

AGENDA

Meeting: MELKSHAM AREA BOARD

Place: Melksham Oak Community School, Devizes Road, Bowerhill, Melksham,
SN12 6QZ

Date: Thursday 12 May 2011

Time: 7.00 pm

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

The Area Board welcomes and invites contributions from members of the public. The chairman will try to ensure that everyone who wishes to speak will have the opportunity to do so.

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

Refreshments and networking opportunities will be available from 6:30pm.

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

or Abbi Gutierrez (Melksham Community Area Manager), direct line 01225 718443 or (email) abbi.gutierrez@wiltshire.gov.uk

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

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

Wiltshire Councillors

Cllr Jonathon Seed, Summerham and Seend (Chairman)
Cllr Rod Eaton, Melksham North (Vice Chairman)
Cllr Mark Griffiths, Melksham Without North

Cllr Jon Hubbard, Melksham South
Cllr Stephen Petty, Melksham Central
Cllr Roy While, Melksham Without South

Items to be considered	Time
<p style="text-align: center;">Before the meeting</p> <p>Project displays: displays by young people about their project ideas to be voted on under agenda item 5 will be available outside the main hall for viewing from 6.30pm</p> <p>1. Chairman's Welcome, Introduction and Announcements <i>(Pages 3 - 10)</i></p> <p>(reports in pack where appropriate)</p> <ul style="list-style-type: none"> • Reducing child poverty • Digital Inclusion • Library review • Consultation on waste sites <p>2. Apologies for Absence</p> <p>3. Declarations of Interest</p> <p>Councillors are requested to declare any personal or prejudicial interests or dispensations granted by the Standards Committee.</p> <p>4. Minutes <i>(Pages 11 - 60)</i></p> <p>To approve and sign as a correct record the minutes of the meetings held on the 9 and 29 March 2011.</p>	<p>6.30pm</p>
<p>5. You decide: presentations from groups of young people bidding for area board funding.</p> <p>(Each presentation will last 3 minutes, followed by questions. The funding will be awarded by public vote.)</p> <ol style="list-style-type: none"> 1. Fruity Fun 2. Wii Fit 3. Graffiti Wall 4. Health Camp 5. Drama Workshop 6. Aerobic Fitness 	<p>7.10pm</p>

- 7. Multi-Sports Coaching
- 8. Fun-Fitness Dance

6. **Partner Updates** (*Pages 61 - 72*)

8.10pm

To receive updates from any of the following partners:

- a. Melksham CAYPIG
- b. Community Area Partnership Representative
- c. Wiltshire Police
- d. Wiltshire Fire and Rescue Service
- e. NHS Wiltshire – Dr James Heffer
- f. Melksham Town Council
- g. Parish Council Nominated Representatives

Invitation to Melksham Chamber of Commerce to become a regular partner of the area board.

7. **Update on Melksham 0-19 Resilience Project**

8.20pm

Richard Parker, Bath Spa University

8. **Royal United Hospital NHS Trust - Foundation Trust Application**

8.30pm

Tim Edmonds, Communications Manager

9. **Melksham Community Campus - Shadow Community Operations Board** (*Pages 73 - 76*)

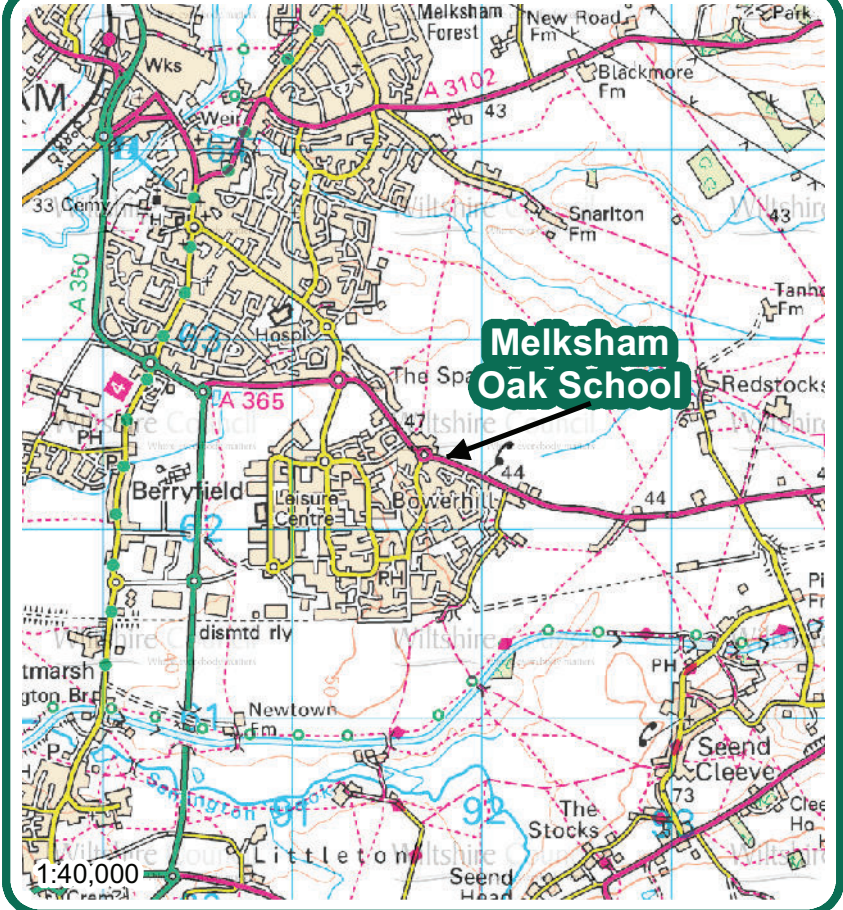
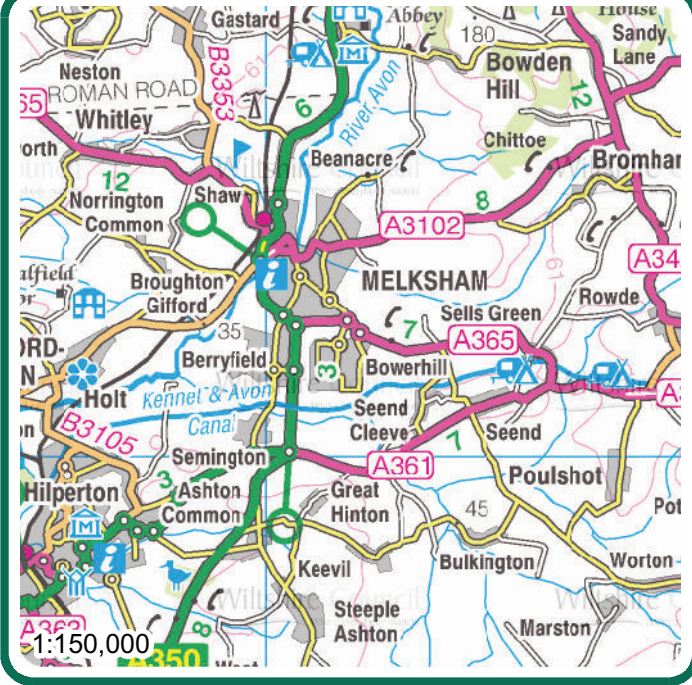
8.40pm

At the meeting of the Melksham Area Board held on 29 March 2011 the Area Board confirmed that it should be the governance route for the development of the Melksham Community Campus and delivery of the preliminary management project in the Melksham Community Area. The Board also asked officers to support the creation of a Shadow Community Operations Board.

In order to move forward with this project the Board is now asked:

- (a) To confirm the draft terms of reference considered by the Area Board on 29 March 2011 as amended.
- (b) To appoint a Wiltshire Council member of the Area Board to the Shadow Community Operations Board.
- (c) To agree the composition of the Shadow Community Operations Board.

10.	Closure of Melksham Sorting Office Cllr Jon Hubbard	8.50pm
11.	Update from Melksham community area transport group (CATG) and approval of minutes. <i>(Pages 77 - 80)</i>	8.55pm
12.	Any other urgent items of public concern?	9.00pm
13.	Grants <i>(Pages 81 - 86)</i> Community Grants Scheme The Wiltshire Councillors will consider one application to the Community Area Grants Scheme, as follows: <ul style="list-style-type: none"> • Atworth Youth Club have applied for £783 for camping equipment. Copies of the completed application forms and grant application packs for the Community Area Grants Scheme are available from the Community Area Manager or electronically at: http://www.wiltshire.gov.uk/areaboardscommunitygrantsscheme.htm	9.05pm
14.	Future Meeting Dates Weds 14 July 2011 – Riverside Club (2 - 4pm) Tues 20 Sept 2011 – Aleoric School	9.10pm
15.	Evaluation & Close	9.15pm



Melksham Oak School
 Devizes Road
 Bowerhill
 Melksham
 Wiltshire
 SN12 6QZ

Wiltshire Council
 Where everybody matters



Melksham Area Board 12 May 2011

Chairman's Announcements

i. Reducing Child Poverty Strategy Consultation

The Child Poverty Act requires each local authority to produce a child poverty strategy.

The consultation is currently open regarding the content of the Wiltshire Reducing Child Poverty Strategy. The draft strategy includes a suggested strategic objective around geographic approaches (page 16).

The Area Board is invited to contribute its views. The link is set out below:

<http://www.wiltshire.gov.uk/healthandsocialcare/childrenyoungpeoplefamilies/reducingchildpovertyconsultation.htm>

Consultation closes on 4 April 2011.

Information has already been sent to a wide distribution including all councillors, the Wiltshire Assembly, thematic partnerships, schools and early years' settings.

ii. Library Review

The Wiltshire Library Service Review has culminated in a decision by cabinet on 25 January to accept the proposals outlined in the Library Service review paper.

A summary of the proposals is available in the document provided tonight which has section for comments that can be completed and returned to the council.

The proposals include inviting members of the community to get involved in volunteering in their libraries and the document has a reply section for those interested to get in touch

The key points for libraries in this area are

- All mobile library stops will continue to operate
- Melksham library opening hours will be reduced from 42 to 40 hours a week
- New self service technology will be introduced to the library to improve efficiency and help communities extend library opening hours through support from volunteers, who will be trained and supported by Wiltshire library staff

iii. Digital Inclusion

Wiltshire Council's business plan for 2011-15 has prioritised a number of areas for investment, of which Digital Inclusion and supporting the rollout of superfast broadband for both business and home users is a key area. The Council has set the ambitious target of enabling 85% of all premises to be able to access superfast broadband (possibly 95% with additional funding) and for all premises able to receive standard broadband by 2015.

To help understand existing coverage and the requirements for the future, Wiltshire Council will be launching a superfast broadband survey for home and business users between 26 April and 3 June. This will allow people to say what types of services they can currently access over internet and how well their service performs. The survey will also ask about their views for getting superfast broadband in their community the future. This information will allow the Council to better understand the demand for this service and where it will need to prioritise investment.

The council is keen to get as many responses as possible to help inform its rollout plans over the next 4 years.

The survey will be available on-line and also available as a printed document. Details are available from:

www.wiltshire.gov.uk/digitalinclusion

Printed versions can be requested by calling and asking for the digital inclusion survey from the start date of the survey - 0300 456 0100

Results of the survey will be shared on the Council web site in July, via the same link.

iv. Consultation on Wiltshire and Swindon Proposed Submission Draft Waste Site Allocations Development Plan Document (DPD)

Wiltshire Council is updating its policy framework to ensure that future proposals for waste development in Wiltshire are for the right types of facilities in the right locations. Consultation will commence in June 2011 for 8 weeks on a draft Waste Site Allocations Development Plan Document (DPD) (starting 13 June 2011 and closing at 5pm 5 August 2011).

The consultation document allocates a range of sites for a variety of potential waste uses to provide a flexible and responsive framework that will enable waste to be driven up the waste hierarchy - i.e. reducing our dependence on landfill, with a greater focus on recycling and composting of waste. The majority of sites identified

are on land currently in use by existing waste management facilities or current/proposed industrial areas (list of sites and map attached).

Once the consultation period has closed, the draft Sites DPD, the supporting evidence base and all comments received during the consultation will be submitted to the Secretary of State (following Full Council approval) for independent examination.

This DPD forms the final key document in the policy framework for the provision of waste sites within Wiltshire and Swindon, which includes:

- Wiltshire and Swindon Waste Core Strategy (adopted July 2009)
- Wiltshire and Swindon Waste Development Control Policies Development Plan Document (adopted September 2009)

The draft Sites DPD will be available from the start of the consultation period (13 June 2011). The Council encourages anyone wishing to view and comment on the consultation document to use the council's consultation website:

<http://consult.wiltshire.gov.uk/portal>

Hard copies of the documents will also be available for inspection at Wiltshire Council and Swindon Borough Council main offices as well as all libraries throughout the County and Borough. For further information please contact the Minerals and Waste Policy Team at Wiltshire Council by telephone (01225 713429) or email: mineralsandwastepolicy@wiltshire.gov.uk.

Note:

For minerals and waste matters, Wiltshire Council prepares its policy framework jointly with Swindon Borough Council.

Abbreviations:

HRC	Household Recycling Centre	C	Composting
MRF/ WTS	Materials Recovery Facility/Waste Transfer Station	T	Waste Treatment, e.g. <ul style="list-style-type: none"> • Mechanical Biological Treatment (MBT) • Anaerobic Digestion (AD) • Energy from Waste (EfW)
IWR/T	Inert Waste Recycling and Transfer	L	Landfill
LR	Local Recycling		

Wiltshire and Swindon Proposed Submission Draft Waste Site Allocations DPD

Proposed Waste Site Allocations

Community area	Proposed waste site	Proposed waste use(s)
Wootton Bassett & Cricklade	Parkgate Farm, Purton	MRF/WTS, LR, IWR/T, T
	Purton Brickworks Employment Allocation, Purton	MRF/WTS, LR, T
	Park Grounds Farm, Wootton Bassett	L (landraise extension), T
	Whitehills Industrial Estate, Wootton Bassett	MRF/WTS, LR
Malmesbury	Barnground, South Cerney	MRF/WTS, LR
Chippenham	Land East of HRC/WTS at Stanton St Quintin	MRF/WTS, LR, T
	Land West of HRC/WTS Stanton St Quintin	MRF/WTS, LR, IWR/T, T
	Bumpers Farm Industrial Estate, Chippenham	HRC, MRF/WTS, LR
Calne	Hills Resource Recovery Centre, Compton Bassett	T (excluding EfW)
	Porte Marsh Industrial Estate, Calne	MRF/WTS, LR
Corsham	Thingley Junction, Chippenham	MRF/WTS, LR
	Leafield Industrial Estate, Corsham	HRC, MRF/WTS, LR
Marlborough	Salisbury Road Business Park, Marlborough	MRF/WTS, LR
Trowbridge	Canal Road Industrial Estate, Trowbridge	MRF/WTS, LR
	West Ashton Employment Allocation, Trowbridge	MRF/WTS, LR
Melksham	Hampton Business Park, Melksham	MRF/WTS, LR, T
	Bowerhill Industrial Estate, Melksham	MRF/WTS, LR
Westbury	West Wilts Trading Estate, Westbury	HRC, MRF/WTS, LR, T
	Northacre Trading Estate, Westbury	MRF/WTS, LR, T
	Lafarge Cement Works, Westbury	HRC, MRF/WTS, LR, IWR/T, C, T (and associated L of residual

		waste from T process)
Devizes	Hopton Industrial Estate, Devizes	MRF/WTS, LR
	Nursteed Road Employment Allocation, Devizes	MRF/WTS, LR
	Wiltshire Waste, Tinkersfield Farm, Monument Hill, Devizes	T
Pewsey	Salisbury Road Business Park, Pewsey	MRF/WTS, LR
Tidworth	Castledown Business Park, Ludgershall	HRC, MRF/WTS, LR
	Everleigh Waste Management Facility, Everleigh	IWR/T, C
	Pickpit Hill, Tidworth	HRC, MRF/WTS, LR, IWR/T, C
Amesbury	Solstice Business Park, Amesbury	MRF/WTS, LR
Warminster	Warminster Business Park, Warminster	MRF/WTS, LR
	Chitterne Waste Management Facility, Chitterne	MRF/WTS, LR IWR/T, C, T
Mere	Employment Allocation, Mere	HRC, MRF/WTS, LR
Salisbury	Former Imerys Quarry, Quidhampton	HRC, MRF/WTS, LR, local scale T
Southern Wiltshire	CB Skip Hire, St Thomas Farm, Salisbury	LR, IWR/T, C
	Sarum Business Centre, Salisbury	MRF/WTS, LR
	Thorney Down WTS, Winterslow	C, IWR/T
	Salisbury Road Industrial Estate, Downton	HRC, MRF/WTS, LR
	Brickworth Quarry and Landfill, Whiteparish	IWR/T

