

AGENDA

Meeting: MELKSHAM AREA BOARD
Place: Methodist Church, High Street, Melksham, SN12 6JU
Date: Wednesday 4 April 2012
Time: 2.00 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 1:30pm.

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>1. Chairman's Welcome, Introduction and Announcements (reports in pack where appropriate)</p>	2.00pm
<p>2. Apologies for Absence</p>	
<p>3. Declarations of Interest Councillors are requested to declare any personal or prejudicial interests or dispensations granted by the Standards Committee.</p>	
<p>4. Partner Updates</p> <ul style="list-style-type: none"> a. Melksham CAYPIG. b. Community Area Partnership Representative. c. Wiltshire Police. d. Wiltshire Fire and Rescue Service. e. NHS Wiltshire. f. Melksham Town Council. g. Parish Council Nominated Representatives. h. Melksham Chambers of Commerce. 	2.10pm
<p>5. Volunteering in Wiltshire Karen Scott, Community and Voluntary Sector Support, Wiltshire Council.</p>	2.20pm
<p>6. Fire and Rescue Plan (Pages 1 - 2) Mike Franklin, Wiltshire Fire and Rescue Service.</p>	2.35pm
<p>7. Discounted Local Meal for Older People Brian Warwick, Melksham 55+ Seniors Forum.</p>	2.45pm
<p>8. Updates on Issues raised by Melksham 55+ Group The Area Board will receive issues raised by the Melksham 55+ Group.</p>	3.00pm

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|-----|--|--------|
| 9. | Melksham Campus Update

Cllr Roy While will give an update and answer any questions. | 3.20pm |
| 10. | Petition - Save Skittles at Melksham House

To receive a petition from members of the Melksham house skittles section who are concerned that skittles facilities would be lost from Melksham house when the campus plans are finalised. | 3.30pm |
| 11. | Any other items of public concern? | 3.35pm |
| 12. | Cabinet Member Questions

Cllr John Brady, Cabinet Member for Finance, Performance and Risk, will explain his portfolio and answer any questions. | 3.40pm |
| 13. | Grants & Funding (<i>Pages 3 - 46</i>)

Sukosta Theatre Company have applied for £2000 towards running theatre workshops for older people.

Great Hinton Memorial Hall have applied for £910 towards the purchase of a defibrillator for the village.

Melksham Party in the Park have applied for £1477 towards the purchase of electrical cabling.

SPLASH have applied for £4620 towards the running of an intergenerational project in Melksham working with vulnerable young people.

Bowerhill Village Hall have applied for £725 towards the purchase of a new boiler.

Other funding requests

Melksham Community Area Partnership , work plans and budget, request for core funding 2012/13 - £9999 . | 3.50pm |
| 14. | Future Meeting Dates

Weds 6 June 2012 – Steeple Ashton Village Hall.

Weds 8 August 2012 – Bowerhill Village Hall. | 4.00pm |

15. **Evaluation & Close**

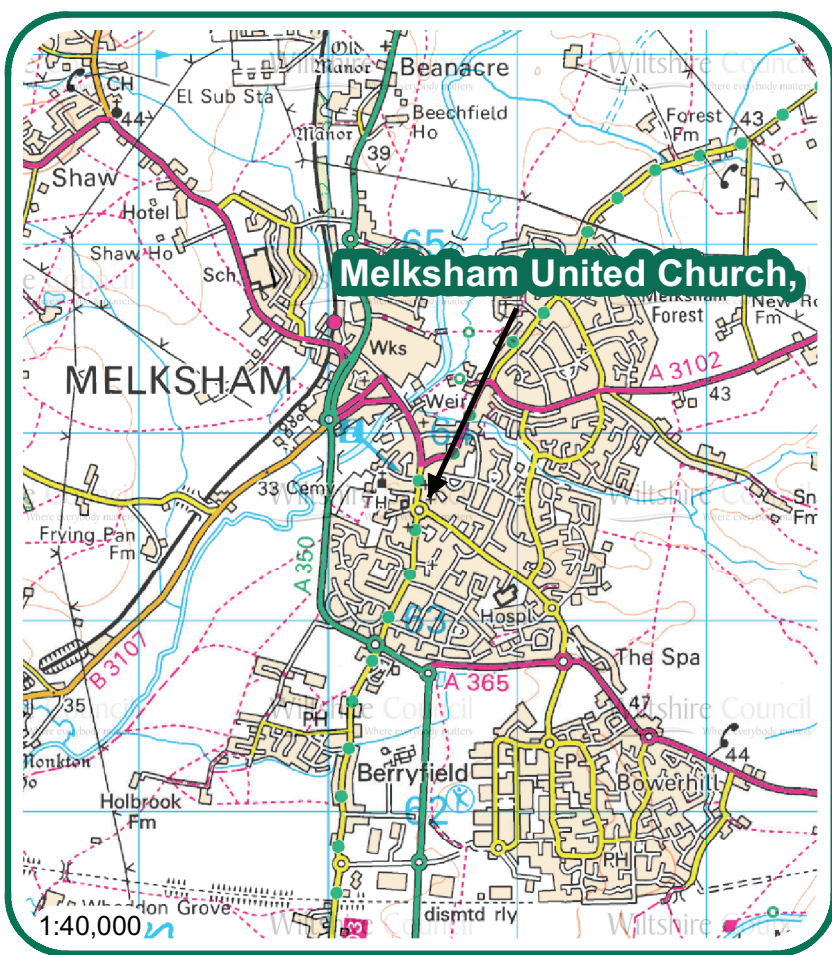
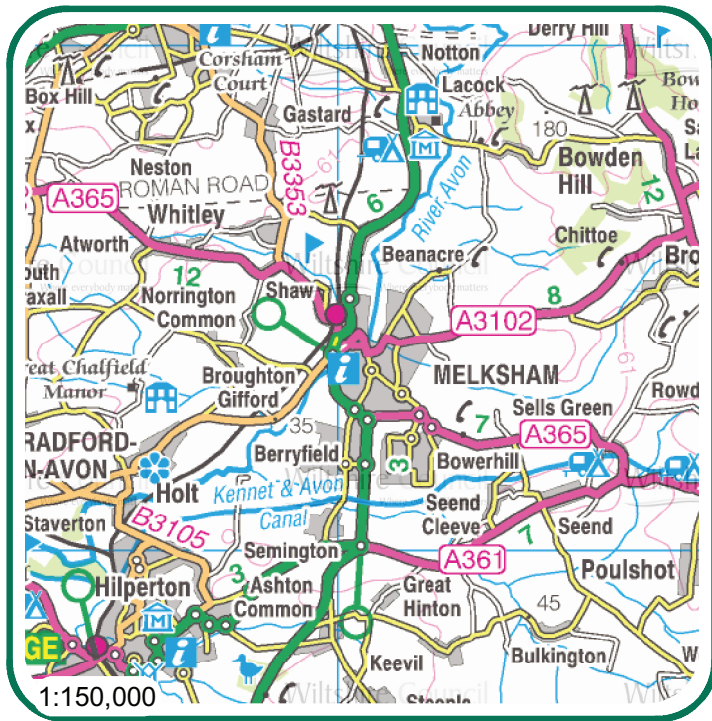
Area Board Issues Process:

Please see our online issues tracker for progress on all issues submitted to the Melksham area board to date.

<http://www.wiltshire.gov.uk/communityandliving/areaboards/areboardsissuestracking.htm> .

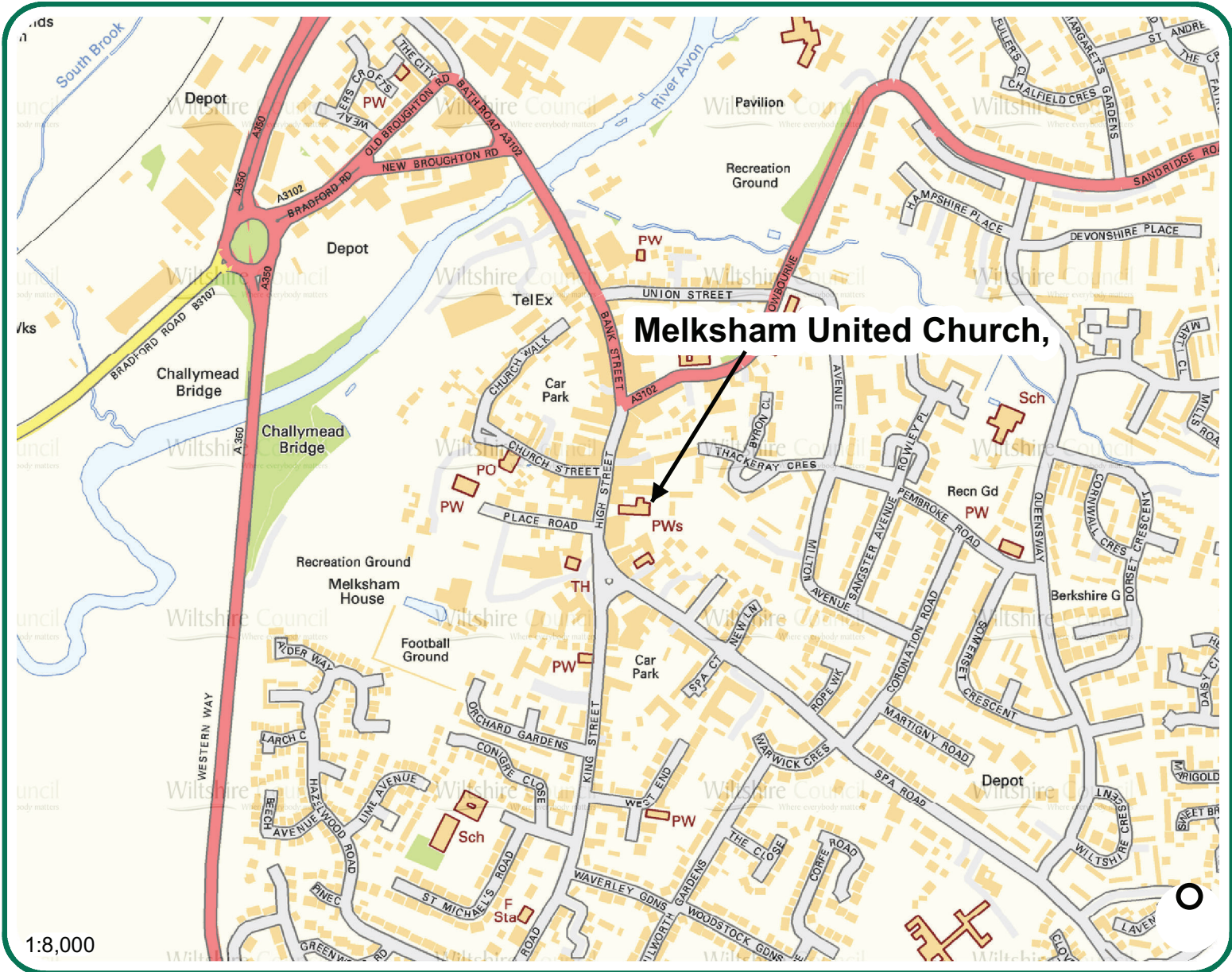
You can also submit issues online for the area board to consider, or fill in an issues sheet by hand.

https://forms.wiltshire.gov.uk/area_board/areaboards.php



**Melksham United Church,
High Street,
Melksham,
SN12 6JU**

Wiltshire Council
Where everybody matters



Crime and Community Safety Briefing Paper Melksham Community Area Board 040412



1. Neighbourhood Policing

Team Sgt: PS Dave Hobman (currently Acting Sector Head)

Town Centre Team

Beat Manager – PC Fulbrook-Smith (currently Acting NPT Sgt)

PCSO – Debbie Huntley

PCSO – Helen Wilson

PCSO – Christopher Pugh

Rural North Team

Beat Manager – PC Barry Dalton

PCSO – Janet Gould

PCSO - Maggie Ledbury

Rural South Team

Beat Manager – PC Emily Thomas

PCSO Rose Baldock

2. NPTs - Current Priorities & Consultation Opportunities:

Up-to-date details about Neighbourhood Policing Teams including team membership, current priorities and forthcoming community consultation events can be found on our Wiltshire Police Website.

