

AGENDA SUPPLEMENT (1)

Meeting: Melksham Area Board
Place: Melksham United Church, 4 High St, Melksham, SN12 6JU
Date: Tuesday 3 September 2019
Time: 7.00 pm

The Agenda for the above meeting was published on 29 August 2019. Additional documents are now available and are attached to this Agenda Supplement.

Please direct any enquiries on this Agenda to Kevin Fielding, of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line 01249 706610 or email kevin.fielding@wiltshire.gov.uk

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

This Agenda and all the documents referred to within it are available on the Council's website at www.wiltshire.gov.uk

- 6 **Youth Intervention Project - update** *(Pages 1 - 2)*

- 7 **Melksham Skatepark Extension** *(Pages 3 - 6)*

- 9 **Campus update** *(Pages 7 - 8)*

- 13 **Grant Funding** *(Pages 9 - 14)*

- 14 **Youth Grant Funding** *(Pages 15 - 26)*

DATE OF PUBLICATION: 29 August 2019

Melksham Targeted Intervention Service Update



The targeted intervention service was set up in April 2019 for a small number of young people aged 13 – 19 years old who are in need of early support to prevent problems from escalating. The service is targeted at young people who are not currently accessing support from other services and are below the threshold for statutory interventions/not eligible to access support from other intervention services.

To date CFC have been working with 6 young people and an update on the service can be found below.

REFERRALS

Referrals received:

9 referrals received in to the service from Melksham Oak School to date

- **8 referrals accepted**, 1 rejected due to being out of area (Chippenham).
- 4 boys and 4 girls referred in for support ranging from 13 – 15 years old.
- 2 cases are closed, 4 cases are ongoing, and 2 are due to start in September.

Reasons for referral:

- Anger management and support to manage emotions
- Risky behaviour in community
- Low level anti social behaviour
- Low self esteem and poor body image
- At risk of criminal behaviour through drug use

SESSIONS

A total of 22 sessions have been undertaken with young people to date, with 72 hours of support provided.

At the initial session goals are agreed with young people on what the support will focus on. This has included improving behaviour at school and the community, being better able to manage feelings and emotions, and improving self esteem to date.

Young people also complete a questionnaire measuring emotional wellbeing and an outcomes star which looks at scoring different aspects of their life such as home, school, health, and friendships.

Young people sign up to the sessions and agree when and where they would like them to be held.

Session delivery:

Support sessions have taken place both at school and within the community depending on the preference of the young person. 3 young people have had sessions both at school and within the community and 3 have just had community based sessions.

Activities have included art based self esteem work, going for milkshakes, playing pool, going for walks, and playing football.

OUTCOMES

2 cases have closed:

- 1 case had 2 sessions of support before being transferred over to a Motiv8 worker for more targeted substance misuse support. These sessions enabled the young person to engage with the substance misuse support that they had previously refused.

- The other case had 6 sessions of support around managing feelings and how to deal with anger. At the end of the sessions the young person reported improved emotional wellbeing and parents reported improved behaviour at home and within the community.

Feedback from young people to date:

“I enjoy my time with my worker as it’s my time and all about me. I feel happier and look forward to seeing Cally each week.”

“I enjoyed seeing Alan as he understood and didn’t tell me off. He listened and helped a lot.”

NEXT STEPS

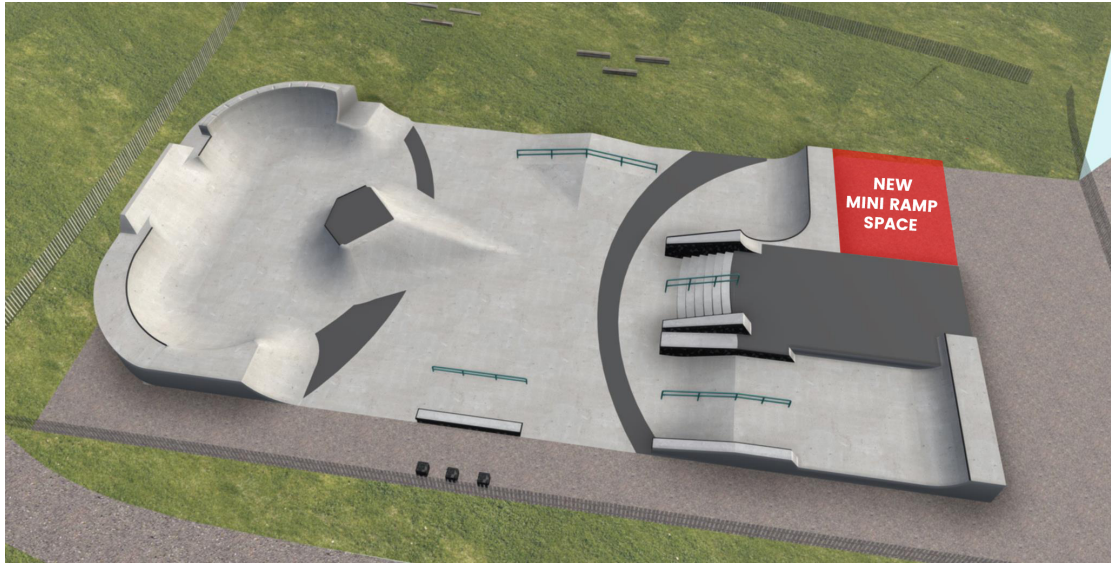
- **Continue supporting current young people and begin scheduled work with 2 new young people.**
- **Re engage with Melksham Oak at the beginning of term to discuss new referrals.**
- **Discuss group options with Melksham Oak – potentially around self esteem and anger management as key themes from referrals to date.**