Potential waste sites and community areas



Proposed waste sites

- (Local
- (Strategic

Community area

Urban area

N01	Parkgate Farm, Purton	S06	Thorney Down Waste Transfer Station, Winterslow	W03	Northacre Trading Estate, Westbury
N02	Purton Brickworks Employment Allocation, Purton	S07	Salisbury Road Industrial Estate, Downton	W04	LaFarge Cement Works, Westbury
N03	Hills Resource Recovery Centre, Compton Bassett	S08	Brickworth Quarry and Landfill, Whiteparish	W05	Bowerhill Industrial Estate, Melksham
N04	Land East of HRC / WTS at Stanton St Quintin	S09	Employment Allocation, Mere	W06	Canal Road Industrial Estate, Trowbridge
N05	Land West of HRC/WTS Stanton St Quintin	S10	Former Imerys Quarry, Quidhampton	W07	West Ashton Employment Allocation, Trowbridge
N07	Park Grounds Farm, Wootton Bassett	E01	Castledown Business Park, Ludgershall	W08	Warminster Business Park, Warminster
N09	Barnground, South Cerney	E03	Hopton Industrial Estate, Devizes	W09	Chitterne Waste Management Facility, Chitterne
N10	Whitehills Industrial Estate, Wootton Bassett	E04	Nursteed Road Employment Allocation, Devizes	SW01	Chapel Farm, Blunsdon
N11	Bumpers Farm Industrial Estate, Chippenham	E05	Wiltshire Waste, Tinkersfield Farm, Monument Hill, Devizes	SW02	Waterside Park, Swindon
N12	Thingley Junction, Chippenham	E07	Salisbury Road Business Park, Marlborough	SW03	Brindley Close / Darby Close, Swindon
N13	Leafield Industrial Estate, Corsham	E08	Salisbury Road Business Park, Pewsey	SW04	Land at Kendrick Industrial Estate, Swindon
N14	Porte Marsh Industrial Estate, Calne	E09	Everleigh Waste Management Facility	SW06	Rodbourne Sewage Treatment Works, Swindon
S01	Solstice Business Park, Amesbury	E11	Pickpit Hill, Ludgershall	SW07	Land within Dorcan Industrial Estate, Swindon
S02	CB Skip Hire, St Thomas Farm, Salisbury	W01	Hampton Business Park, Melksham		
S05	Sarum Business Centre, Salisbury	W02	West Wilts Trading Estate, Westbury		

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MINUTES

Meeting: MELKSHAM AREA BOARD
Place: Shaw School, Corsham Road, Melksham, SN12 8EQ
Date: 9 March 2011
Start Time: 7.00 pm
Finish Time: 8.40 pm

Please direct any enquiries on these minutes to:

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

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

In Attendance:

Wiltshire Councillors

Cllr Jonathon Seed (Chairman), Cllr Rod Eaton (Vice Chairman), Cllr Mark Griffiths, Cllr Jon Hubbard, Cllr Stephen Petty and Cllr Roy While

Wiltshire Council Officers

Abbi Gutierrez – Community Area Manager
Kevin Fielding – Democratic Services Officer
Niki Lewis – Service Director
Nick Bate – Emergency Planning Officer

Town and Parish Councillors

Melksham Town Council – Chris Petty
Atworth Parish Council – Charles Boyle
Keevil Parish Council – Jerry Wickham
Melksham Without Parish Council – R Wood
Poulshot Parish Council – G Collett
Send Parish Council – Joan Savage

Partners

Wiltshire Police – Sgt Mel Rolph
Melksham Community Area Partnership – Chris Holden & Colin Goodhind

Members of Public in Attendance: 10

Total in attendance: 32

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<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
1.	<p><u>Chairman's Welcome, Introduction and Announcements</u></p> <p>The Chairman welcomed everyone to Shaw School and explained that this was an extra meeting to cover all routine area board business prior to the meeting on the 29 March which would focus on the Melksham community campus proposals.</p> <p>The following Chairman's announcements contained in the pack were noted:</p> <ul style="list-style-type: none"> • Results of Waste consultation. • Local flood protection (gel sacs). • Localism Bill. • Childcare Sufficiency Assessment 2011 consultation.
2.	<p><u>Apologies for Absence</u></p> <p>Apologies were received from – Inspector David Cullop - Wiltshire Police and Mike Franklin – Wiltshire Fire & Rescue Service.</p>
3.	<p><u>Declarations of Interest</u></p> <p>Agenda Item No.12 Community Area Grant – Melksham Without Parish Council. Cllr Steve Petty – Prejudicial interest, member of Melksham Without Parish Council, would leave the room when this application was discussed and voted on.</p>
4.	<p><u>Minutes</u></p> <p>Decision</p> <ul style="list-style-type: none"> • That the minutes of the meeting on 2 February 2011 were approved and signed as a correct record.
5.	<p><u>Partner Updates</u></p> <p>a. Community Area Partnership Representative The update was covered at agenda item 8.</p> <p>b. Wiltshire Police The written update distributed with the agenda was noted.</p>

	<p>c. Melksham CAYPIG The update was covered at agenda item 6.</p> <p>d. Wiltshire Fire and Rescue Service The written update distributed with the agenda was noted.</p> <p>e. NHS Wiltshire The written update distributed with the agenda was noted.</p> <p>f. Melksham Town Council Cllr Chris Petty advised that the Town Council had concerns about the proposed new council-wide street trading scheme which had been considered by Wiltshire Council's Licensing Committee at its meeting on 30 November 2010.</p> <p>Cllr Steve Petty drew to the attention of the area board concerns that private land would be covered under the new scheme, this would impact on schools and local charities who intended to hold fetes and other fund raising ventures where food would be sold and consumed.</p> <p>Decision</p> <ul style="list-style-type: none"> • That the Melksham Area Board notes the concerns of Melksham Town Council on this matter. <p>g. Parish Council Nominated Representatives Melksham Without Parish Council advised – that thirty six new allotments had been made available at Berry Fields, Melksham.</p> <p>The Chairman thanked all partners and parishes for their updates and attendance.</p>
6.	<p><u>Update from young people on projects funded at special young people's area board (September 2010)</u></p> <p>Siobhan Chaplin – Locality Team Leader, gave an update from the young people on projects which were funded at the special young people's area board which was held last September at the Melksham Oak School, these included:</p> <ul style="list-style-type: none"> • Project Parkour • Bus information cards • High ropes course

	<ul style="list-style-type: none"> • Subsidised bus travel • Minibus hire • Club Boom <p>Photographs and a dvd were shown which helped to illustrate some of the projects and the young people involved.</p> <p>Siobhan Chaplin also advised that a young people's version of the campus questionnaire was being used to ensure that they could feed into the consultation process.</p> <p>The Chairman thanked Siobhan Chaplin for her update.</p>
7.	<p><u>Emergency Planning</u></p> <p>Nick Bate - Emergency Planning Officer, Wiltshire Council gave a short presentation that encouraged town and parish councils to draw up an emergency plan which they would use in the advent of bad weather or the emergency services being delayed or unable to reach their town/parish location.</p> <p>Questions raised from the floor included:</p> <ul style="list-style-type: none"> • Some parish councils already have an emergency plan, would these now be redundant? <i>A. No, existing plans can be built on.</i> • Would farmers/members of the public acting on behalf of Wiltshire Council be covered by the Council's insurance in an emergency if they were unable to contact the emergency planning officers in the first instance? <i>A. There should always be someone that was contactable, a common sense approach should always be used.</i> • More 4+4 ambulances would be useful, perhaps the Ambulance Service should replace older ambulances with 4+4 ones. <p>Decision</p> <ul style="list-style-type: none"> • That the Melksham Area Board endorses and promotes the concept of local emergency plans. <p>The Chairman thanked Nick Bate for his presentation.</p>

8.

Presentation of Draft Community Plan

Miriam Zaccarelli - Melksham Community Area Partnership Officer gave the Community Area Partnership update and then a power point presentation on the new Community Area Plan.

Community Area Partnership update, points included:

- The Partnership's consultation on the campus proposals is ongoing, the questionnaire had now been delivered.
- Open consultation days were being held for residents to discuss the proposals.
- The Community Area Partnership had been meeting with various local organisations to discuss the proposals.

Community Area Plan.

Points made included:

- That the community area plan expresses local priorities & concerns and seeks to Identify solutions.
- It aimed to gather local intelligence, identify priorities and issues.
- Work with community/service providers – identify solutions.
- Create an action plan – identify solution providers.
- Gather local intelligence through public events, open days, previous Melksham Strategy (2004), Joint Strategic Needs Assessment (2009), consultations by other bodies, Area Board issues, letters to editors (local press), Parish plans and Theme Groups.
- What's been done so far: Research, Theme Groups formed, Public Consultations and events 2010/11 and around 500 issues identified.
- That the plan would be on the Partnership website after the Campus consultation had been concluded.

Points made from the floor included:

- How many parish plans had been forwarded to the Partnership?
A. Two so far, the Partnership wanted al parishes to get involved.

	<p>The Chairman thanked Miriam Zaccarelli for her update and informative presentation.</p>
<p>9.</p>	<p><u>Community Flood Plans</u></p> <p>Cllr Seed hands over the chair to Cllr Eaton.</p> <p>Cllr Jonathon Seed gave an update on Community Area Flood Plans.</p> <p>Points made included:</p> <ul style="list-style-type: none"> • That Wiltshire Council had a duty under the Flood and Water Management Act 2010 to establish areas at risk. • Wiltshire Council are the lead Authority on flooding plus the land drainage and Highway Authority. • The mapping exercise would utilise parish and town council local knowledge. • Provide information for planning applications. • Result would make it possible to quantify, prioritise and cost flood alleviation within Wiltshire. • That the Highways department of Wiltshire Council had a drainage budget set aside for such issues. • The parishes were invited to get involved in the mapping process and attend the Flood Working Group meetings.
<p>10.</p>	<p><u>Update from Melksham Community Area Transport Group (CATG)</u></p> <p>Cllr Seed now back in the chair.</p> <p>Cllr Jonathon Seed gave an update on the recommendations from the meeting of the Community Area Transport Group held on Mon 21 February 2011. The purpose of this meeting was to recommend the allocation of funding to schemes prioritised by the group in October 2010.</p> <p>The remit of the Community Area Transport Group was to look specifically at requests for schemes which had been requested by local people and which aimed to make it easier for pedestrians and cyclists to travel around the community area. A discretionary highways budget of £250,000 had been set aside for area boards to deliver schemes requested by the community. The</p>

	<p>allocation for the Melksham Community Area was £13,000.</p> <p>The group were advised that this funding was available for small-scale capital highways projects and that the funding could not be used for maintenance or bus services. It was also noted that all projects require feasibility studies to look at potential solutions.</p> <p>Decision</p> <ul style="list-style-type: none"> • That the Melksham Area Board following discussion from the Community Area Transport Group agree that: • £2000 is allocated to survey work for footways extension and pedestrian island in Bath Rd. • £2000 is allocated to survey work for a zebra crossing in Pembroke Rd, Queensway. • £3000 is allocated to the Spout Lane lay-by in Seend.
11.	<p><u>Any other urgent items of public concern</u></p> <p>There were no urgent items of public concern.</p>
12.	<p><u>Grants</u></p> <p>Community Area Grant Scheme.</p> <p>The Wiltshire Councillors considered nine applications seeking 2010/2011 Community Area Grant Funding:</p> <p>Seend Parochial Church Council awarded £750 towards a new printer for the Spotlight community magazine.</p> <p>Note: That the full amount of funding requested was not awarded, councillors felt that the printer the applicant was intending to purchase was too expensive for the task that it was required for.</p> <p><i>Reason</i> <i>This application demonstrates a link to the Melksham community plan in terms of 'coordinating information for local people'.</i></p> <p>Seend Trust & Community Centre awarded £959 for good quality projection equipment.</p>

Reason

The project would open opportunities for many more people to participate in community activities in an enhanced village venue. Also, the Community Centre, which is a charity, relies on income from hiring out its facilities, so having more to offer to potential hirers will benefit all users of the Centre in the long term

Broughton Gifford Friendship Club awarded £877 for trips for isolated older people.

Reason

The application demonstrates a link to the Community Plan: reducing disadvantage and inequalities.

West Wilts Interfaith Group awarded £200 to hire an Indian artist and storyteller for the Melksham Festival of Food.

Note: That the full amount of funding requested was not awarded, councillors felt that the amount requested was too much for one day's entertainment.

Reason

This application demonstrates equality and inclusion issues: raising awareness of different faiths and cultures that exist in Melksham.

The Keevil Society awarded £999 to purchase a marquee for use in the community. The grant was awarded with the condition that the Keevil Society makes a £10 hire charge per marquee when hiring out.

Reason

This project improves activities by the many local organisations in the open air by providing a robust, weatherproof marquee. These events attract people of all ages from Keevil and surrounding villages. The marquee would be used regularly and throughout the year.

Atworth Parish Council awarded £900 towards redoing the stone kerbing on the village green to prevent erosion.

Reason

This application will be a useful contribution to easing the consequences such as erosion of the green. The Green is used as the evacuation point for Churchfields primary school, and it also well used by parishioners as a resting

point and a nearby nursery school.

Poulshot Village Hall awarded £2490 towards the upgrading of the kitchen to facilitate meal preparation and cleaning.

Reason

This project would improve the facilities of the village hall kitchen to facilitate meal preparation and cleaning up.

Note: Cllr Steve Petty leaves the room.

Melksham Without PC awarded £467 towards the purchase of a large screen for viewing of plans with the condition that this would not set a precedent for other parishes looking to apply for similar funding, and that funding would only be granted after the Community Area Manager had enquired as to whether Wiltshire Council had a surplus screen that may be suitable for this project.

This application demonstrates a link to the Community Plan: enabling everyone to have equal access to local decision making.

Note: Cllr Steve Petty returns to the room.

Bowerhill Residents Action Group awarded £500 towards an information board and details of circular walks in the new picnic area.

Reason

This application demonstrates a link to the Community Plan: increase the numbers of people walking and providing information to canal users.

Councillor Initiated Projects.

The Wiltshire Councillors considered two Councillor initiated projects.

Cllr Seed: £3000 towards the creation of a lay-by near the canal, Spout Lane, Seend.

The work, to pipe and fill in a ditch at the side of the road, make a lay-by for car parking and allow free flow of traffic along Spout Lane, Sells Green, Seend had been carried out by the Highways Drainage Team and had now been completed.

