis we provided theatre and movement workshops to elderly people including individuals who had endured strokes and those with dementia. We are currently not able to provide this support but improving the physical and mental health of our beneficiaries is still our main priority. As such we have talked to our care home partners about the key issues affecting residents. One of these issues is that many are struggling to understand their experience of sudden lock down and this is impacting their mental health. In response we have created this new inter generational project will look at a specific issue that has impacted our beneficiaries such as depression anxiety fear and death. Beneficiaries will be supported to explore and understand what they have experienced and this will help to improve their mental health. Humour is an important part of this project. Comedy has been shown to improve engagement in dementia patients and studies show that laughter improves health and eases stress. Children and young people across the UK have had their lives turned upside down by the pandemic. Almost every young person has had to adjust to dramatic changes in their education or employment routine and home life. Some have experienced bereavement or other Traumatic experiences during the lock down period while groups who were already marginalised or disadvantaged are now likely to become more so. Young people have voiced through surveys that their mental health has suffered through the crisis 80 of respondents agreed that the corona-virus pandemic had made their mental health worse. 41 said it had made their mental health worse. This was often related to increased feelings of anxiety isolation a loss of coping mechanisms or a loss of motivation. 87 of respondents agreed that they had felt lonely or isolated during the lock down period even though 71 had been able to stay in touch with friends. This inter generational project with the Our Time Project company will connect elders and young people in Melksham helping to explore their experience of lock down using theatre and movement and sharing their experiences. 8 workshops will be led by the experts of the Our Time Project company 2 live onsite workshops using movement and theatre with young people of Melksham Oak school verified letter available and 6 further workshops sessions using zoom under the guidance of our expert practitioners will join elders and young people again using theatre as a medium to interact again taking an object important to them . They will explore their feelings of lock down their worries their dreams Footage will be edited together shared with the wider community on our community matters via a link. The elders involved will be from Brookside home verified the Company is on the Order of Saint Johns Care trust official list and The Happy Circle day centre Melksham.

Report Author:

Peter Dunford, Melksham Area Board

01225 713060

Grant Applications for Melksham on 08/09/2020

ID	Grant Type	Project Title	Applicant	Amount Required
805	Youth	Our Time Inter-generational Project Melksham	Our Time Project	£4500.00

Submitted: 28/01/2020 13:17:19

ID: 805

Current Status: Application Appraisal

To be considered at this meeting:

Melksham - 08.09.2020

1. Which type of grant are you applying for?

Youth

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

N/A

5. Project title?

Our Time Inter-generational Project Melksham

6. Project summary:

An inter-generational project with the Our Time Project Company www.ourtimeproject.com will connect elders and young people in Melksham helping them to explore their experience of lock down using theatre and movement. 8 workshops will be led by the experts of the Our Time project company 2 live onsite workshops using movement and theatre will happen with 20 young people and 24 further zoom workshops in six sessions will join elders and young people again using theatre as a medium to interact and share their experiences the work will be filmed and edited and shared via a link on our community matters to share with the wider community.

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 7NG

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

Informal education

Youth work/development

Sport/Leisure

Arts/Culture

Community Project

Health

If Other (please specify)

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

11/2017

Total Income:

£7135.00

Total Expenditure:

£7135.00

Surplus/Deficit for the year:

£0.00

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

£0.00

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

No reserves that are not specified for other workshops.

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

10b. Project Finance:

Total Project cost		£9000.00		
Total required from Area Board		£4500.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Workshop preparation writing 5 days	1000.00	funding boxes cash	yes	400.00
Workshop delivery 2 live 6 others(24zoom)	4000.00	company funds cash	yes	1650.00

editing and correction material 6 days	1500.00	In kind editing	yes	950.00
photography	1000.00	in kind photography	yes	500.00
travel phone web	100.00	nominal fees 2 x £50 cash	yes	200.00
producing	1400.00	in kind producing	yes	800.00
Total	£9000			£4500

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

No

12. If so, which Area Boards?

13. DECLARATION

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

Quotes:

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

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

And finally...

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