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

3. Police Authority Representative: Mr Angus Macpherson

Please contact via Wiltshire Police Authority Tel. 01380 734022 or

<http://www.wiltshire-pa.gov.uk/feedback.asp>

4. Performance and Other Local Issues

An area of concern at this time is the significant increase in the thefts from motor vehicles. Offenders seem to target those vehicles where valuables are left on show within the vehicle and those that are left insecure.

While this appears to be a trend of crime throughout our County it is affecting far too many people in our area and there are ways **we** can reduce the likelihood of becoming victims of these offences.

- It is vital that vehicle owners remove valuables from their cars and vans when not in use and particularly when leaving them overnight. Don't just hide valuables – take them indoors.
- Make sure the vehicle is secure and preferably parked in a well lit area, overlooked by homes or road users. Thieves will always look for the easy target.

- Report suspicious activity near your homes and around your vehicles
- Encourage others to take on this advice.

Wiltshire Police are dedicating additional resources to tackling these issues but your attention and action will be the key to reducing further offences.

CRIME & DETECTIONS (February 2011-January 2012 compared to previous year)

Melksham	Crime				Detections	
	February 2010 - January 2011	February 2011 - January 2012	Volume Change	% Change	February 2010 - January 2011	February 2011 - January 2011
Violence Against the Person	251	240	-11	-4%	55%	50%
Dwelling Burglary	52	35	-17	-33%	19%	11%
Criminal Damage	236	228	-8	-3%	23%	21%
Non Dwelling Burglary	87	93	6	7%	10%	2%
Theft from Motor Vehicle	68	83	15	22%	0%	1%
Theft of Motor Vehicle	25	23	-2	-8%	12%	22%
Total Crime	1168	1187	19	2%	27%	25%
Total ASB	976	1011	35	4%		

Wiltshire Police are compared against a group of 8 most similar forces. Wiltshire Police have performed better than peers for All Crime and for Violent Crime in the previous 12 month period (Jan 2011 - Dec 2011)

*Total Crime comprises all Crime Groupings listed above and also includes Theft and Handling, Fraud and Forgery, Robbery and Sexual Offences

** Detections include both Sanction Detections and Local Resolution

Acting Inspector Dave Hobman

Sector Head

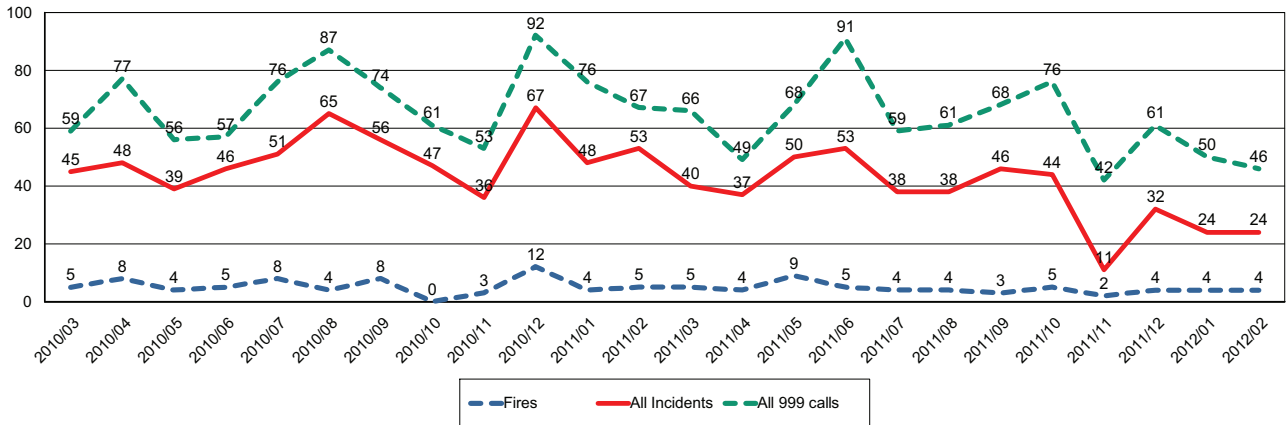
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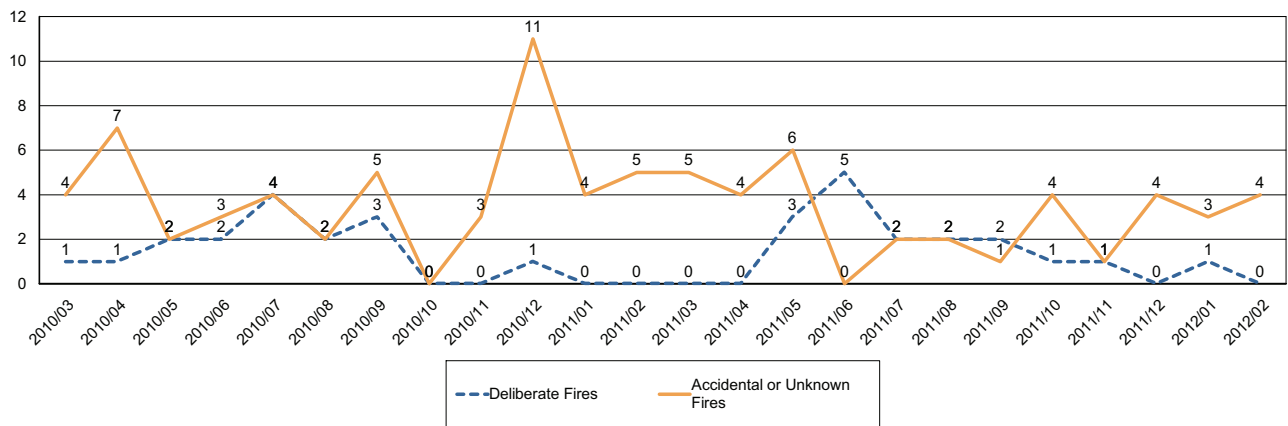
Report for Melksham Area Board

The following is an update of Fire and Rescue Service activity up to and including February. It has been prepared using the latest information and is subject to change.