	<p>Wiltshire Council had used its own drainage gangs for this work at agreed matrix costs for plant machinery and materials. These costs were significantly less than Mouchel, the Council's preferred contractors' matrix costs which made the project feasible but meant that the work had to be carried out before it could go to the Area Board for approval.</p> <p>Decision</p> <ul style="list-style-type: none"> • Agreed in retrospect, because of the nature of the application and the opportunity to get the work carried out at a reduced cost, but with the condition that there would be no further retrospective projects submitted. <p>Clr Hubbard, £1800 to run three positive parenting courses.</p> <p>To fund three parenting programmes delivered by the Parent Support Advisors for up to sixteen parents in each course (maximum total of 48 parents) of children at school in the Melksham cluster of schools.</p> <p>Decision</p> <ul style="list-style-type: none"> • Agreed.
13.	<p><u>Future Meeting Dates</u></p> <p>The Chairman highlighted the forthcoming meetings.</p> <p>Tuesday 29 March 2011 – Campus discussions at Melksham Assembly Hall. 6PM START.</p> <p>Tuesday 12 April 2011 – Big Society and Localism Seminar.</p> <p>Thurs 12 May 2011 – Young People's theme at Melksham Oak school.</p>
14.	<p><u>Evaluation & Close</u></p> <p>The Chairman thanked everybody for attending the meeting.</p>

MINUTES

Meeting: MELKSHAM AREA BOARD
Place: Melksham Assembly Hall, Market Place, Melksham SN12 6ES
Date: 29 March 2011
Start Time: 6.00 pm
Finish Time: 9.40 pm

Please direct any enquiries on these minutes to:

Kevin Fielding (Democratic Services Officer), Tel: 01249 706610 or (e-mail) kevin.fielding@wiltshire.gov.uk

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

In Attendance:

Wiltshire Councillors

Cllr Jonathon Seed (Chairman), Cllr Rod Eaton (Vice Chairman), Cllr Mark Griffiths, Cllr Jon Hubbard, Cllr Stephen Petty and Cllr Roy While

Wiltshire Council Officers

Abbi Gutierrez – Community Area Manager
Kevin Fielding – Democratic Services Officer
Niki Lewis – Service Director
Mark Stone - Transformation Programme Director
Lucy Murray-Brown – Campus Operational Estate Management Lead
Charlotte Moore – Project Manager

Town and Parish Councillors

Melksham Town Council – Chris Petty & Terry Welch
Atworth Parish Council – Effie Gale-Sides & David Webb
Keevil Parish Council – Myra Link
Melksham Without Parish Council – Mike Mills
Seend Parish Council – Joan Savage & Thelma Carr

Partners

Wiltshire Police – Inspector Christian Lance & Mel Rolph
Wiltshire Library Service – Peter Waterman
Melksham Community Area Partnership – Chris Holden & Colin Goodhind
Melksham Oak School – Stephen Clark

Melksham Old Peoples Forum – Brian Warwick
Melksham Chamber of Commerce – Graham Ellis

Members of Public in Attendance: 69

Total in attendance: 113

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
1.	<p><u>Chairman's Welcome, Introduction and Announcements to include the Summary on the Campus Development Process to date and Meeting Conduct</u></p> <p>The Chairman welcomed everyone to the Melksham Assembly hall and explained that the meeting would focus purely on the Melksham community campus proposals.</p> <p>The Chairman introduced the Wiltshire councillors who made up the Melksham Area Board and explained that the members of the Board would be voting on a recommendation which would then be passed to the Cabinet of Wiltshire Council who would then make the final decision on the campus.</p> <p>The Chairman paid tribute to the members of the Melksham Community Area Partnership who had organised the community area consultation on the campus proposals and stressed that the Area Board would try to give as many people as possible the opportunity to speak on the proposals.</p>
2.	<p><u>Apologies for Absence</u></p> <p>There were no apologies for absence.</p>
3.	<p><u>Declarations of Interest</u></p> <p>Cllr Rod Eaton – Personal interest, Town Mayor and member of Melksham Town Council.</p> <p>Cllr Mark Griffiths – Personal interest, member of Melksham Town Council.</p> <p>Cllr John Hubbard – Personal interest, member of Melksham Town Council.</p> <p>Cllr Steve Petty – Personal interest, member of Melksham Without Parish Council.</p>
4.	<p><u>Outline, Background and Summary of the Melksham Campus Proposal</u></p> <p>Lucy Murray Brown - Campus & Operational Estate Management Lead, Wiltshire Council outlined the campus proposal and then gave some background to the proposal.</p> <p>Points made by Lucy Murray Brown included:</p>

Context:

- Area Board 2 February 2011.
- A campus is a building, or buildings, in a community area that would provide the services the local community needed in an accessible location.
- Local community involvement was critical to the success.
- Reduced the long term financial, environmental and operational pressures on operating aging, low quality buildings.
- Potential to co-locate with partner and voluntary organisations.
- Encouraged the council to explore wide ranging innovative arrangements to allow local communities to have more influence in service delivery.
- Three tiers of service provision: core, community and partner.
- Cabinet 15 February 2011 – approval of the outline timetable.

Benefits of a new facility:

- Extended opening hours.
- Multi-purpose visits.
- Modern, up to date facilities
- Accessible community IT provision.
- Sustainable and efficient facilities
- Additional community facilities
- Exploration of innovative community focused management arrangements

Progress to date:

- Starting point is to consider all services currently provided.
- Audit & Research project.
 - *initial consultation*

- *sustainability appraisal*
- *conditions survey*
- *build and environment*
- *service reviews*
- *equalities*
- *perceived savings*

- Options Appraisal.
- Preferred option.
- Second round of consultation.

The Proposal for Consultation:

That the following facilities and services would be provided within a new community campus for Melksham, located on land at Woolmore Farm, adjacent to the Melksham Oak School:

- Leisure centre – 25m swimming pool plus learner pool; 4-court sports hall; multi-activity rooms; 60 station fitness suite; wet and dry changing, squash courts and associated ancillary facilities.
- 6 lane indoor bowls rink and group room.
- Library including improved IT suite for community internet access.
- Registrar service.
- Reception for all campus services and offering advice on other council services.
- Cafe facilities.
- Crèche.
- Youth centre facilities.
- Personal care room(s) (e.g. for disabled people and their carers).
- Desk space for community based council and partner staff.
- Multi-purpose training suite for both professional and community use.
- Multi-purpose meeting/resource rooms.

	<ul style="list-style-type: none"> • Health care facilities e.g. GP surgeries, specialist clinics (TBC by partner organisations). • 100 space car park (indicative). • Provision of land for outdoor recreational use adjacent to campus facilities. • Outdoor sports changing facilities. <p>The Chairman thanked Lucy Murray Brown for her presentation.</p>
5.	<p><u>Results of the Campus Consultation</u></p> <p>Chris Holden – Chairman, Community Area Partnership outlined the results of the Campus consultation that the Melksham Area Board had requested the Partnership carry out.</p> <p>Points made by Chris Holden included.</p> <p>That the Melksham Community Area Partnership had:</p> <ul style="list-style-type: none"> • Put together a questionnaire that had been circulated to 12,500 households throughout the Melksham community area and there had been 803 returns. • Put together a young people questionnaire to gauge the feeling of the youth of the Melksham community area. • Organised three Open Days to present the Campus proposals • Organised ten meetings with various local groups to gauge what they wanted from the Campus. • That the answers to the questionnaire contained useful bullet points of public opinion. <p>The responses to the questionnaire are attached to these minutes.</p> <p>Chris Holden thanked the public for taking the time to partake in the questionnaire.</p> <p>The Chairman thanked Chris Holden and the Community Area Partnership for their hard work in ensuring that the questionnaire formed part of the Campus data.</p>

CAP Consultation Results

6.

Responses to Questions Submitted in Advance

It had been intended that Lucy Murray Brown - Campus & Operational Estate Management Lead, Wiltshire Council would deal with responses to any questions that had been submitted in advance and answer any supplementary question submitted from the floor.

It was noted that the questions and answers were not available for the Councillors to digest in written form, these questions and answers were also not on the Wiltshire Council website, Cllr Jon Hubbard requested that it was noted that he was unhappy that Area Board members would have to make decisions without this information to hand and that members of the public were unable to view this information.

The Chairman advised as the submitted questions and answers were not available in hard copy, instead of asking Lucy Murray Brown to read them out as originally intended, he was happy that attendees could ask questions to which Lucy Murray Brown or other officers present would endeavour to answer.

The Chairman was advised by Lucy Murray Brown that the questions which had already been submitted would be published on the Wiltshire Council website the following day,(30 March 2011, in the event they were available by the end of the meeting). It was also agreed that any attendees present who left their address would have the submitted questions and answers posted to them by the Campus & Operational Estate Management team.

The Chairman advised as the submitted questions and answers were not available he was happy that attendees could ask questions to which Lucy Murray Brown would endeavour to answer.

Note: It was also agreed that any attendees present would have the submitted questions and answers posted to them by the Campus & Operational Estate Management team.

Note: of the 113 people present at the meeting only 8 had given a postal address, these 8 addresses were passed on to Campus & Operational Estate Management team.

Points raised on the night:

That the questions and answers should have been made available for all to read and digest, prior and at the meeting.

Officers had more than enough time to get the Q's & A's ready and available for this meeting. The Chairman expressed a view, shared by some other members, that this was not the case.

Melksham town centre will die if we lose the Library.

Questions raised on the night:

Public access to the Melksham Oak site, what about the school childrens' safety?

The exact location of and access to the campus would be determined during the design and planning stage of the project and as such is not known at this stage.

Community use of school sites or facilities on or adjacent to school sites is a national strategic recommendation by Sport England and there are several examples in the county and across the country where this arrangement is already in place and working well. Furthermore, the wider integration and mixed use of school facilities by the community was a fundamental part of the development and funding package for the school.

The Council does not agree that a well-planned campus adjacent to the Melksham Oak Community School would lead to serious implications for the safety and security of pupils.

Richard Wood – Can Wiltshire Council confirm that the land shaded on the map will not be built on?

Discussions with the adjoining land owners have been continuing, as whilst a development wholly on Council-owned land is possible, there may be benefits to acquiring additional land. However, these discussions have been put on hold pending a wider final advertisement for landowners to come forward across a wider area, assuming the Area Board approve this approach.

Jes Ribble – Why was the split site not the preferred site if it is the best for sustainability?

The Sustainability Appraisal (SA) is a spatial planning tool, which provides information that is both of use and is relevant. However, as with all the information gathered and assessed throughout the audit and research phase of the project, it is one part of the jigsaw and should not necessarily be considered more or less important than the rest.

*The findings of the SA report were indeed taken into account when reviewing all the audit and research work to establish the current proposal, which has been selected as the preferred site for the campus because it is considered the most deliverable, broadly sustainable and appropriate option when **all** relevant factors are taken into account.*

Will there be a transport plan and when will the Campus be up and running?
Transport arrangements will be established through a travel plan, which forms part of a planning application. It is important not to pre-empt any part of this application and therefore the Council cannot answer detailed questions at this stage, however it must be noted that appropriate access to the campus for all parts of the community is critical and options around potential bus services would be fully explored through the travel plan.

If approved by the Area Board, any Shadow Community Operations Board will also have a role in representing the community's views on the timing and options for transport arrangements to the campus, based on local need, which will subsequently be considered through the development and implementation of a travel plan.

Subject to relevant approvals the present indicative timeline indicates a campus could be operational during 2013.

Melksham residents want more openness from Wiltshire Council on this project.

There is a variety of information on the council's website which has also been made available at public locations and at various meetings. In addition there have been a variety of community and partner meetings where questions were invited. This approach sits alongside the community-led consultation which has been coordinated by the Melksham CAP through the area board.

Graham Ellis – Will there be any scope for business start up units?

Wiltshire Council's economic development team are currently exploring opportunities for business start-up units in Melksham.

Why is this the first chance that the people of Melksham have had to ask any questions?

There was an opportunity to clarify the position and direction of the proposal to develop a campus for Melksham at the meeting in February. Questions received through the consultation process – either through the Melksham Community Area Partnership or via the dedicated email address – have been responded to either direct to the individuals/organisations who made contact or they have been answered within this Q&A document.

In addition to the above, the purpose of the specially convened Area Board meeting was for members of the public to ask questions so that local members could hear their views and participate in a discussion before making a recommendation on a campus proposal for Melksham.

	<p>Ben Anderson – A lot of people support the Campus proposal in principle but have concerns about getting to the proposed site, are there any plans for free public transport?</p> <p><i>Transport arrangements will be established through a travel plan, which forms part of a planning application. It is important not to pre-empt any part of this application and therefore the Council cannot answer detailed questions at this stage, however it must be noted that appropriate access to the campus for all parts of the community is critical and options around potential bus services would be fully explored through the travel plan.</i></p> <p><i>If approved by the Area Board, any Shadow Community Operations Board will also have a role in representing the community's views on the timing and options for transport arrangements to the campus, based on local need, which will subsequently be considered through the development and implementation of a travel plan.</i></p> <p>The Chairman thanked the attendees present for their points of view and questions.</p>
7.	<p><u>Partner and Stakeholder views on the Campus Proposals</u></p> <p>All partners and stakeholders present at the meeting were given the opportunity to share their views on the Campus proposals.</p> <p>Wiltshire Police – Insp Christian Lance advised that Wiltshire Police would be interested in basing Neighbourhood teams out of the Campus, this would free up deck space at the Divisional HQ at Hampton Park. It was felt that officers would be more accessible and be able liaise more with local residents. The opportunity to be based with other partners would be very beneficial from a Police point of view.</p> <p>Questions to Insp Lance:</p> <p>Would you not be replacing out of town with out of town, moving from Hampton Park to the proposed Campus? <i>As the Campus is proposed as a one stop shop, there would be more foot fall than at Hampton Park.</i></p> <p>Melksham CAYPIG – not represented at the meeting.</p> <p>Melksham Old Peoples Forum – Brian Warwick advised that older people were</p>

concerned about the viability of retailers in the town centre if the library was to move out of town, they wanted the library to remain in the town centre.

They were concerned that if the Campus came to fruition that there would be free public transport for the residents of Melksham to use it to its full potential.

They wanted a commonsense decision, not a political one.

Pleased that there would be better swimming facilities if the Campus went ahead.

Would like an enhanced town centre library with tourist information included on site.

If Wiltshire Council could provide youth centres for young people, why couldn't they provide drop in centres for the elderly.

Wiltshire Fire and Rescue Service - not represented at the meeting.

NHS Wiltshire - not represented at the meeting.

Melksham Oak School - Stephen Clark, Head Teacher advised that he welcomed community use of Melksham Oak school facilities, but stressed that this should be controlled by Melksham Oak school.

He felt that the site proposed could be better utilised and that the school had no views on the relocation of the Library.

Melksham Town Council – Cllr Chris Petty advised that the Town Council supported the Campus but regretted the possible loss of the library from the town centre and had some traffic concerns about the proposed site.

Parish Council Nominated Representatives

Melksham Without Parish Council – Cllr Mike Mills advised that Melksham Without supported the split site option, which would keep the library and youth centre in the town and that it had concerns about the increased traffic around the Melksham Oak school.

Atworth Parish Council – advised that they had concerns about the lack of a financial case put forward by Wiltshire Council for the project, and had concerns about the possible relocation of the library and youth centre.

