

AGENDA

Meeting: MELKSHAM AREA BOARD
Place: Melksham Assembly Hall, Market Place, Melksham SN12 6ES
Date: Wednesday 16 April 2014
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 Alison Sullivan (Melksham Community Area Manager), direct line 07917 721371 or (email) alison.sullivan@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 Pat Aves - Melksham North
Cllr Terry Chivers - Melksham Without North
Cllr Jon Hubbard (Chairman) – Melksham South

Cllr David Pollitt - Melksham Central
Cllr Jonathon Seed (Vice Chairman) - Summerham & Seend
Cllr Roy While – Melksham Without South

Items to be considered	Time
<p>Presentation stand prior to the start of the meeting - Leader Funding.</p> <p>Before the meeting a clip from a DVD film in the Wiltshire Voices series called 'Living with Dementia will be shown.</p>	<p>6:30pm</p>
<p>1 Appointments (<i>Pages 1 - 2</i>)</p> <p>Election of the Chairman</p> <p>i.To elect a Chairman for the forthcoming year.</p> <p>ii.Election of the Vice Chairman To elect a Vice Chairman for the forthcoming year.</p> <p>iii.Appointments to Outside Bodies and Working Groups. To note that appointments to outside bodies and working groups for the forthcoming year.</p> <ul style="list-style-type: none"> • Community Area Transport Group (CAT-G) • Melksham Community Area Partnership • Melksham Youth Issues Group (CAYPIG) • Shadow Community Operations Board (SCOB) • Youth Advisory Group (YAG) 	<p>7:00pm</p>
<p>2 Chairman's Welcome, Introduction and Announcements (<i>Pages 3 - 6</i>)</p> <p>Chairman's Announcements:</p> <ul style="list-style-type: none"> • Dementia Strategy Consultation. • Closure of Mini Recycling Sites. 	<p>7:10pm</p>
<p>3 Apologies for Absence</p>	

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| 4 | <p>Minutes (Pages 7 - 22)</p> <p>To confirm the minutes of the meetings held on Wednesday 12 February 2014 and Thursday 20 March 2014 (<i>copies attached</i>).</p> | |
| 5 | <p>Declarations of Interest</p> <p>To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.</p> | |
| 6 | <p>Priorities From the JSA Event (Pages 23 - 30)</p> <p>Alison Sullivan – Melksham Community Area Manager.
To report back on the priorities agreed at the JSA community meeting and to vote on the projects the Area Board wants take forward.</p> | 7:20pm |
| 7 | <p>Cold Calling Initiative (Pages 31 - 46)</p> <p>No Cold Calling Zones - To target doorstep traders who call unexpectedly, and uninvited at the home of vulnerable persons with the purpose of selling goods, or offering a service.</p> | 7:40pm |
| 8 | <p>Youth Activity Review</p> <p>Cllr Jon Hubbard – Chairman, Melksham Area Board and Cllr Richard Gamble – Portfolio Holder for Schools, Skills and Youth, Wiltshire Council.</p> | 7:50pm |
| 9 | <p>Community Asset Transfer - St Mary's Recreation Field and Former School Playing Field, Steeple Ashton (Pages 47 - 54)</p> <p>Cllr Jonathon Seed – Vice-chairman, Melksham Area Board</p> | 8:05pm |
| 10 | <p>Wiltshire's New Housing Allocation Policy (Pages 55 - 66)</p> <p>Nicole Smith - Head of Strategic Housing, Options and Allocations, Wiltshire Council.</p> | |
| 11 | <p>Wilts & Berks Canal Melksham Link Project</p> <p>Update from Paul Leanarts.</p> | 8:25pm |

12	<p>Partner Updates (<i>Pages 67 - 74</i>)</p> <p>To receive updates from any of the following partners:</p> <ul style="list-style-type: none"> a. Melksham Youth Advisory Group (YAG) b. Community Area Partnership c. Wiltshire Police d. Wiltshire Police and Crime Commissioner e. Wiltshire Fire and Rescue Service f. NHS Wiltshire/Clinical Commissioning Group g. Melksham Town Council h. Parish Council Nominated Representatives i. Melksham Chambers of Commerce j. Melksham Senior People's Forum 	8:35pm
13	<p>Grant Funding (<i>Pages 75 - 88</i>)</p> <p>To ask Councillors to consider the following Grant Applications:</p> <ul style="list-style-type: none"> i. Community Area Grant Applications. <ul style="list-style-type: none"> • Atworth Villagers Short Mat Bowls Club – Villagers SMBC, replacement equipment - £490. • Queensway Chapel Youth Cafe - £1000. ii. Community Area Partnership Funding 2014/15 iii. CATG Funding <ul style="list-style-type: none"> • C19 Review - £3,000 Westbury/Steeple Ashton. 	8:50pm
14	<p>Any Other Items of Public Concern</p>	9:00pm
15	<p>Close</p>	

Report from Cllr Jon Hubbard

Area Board Champion for Children and Young People

Youth Advisory Group (YAG)

Melksham's YAG continues to thrive and it is great to see young people stepping up to the mark and taking an active role in helping make decisions that affect our Community Area. I'm please to be able to support this group by being one of the 'older' representatives on the group. The group itself is chaired and run by the young people and those of us to sit on it from the 'older' generations are there in an advisory capacity.

The Area Board has received regular updates from the group over the past year and I look forward to continuing to work with them for the next year.

Melksham Extended Services

I'm delighted to sit on the Board of Directors and to be a Trustee of Melksham Extended Services. This not-for-profit company which is also a registered charity was set up jointly between the community and local schools to continue to do some of the work previously undertaken by the Government funded Extended Services Co-ordinator and Steering Group.

I'm honoured to Chair the Board of Directors and in that role have been able to broker several joint pieces of work between the charity and the Board over the past year. These have included the Youth Awards and You Choose event, details below, as well as the successful Opportunity Melksham Jobs Fair held in March this year.

Youth Awards and You Choose event

This year saw the second of the Melksham Young People's Awards events organised by Melksham Extended Services. This event celebrates some of the marvellous achievements of our young people and I was delighted that the Area Board was closely involved with the event again.

Also at this event is the You Choose funding activity where we say almost £3,000 of funding from the Area Board distributed for work on projects with Children and Young People from across the community area. The exciting part of this event was that the final decision on how the funding was spent was in the hands of the young people themselves as they had the opportunity to vote for the projects they thought would be best.

Young People's Counselling

Melksham Area Board jointly funds a counselling service for young people in Melksham with Extended Services and this provides one of the few opportunities for young people to self-refer to ask for help.

The service has been over-subscribed for the past year and has made a very real difference to the lives of young people in our community.

A challenge for future years will be continuing this service as the Area Board will only have capital funding available for supporting projects.

Street Youth Work

The Area Board has contributed towards to the cost of the Youth Worker team based at Canberra reaching out and undertaking street based youth work in the town. This work has helped a number of young people and also contributed to reducing complaints about anti-social behaviour.

Young People's Area Board

This year saw us hold a dedicated Young People's Area Board meeting, where we asked the YAG to help run parts of the meeting.

This was successful with many reports from 'adults' attending the meeting that it was both informative and that it was good to see the young people so involved.

I am hoping to repeat this again but maybe expand it so that the whole meeting is run by the young people and the agenda is even more geared towards their needs.

MAF (Multi-Agency Forum)

In the past year the Multi-Agency forum in Melksham has only met a couple of times as several of those who were heavily involved through the Children's Centre has moved on and the administrative support that had been delivered through Extended Services has not been possible due to the post being vacant.

I am hoping that we can relaunch the MAF in the next year, probably by linking the MAF with the new Community Network Group that I am hoping to get up and running.

Youth Review

As many people are aware there is a review of how Open Access Youth Services are delivered across the county, with a financial saving of £250,000 needing to be found.

Whilst this review is challenging in many ways, with the 'preferred' option identified by the Cabinet calling for far greater delegation of funding to communities, it also offers some real opportunity for Melksham to continue to develop its youth offer and build on the very successful delivery of services that we have seen over the years.

Significant change will happen in our town anyway on the next 2 years with the opening of the new Campus and the subsequent closure of Canberra YDC as services are relocated. This could be a great time for us to get the Community Network Group together of all those who are involved in the delivery of services for Young People and forge a new way of working that further enhances youth delivery in our town and the surrounding villages.

Chairman's Announcements

Subject:	Dementia Strategy Consultation
Officer Contact Details:	Rhian Bennett 01225 712554 dementiaconsultation@wiltshire.gov.uk
Weblink:	www.wiltshire.gov.uk/council/consultations.htm
Further details available:	Please contact Rhian Bennett

Summary of announcement:

A draft dementia strategy for Wiltshire has been developed and a consultation process will be launching in mid February (anticipated to be 19th February) for three months.

The draft strategy was agreed by Wiltshire Council Cabinet and the Governing Body of NHS Wiltshire Clinical Commissioning Group in January and these organisations will be inviting people with an interest in dementia, whether through personal or professional experience, to contribute their comments and viewpoints.

The strategy outlines plans for how organisations in Wiltshire will work together to support people with dementia and their carers and families to live well in Wiltshire. With the number of people with dementia predicted to rise by 28% in 2020 to 8,350 people, the key message of the strategy is that dementia is everyone's business and we all need to play our part in making Wiltshire a good place to live with dementia.

To make this happen, one of the priorities within the strategy is to develop dementia friendly communities in Wiltshire. These will involve bringing together partners within local communities, including people with dementia, to deliver small improvements that make a difference to the quality of life for people living with dementia. Examples might include giving bus drivers dementia awareness training or local areas deciding that they want to set up dementia friendly activities. Community area boards will be central to this and Royal Wootton Bassett will be acting as the pilot area to test a new dementia friendly community toolkit, which will then be made available to all areas across Wiltshire. Work will be commencing in February and area boards will be kept informed of progress.

The strategy also looks at the care and support services that are available for people from the point at which they start to have concerns about their memory through to the end of lives.

The consultation documents will be placed upon the consultation pages of Wiltshire Council and NHS Wiltshire Clinical Commissioning Group websites on the launch date, allowing all interested parties to respond accordingly.

Chairman's Announcements

Subject:

Recycling success means mini recycling sites are no longer needed

Summary of announcement:

The success of Wiltshire's kerbside collection of plastic bottles, cardboard, paper, cans, textiles, glass bottles and garden waste has led to a review of the county's mini-recycling sites.

Households across Wiltshire recycled more than 68,000 tonnes last year through the kerbside collections, including garden waste. 36,000 tonnes of this came from the black box and blue lidded bin collections meaning the smaller recycling sites in the county are now used very little – less than 3,000 tonnes is expected to be collected through the mini recycling sites this year.

Since the introduction of the new kerbside collections there has been a sharp fall in the amount of waste being taken to mini recycling sites, such as those in car parks. As a result, the remaining 126 mini-recycling sites in Wiltshire will be removed, with the money saved by reducing this service duplication being ploughed back into vital council services.

Signs informing people about the proposed changes will be displayed from early April, and the sites will close from 5 May. Recycling bins will be removed from the site before the end of May.

Any households without a blue lidded plastic bottle and cardboard bin or a black recycling box, can obtain one by contacting the council. Households can also have up to two black recycling boxes for recycling paper, glass, cans and textiles. On occasions where households have more recyclables than can fit into two black boxes, we ask that the extra materials are separated out into carrier bags and placed out for collection alongside the black box (mixed materials may not be collected). Anyone who feels they do not have space for extra bins or boxes can contact the council to discuss alternatives.

The key messages are:

- All mini recycling sites in Wiltshire will close on 5 May 2014 and the bins will be removed from the sites shortly afterwards.
- The sites collect materials that we already collect through the black box kerbside service. It is therefore a *duplication* of service.
- The use of these sites has declined dramatically over recent years, as the council has invested in more kerbside collections – we collected 36,000 tonnes of dry recyclables through the kerbside services last year, compared with less than 3,000 tonnes collected via the mini recycling centres.
- Householders can have up to two black boxes for their glass bottles and jars, newspapers, magazines and telephone directories, food and drinks cans and textiles. Any excess recycling can be placed out in carrier bags (one material type per carrier

Chairman's Announcements

bag please – mixed materials may not be collected). Residents unable to manage black boxes can be offered smaller black baskets with handles.

- Sites will be regularly cleaned after the containers have been removed to manage any littering or flytipping issues that may occur in the short term.

