

# AGENDA

**Meeting:** Melksham Area Board  
**Place:** [Join the On-line meeting here](#)  
**Date:** Wednesday 22 September 2021  
**Time:** 7.00 pm

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

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**he Area Board welcomes and invites contributions from members of the public in this online meeting.**

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

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## Wiltshire Councillors

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

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## **Public Participation**

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

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

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

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

Items to be considered	Time
<p>1 <b>Chairman's Welcome, Introduction and Announcements</b> (<i>Pages 1 - 6</i>)</p> <p>Announcements:</p> <ul style="list-style-type: none"> <li>• Campus Update</li> <li>• Riverside Walk resurfacing</li> </ul>	7:00pm
<p>2 <b>Apologies for Absence</b></p>	
<p>3 <b>Minutes</b> (<i>Pages 7 - 18</i>)</p> <p>To confirm the minutes of the meeting held on Wednesday 23 June 2021</p>	
<p>4 <b>Declarations of Interest</b></p> <p>To receive any declarations of disclosable interests or dispensations granted by the Standards Committee</p>	
<p>5 <b>Fire &amp; Rescue Update</b> (<i>Pages 19 - 24</i>)</p> <p>Station Manager Dave Geddes</p>	7:10pm
<p>6 <b>Police Update</b> (<i>Pages 25 - 32</i>)</p> <p>Sergeant James Twyford</p>	
<p>7 <b>Tackling anti-social behaviour</b></p> <p>Cllr sponsored initiative from Cllr Mike Sankey requesting £990 towards a CCTV camera in the Melksham Skate Park area</p>	7:20pm
<p>8 <b>Climate Strategy and Natural Environment Plan consultations and Ash Dieback announcement</b> (<i>Pages 33 - 36</i>)</p> <p>Cllr Phil Alford</p>	7:35pm

9	<p><b>5 Year Highways Plan</b> (<i>Pages 37 - 60</i>)</p> <p>Dave Thomas - Head of Highways Asset Management and Commissioning, Wiltshire Council</p>	7:50pm
10	<p><b>Sub Group reports</b> (<i>Pages 61 - 76</i>)</p> <p><b>Community Area Transport Group</b></p> <ul style="list-style-type: none"> <li>• Recommendations from meeting on 9 September</li> </ul> <p><b>Health and Wellbeing Group</b></p> <ul style="list-style-type: none"> <li>• Recommendations from meeting on 2 September</li> <li>• Grant applications from Celebrating Age and Melksham Talking Newspaper</li> </ul>	8:05pm
11	<p><b>Proposal for a special "Older Persons theme" meeting of the Area Board to be held on 22 October 2021. To include the recruitment of an Older Persons Champion for the board</b> (<i>Pages 77 - 80</i>)</p>	8:15pm
12	<p><b>Proposal for a consultation on "Area Board Priorities" to be held on 8 December 2021</b></p>	8:25pm
13	<p><b>Applications for Grant Funding</b></p> <p><b>Community Grants</b></p> <p>2385 Melksham Squadron requesting £5,014 towards additional training and development and capital expenditure support</p> <p>West Wilts Model Car Club requesting £955 for the purchase of a replacement computer to run club racing events</p> <p>Keevil Parish Council requesting £379 towards a paved area at Banfield recreation ground</p> <p>Melksham Town Council requesting £345 towards a new cabinet for the defibrillator at the Pavilion in King George V park</p> <p><b>Youth Grants</b></p> <p>4Youth requesting £5,000 towards "TeenTalk" Young Peoples</p>	8:35pm

Counselling

**Health and Wellbeing Grants**

Celebrating Age Wiltshire requesting £1,500 as match funding for Yr 2 of the project

Melksham Talking Newspaper requesting £500 towards costs

14 **Public Questions**

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

15 **Close**

**9:00pm**



## Melksham Area Board: Update – 22 September 2021

### Melksham Community Campus

#### Construction

We are now almost seven months into the community campus build programme. The build is progressing well with the following works complete or nearing completion:

- Steelwork and metal decking
- Construction and testing of the pool shells and balance tank
- Roofs and wall cladding
- Bund by the cricket pitch
- Floor slabs, concrete stairs and lift shafts
- Drainage runs and attenuation tank
- Foul drainage connection
- BT infrastructure works

Works currently in progress:

- External brickwork
- Storm drainage and attenuation tank installation
- Preparation for the installation of the substation and power cables
- Concrete pour to remaining areas
- Construction of the north car park

Behind the scenes the design team and campus team have been working on developing and finalising design: approving samples, reviewing design information and finishes.

#### Programme

There is currently a general issue with the supply of some building materials across the construction industry. This has affected progress with the roof but has not affected the construction programme. We are currently still on schedule to open by Autumn 2022.

#### North car park works and site access

The north car park construction work has been scheduled between 6 September and April 2022 which is outside of the club playing seasons. During this time access through the north car park will be for maintenance vehicles only and by prior arrangement. The Campus Team have been working closely with the clubs around this. The footpath through the site from Place Road will be closed for the duration of these works and Melk 20 remains open for pedestrian access to the clubs and the public.

Melk 21 footpath, south of the old rugby pitch remains closed whilst the excavation for the storm water drainage and power cables continues. Pedestrian access from the Market Place remains closed for the duration of construction.

#### Section 73 planning application

A Section 73 planning application is being submitted shortly. This application will pick up the addition of photo voltaic (solar) panels as well as tweaks to the hard and soft landscaping as designs have developed over the past few months.

## **Furniture, fittings and equipment**

Procurement of equipment has commenced with the priorities being the pool pod access systems, fitness equipment and library furniture. Further procurement will continue over the coming months.

## **Tennis courts**

The tennis courts surface has had a refresh over the summer after it was found to have some defects in the tarmac. The final colour spray and re-lining was completed at the beginning of September.

## **Club utilities**

An external water supply will be installed close to the tennis courts in the next few weeks, close to the tennis courts to assist with maintenance.

We have taken this opportunity to arrange for a new and independent water supply for the bowls club. The current supply is connected to the Melksham House incoming supply.

## **Archaeology**

Cotswold Archaeology have been carrying out testing of the findings on-site and will provide an update in due course. We will communicate this information once it is received and digested.

## **Melksham House**

The planning consultation period for the development of Melksham House ended on 10 September. If the application is successful, the demolition works will begin early in 2022. We are keen that these enabling works are carried out prior to the main entrance road being resurfaced. The refurbishment of the house will not commence until the campus build is complete.

## **Progress photos**













# MINUTES

**Meeting:** Melksham Area Board  
**Place:** On-Line Meeting  
**Date:** 23 June 2021  
**Start Time:** 7.00 pm  
**Finish Time:** 9.15 pm

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Please direct any enquiries on these minutes to:

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

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

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## **In Attendance:**

### **Wiltshire Councillors**

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

### **Wiltshire Council Officers**

Steve Wilson - Major Projects Highways Engineer  
Louise Cary - Head of Community Development  
Rory Bowen - Head of Service, Economic Regeneration  
Natasha Gumbrell - Business Manager, Community Campus & Hubs Build  
Peter Dunford – Community Engagement Manager  
Kevin Fielding – Democratic Services Officer

**Total in attendance: 55**

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<b><u>Minute No.</u></b>	<b><u>Summary of Issues Discussed and Decision</u></b>
4	<p><u>Chairman's Welcome, Introduction and Announcements</u></p> <p>The Chairman welcomed everybody to the Melksham Area Board meeting.</p> <p>The Melksham Area Board members were introduced.</p> <p>The following Chairman's Announcements contained in the agenda pack were noted:</p> <ul style="list-style-type: none"> <li>• Melksham Neighbourhood Plan Referendum on 1 July</li> <li>• Cleveland Bridge, Bath, closure for repairs from 28 June</li> <li>• Vice-Chairman of Area Board – Cllr Nick Holder was elected Vice-Chairman of the Melksham Area Board</li> </ul>
5	<p><u>Apologies for Absence</u></p> <p>There were no apologies for absence.</p>
6	<p><u>Minutes</u></p> <p><b>Decision</b></p> <ul style="list-style-type: none"> <li>• <b>That the minutes of the meeting held on Tuesday 18 May 2021 were confirmed as the correct record</b></li> </ul>
7	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>
8	<p><u>Proposed A350 Melksham Bypass: launch of public consultation into shortlisted route options</u></p> <p>Steve Wilson - Major Projects Highways Engineer, Wiltshire Council outlined the second public consultation of the A350 Melksham Bypass.</p> <p>That the consultation provided the opportunity to gather additional information on the scheme and its potential effects and help identify mitigation measures where required.</p>

The views of organisations with specialist knowledge of the area would be particularly important in helping to refine the proposals.

It should be noted that the consultation was not a public 'vote' for or against the scheme. A wide range of factors had to be taken into account in determining the emerging bypass option.

There would be other formal consultation stages in the future, including at the planning application and in connection with the statutory orders, but it was considered that ongoing consultation was a vital aspect in developing major projects of this type.

Your views would help Wiltshire Council develop the scheme, and would be taken into account.

*Note: A comprehensive power point presentation was attached to these minutes.*

Points made included:

Primary transport objectives

- Reduced journey times and improved reliability north - south along A350
- Reduced journey times and improved reliability east – west through Melksham
- Provide enhanced opportunities for walking & cycling
- Safety – reduce personal injury rates and severity
- Reduce the severance effect of the existing A350 route

About the second consultation

The scheme is now progressing towards the submission of the Outline Business Case (OBC).

The aims of this non-statutory consultation were to:

- Engage with stakeholders affected by or interested in the scheme
- Engage with potentially affected landowners
- Encourage involvement from stakeholders and build strong open

relationships

- Raise awareness of the scheme and understanding for the need to improve the A350
- Inform about the single emerging option identified
- Understand stakeholder concerns, issues and suggestions
- Receive feedback on the single emerging option to allow us to develop the scheme further
- Prepare for the statutory consultation phases

#### Emerging Bypass option

- Approximately 9km long
- Single carriageway (9.3m) with scope to widen
- Generally designed for national speed limit
- Roundabout at A350 tie in north of Halfway Farm and south of Lacock village
- Long, low level viaduct needed across River Avon and flood zone
- Bridge at Wilts & Berks canal route
- Woodrow Road – no junction. Woodrow Road diverted at Hack Farm
- Bridges at Forest Brook
- Roundabout with A3102 Sandridge Common east of Manor Farm
- Alignment developed to avoid suspected buried historical settlement with archaeological interest
- Bridges for Clackers Brook
- Roundabout with A365 west of Vernon Farm
- Route passes approximately mid way between Bowerhill and Kennet & Avon canal



- Roundabout at A350 between Littleton & Hampton Park roundabouts, to the north of the Kennet & Avon aqueduct

#### Environmental matters

- Initial environmental and ecological surveys done – more investigations needed
- Some impacts unavoidable – always looking to mitigate and enhance
- Screening vegetation and hedgerows
- Attenuation ponds – opportunity for habitat creation
- Flood zone impacts
- Low-carbon alternative materials & construction
- Local sourcing of materials
- Minimise excavation and maximise re-use of material
- Noise and air quality considerations
- Access to countryside

Views were requested by 8 August 2021

Information on the emerging option will be available from 24<sup>th</sup> June 2021 at:

<https://www.wiltshire.gov.uk/highways-a350-melksham-bypass>

Website will include:

Information pack covering areas such as:

- A350 route & need for the scheme
- Transport objectives and other local outcomes
- The scheme preparation process
- Outcomes from previous consultation

	<ul style="list-style-type: none"> <li>• Assessment work and option sifting process</li> <li>• Reasons as to why options have not progressed</li> <li>• The emerging route with notional cross section information</li> <li>• Traffic flow and journey time information</li> <li>• Provision for pedestrians, cyclists and horse-riders</li> <li>• Environmental considerations</li> </ul> <p>Questions raised included:</p> <ul style="list-style-type: none"> <li>• How can Highways justify going for the longest route? – <i>the scheme has to go through both planning and public enquiry.</i></li> <li>• Many concerns re environmental issues, with many species of bat having habitats on the preferred route – <i>full environmental investigations would be carried out</i></li> <li>• Would the agreed route be safeguarded even if fund becomes unavailable for it in the future? – <i>this would come under planning matters, but certainly a question that would be good to feed into the local plan review</i></li> <li>• Did the sifting process start 9 months ago? - <i>yes, approximately 9 months ago for the current work</i></li> <li>• The Strategic outline business case doesn't define the solution – <i>Wiltshire Council has had to have followed the relevant guidance</i></li> </ul> <p>It was agreed that Steve Wilson would follow up questions that were raised.</p> <p>The Chairman thanked Steve Wilson for his presentation.</p>
9	<p><u>Melksham Community Campus</u></p> <p>Cllr Ian Blair-Pilling - Cabinet Member for Leisure, Libraries, Governance, Facilities Management and Operational Assets introduced the latest Melksham Campus update.</p> <p>Louise Cary - Head of Community Development, Rory Bowen - Head of Service, Economic Regeneration updated on the campus construction &amp; Natasha Gumbrell - Business Manager, Community Campus &amp; Hubs Build.</p> <p>Points made included:</p>

- That Campus Construction commenced in March, led by Pellikaan Construction Ltd
- That the steel frame was close to completion
- That the Sports Hall roof decking had been installed
- That the pool shell and associated pipework had been installed
- The Lift shafts were now installed
- That works to refurbish the Northern Boundary had concluded
- That construction was due to conclude in the Summer of 2022

#### Melksham House

##### Points made included:

- That a design team had now been appointed
- Designs were currently being finalised for the refurbishment of the house
- A planning application was due to be made in early July 2021
- Multiple surveys were being undertaken to support this application
- The application would seek permission to convert the house into flexible work space
- The rear hall would be retained to provide multi-purpose activity/community space
- All newer extensions to the house would be removed

#### Melksham House Planning

##### Points made included:

- There would be a public open day on the 6 July 2021 in the Melksham Library.
- Designs would be on display, with the project team on-hand to answer any questions.
- There would be an opportunity for the community to leave feedback, and for those that could not attend in person, the plans would be added to the Melksham Campus webpage and social media accounts

	<p>Levelling up fund</p> <p>Points made included:</p> <ul style="list-style-type: none"> <li>• Funds had been earmarked for the Melksham House project</li> <li>• An application had been submitted to the Government’s Levelling Up Fund towards the re-purposing of the building</li> <li>• If the bid was successful, this would also release funds for exploration of future regeneration opportunities in Melksham town centre, including at the current Blue Pool and Library sites</li> <li>• The Levelling Up bid would also seek funding for an active travel initiative, provision of a range of sustainable transport measures which would deliver a range of enhancements, improve accessibility, connectivity and legibility to Melksham House and the town centre and an indicative proposal had been presented with the bid and this would be refined through the Town Council-led Priority for People Programme</li> </ul> <p>It was agreed that the Melksham Area Board members should be involved in discussions around the Levelling Up bud and that a briefing with Area Board members and Town Council members would be arranged.</p> <p>The Chairman thanked everybody for their updates.</p>
10	<p><u>Public Consultation by Melksham Without Parish Council on a potential Public Works Loan for a new village hall at Berryfield</u></p> <p>Cllr Richard Wood advised that Melksham Without Parish Council were to undertake a Public Consultation on a potential Public Works Loan for a new village hall at Berryfield.</p> <p>Points made included:</p> <ul style="list-style-type: none"> <li>• That it was hoped to build the village hall before the contractors finished on the site</li> <li>• That Melksham Without Parish Council were looking to appoint a contractor for this work</li> <li>• That Melksham Without Parish Council would not have enough funds to start work in September 2021, hence the need to potentially take out a Public Works Loan</li> </ul> <p>The Chairman thanked Cllr Richard Wood for his update.</p>

11	<p><u>Appointments of lead members to outside bodies and working groups</u></p> <p>The Melksham Area Board agreed the following appointments to outside bodies and working groups for 2021/22:</p> <ul style="list-style-type: none"> <li>• Community Area Transport Group (CAT-G) – Cllr Jonathon Seed, Chairman</li> <li>• Melksham Health and Wellbeing Group – Cllr Nick Holder, Chairman</li> <li>• Melksham Neighbourhood Plan – Cllr Mike Sankey</li> <li>• CCTV Working Group – Cllr Mike Sankey</li> <li>• Older Peoples Champion – agreed to discuss at next Older Persons meeting</li> </ul> <p><i>Note: that the Local Youth Network would discuss leadership of the LYN group and update at a future Area Board meeting</i></p> <p>Member lead areas:</p> <ul style="list-style-type: none"> <li>• Cllr Phil Alford – Environment</li> <li>• Cllr Jon Hubbard – Children and Young people</li> <li>• Cllr Mike Sankey – Safety</li> <li>• Cllr Jonathon Seed – Economy and Transport</li> <li>• Cllr Nick Holder – Older People; Health and Wellbeing</li> <li>• Cllr Jack Oatley – Culture; Children and Young People</li> </ul>
12	<p><u>Delegation to Community Engagement Manager</u></p> <p>The Melksham Area Board were asked to agree policy on CEM Delegated Authority to award funding in between meetings.</p> <p>Wiltshire Area Boards had previously delegated authority to officers to grant funding from their delegated community, youth, health and wellbeing budgets in respect of urgent matters that may arise between meetings of the Area Board. It was proposed this delegation was updated for the new council term and extended to cover Community Area Transport Group recommendations.</p> <p>In light of the Covid-19 pandemic, and due to Area Board engagements increasingly taking place outside of formal meetings, it was recognized that Area</p>

	<p>Boards now conduct their businesses with increased flexibility and according to community need. The proposed delegation would allow essential decision-making business to continue under such circumstances.</p> <p>Under the proposed delegation, consultation would take place with the Chairman of the Area Board (or in their absence, the Vice-Chairman) by the Community Engagement Manager to determine urgent matters. It was recognized in urgent situations all members may not be contactable in the timescales required (for instance due to time off or sickness), however, where possible the views of all members should be sought.</p> <p><b>Decision</b></p> <ul style="list-style-type: none"> <li>• <b>That delegated budget figure was reduced to £1,500</b></li> <li>• <b>That the Community Engagement Manager would follow consultation with Area Board members and gain their consent before agreeing any spend</b></li> </ul>
13	<p><u>Area Board Model and Dates of Future Meetings</u></p> <p>The Melksham Area Board noted the Area Board model and dates of future meetings:</p> <ul style="list-style-type: none"> <li>• Area Board: Wednesdays 22 September 2021, 8 December 2021, 9 March 2022</li> <li>• Community Area Transport Group: Thursdays 9 September 2021, 25 November 2021, 24 February 2022</li> <li>• Health and Wellbeing Group: quarterly, dates TBC</li> <li>• Special meeting on Older People – Autumn 2021</li> <li>• Special meeting on Young People - Spring 2022</li> </ul>
14	<p><u>Budget Allocations 2021/22: Melksham Area Board</u></p> <p>Peter Dunford outlined the Melksham budget allocations for 2021/22.</p> <p>Community Grants: £44,617 capital  Community Area Transport Group: £12,169 capital  Health and Wellbeing: £7,700 revenue  Youth Grants: £18,349 revenue</p> <p>Total £82,835</p>

	<p>Carry-forward from 2020/21: Public Open Spaces budget: £11,791 capital Young Carers Initiative: £2,750 revenue</p> <p>The Area Board noted the budget allocations for 2021/22.</p>
15	<p><u>Applications for Grant Funding</u></p> <p><b>Community Area Grants</b></p> <p><b>Melksham Station Hub awarded £5,000 towards a canopy in the piazza area</b></p> <p><b>Shaw and Whitley Community Hub awarded £5,000 towards the set up of a community shop</b></p> <p><b>Councillor Led Initiative</b></p> <p><b>ClIr Alford awarded £5,000 from the Green space funding pot towards resurfacing the Millennium Riverside Walk – <i>Noted: to be confirmed the continued use of the path with the land owner, and that contractors would be able to access the land to carry out any future work</i></b></p> <p><b>ClIr Hubbard awarded £495 towards a defibrillator to be sited at the cricket pavilion at King George V Playing Fields</b></p>
16	<p><u>Melksham Community Area Transport Group (CATG)</u></p> <p>ClIr Jon Hubbard outlined recommendations from the CATG meeting held on Thursday 10 June 2021:</p> <p>Melksham Lowbourn Rd and Church Lane – request for bus shelters and benches - <i>Highways to chase up provision of benches</i></p> <p>Issue 9-19-13 – Melksham Old Broughton Road – request for drop kerbs at junction with The City - <i>Final cost to be split 50/50 between CATG and Town Council and to recommend to the Area Board that this issue be closed</i></p> <p>6055 – Broughton Gifford - Gateways and Traffic Management measures - <i>A road closure will be required during construction. Highways will commence with programming the work. To recommend to the Area Board the allocation of a further £2,000 to complete this project</i></p> <p>A365 Shaw Bath Road Footway improvements – funded by Section 106 monies</p>

	<p>from George Ward Gardens development - Highways to arrange construction</p> <p>Issue 9-19-9 – Bowerhill Falcon Way – Request for Bus Shelter near Kingfisher Drive for southbound travel - <i>Parish Council to seek clearance from Land Owner</i></p> <p>Melksham Dunch Lane – funded by Section 106 monies from George Ward Gardens development - <i>Town Council to undertake consultation</i></p> <p>Issue 9-21-4 – Steeple Ashton - Request for 2 x ground sockets and support post to enable SID deployment - <i>To recommend to the Area Board that this issue is added to the Priority List and to allocate £500</i></p> <p>Issue 9-21-5 – Littlemarsh old section of A350 – Speeding, littering and anti-social behaviour - <i>Highways to arrange site meeting</i></p> <p><b>Decision</b></p> <ul style="list-style-type: none"> <li>• <b>That the Melksham Area Board agrees the CATG meeting notes dated 10 June 2021 and the agrees all recommendations</b></li> </ul> <p>The Chairman thanked Cllr Hubbard for his update.</p>
17	<p><u>Public questions</u></p> <p>There were no public questions.</p>
18	<p><u>Close</u></p>





## DORSET & WILTSHIRE FIRE & RESCUE SERVICE

### WILTSHIRE AREA BOARD REPORT

#### Community Safety Plan

DWFRS Community Safety Plan can be found on the DWFRS website;  
<http://www.dwfire.org.uk/community-safety-plan/>

#### Prevention

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

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

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

Are you or anyone you know:-

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

If you can answer yes to more than one of these questions, then please call us on 0800 038 2323 or visit <https://www.dwfire.org.uk/safety/safe-and-well-visits/>



## Protection

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

### **General Enquiries**

If you have a general fire safety enquiry regarding commercial property, please email [fire.safety@dwfire.org.uk](mailto:fire.safety@dwfire.org.uk) and the Fire Safety Team will respond in office hours.

### **Fire Safety Complaint**

If you wish to tell us about fire safety risks in commercial premises, such as locked or blocked fire exits, you have three options:

- You can email the fire safety department at [enforcement@dwfire.org.uk](mailto:enforcement@dwfire.org.uk)
- Call 01722 69 1717 during office hours (9am-5pm).
- Call our Service Control Centre on 0306 799 0019 out of office hours (5pm-9am)

## On Call Recruitment

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

As a paid position, on-call firefighters commit anywhere between 40 to 120 hours per week, during which time they must be able to respond to the station immediately.