CASE STUDY

X is 13 and was referred to the service for support around managing emotions and keeping herself safe. X had low self esteem and had been staying out late in Trowbridge with older males which was a concern. X’s parents had been trying to manage this and would be out late looking for her to return her home in order to try and keep her safe. This caused arguments and X’s relationship with her parents was becoming strained.

X has had 4 sessions to date and has been engaging well the worker despite initially not wanting support. X has completed sessions using art to talk about issues and has had support around keeping safe. X has been more open with her parents and has been returning home at the agreed time which has reduced the tension in the household. X is currently making an inspirational quote board in her sessions to put up at home to boost her mood.

Agenda Item 7



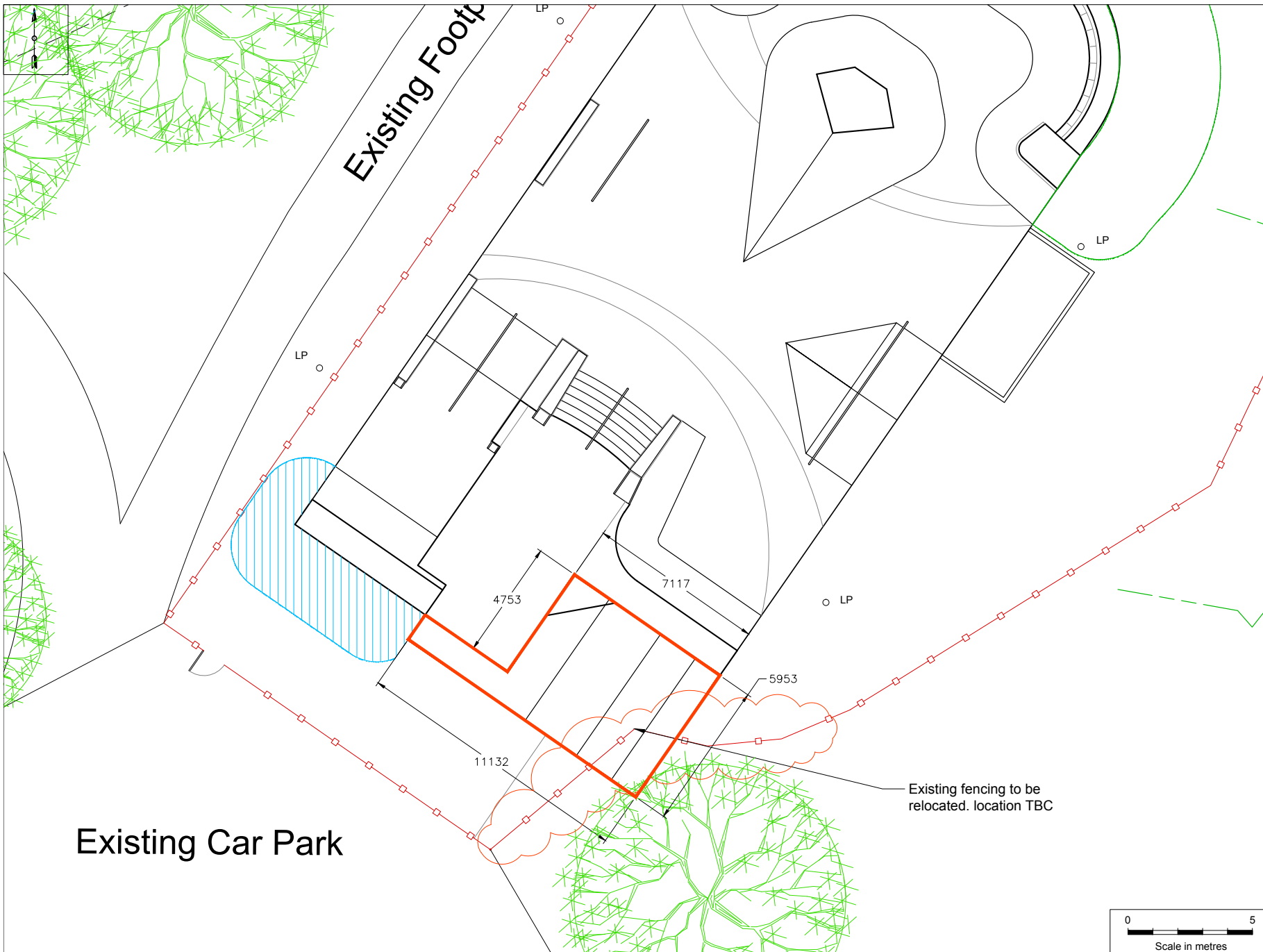


Melksham Skatepark 'Fifth Plaza' Extension



Wiltshire Council

ARTISTIC ENGINEERING



Legend

- Top Of Bank
- New concrete halfpipe extension
- LP Existing Lamppost
- Rubber mulch mounding

Notes

- All dimensions are in millimetres unless otherwise stated.

Rev	Note	Date

Project
Melkham Skatepark

Site Address
King George V Park
Melkham
SN12 6LL

Client
Wiltshire Council

CANVAS

Canvas Spaces Limited +44 (0)117 373 0818
12 Dorney Square Bristol www.canvaspaces.co.uk
BS21 7RG info@canvaspaces.co.uk
Canvas Spaces Limited, Registered no. 6723592
All content © Canvas Spaces

Title
Halfpipe Extension Plan

Scale		Size	
As Shown		A2	
Date	Drn	Ckd	Sgd
19/06/19	DW	-	-

Status
PRELIMINARY

Drawing no. 141 - P405	Rev -
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NEWS RELEASE

**For immediate
release**

9 August 2019

Changes made to Melksham Community Campus design following local community feedback

Local community feedback has helped shape some changes to the Melksham Community Campus design.

The Melksham Community Campus team has made some changes to the design of the proposed purpose-built centre in response to comments made through the formal planning application consultation.

The planning application for the campus was originally submitted in March.

Some of the key changes include:

- Sports hall moved further away from Cedar Close boundary
- Reduction in external height of sports hall
- Relocation of sports hall stores to west elevation
- Some internal layout changes at ground and first floor