MINUTES

Meeting: MELKSHAM AREA BOARD
Place: Bowerhill Village Hall, Halifax Road, Bowerhill, SN12 6QN
Date: 20 March 2014
Start Time: 7.00 pm
Finish Time: 8.45 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 Pat Aves, Cllr Terry Chivers, Cllr Jon Hubbard (Chairman), Cllr David Pollitt, Cllr Jonathon Seed (Vice Chairman) and Cllr Roy While

Wiltshire Council Officers

Kevin Fielding – Democratic Services Officer
Sean Clacksfield – Communications Officer

Partners

Melksham Community Area Partnership – Chris Holden, Colin Goodhind & Shirley McCarthy
Wiltshire Fire & Rescue Service – Mike Franklin
Melksham Chamber of Commerce – Graham Ellis
Wiltshire Community Area Partnership – Laura Pictor

Total in attendance: 21

<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 the Bowerhill Village Hall for a special meeting of the Melksham Area Board to discuss and ratify proposals for future funding of community led projects from the Melksham Area Board.</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>There were no declarations of interest.</p>
4	<p><u>Partnership Arrangements</u></p> <p>The Chairman advised that the Area Board felt that it was important that this issue was discussed and ratified before the new financial year and that It should be noted that the financial figures identified on the report were subject to change according to the amount of revenue funding available to the Board in the next financial year.</p> <p>The Chairman then outlined the four proposals:</p> <p>The Chairman explained that as the expected funding would now be lower than was first anticipated, he had decided that it would be helpful to have options 1, 3 and 4 to consider alongside the original option, (No.2).</p> <ol style="list-style-type: none"> 1. 100% revenue funding for the Melksham Community Area Partnership. 2. 20% funding to the Melksham Community Area Partnership with 80% funding to the Community Project Support Officer (CPSO). 3. 100% funding to the Community Project Support Officer (CPSO). 4. 100% funding to community projects, (no funding for the Melksham Community Area Partnership or Community Project Support Officer (CPSO)).

The Chairman then outlined the role of the Community Project Support Officer:

- Ring-fenced funding for payment to “Community Project Support Officer” (CPSO) to be contracted on a self-employed basis with resulting hours becoming available for local groups (including the Melksham Community Area Partnership) to bid for to support community lead projects. It should be noted that this is the ring-fenced funding for this purpose and it is possible that for specific projects, and subject to available revenue funding, the Area Board may agree to fund additional hours.

2014/15 – £9,000,00

2015/16 - £9,000,00

2016/17 - £9,000,00

(It should be noted that the financial figures identified on the report were subject to change according to the amount of revenue funding available to the Board, and some doubt about this was expressed)

- Whilst the overall spend reduces over the three year period it is anticipated that this will be in line with other pressures the Board will face on its spending.
- The CPSO hours will be a resource that any local group will be able to bid for alongside bids for grant funding. All bids would have to clearly demonstrate how they were contributing towards fulfilling that stated aims of the Area Board - principally (but not necessarily exclusively) based on the priorities identified in the Community JSA. There would be no limit on the number of projects a group could apply for support on, but consideration could reasonably be given to the number of previous projects supported when considering new applications, especially if there was a shortage of available time as a result of a high number of applications.
- Decisions over the allocation of the CPSO time would be made exclusively by the Area Board members, usually at a public Area Board meeting and the CPSO would be responsible to the Chair of the Area Board, or the Vice-Chair in their absence. Where appropriate the Chair could delegate certain parts of this role to the Community Area Manager for expediency. In exception, the Board could allocate limited amounts of time to projects, by means of a Chair’s Action, where it is not practicable to wait for the next scheduled Area Board. In any such case the Chair would need to report to the next Area Board details of any such decisions made.

- The CPSO would be expected to prepare a regular report of their activities and Outcomes achieved for presentation at the Area Board.

The Chairman then opened the debate to the floor.

Points made included:

- That the Melksham Community Area Partnership (MCAP) sought assurances from the Area Board that MCAP would be able to make more than one bid per financial year for community funding
a.JH Yes, MCAP would be able to make more than one bid per financial year.
- That MCAP had only been made aware of one proposal for funding arrangements, (option No.2) by the Area Board, options No's 1,3 and 4 were now being presented on the night without MCAP being able to discuss prior to the meeting.
a.JH It was felt that as the expected funding would now be lower than was anticipated, then it would be helpful to have options 1, 3 and 4 to consider alongside the original option, (No.2).
- That MCAP was a worthwhile organisation that was doing good work in the community, losing Phil McMullen would be a blow, the partnership would be less effective with his loss.
*a.JH The Area Board took no pleasure in having to allocate less funds for community use, but Central Government was driving all local Councils to make hard decisions on how they spent money and try and make savings. MCAP had done a lot of good in the local community working with local businesses and organisations.
The Area Board acknowledged the amazing work that community volunteers do, without them many things in our community just wouldn't happen.*
- Could the meeting have assurances that community groups would not have to jump through hoops to obtain future funding from the Area Board
a.JH Community groups would still be able to receive community area grant and member initiative funding from the Area Board.

As there was some confusion as to the relevance of the appendices of the report contained in the agenda pack the Chairman explained that they referred to the hiring of the Community Project Support Officer and not the funding process.

The Chairman explained that Area Board had taken legal guidance on the creation of the CPSO post with the Wiltshire Council solicitor and were following that guidance.

- That MCAP members present at the meeting were surprised at the

additional proposals now added by the Area Board without giving the Partnership any notice of them.

a. JH explained that due to the expected level of funding being lower than anticipated it would be helpful to have the other options to consider at the public meeting.

- That the MCAP Steering Group had not been given time to discuss the extra options.
a. JH advised that the MCAP Steering Group had shown little interest in working with the Area Board when he had met with them previously.
- That the addition of the extra proposal options was welcomed.
- That MCAP was a good mechanism for getting community issues moving.
- It was felt by one attendee that the venue wasn't the best choice for the meeting.
- *JH advised that the Area Board tries to hold its meetings in both the town and community area. Both the Assembly Hall and the Town Hall were already booked so Bowerhill Village Hall was chosen as the venue.*
- That the meeting details didn't appear to be on the Melksham Area Board web site on the morning of the meeting.
- a. Kevin Fielding – Democratic Services Officer, Wiltshire Council advised that there had been an IT glitch on the morning of the meeting, the meeting details were online by 10am.
KF also advised that the meeting had been legally called with the meeting agenda issued five clear working days before the meeting, and that the agenda had been given the usual distribution and publicity that any other Melksham Area Board meeting would have been given.*

Cllr Jonathon Seed – Vice-chairman, Melksham Area Board

- That not all Area Boards had partnership arrangements.
- That the proposals did not spell the end of the partnership, Wiltshire Council were having to look very hard as to how it allocated its funding to the Area Boards. The partnership may well have to start looking at other funding streams, talking to local businesses etc.
- There never would be ring-fenced funding for the partnerships.
- If the partnership continued to have its 100% funding each year, then there would be nothing to allocate for funding other community projects.

- Area Board funding had changed over the last four years or so from revenue to capital funding.

The Chairman gave the other members of the Melksham Area Board the opportunity to speak.

Terry Chivers

- Was still listening to the debate.

Pat Aves

- Favoured option 2.

Roy While

- Felt that a more efficient way of working was needed with realistic and achievable outcomes involving others but still embracing the skills of the partnership. Favoured option 2.

David Pollitt

- Would prefer the funding to be spent on CPSO time, with other bodies able to bid for CPSO time. Favoured option 3.

The Chairman gave Laura Pictor – Wiltshire Community Area Partnership the opportunity to address the meeting.

Points made included:

- That of the 18 Area Boards across the county many had different partnership arrangements.
- That it was important to look at Melksham's JSA priorities and explore them fully.

Cllr Roy While proposed that the Area Board adopted option No.2 - 20% funding to the Melksham Community Area Partnership with 80% funding to the Community Project Support Officer (CPSO) this was seconded by Cllr Jonathon Seed.

Decision

- **That the Melksham Area Board agrees that future community funding shall be 20% funding to the Melksham Community Area**

	<p>Partnership with 80% funding to the Community Project Support Officer (CPSO).</p> <p><i>(Note, Cllr Terry Chivers and Cllr David Pollitt voted against the motion)</i></p>
5	<p><u>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: 12 February 2014
Start Time: 7.00 pm
Finish Time: 9.20 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 Pat Aves, Cllr Terry Chivers, Cllr Jon Hubbard (Chairman), Cllr David Pollitt, Cllr Jonathon Seed (Vice Chairman) and Cllr Roy While and Cllr Jane Scott OBE

Wiltshire Council Officers

Allison Sullivan - Community Area Manager
Kevin Fielding - Democratic Services Officer
Sean Chacksfield - Media Relations Officer
Jay Gascoigne – National Management Trainee Account Management (E&R)
Amy Bird – Consultant in Public Health

Town and Parish Councils

Melksham Town Council – Bruce Sanders & Terri Welch
Melksham Without Parish Council – Mike Mills
Atworth Parish Council – Mitch Roberts, Effie Gale-Sides & Maureen Weston
Broughton Gifford Parish Council – Lesley Holdway
Seend Parish Council – Joan Savage
Semington Parish Council – Brian Smyth & Steve Rimmer

Partners

Wiltshire Police – Insp Matt Armstrong
Wiltshire Fire & Rescue Service – Mike Franklin & Darren Nixon
Melksham Community Area Partnership - Phil McMullan
Melksham Seniors Group – Brian Warwick

Total in attendance:87

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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 the Melksham Assembly Hall for the meeting of the Melksham Area Board.</p> <p>The Chairman thanked the young people who were in attendance and who had helped to put the agenda together and would be presenting several of the agenda items during the meeting.</p> <p>There were the following Chairman's Announcements which were covered in the agenda pack:</p> <ul style="list-style-type: none"> • Integrated Performance Report. • Police and Crime Commissioner – Precept. • Community Infrastructure Consultation.
2	<p><u>Apologies for Absence</u></p> <p>Apologies were received from Cllr Chris Petty – Melksham Town Council and Cllr Richard Wood – Melksham Without Parish Council.</p>
3	<p><u>Minutes</u></p> <p>Decision</p> <ul style="list-style-type: none"> • The minutes of the meeting held on the 11 December 2013 were agreed as the correct record.
4	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>
5	<p><u>A Lasting legacy for Wiltshire: Looking Forward to 2014</u></p> <p>i. Jane Scott OBE – Leader of Wiltshire Council outlined Wiltshire Council's "Legacy for Wiltshire", which highlighted events which had been supported since 2012 and what events were planned for 2014 in Wiltshire to bring communities together including the big pledge, cycle Wiltshire and WW1 commemorations.</p>

	<p>In 2013 the Council had supported business events, health fairs and checks, school Olympic Games and more.</p> <p>The Big Pledge – to be launched on 2 April. What will you do as an individual, a group or team, or a community to make a difference to improve your health and wellbeing?</p> <p>WW1 commemorations will include local events and remembrance; a briefing for communities will be held on 1 May; a countywide event with the military will be held on 30 July; a programme of education, local stories and history will also feature.</p> <p>Cycle Wiltshire will be a major event as part of British Cycling event calendar; a 2 day event in south of county including a family day and elite cyclists day; it will have a major impact on the local economy; will give a huge opportunity for participation and spectating; will provide a huge opportunity for communities en route; and will attract large number of visitors and media to area.</p> <p>The Chairman thanked Jane Scott OBE for her presentation.</p> <p>ii.Ratification of a Melksham Area Board working group to support local commemorations of World War 1.</p> <p>Decision</p> <ul style="list-style-type: none"> • It was agreed by the Melksham Area Board that a working group, made up of Cllr Jon Hubbard – Chairman, Melksham Area Board, Cllr Jonathon Seed – Vice-Chairman, Melksham Area Board and Cllr Pat Aves – Melksham Area Board member would be set up to support local commemorations of World War 1.
6	<p><u>Healthy Choices Quiz</u></p> <p>Members of the Youth Advisory Group assisted by Amy Bird – Consultant in Public Health, Wiltshire Council presented a “Healthy Eating” quiz.</p> <p>The quiz incorporated an interactive section where the YAG Group monitored which type of food the attendees chose from a selection during the networking session prior to the meeting.</p> <p>The Chairman thanked the YAG members and Amy Bird for an interesting and very useful presentation.</p>

7	<p><u>Future Conversations</u></p> <p>The Youth Advisory Group members held a question and answer session with Jay Gascoigne – graduate trainee, Wiltshire Council and Jane Scott OBE – Leader of Wiltshire Council.</p> <p>Both Jay Gascoigne and Cllr Scott were asked about their own career paths and how their experiences of education had prepared them for the careers and challenges that they both now faced working at Wiltshire Council.</p> <p>The Chairman thanked the YAG members for their hard work, and Jay Gascoigne and Cllr Scott for attending the Area Board and sharing their thoughts with the YAG members.</p>
8	<p><u>Melksham Jobs Fair "Opportunity Melksham" - 15 March 2014</u></p> <p>The Chairman outlined the Melksham Jobs Fair, "Opportunity Melksham" which was to be held on Saturday 15 March at the Melksham Assembly Hall.</p> <p>The Chairman highlighted the usefulness of the event, with many seminars being held throughout the day as well as practical help in CV writing and preparation strategies when applying for Jobs.</p>
9	<p><u>Partner Updates</u></p> <p>The following Partner updates were noted:</p> <p>Melksham Youth Advisory Group (YAG)</p> <ul style="list-style-type: none"> • The YAG group were looking to attract more members. <p>Melksham Community Area Partnership (CAP)</p> <ul style="list-style-type: none"> • The Partnership had recently met and were now looking at how they should work with the Area Board in the coming year. <p>Wiltshire Police – Insp Matt Armstrong.</p> <ul style="list-style-type: none"> • The written report contained in the agenda pack was noted. • That there was now a Melksham Neighbourhood Policing Team facebook page.