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

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

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



## Recent News & Events

### Student accommodation



#WelcomeToLifeAtUni

There are things you can do to improve your safety and security as a student, especially if you're moving into new accommodation.

Every year, around 350 18-24 year olds are injured in accidental house fires started by cigarettes, smoking materials and cooking. Therefore, you need to make sure that you're familiar with the basics of fire and gas safety, as well as home and personal security.

By taking a few sensible precautions, you can help protect yourself from injury – or worse:

For more information please visit:-

<https://www.dwfire.org.uk/safer-housing/student-accomodation/>

## Get sweeping for Chimney Fire Safety Week

Dorset & Wiltshire Fire and Rescue Service (DWFRS) is again supporting the national Chimney Fire Safety Week, which runs this year from 30 August until 5 September.

Organised by HETAS – the Heating Equipment Testing and Approvals Scheme – as part of the Government's Fire Kills campaign, the awareness week calls for homeowners to act responsibly and get their chimneys swept by an approved sweep. This prevents chimney damage, and, in worst cases, household fires.

For more top tips for staying fire safe at home, please visit [www.dwfire.org.uk/safety-at-home](http://www.dwfire.org.uk/safety-at-home).



## Be one of us



Dorset & Wiltshire Fire and Rescue Service exists to make life safer for people. To do this, we need a dedicated, professional team of Operational and Corporate staff with a diverse range of skills, knowledge and expertise.

We rely on our staff to help us achieve our priorities and objectives, and we aim to develop and maintain a healthy, safe, well-trained workforce which is representative of our community.

We acknowledge that our workforce does not yet represent the communities we serve. In order to broaden our representation, we need to ensure that members of our community have an opportunity to understand our Service, what we do, our values and our culture. We use positive action approaches to help better inform our communities on how we operate and the careers available within the fire Service.

For further explanation on positive action and other aspects of what we do, please visit:-

<https://www.dwfire.org.uk/working-for-us/be-one-of-us/>

## Safety outdoors



Fire safety doesn't stop when you leave the house. We want you to keep safe when spending time outside. With more people taking to camping, caravanning, barbecuing and general outdoor leisure, always consider the fire risks.

Why not check out the Fire Kills campaign leaflet on [Fire Safety Outdoors](#) – lots of handy advice!



## Demand

Total Fire Calls for Melksham Fire Station for period 1<sup>st</sup> July – 1<sup>st</sup> September 2021

Category	Total Incidents
No. of False Alarms	26
No. of Fires	1 – Domestic 1 - Vehicle 4 – Fire in open area
No. of Road Traffic Collisions and other Emergencies	1 – RTC 2 – Assist other agency 1 – Small animal rescue
<b>Total</b>	<b>36</b>

### Local Incidents of Note

There were no local incidents of note in the reporting period

**...David Geddes...  
Station Manager**

**Email: David.geddes@dwfire.org.uk**

**Mobile: 07826 532607**



# Trowbridge CPT Area Board Update



August 2021

**WILTSHIRE POLICE**

**Proud** to serve and **protect** our communities



@wiltshirepolice

Agenda Item 6

# Your CPT - Trowbridge

**Inspector:** Gill Hughes

**Neighbourhood Sergeants:**

Sgt James Twyford (Bradford on Avon, Melksham)

Sgt Charlie Chilton (Trowbridge)

**Neighbourhood Officers:**

PC Louis Bowden (Bradford on Avon)

PC Jennifer Miller (Melksham)

PC Helen Daveridge, PC Simon Partington (Trowbridge)

**PCSOs:**

Laura Wallace, Maria Badder (Bradford on Avon)

David Rowley, Luke Hosken, Mary Moore, Janet Gould (Melksham)

Liam Wilkins, Kerena Walters, Rhianna Annetts, Jack Thomas, Oliver Gilmour, Sophie Piper, Matthew Till, Robyn Dentry, Tom Storm (Trowbridge)

**WILTSHIRE POLICE**

**Proud** to serve and **protect** our communities



@wiltshirepolice



# Performance – 12 months to July 2021

## Force

- Wiltshire Police has had a decrease in the volume of recorded crime by 8.0% in the 12 months to July 2021 and continues to have one of the lowest crime rates in the country.
- Wiltshire Police has seen a 20% reduction in vehicle crime and a reduction of 36.4% in residential burglaries in the 12 months to July 2021.
- Our service delivery remains consistently good.
- In July 2021, we received:
  - 10,020 '999' calls, (answered within 11 seconds on average);
  - 11,714 '101' calls, (answered within 16 seconds on average);
  - 12,304 'CRIB' calls, (answered within 2 minute and 14 seconds on average).
- In July 2021, we also attended 1,908 emergency incidents within 10 minutes and 11 seconds on average.

Crime Type	Crime Volume	% of Crime
<b>Totals</b>	<b>38046</b>	<b>100.0</b>
Violence without injury	6428	16.9
Violence with injury	5834	15.4
Criminal damage	4823	12.7
Stalking and harassment	3363	9.4
Public order offences	3491	9.2
Other crime type	14000	36.5

## Trowbridge CPT

Crime Type	Crime Volume	% of Crime
<b>Totals</b>	<b>5371</b>	<b>100.0</b>
Violence without injury	970	18.1
Violence with injury	899	16.7
Criminal damage	696	13.0
Public order offences	488	9.1
Stalking and Harassment	488	9.1

### Stop and Search information for Trowbridge CPT

During the 12 months leading to June 2021, 284 stop and searches were conducted in the Salisbury area of which 74.6% related to a search for controlled drugs.

During 64.4% of these searches, no object was found. In 34.7% of cases, an object was found. Of these cases 69.7% resulted in a no further action disposal; 30.3% resulted in police action being taken; 9.9% resulted in an arrest.

Of the stop and search subjects who defined their ethnicity:

- White – 238 stop and searches.
- Mixed Ethnicity – 12 stop and searches
- Black or Black British – 12 stop and searches
- Asian or Asian British – 1 stop and search

**WILTSHIRE POLICE**

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# Local Priorities & Updates

Priority	Update
ASB, Graffiti and Theft – King George V Playing Field, Melksham	Reporting of issues remains low and the evidence suggests that Social Media perception is making the issue appear more pronounced. Two Suspects have been identified as being responsible for the recent Graffiti and Theft incidents; enquiries to bring the matter to Court are underway.
Primrose Drive and Nature Reserve, Melksham	ASB Surveys and a Resident's Meeting were utilised to get a more detailed picture of the issues. Specific detail remained sparse; no further reports of issues have been received. This is being monitored, but will not be a specific priority, moving forwards.



# Local Priorities & Updates Continued

Priority	Update



# Useful links

For more information on Wiltshire Police's performance please visit:

- PCC's Website - <https://www.wiltshire-pcc.gov.uk/>
- HMICFRS Website - <https://www.justiceinspectorates.gov.uk/hmicfrs/police-forces/wiltshire/>
- Police.uk - <https://www.police.uk/pu/your-area/wiltshire-police/>
- For information on what crimes and incidents have been reported in the Trowbridge Community Policing Team area, visit <https://www.wiltshire.police.uk/police-forces/wiltshire-police/areas/about-us/about-us/cpts/trowbridge-cpt/> to view a crime and incident map and find links to more detailed data

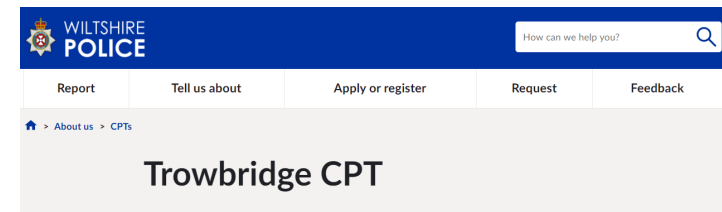
# Get Involved

Keep up to date with the latest news and alerts in your area by signing up to our **Community Messaging service** – [www.wiltsmessaging.co.uk](http://www.wiltsmessaging.co.uk)

## Follow your CPT on social media

- [Trowbridge Police Facebook](#)
- [Trowbridge Police Twitter](#)
- [Melksham Police Facebook](#)
- [Bradford on Avon Facebook](#)

Find out more information on your CPT area at: [www.wiltshire.police.uk](http://www.wiltshire.police.uk) and here [www.wiltshire-pcc.gov.uk](http://www.wiltshire-pcc.gov.uk)



CPT Trowbridge covers the areas of Trowbridge, Melksham, Bradford-on-Avon and surrounding areas

To contact your CPT about a community-related matter, such as a school visit, then please email [TrowbridgeAreaCPT@wiltshire.pnn.police.uk](mailto:TrowbridgeAreaCPT@wiltshire.pnn.police.uk). Please note that this mailbox is not monitored 24/7.

You are unable to report crimes of any type via email and please do not report any situations that require an urgent response. In the case of an emergency please contact 999 and for non-urgent crimes and incidents, please call 101 or [Report a crime here](#)

You see a map of crimes in the Trowbridge area [by visiting www.police.uk](#)

**WILTSHIRE POLICE**  
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## Chairman's Announcements

<b>Subject:</b>	Wiltshire Council draft Climate Strategy Consultation
<b>Web contact:</b>	<a href="http://www.wiltshire.gov.uk/climate">www.wiltshire.gov.uk/climate</a>

Consultations on both the draft Wiltshire Climate Strategy and Our Natural Environment Plan start on the 1<sup>st</sup> of September and run until 23.59 on the 17<sup>th</sup> of October 2021.

Information on both consultations are available as follows:

- Information about the Climate Strategy and to sign up for the online events see: [www.wiltshire.gov.uk/climate](http://www.wiltshire.gov.uk/climate)
- Information about Our Natural Environment Plan see: [www.wiltshire.gov.uk/planning-bio-green-blue-infrastructure](http://www.wiltshire.gov.uk/planning-bio-green-blue-infrastructure)

Comments can be submitted through the two online surveys via the above links.

### Climate Strategy

This strategy has been developed after Wiltshire Council acknowledged a climate emergency and pledged to become carbon neutral as an organisation by 2030. The document has deliberately been kept simple to encourage a wide readership. The UK Climate Change Committee estimates that local authorities can influence one third of emissions in their area. This makes public engagement and buy-in from organisations and businesses critical to tackling the other two thirds – as well as advocating for strong government action. This high level strategy sets out our objectives and areas of focus while remaining flexible. As the world around us evolves in terms of knowledge, legislation and policy, technology and the market, we will adapt to take advantage of these opportunities. Detailed delivery plans will be developed, and in recognition that we are facing an emergency, we are already taking action on a number of fronts.

### Our Natural Environment Plan - Green and Blue Infrastructure (GBI) Strategy

This strategy looks at the future for Wiltshire's natural environmental assets focussing on the need to address climate change adaptation and mitigation, halt and reverse biodiversity loss and contribute to the health and wellbeing of Wiltshire's residents.

'Blue infrastructure' means water courses such as rivers, lakes, canals, ponds and wetlands, while 'green infrastructure' covers plant life such as fields, woodlands, hedgerows and parks, and the GBI Strategy will set a clear vision, goals and principle to guide delivery through partnership working. Having a strong GBI will help mitigate against the effects of climate change through nature-based solutions such as, increased water retention in the land to

## **Chairman's Announcements**

reduce the risk of flooding, maintain and improve biodiversity, and help to provide improved access to the countryside.

A Community Environmental Toolkit is available to support communities wanting to develop local projects and can be downloaded here:  
<https://www.wiltshire.gov.uk/article/3854/Community-Environmental-Toolkit>

The GBI strategy will inform the development of new policies in the emerging Local Plan and other council documents such as the Local Transport Plan and set the framework for a new Local Nature Recovery Strategy that will identify biodiversity net gain sites (a new requirement in the Environment Bill).

### Consultation events

There will be a series of online and in-person events covering both strategies where people can find out more and ask questions. To join the online events, people must sign up in advance. The full schedule of events is as follows:

- 9 September, 6pm, online launch event with Claire Perry O'Neill.
- 15 September, 10.30am-11.30am, first engagement webinar.
- 30 September, 7pm-8pm, second engagement webinar.

Library drop-in sessions:

- 14 September, 10am-midday, Salisbury Library
- 23 September, 10.30am-midday, Devizes Library
- 27 September, 10am-midday, Chippenham Library
- 7 October, 10am-midday, Trowbridge Library

All Local Councils have been sent a letter and a poster regarding the consultation and events. Please publicise the strategy consultations in your communities and online.





**Easy Read  
Summary**

# Wiltshire

## Draft Climate Strategy

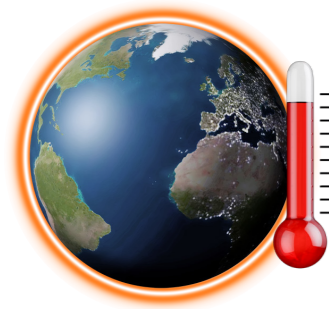
**2022**



**2027**

**Wiltshire Council**

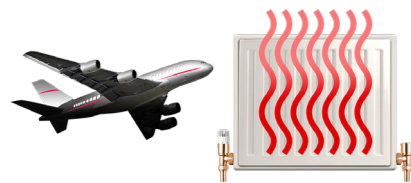
# What is climate change?



The climate is what the weather is like across the world over many years. The climate is changing and the world is getting warmer.



This is because people have been burning **fossil fuels**. Fossil fuels are things like coal, oil and gas.



We burn fossil fuels to power cars, planes and other transport. We also use fossil fuels for heating our homes and to make electricity for factories.



When we burn fossil fuels we make **carbon dioxide**. Carbon dioxide is a gas in the air that stops the world from cooling down. Sometimes we call carbon dioxide, **CO<sub>2</sub>** or **carbon**.



If the world gets too hot people might not be able to get enough water and it will be harder to grow food.



The weather will get more dangerous. Some places will have big wildfires or storms. Some parts of the world will be too hot to live in. Some places will be flooded.

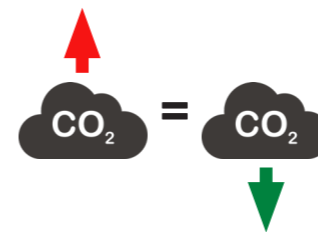


Some animals and plants will have nowhere to live and will die out.

# What can we do about climate change?



At Wiltshire Council we have said that this is a **Climate Emergency**. This means we need to make changes very quickly.



We will make changes at the council and try to get to **net zero** by 2030. **Net zero** means first we make less carbon. Then we take away the same amount of carbon that we make.



We will also work with others to help everyone in Wiltshire make less carbon.

# About this plan



This plan is about what Wiltshire Council will do about climate change over the next 5 years.

## Wiltshire Council



In this plan we tell you some of the things we will do first. We also tell you how we will work with others. We also tell you what you can do to help.

We are going to focus on 7 main areas:

- Transport
- Home and buildings
- Nature food and farming
- Energy
- Green economy
- Waste
- Carbon neutral council.

We want you to tell us what you think about this plan by 17th October 2021.

We have a computer survey at: [www.wiltshire.gov.uk/climate](http://www.wiltshire.gov.uk/climate)  
Get help to fill in the survey if you need it.



# Transport



## One thing you can do:

When you go on short trips use the bus, or ride a bike. For more information go to: [www.wiltshire.gov.uk/climate-change-individual](http://www.wiltshire.gov.uk/climate-change-individual)



## What we will do first

We will make new plans and rules that will make transport better in Wiltshire.



We will work on everything needed to make more places for charging electric vehicles.



We will make plans that make it easier to walk and cycle around Wiltshire.



## How we will work with others

Ask parish and town councils to support car clubs, car sharing and community and public transport.



# Homes and Buildings



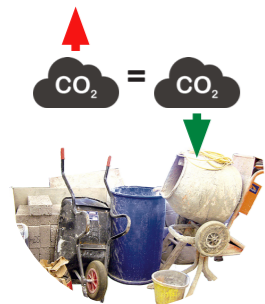
## One thing you can do:

Turn down your heating thermostat. For more information go to: [www.wiltshire.gov.uk/climate-change-individual](http://www.wiltshire.gov.uk/climate-change-individual)



## What we will do first

Make changes to all council homes so they save energy or use **renewable energy**. **Renewable energy** is energy that will not run out. For example, energy from the sun through solar panels.



Any new building work we do we will try to make net zero carbon.



## How we will work with others

Help people to understand how important it is to make their homes use less energy.



Where people cannot afford to heat their homes we will help to make their houses save energy.

# Nature, Food and Farming



## Peat free



## One thing you can do:

Use peat free compost in your garden, or try making your own compost. For more information go to: [www.wiltshire.gov.uk/climate-change-individual](http://www.wiltshire.gov.uk/climate-change-individual)

## What we will do first

Tell people about the **Community Environmental Toolkit**. This toolkit helps people to plan nature projects in their local community.



Ask people what they think about the **Green and Blue Infrastructure Strategy**. This is a plan about joining nature areas together. This will make better nature areas.



## Wiltshire Council



Plant trees and make other nature areas on council land.



Make a plan about planting the right tree in the right place.

# Energy



## One thing you can do:

Buy your gas or electricity from a **renewable energy** company. Renewable energy is energy that will not run out. For more information go to: [www.wiltshire.gov.uk/climate-change-individual](http://www.wiltshire.gov.uk/climate-change-individual)



## What we will do first

Make renewable energy and save energy on council buildings and land.

Wiltshire Council



Wiltshire



Find the best places to make renewable energy in Wiltshire.



## How we will work with others

Tell people who live in Wiltshire and people we work with about why it is good to use renewable energy.



We will also ask people to use less energy.

# Green Economy



## One thing you can do:

Get a local company to insulate your house. This will keep it warm. It will save energy and money. For more information go to: [www.wiltshire.gov.uk/climate-change-individual](http://www.wiltshire.gov.uk/climate-change-individual)



## What we will do first

Help local businesses make more money and jobs. This will come from making houses better for the world and making renewable energy.



Ask companies who do work for us to measure how much carbon they make. We will also ask them to make less carbon.



## How we will work with others

Keep telling people how important it is to 'shop local'. This means buying things from shops close to your home.



Buying local will mean you make less carbon getting to the shops. It also means you can buy things that have been made in our area. These things will not have had to travel a long way.

# Waste



## One thing you can do:

Try not to waste food. Plan your meals and use up food that is left over. For more information go to: [www.wiltshire.gov.uk/climate-change-individual](http://www.wiltshire.gov.uk/climate-change-individual)



## What we will do first

Keep running the recycling services. Check if there are ways we could recycle more things.



Look at our household waste management plan. If the government asks councils to collect separate food waste we will see if we can.



## How we will work with others

Give advice and information to help people and businesses make less waste.

# Carbon Neutral Council



## One thing we will do:

Teach council staff and councillors about carbon and climate change.

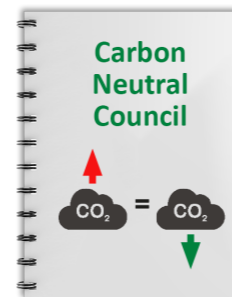


## What we will do first

When we make choices and plans we will think about how we can make less carbon. We will also think how we can keep people safe from changes to the climate.



Make a new **Carbon Neutral Council Plan**. This plan will help us to get to **net zero**. This means first we make less carbon. Then we take away the same amount of carbon that we make.



Make less carbon at the council in all the work that we do.



## How we will work with others

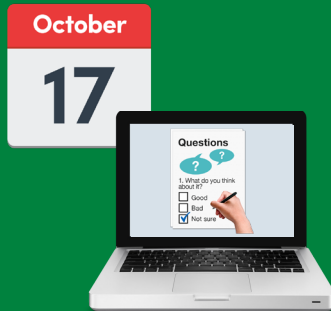
Work with the people we buy things from, to help make people's lives better and make less carbon.





# Wiltshire Council Climate Strategy

We want you to tell us what you think about this plan by 17th October 2021.



To fill in our computer survey, go to:  
[www.wiltshire.gov.uk/climate](http://www.wiltshire.gov.uk/climate)

Get help to fill in the survey if you need it.



This is an Easy Read summary, to see the full strategy go to:  
[www.wiltshire.gov.uk/climate](http://www.wiltshire.gov.uk/climate)

**August 2021**





## Ash Dieback briefing note

### Key messages:

- This is a serious public safety issue and landowners are responsible for dealing with it on their land.
- There is an urgent need for all landowners to identify ash trees growing alongside the **highway, public rights of way and in public spaces** that are showing signs of this disease and take action.
- Trees on private land away from public access can be left, the resulting dead wood, will continue to provide essential habitat for a range of wildlife including insects, nesting birds, roosting bats and a whole range of other small mammals.
- **It is important that we replant** our woodlands, hedgerows and parklands
- There is a range of local and national funding opportunities available for replanting
- Our ecologists and landscape officers can offer advice to landowners on tree management and replacement, including replacement funding opportunities.

### Video:

The Ash Dieback video explains why ash dieback is an issue that ALL landowners in Wiltshire need to take action to address. It outlines the help available from Wiltshire Council and signpost to other national organisations that can offer advice and funding to plant replacement trees.

### Background:

Ash Dieback or Chalara Dieback of Ash is a disease which is expected to lead to the decline and death of most of the ash trees in Britain. 90% of woodland Ash trees nationwide are likely to be affected over the next five to 15 years.

Ash Dieback is already affecting trees in all parts of Wiltshire, and the council, along with other large landowners is working to address the impacts of the disease.

In trees alongside the highway, rights of way and in public spaces, this can pose a risk of injury to people and damage to property. There is an **urgent need for all landowners to identify Ash trees growing alongside the highway, public rights of way and in public spaces** that are showing signs of this disease and remove or significantly reduce these trees in order to avoid risks to the public or to property.

Once infected, trees decline quickly, often dying within two growing seasons. Trees rapidly lose timber strength, leading to branches and trees falling.

The loss of so many ash trees will have a dramatic impact on our landscape, both visually and from the numerous benefits they provide. It will affect our carbon cycling and water cycle, will leave crops and housing more exposed to the effects of weather and result in a direct loss of wildlife species that rely on trees and woodland areas.

**It is important that we replant** our woodlands, hedgerows and parklands with the most appropriate, alternative species of native trees and shrubs, in order to maintain the unique

landscape character of Wiltshire, and to ensure that sufficient habitat continues to support the varied range of wildlife species that rely on these for food and shelter.

There is a range of local and national funding opportunities available for planting whole woodlands, or just sections of hedgerow with standard trees, or small copses.

Our ecologists can help landowners with land that could accommodate trees, to assess its suitability for planting and the most appropriate tree species.

The council is developing a Green and Blue Infrastructure Strategy for the county as well as a Nature Recovery Strategy. They will identify the existing natural areas of high value for people and wildlife, but also where further planting would be of most additional benefit.

Our ecologists and landscape officers are available to offer advice to landowners on tree management and replacement, including replacement funding opportunities.