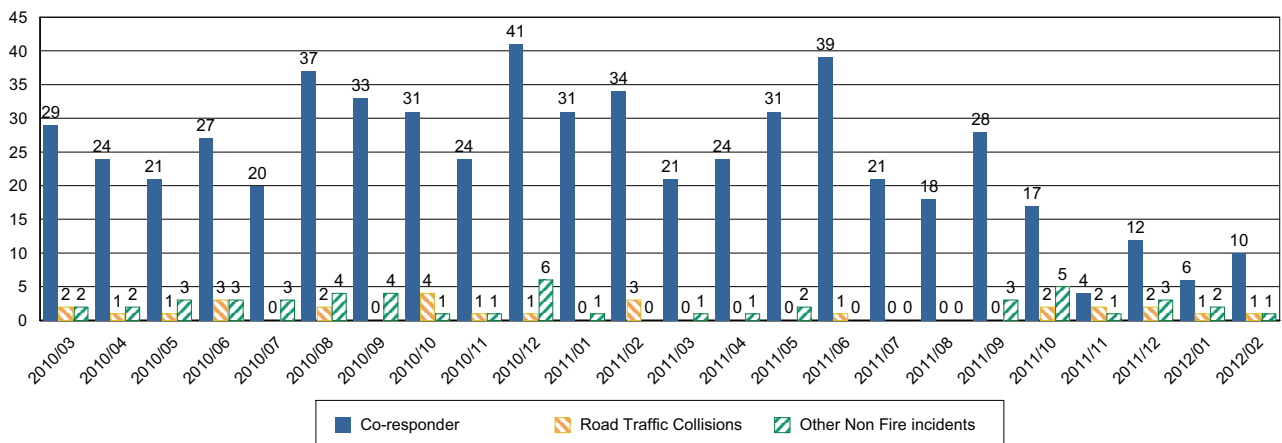
Incidents and Calls



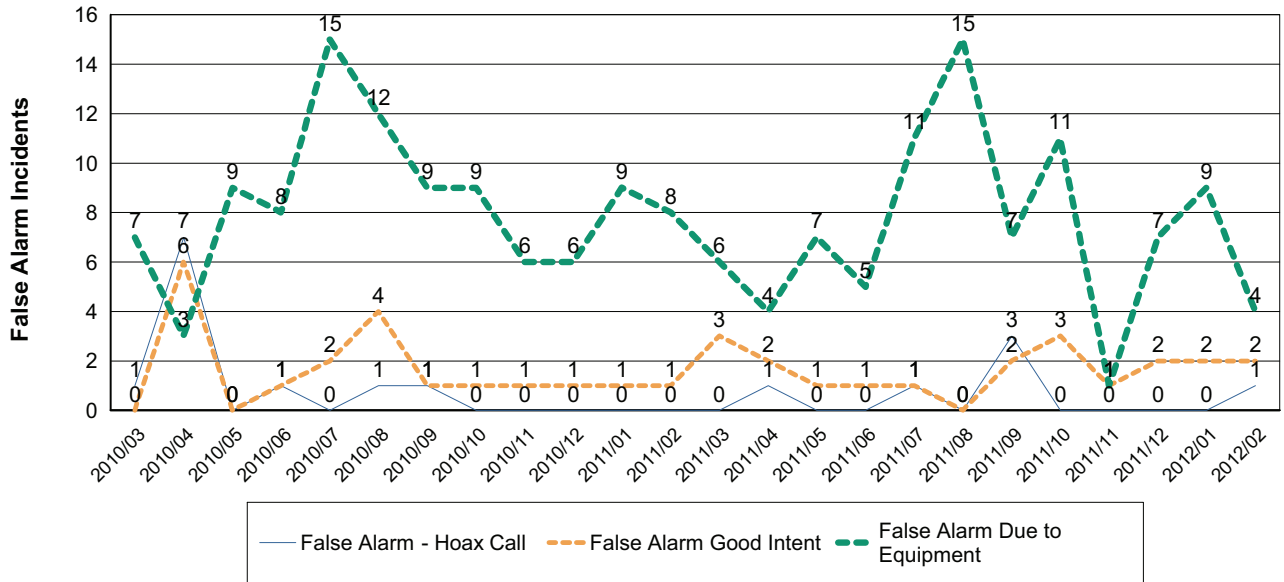
Fires by Cause



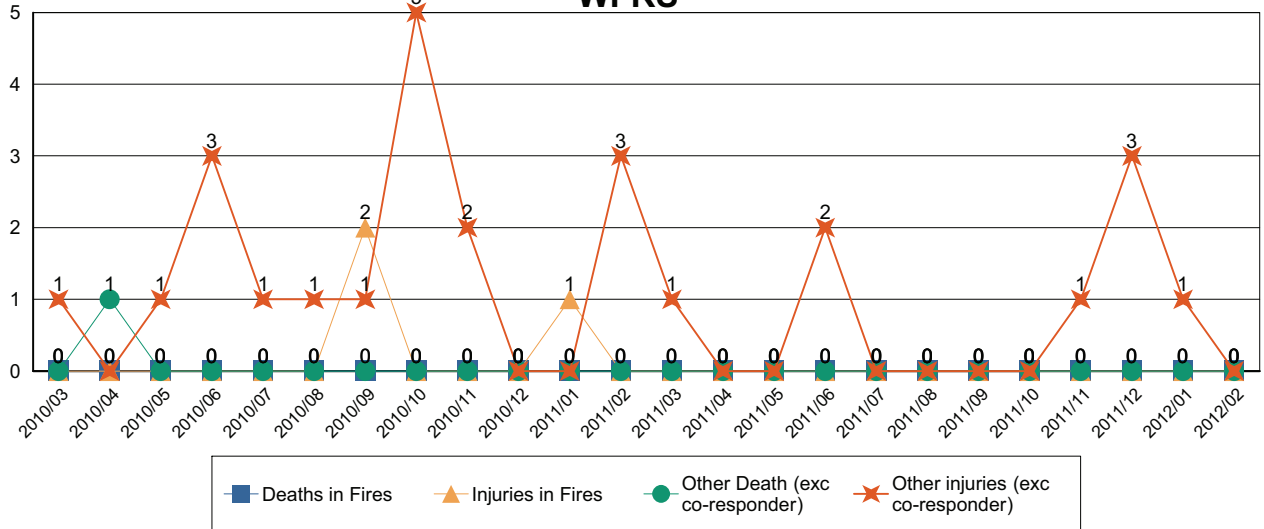
Non-Fire incidents attended by WFRS



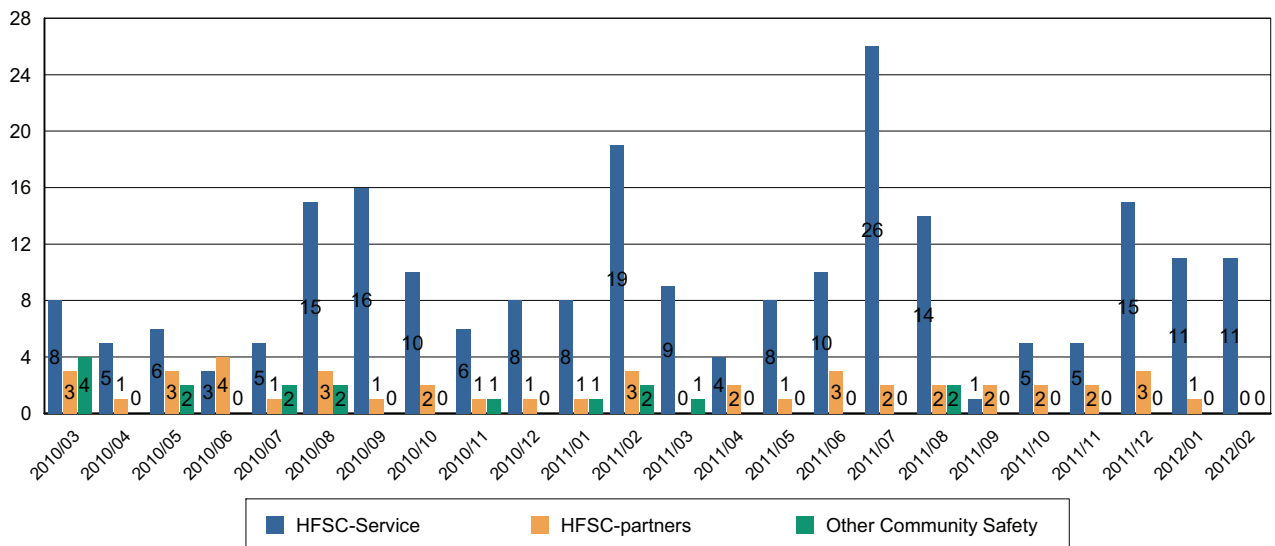
Number of False Alarm Incidents



Death & Injuries in incidents attended by WFRS



Home Fire Safety Checks and other domestic safety



Comments and Interventions overleaf

NHS Update – March 2012

Are you looking for an NHS dentist?

It's a lot easier to see an NHS dentist than you might think. In fact, there are lots of NHS dentists throughout Wiltshire who are taking on new NHS patients now, and it's very simple to make an appointment. Call the NHS Wiltshire Dental Helpline number for more information: **0845 7581926** or go to: www.nhs.uk

Bladder and kidney cancer awareness campaign launches

Bladder and kidney cancer kill more than 7,000 people in England every year - that's 20 people every day, or almost one person every hour. But cancer experts believe that with earlier diagnosis 1,000 lives could be saved each year if patients recognised the possible symptoms and visited their GP straight away.

In Bristol, Bath, North Somerset, Somerset, South Gloucestershire and Wiltshire, Primary Care Trusts have received a £245,000 investment from the Department of Health to raise awareness of the symptoms of bladder and kidney cancer and more importantly, to take action if people have them. The campaign is called "Blood in your pee?" and posters and leaflets will be sent to all GP surgeries to raise awareness of symptoms and to encourage people to speak to their doctor.

In Wiltshire, mortality rates from both kidney and bladder cancer are very similar to those for England as a whole, with four deaths from kidney cancer per 100,000 population in 2007-9, and five deaths from bladder cancer per 100,000 population over the same period. The number of deaths in Wiltshire could be reduced if people identify and act on the signs of bladder and kidney cancer, and get an early diagnosis.