Wiltshire Fire and Rescue Service – Mike Franklin

- The written report contained in the agenda pack was noted.
- That Wiltshire and Dorset Fire & Rescue Services were considering a merger, which if agreed would happen during 2016.

The Chairman thanked the Wiltshire Fire and Rescue Service for their tireless work in dealing with the recent flooding across Wiltshire.

NHS Wiltshire/Clinical Commissioning Group - Dr Rob Matthews – Spa Medical Practice, representing the local GP practices at the Area Board meeting.

- That the opening hours of the Melksham x-ray service were currently being looked into.

Letters from Cllr Jon Hubbard and Steve Gray – Melksham Town Council regarding open access to the Melksham x-ray department sent to Craig Forster – Head of Radiology, Royal United Hospital, Bath were tabled at the meeting.

Melksham Town Council

- The written report was noted.

Melksham Senior People's Forum – Brian Warwick

- That around 3,000 copies of the Melksham seniors newsletter had now been circulated.
- That the Seniors Christmas party held on Monday 16 December had been a great success.
- That the Melksham Shed Club had met for its first meeting, with some 40 people in attendance.
- Wednesday 9th April – Melksham Seniors Annual General Meeting.

The Chairman thanked everybody for their updates.

10

Grant Funding

Councillors were asked to consider the following grant Applications:

i. Community area grant applications

Decision

Wiltshire Mind - Mental Health Awareness and Wellbeing Days awarded £481.

Decision

Semington Parish Council – Semington War Memorial Refurbishment Project awarded £1,500.

Decision

Melksham Community Environmental Group – Poppy Seeds Project awarded £94.50.

Decision

Crazy about Knitting – Setting up of new Knitting group at Melksham Baptist Church awarded £500.

Decision

Melksham Town Sound – Melksham Town Sound FM Funding awarded £500.

Decision

Bowerhill Village Hall Trust - Installation of solar panels on the roof of the Bowerhill Village Hall awarded £2,500.

Decision

2385 (Melksham) Air Cadets - Melksham Air Cadets New Minibus awarded £2,500.

Decision

Shaw Hill Playing Field and Village Hall – Shaw Village Hall Marquee awarded £500.

Decision

Atworth Duke of Edinburgh's Award Group – Duke of Edinburgh's award expedition supervisor awarded £325.

Decision

Golden Fleece Cricket Club – Groundwork awarded £500.

Decision

Tourist Information Centre – IT Equipment awarded 2 x £499.

Decision
Atworth Parish Council – Village War Memorial refurbishment awarded £2,895.

Decision
Shaw and Whitley Friendship Club – New dishwasher awarded £924.

Decision
Whorwellsdown District Girlguiding – Guides visit to Zoom awarded £392.

Decision
Atworth over 55s Afternoon Tea Group – Atworth Benches awarded £500.

ii. Councillor led initiatives

Decision
Cllr Pat Aves – Flyers to advertise events happening Melksham during 2014 awarded £586.

Decision
Cllr Pat Aves – Digital equipment for the Rachel Fowler Centre awarded £1,000.

Cllr Jon Hubbard – Audio equipment for Melksham Assembly Hall awarded £1,200.

Decision
Cllr Jon Hubbard – Melksham Christmas lights infrastructure awarded £4,200.

Decision
Cllr Jon Hubbard – Drop in counselling awarded £2,800.

Decision
Cllr Jonathon Seed – Summerham & Seend transport resolutions and Poulshot pavement awarded £1,700.

Decision
Cllr Roy While – Pedestrian survey at Valldata Bowerhill Melksham awarded £1,000.

Decision
Cllr Terry Chivers – South West in Bloom planters awarded £2,000.

Decision
Cllr Terry Chivers – Apple pulping machine awarded £745.

	<p>Decision Cllrs Jonathon Seed, Jon Hubbard and Pat Aves – Legacy Funding requests from groups for events and activities to commemorate World War I awarded £3,807, on the understanding that up to £5,000 would be allocated if other funds became available.</p>
11	<p><u>Any Other Items of Public Concern</u></p> <p>Cllr Jon Hubbard advised that at the Melksham Area Board meeting held on the 11th December 2013, Joan Savage had advised the Area Board that Seend Parish Council had concerns re the proposed “Solar village” plans that would site a large number of solar panels on land around the village of Seend.</p> <p>On taking advice from officers of Wiltshire Council the Area Board were advised that this issue was a planning matter and as such should not be discussed at an Area Board meeting.</p> <p>Youth workers at the Canberra Youth Centre raised concerns re the possible closure of the centre as part of Wiltshire Council’s proposals to make cuts to its Youth funding provision.</p>
12	<p><u>Close</u></p> <p>The Chairman thanked the young people for their hard work and thanked Jay Gascoigne and Cllr Jane Scott for attending the meeting.</p>

**WILTSHIRE COUNCIL
Melksham AREA BOARD**

16th April 2014

**What matters to you in the Melksham community area?
Conference report – local priorities for action**

1. Purpose of the Report

To update members on the outcome of the ‘What matters to you?’ conference held at Melksham Assembly Hall, 11th March, 2014 and to recommend that the Area Board uses the outcomes from the event to stimulate local action and to inform its priorities for the next two years.

2. Background

The ‘What matters to you?’ conference was held on 11th March and over 80 members of the public and partner agencies took part. The event focused on the data set out in the [Community Area Joint Strategic Assessment 2014-16](#), and used themed roundtable discussion to identify local priorities underpinned by JSA evidence. All participants had an opportunity to vote on the priorities and the results are set out in this report. Following identification and agreement on the priorities the themed roundtables then looked at practical community-led actions that could be taken to address the issues.

The purpose of the event was to:

- Gain a consensus around priorities for the area
- Provide the basis for community-led action and projects over the next two years
- Inform (or become) the community plan for the area
- Provide the Council and partners with a clear focus for actions

The Area Board is now invited to review the priorities and agree how it wishes to initiate and coordinate action working with partners, community groups and the public.

3. Priorities identified

The priorities identified at the event are set out at Appendix 1. These will be available to view on screen at the meeting.

4. **Moving forward with community-led action**

To address the priorities, the Area Board will need to use its strategic influence and delegated powers to shape the delivery of local services and actions. It will also need to use its delegated resources to initiate and support community-led projects. Some of the actions will be easier to address than others and it is important to target areas where tangible outcomes and progress can be delivered. This will help to capitalise on the enthusiasm and momentum generated by the event.

To enable the Area Board to select such areas of focus, it is proposed that the Area Board Members champion the agreed priorities. It will be up to the Area Board whether it wishes to champion a particular issue or theme over the next year and target its resources to support community-led initiatives around these themes and issues.

5. **Recommendations**

- That the Area Board adopts the priorities identified by the 'What matters to you' community event and works to facilitate local action to tackle those priorities.
- That the Board considers earmarking funding to promote, initiate and support community-led action around the selected priorities.
- That the Board considers appointing a lead member to champion any priority (priorities) adopted.
- That reports are submitted to the Board on progress made to address the priorities to ensure that positive outcomes are delivered.

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Outcomes from What Matters to you in Melksham

March 2014 for Melksham Area Board

A1 Children and young people – Jon Hubbard

1. Support for young families
2. Early identification and provision of support to families in need *
3. Better information sharing about local services
4. Create positive opportunities for people to feel comfortable to volunteer

Project Ideas for priority 2

- Dissemination of information regarding relevant support that is available to children and families:
 - by the Citizens Advice Bureau
 - by means of Radio and DVD, leaflets, web site
 - to/from Professionals working with Children and families
 - to/from groups and volunteers working with children and families

Project idea for priority 4

- Identify Community Volunteering champions, from volunteers who work with CAB, to raise profile of work of CAB and therefore the support available to children and families



B1 Health and Wellbeing – Pat Aves

1. Melksham urgently needs the right health resources in order to meet the growing demands of the community area*
2. Action to address to the gap in life expectancy arising from deprivation, obesity and social isolation
3. Identification of unpaid carers and provision of good information and support
4. Availability of transport so that people can access health facilities and activities (e.g. leisure) – link with Transport)

Project ideas for Priority 1

- Identify what support/services are available and inform the community through an on line portal
- Dementia – become a dementia friendly town
- Identify and improve local resources for stroke survivors
- Ensure Melksham Hospital is well used as a local resource
- Link with Health group and GP practices and patient liaison groups to undertake above

C.1 Environment – Partnership and Climate Friendly Group

1. Commit to lowering the carbon emissions across the community area by promoting energy efficiency.
2. Improve the promotion of and educate families to “reduce, reuse, recycle” to reduce residual waste to landfill.*
3. Support the development of renewable energy initiatives across the community area on appropriate sights.
4. Improve farming practices to reduce flooding.

Project ideas for priority 2

- Promote reduce reuse recycle
- Link up with Dorothy House, Refurbiz, Furniture recycling and Recycle Store to promote reduce reuse recycle.
- Work with current Climate friendly group



D1 Our community – David Pollitt

1. Review the accessibility within the local built environment for disabled people
2. Protect Village Halls as centres of community activity and ensure that transport links to them are good (links to Transport theme)
3. Empower communities to help themselves: equipping the community with the resources and materials to upkeep community assets*
4. Have a strongly supported independent MCAP
5. Publicise and utilise a local volunteer centre to increase volunteering in Melksham

Projects for priority 3

- Create a town community hub
- Provide information/ funding resources and materials to upkeep community assets to community groups (Melksham.ourcommunitymatters.org.uk)
- Link with MyEnvolve web site – make available in community places, e.g. Library community halls, CAB, etc
- Ensure Feedback to community when things get done

(old E1 waterways and tourism now moved into environment and economy)



F1 Transport –Terry Chivers

1. Hour free car parking and/or reduced all day parking costs*
2. Improvement to the co-ordination of trains & buses. More flexibility - maybe community buses can help
3. Promote coach parking in Melksham
4. Prepare for the canal coming through & make the most of local events: give tourists reasons to come to Melksham
5. Improve cycleways to and from surrounding villages

Projects for priority 1

- Introduce 30 new free parking spaces at Melksham station
- Improve co ordination of trains and buses
- Improve cycleways to and from surrounding villages
- link up with Graham Ellis' transport group

G1 Community Safety –Partnership and Community Safety Group

1. Early intervention to promote healthy relationships and lifestyles to reduce crime, drugs and violence*
2. Ensure community and partners work together to inform, protect and support elderly and vulnerable people in issues of community safety.
3. To support and encourage the introduction of successful and sustainable community justice panels ASAP
(http://www.restorativejustice.org.uk/news/swift_and_sure_justice__neighbourhood_justice_panels_to_reconnect_communities_with_justice/)
4. To promote youth involvement in issues of community safety