**Other useful sources of information are available from:**

Wiltshire Council, [www.wiltshire.gov.uk/recreation-trees-forests](http://www.wiltshire.gov.uk/recreation-trees-forests)

The Tree Council, [www.treecouncil.org.uk](http://www.treecouncil.org.uk)

Woodland Trust, Woodland Trust [www.woodlandtrust.org.uk](http://www.woodlandtrust.org.uk)

Forest Research, [www.forestresearch.gov.uk](http://www.forestresearch.gov.uk)

The Arboricultural Association [www.trees.org.uk](http://www.trees.org.uk)

The Forestry Commission, particularly their regular blog [ww.forestrycommission.blog.gov.uk](http://ww.forestrycommission.blog.gov.uk)

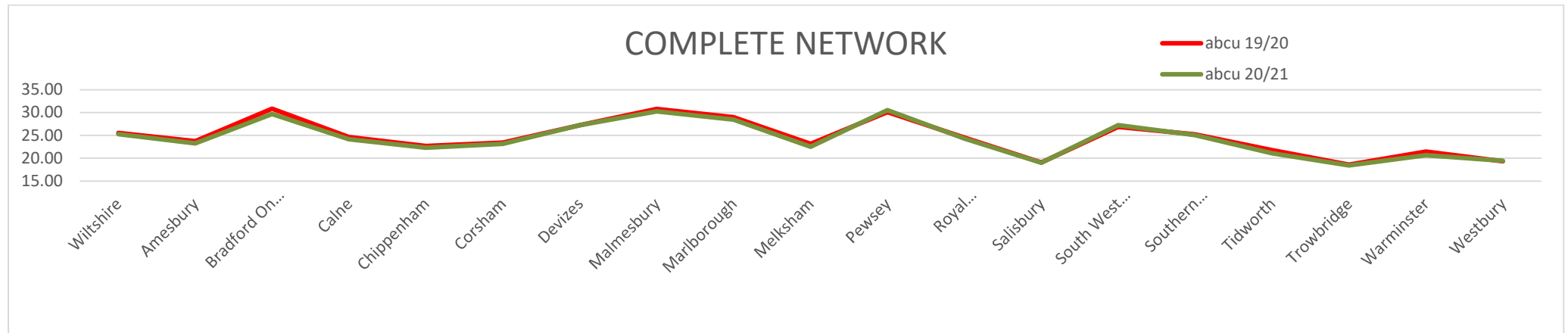
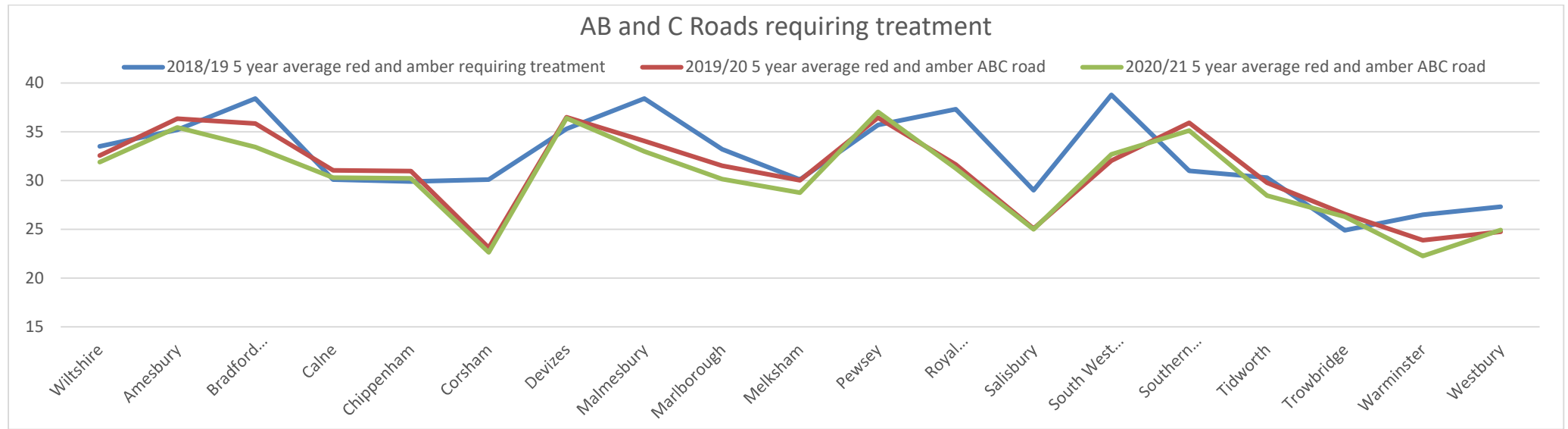
All these sites have information on managing the disease and avoiding the risks to people and wildlife.

**Wiltshire Highways  
Maintenance Programme  
2022/23 – 2026/27**

**Melksham Area Board  
First rev**

CURRENT CONDITION BY AREA BOARD

TOTAL % OF THE ADOPTED NETWORK REQUIRING MAINTENANCE



A 5 year average is used to monitor the condition of the network due to the surveying regime of undertaking a 50% network length

The graphs show that even with a deteriorating network the targeted maintenance schemes are generally improving the overall condition of the roads within Wiltshire, a rolling 5 year programme and funding process is designed to allocate resources to those areas with a higher percentage of poor roads based on their network length.

**The target is for all area boards to be at the same low level of around 20% of the network requiring some form of maintenance**

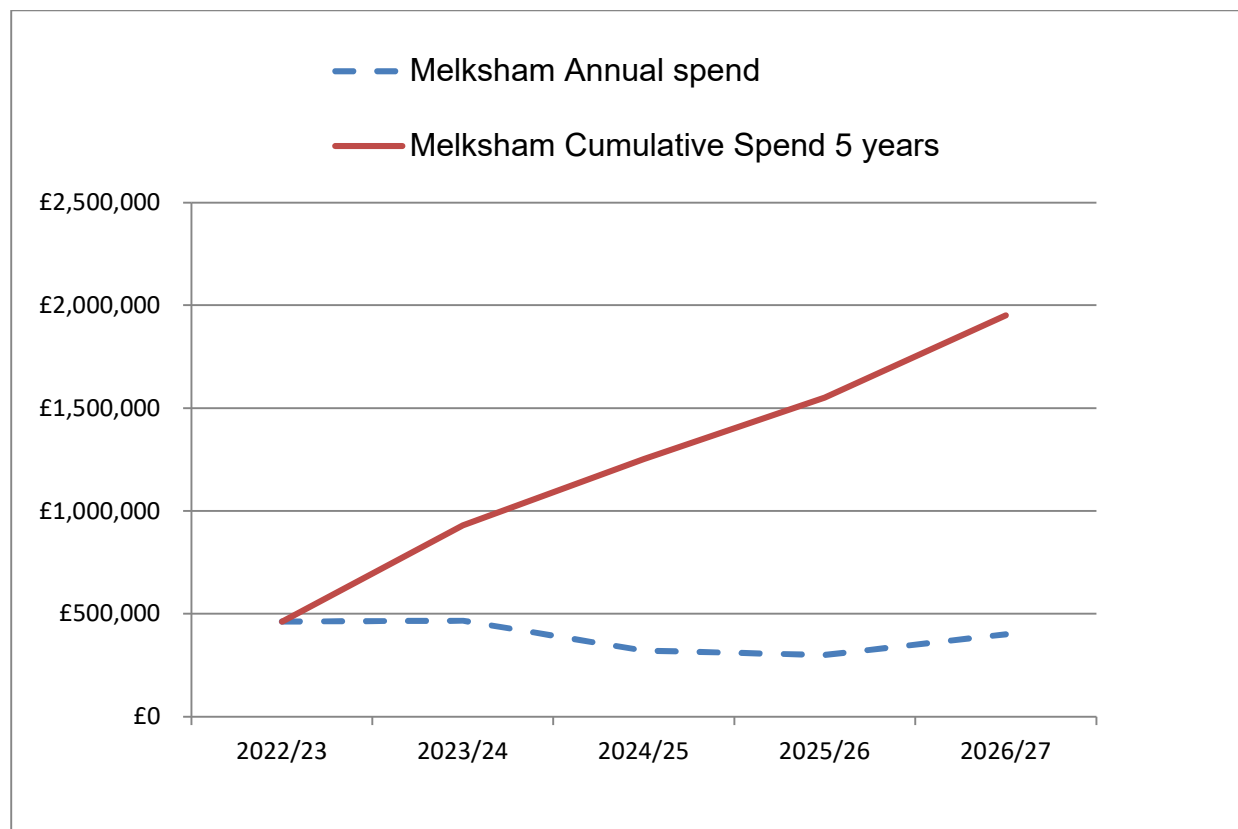
### Spend profile

	Melksham Annual spend	Melksham Cumulative Spend 5 years
2022/23	£462,790	£462,790
2023/24	£466,716	£929,506
2024/25	£322,000	£1,251,506
2025/26	£300,000	£1,551,506
2026/27	£400,000	£1,951,506
total	£1,951,506	

£3,376,918 average 5 year Wiltshire area board budget

**NOTE THE BUDGETS MAY BE SIGNIFICANTLY ALTERED**

CONDITION 5-year average red and amber requiring treatment	Wiltshire	Melksham
AB and C roads 2018/19	33.5	30.1
AB and C roads 2019/20	32.57	30.02
AB and C roads 2020/21	31.90	28.75
2019/20 Unclassified	18.50	16.30
2020/21 Unclassified	18.60	16.30



Some schemes have been postponed due to covid issues, i.e. if they are on the route to a vaccination centre or to a key industrial area, these works have been moved to 2022/2023, potential budget issues may mean they are delayed for longer **The condition table is to be updated THE AREA BOARD CHANGES ARE IN PROGRESS**

The following pages detail the schemes that have been considered in the 5year plan,

## DELAYED WORKS DUE TO COVID or BUDGET ISSUES

Road number	lifecycle number	General description	Description from	Description to	Treatment	Length	Year
A350	MELK_20_016	HAG HILL JUNCTION AREA	HAGG HILL	STONE GUTTER X-RDS	SURFACE TREATMENT	920	2021/22
UC	MELK_22_004	OLD ROAD, BEANACRE	A350 BEANACRE ROAD	END	SURFACING	307	2021/22

A350	MELK_20_015	SEMINGTON BYPASS FM LITTLETON RBT TO WESTERN WAY RBT INC HAMPTOMN RBT PHASE OVER 3 YEARS if required	LITTLETON RBT	WESTERN WAY RBT	SURFACING	2620	2022/23
A3102	MELK_22_002	MELKSHAM, A3102 SANDRIDGE RD TO BYPASS	BLACKMORE ROAD	BANKSTREET	INHIBITOR	1220	2022/23
UC	MELK_22_003	WILLOW CRESCENT, BROUGHTON GIFFORD	C212	ADOPTED EXTENTS	SURFACING	273	2022/23
UC	MELK_22_007	CHURCH STREET, STEEPLE ASHTON			SURFACING	250	2022/23
UC	MELK_22_008	DARK LANE (SOUTH) STEEPLE ASHTON	HIGH STREET	NARROWS	SURFACING	135	2022/23
C211	MELK_22_009	EAST LANE / THE STREET BROUGHTON GIFFORD	BROOK BEFORE DERESTRICT WEST OF VILLAGE	CHURCH GATE / BUS STOP LYCH GATE	SURFACING	150	2022/23
A365	MELK_23_006	NEW SHURNHOLD JUNCTION TO SHAW TRAFFIC LIGHTS	NEW SHURNHOLD ESTATE	SHAW TRAFFIC LIGHTS	SURFACE DRESSING	1130	2022/23
C218	MELK_25_009	COLD HARBOUR	COMMON HILL	GREAT HINTON CROSSROADS	SURFACE DRESSING	920	2022/23
C220	MELK_23_001	PURLPIT TOP LANE	A365 ATWORTH	B3353 CORSHAM ROAD	SURFACE DRESSING	2010	2022/23

A350	MELK_20_016	HAG HILL JUNCTION AREA	HAGG HILL	STONE GUTTER X-RDS	SURFACE TREATMENT	920	2023/24
A350	MELK_23_003	A350 MELKSHAM DUAL ASDA TO AVON ROAD RBT (CARRIAGEWAY REPAIRS)	A365 JUNCTION SUBWAY	AVON ROAD RBT	SURFACING	435	2023/24
A3102	MELK_23_004	SANDRIDGE COMMON 40MPH EXTENTS BLACKMORE HOUSE, ETC			SURFACING	715	2023/24

UC886607	MELK_23_005	KENNEDY AVENUE WHITLEY	MIDDLE LANE WHITLEY	END	MICRO ASPHALT	TBC	2023/24
UC	MELK_23_009	EDEN GROVE WHITLEY	TOP LANE	END	MICRO ASPHALT	280	2023/24
A365	MELK_23_010	A365 -Part BOWERHILL ROUNDABOUT TO FALCON WAY ROUNDABOUT inc Falcon Rbt	WELLINGTON DRIVE	FALCON WAY RBT EXTENTS PLUS ALL AEMS	SURFACING	240	2023/24
c169	MELK_25_004	LYNCH BOTTOM LANE	SOUTH WRAXALL	GANBROOK FARM	SURFACE DRESSING	1950	2023/24

A365	MELK_24_003	DEVIZES ROAD/BATH ROAD	FALCON WAY ROUNDABOUT	REDSTOCKS CROSSROADS	SURFACING	1850	2024/25
UC	MELK_24_006	BEAUFORT CLOSE BOWERHILL	HALIFAX ROAD	END	Micro	90	2024/25
A365	MELK_24_007	A365 BATH ROAD 40MPH WEST OF SELLS GREEN TO SEEND FORK SIGNALS	MICROASPHALT SHUT WEST OF 40MPH TERMINALS	SEEND FORK TRAFFIC SIGNALS	SURFACING	TBC	2024/25
UC	MELK_24_009	BIRCH GROVE, BOWERHILL INC ALL SPURS	WELLINGTON DRIVE	END	MICRO	300	2024/25
UC	MELK_25_001	MILL LANE,BROUGHTON GIFFORD	BROUGHTON GIFFORD MAIN ROAD	B3107	SURFACE DRESSING	1170	2024/25
UC	MELK_25_002	COMMON FARM ROAD, BROUGHTON GIFFORD	BROUGHTON GIFFORD MAIN ROAD	END OF ADOPTED EXTENT	SURFACE DRESSING	290	2024/25

UC	MELK_25_003	WEST HILL WHITLEY	C290 WEST HILL MAIN ROAD WHITLEY	END OF ADOPTED EXTENT	SURFACING	160	2025/26
UC	MELK_25_006	SNARLTON LANE MELKSHAM	A3102	END	MICROASPHALT	890	2025/26
A350	MELK_25_007	WESTERN WAY SINGLE CARRIAGEWAY SECTION	SEMINGTON RD RBT	A350/A365 RBT	SURFACING	550	2025/26
UC	MELK_25_008	BOWERHILL LANE	A365 BATH ROAD	END OF ADOPTED EXTENT		700	2025/26

UC	MELK_26_001	BRICKYARD LANE (TO CATTLE GRID) SEMINGTON	U LITTLETON SEMINGTON	END	CARRIAGEWAY REPAIRS	316	2026/27
A365	MELK_26_002	A365 PIE CORNER	APPX HSE NUMBER 55	SHAW 30MPH	SURFACING	540	2026/27
B3353	MELK_26_003	B3353, CORSHAM ROAD WHITLEY	FIRST LANE	WESTLANDS LANE	SURFACING	540	2026/27

	MELK_22_005	MARKET PLACE			SURFACING	45	FF
C165	MELK_24_004	LOWER WOODROW RD & FOREST LANE (MELKSHAM TO LACOCK)			REQUIRES REVIEW	3066	FF
	TBC	MEAD PARK ATWORTH			REQUIRES REVIEW	TBC	TBC
	TBC	WILTSHIRE CRESCENT, MELKSHAM			REQUIRES REVIEW	TBC	TBC
	TBC	CARISBROOKE ROAD, MELKSHAM			REQUIRES REVIEW	TBC	TBC
	TBC	FARLEIGH AVE, MELKSHAM			REQUIRES REVIEW	TBC	TBC
	TBC	DORSET CRESCENT, MELKSHAM			REQUIRES REVIEW	TBC	TBC
	TBC	CORNWALL CRESCENT, MELKSHAM			REQUIRES REVIEW	TBC	TBC
	TBC	LABURNUM DRIVE, MELKSHAM			REQUIRES REVIEW	TBC	TBC
	TBC	WESTEND, MELKSHAM			REQUIRES REVIEW	TBC	TBC
	TBC	C218 OUTSIDE OF MANOR FARM, BUCKINGTON			REQUIRES REVIEW	TBC	TBC
	TBC	COMMON HILL, STEEPLE ASHTON			REQUIRES REVIEW	TBC	TBC
	TBC	SANDPITS LANE, STEEPLE ASHTON			REQUIRES REVIEW	TBC	TBC
	TBC	WESTLANDS LANE RAIL BRIDGE			REQUIRES REVIEW	TBC	TBC



5 year plan

Is continued on the following pages

Note where roads are being surface dressed they will be pre patched in the  
previous year