- Review of lighting strategy across the site
- Review of landscape strategy
- Removal of MUGA

Once the revised proposals have been formally submitted to the planning department, an additional four week consultation period will follow to give the public another opportunity to provide feedback. A planning decision is expected by the end of the year with the completed facility being delivered by mid-2021.

Wiltshire Council Cabinet Member for Communities and Leisure, Allison Bucknell, said: “It’s only right that we take into consideration and listen to the feedback we’ve received. This campus will belong to the community and we want it to meet their needs.

“We’re still making good progress and on track for our completion date, and the work we’re doing now will result in providing a campus of high quality that we hope will be fully embraced by those who will use it.”

The designs for the modern Melksham Community Campus include a six-lane swimming pool and a learner pool, fitness suite, dance studio, library and community hub, sports hall, a café and office space. This will be in addition to the cricket pitch, outdoor bowls, and the new tennis courts, which were recently provided on the Melksham House site.

Regular updates on Melksham Community Campus can be found at www.wiltshire.gov.uk/community-environment-melksham-community-campus



Report to	Melksham Area Board
Date of Meeting	03/09/2019
Title of Report	Community Area Grant funding

Purpose of the report:

To consider the applications for funding listed below.

Applicant	Amount requested
<p>Applicant: Community Emergency Group Project Title: Walkie Talkies for Community Emergency Group: Shaw and Whitley</p> <p>View full application</p>	£320.54

1. Background

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

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

2. Main Considerations

2.1. Councillors will need to be satisfied that funding awarded in the 2019/2020 year is made to projects that can realistically proceed within a year of it being awarded.

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

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

3. Environmental & Community Implications

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

4. Financial Implications

Financial provision had been made to cover this expenditure.

5. Legal Implications

There are no specific legal implications related to this report.