	<p>Broughton Gifford Parish Council advised that they supported the views of Melksham Without and Atworth Parishes.</p> <p>Semington Parish Council – advised that they supported the Campus proposal.</p> <p>The Chairman then advised that a five minute comfort break would be taken.</p> <p>Melksham Chamber of Commerce – Graham Ellis advised that the Campus would be a facility to be proud of, but had concerns for the viability of some retailers in the town centre if the library were to relocate. He made the point that libraries were a changing facility with the advent of ipads and kindles etc.</p> <p>The Chamber of Commerce supported the proposal of the Woolmore Farm site, but wanted it to be cutting edge not bleeding edge.</p> <p>They looked forward to working with the Area Board in the future.</p> <p>The Chairman thanked all the speakers for their views.</p>
8.	<p><u>Areas for Discussion</u></p> <p>Lucy Murray Brown - Campus & Operational Estate Management Lead, Wiltshire Council took questions from the meeting on topics that included:</p> <p>Co-location</p> <p>Sarah Cardy – Could the Campus be of a modular design with the library and youth centre being added at a later date?</p> <p><i>Although this is possible in theory there would be a significant impact on project costs and there is no guarantee that with further budget cuts that this would be a viable option.</i></p> <p>Has an equality impact assessment been carried out yet?</p> <p><i>An Equalities Impact Assessment (EIA) has been carried out and will continue to be updated throughout the project. The EIA has always been a publically accessible document but if it would be helpful we would be happy to make it available on the Melksham campus pages of Wiltshire Council website.</i></p>

Assuming relevant member approvals, as the project progresses through the design and planning stage, the EIA document and action plan will be updated to ensure that equalities and inclusion issues are identified and addressed. We would also support any Shadow Community Operations Board in monitoring and updating the EIA document and action plan to ensure the new campus addresses local need in terms of equalities and inclusion issues.

Note: It was agreed that Lucy Murray Brown would sent this document to all Area Board members.

Transport

Where would the funding come from to run a free bus service to the Campus?

If approved by the Area Board, a Shadow Community Operations Board would have a role in representing the community's views on options for transport arrangements to the campus, based on local need, which will subsequently be considered through the development and implementation of a travel plan.

Library

Chris Holden – There has been no indication from Central Government of any further cuts to library services.

Response from Niki Lewis, Service Director with responsibility for Libraries: Although at this point the Libraries Service in Wiltshire has not been asked to make any further savings, we cannot be sure that in future years this will not be the case.

What is the current footfall of the library?

Response from Melksham community librarian: Around 78,000 visits per year.

There must be a compelling case/reason to move the library, would Wiltshire Council gain financially from selling the site?

A single site campus would be significantly cheaper to operate in the long term. Wiltshire Council will look at the disposal of sites to fund its capital programme, but receipts would not be specifically linked to the campus project.

To clarify, sites could theoretically be sold for less than their market value if there is a community benefit.

	<p>Can we vote to take the library out of the Campus proposals?</p> <p><i>Response from Cllr Jonathon Seed – the Area Board members could make that decision if minded.</i></p> <p>Sports and Recreation</p> <p>What would happen if the Area Board voted against the Campus, would the leisure facilities go on hold?</p> <p><i>A report would be prepared for the Wiltshire Council cabinet detailing this if it were to happen. The cabinet would then decide.</i></p> <p>Points made included:</p> <p>The Future of Melksham as a vibrant town is modern facilities such as the Campus.</p> <p>Residents of Melksham want more information on the financial detail of the proposal.</p> <p>Wiltshire Council should talk to the rate payers to see what they want.</p> <p>Melksham town centre is starting to get back on its feet again, now we intend to stop it.</p> <p>The current library offers easy access to the elderly and families without transport, moving it out of the town centre would be unfair.</p> <p>Melksham desperately needs a new swimming pool, we shouldn't miss the boat on this.</p> <p>The Chairman thanked everyone for their views and questions, and Lucy Murray Brown, Niki Lewis and Mark Stone for their answers.</p>
9.	<p><u>Councillor Deliberations and Recommendations</u></p> <p>The Chairman advised that each councillor would be given the opportunity to sum up and give their views, the councillors would then vote on the Melksham Community Area Campus proposal.</p> <p>Cllr Jonathon Seed felt that councillors had to listen to the views of the residents of Melksham, it was important however to realise just what an opportunity</p>

Melksham was being given, being the first town to have a state of the art Campus facility.

Cllr Rod Eaton felt that the lack of a library in the town centre would not stop shoppers from using the town centre.

That Melksham at present had outdated and poor leisure facilities.

Cllr Mark Griffiths felt that single site proposal was the way forward for Melksham.

Cllr Steve Petty felt that the library should stay in the town centre where it was an accessible meeting place. He agreed that the swimming facilities were not good.

Cllr Jon Hubbard felt that the Campus should enhance current facilities rather than replacing them.

That he welcomed the prospect of the town getting better leisure facilities but not at the cost of the library and youth centre moving out of the town.

He felt that councillors should be doing what the people of Melksham wanted them to do.

Cllr Roy While felt that this was a great opportunity for Melksham to be first to have modern facilities, but that transport, parking and regeneration were important topics if the Campus was to prosper.

That he hoped to keep a library presence in the town centre as well as in the Campus.

Councillors then discussed the draft recommendation which was:

That based on an assessment of the overall service improvement possibilities and to ensure long term security of service delivery for the wider Melksham Community Area, the Melksham Area Board ask cabinet to:-

A. Support a single site solution for the Campus that will service the Melksham Community Area and ensure that this includes, as a minimum, all services outlined to the meeting.

B. Develop this proposal so it is delivered as near as possible

to Melksham Oak School, with the proviso that if officers, after conducting a final appraisals of all sites in the locality, are able to identify an alternative site closer to Melksham town centre that can deliver a single site solution in the same timescale and at the same cost, this is given equal consideration by Cabinet.

Cllr Roy While tabled a motion which was seconded by Cllr Rod Eaton that if agreed would appear as Para B. The existing Para B would then be renumbered Para C.

This amendment was as follows:

Notwithstanding the establishment of a new purpose built library in the proposed Campus in accordance with Para A, the offer negotiated with the Wiltshire Council Cabinet Member with responsibility for Library Services is recommended to the Cabinet by the Area Board.

This would provide for a limited, additional and residual volunteer based library service in Melksham Town Centre until at least 2014 when the service will be reviewed.

Councillors then voted on this amendment.

The amendment was carried unanimously.

Cllr Jon Hubbard then tabled a motion which was seconded by Cllr S.Petty requesting a split site, with the Library and Youth Centre remaining in the town centre.

Cllr Jon Hubbard requested that a recorded vote was carried out.

Cllr Seed – Against

Cllr Eaton – Against

Cllr Griffiths – Against

Cllr Hubbard – For

Cllr S.Petty – For

Cllr Roy While – Against

The amended motion was lost 4 votes to 2.

Councillors then voted on the substantive motion, which was tabled by Cllr Roy While and seconded by Cllr Rod Eaton, this was as follows:

That based on an assessment of the overall service improvement possibilities and to ensure long term security of service delivery for the wider Melksham Community Area, the Melksham Area Board ask cabinet to:-

- **A. Support a single site solution for the Campus that will service the Melksham Community Area and ensure that this includes, as a minimum, all services outlined to the meeting.**

- **B. Notwithstanding the establishment of a new purpose built library in the proposed Campus in accordance with Para A, the offer negotiated with the Wiltshire Council Cabinet Member with responsibility for Library Services is recommended to the Cabinet by the Area Board. This would provide for a limited, additional and residual volunteer based library service in Melksham Town Centre until at least 2014 when the service will be reviewed.**

- **C. Develop this proposal so it is delivered as near as possible to Melksham Oak School, with the proviso that if officers, after conducting a final appraisals of all sites in the locality, are able to identify an alternative site closer to Melksham town centre that can deliver a single site solution in the same timescale and at the same cost, this is given equal consideration by Cabinet.**

The substantive motion was carried 4 votes to 2.

10.

Preliminary Management Project - subject to reaching a decision on Agenda item No.9

Lucy Murray Brown then outlined the proposal for the forming of a Shadow Community Operational Board (SCOB) to overview the testing of community led management proposals and the draft Terms of Reference.

Cllr Jon Hubbard then tabled a motion which was seconded by Cllr S.Petty requesting a deferral

Cllr Seed – Against

Cllr Eaton – Against

Cllr Griffiths – Against

Cllr Hubbard – For

Cllr S.Petty – For

Cllr Roy While – Against

This vote was lost 4 votes to 2.

Councillors then voted on the motion, which was tabled by Cllr Roy While and seconded by Cllr Rod Eaton, this was as follows:

Cllr Seed – For

Cllr Eaton – For

Cllr Griffiths – For

Cllr Hubbard – Abstain

Cllr S.Petty – Abstain

Cllr Roy While – For

This vote was carried by 4 votes.

Note: Cllrs Hubbard and S.Petty abstained from this vote.

Decision

- **Melksham Area Board confirm themselves as the governance route for the development of the Melksham Community Campus and delivery of the preliminary management project in the Melksham Community Area and asks officers from the CAOD Programme team to support the creation of a Shadow Community Operational Board (SCOB) under the draft terms of reference circulated to Area Board members and circulated on the Melksham Community Area website.**
- **The Area Board to be represented on the SCOB by a Member to be agreed by the Board. Other groups to be invited to attend as**

	<p>agreed by the Area Board.</p> <ul style="list-style-type: none"> • The draft terms of reference, amended to reflect the wishes of the Melksham Area Board to confirm themselves as the governance route for the development and delivery of the preliminary management project in the Melksham Community Area, be confirmed at the next Area Board meeting together with the nomination of a member to the Shadow Community Operational Board. <p>The Chairman emphasised the draft nature of the terms of reference and that the Area Board would revisit them at future meetings if required.</p>
11.	<p><u>Future Meeting Dates</u></p> <p>Tues 12 Apr- Seend Community Centre (Localism and Core Strategy).</p> <p>Thurs 12 May 2011 – Melksham Oak school.</p> <p>Weds 14 July 2011 – The Riverside Club, Melksham. (NB. 2pm Start)</p>
12.	<p><u>Evaluation & Close</u></p> <p>The Chairman thanked everybody for attending the meeting.</p>

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Melksham Community Area Partnership

Campus Consultation Results

29 March 2011

Chris Holden - Chair

Context

We are Melksham Community Area Partnership

We were asked to consult on proposal

We did:

Questionnaire – 12,500 households

Young People Questionnaire

Open Days – 3

Meetings with groups - 10

Consultation Response

Questionnaire – 803 (= 1400 people)