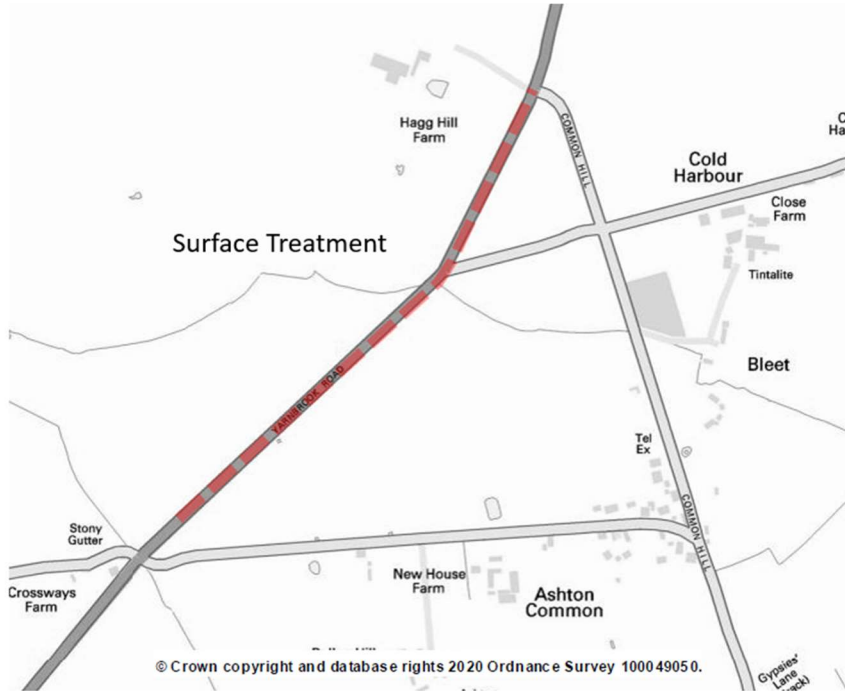
5 year plan 2022/23

## 5 year plan 2022/23

DELAYED WORKS DUE TO COVID or BUDGET ISSUES

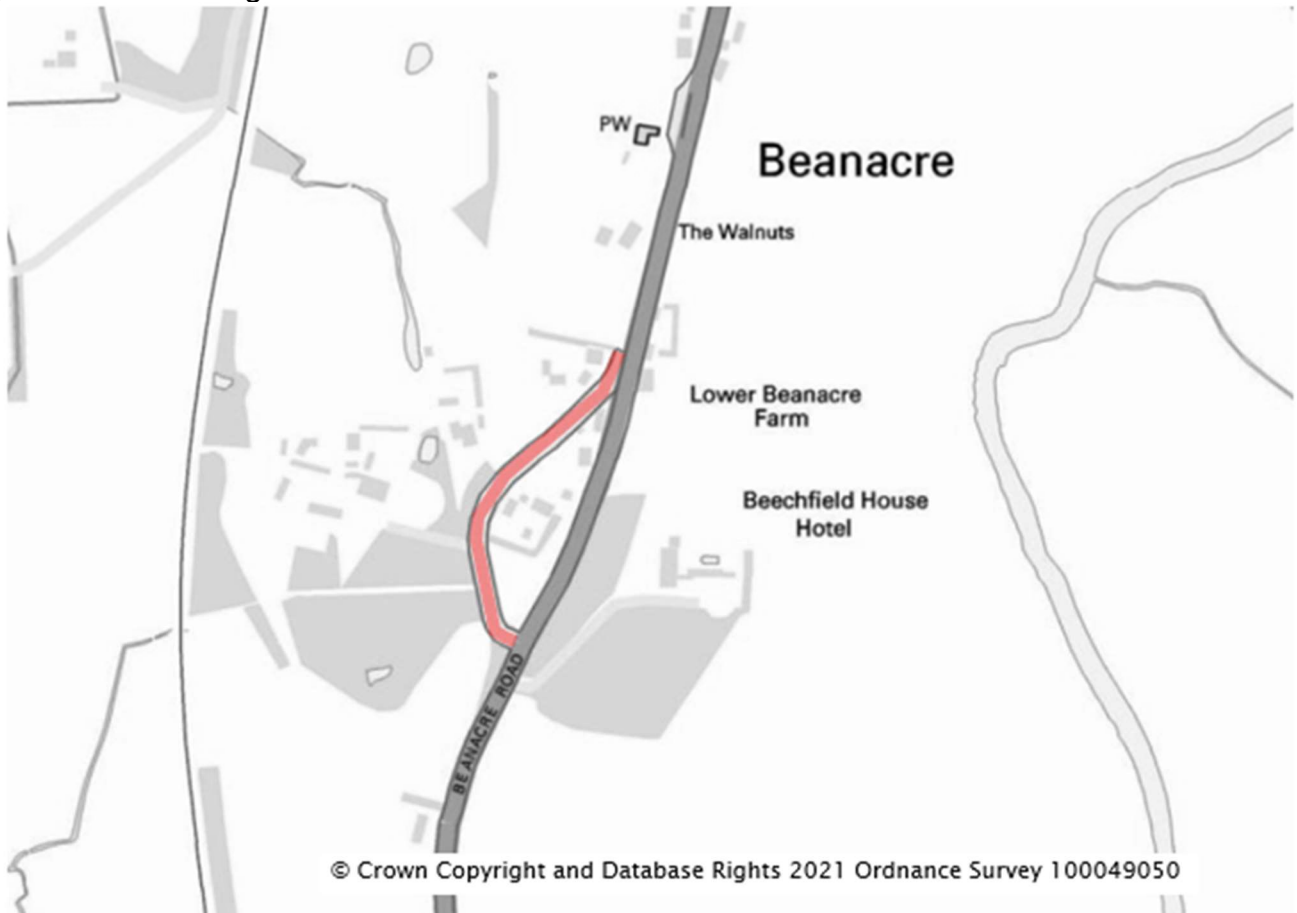
### A350 HAG HILL JUNCTION AREA

Length 920m, Surface Treatment



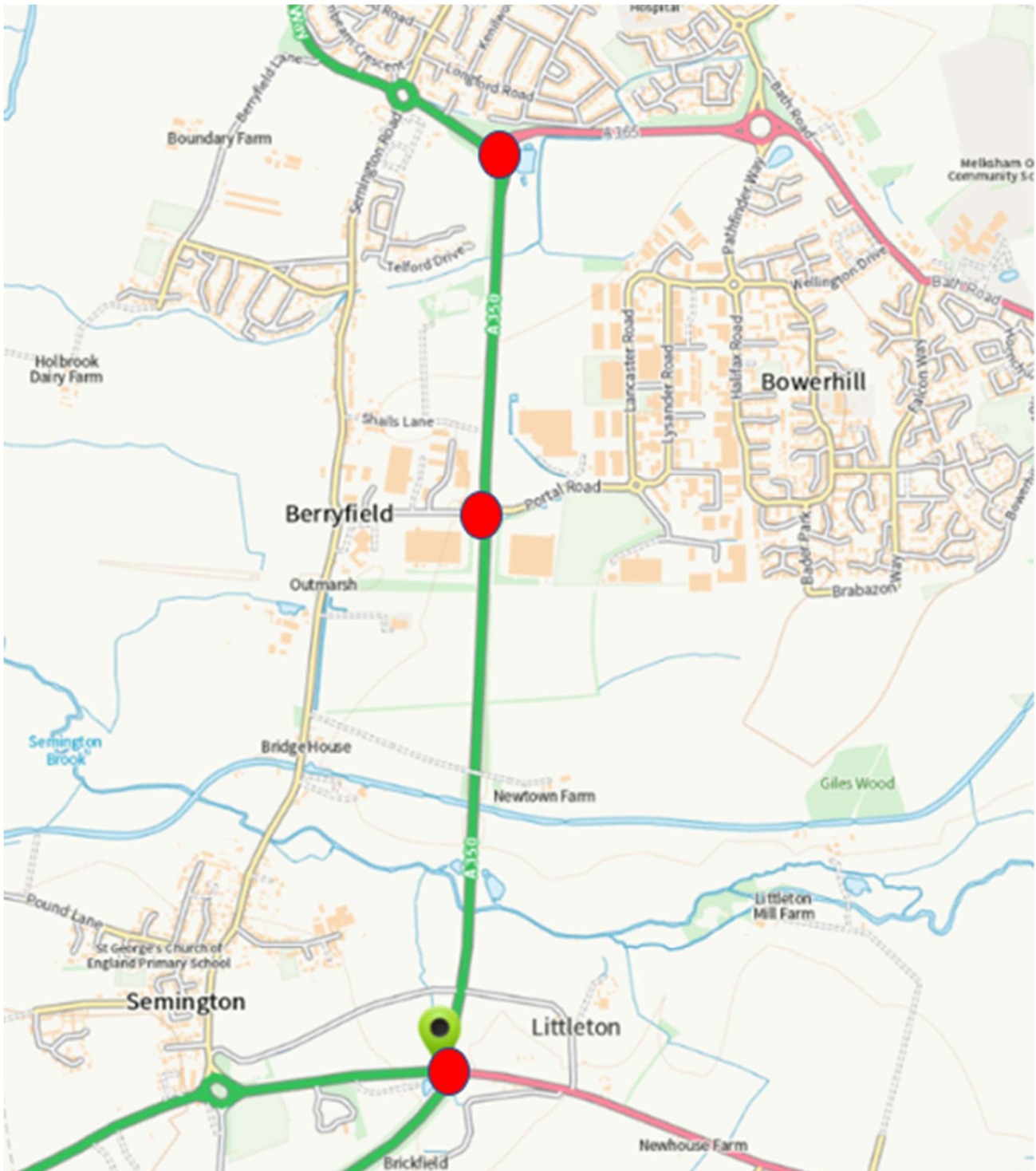
### OLD ROAD, BEANACRE

Length 307m Surfacing

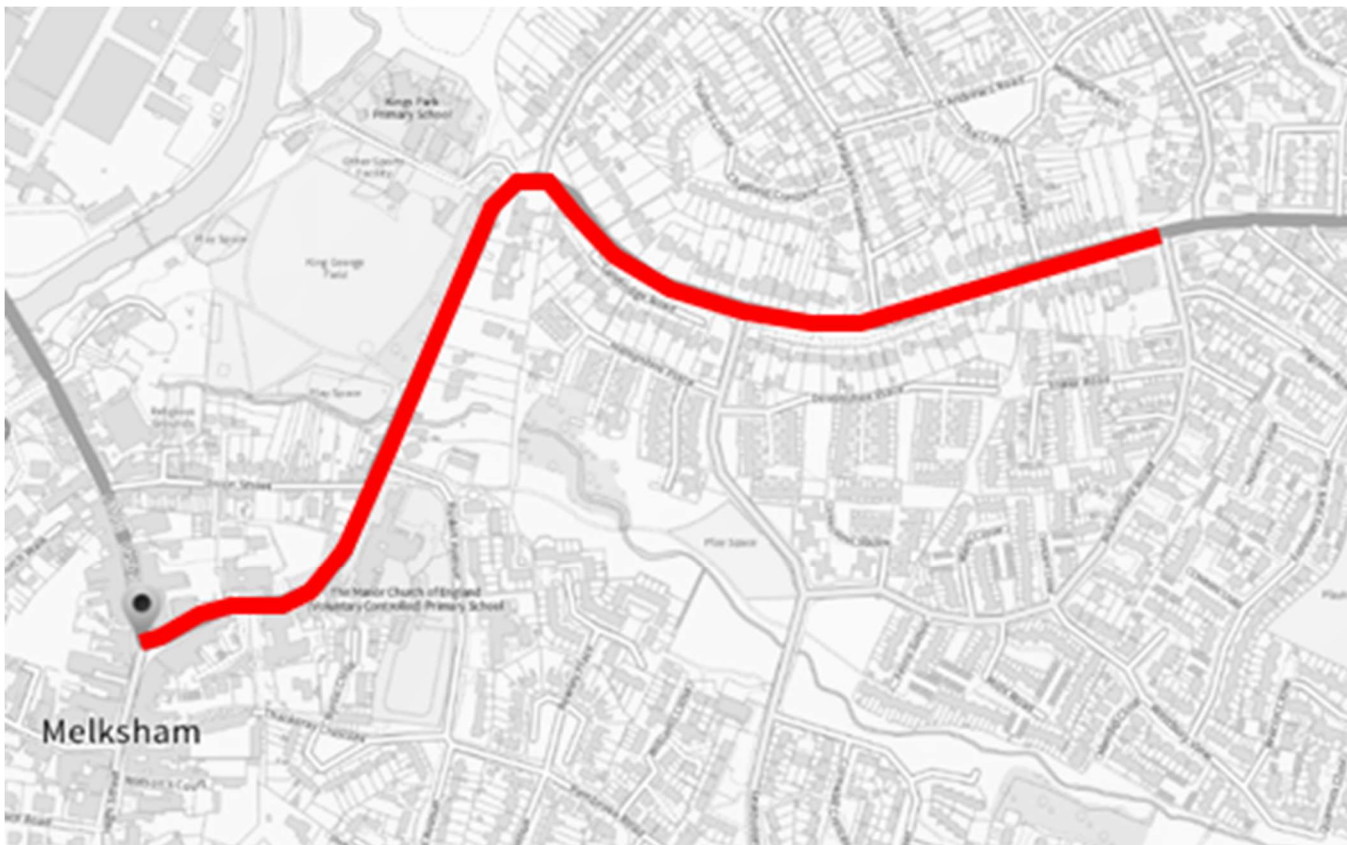


## 5 year plan 2022/23

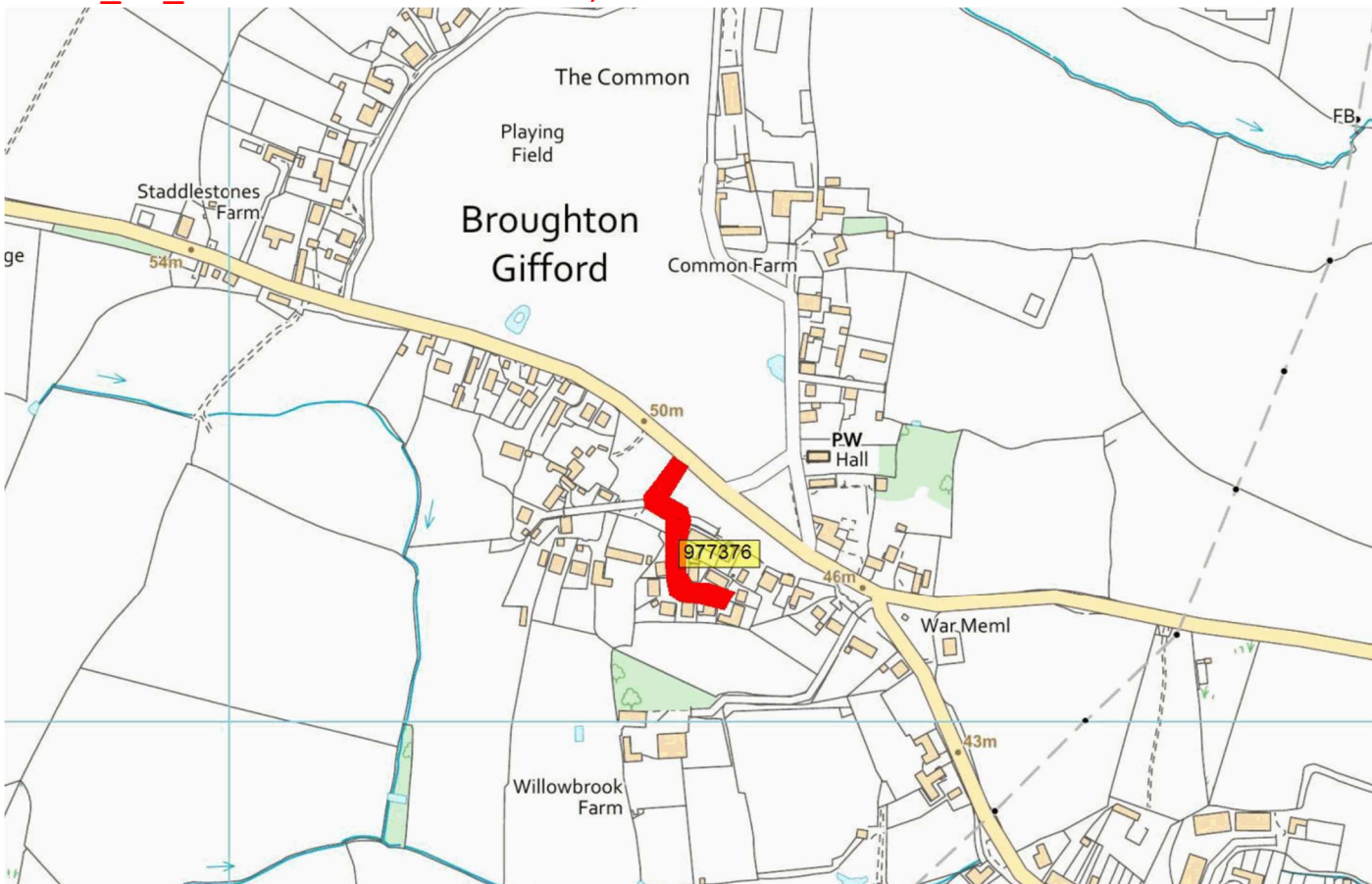
SEMINGTON BYPASS FM LITTLETON RBT TO WESTERN WAY RBT INC  
HAMPTOMN RBT PHASE OVER 3 YEARS if required  
SURFACING ROUNDABOUT AREAS