6. Human Resources Implications

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

7. Equality and Inclusion Implications

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

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

8. Safeguarding Implications

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

9. Applications for consideration

Application ID	Applicant	Project Proposal	Requested
3323	Community Emergency Group	Walkie Talkies for Community Emergency Group: Shaw and Whitley	£320.54
Project Description: The Community Emergency Group CEG has existed for over 4 years and we have an active group of about 25 volunteers. We have been advised that walkie talkies would be beneficial in the event of an emergency. The Reading Rooms in Whitley is our control room. We need to locate 10 walkie talkie units in a cupboard and maintain the units on trickle charge. This necessitates a 13-amp socket, also there is a need for an antenna to be fitted to the chimney with associated lead can be connected to the master walkie talkie used within the control room. This will ensure a signal will be available to volunteers within the confines of the 2 villages. The walkie talkies will enable volunteers to communicate with the control room in an emergency situation i.e. flooding ice snow etc. Currently volunteers use their own mobile phones which is very restrictive. Members of our community will receive support in the event of flooding at their homes.			
Input from Community Engagement Manager: This is an application to the community grants scheme for capital funding of £321 towards total project costs of £ 446. Other contributions include a grant of £75 from the parish council, £ 50 time donated in kind for fitting and installation, plus a further 8 hours volunteer contribution.			
Proposal That the Area Board determines the application.			

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

Report Author:

Peter Dunford

Community Engagement Manager

01225 713060

Peter.Dunford@wiltshire.gov.uk

Grant Applications for Melksham on 03/09/2019

ID	Grant Type	Project Title	Applicant	Amount Required
3323	Community Area Grant	Walkie Talkies for Community Emergency Group Shaw Whitley	Community Emergency Group	£320.54

Submitted: 25/05/2019 13:05:36

ID: 3323

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£0 - £500

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

No

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

5. Project title?

Walkie Talkies for Community Emergency Group Shaw Whitley

6. Project summary:

The Community Emergency Group CEG has existed for over 4 years and we have an active group of about 25 volunteers. We have been advised that walkie talkies would be beneficial in the event of an emergency. The Reading Rooms Whitley is our control room. We need to locate 10 walkie talkie units in a cupboard and maintain the units on trickle charge. This necessitates a 13-amp socket, also there is a need for an antenna to be fitted to the chimney with associated lead can be connected to the master walkie talkie used within the control room. This will ensure a signal will be available to volunteers within the confines of the 2 villages.

7. Which Area Board are you applying to?

Melksham

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

SN12 8QR

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

Other

If Other (please specify)

COMMUNITY SUPPORT IN EVENT OF EMERGENCY

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

12/2018

Total Income:

£195.00

Total Expenditure:

£181.00

Surplus/Deficit for the year:

£14.00

Free reserves currently held:

(money not committed to other projects/operating costs)

£0.00

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

CEG has no reserves. We did receive a grant of 175 from MwPC in May 2019 to acquire health safety equipment and money for a 5-year licence 75 to use walkie talkies.

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

10b. Project Finance:

Total Project cost		£320.54		
Total required from Area Board		£320.54		
Expenditure		Income	Tick if income	
(Itemised	£	(Itemised income)	confirmed	£
expenditure)				
Walkie Talkies	106.99			
Antenna cable	115.50			
adaptors				
Twin socket cable	55.00			
conduit				
Chimney fixing kit-	23.05			
antenna				
Installation	20.00			
5-year licence	75.00	Grant from MwPC	yes	75.00
Fitting Installation	50.00	Fitting and	yes	50.00
in kind		installation in kind		

Volunteer time of
8hrs to make good yes 0.00
lockable cupboard

Total £445.54 £125

11. Have you or do you intend to apply for a grant from another area board within this financial year?
No

12. If so, which Area Boards?
Corsham

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

The walkie talkies will enable volunteers to communicate with the control room in an emergency situation i.e. flooding ice snow etc. Currently volunteers use their own mobile phones which is very restrictive. Members of our community will receive support in the event of flooding at their homes.

14. How will you monitor this?

All incidents will be logged and the equipment which will be kept in a locked cupboard will be inspected periodically and used in exercises.

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

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

We have in the past received grants from SSE Resilience Fund £3000.00 in 2015 and £1500.00 in 2016 this money was used to purchase various items of equipment to deal with flooding ice snow. MwPC have also provided grants to support our work.

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

18. DECLARATION

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

Quotes:

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

Accounts:

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

Constitution:

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

Policies and procedures:

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

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

And finally...

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

Report to	Melksham Area Board
Date of Meeting	03/09/2019
Title of Report	Community Youth Grants

1. Purpose of the report:

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

Application	Grant Amount	
Applicant: Wiltshire Wildlife Trust Project Title: Re-Cycle Wiltshire	£4000.00	

2. Main Considerations

Councillors will need to be satisfied that grants awarded in the 2019/20 year are made to projects that can realistically proceed within a year of the award being made.

Area Boards have authority to approve Area Grants under powers delegated to them by the Cabinet member for Communities, Campuses, Area Boards, Leisure, Libraries and Flooding. Under the Scheme of Delegation Area Boards must adhere to the Area Board Grants Guidance 2019/2020.