The most common symptom of both bladder and kidney cancer is blood in the urine, which is not necessarily painful and can come and go. Anyone who notices they are passing blood in their urine should contact their GP. Other symptoms of bladder cancer include the need to pass urine very often and / or very suddenly, and pain when passing urine. Other symptoms of kidney cancer can include painful spasms in the ureters or the bladder caused by blood clots, a lump in the area of the kidney, a dull pain in the side and a persistently high temperature, which can include night sweats, tiredness and weight loss. If people are experiencing any of these symptoms they should see their doctor.

Board Meeting

The next Board meeting will be held on 28 March 2012 at Dorothy House, Winsley, Bradford on Avon, BA15 2LE. 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 please email communications@wiltshire.nhs.uk

Community Area Board – Partners Update

Wiltshire Fire & Rescue Service

The Need for Change

The risks that Wiltshire Fire and Rescue Service face are changing, from a reduction in our budget, through the increased housing within Wiltshire to the type of incidents that we respond to on a daily basis.

Our goal is to meet these challenges and provide an improved service to you in the most effective and efficient way possible.

Areas of Change

To achieve this goal, we have reviewed how we provide the service today and how we should be providing that service to you in the future. We have come up with five proposals that will expand our ability to respond to incidents, enhance the knowledge and skills of our staff and reduces the overall cost of the Service to you, the taxpayer.

This briefing note sets out the proposals but we also need your help.

This is your service and we would like your opinion on what we plan to do.