Project ideas for priority 1 Community Safety

- Develop stronger links with Melksham Oak and feeder schools to identify those who are at risk – e.g. through MAFF, Community Safety Forum, Extended Services
- Provide Information and education in the school, assisted by police, public health and children/ young people professionals



H 1 Leisure – Jonathon Seed

1. Create an online forum to share information among clubs e.g. facilities, volunteers, ideas, grants and training.*
2. Create local coaching/training opportunities such as First Aid and Safeguarding Children
3. Boost leisure and sports participation by making clubs aware of how to succeed with Return to Sport opportunities
4. Increase volunteer involvement by making the offer attractive – e.g. funded training
5. Use local expertise and knowledge to encourage schools to take part in wider leisure and sports opportunities

Projects to link with Priority 1

-Online forum to be developed to share information among clubs, encourage clubs to input and take part (Mike Cartmel volunteered to assist)

– (n.b. <http://melkshamcommunitymatters.org.uk> is currently available -could be considered for use by clubs, also SPARK site and wiltshire.gov.uk - clubs)

-link with children and young people and community safety projects to encourage schools to take part in wider leisure and sports opportunities

i 1 Arts and Culture –Jonathon Seed

1. A lack of easy access to joined-up publicity on arts & culture (lots of excellent grassroots initiatives but more promotion needed)
2. The cultural audience is being drawn out of town to Chippenham, Trowbridge, Bath & Bristol
3. There's a need to develop the area's heritage and increase the community's sense of belonging*
4. There's a lack of free, informal live music/culture (i.e. jazz in cafes etc)

Project ideas from priority 3

-Link all cultural groups across community area, provide information to community from these groups (Melksham.ourcommunitymatters.org.uk)

-Make use of the campus to promote Melksham's Heritage

-Develop/promote a heritage trail, with an App as well as a map



J1 Economy –Roy While

1. Attracting more businesses and retaining existing ones through incentives and readily available land and workspace
2. Regenerating the Town Centre - linking in the Wilts & Berks canal and campus*
3. Regenerating the Industrial Areas (Bowerhill & Train Station area)

Projects for priority 2-(Link with cultural priorities)

- Pull visitors into Melksham who attend Lacock, Whitehall, Canal
- Encourage Cafe culture –in summer and extend the Christmas lights into a Christmas fair with free jazz and buskers
- Encourage work placements with employers in Melksham

K1 Housing –David Pollitt and Neighbourhood planning group

1. Housing needs survey to inform Melksham community area of true evidence across all sectors and ages.
2. Vision of smaller dwellings, 1 / 2 beds for younger and older people.*
3. Partnerships to be built with public, private and voluntary sector in a preventative manner to reduce homelessness

Projects to link with Priority 2

- Use Neighbourhood plan to set planning conditions for one (research the need for one bed properties first) and two bed properties- link with M Town Council and M W Town Council
- Form a housing partnership working with locally based Housing Associations, Wiltshire Council, Neighbourhood planning team, voluntary sector groups, TARAS to reduce risk of homelessness and link to community safety, health and wellbeing and children and families projects



Guide/Toolkit No Cold Calling Zones



What is cold calling?

Cold calling is a form of marketing. For the purposes of this guide we are concentrating on those who call unexpectedly, and uninvited at a home with the purpose of selling goods, or offering a service, we refer to them as “doorstep traders”.

There have been some expressions of concern that a NCCZ may deter political or religious canvassers. A zone is not set up with the intention of preventing canvassing or to deter local authority officers and genuine utility providers. Nor is it to stop local agents known to residents such as the Avon lady. It does not prevent mail drops from local businesses provided they do not intend the resident to open the door to them. It is recognized that from time to time genuine callers may have a need to visit a home within a zone, but these occasions will not be regular, and it is hoped that any person making an essential visit within a zone will recognize and respect the special needs of obviously vulnerable residents. A prior appointment is always the preferred method of carrying out a visit within a zone.

Are all cold callers a potential threat?

It must be stressed that many of those who cold call are from legitimate businesses who wish to provide goods or services in accordance with the law. There are however, some businesses that operate in a less than ethical fashion, using “hard sell” tactics to get a sale, and targeting the less able or more vulnerable members in our communities. Often what they offer is completely unnecessary and overpriced. We have had many examples of this in Wiltshire in recent years, including a few rogue companies selling alarm systems, solar panels and home improvements such as roof repairs/coating. Some companies offering these services will be genuine and ethical, but others will be willing to exploit the vulnerable. Add to this, the fact there is a minority of cold callers with the prime objective to commit fraud or theft, and it becomes clear how impossible it is for a vulnerable person to know when a caller is safe to deal with. ID cannot be relied upon, as it is not proof that the caller is genuine, or from an ethical business. For this reason an effective No Cold Calling Zone has to apply restrictions to all doorstep traders who wish to call without appointment.

Cold calling is not illegal, but it can be a problem for many reasons. A lot of people simply believe cold calling is intrusive and annoying, and would like to prevent it, but are perfectly capable of dealing with those callers they do not want on their doorstep. Others find it difficult and even alarming, because of the pressure applied by the caller - they prefer not to be faced with the dilemma of how to deal with the caller.

The main concern for trading standards and the police is that vulnerable older people often tell us how frightening it is for them to have strangers calling at their door. Poor hearing and sight, as well as memory problems or mobility issues make it very difficult. They become confused and can be persuaded to agree to have work carried out on their homes which may be unnecessary and overpriced. They may feel intimidated into paying, even though they are not happy with the work or the amount being demanded. They fear reprisals if they refuse. Traders who successfully victimize an older person will often return, or provide the victim’s details to criminal associates. Repeat victimization of vulnerable elderly people is very much a concern.

Doorstep crime against elderly vulnerable people is difficult to prevent, because to do so relies on a resident’s own awareness of the risks, as well as his or her understanding of what steps to take to avoid becoming a victim. A well set up community no cold calling zone is just one way to reduce the risks.

Helping residents to help themselves

When setting up your zone it is important to identify and build a relationship with those more isolated residents within the zone who may require a little more advice about cold calling. A visit from someone that person knows or will trust, such as, a neighbour, police community support officer, Neighbourhood Watch Co-Ordinator or Parish Councillor can help raise awareness, without raising the fear of crime. A discussion should:

a) Explain simply that Wiltshire is a low crime and safe area but that care needs to be taken when dealing with some callers and explain why. Do not overstate and cause alarm.
b) Emphasize the importance of locking doors even when at home and using door chains when there is someone at the door.
c) Advise of the importance not to offer information to a caller “are you from the council”, “I am a widow”, or “I always go to my daughter on a Wednesday” etc etc.
d) Say it is wise to keep handbags and valuables out of sight of windows and opened doors
e) Advise where a safe key box may be of benefit.
f) Discuss password schemes where this is appropriate.
g) Confirm that it is fine not to answer the door to unexpected callers, and that genuine callers will be happy to put a card through the letterbox for an appointment to be made.
h) Suggest the best way to deal with callers who are expected – checking ID etc.
i) Advise about the Bobby Van and what they can do to help including checking security, fitting key boxes and door chains etc and that this is free for elderly people.
j) Investigate whether there is the need and/or opportunity to tidy up frontage/garden
k) Ensure that the local Neighbourhood Policing Team is aware of any particular vulnerability.
l) Find out whether there are nearby relatives, friends or a reasonable relationship with neighbours.
m) Ask if there are any issues worrying the householder. Offer a contact number for any queries or worries.
n) Finish by reassuring that simple safety measures will ensure that Wiltshire remains a very safe and low crime area

Of course there are some sophisticated measures, such as electronic recorded messaging systems, that can be put in place to remind very vulnerable householders what to do when they get someone at the door. A simple visual reminder is included as part of our door sticker.

This part of our sticker should be placed on the inside of the door at eye level:



What is doorstep crime?

There are two main types of doorstep crime, distraction burglary and rogue trader. Predominantly these crimes are carried out during the daylight hours. Both types of doorstep crime are often carried out by the same criminals, who will seize whatever opportunity presents to them. They can quickly turn from being a rogue trader to a distraction burglar and vice versa depending on what opportunity they have. It is also easier to appear to be a normal trader or caller when working the daylight hours. Homeowners are less wary of callers during daylight than they are of those calling at night.

It must be understood that these criminals see what they do as “their work” and unfortunately they have no compassion for someone old or vulnerable – they are quite simply an “easy target”.

Distraction burglary is where the resident is distracted by a caller using a trick such as a false story and/ or false identity, in order to gain entry to a home with the intention to steal.

Rogue trader crime is where a caller offers a home maintenance service for which a disproportionate sum of money will be demanded, and poor work carried out. The rogue trader will often quote low to get the work, but later demand more; use scare tactics to get the work; intimidate the householder into paying up. On occasion they will even begin the work without permission, leaving the resident unsure of what to do next.

Both rogue trader crime and distraction burglary cause enormous psychological harm to victims, often resulting in deterioration in health and loss of independence. Rogue trader crime has a great potential for financial harm as the sums involved are often very significant indeed and can mean the loss of life savings.

The most common services offered by rogue traders are:

Gardening, especially cutting shrubs and trees
Replacing damaged roof tiles.
Re-pointing of ridge tiles or gable ends
Applying plastic covering to gable ends
Moss removal from roof tiles
Cleaning/applying sealant or “thermal” coating to roof tiles
Repair of leaking guttering
New fascia/soffit boards
New driveway surface
Cleaning/power washing of driveway

There is no disputing that in some circumstances, the homes of the elderly in particular, do require maintenance work, but allowing a cold caller, who has insufficient skill to work on a home, can result in damage, and end up costing far more than the job was worth. It is very likely that it will also expose a vulnerable person to future exploitation.

Any householder needing to access competent and honest trades people can do so through various schemes.

AgeUK Devizes operates a registered trader scheme. Members are mostly small businesses prepared to do small jobs. They have had their trading history and complaint record checked by trading standards before being included on the register.

Buy with Confidence is a national scheme operated by trading standards and members are thoroughly checked and must have CRB clearance before working with the elderly and vulnerable.

The Federation of Master Builders offers an insurance scheme for those who might require more complex work. Details can be found at:

<http://www.fmbuildassure.co.uk/>

Members of the Federation can be found at

<http://www.fmb.org.uk/>

It is a legal obligation for any person working on gas heating or appliances to be GasSafe registered. The Gas Safe website can be used to check registration:

<http://www.gassaferegister.co.uk/>

Those installing solid fuel stoves must by law be HETAS registered and details can be found on:

<http://www.hetas.co.uk/search/>

For roofing contractors it is important to source the right expertise. Those that specialize in flat roofing may not be the best to do tiling. There are laws relating to trades that have to use ladders for their work and it is especially important to ensure that a reputable business is used to avoid any risk of injury or claims for damages. For details of roofing businesses that belong to the trade association see:

<http://www.nfrc.co.uk/>

<http://www.corc.co.uk/>

Distraction burglary usual takes place after the caller claims to be from the council or gas or electricity provider, a policeman or other official organization, but it can be carried out by simply distracting the householder with stories of a lost pet, lost ball, using the telephone to make an emergency call etc. Sometimes the caller will use a child or female to try to add some legitimacy to their reason for calling.

The activities of cold callers are difficult to control, and therefore any means by which we

can minimize the opportunity for crime is to be welcomed, and reducing the incidence of cold calling on the elderly and vulnerable is one way we can seek to do that.

What makes a good No cold Calling Zone?

A NCCZ is a small defined area, such as a “close” or street or simply a collection of homes that includes a proportion of vulnerable or elderly people who could potentially benefit from the restriction of cold calling. The best zones are small areas with approx thirty homes or so, with a **mix** of elderly residents and young families. The mix of residency is beneficial to a zone because younger families are likely to be at home during the day, out and about their property, and more alert to what is going on around their locality.

Whilst a mix of residency is preferable, any area where vulnerable people could benefit from the introduction of a zone may be suitable.

A zone is officially recognized and supported by the police and trading standards, and many organizations such as utility providers are now bound to recognize the zones and avoid calling within them.

The Practical Steps

Residents must be consulted about the proposal, given information about how it works and how to react to cold callers. Signs must be erected on the street and stickers displayed on doors to deter cold callers by making it clear that the occupants are not willing to do business on the doorstep and that they will report cold callers who ignore the signs.