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

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

3. The applications

Applicant: Wiltshire Wildlife Trust Project Title: Re-Cycle Wiltshire	Amount Requested from Area Board:	£4000.00
<p>This application meets the grant criteria for 2019/20.</p> <p>Project Summary: The Repair Academy is a financially independent project parented by Wiltshire Wildlife Trust working to help at-risk youth groups and school children develop experience and skills - providing opportunity and learning through accomplishing focused group activity. The Re-Cycle Wiltshire bike scheme gives small groups of young people access to an instructor-led bike rebuilding course and provides them with the tools and instruction to safely and professionally re-build their own bike which they can keep upon completion of the course.</p> <p>We are requesting funding to initiate our Re-Cycle Wiltshire bike project in Melksham, with a start date in September/October this year for the autumn school half term.</p>		

This is a project that we have not yet started in Wiltshire, but in the Melksham area, we are hoping to provide placements for 20 young people to take part in the Bike rebuilding course at two sites, yet to be officially confirmed - The Canberra Centre, and Oak School.

If we are successful in this funding bid, it will cover all costs of the project and as such participants will incur no costs what so ever. The Re-Cycle Wiltshire project will provide a free opportunity for at-risk young people in Melksham to focus on a practical, hands-on, supervised project from start to finish.

This is particularly useful for young people with difficulties engaging in mainstream education and those with additional needs, as it reinforces content retention, provides multi-sensory instruction, gives time for student-peer interaction, and allows for a deeper understanding a topic - in this case bicycle mechanics.

The participants will be able to attend for extended periods or for as long as the youth group, school, or college are able to allow time for the attending young person. On completion of the course the participant will be able to take the completed bicycle home at no extra cost. In addition they will be provided with a bicycle helmet and a short training session nearby for cycling safety and awareness. All of the young people will be encouraged to attend a local Bikeability course provided by Wiltshire Council for more extensive bike training.

This project will be inclusive and open to any young person, however we are intentionally aiming the project towards at-risk youth and will be working with local youth leaders and youth groups to direct the project towards those who will most benefit. It will provide opportunities for young people to improve their interpersonal skills, to develop listening and gain confidence from working and interacting with others as well as enhancing skills in cooperation - forging friendships as they do so.

Ultimately the project will provide a service by improving employability, providing an achievement record for school-college and generating access to local volunteering opportunities for local people.

By acting as a recycling service for Hills Waste, Wiltshire Constabulary and members of the public; which is where we shall be sourcing the scrapped bikes, this scheme we will ultimately be preventing hundreds of bicycles from being disposed of or dumped in the region each year and in a broader sense this shall provide a service by reducing the environmental impact from producing new bicycles.

Re-Cycle Wiltshire will also be Promoting the continued health benefits of using a bicycle and provide guidance on the safe use of suitable equipment, bicycle safety and cycling awareness. We are also working to promote the health benefits of cycling in general through planned local cycling events in association with Wiltshire Wildlife Trust in the Melksham region and further afield.

We further believe that by providing reclaimed safe bicycles for people on low incomes we are encouraging families to cycle together, which we hope will improve family wellbeing across the region. As an environmentally focused organization this project allows the Repair Academy to promote the environmental benefits of using a bicycle for short journeys instead of using a car, which will help work towards improving the air quality and local environment of Melksham. Through our social media and wider press outreach we shall be championing Melksham town with their involvement in a scheme that not only helps young people but also helps the environment too.

Wildlife Trust WWT and the Repair Academy are fully committed to safeguarding the welfare of all children, young people and vulnerable and protected adults. We recognize that everyone is entitled to the right of a safe, positive and enjoyable environment. Staff and

volunteers will work together to encourage the development of an ethos which embraces difference and diversity and respects the rights of children, young people and vulnerable adults.

We acknowledge our duty to act appropriately to any allegations, reports or suspicions of abuse and ensure that all staff and volunteers understand their legal and moral responsibility to protect children, young people and vulnerable adults from harm abuse and exploitation. We ensure Safe Recruiting procedures are always followed; including criminal record checks, disclosure and barring checks and the take up of references and that all staff and key volunteers will undertake Safeguarding training as appropriate for their role. All staff and volunteers understand their responsibility to work to the standards that are detailed in the organizations Child Safeguarding Procedures and Vulnerable Adults Safeguarding Procedures and work at all times towards maintaining the highest standards of practice.

The Repair Academy and WWT ensure that staff and volunteers understand their duty to report all concerns, allegations and suspicions of harm or abuse regarding a child, young person or vulnerable adult to the Trusts Designated Safeguarding Officers DSOs.