Young People Questionnaire - 78

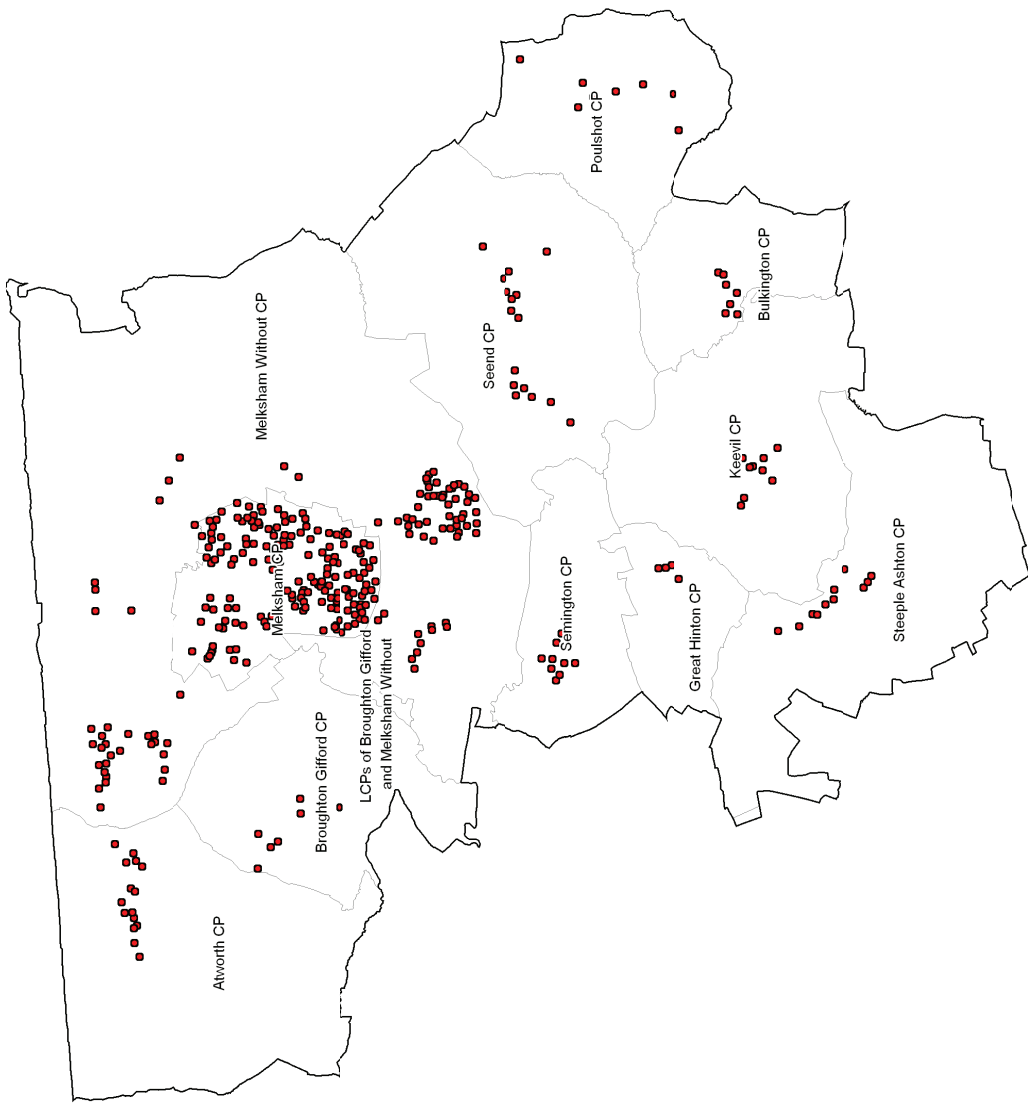
Open Days – 41

Meetings with groups - 10

Letters/emails – 17

Questionnaire response – Geography

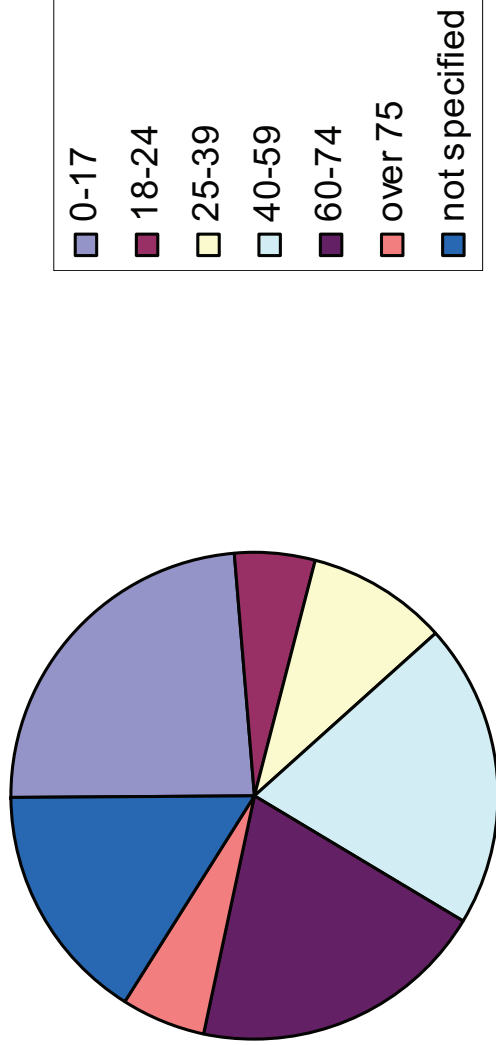
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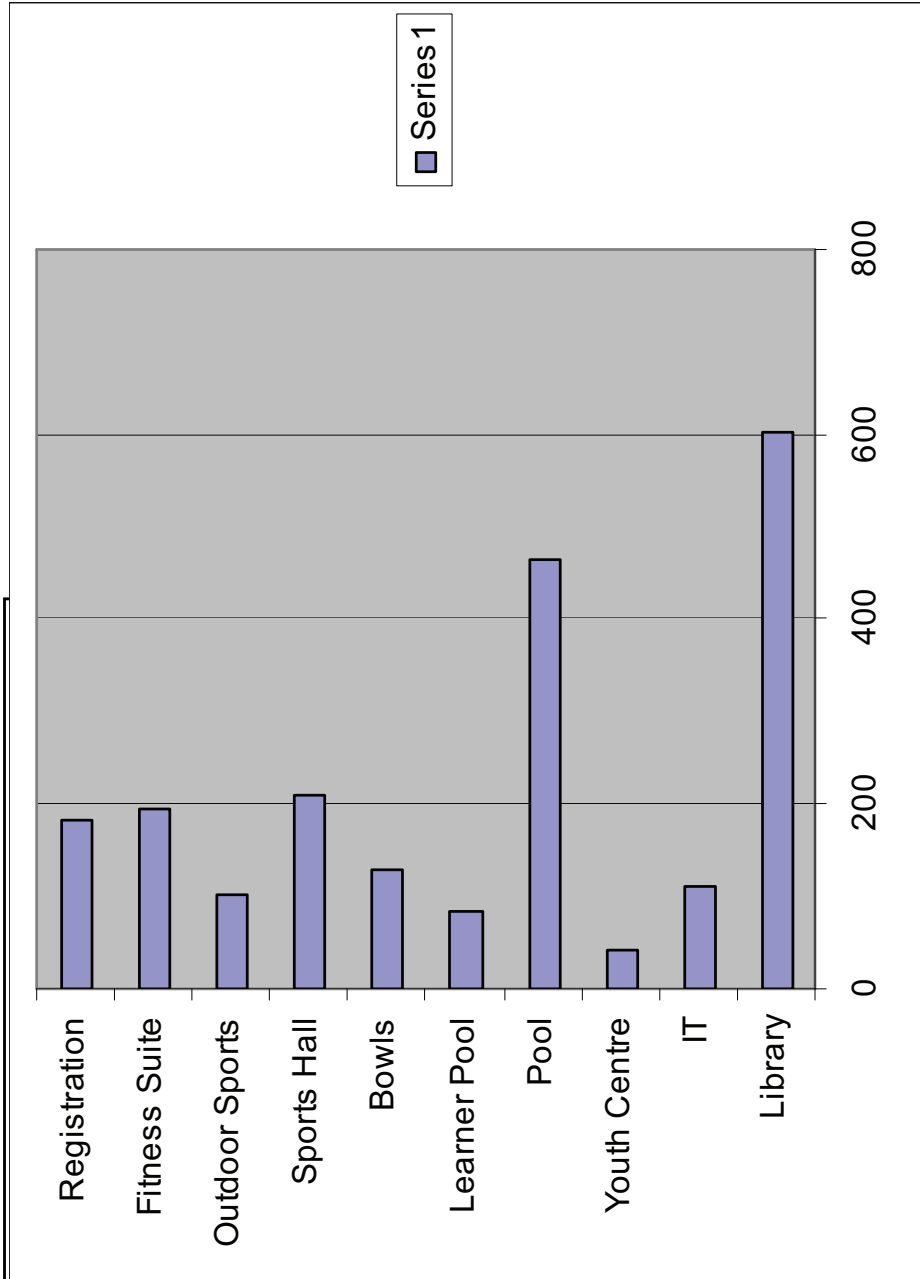
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Questionnaire response - Age

People represented in the questionnaires (total 1462)



What services people use



General Response

Positive response - 16% in unqualified support.

The rest raised issues:

Library

Youth Centre

Swimming Pool

Access

Buses

Parking

Cost

Library

Don't move the Library

Access for elderly/disabled

Access for children/schools

Economic impact on Town Centre

Social impact on 'heart' of town

Comments by specific services

	Library	Youth Centre	Swimming Pool	Fitness Suite	Internet	Total
MAIN COMMENTS	284	30	133	51	46	544
YP COMMENTS	1	32	9	4		46
Keep it in town	227	41	33	5	23	329
appreciate/ value service	28	8	8	7	5	56
Update of facilities needed	15		17	12		44
access concerns	19		1	2	1	23
elderly access concerns	9		4		2	15
adult and children separate facilities			13			13
increase size	2		10	1		13
children/ youth access concerns	6		4	1	1	12

Youth Centre

Don't move the Youth Centre

YP Questionnaire:

41% made comments – 100% don't move

Fairness for everyone

Next to school

No one will go

Swimming Pool

On the question specifically about the swimming pool in the questionnaire 133 made a comment, of which 33 said it would be too far

Access

Too far in general 38%, 13%, 14%, 11%

Elderly/disabled

Children/schools

Vulnerable

Transport

Concern about increase of travel

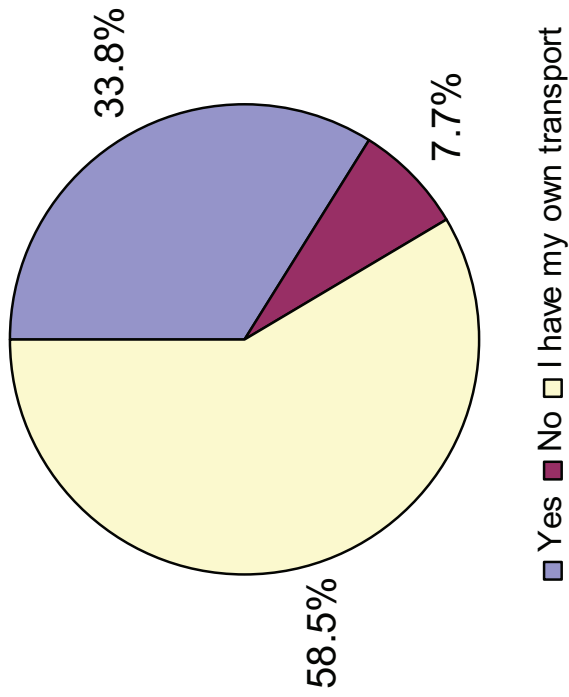
Need for bus

Bus should be free

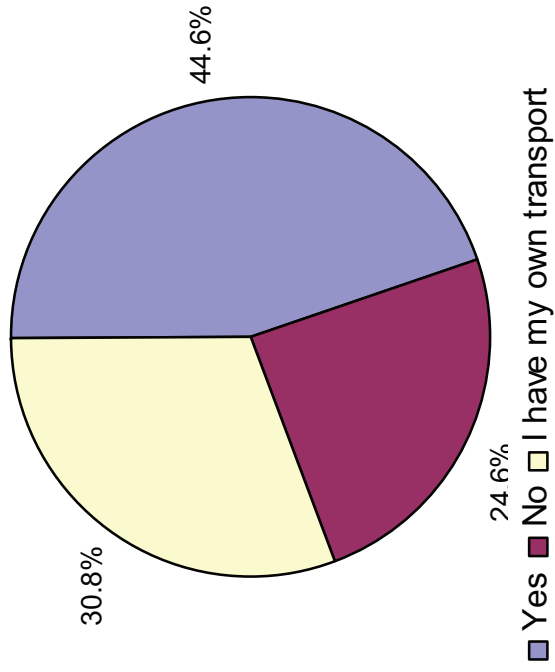
Current bus routes need improving

People who would need a bus

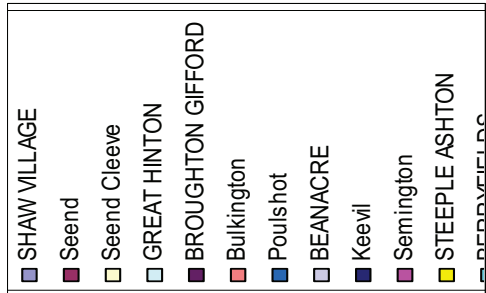
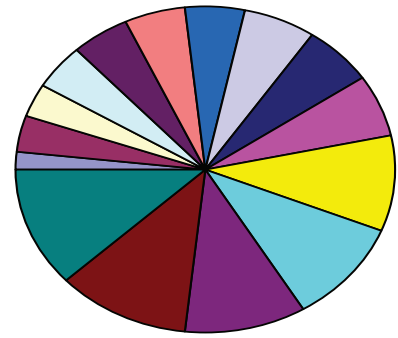
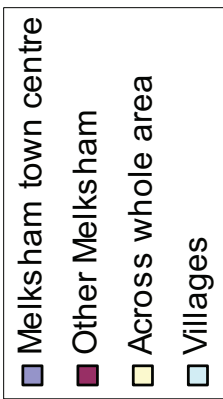
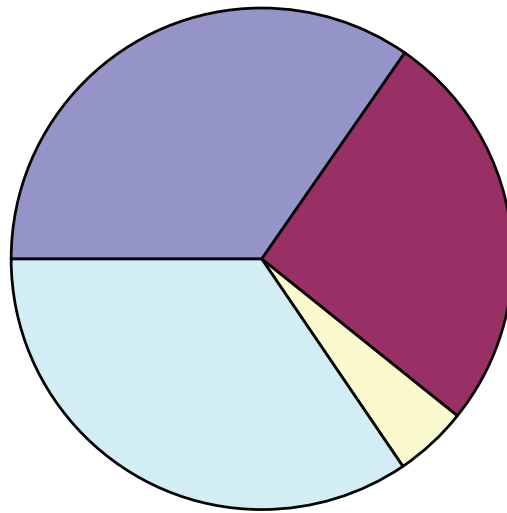
Main



Young people



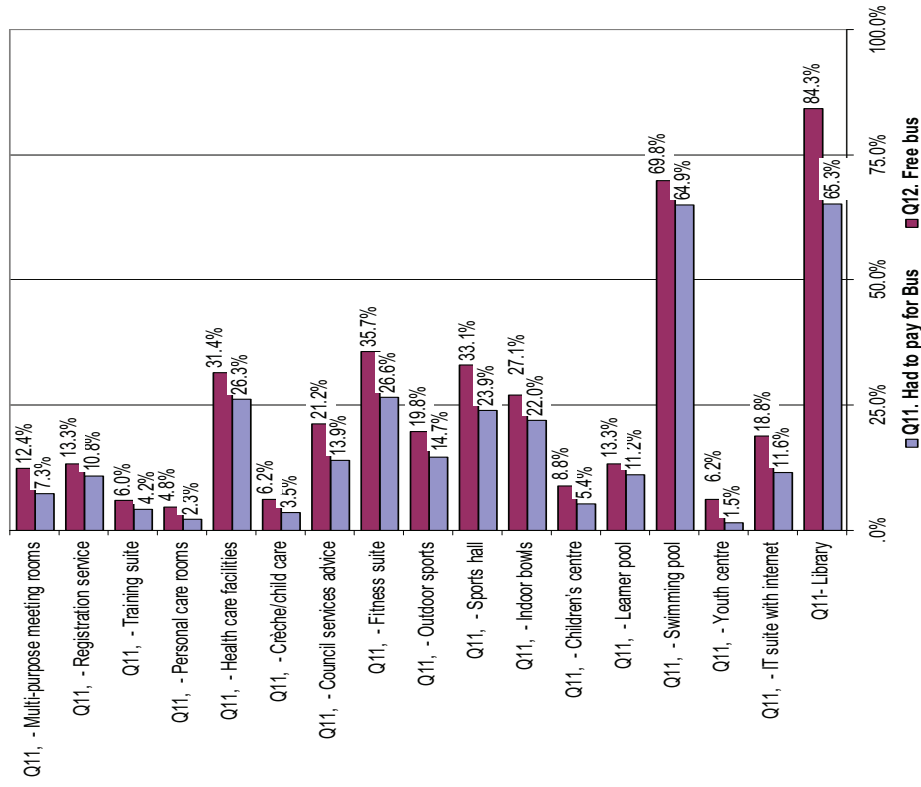
Where people would require a bus from



Free bus use

More people would use the campus if a free bus was provided

Most would need bus for Library and Swimming Pool



Parking

Adequate parking needed

Parking should be free

Cost

In general waste of money
Specifically Library as recently refurbished
Specifically Youth Centre as recently refurbished
Concern about cost of use
Concern about cost to the community

Further

Suggestions for inclusion

Details on timings

Details on value of service

Details on what would encourage use of services

<http://www.melksham.communityarea.org.uk>

miriam@melksham.communityarea.org.uk



Crime and Community Safety Briefing Paper Melksham Community Area Board 12th May 2011

1. Neighbourhood Policing

On Monday 4th April the structure of our Neighbourhood Policing Teams changed. The 55 NPT's in the Unitary Area have been reduced to 20 to correspond with the 20 Community Areas.

The public will not see any change to staffing levels as each Beat will retain its Community Beat Manager and Police Community Support Officer(s).

The changes have been made in order to enhance the service delivery to the public, namely...

I. Increased police visibility, community engagement and more time to spend dealing with priorities:

Due to a reduction in bureaucracy there will be a reduction in Neighbourhood Tasking Group (NTG) meetings where priorities are set each quarter. Currently up to 76 are held but in the new structure this will be reduced by 49 meetings per quarter. There is also a new NPT IT system which will make things easier and quicker for staff to enter information. There will also be one quarterly Newsletter for each Community Area with a dedicated page for each Beat Area.

II. Service delivery will be enhanced:

- a) If a significant priority is identified in a Beat Area, staff from other Beats within the NPT can be tasked to the area

to target the issue. Staff will still be primarily dedicated to working on their individual Beats.

- b) Each NPT will have a dedicated Sergeant who will provide support for the NPT and enhance supervision.

III. There will be greater partnership working with local authorities and stakeholders:

Due to the rationalisation of the number of NPTs, which will lead to improved targeting of priorities.

Current Priorities:

Up-to-date details of the current news about Neighbourhood Policing Teams, including, profiles, priorities and forthcoming community consultation events can be found on the Wiltshire Police Website.

🖥️ Visit the new and improved website at: www.wiltshire.police.uk

Team News:

There have been no team changes since the last Area Board.

2. Performance

Overall crime levels in the Community Area have been significantly reduced.

Table 1 – Reported Crime Figures
1st April 2010 – 10th March 2011

MELKSHAM COMMUNITY AREA						
MELKSHAM	CRIME				DETECTIONS	
	2009/10	2010/11	+ / -	% Change	2009/10	2010/11
Violence Against the Person	242	260	18	7.4%	52.1%	57.3%
Dwelling Burglary	119	48	-71	-59.7%	36.1%	25.0%
Criminal Damage	257	232	-25	-9.7%	24.1%	23.3%
Non Dwelling Burglary	106	93	-13	-12.3%	4.7%	8.6%
Theft from Motor Vehicle	91	64	-27	-29.7%	5.5%	0.0%
Theft of Motor Vehicle	28	18	-10	-35.7%	14.3%	22.2%
Total Crime	1290	1168	-122	-9.5%	30.3%	27.1%

**Table 2 – Reported Anti-Social Behaviour Figures
1st April 2010 – 31st March 2011**

APL-JUNE 2010 (2009)	JULY - SEPT 2010 (2009)	OCT – DEC 2010 (2009)	JAN - MAR 2011 (2010)	YEARLY AVE (10/11)
308 (368)	368 (308)	307 (259)	243 (238)	306.3



Wiltshire Police Authority

Mr Angus Macpherson is an Independent Member of the Wiltshire Police Authority and has the responsibility for overseeing police matters in the Community Area. He can be contacted via Wiltshire Police Authority: ☎ 01380 734022 or 🌐 <http://www.wiltshire-pa.gov.uk/feedback.asp>

3. Vision Wiltshire

Vision Wiltshire has been set-up to deliver a new policing model to meet the projected funding cuts over the next 4-years.