MELKSHAM, A3102 SANDRIDGE RD TO BYPASS INHIBITOR



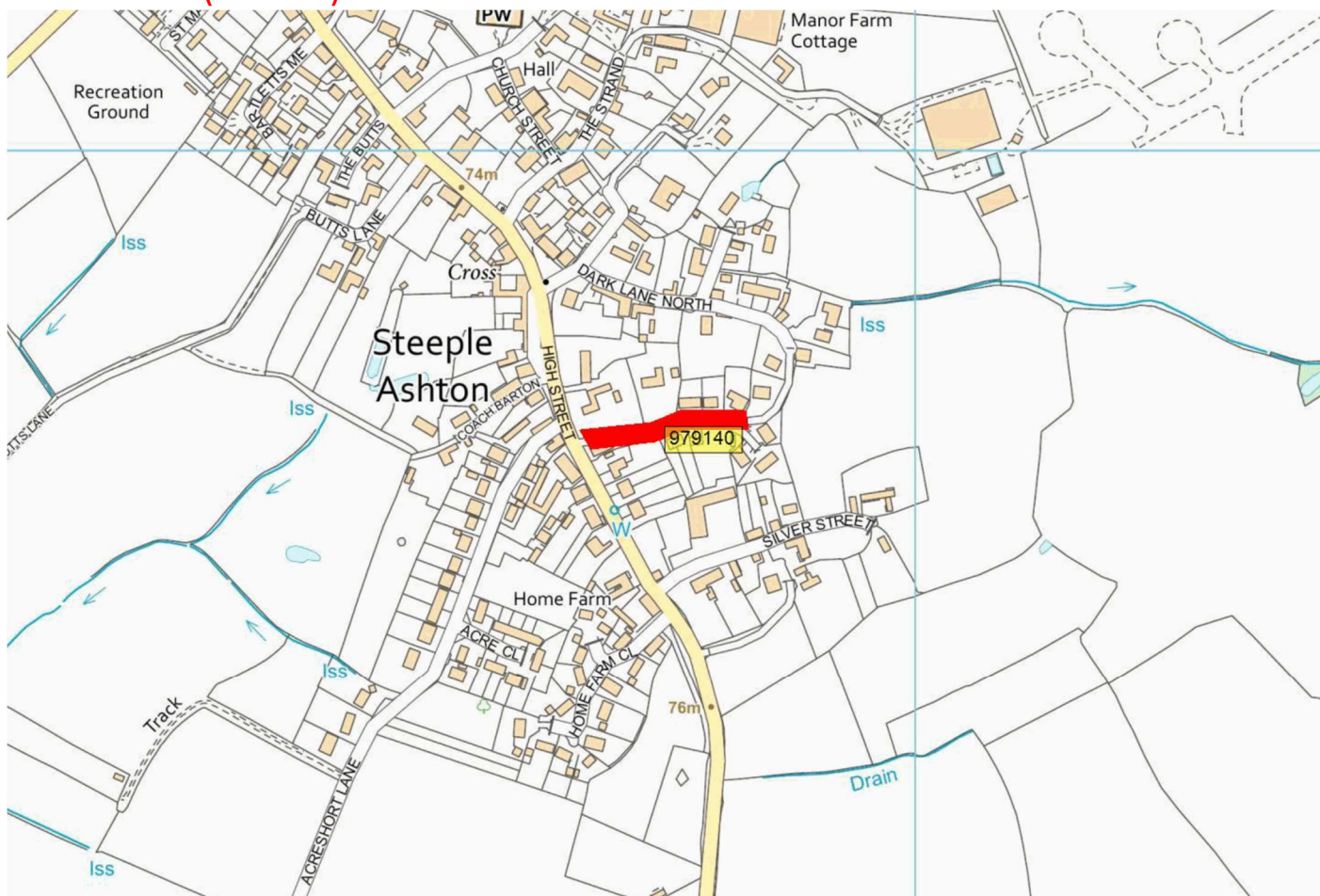
MELK\_22\_003 WILLOW CRESCENT, BROUGHTON GIFFORD SURFACING



## CHURCH STREET, STEEPLE ASHTON SURFACING



## DARK LANE (SOUTH) STEEPLE ASHTON SURFACING



**EAST LANE / THE STREET BROUGHTON GIFFORD SURFACING**



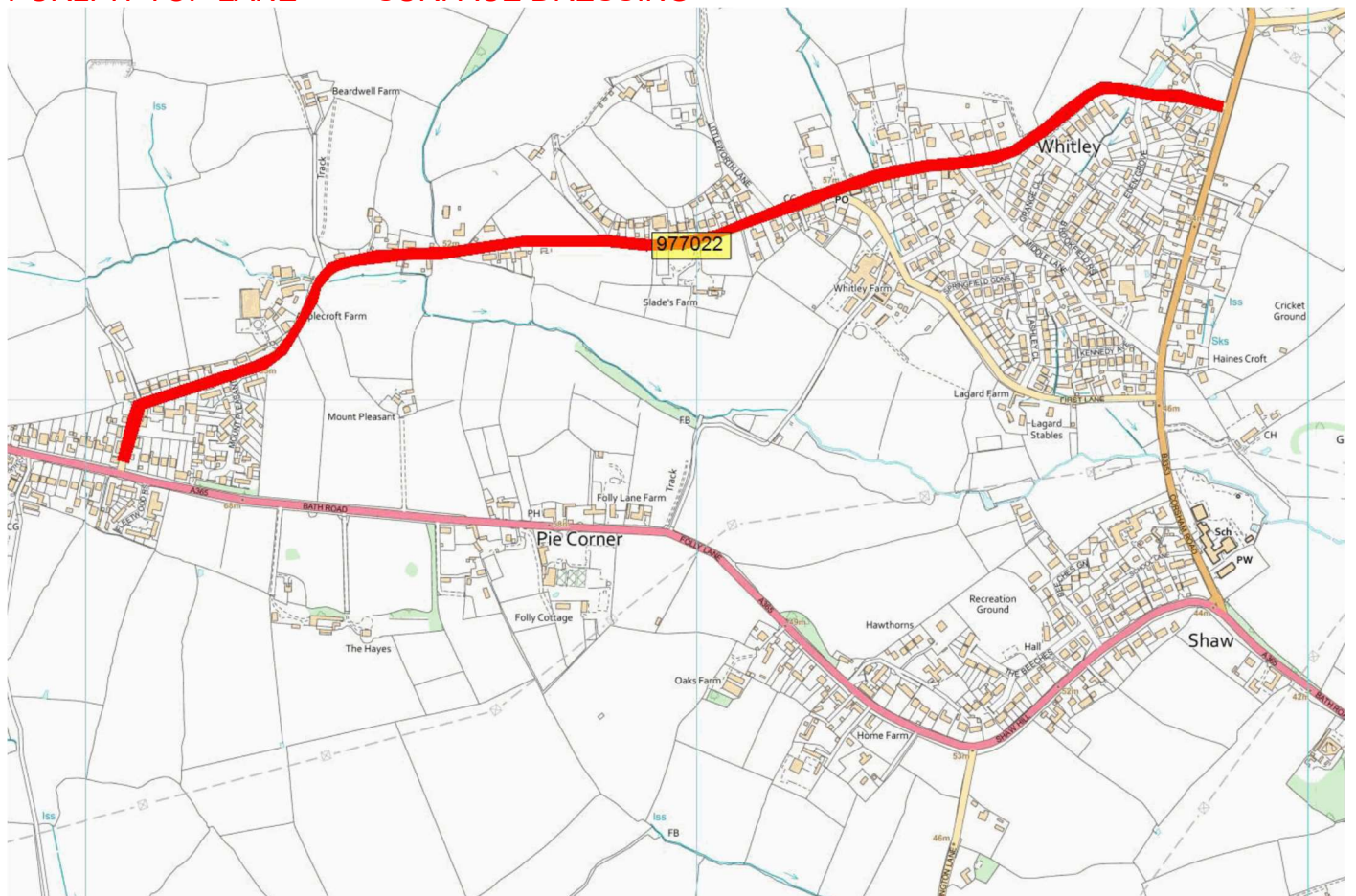
**NEW SHURNHOLD JUNCTION TO SHAW TRAFFIC LIGHTS SURFACE DRESSING**



COLD HARBOUR SURFACE DRESSING

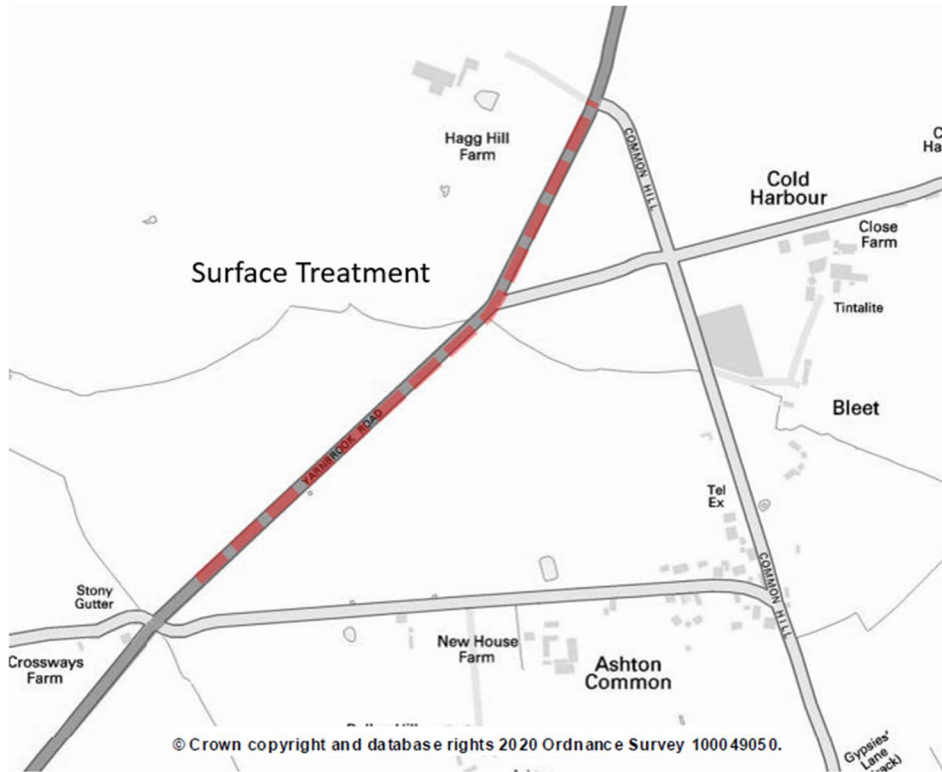


PURLPIT TOP LANE SURFACE DRESSING

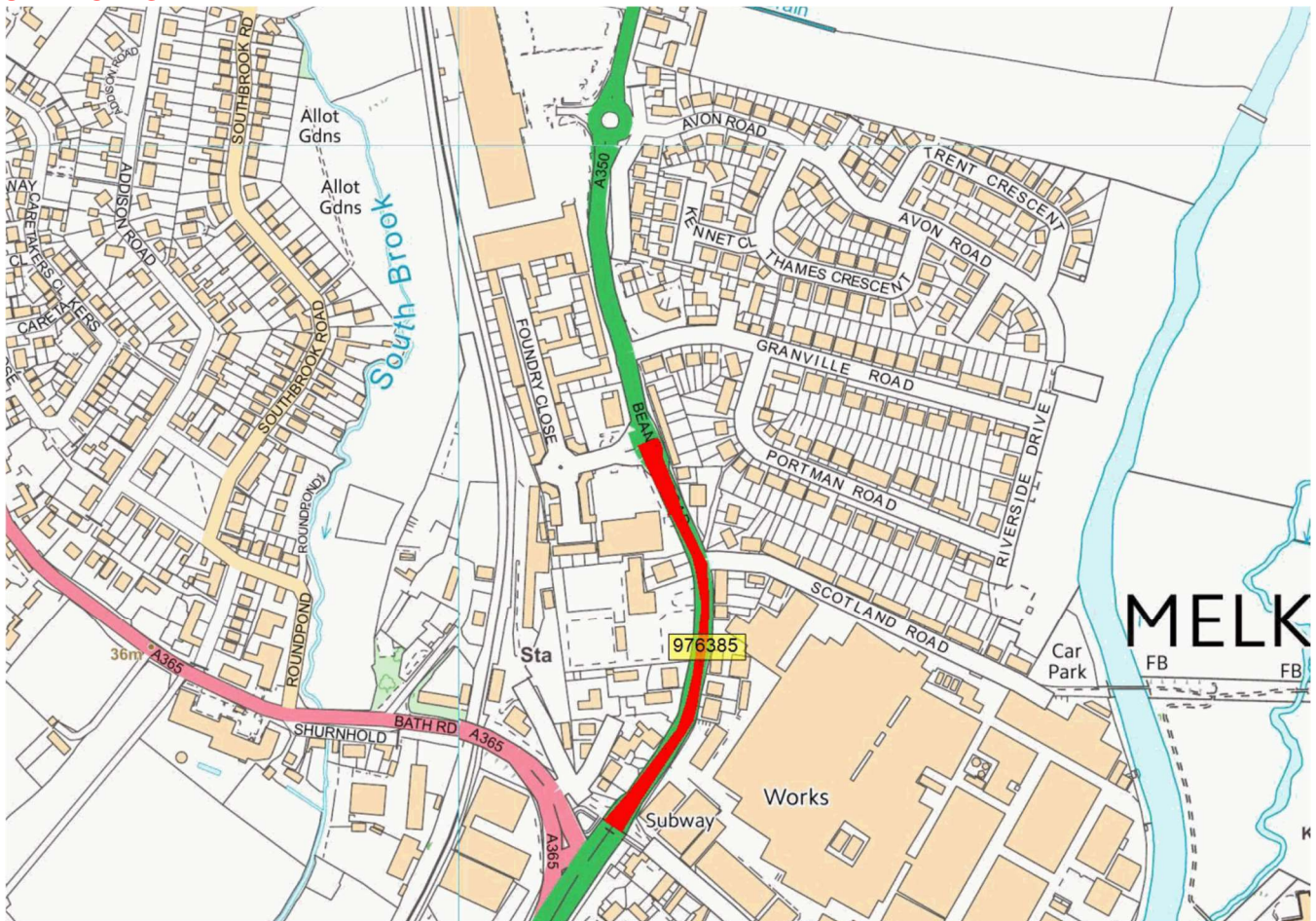


# 5 year plan 2023/24

## HAG HILL JUNCTION AREA SURFACE TREATMENT

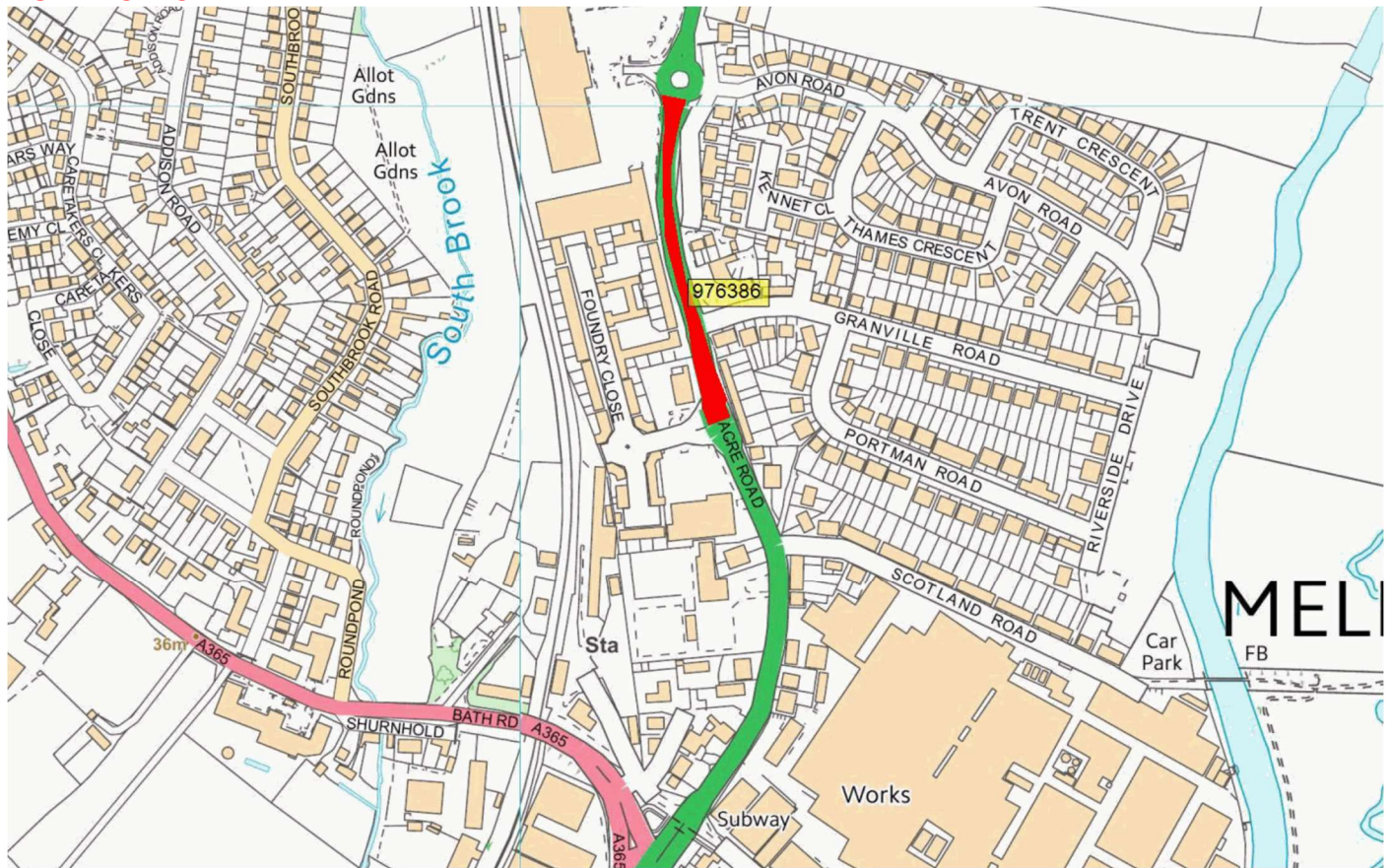


## A350 MELKSHAM DUAL ASDA TO AVON ROAD RBT (CARRIAGEWAY REPAIRS) SURFACING a





**A350 MELKSHAM DUAL ASDA TO AVON ROAD RBT (CARRIAGEWAY REPAIRS) SURFACING b**



**SANDRIDGE COMMON 40MPH EXTENTS BLACKMORE HOUSE, ETC SURFACING**



**KENNEDY AVENUE WHITLEY MICRO ASPHALT**



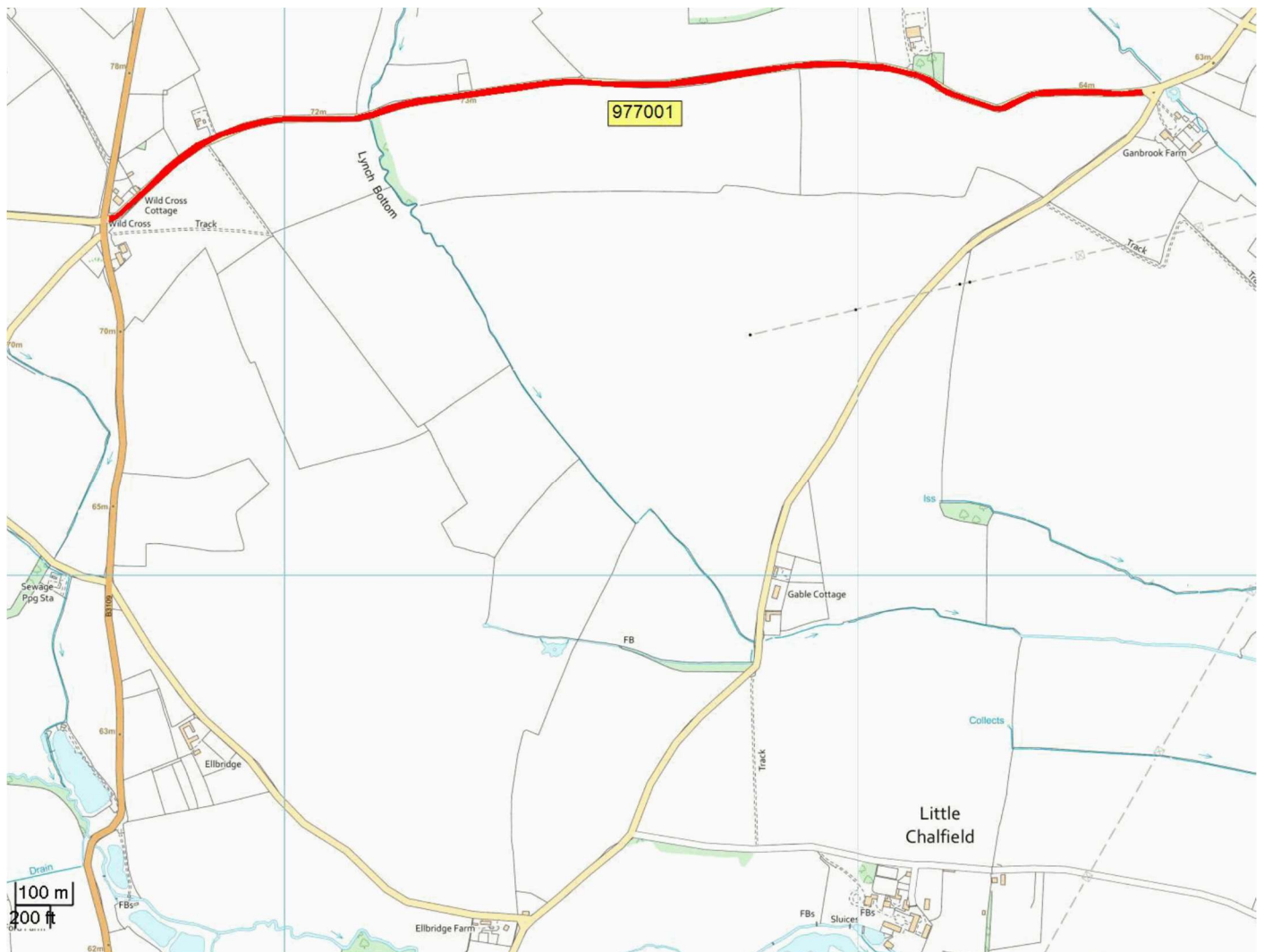
**EDEN GROVE WHITLEY MICRO ASPHALT**



**A365 -Part BOWERHILL ROUNDABOUT TO FALCON WAY ROUNDABOUT inc Falcon Rbt SURFACING**

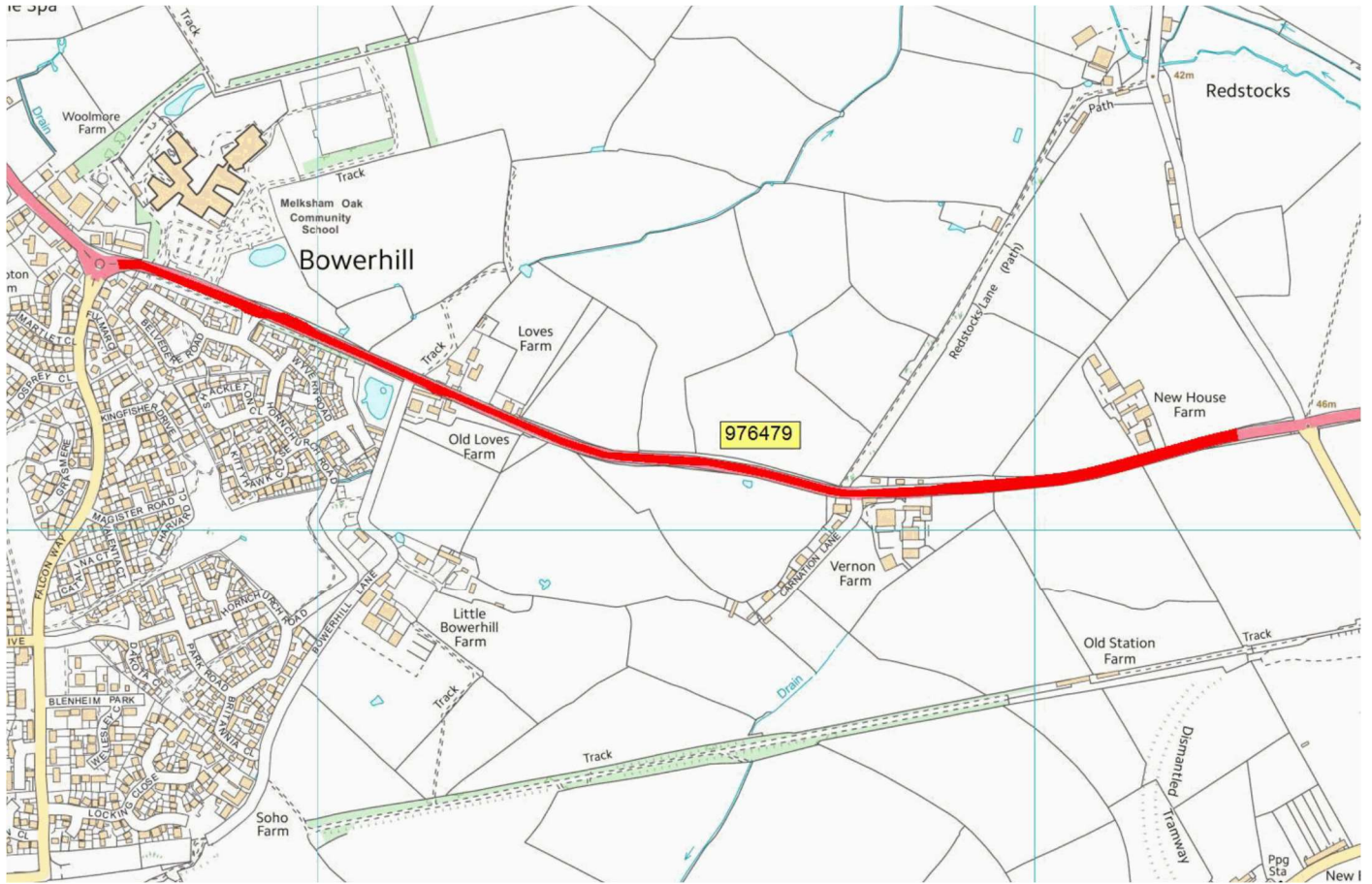


**LYNCH BOTTOM LANE SURFACE DRESSING**

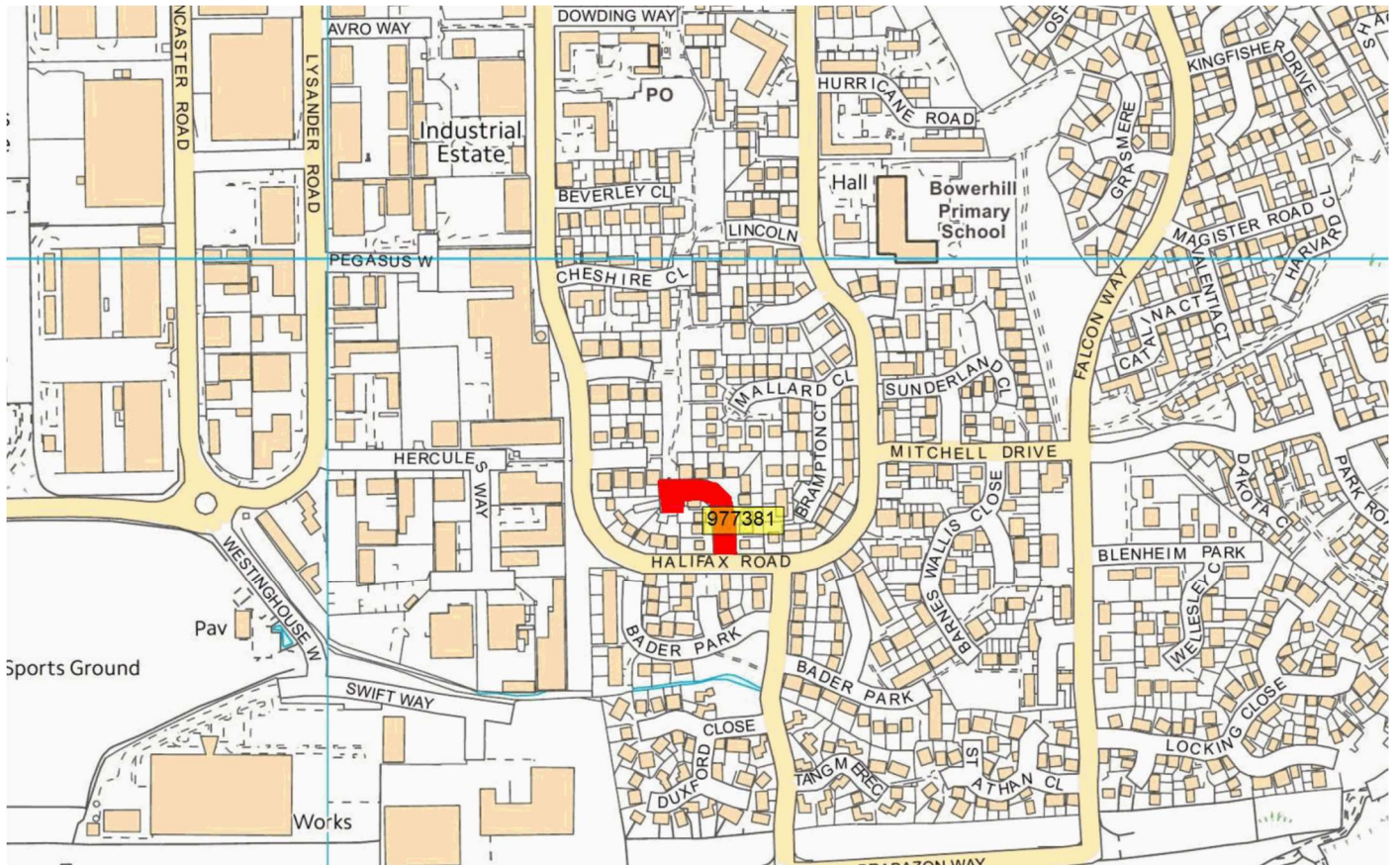


# 5 year plan 2024/25

## DEVIZES ROAD/BATH ROAD SURFACING



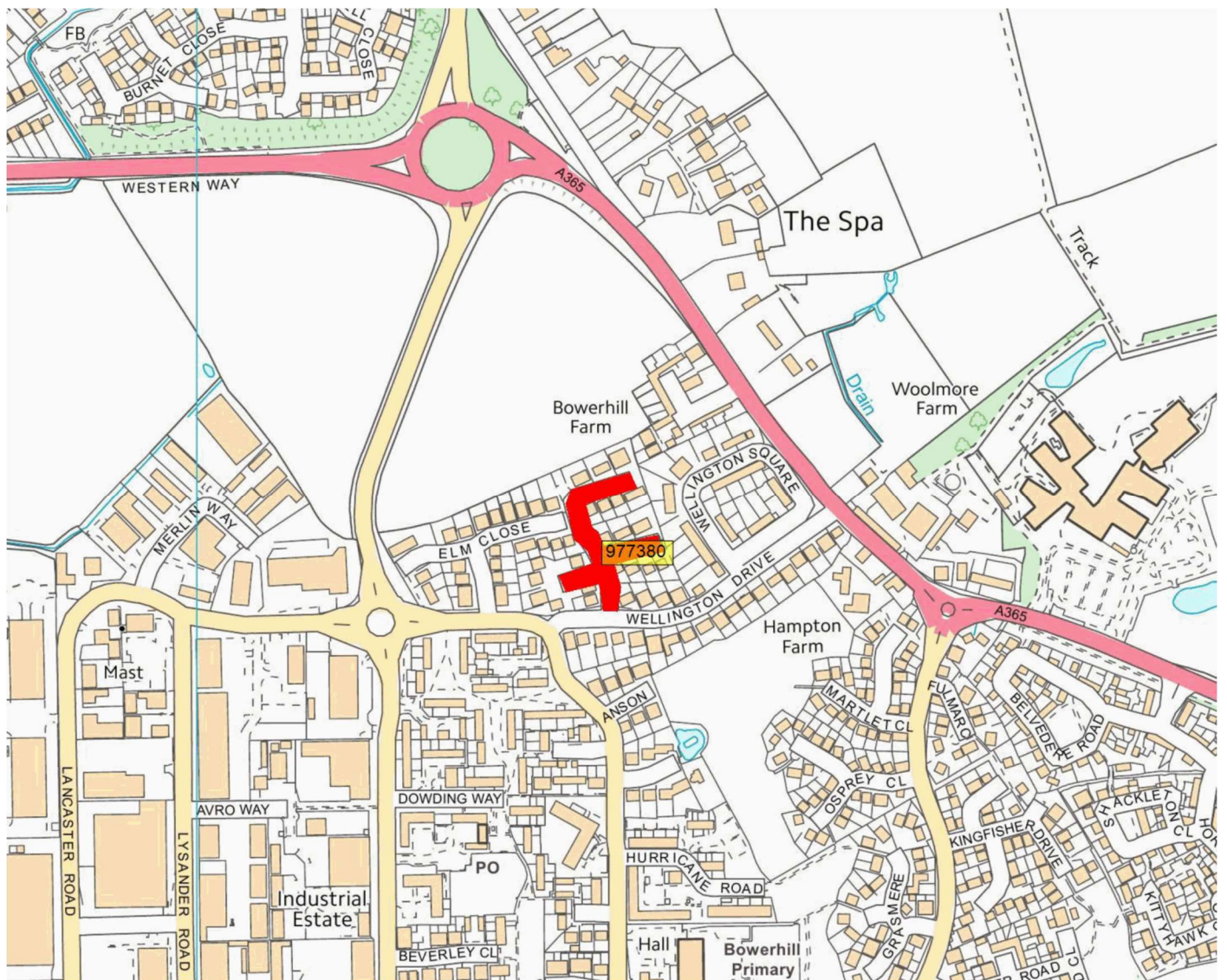
## BEAUFORT CLOSE BOWERHILL Micro



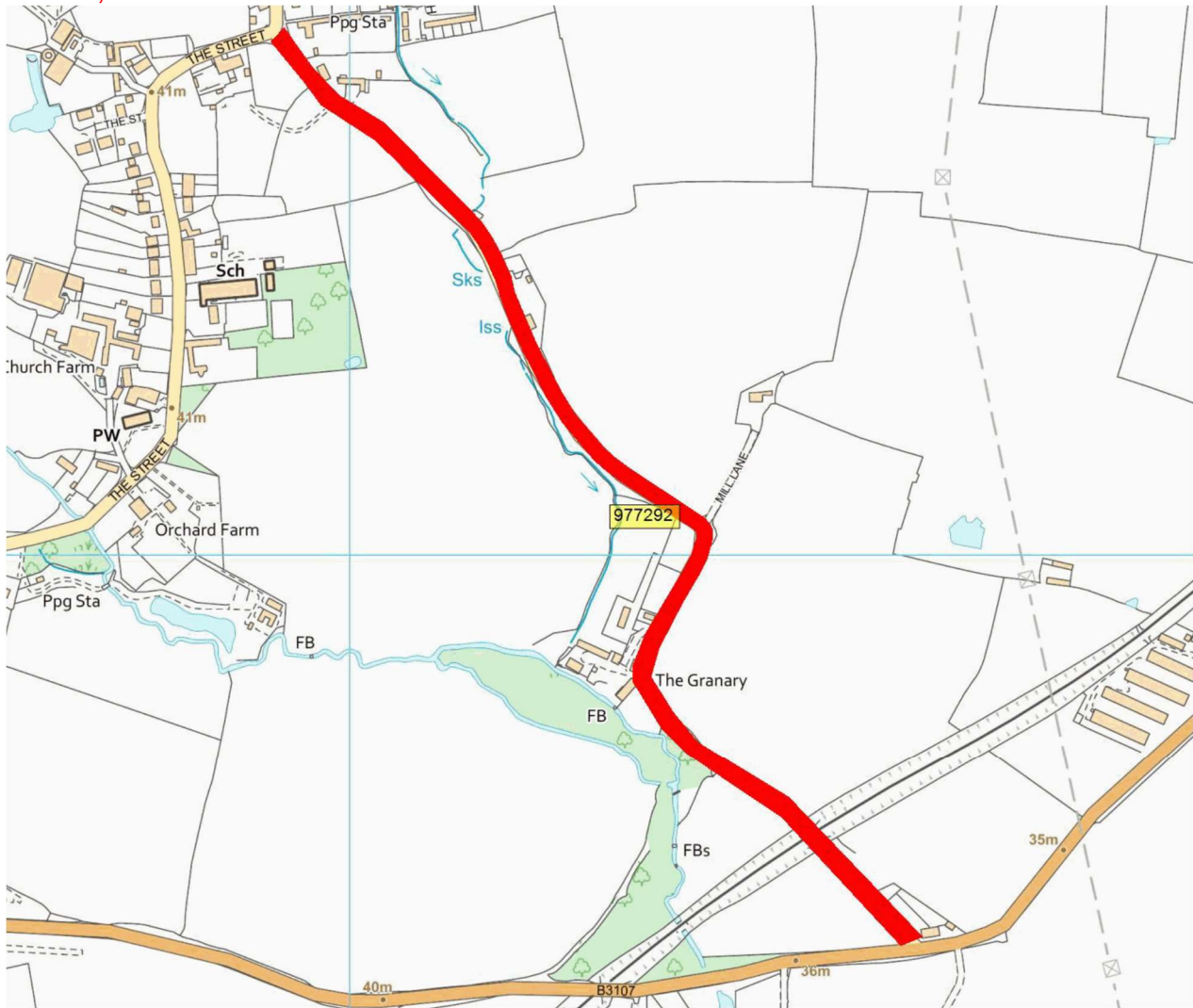
**A365 BATH ROAD 40MPH WEST OF SELLS GREEN TO SEEND FORK SIGNALS SURFACING – tbc FOLLOWING 2020 WORKS**