All allegations will be taken seriously and responded to swiftly fairly and appropriately. At all times we ensure the engagement of two DSOs, whose role is to provide staff and volunteers with a point of contact regarding training and advice on all Safeguarding matters. WWT and the Repair Academy's safeguarding practices reflect statutory responsibilities both national and local and government guidance complying at all times with best practice and regulatory requirements. We make sure that children, young people and vulnerable adults are enabled to express their ideas and views on a wide range of issues and have access to the organizations complaints procedure and that parents, carers, guardians and partner agencies are involved in the work of the organization and when requested have access to all guidelines and procedures.

All confidential records relating to safeguarding matters are maintained and stored securely in accordance with the General Data Protection Regulation GPDR and Data Protection Act 2018 and in line with WWT GPDR Policy and practice. All records should be as detailed and accurate as possible.

Finally we ensure the Safeguarding Steering Group which is chaired by a WWT Trustee meets on a regular basis to provide an overview and strategic direction with regard to WWT policies and procedures to protect children, young people and vulnerable adults.

The participants of the course will be monitored throughout the duration of the program through various methods. At the start of the course each participant will be given a short survey to complete, which details their expectations of the course and how confident and happy they are feeling initially.

At the end of every session there will be a checklist of activity learning that each young person will tick off and will highlight where further help or focus may be needed in the next session. These learning plans will be designed to allow the session leaders to see where any participant may need more help.

There will be various evaluation and monitoring forms for the participants to complete at the end of the course, which will detail the learning journey, confidence building and progress over time.

Most importantly the outcome and successful completion of the project will be evidenced in the fully repaired and safely functional bikes that each student will build. A completed bike will show the young person has finished the project well. Finally the participants will be signed off

as successfully completing the project and they will be presented with a certificate and a bike lock and helmet.

We have applied for the remaining £4,000 for this project through match funding from the Melksham Town Council. If this match funding is unsuccessful or this application to the Area Board is unsuccessful, we will attempt to deliver one of the proposed two courses in the Melksham area. If we cannot raise the full £8,000 it will reduce our offering and could delay our delivery but we shall attempt to do what we can with the money we raise.

Input from Community Engagement Manager: This is an application to the community youth grants scheme for revenue funding of £ 4,000 towards total project costs of £ 8,000. Match funding is being sought from Melksham Town Council. The proposal is to run 2 courses at 2 venues in the town, each supporting 10 young people, so a proposed total of 20 beneficiaries.

Report Author:

Peter Dunford, Melksham Area Board
01225 713060

Grant Applications for Melksham on 03/09/2019

ID	Grant Type	Project Title	Applicant	Amount Required
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ID	Grant Type	Project Title	Applicant	Amount Required
725	Youth	Re-Cycle Wiltshire	Wiltshire Wildlife Trust	£4000.00

Submitted: 01/08/2019 11:06:31

ID: 725

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Youth

2. Amount of funding required?

£501 - £5000

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

No

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

N/A

5. Project title?

Re-Cycle Wiltshire

6. Project summary:

The Repair Academy is a financially independent project parented by Wiltshire Wildlife Trust working to help at-risk youth groups and school children develop experience and skills - providing opportunity and learning through accomplishing focused group activity. The Re-Cycle Wiltshire bike scheme gives small groups of young people access to an instructor-led bike rebuilding course and provides them with the tools and instruction to safely and professionally re-build their own bike which they can keep upon completion of the course.

7. Which Area Board are you applying to?

Melksham

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

SN12 7NY

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

Informal education
Youth work/development
Employment or training
1:1/group work

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

03/2019

Total Income:

£60427.00

Total Expenditure:

£106261.00

Surplus/Deficit for the year:

£-45834.00

Free reserves currently held:

(money not committed to other projects/operating costs)

£0.00

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

We currently have no reserves to draw from for this budget.

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

10b. Project Finance:

Total Project cost		£8000.00		
Total required from Area Board		£4000.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Safety equipment	1000.00	Grant match funding		4000.00
Tools	2000.00			
Parts	2500.00			
Bikeability course	800.00			
Staff costs (including Mileage)	1700.00			
Total	£8000			£4000

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

Yes

12. If so, which Area Boards?

Calne
Trowbridge

13. DECLARATION

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

Quotes:

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

Project/Business Plan:

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

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

And finally...

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

Melksham Re-cycle Wiltshire application - Local Youth Grant Detail

Started on: 01/08/2019

Current Status: Application Received

To be considered at this meeting:

tbc contact Community Area Manager

1. Project title? (Max. 8 words Eg. Tinkleton Village Youth Transport Project)

Re-Cycle Wiltshire

2. Project summary: (100 words)

The Repair Academy is a financially independent project parented by Wiltshire Wildlife Trust, working to help at-risk youth groups and school children develop experience and skills - providing opportunity and learning through accomplishing focused group activity.