Wiltshire Fire & Rescue Service Proposals

We are proposing the following options:

1. To alter the way we employ firefighters on the Retained Duty System (on-call staff) to guarantee availability and to provide a sustainable system.
2. To alter the way we crew stations to relocate staff throughout the county to create communities of stations to manage increased risk presented by future developments.
3. To alter the shift times of operational staff to occur outside of incident peak hours.
4. To alter duty systems to provide enhanced cover (for example: Westlea will have an immediate response at night).
5. To relocate specialist vehicles to provide suitable and sustainable arrangements.

We would welcome your opinion on these changes and this can be done in a number of ways. You can register as a stakeholder and receive a survey to complete, you can view the consultation document and comment using the supplied e-mail address or you can view the proposals and complete the survey that will be provided at the meeting.

Electronically: consultation@wiltsfire.gov.uk

Telephone: 01380731114

Post: Scott Taylor (Public Consultation Lead) Manor House, Potterne,
Wiltshire SN10 5PP

Report to	Melksham Area Board
Date of Meeting	4 April 2012
Title of Report	Community Area Grants

Purpose of Report

To ask Councillors to consider five applications seeking 2011/2012 Community Area Grant Funding. This is the last round of funding for 2011/12.

1. **Sukosta Theatre Company** have applied for **£2000** towards running theatre workshops for older people. The recommendation is to award the funding.
2. **Great Hinton Memorial Hall** have applied for **£910** towards the purchase of a defibrillator for the village. The recommendation is to award the funding.
3. **Melksham Party in the Park** have applied for **£1477** towards the purchase of electrical cabling. The recommendation is to award the funding on the condition that if the event makes a profit then the amount of funding awarded is returned to the area board.
4. **SPLASH** have applied for **£4620** towards the running of an intergenerational project in Melksham working with vulnerable young people. The recommendation is to award the funding.
5. **Bowerhill Village Hall** have applied for **£725** towards the purchase of a new boiler. 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 these community grants are awarded in line with officer recommendations, Melksham Area Board will have a balance of **£40,030**.

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	Sukosta Theatre Company	Theatre workshops for older people.	£2000

- Recommendation is to award the funding.
- Application meets grant criteria 2011/12. (2012/13 criteria were not available at the time this report was written)
- This application demonstrates a link to the Melksham community plan – ‘improve elderly health’.
- Locally agreed priorities: Brookside Home and Sanford Home have expressed a keen interest in the project.
- The applicant is a not for profit organisation.
- The project is to run a programme of four movement/theatre workshops with elderly care home residents in the Melksham area. The theatre company has experience of working with those with dementia/and very frail.
- Equality and inclusion issues are addressed by this project: supporting elderly residents will a lack of access to other activities.
- If the area board does not grant funding the company would have to fundraise or seek alternative funding sources.

Ref	Applicant	Project proposal	Funding requested
8.2	Great Hinton Memorial Hall	Purchase of a defibrillator for the village	£910

- Recommendation is to award the funding.
- Application meets grant criteria 2011/12. (2012/13 criteria were not available at the time this report was written)
- This application demonstrates a link to the Melksham community plan – high levels of stroke and cardiac arrhythmia.
- Local priorities: a strong desire by a group of local residents in the parish.
- The applicant is a non for profit organisation.
- The project is to purchase a Automated External Defibrillator to be situated outside the Great Hinton village hall which is central to the village and accessible to every household.

- Equality and inclusion issues are addressed by this project: none
- If the area board does not grant funding the organisation would have to fundraise or seek alternative funding.

Ref	Applicant	Project proposal	Funding requested
8.3	Melksham Party in the Park	Purchase of electrical cabling.	£1477

- The recommendation is to award the funding on the condition that if the event makes a profit then the amount of funding awarded is returned to the area board.
- Application meets grant criteria 2011/12. (2012/13 criteria were not available at the time this report was written)
- No specific links to the Melksham community plan.
- Party in the Park is a popular Melksham event that was established in 2000.
- The applicant is a non for profit organisation.
- There is currently a need to invest in about 80m of electrical cabling and switching gear.
- Equality and inclusion issues are addressed by this project: none
- If the area board does not grant funding the organisation would have to fundraise or seek alternative funding.

Ref	Applicant	Project proposal	Funding requested
8.4	SPLASH	Melksham Does Art - intergenerational art project working with vulnerable young people.	£4620

- Recommendation is to award the funding.
- Application meets the grant criteria 2011/12. (2012/13 criteria were not available at the time this report was written)
- This application demonstrates a link to the Melksham community plan – getting young and older people to work together, remove barriers to participation in local sports or

community activity for people on low incomes, and improve access to art.

- No other specific local priorities.
- The applicant is a non profit organisation
- The project is to run an intergenerational art project which will aim to improve and build relationships between young people and older people. The project will incorporate jubilee and poppy day. PSCOs and youth workers will be involved.
- Equality and inclusion issues are addressed by this project: the project will reach disadvantaged young people and isolated elderly people.
- If the area board does not grant funding the organisation would have to seek alternative funding.

Ref	Applicant	Project proposal	Funding requested
8.5	Bowerhill Village Hall.	Purchase of a new boiler	£725

- Recommendation is to award the funding.
- Application meets grant criteria 2011/12. (2012/13 criteria were not available at the time this report was written)
- No specific links to the Melksham community plan.
- The issue was highlighted through complaints from people using the hall and cancelled booking when the boiler broke down this winter.
- The applicant is a non profit organisation.
- The project is to purchase a new gas boiler to replace the current one which has broken down on several occasions and has become uneconomical to maintain.
- Equality and inclusion issues are addressed by this project: none.
- If the area board does not grant funding the organisation would have to fundraise or seek alternative funding.