Wiltshire Police Authority (WPA) must reduce its budget from £108million in 2009-10 by £15million over the next four years. In order to identify where the public felt these savings might be made and what services should be protected, a special public consultation was conducted between 23rd November 2010 & 11th February 2011. There were 1,134 responses.

What did we do?

A questionnaire was posted on the WPA website which also sent to every town and parish council in Wiltshire and Swindon.

WPA Members attended Area Board meetings to present an overview of the situation and to encourage the public to express their views.

WPA Chairman, Christopher Hoare, presented similarly at meetings arranged by Wiltshire Council to consult with the public on their budget and that of partner agencies.

Neighbourhood Policing Teams distributed the questionnaire within their communities.

All Neighbourhood Watch Members and members of the public who had signed up to the Force website were alerted to the consultation.

WPA members also met with five of the six MPs in Wiltshire and Swindon to seek their views.

What you said

The conclusions that can be drawn from the results of the survey are as follows:

Many people were concerned about how public sector cuts will affect policing in their local area.

There was an overwhelming agreement that removing Police Officers and Police Community Support Officers (PCSOs) from neighbourhoods should only be done as a last resort.

85% of respondents said they would be happy with an answer rate of **up to** one minute for the non-emergency police number.

The public did not want to lose police stations and they were the primary choice for accessing police services. However, there was strong support for the use of shared facilities and of greater use of internet and telephone.

The majority of respondents agreed that we should spend the same or more than is now spent on the services we identified in our questionnaire.

WPA should be sourcing policing goods and services from others if it was more effective and efficient.

The respondents ranked the given priorities as follows:

1. Tackling crime
2. Answering 999 calls
3. Neighbourhood Policing
4. Keeping people safe
5. Being available 24/7

What we have done

The results of the consultation have been used along with a strategic assessment by Wiltshire Police to inform our Policing Plan for 2011/14. This directs policing effort as follows:

Strategic Priority 1 - Reduce Violent Crime

As part of our vision for Wiltshire to be the safest county in the Country, we are committed to further reducing violence and supporting the victims and witnesses of violent crime. Specifically, over the next year we will focus on reducing alcohol related violence and domestic abuse and further improving our quality of service to victims of sexual abuse.

Strategic Priority 2 - Manage the people who cause the most harm in our communities

It is estimated that one in ten offenders are responsible for up to half of all crime in Wiltshire. It makes sense, therefore, to focus on those people who are causing the most harm in our communities and deal with them through an integrated approach with our partners in the justice system.

Strategic Priority 3 - Tackle Antisocial Behaviour

The level of antisocial behaviour in Swindon and Wiltshire increases in the summer. Overall levels are low and falling, and most people view Wiltshire as a safe place. The Force will be working to protect the most vulnerable and to support the communities within Wiltshire to develop and implement their own solutions to local problems

Strategic Priority 4 - Developing Sustainable Policing

The scale of the cuts requires a wholesale review of what the police do and how they do it. This means a re-focus on the core role and a much keener focus upon productivity and resource usage. Minor adjustments to the operating model will not allow us to maintain performance whilst reducing cost. WPA has agreed the development of a new operational policing model, supported by new technology. To minimise risk that comes with change, we will introduce the new operational model gradually, ensuring that each component is properly consulted upon and tested before implementation.

For the full report on the WPA **Vision Wiltshire** public consultation or for a full copy of the **Policing Plan** visit the WPA website at: www.wiltshire-pa.gov.uk

In June, WPA will publish its review of the performance of Wiltshire Police during 2010/11, and we will look to update the Area Board shortly thereafter.



David W Cullop
Sector Inspector
28/04/11



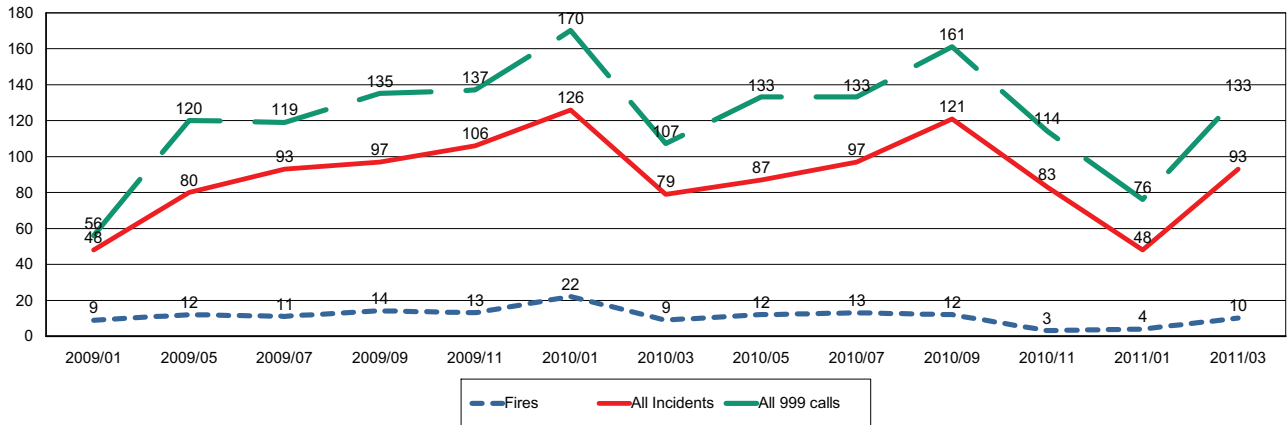
Wiltshire Fire & Rescue Service

Wiltshire and Swindon Fire Authority

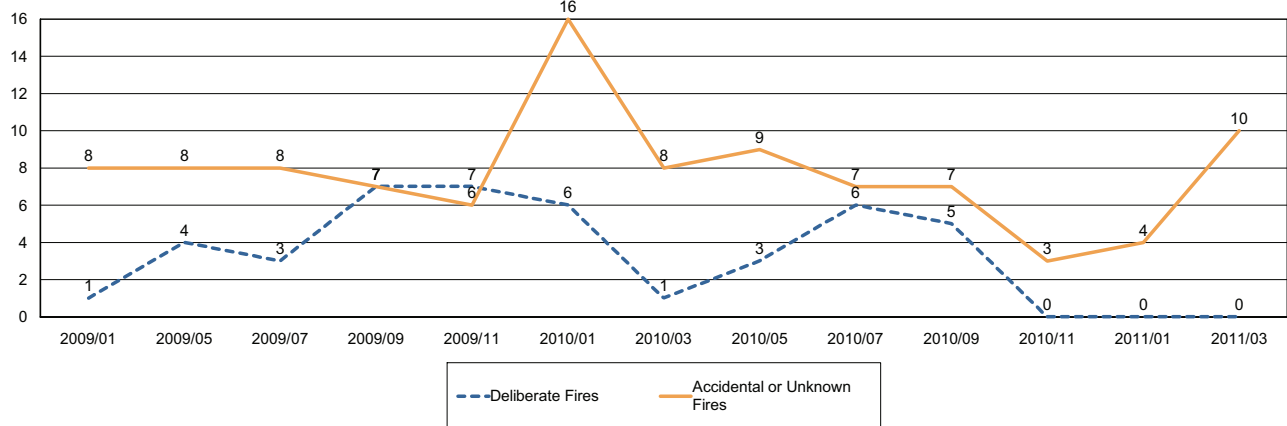
Report for Melksham Area Board

The following is a bi-monthly update of Fire and Rescue Service activity up to and including March 2011. It has been prepared by the Group Manager for the Board's area.

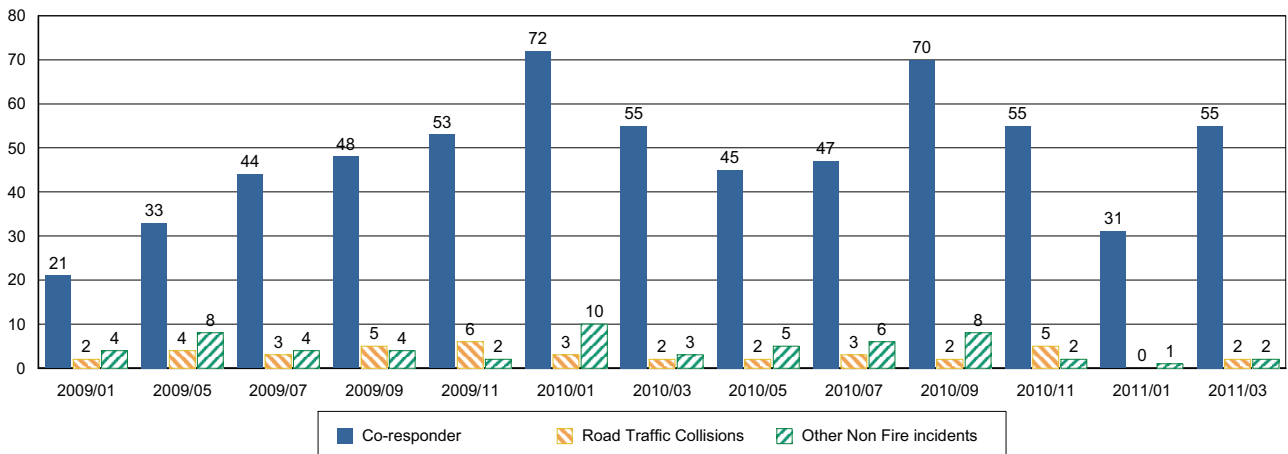
Incidents and Calls



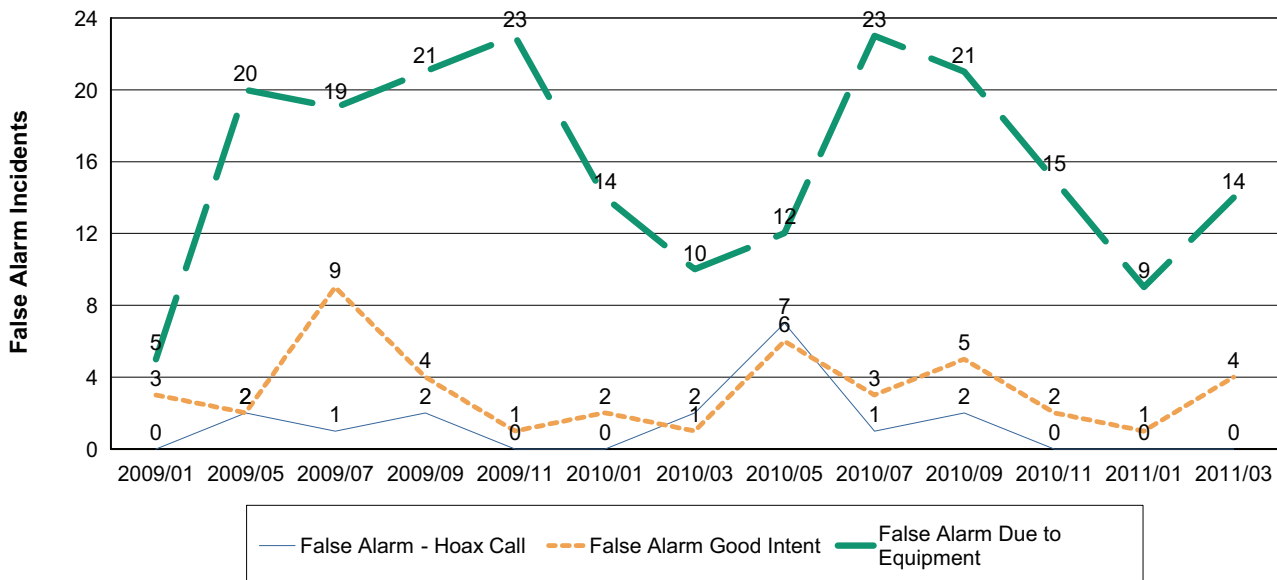
Fires by Cause



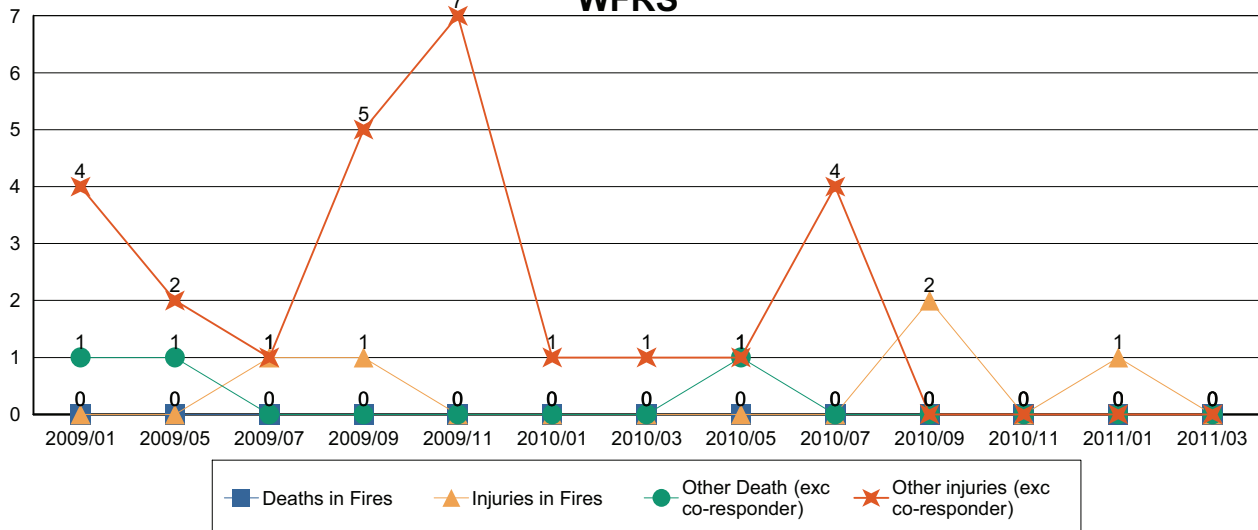
Non-Fire incidents attended by WFRS



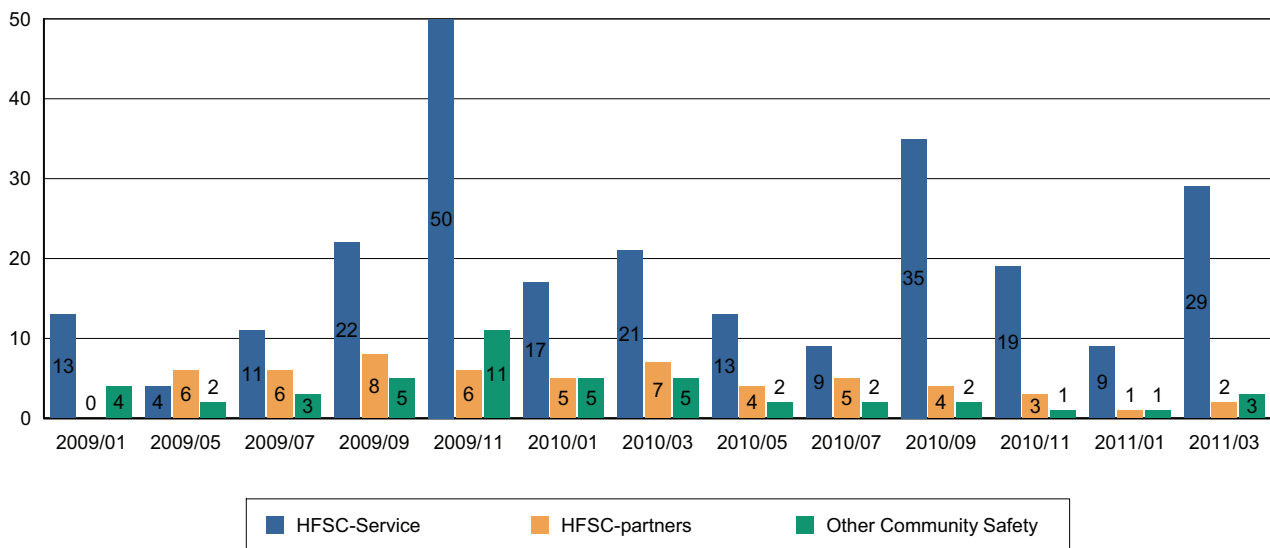
Number of False Alarm Incidents



Death & Injuries in incidents attended by WFRS



Home Fire Safety Checks and other domestic safety



Comments and Interventions overleaf

NHS Update – April 2011

Management cost reductions

NHS Wiltshire has been successful in reducing the number of posts originally identified as being at risk of redundancy from 55 to 25. In addition, a further 19 people have already chosen to leave, or are due to leave NHS employment through an NHS resignation scheme. This means that a total reduction of 44 posts will have been made by 31 March 2011, covering a combination of management and administrative roles.