The Re-Cycle Wiltshire bike scheme gives small groups of young people access to an instructor-led, bike rebuilding course and provides them with the tools and instruction to safely and professionally re-build their own bike, which they can keep upon completion of the course.

3. Amount of funding required:

£1001 - £5000

4. Which Area Board are you applying to? Not sure? -[check on a map](#)

Melksham

5. What is the Post Code of where the project is taking place?(If the application is for something that will move around to different locations please insert the post code for where it will be based for the majority of the time.)

SN12 7NY

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

Informal education

- Youth work/development
- Sport/Leisure
- Residential
- Arts/Culture
- Employment or training
- 1:1/group work
- Community Project
- Community Safety
- Volunteering
- Environment
- Health
- Other

If Other (please specify)

7. About your project

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

How does your project support local needs and priorities?

How have young people been involved in your project so far?

How many young people do you expect to benefit?

How will your project be accessible and affordable?

How will you encourage volunteering and community involvement?

How will you ensure your project is accessible to everyone (Disabled, low incomes, vulnerable, etc.)

How will ensure your project is inclusive?

How will you work with other community partners?

We are requesting funding to initiate our Re-Cycle Wiltshire bike project in Melksham, with a start date in September/October this year for the autumn school half term.

This is a project that we have not yet started in Wiltshire, but in the Melksham area, we are hoping to provide placements for 20 young people to take part in the Bike rebuilding course at two sites, yet to be officially confirmed - The Canberra Centre, and Oak School.

If we are successful in this funding bid, it will cover all costs of the project and as such participants will incur no costs what so ever. The Re-Cycle Wiltshire project will provide a free opportunity for at-risk young people in Melksham to focus on a practical, hands-on, supervised project from start to finish.

This is particularly useful for young people with difficulties engaging in mainstream education and those with additional needs, as it reinforces content retention, provides multi-sensory instruction, gives time for student-peer interaction, and allows for a deeper understanding a topic - in this case bicycle mechanics.

The participants will be able to attend for extended periods or for as long as the youth group, school, or college are able to allow time for the attending young person. On completion of the course the participant will be able to take the completed bicycle home at no extra cost. In addition they will be provided with a bicycle helmet and a short training session nearby for cycling safety and awareness. All of the young people will be encouraged to attend a local Bikeability course provided by Wiltshire Council for more extensive bike training.

This project will be inclusive and open to any young person, however we are intentionally aiming the project towards at-risk youth and will be working with local youth leaders and youth groups to direct the project towards those who will most benefit. It will provide opportunities for young people to improve their interpersonal skills, to develop listening and gain confidence from working and interacting with others as well as enhancing skills in cooperation - forging friendships as they do so

Ultimately the project will provide a service by improving employability, providing an achievement record for school-college and generating access to local volunteering opportunities for local people.

By acting as a recycling service for Hills Waste, Wiltshire Constabulary and members of the public; which is where we shall be sourcing the scrapped bikes, this scheme we will ultimately be preventing hundreds of bicycles from

being disposed of or dumped in the region each year and in a broader sense this shall provide a service by reducing the environmental impact from producing new bicycles.

Re-Cycle Wiltshire will also be Promoting the continued health benefits of using a bicycle and provide guidance on the safe use of suitable equipment, bicycle safety and cycling awareness. We are also working to promote the health benefits of cycling in general through planned local cycling events in association with Wiltshire Wildlife Trust in the Melksham region and further afield.

We further believe that by providing reclaimed safe bicycles for people on low incomes we are encouraging families to cycle together, which we hope will improve family wellbeing across the region. As an environmentally focused organization this project allows the Repair Academy to promote the environmental benefits of using a bicycle for short journeys instead of using a car, which will help work towards improving the air quality and local environment of Melksham. Through our social media and wider press outreach we shall be championing Melksham town with their involvement in a scheme that not only helps young people but also helps the environment too.

8. Safeguarding

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

Please evidence your commitment to safeguarding and promoting the welfare of children and young people.

How do you make sure staff and volunteers understand their safeguarding responsibilities?

Are staff and volunteers Disclosure and Barring Service (DBS) checked and do you hold a central record of this as well as details of staff references.

Who in your organisation is ultimately responsible for safeguarding?

How do you ensure that young people are kept safe online when accessing your services?

Wildlife Trust WWT and the Repair Academy are fully committed to safeguarding the welfare of all children, young people and vulnerable and protected adults. We recognize that everyone is entitled to the right of a safe, positive and enjoyable environment. Staff and volunteers will work together to encourage the development of an ethos which embraces difference and diversity and respects the rights of children, young people and vulnerable adults.

We acknowledge our duty to act appropriately to any allegations, reports or suspicions of abuse and ensure that all staff and volunteers understand their legal and moral responsibility to protect children, young people and vulnerable adults from harm abuse and exploitation.