Appendices:	Appendix 1 Grant application – Sukosta Appendix 2 Grant application – Great Hinton Memorial Hall Appendix 3 Grant application – Melksham Party in the Park
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	Appendix 4 Grant application – SPLASH Appendix 5 Grant application – Bowerhill Village Hall
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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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2011-12 BUDGET		2011-12 ACTUAL		2012-13 BUDGET		
Details of Budget:		rolled forward	£964.84		rolled forward	£941.52
Administrator / Project Officer (inc travel) costs:						
Travel		£650.00	£194.40			
salary at £12.50 ph, 15 hours pw		jul - mar £6,750.00	£6,851.15			
A TOTAL		£7,400.00	£7,045.55	A TOTAL		£9,550.00
Consultation activities, public events, analysis, etc:						
3 full partnership meetings (@ £110)		£330.00				
3 55+ meetings (@ £110)		£330.00				
5 village meetings (@ £15)		£75.00				
all meetings			£496.00			
refreshments			£57.08			
		£100.00				
B TOTAL		£835.00	£553.08	B TOTAL		£700.00
Advertising & promotion (inc websites):						
6 adverts for meetings (@ £77.76)		£466.56	£384.36			
1,000 leaflets (£279.60)		£279.60	£289.00			
C TOTAL		£746.16	£673.36	C TOTAL		£244.80
Plans, questionnaires, other printing costs:						
Draft Community Plan for consultation:						
2 x full pages in Melksham Independent News (£583.2)		£583.20				
Extra copies for Parishes x 1,500 (£75)		£75.00				
Posters x100 (£5)		£5.00				
Freepost return (£270)		£270.00				
Printing Completed Community Plan (£625)		£625.00				
D TOTAL		£1,553.20	£1,078.93	D TOTAL		£360.00
Office expenses, consumables, etc.:						
Stamps, printing, equipment for consultation events						
E TOTAL		£85.00	£231.92	E TOTAL		£70.00
Other costs:						
Refreshments at 10 Steering Group meetings (@ £2.50)						
display board			£120.00			
F TOTAL		£25.00	£120.00	F TOTAL		£15.00
Amount of funding rolled forward		£964.84				£941.52
total cost required		£10,644.36	£9,702.84			£10,939.80
Total running costs applied for:		£9,679.52				£9,998.28

App1.
Melksham Community Area Partnership *Annual Workplan 2012-13*



In order to show how MCAP aims to meet the commitments set out in the Community Area Partnership Agreement 2011/12, please complete the form below.

CAPA commitments Proposed activities	Current position	Aims 2012-13
<p>Partnership Development <i>“To establish and maintain a Partnership, Steering Group and Thematic Groups, as necessary”</i></p>		
<p>Please tell us about your Steering Group or Management Committee, how it is appointed and who serves upon it?</p> <p>Give details of any theme groups within the CAP.</p> <p>Please explain how your CAP is supported?</p> <p>Are you affiliated to WfCAP and do you attend WfCAP meetings and events?</p> <p>Please indicate how you intend to maintain and develop the CAP over the next 12 months.</p>	<p>Our Steering Group is made up of 17 representatives of the Community. Individuals are approached or recommended throughout the year to be on the Steering Group, which is elected at the AGM.</p> <p>Current Theme groups include Transport, Community Safety, 55+ Seniors Forum, Waterways, Energy and Leisure/Arts. We also link to 103 existing groups/clubs in the community.</p> <p>The CAP is supported by a self employed co-ordinator who works 60 hours a month, who works closely with the Area Manager. There is also a dedicated database volunteer who maintains and develops the contact list.</p> <p>We are affiliated with WfCAP and chair/vice chair/coordinator attends WfCAP Forum meetings. Training offered by WfCAP is utilised and information from WfCAP circulated. A WfCAP update is included at every SG meeting. We also join with other CAPs to collaborate on issues that go beyond community area to strengthen impact and result.</p> <p>The Steering Group and Theme groups are maintained through regular meetings, with notes and agendas on the website. Contacts are regularly added to the mailing list and publicity is constant.</p>	<p>Secure representatives from Youth, Arts, Faith, Transport and more villages.</p> <p>Clarify roles of theme groups and reporting/representation. Focus on developing strong links with Extended Services, Sports groups and Parish Councils.</p> <p>Clearly identify partners to ensure all sections of community are represented.</p> <p>Recruit and handover to new coordinator.</p> <p>Recruit volunteers for small specific tasks and projects.</p> <p>Work with WfCAP on pilot Community Planning project.</p> <p>Work with Trowbridge, Corsham, Chippenham, Devizes and Bradford on Avon CAPs on crosscutting issues especially transport.</p> <p>Establish Health, Economy and Housing groups</p> <p>Link MCAP with existing groups better.</p> <p>Hold simple partnership networking events to support community groups and encourage partnership working with us / each other.</p>

Accountability

”To be open to and inclusive of the wider community and to account to and seek affirmation from the wider community for its actions, activities and forward plans on an annual basis.”

<p>Please explain how you will account to the community during the year?</p> <p>How will you promote your work and engage people?</p> <p>How do you advertise CAP meetings etc to local people?</p> <p>How many meetings do you hold per year?</p> <p>How can local people influence the work / priorities of your CAP?</p> <p>Can you show that you have the support of the local community?</p>	<p>Minutes of meetings are on the website and sent to anyone who asks. Updates are sent by email and in Melksham News. Reports are given at Area Board meetings, as well as given at our public meetings.</p> <p>The CAP is promoted through local press, website and email updates. When a major consultation is underway we go to meetings of groups who want to discuss the issues.</p> <p>Theme groups are open to anyone with a genuine interest in the area. We are on facebook and twitter. We attend other people's events and meetings to publicise our work. We have a notice board to encourage and promote volunteering in the Melksham Library.</p> <p>Adverts for meetings are placed in Melksham News, parish magazines and posters for events.</p> <p>Steering Group meets every month, Full Partnership meets twice a year, and public meetings are arranged around consultations as they come up.</p> <p>An annual report is produced at the AGM with interactive discussions on the CAP's progress. Feedback is welcomed at any time from the public, by phone, email, post, at events.</p> <p>In consultations we have a high level of involvement. We are invited to meetings and asked to represent issues.</p>	<p>Need more regular updates, finance report on website. Make more use of Area Board Meetings to update the public, as well as Melksham TV and Melksham Community Radio.</p> <p>Need more paper updates in Library and Town/ Village Halls and to post to people who request, and more regular website and social media updates. Possibility for a drop in 'Partnership' in an empty shop Possibility for an stand in the foyer of Sainsbury.s to promote the community plan and recruit volunteers Work with Melksham Community Radio to increase publicity and reach the wider community.</p> <p>Make Annual Report available in Library and Town/ Village Halls</p> <p>As well as smaller theme group meetings, arrange 2 public partnership meetings this year, including a major <i>Melksham Further Forward</i> event in November 2012.</p> <p>Include a feedback function on the website and at events and meetings.</p>
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Communication

”To engage and communicate systematically with all sections of the community and to maintain a contacts register of key organisations and volunteers.”