A caller who refuses to leave when asked may commit a criminal offence, and therefore making the wishes of the occupant clear is an important aspect of any effective zone. Trading Standards may be able to take action where a business ignores the requests of residents and remains on private property, and so prompt reporting of the name of the business and any vehicle registration details that can be safely and discreetly obtained will be essential.

Why set up a No Cold Calling Zone – will it really solve the problem of cold calling?

A NCCZ will never completely eradicate cold calling, but it will reduce the incidence. It is just one of the ways in which we can try to protect our most vulnerable from both the nuisance of cold calling and the threat of doorstep crime.

Wiltshire is a low crime area, but Trading Standards and the Police are particularly concerned that a few elderly and vulnerable people are targeted, and often more than once.

Partnership working between the Police and Trading Standards over the past ten years has significantly reduced doorstep crime and detection has improved but we can do more to raise awareness.

Because cold calling is not in itself illegal, it is difficult to determine if a cold caller has criminal intent and therefore a NCCZ will attempt to restrict access to **all** cold callers in that designated area.

Even “legitimate” cold callers can cause considerable disturbance to a disabled or very elderly person and Trading standards want to encourage all businesses to be respectful of the needs of the elderly. Utility companies are on board with our concerns and as mentioned above, now have a Code of Practice which requires they do not call at homes displaying No Caller stickers, and do not enter designated no cold calling zones. Trading Standards are regularly contacted by more ethical businesses who wish to advise of their intention to cold call and to ask which areas they must avoid. Such businesses are always very happy to conform – there are, after all, many doors at which they will be able to call and successfully trade!

Will a zone actually help criminals to identify where vulnerable people live?

The rogue trader or bogus caller needs no help in identifying the home of an elderly or vulnerable person. Grab Rails, ramps or simply a general look of neglect in a garden are all tell tale signs that an elderly or vulnerable person may reside. The look and condition of a property is indeed how the criminal identifies potential victims. Whilst it is often difficult to achieve, keeping front gardens tidy, property well maintained and residents informed, are the best ways to prevent rogue trader crime. The intention of creating a zone is to make it clear to would be callers that residents within it are more informed and will report cold callers to the police. The cold caller with criminal intent seeks to carry out his activity with the least risk of detection. By asking every resident within a zone to display a sticker, there is no additional identification of a particular resident, other than that which would be present anyway, such as grab rails and ramps.

The information pack you send out to those residents within a zone should offer advice and a point of contact to report concerns. The Citizens Advice Consumer Service will offer advice to any resident, record complaints and notify local trading standards departments. You should also include information about legal rights a consumer has if he or she does do business with a trader in the home. This guide gives all the information you will require to fully inform your zone residents. The primary objectives are to reduce cold calling and empower residents.

Getting Started with your No Cold Calling Zone (NCCZ)

1. Discuss with Trading Standards

Contact your local trading standards service by emailing: tradingstandards@wiltshire.gov.uk or by calling 01225 713248

Most of the information you require to set up your scheme is included in this guidance,

but it may be useful for a full understanding of the scheme, to speak with a Public Protection Officer from Trading Standards who will tell you the basic requirements, how the scheme works and how to make a start on setting it up. If you wish an officer can visit to speak with you or the Parish Council about it and view your proposed area. You may wish to ask an officer to attend any local meeting and an officer will be pleased to attend any public meeting you organize, to answer any questions and talk about doorstep safety generally.

2. Consultation

You must carry out a consultation within the proposed zone area. There are many ways to do this, none of which are right or wrong, but it is important that the residents are involved in the project and that they understand their role and how to deal with uninvited callers. You do need to show that you have contacted each resident in order to establish an official no cold calling zone, as their agreement and co-operation is vital. Consultation can be done by:

Personal visits – these can be very effective, especially when dealing with the harder to reach residents who are unlikely to attend a meeting or respond to letters/leaflets. These visits should be carried out by someone who knows the resident and by appointment.

Group meetings – these are an ideal way of getting the message across, but are difficult to organize, and it can be hard to persuade residents to attend. Make use of existing groups in the area, and ensure that those attending sign a document showing their attendance and agreement to the zone.

Where face to face consultation is not possible, a formal letter is important to show that all residents have been contacted about the proposed scheme and that there is majority agreement. * You should provide an easy way for any resident to object and opt out of any proposed scheme which could be by way of tear off slip and pre paid envelope, as well as provision of an e-mail address and telephone contact with a designated person. A sample letter is included in this pack.

You should also consult with any existing organization representatives such as Neighbourhood Watch and Good Neighbour Co-ordinators, as well as your Area Board if appropriate.

**You must be prepared that, although unlikely, some residents may not want, or will object to a scheme. If this is the case, then you should discuss their objections or problems and ultimately must keep a record of their wish not to be included in the scheme if this is the final outcome. It is important that the majority affected are in agreement with a zone. Street signage is an issue that can be controversial, but street signage is a non negotiable aspect of any scheme, and so its positioning should be appropriate and any objections addressed if a zone is to be effectively enforced.*

6. Signage

You will need to purchase street signs, and so will have to establish how many each zone will require. If you plan to set up more than one zone then it may be more economical to make an order for a sufficient number within one order. Signs can be heavy duty metal signs with appropriate metal band fixings, or the more popular polycarbonate with appropriate ties. The lighter polycarbonate signs have fewer

implications for health and safety, and are a lot cheaper to purchase.



Re-produced Courtesy of Nuneaton Signs

If you decide to go ahead with setting up a zone the next step will be to carry out a site survey to establish exactly where the signs will be placed.

You will need to:

- a) **Get permission** from your local Highways Department to attach signs to a suitable point, and at a height of about 2 metres.
- b) **Be aware of any health and safety requirements** relating to the erection and maintenance of signs – a basic sample risk assessment for the use of ladders is included in this pack, but a small platform or “hop-up” will often be most suitable given the relatively low fixing height.
- c) **Demonstrate that the person who will affix these signs is capable of doing so safely.** It is very simple to do this, but it will be your choice as to how this is achieved. You may decide to employ a business to erect signs for you. Whatever decision you make should be included in your own written procedures.
- d) **Place signs at any entrance and exit to the area**, including any footpaths which lead directly to the proposed zone.
- e) **Position signs so as to be visible to any vehicles or pedestrians** entering the area. If signs are not placed at a high enough position, they may be subject to vandalism or removal and so a lamp post is often the most suitable point for fixing, but at a height that allows wording to be legible
- f) **Take note of any existing signs** such as “NHW scheme” and where appropriate position the NCCZ signs close to these.
- g) **Periodically check** the fixing on the signs to ensure it remains effective.

It is preferable for wording on signs to be consistent across the County but it is your scheme and your decision. The example above is the Artwork provided by Nuneaton signs for you to consider, but if you have a Parish logo or something specific to your area that you wish included then you should consult with your preferred supplier and get appropriate quotation. Nuneaton signs <http://www.nuneatonsigns.co.uk/> will produce a minimum 10 signs, but it is important that you do obtain an exact quotation before contracting with them. This guide contains a recent sample quotation as a guide to potential costs but is not an offer to produce at that price. You will need to obtain your own quotation.

Any artwork produced by a supplier will remain their intellectual property and you should not re-produce it yourself or ask any other company to re-produce it without their permission. This is a requirement of Copyright legislation.

5. Launching your zone/information pack for residents

Once your consultation is complete you will need to ensure that you inform trading standards that the scheme will be set up and when that is likely to happen, so that trading standards can monitor any complaints from the zone in the future.

At this point you will need to establish how many homes will be included in the zone. You should decide what you will include in your pack for residents within the zone, and include a door sticker in each (which you can obtain from trading standards).

The pack you provide to each household should include as a minimum:

- a) A letter about the scheme and how it works
- b) A door sticker
- c) Useful local contact numbers - perhaps laminated version to keep by the phone
- d) Advice about buying from sellers at home and the legal provisions relating to cancellation rights
- e) A slip/contact details for those intending to opt out of the scheme. You should keep a note of this.
- f) Any specific information relevant to the locality such as neighbourhood watch schemes, good neighbor co-ordinator etc.
- g) What information to provide when reporting a caller's breach of the zone.
- h) General advice about doorstep safety and home security
- i) Advice on local schemes for obtaining home maintenance services such as the AgeUK registered traders scheme. <http://www.ageuk.org.uk/wiltshire/our-services/traders-list/>

7. Maintenance of your zone signage

Once in place, the signs will need to be checked on a regular basis to ensure they are in place, safely affixed and are still legible. This is more relevant where heavy duty metal signs are used, to address any potential issues relating to injury from falling signs, but also to see that the signs are still there to advise traders. It is a good idea to keep a basic record of when signs are inspected and by whom, to meet any health and safety requirements. Your local health and safety officer will be happy to advise if necessary.

8. Publicity

There are mixed opinions about publicity for zones. Some think it essential and others believe that it gives rise to problems such as ill feeling from those who live in areas not so designated. You should discuss carefully the pros and cons of publicity. Whatever your decision regarding publicity it is important that you notify key organizations in your locality such as Neighbourhood Watch co-ordinators, Good neighbour Co-ordinators etc.

Including local business in your plans is essential, especially if any business premises, community centre, or someone that trades from home is located within a zone, because they will need to make regular callers they have, aware of the zone and its purpose to

avoid confusion. If anyone has any queries relating to your scheme which you cannot answer they should be referred to trading standards. The police are supportive of schemes and will make every effort to assist where necessary.

9. Staying in Touch/Evaluation

You will want to consider how you will stay in touch with your zone members. It may be that you will designate someone as a point of contact who will organize regular contact with residents in zones, or you may wish to prepare a simple periodic newsletter with local news/safety tips etc., to let residents know that you are still interested in them and their zone. Whatever method you choose, regular contact will undoubtedly be appreciated by zone members.

Inviting comment from residents in the zone, asking whether there are any improvements they consider necessary. Involving residents will ensure that the zone remains in focus and that cold calling issues are regularly evaluated. An evaluation form could be included with a newsletter asking residents whether they feel more empowered since the scheme was introduced, or whether cold calling has continued to be a problem. Evaluation may be a condition of any funding application you make from a source such as your Area Board.

10. Intelligence reporting.

Cold caller behavior which gives rise to concern should always be reported for example:

- Remaining within a zone after being asked to leave
- Using aggressive or high pressure sales tactics
- Poor standard of work carried out to a property
- Misleading a resident into buying goods or services by making false claims

Such Incidents should be reported to the Citizens Advice Consumer Service on

0845 4040506

Trading Standards will be made aware of all such reports and will take action locally where appropriate.

Any serious incident where a cold caller causes a resident to feel concerned or intimidated should be reported immediately to the police on 999. If it is not an emergency but still of concern then calling either the police number 101 or the Citizens Advice Service on 08454 040506 is appropriate to make the report. Gathering intelligence about cold calling problems is an important aspect of police and trading standards' work and all Wiltshire residents, not only those in zones, should be reassured that in reporting issues of concern they are contributing to the crime detection work of the police and trading standards.

Detailed Below:

1. Sample letter of introduction for residents in proposed zone
2. Sample Q-Card (useful contacts)
3. Information Link for Health and Safety Executive - use of ladders
4. Explanation of Cancellation Regulations applicable to contracts made in a consumers home.

5. Sample Quotation from Nuneaton Signs for supply of street signs

Appendix

1. Sample Letter of introduction for residents in proposed zone

Dear Sir/Madam,

Your local Parish Council is aware that some streets and roads within its locality are subject to cold calling which causes alarm and distress to some residents. To try to help reduce the problem, we are identifying some small areas which could benefit from being part of a nationally recognized initiative known as the "No Cold Calling Zone" Scheme.

Your street/road has been identified as an area which could benefit. We can only set up a zone in your area if the majority of residents are in agreement, and this letter is to ask whether you do agree to be part of a No Cold Calling Zone. Being a member of a zone will mean that you agree to display a sign which will be provided, on your door or window saying you do not want to do business with doorstep callers without appointment.

If you are in agreement you need take no action and will be contacted again when we ascertain majority agreement. If you wish to opt out of any scheme then please complete the attached slip and return it or telephone.....

No Cold Calling Zones are supported by the Wiltshire Trading Standards Department and Wiltshire Police. The majority of residents are perfectly able to deal with callers that are not invited, but a small number of vulnerable and elderly people are targeted by callers who see the opportunity for crime and zones are put in place to protect those vulnerable residents less able to deal with callers. The aim is not only to reduce the number of uninvited callers, but also to empower (assist) residents and to raise awareness of cold caller problems.