Health and Wellbeing Boards lead the way in the South West

Care Services Minister Paul Burstow unveiled that all local authorities in the South West have signed up to be early implementers of new cross-working boards. This means patients and the public can expect a more joined-up service from the NHS and local councils in the future as part of broader plans to modernise the NHS.

All 15 local authorities covering the South West have signed up to join a network of early implementers for health and wellbeing boards that will strip away divisions between the NHS and local authorities. This will give communities a greater say in the services needed to provide care for local people and to tackle the wider influencers of health such as transport, housing and leisure services.

Devizes Health Clinic

The decision to transfer services from Devizes Health Centre to Devizes Community Hospital was taken at NHS Wiltshire's Public Board Meeting in March 2010, as part of the PCT's long-standing plan for primary health care in Devizes.

Patients who use Devizes Health Clinic know that the building is in a certain state of disrepair; it therefore makes sense to dispose of the property so that we can keep and improve the ones that are sustainable to meet the needs of patients and staff. We plan to move the services from the Health Clinic to the hospital within the 2010/11 financial year and are currently planning the room configurations for services in the hospital so that services can be provided there from mid-April, located in the area which was previously used as the maternity wing.

All the services currently provided at the Health Clinic – the Health Visitor Service, the Emergency Dental Access service, podiatry, paediatric clinic and continence service - will move over to the hospital. There are no plans to begin marketing the Health Clinic site at any stage before the transfer of any service is complete. NHS Wiltshire will report any contract for the sale or lease of Devizes Health Clinic as a matter of public record in the usual way, which is through the Register of Sealings in its public Board Meetings.

GP Practice merger proposed

Plans for two Trowbridge GP practices - Bradford Road Medical Centre and Adcroft Surgery – to merge and co-locate in improved premises were announced at Trowbridge Area Board meeting on Thursday 17 March 2011.

The proposed GP-led Primary Care Development will provide flexible accommodation to enable GPs to provide a robust service with resources to deal with the future challenges of providing NHS care to patients.

Agenda Item No.6e

Part of the development will be on land owned by NHS Wiltshire, which is currently used under licence by Trowbridge Cricket Club as a practice pitch. Outline planning permission was granted to the Primary Care Trust in February 2010 for the development of the land, and the area required for the Primary Care Development will now be sold to the GP practices in order for the new premises to be built.

The new building will consist of a two-story extension to the existing Adcroft Surgery premises, with additional car parking, an access road and a pharmacy building. Pedestrian access will also be possible from Adcroft Street through the Trowbridge Community Hospital site. The total premises size, including the existing Adcroft premises, will be approximately 1700 square meters. Car parking will be vastly improved, with a total of 108 spaces (30 existing, 78 new), and a new road from Seymour Road across the site will further improve access for patients.

Services offered at the development will include:

- A diagnostics 'pad', which will allow mobile units to provide breast screening and MRI screening
- An ambulance stand-by point in the car park
- An on-site pharmacy
- An on-site dental practice with an NHS dental contract

The development will be funded by the two practices, with an £87,500 annual investment from NHS Wiltshire.

Help for Adults with Eating Disorders in Wiltshire

NHS Wiltshire has commissioned a new Wiltshire service for Adults with Eating Disorders which will begin on 1st May 2011. The contract for the service, to be provided by Oxford Health NHS Foundation Trust, is for a period of three years.

Oxford Health NHS Foundation Trust has two specialist Eating Disorders Inpatient units – Cotswold House Oxford and Cotswold House Marlborough - the 12-bedded inpatient Unit based at Savernake Hospital. The new service will provide a full range of interventions, all based in Wiltshire so it is easier for patients to be treated closer to home. A website will offer guidance and advice for patients, carers and professionals and a multidisciplinary team will work with patients in the community. Those requiring treatment as day patients will be able to attend Cotswold House, Marlborough for one to seven days per week depending on their needs, which will help minimise disruption to employment, education or training. Inpatient treatment will be provided for the most unwell patients. The specialist unit based at Savernake Hospital has 12 en-suite bedrooms, day areas, a garden area and a suite of rooms for therapeutic activities. The inpatient team will working closely with community staff and inpatient teams will reduce emergency admissions to general hospitals. For patients with eating disorders who do require general hospital care for any reason, a specialist liaison service will be available.

Next NHS Wiltshire Board Meeting

The next Board meeting of NHS Wiltshire will be held on **Wednesday 18 May at 10am - 2011 at Southgate House**. Members of the public are welcome to attend. Papers are published a week before the meeting on www.wiltshire.nhs.uk or on request from Stacey Saunders, NHS Wiltshire (tel: 01380 733839, email: stacey.saunders@wiltshire.nhs.uk). For further information or copies of documents referred to above, please email communications@wiltshire.nhs.uk

NHS Update – May 2011

New Cardiac Rehabilitation Service in Chippenham

NHS Wiltshire is launching a new Cardiac Rehabilitation service in Chippenham this month as part of a continuing programme to improve access to cardiac rehabilitation and physical activity classes across the county.

Building on the success of nurse-led classes in Westbury, Cardiac Rehabilitation classes will be provided weekly at the Olympiad Leisure Centre in Chippenham for eligible cardiac patients who are registered with a Wiltshire GP. The programme takes place over nine weeks and depending on their condition, Chippenham patients will have the choice of participating either at The Royal United Hospital, Bath or at the Olympiad.

The aim of the community Cardiac Rehabilitation service is to provide all patients who meet the referral criteria with a service which improves their ability to exercise, vastly improving a person's quality of life and minimising the risk of heart attacks in the future. The rehabilitation exercises are designed to support adult patients who have been discharged from hospital but who are continuing to live with heart disease. Structured exercise training, as well as continuing educational and psychological support and advice are key components of the service. The nurse-led cardiac rehabilitation classes provide a link for people to then attend other cardiac rehabilitation opportunities available at Wiltshire's leisure centres.

Prime Minister and Health Secretary announce a two month pause on plans

The Government's Health Select Committee has made 50 recommendations to the Health and Social Care Bill 2011 and as a consequence the Department of Health has announced a 'pause' as the Bill moves through the House of Commons. The Government will conduct a 'listening exercise' consultation and set up the NHS Future Forum to channel the thoughts and opinions of patient representatives, doctors, nurses and NHS leaders back to Government. The engagement process will focus on four main areas: choice and competition, patient involvement and patient accountability, clinical advice and leadership and education and training. For more information and to get involved please go to: <http://healthandcare.dh.gov.uk/category/conversations/listening-exercise-conversations/>

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CAMPUS AND OPERATIONAL DELIVERY PROGRAMME

Campus & Operational Estate Management Workstream

Draft Terms of Reference for Shadow Community Operations Board

1 Background

On 15 February 2011 Wiltshire Council's Cabinet approved the implementation of the Campus and Operational Delivery Programme. The Programme will:

- Work with local communities to develop, facilitate and deliver community campus buildings across Wiltshire which seek to co-locate existing Council and partners services in one accessible location (or possibly more if appropriate) in a community area.
- Carry out the development of campus facilities in line with the Campus and Operational Management workstream principles (noted in section 2 of this document).
- Implement the Preliminary Management Project which will test the potential to develop some form of community driven strategic non-profit distributing organisation to deliver and support public services across Wiltshire.

Some of the benefits that the Council is seeking to achieve from a campus are:

- Accessible facilities that accurately reflect the specific needs of the local area being served.
- Reducing the Council's estate producing an estimated 40% reduction in operational costs across all estate (this is an estimation based upon an initial assessment of the impact of the Workplace Transformation Programme which preceded the Campus and Operational Delivery Programme).
- Combining point of contact arrangements and improving accessibility to services.
- Developing and providing sustainable and energy efficient buildings.
- Ensuring long term flexibility in terms of the use of space is fundamental to the design.
- Developing the synergies between the management of individual services at a community level.
- Working with communities to develop a coherent and effective volunteering policy relevant to the local campus.
- Reducing the current overall risk to the Council from aging, disparate and inefficient buildings.
- Increased, beneficial and sustainable partnership working.

Fundamental to the successful implementation of the programme is the commitment to empower local people to have a direct influence on the delivery of public services in their area. This supports the concepts of Localism and the decentralisation of decision making to local communities.

The Preliminary Management Project will initially be focused on Corsham, Melksham, Pewsey, Tisbury and Wootton Bassett. This will encompass the creation of Shadow Community Operations Boards, reporting into the Area Board who will make final recommendations to Cabinet for their consideration. The Shadow Community Operations Boards, will, subject to the agreement of the Area Board, take on a key role in coordinating and leading communications, influencing, and local engagement. This will cover areas such as the consultation processes, commenting on facility design and development and the ongoing indirect management and strategic planning of the resulting campus facility.

The preliminary management project will be in place from April 2011 through to April 2013 unless the Council determines otherwise.

2 Campus Management Principles

The Shadow Community Operations Board will need to work with the Council and its partners to ensure that the following approved principles are delivered:

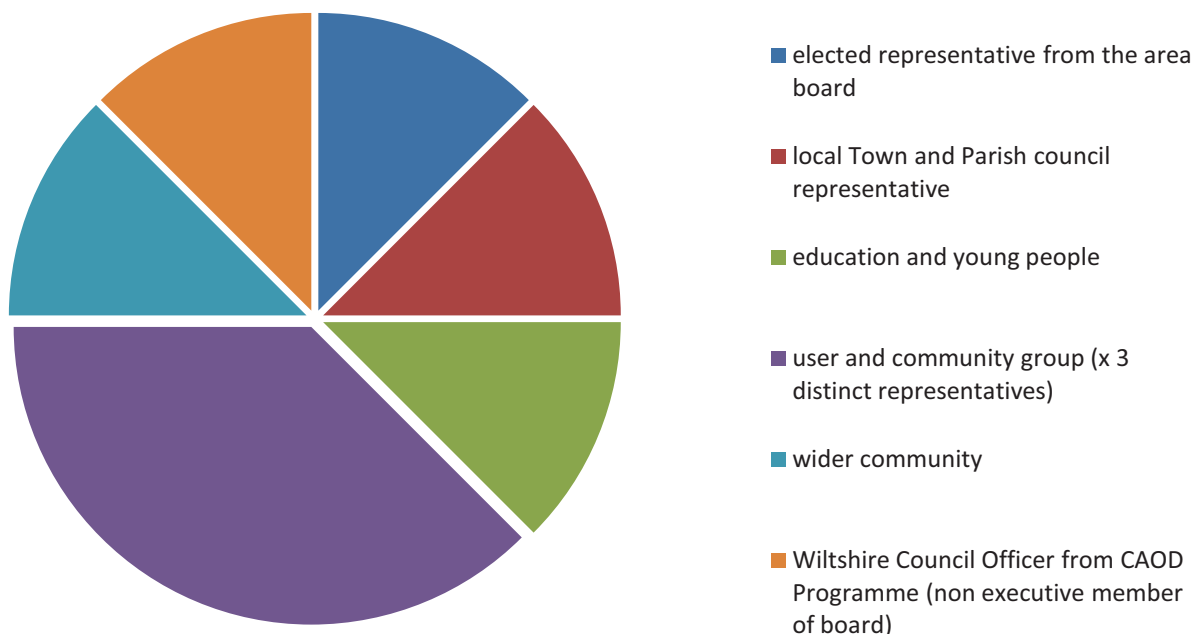
- (i) Create an environment which empowers local people to directly influence the delivery and improvement of unique needs based services in their community.
- (ii) Ensure a singularity of vision to enable local needs to be foremost in strategic planning and operational service delivery.
- (iii) Be proactive in meeting economic challenges and widen the scope for investment in services and assets.
- (iv) Share the accountability for service delivery with the community and partners.

Version3 – 5/4/11

- (v) Secure a sustainable and innovative form of management that complements the evolving national context of the localisation of service delivery.
- (vi) Promote social inclusion and resilience by increasing accessible opportunities for volunteering and community involvement
- (vii) Make specific provision for accessible opportunities for partnership working.
- (viii) Provide accessible local decision making processes and governance structures.
- (ix) Provide opportunities for a consistent and sustainable support network for the voluntary and community sector in Wiltshire.
- (x) Provide a consistent strategic vehicle for all services in a locality that is financially robust and able to respond to the changing face of the public and community service delivery rather than a range of competing initiatives based on existing service models.

3 Membership

The shadow community operations board membership will be determined by the Area Board and should consist of an appropriate, mutually agreeable representative from the following broad sectors of the local community area:



- (i) There will be one representative for each party identified.
- (ii) The board will need to nominate a chairperson at its inaugural meeting.
- (iii) The board will need to determine if the suggested representation appropriately reflects the description of the party.
- (iv) There will be up to three representatives identified by the user and community group sector and approved by the Area Board. Such representatives should be selected so as to ensure proper representation from distinct interest groups within that sector.
- (v) The Wiltshire Council liaison representative will be an officer from the Campus and Operational Delivery Programme team and will be invited to sit on the board as a non-executive party.
- (vi) Each party should endeavour to be represented at each formal meeting.
- (vii) Each executive party will have equal rights.

4 Roles and responsibility

4.1 Community leadership & engagement

- (i) On behalf of the Area Board, provide effective community leadership and accountability for the preliminary management project and ensure the workstream principles are met.
- (ii) As required by the Area Board, to effectively manage the communications of the project within the community area and to liaise with the officer working group to ensure any locally focused communications plan complements the wider strategic communications plan.

- (iii) To make representation to the Area Board based on ongoing community engagement and consultation to determine or recommend levels of services provided within each phase of the project.
- (iv) To work with the Area Board to identify local partners and facilitation and support of sustainable partnership working.

4.2 Responsibility for outcomes

- (i) To define community need and make recommendations to the Area Board over facility specification and operations.
- (ii) Support the Area Board in the delivery of the campus building.
- (iii) On behalf of the Area Board develop, and subject to future cabinet approval, implement a local volunteering strategy (specific framework for the engagement and management of volunteers) to support the campus.
- (iv) Influence the campus design and specification where appropriate by recommendation to the Area Board
- (v) Positive engagement in the ongoing strategic planning, programming and operation of the campus

4.3 Project coordination and reporting

- (i) To develop a community led action plan that clearly sets out the approach the shadow board will take and seek Area Board approval for this
- (ii) To assist the Campus and Operational Delivery Team in developing, managing and monitoring the progress and delivery of an action plan
- (iii) To assess any potential risks and advise the Campus Management Working Group and Area Board accordingly.
- (iv) To develop a marketing plan and strategy, to be supported by the Council, that sets out the proposed approach to maximising sustainable community use of the campus facility, subject to approval by the Area Board and Wiltshire Council Cabinet
- (v) To ensure a co-ordinated community approach to the engagement, development and operation of a campus facility.
- (vi) To report progress and make recommendations to the Area Board and officer working group for improved services, community orientated services based upon need, facility development and local opinion
- (vii) Partner role in the wider not for profit distributing management options and governance appraisal

4.4 The role of Wiltshire Council

- (i) The ultimate responsibility for all service delivery and responsibility for the delivery of the Campus will remain with the Council for the duration of the preliminary management project.
- (ii) There may be elements or decisions required within the preliminary management project that will need to be determined by elected members of the Area Board or Cabinet following recommendation to them by the Area Board
- (iii) The Council will endeavour to support the approach the Shadow Community Operations Board takes where that approach supports the principles set out in section two of this document and has been supported by the Area Board

5 Outcomes

- (i) The local community and partners in the widest sense are informed and proactively engaged with the process of delivering and the future operation of a community campus.
- (ii) The community campus is delivered within the timescales set, with full proactive engagement from the local community and the service delivery meets local needs.
- (iii) The community-led aspect of campus delivery is clearly defined, managed and continually assessed to ensure maximum use of the facility by the local community and continued engagement in concept of local people directly influencing the delivery of local services.