We ensure Safe Recruiting procedures are always followed; including criminal record checks, disclosure and barring checks and the take up of references and that all staff and key volunteers will undertake Safeguarding training as appropriate for their role.

All staff and volunteers understand their responsibility to work to the standards that are detailed in the organizations Child Safeguarding Procedures and Vulnerable Adults Safeguarding Procedures and work at all times towards maintaining the highest standards of practice.

The Repair Academy and WWT ensure that staff and volunteers understand their duty to report all concerns, allegations and suspicions of harm or abuse regarding a child, young person or vulnerable adult to the Trusts Designated Safeguarding Officers DSOs.

All allegations will be taken seriously and responded to swiftly fairly and appropriately. At all times we ensure the engagement of two DSOs, whose role is to provide staff and volunteers with a point of contact regarding training and advice on all Safeguarding matters. WWT and the Repair Academy's safeguarding practices reflect statutory responsibilities both national and local and government guidance complying at all times with best practice and regulatory requirements. We make sure that children, young people and vulnerable adults are enabled to express their ideas and views on a wide range of issues and have access to the organizations complaints procedure and that parents, carers, guardians and partner agencies are involved in the work of the organization and when requested have access to all guidelines and procedures.

All confidential records relating to safeguarding matters are maintained and stored securely in accordance with the General Data Protection Regulation GPDR and Data Protection Act 2018 and in line with WWT GPDR Policy and practice. All records should be as detailed and accurate as possible.

Finally we ensure the Safeguarding Steering Group which is chaired by a WWT Trustee meets on a regular basis to provide an overview and strategic direction with regard to WWT policies and procedures to protect children, young people and vulnerable adults.

9. Monitoring your project

How will you know if your project has been successful?

The participants of the course will be monitored throughout the duration of the program through various methods. At the start of the course each participant will be given a short survey to complete, which details their expectations of the course and how confident and happy they are feeling initially.

At the end of every session there will be a checklist of activity learning that each young person will tick off and will highlight where further help or focus may be needed in the next session. These learning plans will be designed to allow the session leaders to see where any participant may need more help.

There will be various evaluation and monitoring forms for the participants to complete at the end of the course, which will detail the learning journey, confidence building and progress over time.

Most importantly the outcome and successful completion of the project will be evidenced in the fully repaired and safely functional bikes that each student will build. A completed bike will show the young person has finished the project well. Finally the participants will be signed off as successfully completing the project and they will be presented with a certificate and a bike lock and helmet.

10. Finance: if you are a new organisation and don't have accounts leave blank and tick box below

10a. Your Organisation's Finance:

Your latest accounts:

03/2019

Total Income:

£60427.00

Total Expenditure:

£106261.00

Surplus/Deficit for the year:

£-45834.00

Free reserves currently held:

£0.00

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

We currently have no reserves to draw from for this budget.

10b. Project Finance:

Part One: *required

Total Project cost [help](#) £8000.00

Total required from Area Board £4000.00

Part Two: Please itemise your project expenditure and project income *required

Itemised Expenditure eg Materials help	£	Itemised Income eg Our reserves	£	Income confirmed?
Safety equipment	£1000.00		£	
Tools	£2000.00		£	
Parts	£2500.00		£	
Bikeability course	£800.00		£	
Staff costs (including Mileage)	£1700.00		£	
Total	£4000.00	Total	£	

We have applied for the remaining £4,000 for this project through match funding from the Melksham Council. If this match funding is unsuccessful or this application the Youth Area Board is unsuccessful, we will attempt to deliver one of the proposed two courses in the Melksham area. If we cannot raise the full

£8,000 it will reduce our offering and could delay our delivery but we shall attempt to do what we can with the money we raise.

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

yes

12. Tick all the Area Boards to which you are intending to apply, including this one (You can apply to a maximum of 3 Area Boards for the same project in a financial year)

- Amesbury
- Bradford on Avon
- Calne
- Chippenham
- Corsham
- Devizes
- Malmesbury
- Marlborough
- Melksham
- Pewsey
- Salisbury
- Southern Wiltshire
- South West Wiltshire
- Tidworth
- Trowbridge
- Warminster
- Westbury
- Royal Wootton Bassett & Cricklade

13. DECLARATION

Supporting information

Do you have the following (please tick any that apply):

- Child Protection Policy
- Safeguarding Children
- Procedure for dealing with an allegation against a member of staff or a volunteer
- Complaints Procedure
- Public Liability Insurance
- Health & Safety
- Whistle blowing policy
- Internet use policy
- Constitution
- Annual Accounts
- Business/Project Plan (For projects where total project cost is over £50,000)

Legal declaration



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