**BIRCH GROVE, BOWERHILL INC ALL SPURS MICRO**



MILL LANE, BROUGHTON GIFFORD SURFACE DRESSING



COMMON FARM ROAD, BROUGHTON GIFFORD SURFACE DRESSING

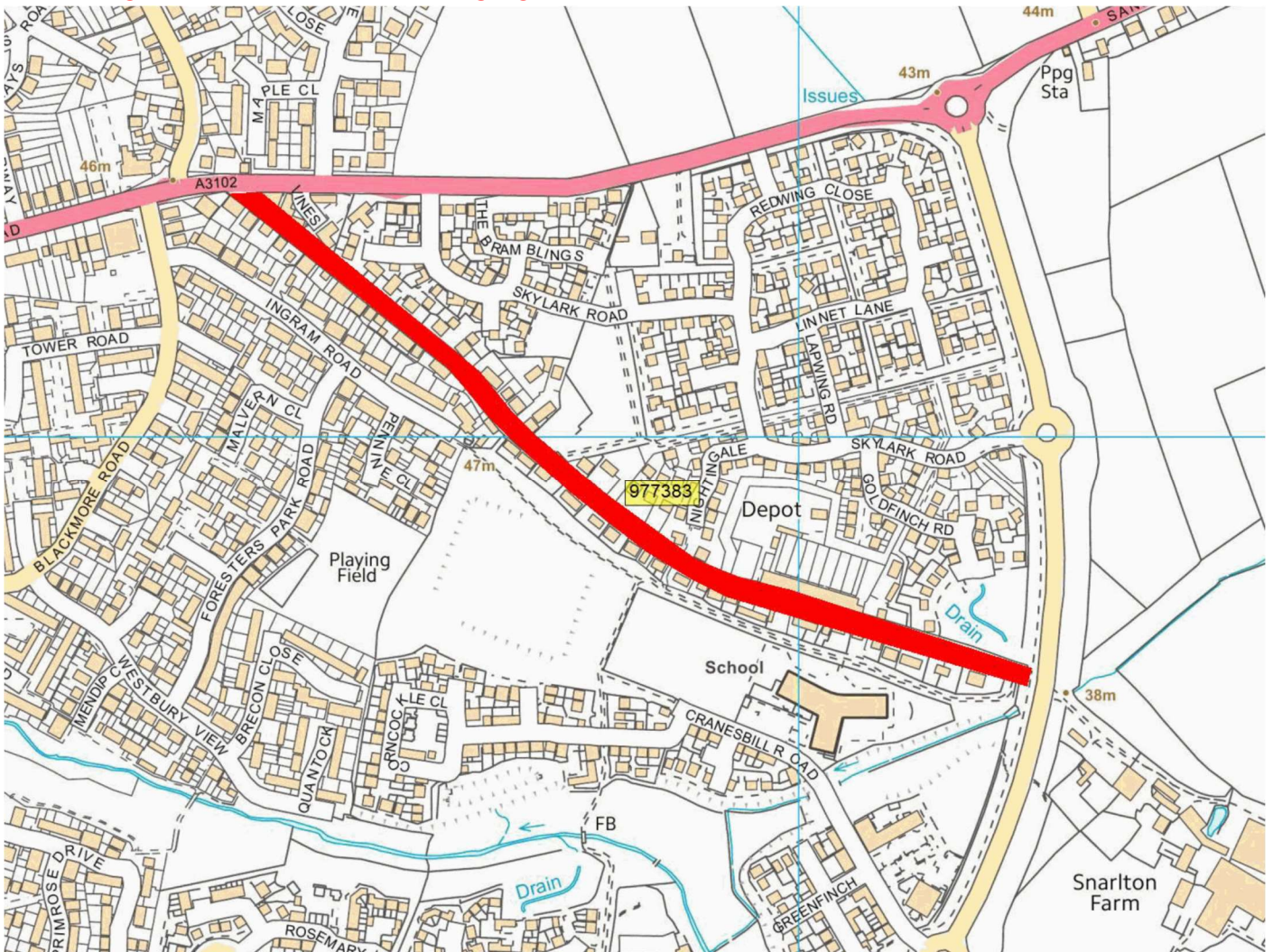


# 5 year plan 2025/26

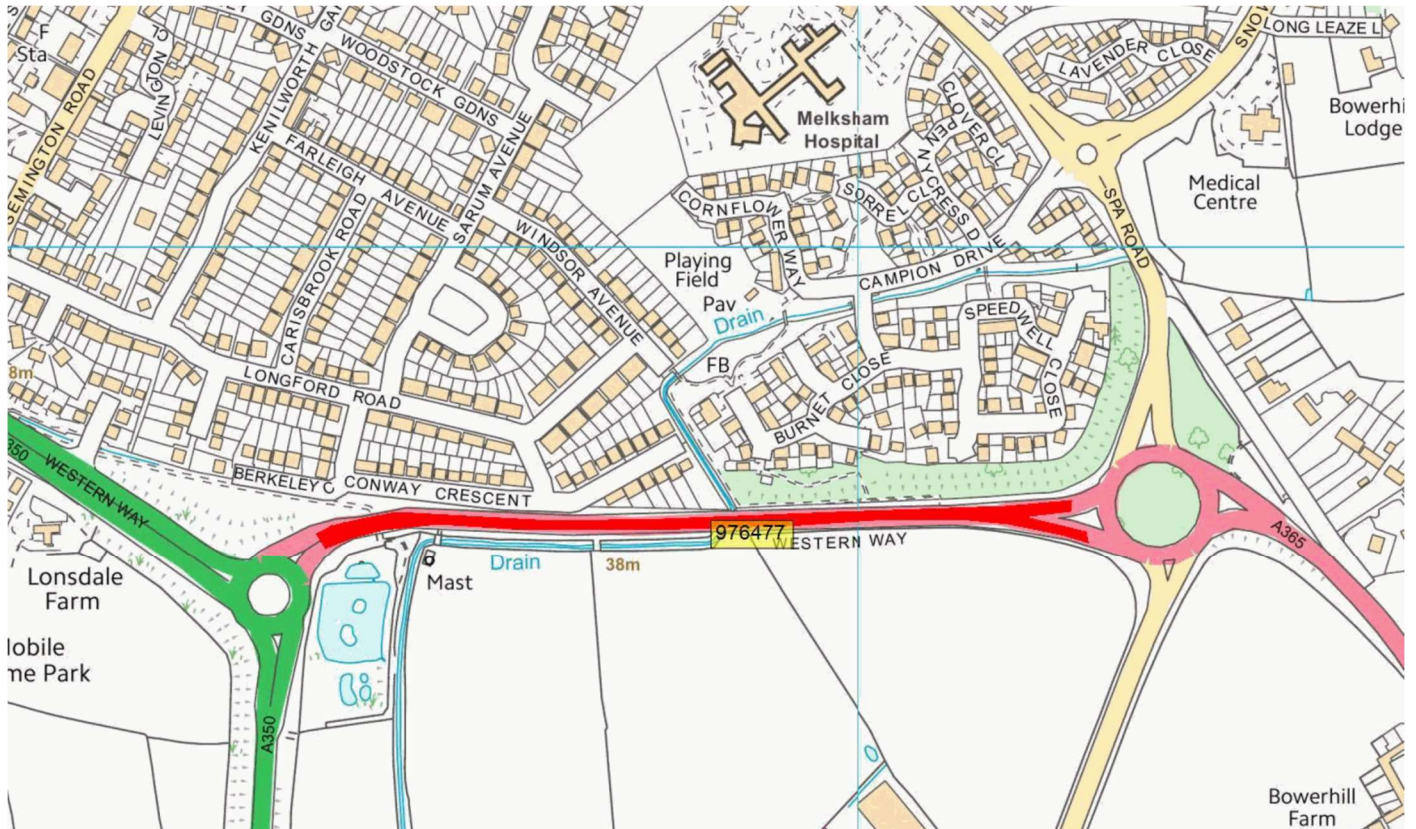
## WEST HILL WHITLEY SURFACING



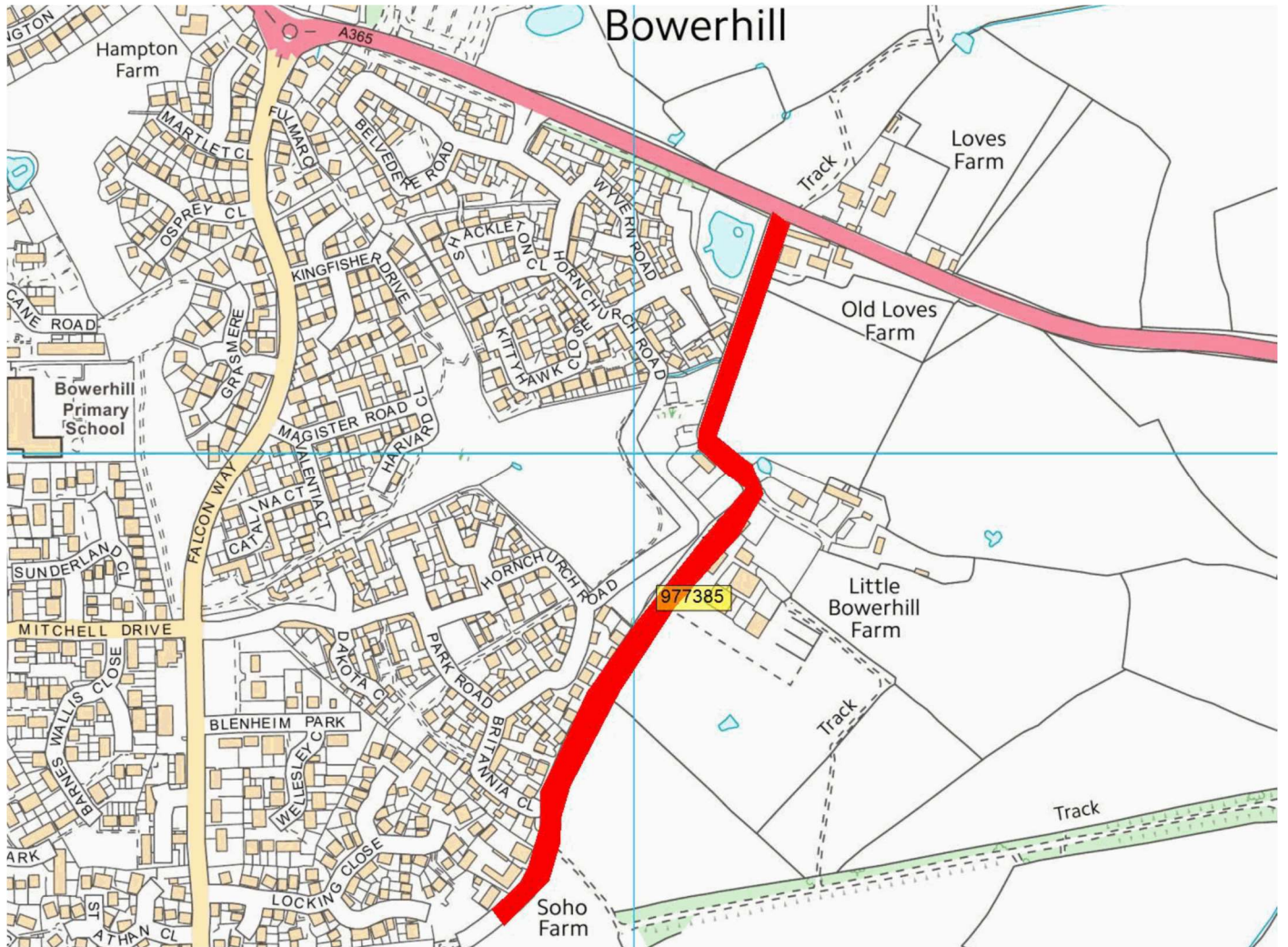
## SNARLTON LANE MELKSHAM MICROASPHALT



**A350 WESTERN WAY SINGLE CARRIAGEWAY SECTION SURFACING**



**BOWERHILL LANE CARRIAGEWAY REPAIRS**



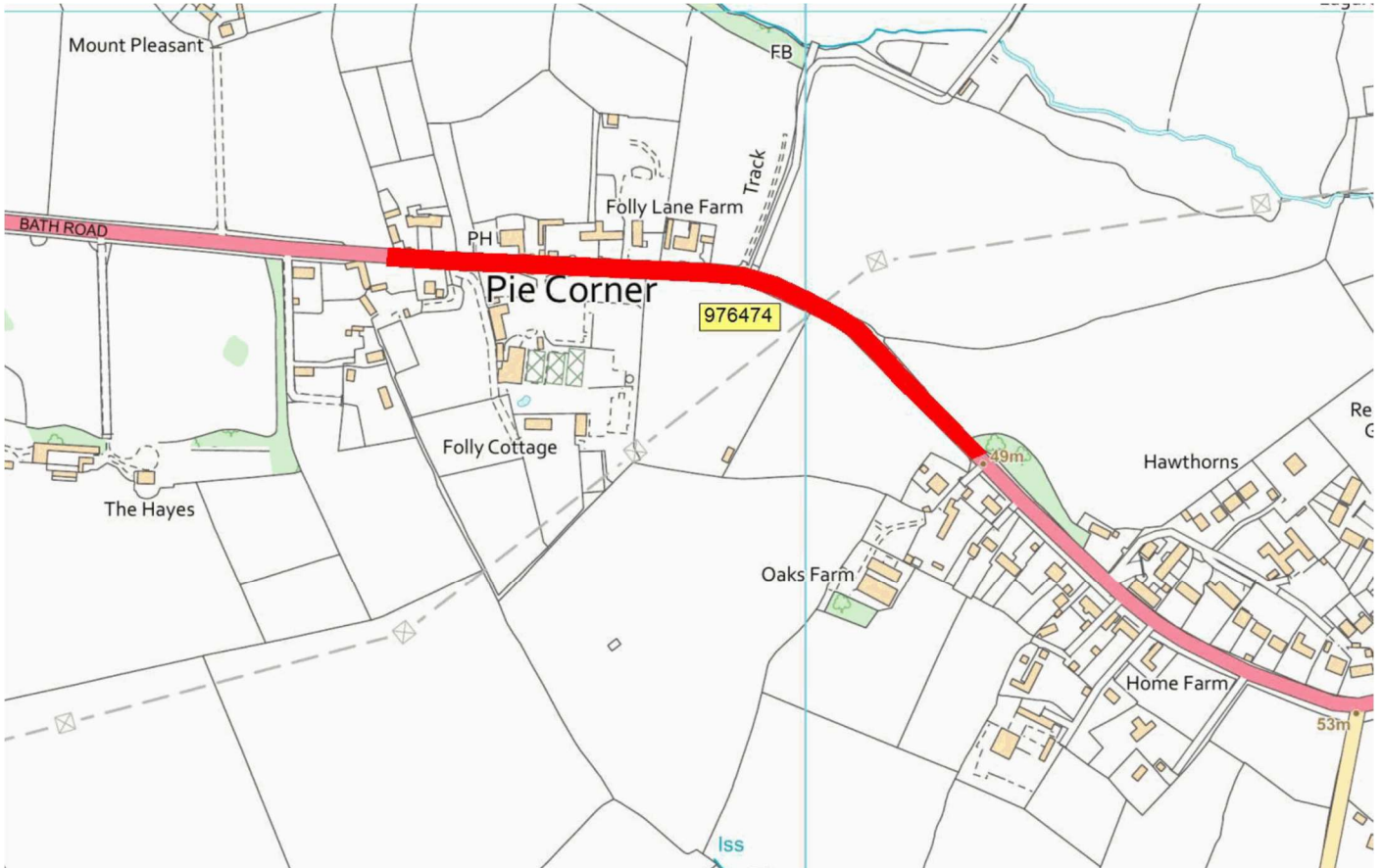


**5 year plan 2026/27**

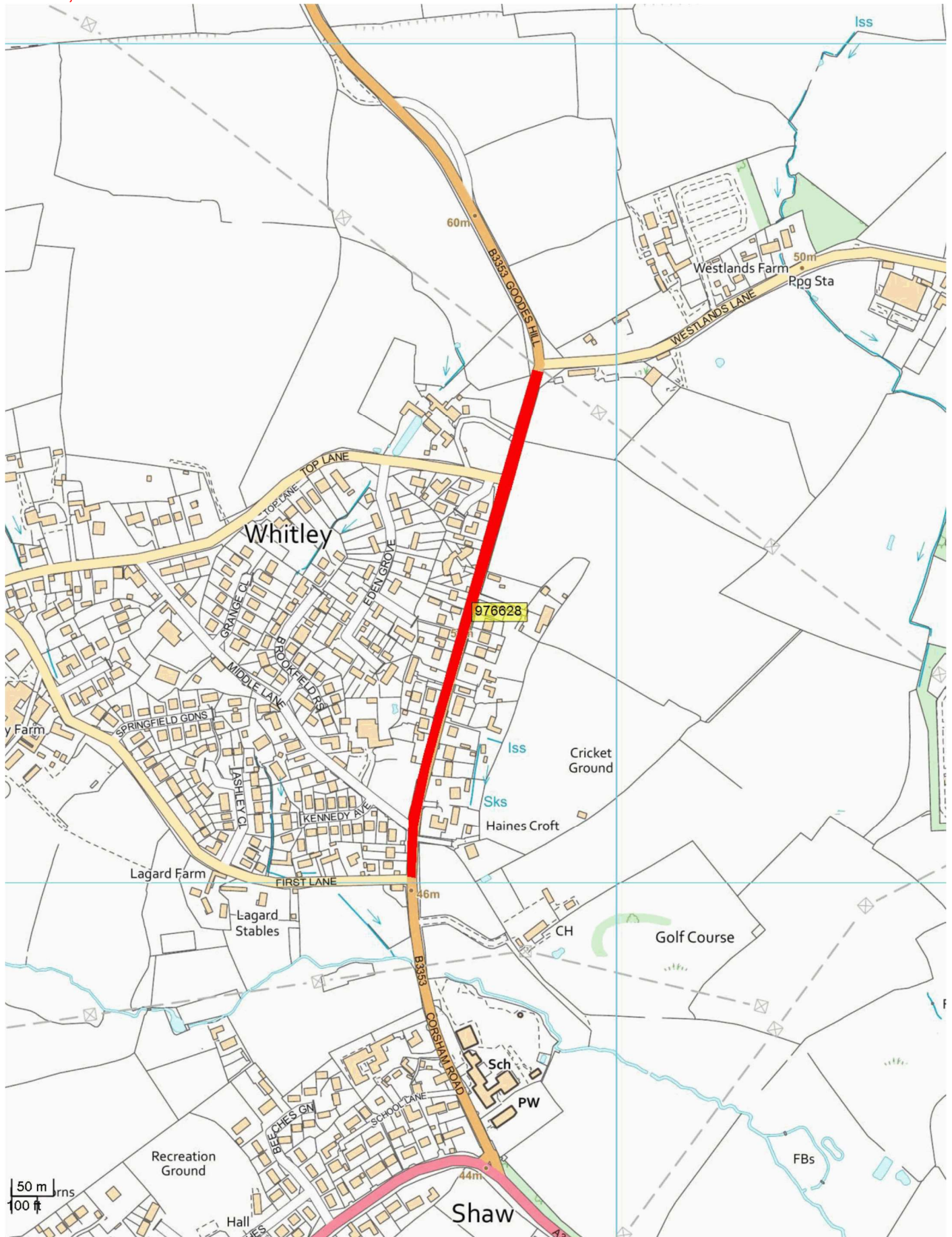
**BRICKYARD LANE TO CATTLE GRID SEMINGTON CARRIAGEWAY REPAIRS**



**MELKSHAM A365 PIE CORNER SURFACING**



**B3353, CORSHAM ROAD WHITLEY SURFACING**



[Type here]