There is no cost to residents who agree to this scheme. If you are in agreement, you will be provided with a pack of information giving advice and guidance on the scheme and who to contact in the event of a problem.. Signs will be erected in the immediate area warning would-be callers of the zone and that the police may be called in the event cold callers ignore the signs.

Your local Parish Council believes your area is very suitable for a zone, but if you have any comments or concerns, perhaps you would make these known to your local Parish Council on.....

Yours faithfully,

Tear Off and Return if you DO NOT wish to take part in the scheme

Name.....

Address.....

Date.....

If possible please state reason for opt out.....

Return to.....

2. Q-Card with useful numbers:

Useful Telephone Numbers

Trading Standards via Citizens Advice Service	0845 4040506
Emergency – Police, Fire, Ambulance	999
Wiltshire Police – Non Emergency	101
Wiltshire Council	0300 4560100
Emergency duty service (DACs)	
Age Concern Wiltshire	01380 727767
Wiltshire Blind Association	01454 319777
Royal National Institute of Blind People	0303 1239999
Royal National Institute for Deaf People	0808 8080123
NHS Direct	0845 4647
National Grid – to report gas leak	0800 111999
Wessex Water – to report water leak	0845 6004600
Thames Water – to report water leak	0800 714614
Victim Support	01380 738888
Bobby Van – for security advice	01225 794652

Next of kin/friend

Doctor

Hospital

Other



Wiltshire Council
Where everybody matters

3. Erecting Street Signs

Using Ladders or stepladders for access

Information from the Health and Safety Executive

<http://www.hse.gov.uk/work-at-height/wait/index.htm>

How to manage the risks

When planning work at height you need to carry out a 'risk assessment'. This should supplement your overall health and safety risk assessment.

You don't need to overcomplicate the process. The risks for working at height are usually well known and most necessary control measures are easy to apply.

The law does not expect you to eliminate all risk, but you are required to protect people by minimising risk as far as 'reasonably practicable'.

A risk assessment is simply

- a careful examination of the work at height task to identify hazards and
- a consideration of whether the hazards pose a risk that could cause harm to people.

Workers and others have a right to be protected from harm caused by a failure to take reasonable control measures.

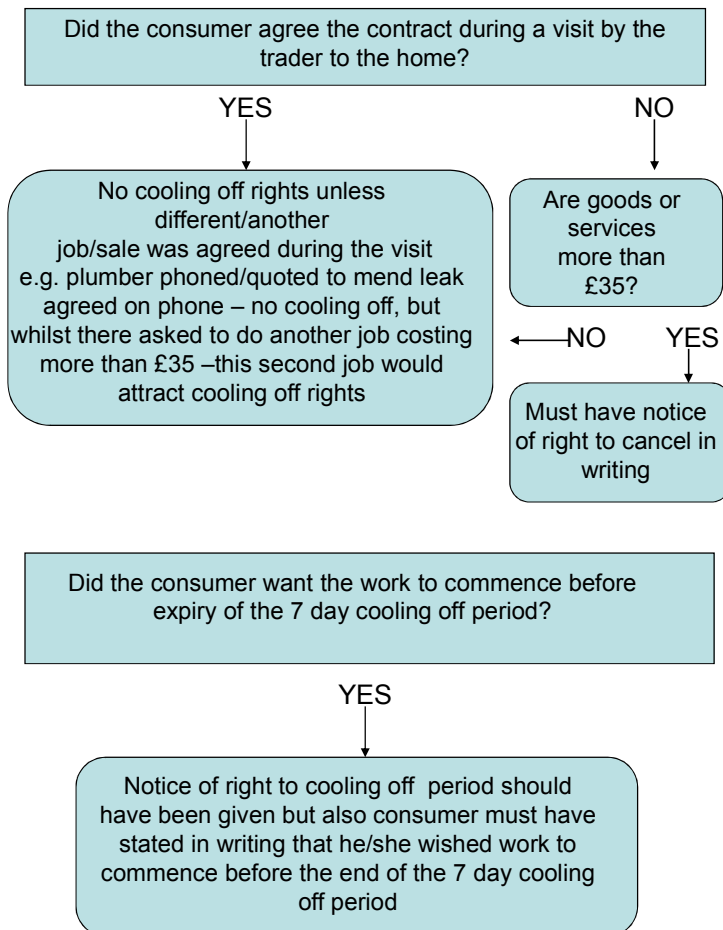
You should always consider whether you have taken enough precautions or should do more to prevent harm. If you have to work at height

- **Use an existing safe place of work to access work at height** - don't cut corners, if there is already a safe means of access such as a permanent stair and guardrail platform use it!
- **Provide or use work equipment to prevent falls**, such as scaffolding, mobile access towers or mobile elevating work platforms (MEWPs) which have guardrails around the working platform.
- **Minimise** distance and consequences of a fall, for example by using a properly set up stepladder or ladder within its limitations for low level, short duration work only.

Please note this toolkit deals with access equipment to help you get to places to carry out work - nets and airbags are not access equipment and are not listed in the access equipment table.

4. Short Guide to Cancellation Rights.*

Short Guide to the Cancellation of Contracts made at Home or Place of Work Regulations



Consumers who enter into a contract, to buy goods or services of more than £35, (£42 from June 2014*) from a trader who is in their home at the time of the agreement, must be provided with a Right to Cancel Notice.

This notice can be a separate written notice, or it can be incorporated into terms and conditions, by way of a highlighted or boxed section on the contract.

The right to cancel exists for seven days (14 days as from June 2014*), and the consumer when exercising that right, must communicate this in writing or by e-mail within that time. Any consumer who cancels by way of telephone call should follow up with a written cancellation to confirm and obtain a proof of posting.

Any linked credit agreement signed at the same time for payment of the contract will cease to take effect upon cancellation of the contract for goods and/or services.

Any payments made at the time the contract was entered into must be returned in full to the consumer upon cancellation. This will include any pre payments, or deposits.

In the event the consumer requests work to begin before the end of the cancellation period,

the consumer must provide a signed request for the work to start. The consumer who asks for work to begin within the cancellation period will still be entitled to cancel up to the end of the 7 day period (14 days from June). In the event the consumer does subsequently cancel, there will be a liability to pay the reasonable cost of that work.

It is a criminal offence for any trader who agrees a contract whilst in a consumer's home not to provide the written notice of cancellation rights. A trader who begins work during the cancellation period will have a contract he cannot enforce against a consumer who decides to legally exercise the right to cancel within the period of the cancellation notice.

The relevant point is that both the consumer and the trader must be in the property together at the time the contract is concluded (agreement reached) for these regulations to apply. They do not apply if the trader visits the home and later supplies a quotation by letter or telephone.

- **From 13th June new regulations will replace the current cancellation provisions and this guide will be updated at that time.**

5. Ordering Street Signs

Of course you are at liberty to order signs from any chosen source, but for your information we re-produce the following quotation from Nuneaton Signs to give a guide as to likely cost of signage.

NB. Should you decide to use this company for supply of signs you should obtain a fresh quotation made out to your Parish, and provide your full details for the order and payment. Prices will be subject to change and you should ensure that the costs quoted to you meet your requirements before order. Any order will be a contract between the Parish Council and Nuneaton Signs, and Wiltshire Council will not be a party to it.

email: michelle@nuneatonsigns.co.uk

CUSTOMER		Wiltshire Council	
INVOICE ADDRESS		PROD. CODE GX	
DELIVERY ADDRESS		TEL:	
		Mobile:	
		CONTACT	
QUAN	DESCRIPTION	UNIT PRICE	TOTAL
	Supply & delivery of signs as: Wiltshire No Cold Calling		
	5mm foamex complete with drill holes		
	Digitally printed details c/w pof. 10mm rads on corners		
	Size: 200 x 300mm		
10	Signs	£ 10.80	
25	Signs	£ 9.90	
50	Signs	£ 9.30	
100	Signs	£ 9.00	
	Zipties: 2 required per sign	£ 0.25	
		sub	
		Delivery	£ 20.00
		vat @ 20%	
FITTING or SPECIAL DELIVERY INSTRUCTIONS		Total:	
		LEAD TIME	
		DeliveryDate	
Key to Source of enquiry A.referral IB. yellow pages IC.magazines ID.product label E.mailshots IF.telemarketing IG.web site IH. established		PAYMENT TERMS	Account status

DATE	07.01.14
Hard Copy?	
SALES REP	Michelle
source of enq.	
Quote	*
Quote no	
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CONTACT	
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Delivery	£ 20.00
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Total:	
LEAD TIME	
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WILTSHIRE COUNCIL

MELKSHAM AREA BOARD

16 APRIL 2014

COMMUNITY ASSET TRANSFER

St Mary's Recreation Field and Former School Playing Field, Steeple Ashton

Executive Summary

This report deals with an application for the transfer of St Mary's recreation field and the former school playing field, Steeple Ashton to be transferred to Steeple Ashton Parish Council in accordance with Wiltshire Council's Community Asset Transfer Policy.

Proposal

The Area Board is asked to consider an application submitted by Steeple Ashton Parish Council for the transfer of St Mary's recreation field and the former school playing field, Steeple Ashton. The applicants' proposal is set out at Appendix 3.

Reasons For Proposal

This proposal supports and implements Wiltshire Council's Community Asset Transfer Policy.

Recommendation

To approve the transfer subject to the matters referred to in paragraph 9 of the report.

Alison Sullivan
Melksham Community Area Manager

WILTSHIRE COUNCIL

MELKSHAM AREA BOARD

16 APRIL 2014

COMMUNITY ASSET TRANSFER

St Mary's Recreation Field and Former School Playing Field, Steeple Ashton

Purpose of Report

1. The Area Board is asked to consider an application submitted by Steeple Ashton Parish Council for the transfer of St Mary's recreation field and the former school playing field, Steeple Ashton (see plans attached at Appendices 1 and 2). The applicants' proposal is set out at Appendix 3.

Background

2. Wiltshire Council is supporting the principle of the transfer of community assets in order to empower and strengthen local communities. The Council believes that transferring appropriate public assets to communities leads to more responsive services that better meet local people's priorities.
3. Transfer of an asset can also provide the opportunity to lever more resources into a community and provide a more accessible and responsive base from which to deliver local services.
4. A community group or organisation can benefit from greater financial stability and build confidence through having ownership (or long term security through a lease) of a physical asset. This financial sustainability can help the organisation become less dependent on grants, provide security for further borrowing and opportunities for further growth.
5. Typically, organisations that would be considered appropriate are Voluntary and Community Groups/Associations, Town or Parish Councils, Trusts or Charities, or Social Enterprise Groups.

The application before the Area Board

6. The application from Steeple Ashton Parish Council is attached at Appendix 3 and relates to the transfer of St Mary's recreation field and the former school playing field, Steeple Ashton.
7. The application was submitted in accordance with the Council's application process and meets the requirements for consideration by the

Area Board.

8. The Community Area Manager has consulted with Strategic Property Services, who have undertaken appropriate consultation with service departments across the Council. Local consultation has been undertaken by the applicant in accordance with the application checklist and the outcome of the consultation is included within the application. Cllr Seed, the local member, has been apprised.