6 Confidentiality

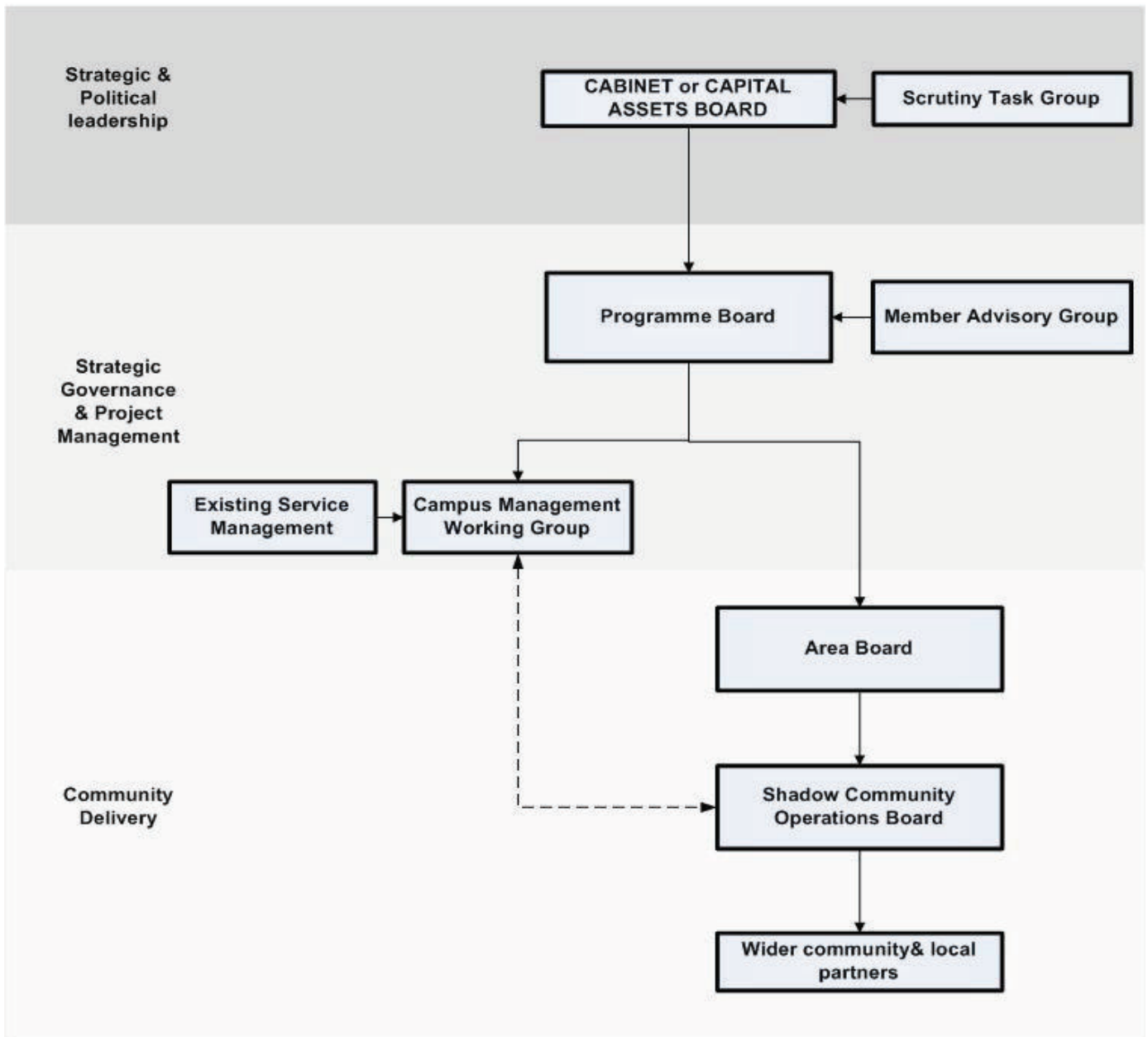
Whilst most information provided by the council or other participants or partners will be non-confidential in nature there may be occasions when due to the commercial nature of discussions or where matters are relevant to policy development by the council, it may request that individual information or items are confidential. Should any participant be unable to respect this request they must absent themselves from the meeting prior to discussion and consideration of the relevant item.

7 Governance Arrangements

The project remit currently extends up to April 2013. Prior to this there is a need to implement an interim governance structure that provides an appropriate framework to operate. It should be noted that managerial responsibility for operations, health and safety, staff etc remains with the Council for the duration of the project however there is scope for the Shadow Community Operations Board to influence, plan and programme services, subject to Cabinet approval following a recommendation from the Area Board. A chart showing the relationships between the various parties is noted below.

- (i) The Shadow Community Operations Board will meet as necessary and as determined by the Board.
- (ii) The Shadow Community Operations Board will be chaired by a representative elected by the Board.
- (iii) The Shadow Community Operations Board will report to the Area Board, but where request to do so by the Area Board, may provide advice directly to the Campus Management Working group, which is a cross departmental officer team coordinated by the Campus and Operational Delivery Programme.
- (iv) The administration of the Shadow Community operations Board will be the responsibility of the Board itself.
- (v) There may be occasions whereby sub-groups of the Shadow Community Operations Board will be necessary. In this instance any sub-group will report directly to the Shadow Community Operations Board in governance terms.

Preliminary Management Project Governance Arrangements



Melksham Community Area Transport Group (CATG)

19 April 2011, 3.30pm, Melksham Town Hall

MINUTES

Present: Jon Hubbard, Jonathon Seed, Rolf Brindle, Charles Boyle, Alan Baines, Mark Stansby, Spencer Drinkwater, Peter Hanson, Andy Cadwallader, Abbi Gutierrez, Alissa Davies.

Agenda Item	Details	Actions
1. Apologies and Introductions	Apologies from Brian Warwick and Bill Parks	
2. Report back on schemes prioritised in October 2010 and still in progress.		Mark Stansby to write up short report for issue system where issues have been looked into.
i. Bath Rd - pedestrian crossing	No developer contribution towards this. Metro count ordered. Pedestrian count likely to cost £750.	Mark Stansby to order the pedestrian count.
ii. Queensway, Pembroke Rd - pedestrian crossing	Vehicle and pedestrian counts completed (£330 and £750). Results expected end of April. Likely to suggest zebra crossing (£20-25k)	Mark Stansby to come to next CATG with full costings and designs.
iii. Whitley footway improvements	Preliminary designs for 5 sections of footway were looked at, ranging from £2000 - £13,000 depending on length and materials used. Officer recommendation is to prioritise funding for standard footway at location 2 (£8923.36).	MWPC to look at options and see if they can contribute any funding.
3. Discretionary highways budget 2011/12	Melksham CATG has been allocated another £13,225. With the allocation rolled over from last financial year we have approx £21,000 to spend in 2011/12. There is also a £100,000 highway funding that CATGs can bid to for	

	larger projects this financial year. Spencer did not think that any of Melksam CATG schemes would be eligible at this stage.	
4. List of schemes requested in the Melksham community area (see spreadsheet).	Abbi has written to all those who has previously submitted requests for highways improvements prior to CATG asking them to raise and issue for the area board online. We now have nine outstanding requests to consider below:	
<ul style="list-style-type: none"> • Signage at dangerous junction, A361/C232 	Collision data showed no personal injuries in last 10 years. Map type signs are already installed. No ideas for additional warning signs for this site.	Since the meeting Mark Stansby has looked again at the issues sheet as suggests changes to road marking might help.
<ul style="list-style-type: none"> • Crossing at junction of Sandridge Rd/Queensway 	Relative scoring carried out - rated high with 44 points suggesting this should be a priority. Next stage would be counts, speed surveys. Could be a zebra or puffin.	Agreed surveys and counts to be undertaken.
<ul style="list-style-type: none"> • Improvements to road surfacing, Hazelwood Rd 	All the roads in this area have similar problems. They are on the list for maintenance, maybe 2011/12 or year after.	To be removed from CATG list as maintenance issue.
<ul style="list-style-type: none"> • Dangerous junction of A3102 with Bromham lane. 	Collision data showed no personal injuries in last 10 years. No way to improve the visibility, layout or gradient. A sign saying 'slow vehicles emerging' does not exist and officers feel other signs would not help.	MWPC to consider this.
<ul style="list-style-type: none"> • Lack of pavements and traffic calming, Common Hill/Ashton Common 	Scores low on relative scoring (8) as low usage. Also very narrow road with no space to create footway without major expense and large excavations.	To be taken off CATG list. Suggest PC resubmit in 2 years time if still an issue. Suggest PC consider

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		negotiating with local land owner for alternative route for footpath.
<ul style="list-style-type: none"> Traffic calming in Whitley (B3353) 	Traffic calming can't be put on A or B roads. This area is suitable for community speed watch.	Item to be removed from list and resubmitted if this is still a problem after CSW is in place. Abbi to ask for views of PC as submitted by individual.
<ul style="list-style-type: none"> Parking restrictions in Foundary Close 	Unlikely that restrictions would help as problems cause by estate layout and design.	Seek views of town council as submitted by individual.
<ul style="list-style-type: none"> Pavement widening outside Shaw School 	Schools need to put this in their travel plan and bid for funding from this. Unclear which side of the road they are concerned about.	Abbi to seek clarification about site and refer them to school travel plan.
<ul style="list-style-type: none"> Cycle route between Westlands Lane, Beanacre and Dunch Lane on A350 	This issue was only received on the day of the meeting and had not been added to the spreadsheet.	Spencer to do relative scoring and Mark Stansby to comment for next meeting.
5. Any other highway issues	<p>Seend PC have raised several issues that Mark Stansby is looking into.</p> <p>Highway work programmes are now on the council website.</p> <p>The parish steward areas have been revamped and Richard Green now covers this area.</p>	
6. Date of Next Meeting	Mon 27 June, 3.30pm at Melksham Town Hall	

Report to	Melksham Area Board	Agenda Item No.13
Date of Meeting	12 May 2011	
Title of Report	Community Area Grants	

Purpose of Report

To ask Councillors to consider 1 application seeking 2011/2012 Community Area Grant Funding:

1. **Atworth Youth Club** have applied for a grant of **£783** to purchase camping equipment for Duke of Edinburgh. The recommendation is to award the funding.

1. Background

- 1.1. Area Boards have authority to approve Area Grants under powers delegated to them by the Deputy Leader and Cabinet member for Community Services (27 February 2010). Under the Scheme of Delegation Area Boards must adhere to the Area Board Grants Guidance for funding.
- 1.2. In accordance with the Scheme of Delegation, any recommendation of an Area Board that is contrary to the funding criteria would need the approval of the Leader, the appropriate Cabinet Member or the Cabinet.
- 1.3. In accordance with the Area Board Grants Guidance officers are required to provide recommendations in their report, however, the decision to support applications and to what level is made by Wiltshire Councillors on this Area Board.
- 1.4. EXAMPLE Two applicants withdrew their applications and hope to reapply at a future date. One application did not meet the funding criteria and was referred to Charities Information Bureau (CIB) for support to seek funding from elsewhere. CIB work on behalf of Wiltshire Council to support community and voluntary groups, town and parish councils to seek funding for community projects and schemes both from the Area Board and other local and national funding sources.
- 1.5. Funding applications will be considered at every other Area Board meeting.
- 1.6. Melksham Area Board has been allocated a 2011/2012 budget of £49,762 for community grants, community partnership core funding and councillor led initiatives. The carry forward from the 2010/2011 budget is £3687. This leaves a total budget of £53,449 for the 2011/2012 budget.
- 1.7. A decision has been made in 2010/2011 that paper copies of funding applications will no longer appear as part of the agenda in an attempt to reduce volume of paper used. However, the application forms will be available on the Wiltshire Council web site and hard copies available upon request.
- 1.8. The 2010/2011 funding criteria and application forms are available on the council's website (www.wiltshire.gov.uk/areaboards) or paper versions are available from the Community Area Manager.

Background documents used in the preparation of this Report	<ul style="list-style-type: none">• Community Area Grant Application Pack 20010/11• Melksham Community Strategy• Grant applications
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2. Main Considerations

- 2.1. Councillors will need to be satisfied that grants awarded in the 2010/11 year are made to projects that can realistically proceed within a year of the award being made.
- 2.2. This will be the final round of funding during 2010/11.

3. Environmental & Community Implications

Community Area 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.

4. Financial Implications

- 4.1. Awards must fall within the Area Boards budget allocated to the Melksham Area Board.
- 4.2. If grants are awarded in line with officer recommendations, Melksham Area Board will have a balance of **£52,666**

5. Legal Implications

- 5.1. There are no specific Legal implications related to this report.

6. HR Implications

- 6.1. There are no specific HR implications related to this report.

7. Equality and Inclusion Implications

- 7.1. Community Area Grants give all local community and voluntary groups, Town and Parish Councils an equal opportunity to receive funding towards community based projects and schemes.
- 7.2. Implications relating to individual grant applications are outlined within section 8 – “Officer Recommendations”.

8. Officer recommendations

Ref	Applicant	Project proposal	Funding requested
8.1	Atworth Youth Club	To purchase camping equipment for Duke of Edinburgh.	£783

- 8.1.1. Recommendation is to award the funding.
- 8.1.2. Application meets grant criteria 2011/12.
- 8.1.3. This application demonstrates a link to the Melksham community plan in terms of 'achieving greater benefits and value for money from existing youth facilities and to provide a greater variety of activities and sessions at existing youth facilities'.
- 8.1.4. Locally agreed priorities: no local priorities
- 8.1.5. The applicant is a not for profit organisation.
- 8.1.6. This project will allow 12 young people to take part in Duke of Edinburgh's Award Bronze expedition on 9th/10th July. The funding is to purchase camping equipment (tents and compasses) and Memory Maps a computer package to help with route planning. Once the group have all the necessary equipment they will only need to charge the participants the cost of maps, campsites, food, petrol etc for the expeditions. This is usually affordable for most families. It would be difficult for some of the young people to be able to participate if their parents had to buy tents, compass, Trangia and rucksacks for them.
- 1.1.1. Equality and inclusion issues are addressed by this project: This project will be giving young people aged 13-19 from Atworth and the surrounding area the opportunity to participate in structured activities, access to support and guidance from trained youth workers and the opportunity to take part in volunteering in their community.
- 1.1.2. If the area board does not grant funding the group would have to try and borrow the equipment.

Appendices:	Appendix 1 Grant application – Atworth Youth Club
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No unpublished documents have been relied upon in the preparation of this report.

Report Author	Abbi Gutierrez, Community Area Manager Tel: 01225 718443 E-mail: abbi.gutierrez@wiltshire.gov.uk
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