	Item	Update	Actions and recommendations	Who
	<b>Melksham CATG – Notes of virtual meeting held on 9<sup>th</sup> September 2021 at 16:30 hrs</b>			
1.	<b>Attendees and apologies</b>			
		Attendees: Cllrs Jonathon Seed (Chaiman), Phil Alford, Jon Hubbard – Melksham Area Board Linda Roberts – Melksham Town Council Alan Baines - Melksham Without Parish Council Colin Wade – Semington Parish Council Mark Stansby, Andy Cadwallader, Peter Dunford – Wiltshire Council	Area Board to note.	AB
		Apologies: Cllr Nick Holder		
2.	<b>Notes of last meeting</b>			
		The notes of the previous meeting held on 10 <sup>th</sup> June were considered by the Area Board on 23 <sup>rd</sup> June 2021, passing all recommendations.	CATG to note.	All

[Type here]

<b>3.</b>	<b>Financial Position</b>			
		<p>There are some invoices to be issued for Parish and Town contributions, with the next invoice run expected later in September / early October.</p> <p>The current balance for 2021/22, less previous commitments, stands at £26,077.47 (see Appendix 1).</p>	Area Board to note	AB
<b>4.</b>	<b>Top 5 Priority Schemes</b>			
a)	6048 – Melksham Lowbourne Rd and Church Lane – request for Bus Shelters	<p>This project is to be funded in full by the Town Council.</p> <p>Benches are to be installed by each shelter and Highways have chased the contractor to complete this work. Completion is anticipated before the end of September.</p>	Area Board to note	AB
b)	6055 – Broughton Gifford - Gateways and Traffic Management measures.	<p>For construction purposes, this project is to be split into two phases.</p> <p>Phase 1 will see the installation of the gates, signs, trees &amp; guards and road markings and this phase should commence later in September.</p> <p>Phase 2 requires a road closure, to install the cobbled feature at location 4. The diversion route will be via the A350 &amp; A365 but Streetworks will not permit this until February of next year, due to conflicting diversions and other scheduled work in this area. Phase 2 should take no longer than 5 days to complete. Whilst disappointing, this delay is unfortunately unavoidable.</p>	Area Board to note	AB

[Type here]

c)	A365 Shaw Bath Road Footway improvements – funded by Section 106 monies from George Ward Gardens development.	Construction of the drop kerbs and footway widening at Dunch Lane has been completed. Some siding out work is to be done between Dunch Lane and the entrance to the old country hotel.	Area Board to note  Highways to consider additional work once expenditure on this first section has been settled.	AB  Highways
d)	Issue 9-20-9 – Melksham Sandridge Road – request to improve footway link to Maple Close	<p>The CAT Survey has been completed at a cost of £208.79.</p> <p>The survey has identified numerous services including Gas, Electric, Water, BT and Virgin cable, all directly within the site and set at different depths. The whole area is likely to require digging by hand which adds to the cost. Trial holes will also need to be dug to establish the true depth of services along the kerbline, prior to full construction taking place. Should services need to be lowered or diverted then this will incur additional unknown costs.</p> <p>Notwithstanding the potential issues and financial risk associated with this project, a design has been prepared, see Appendix 2, and the estimate, which includes for temporary traffic management and trial holes stands at £6,000.</p>	Representatives from the Town Council acknowledged this risk and asked for further time to decide on whether to proceed.	Town Council
e)	Issue 9-21-2 – Melksham Bath Road corner with Union Street – request to install bollards to prevent parking on pavement	<p>Issue concerns delivery vehicles operating on behalf of “Chicken Hut” take away outlet.</p> <p>An order has been placed to install 4 permanent bollards and these have recently been delivered to our contractor. Installation is anticipated before the end of September. Planters to remain in situ alongside bollards.</p>	Area Board to note	AB

[Type here]

<b>5.</b>	<b>Other Priority schemes</b>			
a)	Melksham Dunch Lane – funded by Section 106 monies from George Ward Gardens development	<p>The Town Council have delayed consultation due to a recent planning application for housing on Beanacre Road, alongside Dunch Lane.</p> <p>Consultation on full closure over rail bridge or one way operation from east to west and new parking controls to be undertaken in due course.</p>	Area Board to note	AB
b)	Active Travel Scheme - Melksham Town Bridge – drop kerbs and signs.	Highways to commence preliminary design work to produce ball park estimates when staff resources become available.	Area Board to note	AB
c)	Active Travel Scheme - Farmers Roundabout – signing to promote use of shared use cycle route to and from Holt Road and town bridge.	Scheme can be funded from a third tranche of Section 106 money available from George Ward Gardens development. Design work ongoing.	Area Board to note	AB
d)	Active Travel Scheme - Whitley West Hill to Top Lane – new footpath	Highways to commence preliminary design work to produce ball park estimates when staff resources become available.	Area Board to note	AB
e)	Issue 9-21-4 – Steeple Ashton - Request for 2 x ground sockets and support post to enable SID deployment.	An order has been placed with the contractor to undertake the work with completion anticipated during the first half of October.	Area Board to note	AB

[Type here]

6.	Requests / Issues			
a)	Issue 9-19-9 – Bowerhill Falcon Way – Request for Bus Shelter near Kingfisher Drive for southbound travel.	<p>The Parish propose to install a 3 bay shelter measuring 3.06 m x 1.3m which will be RTI compatible. The cost to construct a base (3.5m x 1.5m) complete with electrical ducting and connecting chamber is estimated in the region of £2,500 to £3,000, and the Parish has offered to pay a third of the cost.</p> <p>Preliminary search shows the land is owned by Heron Homes, not the Highway Authority.</p>	Parish to continue negotiations with Heron Homes.	Parish Council
b)	Issue 9-19-11 – Bowerhill Portal Road – Request for Bowerhill nameplate and white gates	<p>Parish Council to liaise with Dick Lovett who has purchased the site adjoining the path.</p> <p>Development work underway, but this is to create a temporary car park for vehicles normally kept at the site opposite. Space is required to facilitate repairs to the fire damage at the established car showroom.</p>	Parish Council to monitor progress.	Parish Council
c)	Issue 9-20-3 - A350 Western Way – Pedestrian safety at signal controlled crossing on dual carriageway section.	<p>Crossing to be upgraded as part of Re-allocation of Road Space project and Section 106 funding. Safety notices have been installed.</p> <p>The consultation on the proposed cycle link between Melksham and Trowbridge has been completed with a good number of responses received. Comments are to be considered in a Cabinet Member Report.</p>	Area Board to note	AB

[Type here]

d)	Issue 9-21-5 – Littlemarsh old section of A350 – Speeding, littering and anti-social behaviour	<p>A site meeting was held with representatives from the Parish Council and a number of maintenance actions were agreed, not least the installation of a replacement gate.</p> <p>Other options were considered, including nameplates, road markings and gates, to create a gateway feature into Littlemarsh at the exit from the roundabout.</p>	Parish Council to discuss options and report back to the CATG.	Parish Council
e)	Issue 9-21-6 – Bowerhill – request for drop kerbs and tactile pavings on footpaths of off Halifax Road leading to Pegasus Way, Avro Way and Hercules Way	<p>New Issue submitted by Melksham Without Parish Council</p> <p>Request from Bowerhill Residents Action Group following concerns from a member who is registered blind.</p>	Parish Council to discuss the issue with BRAG and report back to the CATG.	Parish Council
f)	Issue 9-21-7 – Bowerhill – request for new sections of footway at De Havilland Place and Dowding Way to connect to Halifax Road	<p>New Issue submitted by Melksham Without Parish Council</p> <p>Request from Bowerhill Residents Action Group following concerns from a member who is registered blind.</p>	Parish Council to discuss the issue with BRAG and report back to the CATG.	Parish Council
<b>7.</b>	<b>Other items</b>			
a)	<b>Pavement and Footway Improvement Schemes</b>	<p>Area Highway Engineer gave updates on the following footpath projects:</p> <ul style="list-style-type: none"> <li>• Link between Union Street and King George V Playing Field – design is being considered and engineers will consult with the Town Council in due course.</li> <li>• Windor Avenue (Melksham) – work programmed for December</li> </ul>	Area Board to note	AB



[Type here]

		<ul style="list-style-type: none"> <li>• Kennedy Avenue (Whitley) – work programmed for December</li> <li>• Longford Road Melksham (driveways) – Funding agreed to undertake reactive patching, work not yet programmed.</li> </ul>		
b)	<b>Deadline for submitting CATG Requests.</b>	<p>All requests are to be submitted two weeks prior to a meeting taking place. Requests received after the deadline will be held until the following meeting.</p> <p>The deadline for our next meeting is therefore 11<sup>th</sup> November 2021.</p>	To note	<b>All</b>
<b>8.</b>	<b>Dates of next Meetings: 25<sup>th</sup> November 2021 and 24<sup>th</sup> February 2022, commencing at 16:30 hrs</b>			

## Melksham Community Area Transport Group

### Highways Officer – Mark Stansby

#### 1. Environmental & Community Implications

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

#### 2. Financial Implications

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

[Type here]

2.2. If funding is allocated in line with CATG recommendations outlined in this report, and all relevant 3<sup>rd</sup> party contributions are confirmed, Melksham Area Board will have a remaining Highways funding balance of **£26,077.47**.

### **3. Legal Implications**

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

### **4. HR Implications**

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

### **5. Equality and Inclusion Implications**

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

### **6. Safeguarding implications**

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

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

7.1 To close the following Issues: None.

7.2 To add the following Issues (with funding) to the Priority Schemes Lists: None.

Melksham CATG expenditure 2021 / 22 as of 17/08/21

Budget £12,169 + £29,310.10 c/fwd = £41,479.10

Scheme	Estimate	CATG Commitment	Expenditure	Projected Spend
Broughton Gifford Traffic Management Measures	£25,000.00	£12,500.00	£0,000.00	£25,000.00
Melksham Bus Shelters Lowbourn & Church Lane	£11,150.00	£nil	£10,180.63 Interim	£11,150.00
Melksham Old Broughton Road – drop kerbs	£5,500.00	£2,750.00	£2,885.68 Final	£2,885.68
Melksham Sandridge / Maple Footway CAT survey	£450.00 (Ball Park)	£450.00	£208.79 Final	£208.79
Melksham Bath Road / Union St bollards	£1,500.00 (Ball Park)	£750.00	£0,000.00	£1,500.00
A365 Shaw / Dunch Lane Footway improvements	£6550	£nil	£0,000.00	£6550.00
Steeple Ashton Ground Sockets for SID	£1,000 (ball park)	£500.00	£0,000.00	£1,000.00
<b>Totals</b>	<b>£51,150.00</b>	<b>£16,950.00</b>	<b>£13,275.10</b>	<b>£48,294.47</b>

Budget	£41,479.10
Projected Spend	£48,294.47
Balance	-£6,815.37
Plus Contributions	£32,892.84
<b>Current Balance</b>	<b>£26,077.47</b>

Contributions

Broughton Gifford TM Measures	£12,500.00	Broughton Gifford Parish Council – invoice upon completion
Melksham Bus Shelters	£11,150.00	Melksham Town Council – invoice upon completion
Melksham Broughton Rd drop kerbs	£1,442.84	Melksham Town Council – to be invoiced
Melksham Bath Road bollards	£750.00	Melksham Town Council – invoice upon completion
A365 Shaw / Dunch Lane footway	£6550.00	Section 106 Fund
Steeple Ashton ground sockets	£500	Steeple Ashton Parish Council – invoice upon completion
<b>Total</b>	<b>£32,892.84</b>	





NOTES:

**WARNING!  
NUMEROUS SERVICES  
WITHIN DIRECT AREA OF  
PROPOSED WORKS  
GAS MAIN  
ELECTRIC SUPPLY  
WATER MAIN  
BT  
VIRGIN**

**MAPLE CLOSE**

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Wiltshire Council (100049050) 2021



**Traffic & Network Management**

County Hall, Bythesea Road, Trowbridge  
Wiltshire, BA14 8JD

Tel: 0300 4560100  
Website: www.wiltshire.gov.uk

F					
E					
D					
C					
B					
A					

O	8/21	SLD	MJS	MJS	ORIGINAL
REV	DATE	DRAWN	CHECK	APPRV	DESCRIPTION

DRAWING PURPOSE:

**OUTLINE**

PROJECT:

**MELKSHAM  
CATG**

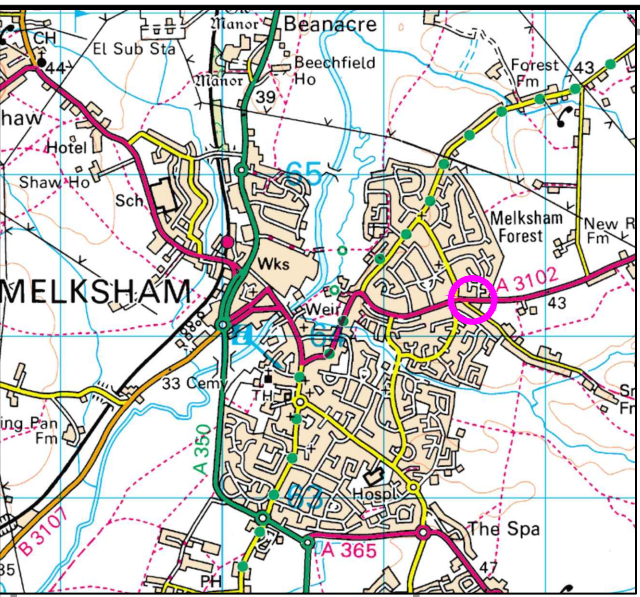
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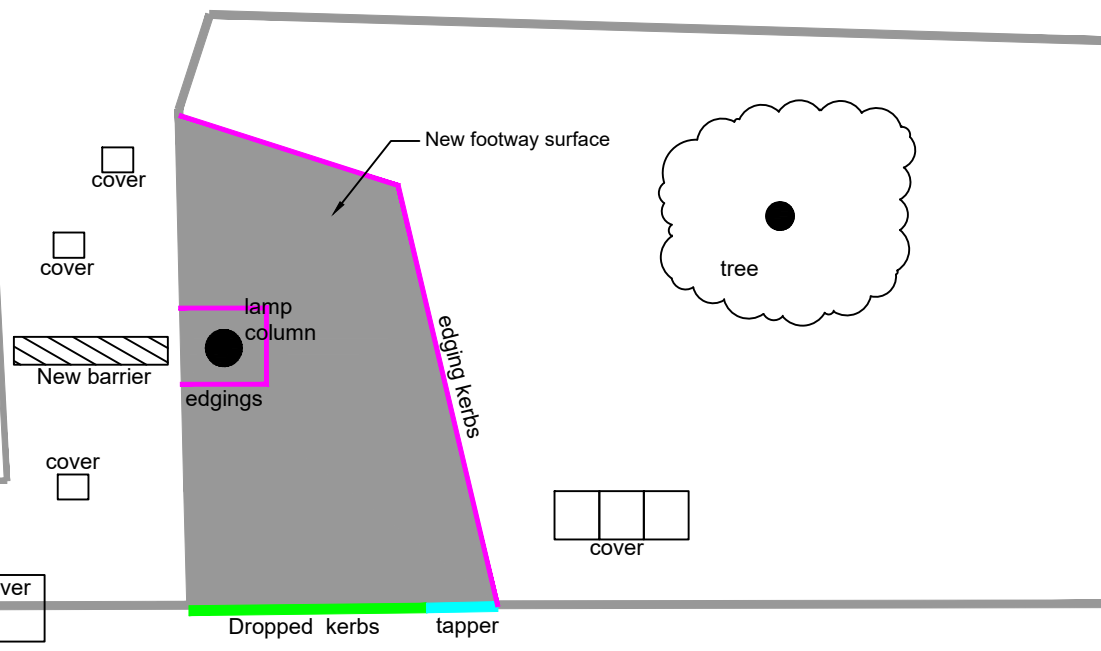
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**SANDRIDGE**



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

**Thursday 2 September 2021**

### **1. Present**

Councillor Nick Holder, Melksham Area Board (Chairman)

Councillor John Glover, Melksham Without Parish Council

Amanda Brookes, Melksham and Bradford on Avon Primary Care Network

Sue Denmark, Care Home Volunteers

Mary Cullen, Stroke Association

Louise Clapton, Dorothy House Hospice Care

Brian Heath, Chippenham and District Talking Newspapers

Jacob Russell, Nurse Plus

Sarah Cardy, Age UK Wiltshire

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

Patsy Clover, Melksham Town Council

Phillipa Huxtable, Age Friendly Co-ordinator

Moira Conroy, Community Connectors, Centre for Independent Living

Peter Dunford, Community Engagement Manager, Melksham Area Board

### **2. Introduction**

All briefly introduced themselves. Cllr Holder welcomed all to the Town Hall and explained that discussions would be held with Melksham Town Council regarding this working group becoming a joint forum for discussion of health matters for Melksham and the wider community area.

### **3. Apologies:** Dr Claire Rigby

### **4. Care Home Volunteers**

Sue Denmark introduced CHV and offered to provide a presentation with full details at a future date. She reported that 40,000 older people have no family or friends to visit them and this is a major source of depression in care home residents.

Volunteers represent a largely untapped resource that can hugely benefit the quality of life for older people in care homes. Through research, Care Home Volunteers has identified the challenges that care homes currently face in making the most of this precious asset as well as the key components that will help provide care homes with volunteers so that they can deliver the fun, joy and stimulation that is sometimes missing for residents.

**ACTION:** Sue to make a fuller presentation on CHV to a future meeting

## **5. Support to Stroke Survivors**

Mary Cullen outlined the work of the Stroke Association and her role as Engagement Officer for Wiltshire in supporting stroke survivors

Key statistics: there are more than 100,00 strokes in the UK each year; there are over 1.2 million stroke survivors; the cost of stroke to society is around £26 billion a year; stroke is the 4th biggest killer in England and Wales and the 3<sup>rd</sup> biggest in Scotland and Northern Ireland; almost two thirds of stroke survivors leave hospital with a disability.

Mary described stroke, the types, risk factors, symptoms and impacts. She invites feedback on the following questions:

- What level of support currently exists in our community area for stroke survivors?
- How could we support stroke survivors more effectively and enable them to participate more in the life of the community?
- What opportunities are there to bring people together to take action on stroke, that is meaningful to them?
- How can we ensure that the voice and lived experience of stroke survivors is heard and responded to?

**ACTION:** Contact Bev Pace from the “Back on Track” rehab service to engage with stroke services in the Melksham area.

## **6. Melksham and Bradford on Avon Primary Care Network**

Amanda Brookes provided an update on the work of the PCN which covers the primary care practices in Bradford on Avon and at Spa and Giffords surgeries in Melksham. A fantastic service continues to be delivered under very trying circumstances, including delivery of the vaccine clinic at Spencers Sports and Social Club. The combined pressures of COVID, staff shortages and population growth in the local area has resulted in a 40% rise in demand for doctor appointments. Two new “social prescribing” posts have been created as a response to a growing focus on delivering care in the community. A review of the “NHS estate” is under way with decisions expected on plans for new capacity at doctors surgeries as well as the



future of hospital sites at Chippenham and at Melksham being determined. Cllr Holder has spoken to Simon Yeo, Head of Estates at NHS, who has agreed to come to present the new plans to the group once these are in the public domain.

**ACTION:** Invite Simon Yeo and NHS locality lead, Elizabeth Disney, to speak to a future meeting.

## **7. Age Friendly Melksham update**

Phillipa Huxtable gave an update on the work of AFM, including details of the COVID response from Melksham Community Support; the Friendly Phone Calls and Face2Face video call projects; and a baseline survey being carried out of older people's needs. A special conference event is planned for 22 October – a joint initiative between Age Friendly Melksham and the Melksham Area Board - to feature presentations and roundtable discussions, allowing stakeholders to participate in developing an Age Friendly Action Plan for Melksham.

**ACTION:** Scoping for the age-friendly event to be carried out by Phillipa Huxtable and Peter Dunford

## **8. Support for Young Carers**

Cllr Nick Holder reminded the group that the Melksham Area Board had agreed £2,750 to fund an event for young carers with the bulk of the funds to pay for Agency staff to cover the time duration of the event, so that the young person can relax for few hours in the knowledge that the person they care for is in good hands. Local businesses may be approached to see if any of them are prepared to provide sponsorship for a gift for each of the young carers. The event probably to be held at Christmas 2021, with free use of the Canberra Centre and possibly a free taxi service provided.

**ACTION:** Further details of a Young Carers event to be shared with the Health and Wellbeing Group in due course.

## **9. Appointment of Older Persons and Carers Champion for Melksham**

Peter Dunford explained that this volunteer role acted as a conduit between the seniors community and the Area Board to represent the views of older people and carers in the Melksham area. The role description includes:

- Talk to and seek the views of older people or carers in their local communities on matters related to services provided by the Council or NHS and represent these views at area boards.
- To provide a focus for the exchange of views and information between older people or carers and the Council's adult care and housing services.

- To work with the Area Boards on service improvements and developments to meet the needs of people in community areas.
- To attend area boards to report back on older people and carers issues.

Chris Pickett, from the Mens Shed, has vacated this role after several years of excellent service. A replacement is sought and expressions of interest are starting to be received. The appointment process will be discussed by the Area Board at its meeting on 22 September.

**ACTION:** Expressions of interest to be made in writing for the role

## **10. Health and Wellbeing Grant applications**

### **i) Melksham Talking Newspaper requesting £ 500 towards costs**

Brian Heath from Chippenham and District Talking Newspapers presented a request for a £500 health and wellbeing grant to match monies received from Melksham Town Council to enable the talking newspaper to expand its listenership.

A recording is made by Brian of himself reading each fortnightly edition of the Melksham News, either from his home or from a studio in Chippenham. This is circulated to the talking newspaper subscribers: 23 blind individuals plus 4 care homes in the Melksham area. Costs are for memory sticks, USB sticks, key fobs, wallets, printing costs and speakers.

### **ii) Celebrating Age Wiltshire requesting £ 1,500 Year 2 funding**

Rebecca Seymour from Celebrating Age was unable to be present so the Chairman asked for the item to be deferred for consideration at the Melksham Area Board meeting on 22 September

## **11. Recommendations to the Melksham Area Board**

To be discussed and agreed between the Chairman and the Community Engagement Manager

## **12. Any Other Business: None**

**Note taken by Peter Dunford, Community Engagement Manager**

# Wiltshire Council

## VOLUNTEERING ROLE DESCRIPTION Older Peoples and Carers Champion

### Purpose of the role

The Council wishes to encourage Area Boards to identify champions in each of the county's community areas who will have a key role in representing the views of older people and carers at both a local and county wide level.

Furthermore, volunteers will be asked to:

- Talk to and seek the views of older people or carers in their local communities on matters related to services provided by the Council or NHS and represent these views at area boards.
- Work with area boards and local voluntary groups to encourage joint working and share experience to help new local groups set up.
- Advocate for older people or carers and be a focal point for identifying what service improvements or developments are required.
- Link with and report to the Community Engagement Manager.
- Talk to older people or carers to obtain their views about services. They will represent these views at Area Board meetings or other meetings as requested and discuss with the Council and CCG Commissioners the priorities for older people or carers and work with them on service improvements and developments.
- To provide a focus for the exchange of views and information between older people or carers and the Council's adult care and housing services.
- To work with the Area Boards on service improvements and developments to meet the needs of people in community areas.
- To attend area boards to report back on older people and carers issues.
- To attend meetings with other champions and the Council.
- Participate in induction training and ongoing personal development where appropriate.
- Use appropriate claim forms when claiming mileage or expenses

# Wiltshire Council



- Comply with Health and Safety Regulations.

*Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all volunteers volunteering with these groups are asked to share a commitment to this. You will be expected to report any concerns relating to the safeguarding of children and/or young people and/or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children or young people gives cause for concern, the Council's agreed Child Protection or Adult Safeguarding procedures will be followed.*

## VOLUNTEERING SKILLS AND QUALITIES CHECKLIST

### Older Peoples and Carers Champion:

- An ability to make a minimum commitment, as specified per role description.
- An understanding of the issues facing older people in today's society, especially loneliness and social exclusion
- An ability to comply with all relevant policy guidelines.
- An ability to maintain boundaries concerning the role and relationship with members of the community
- An ability to listen and communicate with people.
- An ability to recognise own limits of knowledge and responsibility and to be willing to seek advice and support from the Community Engagement manager or other relevant staff.
- A willingness to participate in induction training and team meetings wherever necessary.
- A commitment to non-judgemental practices.
- Willingness to undertake an enhanced disclosure check with the disclosure and barring service (DBS). The organisation will arrange to cover the cost of this.

*Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all volunteers volunteering with these groups are expected to share a commitment to this. You will be expected to report any concerns relating to the safeguarding of children and/or young people and/or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children or young people gives cause for concern, the Council's agreed Child Protection or Adult Safeguarding procedures will be followed.*



<b>Report To</b>	<b>Melksham Area Board</b>
<b>Date of Meeting</b>	<b>Wednesday, 22 September 2021</b>
<b>Title of Report</b>	<b>Melksham Area Grant Report</b>

## Purpose of the Report

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

## Area Board Current Financial Position

	Community Area Grants	Young People	Health and Wellbeing
<b>Opening Balance For</b> 21/22	£ 44,617.00	£ 18,349.00	£ 7,700.00
<b>Awarded To Date</b>	£ 15,495.00	£ 0.00	£ 0.00
<b>Current Balance</b>	£ 29,122.00	£ 18,349.00	£ 7,700.00
<b>Balance if all grants are agreed based on recommendations</b>	£ 21,439.00	£ 13,349.00	£ 6,200.00

## Grant Funding Application Summary

Application Reference	Grant Type	Applicant	Project	Total Cost	Requested
<a href="#">ABG131</a>	Community Area Grant	Melksham Town Council	King George V Park new cabinet for defibrillator at The Pavilion	£695.00	£345.00
<p><b>Project Summary:</b>  <b>A new defibrillator has recently been ordered for the King George V Park. Unfortunately, the suppliers did not explain that a cabinet would be needed if the defibrillator is situated outside a building.</b></p>					
<a href="#">ABG210</a>	Community Area Grant	Keevil Parish Council	Keevil Recreational Ground Picnic Table Hard Standing Area	£378.74	£378.74
<p><b>Project Summary:</b>  <b>Keevil Parish Council purchased a new picnic table last year for the village recreational ground. Due to its size and weight the table needs a permanent non-grassed site. This project will provide a suitable small hard standing area for the table, which will allow it to be properly secured to the ground. The Community Shed have volunteered to carry out the ground work so the costs are only to cover the provision of paving and aggregates as necessary, which are £278.74 (ex VAT) for Bradstone paving + c. £100 materials etc. = £378.74.</b></p>					
<a href="#">ABG214</a>	Community Area Grant	Melksham Town Council	Tackling Anti Social Behaviour	£990.00	£990.00

Application Reference	Grant Type	Applicant	Project	Total Cost	Requested
<p><b>Project Summary:</b> It is anticipated that a camera installed in the location of Bath Road toilets observing the skatepark will dissuade anti social behaviour in this area and provide some assurance to uses of the park and skatepark.</p>					
<a href="#">ABG217</a>	Community Area Grant	West Wilts Model Racing Club	West Wilts Model Car Club	£955.00	£955.00
<p><b>Project Summary:</b> We are a model car racing club and are applying for funding for a replacement computer to run club racing events.</p>					
<a href="#">ABG183</a>	Community Area Grant	4Youth South West	TeenTalk Young Peoples Counselling	£19905.00	£5000.00
<p><b>Project Summary:</b> 4Youth (South West) have been successfully delivering a counselling service for young people aged 10 to 25 for the past 8 years. In the last 12 months we have seen the number of referrals from young people with an SN12 postcode double. We have worked hard to find alternative funding for the service following receipt of seed funding from the Area Board several years ago for the counselling service and have been successful in achieving this. However, the significant increase in referrals we are now receiving means that we need to increase the provision that we offer and we are looking for funding to support the appointment of an additional counsellor.</p>					
<a href="#">ABG211</a>	Community Area Grant	2385 Melksham Squadron ATC	2385 Melksham Squadron additional training resources and development capital expenditure support	£10028.28	£5014.14
<p><b>Project Summary:</b> The Squadron is expanding and now post-COVID is planning growth from the present immediate post-COVID cadet number of 31, to grow to 80 cadets. Our September intake has resulted in an extra 15 cadets joining, taking our numbers to 46, with 7 on the waiting list already for the March 2022 intake. With increased numbers comes a requirement for increased training equipment, resources and courses for staff. This grant is to specifically support the Capital costs required for this next phase of growth in cadet numbers.</p>					
<a href="#">ABG188</a>	Health and Wellbeing Grant	Wiltshire Music Centre	Celebrating Age Wiltshire	£11000.00	£1500.00
<p><b>Project Summary:</b> Celebrating Age Wiltshire (CAW) will use arts &amp; heritage activities to reach the most isolated older people in the Melksham area, helping to tackle loneliness and aiming to improve their health and wellbeing through creative and artistic engagement. In particular CAW will target those people who are vulnerable and socially isolated due to frailty, ill health, dementia, poor mobility or caring responsibilities. Responding to the Covid 19 crisis, our programme has developed four different strands of both live and online activity to meet the needs of this group. CAW is a partnership of community organisations across the county with Wiltshire Music Centre as lead organisation.</p>					

## 1. Background

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

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

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

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



## 2. Main Considerations

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

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

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

## 3. Environmental & Community Implications

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

## 4. Financial Implications

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

## 5. Legal Implications

There are no specific legal implications related to this report.

## 6. Human Resources Implications

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

## 7. Equality and Inclusion Implications

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

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

## 8. Safeguarding Implications

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

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

## Report Author

Peter Dunford, Community Engagement Manager, [Peter.Dunford@wiltshire.gov.uk](mailto:Peter.Dunford@wiltshire.gov.uk)





# Meiksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES  
Tel: (01225) 704187 Email: [miriamzaccarelli@melksham-tc.gov.uk](mailto:miriamzaccarelli@melksham-tc.gov.uk)

## Application for Grant 2021

Please read the 2021 Grants Policy before completing this form

Please tick to say which grant your application is for

Major Grant over £2500	
Regular Grant Up To £2500	✓
Room Hire Grant	

### 1. ORGANISATION/GROUP'S NAME

CHIPPENHAM & DISTRICT TALKING NEWSPAPERS (MELKSHAM EDITION)

### 2. APPLICANTS DETAILS (Give details of a representative for correspondence)

NAME:	BRIAN HEATH		
ADDRESS:	2 BAY CLOSE, ROOKERY PARK, CALNE, SN11 0AL		
TELEPHONE:	01249 814005 07944 818971	EMAIL:	brian.heath@talktalk.net

### 3. ABOUT YOUR ORGANISATION

Does your organisation:

Have its own bank account, with two unrelated signatories?	Yes/No
Have at least three members on its management committee?	YES
Have a constitution, terms of reference or set of rules? (please ask for help with this if needed)	YES

Are you a registered charity? Yes/No: If so, please give your charity number: YES - 271904

Is your organisation part of, or affiliated to, a larger organisation? If so, which: TALKING NEWSPAPER FEDERATION

Please circle the categories that best describe your organisation?

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Charitable Organisations | <input checked="" type="checkbox"/> Organisations assisting the disabled |
| <input type="checkbox"/> Youth Group                         | <input type="checkbox"/> Minority Groups                                 |
| <input type="checkbox"/> Senior Citizen Group                | <input type="checkbox"/> Community buildings                             |
| <input type="checkbox"/> Sports Clubs and Arts Groups        | <input type="checkbox"/> Community events                                |
| <input type="checkbox"/> Advice Organisations                | <input type="checkbox"/> Health/transport/safety groups                  |
|  | <input type="checkbox"/> Other (please explain)                          |

### 4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

What does your organisation do and how does it benefit the residents of Melksham?

"TO RELIEVE THE NEEDS OF BLIND, VISUALLY IMPAIRED, DISABLED OR HOUSEBOUND PEOPLE IN PARTICULAR BY:- (A) PRODUCING AND PROVIDING FREE AUDIO TALKING NEWSPAPERS... AND INFORMATION... THROUGH THE MEDIA OF... ANY RELEVANT ELECTRONIC FORMATS" PER CONSTITUTION DATED 26 FEBRUARY 2008. WE SEND OUT NEWS ETC. ON USB MEMORY STICKS FORTNIGHTLY TO 23 ADDRESSES IN AND AROUND MELKSHAM FOR THE LISTENING PLEASURE OF 19 INDIVIDUALS OR HOUSEHOLDS PLUS FORMER MELKSHAM RESIDENTS LIVING IN CARE HOMES IN MELKSHAM, CHIPPENHAM & CORSHAM. TOTAL ESTIMATED LISTENERS: 150+

## 5. THE PROJECT

### Describe what the funding is being requested for

If it is for a specific project include start and anticipated finish dates. Use extra pages if needed.

AS STATED IN ANSWER 4 OVERLEAF, MELKSHAM TALKING-NEWSPAPER IS DISTRIBUTED ON USB MEMORY STICKS; EACH OF THESE HAS A KEY RING & FOB ATTACHED WITH OUR RETURN ADDRESS. THE FOB ALSO MAKES IT EASIER FOR BLIND LISTENERS TO ORIENTATE AND INSERT/REMOVE THE USB STICK. THE STICKS ARE SENT OUT & RETURNED IN PLASTIC VELCRO-SEALED WALLETS. OVER TIME THESE WALLETS TEAR AND BECOME UNSEALABLE; THE ENVELOPES ON WHICH FOR REVERSIBLE ADDRESS LABEL INSERTS ALSO RIP & BREAK. ALSO SOME WALLETS ARE FORGOTTEN IN SOME BLIND LISTENERS' HOMES AND ARE NOT RETURNED PROPERLY. EACH LISTENER IS PROVIDED WITH A SPECIAL SPEAKER ON WHICH TO LISTEN TO THEIR RECORDINGS; WE NEED SOME SPARE SPEAKERS IN CASE OF FAULTS, NEW LISTENERS ETC., AS WELL AS REFRESHING OUR STOCKS OF USB STICKS & WALLETS.

### How will this benefit the community or people of melksham?

OUR EXISTING LISTENERS, MOSTLY BLIND, PARTIALLY-SIGHTED OR DISABLED PEOPLE WHO RESIDE IN, AND/OR HAVE STRONG TIES TO, OR INTEREST IN, MELKSHAM, HAVE BEEN RELYING ON OUR SERVICE FOR MANY YEARS, BUT NEVER MOVE SO THAN DURING THE COVID-19 PANDEMIC. IN SOME CASES OUR READERS' VOICES MAY BE THE ONLY ONES THEY HEAR APART FROM TV & RADIO, AND THEY LOOK FORWARD TO EVERY EDITION. WE WANT TO BE ABLE TO MAINTAIN OUR SERVICE AND TO REACH OUT TO OTHER MELKSHAM PEOPLE WHO COULD BENEFIT FROM IT.

### What evidence do you have that this project/service is required in Melksham?

OUR EVIDENCE LIES WITHIN THE FACTS ALREADY STATED ABOVE. WE BELIEVE WE PROVIDE A VALUABLE SERVICE TO A SPECIFIC SEGMENT OF MELKSHAM PEOPLE - A SEGMENT WHICH IS PARTICULARLY LIKELY TO FEEL ISOLATED AND SOMETIMES OVERLOOKED AND/OR NEGLECTED.

### What evidence do you have of adverse effects on the community if your project does not go ahead?

IF WE DO NOT ATTRACT SUFFICIENT FUNDING WE MAY BE UNABLE TO SUSTAIN OUR SERVICE, LET ALONE EXPAND IT AS WE WOULD LIKE. LOSING OUR SERVICE WOULD, WE SUGGEST, BE DETRIMENTAL TO THE MENTAL HEALTH OF THE PERHAPS SMALL BUT STILL IMPORTANT SECTOR OF MELKSHAM'S RESIDENTS FOR WHOM WE EXIST.

## 6. BENEFICIARIES

How many people in total will benefit from this grant? ESTIMATED; 150 - 200

How many of the beneficiaries are residents of Melksham Town? ESTIMATED; 60 - 70

Please use the attached map as an indication of the Melksham Town boundary

Please explain how you calculated the number of Melksham beneficiaries.

No. of WALLETS SENT OUT = 23		
- CARE HOMES OUTSIDE MELKSHAM	$\frac{3}{20}$	ESTIMATED LISTENERS 40 IN EACH HOME = 120
- ADDRESSES IN MNC	$\frac{4}{116}$	" " " " INC 2-PERSON HOUSEHOLD; 6
		" " " " " " 24
		" " " " " " IN BLENHELY HOUSE 40

## 7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT	£ <del>640.00</del> 972.35 804	GRANT AID REQUESTED FROM MTC	£ <del>700</del> 1000 624
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### What are your current/planned subs/fees/charges?

WE PROVIDE ALL OF OUR RECORDINGS AND THE EQUIPMENT NEEDED TO LISTEN TO THEM TOTALLY FREE OF CHARGES OF ANY KIND. OUR READERS AND TRUSTEES ARE ALL VOLUNTEERS AND WE RELY ENTIRELY ON DONATIONS AND FUNDRAISING TO CARRY ON, SUPPLEMENTED WHERE POSSIBLE BY GRANTS. WE RECEIVE NO GOVERNMENT OR NATIONAL LOTTERY FUNDING.

### How will you spend the grant money you are applying for?

Please remember that Meiksham Town Council do not normally give grants for running costs unless there are exceptional circumstances.

Item	Amount
60 PLASTIC VELCRO-CLOSED MAILING WALLETS @ £2.46 ea inc VAT	£ 147.60
3 BLUETOOTH-CONNECTED COMPUTER MICE - EST. £25 ea. " "	£ 75.00
3 15.6" LAPTOP BAGS EST £20 ea. " "	£ 60.00
30 USB STICKS WITH KEYRING & BESPOKE PRINTED FOIS @ £9.55 ea.	£ 286.50
1 INSTALLATION OF FIBRE BROAD BAND CONNECTION (IF AVAILABLE)	£ 140.00
5 SPARE SPEAKERS & REPLACEMENTS OR NEW LISTENERS @ £54.95 ea	£ 274.75
<b>Total</b>	£ <del>698.10</del> 972.85

### How else are you funding your project?

Please include grants from other organisations, fund raising and existing reserves.

Please note that projects must be match funded if over £250 (voluntary time can be counted as benefit in kind).

Source	£	Confirmed?
BOROUGH LANDS, CHIPPENHAM - JUNE 2021 GRANT	£1500	YES
FUNDRAISING HAS BEEN "ON HOLD" SINCE MARCH 2020	£ <del>1627.49</del>	YES
DONATIONS Y/E 31/12/2020 + BANK INTEREST	£ 1627.49	YES
7 VOLUNTEER TRUSTEES AVERAGING, SAY, 3 HOURS PER WEEK EACH. + 20 VOLUNTEER ROADWALKERS ALSO PROVIDE THEIR TIME FREE.	£ }	YES.
<b>Total</b>	£	

### 8. ANNUAL ACCOUNTS Please provide the following information from your annual accounts:

ACCOUNT YEAR ENDING: 31 /12/ 2020

TOTAL GROSS INCOME £ 1627.49

TOTAL EXPENDITURE £ 1131.60

BALANCE AT YEAR END £ 5737.20

SAVINGS (RESERVES, CASH, INVESTMENTS) £ 5000 ±

If your savings are more than your annual expenditure, what are they for? ~~THE~~ THE RENTAL ON OUR STUDIO IN CHIPPENHAM WAS KINDLY WAIVED DURING THE COVID-19 PANDEMIC BUT IS NORMALLY OUR BIGGEST EXPENSE. WE SHALL ALSO REQUIRE ONGOING BROAD BAND FEES.

### 9. ELEGIBILITY

	YES/NO
1. Is the grant for a private organisation operating as a business to make a profit or surplus?	No
2. Is the grant for an "Upward funder", i.e., a local group whose fund raising is sent to central Head Quarters for redistribution?	No
3. Will you be passing the funding on to any other groups (except to pay for goods and services)?	No
4. Is the funding for an individual, a political organisation/project, or a religious organisation/project?	No
5. Is the funding for Loans or interest payments?	No
6. Is the function of your group primarily undertaken by the health authority or Wiltshire Council's Social Services?	No
7. does your organisation discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability?	No
8. Has the project that you want the funding for already happened?	No

<p>Is the grant requested for ongoing running costs such as salaries or <u>rent</u>?</p> <p>If so, please explain the exceptional circumstances, and how you will meet these costs in future.</p> <p>OUR RENT (AS STATED) IS OUR MAJOR EXPENSE, SO WITHOUT HAVING BUILT UP A REASONABLE RESERVE SO AS TO BE ABLE TO PAY IT IN LEANER TIMES WE MIGHT BE FORCED TO GIVE UP OUR STUDIO AND THUS OUR SERVICE.</p>	<p>YES (IN PART)</p>
<p>Is the grant requested (for a Regular Grant) more than £2500?</p> <p>If so, please explain the exceptional circumstances.</p>	<p>NO</p>

If the funding is for security measures do you have the support of the local police and/or crime reduction officer?  
 Yes (name of contact ..... ) / No/Not applicable

If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council?  
 Yes (name of contact ..... ) / No/Not applicable WE ARE, HOWEVER, WELL SUPPORTED BY WILTSHIRE SIGHT.

**10. CHECKLIST**

Have you submitted the following (please tick the appropriate boxes)?

- A copy of your most recent accounts
- Your most recent bank account statement & details of any other investments/savings; PHOTOS OF PASS BOOK PAGES
- \*  A copy of your constitution / terms of reference / set of rules; \*BULKY - CAN BE PROVIDED IF ESSENTIAL
- A copy of your safeguarding policy if your group works with vulnerable adults, or children; } NOT APPLICABLE
- A copy of your adopted equal opportunities policy or statement
- Any other documentation you feel may help in assessing your application.

**11. BANK DETAILS**

TO BE SUPPLIED

Name of Account: ..... Account number: ..... Sort Code: ..... - ..... - .....

WE ARE IN THE PROCESS OF SWITCHING OUR ACCOUNT TO NATWEST FROM NATIONAL WE WILL PROVIDE DETAILS ONCE FINALISED W:25

**12. DECLARATIONS**

In accordance with the General Data Protection Regulation (GDPR), I agree that Melksham Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made. I understand that it will only be accessed by authorised staff members to manage the grant application process.

I also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.

Declaration:

I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request.

I/we declare that we have read the MTC grants policy and that our application complies with the policy.

I/we declare that we have included all the requested information. EXCEPT WHERE NOTED

I/we fully understand that if we do not include the requested information and/or if our application does not comply with the policy, the application may be rejected.

Signature of applicant(s) BD Heath Date: 18 JUNE 2021

FOR MELKSHAM TALKING NEWS PAPERS

Please return your completed form with copies of the relevant documents to Melksham Town Hall, SN12 6ES or by email to [miriamzaccarelli@meiksham-tc.gov.uk](mailto:miriamzaccarelli@meiksham-tc.gov.uk) by 24 June 2021

**For Office Use Only**

Grant applications must be checked against the following criteria. Any questions where the answer is no must be reported to the Finance, Administration and Performance Committee meeting where the application is being considered.

Question	Yes/ No	Investigate further
1. Does the organisation have its own bank account, with two unrelated signatories?		
2. Does the organisation have at least three members on its management committee?		
3. Is there a constitution, terms of reference or set of rules?		
4. Is the project of benefit to Melksham?		
5. Is there evidence of numbers of Melksham Town residents who benefit?		
6. Is there match funding/ other sources of funding?		
7. Are all 8 eligibility questions answered with no?		
8. If the grant request is for running costs have the exceptional circumstances been explained and are there plans for where future running costs will be found from?		
9. If the grant request (for a Regular Grant) is more than £2500 have the exceptional circumstances been explained?		
10. If the funding is for security measures are the police supportive?		
11. If the funding is for work with vulnerable adults or children, is Wiltshire Council supportive?		
12. Are the necessary documents included?		
13. Has the applicant demonstrated how one-off grant funding will lead to greater self-sufficiency and lessen the need for future applications?		
14. Is this the only application in this financial year from this group or organisation?		

Assessing officer: .....Date of assessment: .....

Decision (delete as applicable):  
 reject / return for further information / proceed to committee

Approved as agenda item for the Finance and Admin. meeting on: .....

Outcome at that meeting: .....





CHIPPENHAM & DISTRICT TALKING NEWSPAPER					
Registered Charity No 271904					
Accounts for year ending 31st December 2020					
<b>Receipts</b>		<b>Payments</b>			<b>Difference</b>
Donations	£1,625.00	Studio rent	£450.00		
Nationwide interest	£2.49	Insurance - ICB Group	£137.28		
		TNF membership subscription	£42.00		
		Petty Cash Expenses	£34.92		
		Kings Technology - 50 Memory sticks, fobs and plastic postal wallets	£467.40		
		Online newspaper subscriptions for The Wiltshire Gazette & Herald and The Gloucester Standard	£104.00		
<b>Total</b>	<b>£1,627.49</b>		<b>£1,131.60</b>		<b>£495.89</b>
<b>Donations Breakdown</b>		<b>Petty Cash Expenses Breakdown</b>			
Mrs Thomas	£20.00	Newspapers	£6.30		
Mr & Mrs Comer	£10.00	Refreshments	£1.45		
Waitrose (token scheme)	£500.00	2nd Class Stamps	£7.32		
Mr G Rees	£20.00	Cleaning products	£8.98		
Mrs Gibbons	£25.00	Clock, batteries & light bulb	£3.87		
Mrs Moore	£40.00	Plastic pockets for address labels for memory stick postal wallets	£7.00		
Mrs Morris	£10.00				
Anonymous	£1,000.00				
<b>Total</b>	<b>£1,625.00</b>		<b>£34.92</b>		
<b>Opening Balance</b>		<b>Closing Balance</b>			
Nationwide	£5,324.06	Nationwide	£5,720.87		
Petty Cash	£21.25	Petty Cash	£16.33		
<b>Totals</b>	<b>£5,345.31</b>		<b>£5,737.20</b>		<b>£391.89</b>