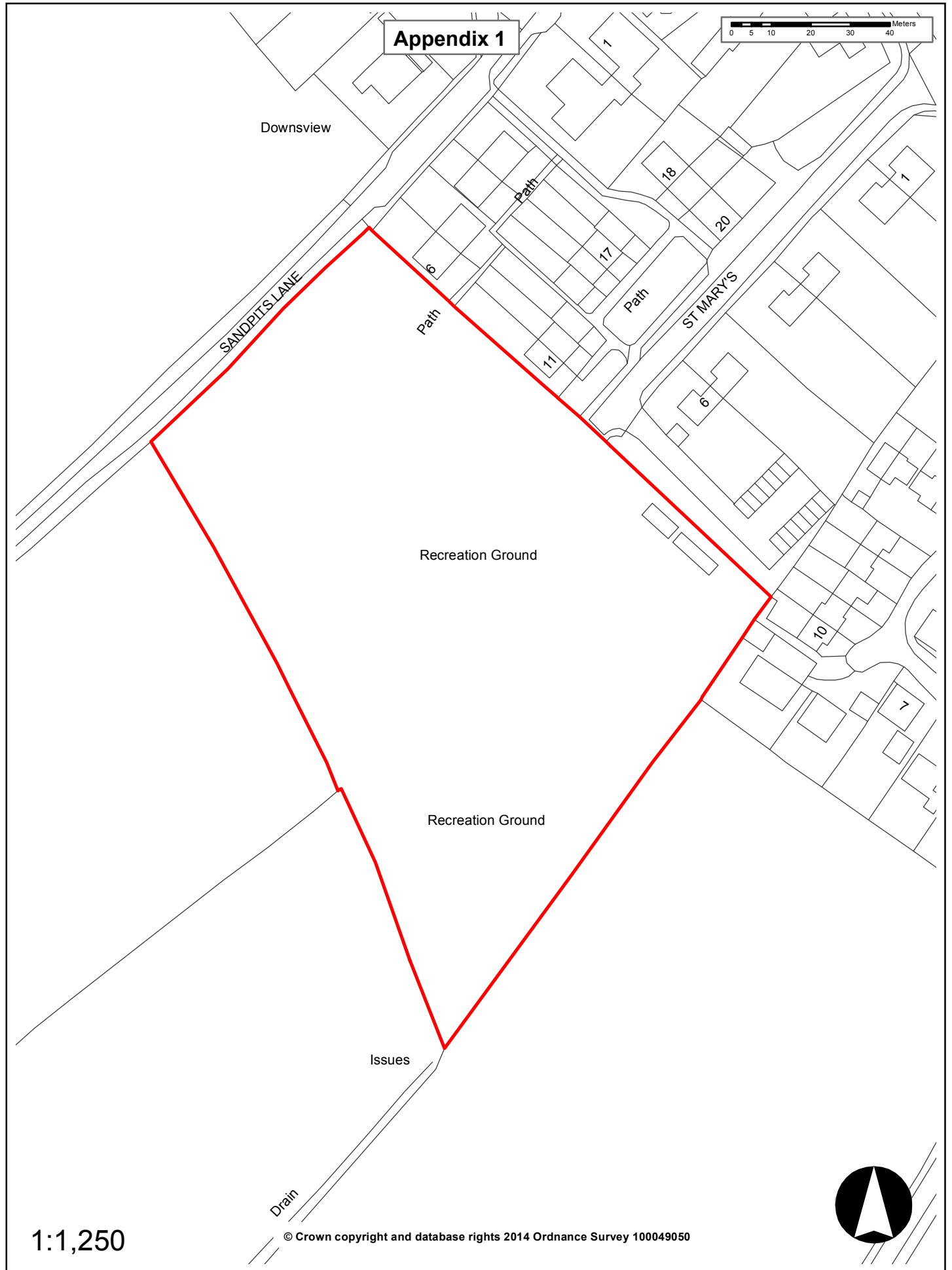
The views of Council officers

9. On behalf of the Council, Strategic Property Services (who have overall responsibility for the Council's estates and property) has provided the following observations to the Area Board.
 - 9.1 Both areas of land are currently leased to Steeple Aston Parish Council for thirty years from 1st October 2005.
 - 9.2 Public Footpath Steeple Ashton 2 crosses the St Mary's site.
 - 9.3 The land is to be transferred on the standard basis. This is that there will be a covenant restricting use of the land to community purposes. If the land should cease to be used for this purpose it will revert to Wiltshire Council.
 - 9.4 The land has no value other than as amenity land and Steeple Ashton Parish Council will continue to maintain it. Therefore, financial implications are limited to the loss of the rent paid in accordance with the terms of the 2005 lease.

Recommendation

10. To approve the transfer subject to the matters referred to in paragraph 9 above.

Alison Sullivan
Melksham Community Area Manager



Appendix 1

0 5 10 20 30 40 Meters

Downsview

SANDBITSLANE

Path

Path

Path

ST MARY'S

Recreation Ground

Recreation Ground

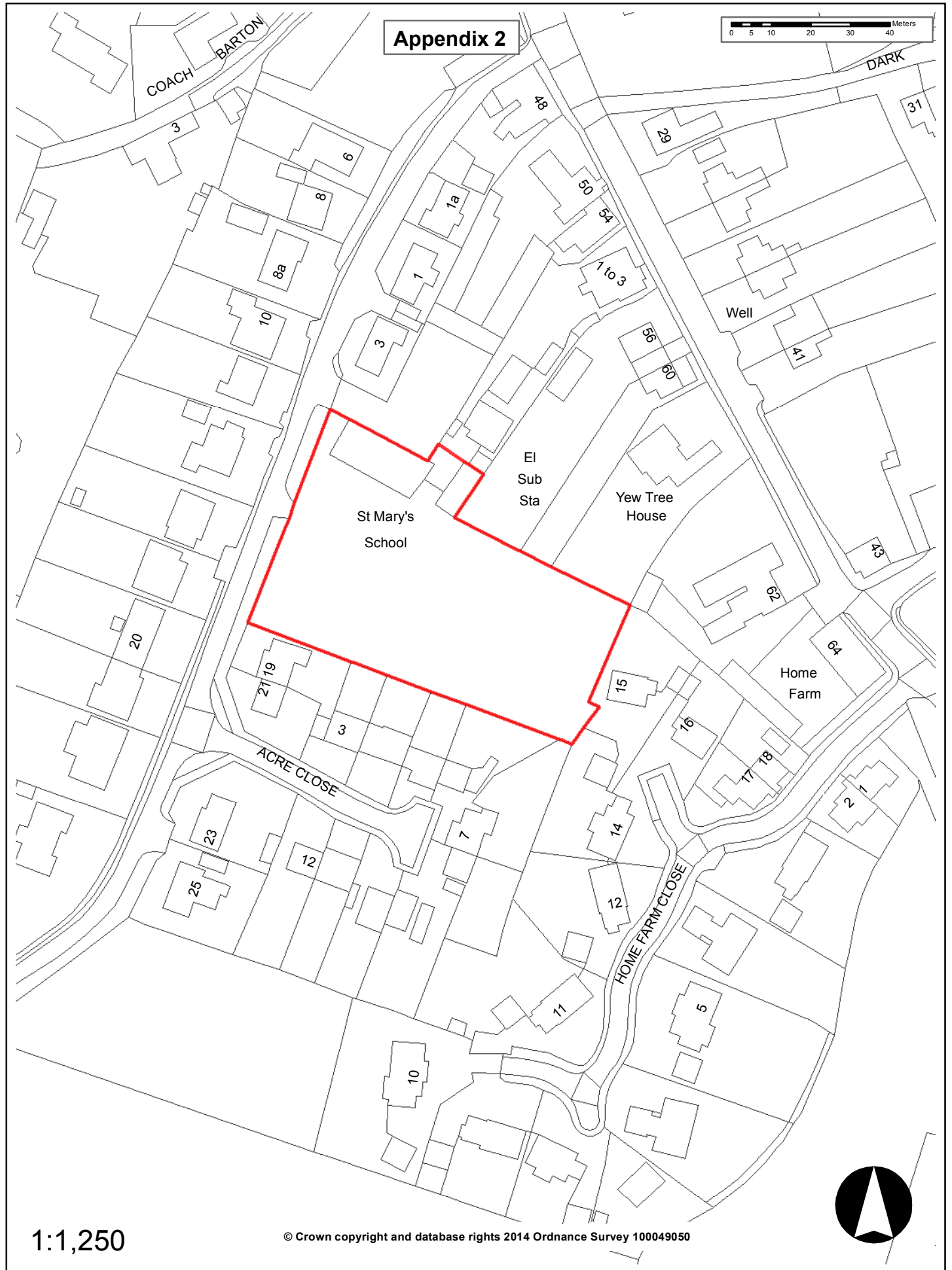
Issues

Drain

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Wiltshire Council's New Allocation Policy (To be implemented during Summer 2014)

Area Board Briefing

The Housing Act 1996 Part VI (as amended by the Homelessness Act 2002 and Localism Act 2012) requires the Council to have a scheme which determines how allocations and nominations will be made. In Wiltshire we operate a Choice Based Lettings policy called Homes4Wiltshire which was adopted shortly before unitary.

The purpose of the Council's Choice Based Lettings Policy is to set out clear guidelines to ensure that affordable housing is allocated fairly and according to applicants' need for housing while at the same time taking into account effective management of the affordable housing stock across Wiltshire.

There is a high demand for affordable homes in Wiltshire, and across the UK in general. At the current time, over 19,000 households are registered for re-housing with the numbers growing daily. Demand will always outweigh supply so the Council needs to ensure that those with the greatest need are prioritised for re-housing.

The Council receives around 2,000 nominations a year. The majority of applicants on the Housing Register therefore will not be nominated or referred for a vacancy. It is important therefore that our policy is able to clearly identify those in the greatest housing need and minimises the level of time taken to assess applicants that are not going to receive active consideration for vacancies. This will free up time for the Council to offer a more comprehensive housing advice and options service to help applicants find housing.

Housing is allocated according to the Council's Allocations Policy which represents the fairest and most transparent way for the Authority to decide who should be prioritised. The Localism Act in 2011 introduced new freedoms for local authorities to decide to whom and how properties should be allocated and Wiltshire Council has used this opportunity to review its policy and make important changes that residents have advised us that they want to see. The review was far reaching and took into account the views of elected members, residents, area boards and the landlords and partners that we work with. Our new policy, which will be implemented during Autumn 2014, is substantially different from the current way we allocate our homes.

What came out from our review was primarily that:

- People wanted to see local homes go to local people.
- People wanted honesty in being able to manage the expectations of what people can expect in terms of their housing options.
- We should make the best use of the housing stock available due to the high demands
- It should reward those who have demonstrated that they will make good tenants.

This will be done by:

- Giving priority to those with a local connection – Local homes for local people
- Changes to the banding system

- Adopting the national bedroom standard
- Introducing qualifying persons criteria

Giving priority to those with a local connection – Local homes for local people

If an applicant does not meet the connection criteria to live in the Wiltshire Council area they will not qualify to register. An applicant's individual circumstances will be considered when deciding if they meet the connection requirement to live in Wiltshire, and will comply with any appropriate statutory guidance by using a local connection exclusion group. This group will include amongst other things the statutory guidance regarding members of the Armed Forces and Reserve Forces, statutory homeless and those fleeing from violence.

The majority of vacant homes will now be matched to applicants with a strong local connection within an adopted neighbourhood plan area or the town or parish, based on the following criteria:-

- A person who is resident in that area. The residency will need to be permanent and have lived in the area 6 months out of the last 12 or 3 years out of the last 5, or
- A person who is in permanent paid employment or has a fixed term contract for a minimum of one year or permanent offer of paid employment in the area, or is self employed and works predominately in the area or
- A person with close family (grand-parents, parents, legal guardian, adult children or brothers and sisters) who have lived in the parish or town for 5 years or longer.

Once local connection has been confirmed we will allocate to the applicant in the highest band with the longest effective date, which is the date of application.

Changes to the Banding System

The banding system has changed and we have simplified the structure to ensure social housing is accessible to those most in need. Applicants will, however, still have their housing need assessed in the same way and be banded according to their assessed need to move.

Band 1 (urgent need)	Statutory requirement Move on Urgent medical or welfare need
Band 2 (high need)	Under occupying and suffering financial hardship Social care
Band 3 (medium need)	No fixed abode Temporary accommodation Supported accommodation Seriously overcrowded Medical and welfare need Under occupying in social housing Other statutory requirements
Band 4 (low need)	Lacking or sharing facilities Overcrowded Armed forces & reserve forces Intentionally homeless Sheltered or extra care
Eligible to bid on selected properties ONLY	
Open Market Register	Low Cost Home Ownership Home Buy Shared Ownership

	Market rented properties Older people accommodation Specialist accommodation for those with specific needs
--	------------------------------------------------------------------------------------------------------------------

Adopting the national bedroom standard

When deciding the size of property for which applicants are eligible the Government's bedroom standard will now be used. This means that houses will be allocated strictly according to household size to ensure every allocation is made to best effect and to counter the imposition of the "bedroom tax". It will bring the policy in line with housing benefit rules and housing in the private sector.

Introducing "qualifying persons" criteria

The Localism Act in 2011 gave local authorities the freedom to determine who should and shouldn't qualify for social housing. The Council, through its review, has chosen to exclude the following:

- Unacceptable behaviour – those who have caused unacceptable behaviour enough to make them unsuitable as a prospective tenant, including those with rent arrears and those who have caused anti social behaviour
- Local connection – those who do not meet the connection criteria to live in the Wiltshire council area
- Financial resource limit – those who have assets or income above the financial resource limit and could resolve their own housing needs themselves
- No identified housing need – those who are already adequately housed
- Housed within the last 12 months – those who have moved into social housing within the last 12 months
- Those who have deliberately worsened their circumstances - those whose own actions have made their housing worse.