<p>Please explain how you communicate with the wider community, promote your work and encourage participation in the activities of the CAP.</p> <p>Do you produce newsletters, press releases, etc to let the public know what you are up to?</p> <p>Do you have a website where local people can contact CAP and take part in surveys or contribute in other ways?</p> <p>How many organisations are affiliated and how many names on your communications database?</p>	<p>Communication is through the website, the Melksham News, Parish Magazines, posters, leaflets given out at events and emails to the contact list. We invite participation at consultation events, public meetings and through paper/online surveys. We attend events to promote our work and encourage participation.</p> <p>We send out emails and put up posters for events as well as articles, letters and updates in Melksham News and Parish magazines. Instead of creating a further publication we use existing ones to get messages out.</p> <p>Our website has updates and links to online surveys run by ourselves or other consultations going on. It also links to other agencies such as Climate Friendly Group, Melksham Radio, Extended Services, SCOB and village websites.</p> <p>There are around 800 names on the database and 103 organisations are affiliated. We have a dedicated database volunteer who maintains and updates the contacts list</p>	<p>Distribute current leaflets to pubs/shops/library etc and produce and print an updated batch of leaflets, explaining CAP and focusing on Community Action Plan.</p> <p>Produce posters explaining CAP</p> <p>Improve updates to villages (meet parish magazine deadlines in advance)</p> <p>Attend Parish Council meetings to increase partnership working.</p> <p>Make website more interactive and increase links to partners.</p> <p>Develop website to include listings of groups/clubs/venues/events.</p> <p>Put each chapter of the Community Action Plan on each relevant theme page, with links to projects.</p> <p>Put more photos on the website.</p> <p>Make MCAP email address for all members of Steering Group</p> <p>Organise contact list by themes to enable sending of most relevant information to interested people.</p>
<p>Consultation ”To consult widely on a range of community issues and hold public engagement events and activities.”</p> <p>Please explain how you intend to consult the community in the coming year. Will this be through surveys, public meetings, on-line questionnaires, etc?</p> <p>Will this work be towards an updated community plan?</p> <p>Are there any topics / issues arising of community concern that your CAP would like to consult on e.g. community campuses?</p>	<p>We have set up a template for sending surveys to the entire community. By using Melksham News and Parish magazines, with a freepost return, we can reach all 13,000 households in the area, with a corresponding online survey.</p> <p>We have consulted widely on the general Community Plan themes last year and have produced the Melksham Community Action Plan 2012.</p> <p>Campus is a big issue we are involved in and the Melksham campus website is liked to ours.</p>	<p>Identify and work with/promote major consultations</p> <p>Hold public partnership meetings on particular themes, with possibly a theme per month.</p> <p>Hold a major event, <i>Melksham Further Forward</i>, in November 2012 to follow from <i>Melksham Forward 2011</i>.</p> <p>Having carried out extensive consultation on what the priorities are we now want to consult more on how people are willing to get involved to address them.</p> <p>Possibility for a transport survey to indicate need for changes in bus routes and times.</p> <p>Continue to feed into Campus discussions through CAP on SCOB.</p>

Please post your Annual Workplan and Budget Form for running costs to:

Andrew Jack, Communities, Libraries, Heritage & Arts, Wiltshire Council, County Hall, Trowbridge BA14 8JN

Community Planning

”To prepare and regularly review a community plan that takes into account major issues affecting the area and to develop an action plan and identify projects to address these issues. This will be done in consultation with the wider local community, in order that it properly represents their concerns and aspirations”.

Please explain how you intend to develop, review or implement your community plan over the next 12 months.

Following *Melksham forward 2011*, our Community Action Plan was produced and approved at Area Board meeting in February 2012. Will work on promoting priorities in the plan and identifying more throughout 2012 by working closely with groups.

Meet with existing groups and MCAP theme groups to encourage projects in the plan and identify further priorities for action.
Arrange and manage smaller projects through area board funding.

What activities will you undertake in order to consult with local people?

We will update the plan and keep copies available in Town Hall, Library etc as well as sending out updated versions to the distribution list. by meeting with relevant groups we will keep the plan current and make changes as advised.

Work with WfCAP on a Neighbourhood Planning project pilot for the Melksham area, combining parish plans, village design statements and neighbourhood plans with out Community Action Plan.
Continue working with WC on a pilot to align WC services with Community Plan priorities.

Update Community Action Plan at every area board meeting and on the website.

How will you ensure this is representative of the whole population locally?

By ensuring meetings and distribution to villages and to groups, as well as working with Interfaith Groups and BME groups to reach minority groups and with 55+ Forum and CAYPIG/ Extended Services to ensure all ages are included.

Local action

”To champion local issues and help with the planning and delivery of priority projects, including fundraising and community volunteering where these meet the priorities of the community plan.”

Please tell us about your plans to encourage local action to address the community plan priorities.

With the Community Action Plan we will work with and support groups to obtain funding for projects that are in line with community priorities.

Working with Area Board on projects identified at *Melksham Forward*, supporting groups to access funding for projects in the plan.

Encouraging volunteering is a major priority as the CAP itself has limited resources.

Work with Grow to develop a Melksham ‘Cluster’ of voluntary and community groups to strengthen and promote their work.

What do you expect to achieve during the year ahead? How will you secure funding for these projects?

Where appropriate funding will be sought from the area board and Charities Information Bureau will be approached for advice on further sources of funding for specific projects as well as using updates from Grow to stay in the loop and access/publicise funding opportunities as they arise.

Initial projects in March 2012 are: Volunteer Notice Board, Marketing Melksham Magazine, Cycle Safety Voucher Scheme, Walking Map and Groups/Clubs/Events website.
Throughout the year we will work on more complex projects, linking partners where necessary and working proactively and systematically to address the priorities outlined in the Community Action Plan.