The new criteria means that there will be a greater onus on people taking responsibility for their actions.

Everyone currently registered for housing with Homes 4 Wiltshire will be contacted and moved onto the new scheme in a transition process over the Spring/Summer 2014 period and need to do nothing at the current time.

For further information please contact Nicole Smith, Head of Strategic Housing.

Nicole.smith@wiltshire.gov.uk

01249 706567

Housing – Our new Allocation Policy

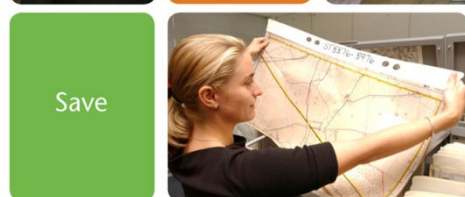
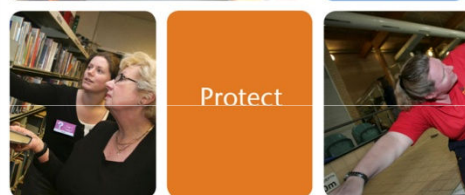
Nicole Smith

Head of Strategic Housing, Options and Allocations



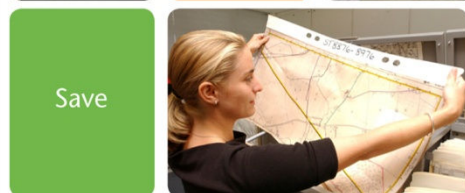
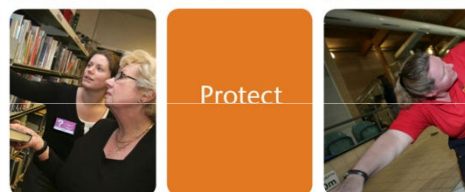
Consultation and reason for change

- Policy was reviewed following the introduction of the Localism Act and the introduction of the new freedoms
- Wide consultation with the public, including the area boards, all those on the register, housing providers, voluntary sector, support providers and many more
- Approved at cabinet in November 2013



The Main Changes

- Local connection to Wiltshire
- Local Homes allocated to Local People
- Creation of an open market register for those with no identified housing need
- Review of the bands
- Introduction of reasons to be excluded from the register
- Allocations made in line with the bedroom standard





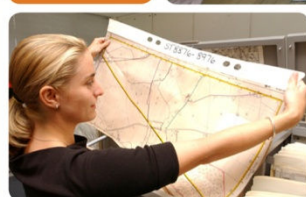
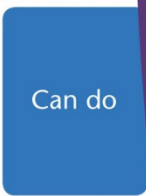
Local homes for Local People

- Priority will be given to those with a local connection to the parish or town the vacancy is in, followed by band and eligible date
- If no one bids with a local connection we will look to all the surrounding parish's and towns
- Finally it will be opened to the whole of Wiltshire
- A local connection exclusion group applies

The New Bands



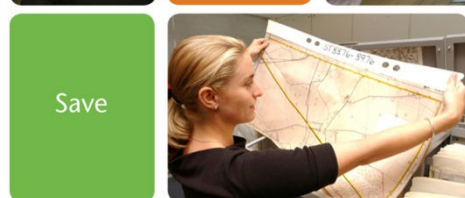
Community

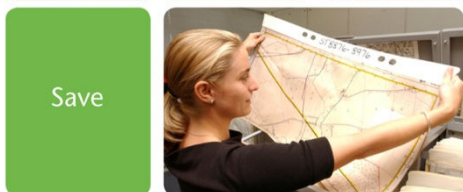
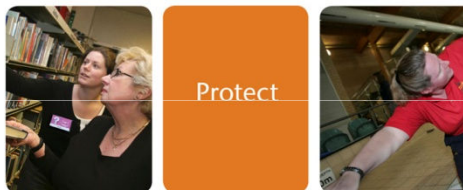


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Eligible to bid on selected properties ONLY	
Open Market Register	Low Cost Home Ownership Home Buy Shared Ownership Market rented properties Older people accommodation Specialist accommodation for those with specific needs

The way Forward

- Jan to May – Develop an IT specification and build a new IT system
- Jan to May – Working with staff and providers to develop new procedures, application form and customer leaflets
- June / July – Full testing of the new system
- July / Sept – 8 week transition period from new system to old system
- Launch in Sept 2014





Questions



Melksham Area Board April 2014

Neighbourhood Policing

Current NPT Priorities:

Up-to-date information about Neighbourhood Policing Teams (NPTs) including profiles, priorities and forthcoming community consultation events can be found on the Wiltshire Police website www.wiltshire.police.uk

Team Structure:

Sergeant:	James Williams
Town Centre:	PC Kane Fulbrook-Smith, PCSO Helen Wilson PCSO Christopher Pugh
Rural North:	PC Barry Dalton PCSO Janet Gould PCSO Maggie Ledbury
Rural South:	PC Emily Thomas PCSO Rose Baldock

Recently reported to the Town Council were some outcomes following activity to target a continuing trend of increased retail theft. Those targeted most for shoplifting are Sainsbury's, with Waitrose, with Superdrug and Boots also seeing multiple occurrences, often high value.

To deal with this the NPT instigated Operation Bullseye. This commenced on the 15th of February and concluded on the 5th of March 2014. Between these dates there were six periods of increased activity of uniformed and plain clothes patrols.

- There were only two reports of begging in the town centre. Both of these occurred on dates where the operation was not running.
- Between the 15th and the 24th of February no offences of shoplifting were reported in Melksham Town.
- Shoplifting offences were reduced at Sainsbury's by 66%.
- No offences were recorded at Waitrose and Superdrug.

Offences that did occur were committed at convenience stores in residential areas on the outskirts of Melksham showing a displacement of criminal activity and during the operational period shoplifting was reduced by 22%.

Of those people who were stopped as part of the operation one was found to be wanted for two burglaries and in possession of heroin. He was subsequently charged with six offences including four burglaries a theft from an elderly person and is remanded in custody.

Six people were Stop /Searched resulting one arrest of a person who was charged with possession of an offensive weapon and is awaiting trial.

Theft and Antisocial behaviour in the town centre been raised by the Melksham Community Safety Group. It has been agreed that this Town Centre issue will be a NPT priority at the next tasking group for a period of three months. NPT will work closely with ASBRAC and Wiltshire Council Public Protection Team to address the ASB issues and submit the necessary referrals. Operation Bullseye could be a primary initiative tackling these issues in Melksham providing reassurance to the public and local economy.

On the 28th February 2014 the NPT team undertook activity in the night time economy with a passive drugs dog on loan from Erlstoke prison. I am not sure we could have chosen a more quiet night but the impact of the presence of Police on the streets of Melksham Town was felt and the feedback has been positive. We will repeat this exercise in the future.

Perhaps this is indicative of how safe Melksham area is. In the last 8 weeks there have been 8 recorded offences directly linked to licensed premises. Only one of those was recorded as violent and took place at a 13 yr old birthday party during an afternoon. The remaining 7 offences were all theft from retail outlets.

There were only 2 further assaults reported as part of the night time economy.

As you can see in the table below violence has been the only significant growth area for crime reporting. With such low numbers of offences in public places our attention now turns towards private space (domestic) violence. At a recent conference with specialists and partner agencies it was highlighted how challenging this will be but also how committed everyone is. Building stronger communities and support networks will be an important part of this process as well as early intervention and education aimed at younger people.

The most unusual offence reported was the theft of a canal boat on the Kennet and Avon canal near to Semington. 4 days later the vessel was located at the bottom of the Caen Hill flight of locks, moored correctly.

Significant offences that could have been prevented include 3 vehicles left insecure from which property was stolen, 2 non-dwelling burglaries where either the premises or the property was not secure and a dwelling burglary where access was gained through an insecure open window. Please help us to spread the word about taking reasonable steps to protect property.

The figures in the chart represent what has in essence been a very good year for progressive reduction in crime in the Melksham area. This would not have been possible without the strong effort of the NPT team and the support from and cohesive working with all our partners. Going forward we will look to continue to build on this.

ED Melksham NPT	Crime				Detections*	
	12 Months to March 2013	12 Months to March 2014	Volume Change	% Change	12 Months to March 2013	12 Months to March 2014
Victim Based Crime	1248	1127	-121	-9.7%	25%	23%
Domestic Burglary	68	40	-28	-41.2%	4%	13%
Non Domestic Burglary	148	91	-57	-38.5%	4%	7%
Vehicle Crime	118	100	-18	-15.3%	5%	15%
Criminal Damage & Arson	263	221	-42	-16.0%	28%	19%
Violence Against The Person	246	287	+41	+16.7%	51%	34%
ASB Incidents (YTD)	885	913	+28	+3.2%		

* Detections include both Sanction Detections and Local Resolutions

Matthew Armstrong
Inspector, Devizes, Melksham, Pewsey



Briefing report for Melksham Area Board



Wiltshire Fire & Rescue Service has grouped together neighbouring fire stations into station hubs, to work more effectively and efficiently, supporting each other to improve the service we provide.

Responding to incidents:

Your Area Board's / Locality's communities immediate emergency response will be provided by staff at these stations and where necessary additional support from staff and specialist equipment from other stations.

Prevention work:

Staff from other departments also provide the community with specialist services giving fire safety and road safety advice and interventions such as talks and visits.

Protection work:

Specialist staff provide expert knowledge, give advice and undertake enforcement action working very closely with the planning authorities to keep communities safe from fire.

In an **emergency dial 999**, for other non urgent matters you can either visit our website: www.wiltsfire.gov.uk or contact the following people:

	<u>Manager / Department</u>	<u>Telephone</u>	<u>email</u>
Operational matters	Station Manager - Darren Nixon, Devizes, Melksham, Calne Station Hub	07860 345294	darren.nixon@wiltsfire.gov.uk
Operational matters	Station Manager - Jack Nicholson, Trowbridge, Bradford, Westbury Station Hub	07809 548048	jack.nicholson@wiltsfire.gov.uk
Operational matters			
Partnership and community engagement issues	Michael Franklin (Wiltshire Council Area)	07919 306037	mike.franklin@wiltsfire.gov.uk
Home fire safety visits and for talks and visits	Community safety department	0800 389 7849	www.wiltsfire.gov.uk and then complete the on line request

Incident details for your community area

Incident Type	Detail	February, 2013	March, 2013	April, 2013	May, 2013	June, 2013	July, 2013	August, 2013	September, 2013	October, 2013	November, 2013	December, 2013	January, 2014	February, 2014
Chimney Fire		1	1	7	1	0	0	1	0	2	0	2	1	1
Emerg Spec Svc Calls		0	1	0	0	0	2	0	1	0	0	6	2	0
	Advice - App/Eq not Specd	0	0	0	0	0	0	1	0	0	0	2	0	0
	Animal Rescue	0	0	0	0	1	0	0	0	0	0	0	1	0
	Effecting Entry	0	0	0	0	1	1	2	0	0	0	0	1	0
	Flooding	0	1	0	0	0	1	0	1	0	0	10	8	0
	Lift Release	0	0	0	0	0	0	3	0	1	0	0	0	0
	Making safe	0	0	1	1	0	0	0	0	1	0	0	0	0
	Person Rescue/Release	0	1	0	0	0	0	0	1	0	0	1	0	0
	RTC - Make Safe	0	2	0	0	1	0	0	0	0	0	0	0	0
	RTC - Person Trapped	0	0	0	0	1	0	0	0	0	0	0	1	0
	Spills and Leaks	0	0	0	1	0	0	0	1	0	0	0	0	0
False Alarm Good Intent	0	1	2	3	1	2	2	3	1	1	4	3	0	
FDR1 Fire	1	2	5	0	2	4	3	3	2	1	2	6	0	
Secondary Fire		0	0	1	1	0	1	2	1	0	0	0	0	0
	Fence/Lamp	0	0	0	0	1	0	0	0	0	0	1	0	0
	Grass/Heath/Railway/Tree	0	0	3	0	0	1	2	1	0	1	1	0	0

To see more detail on incidents and fire service activity in your area please go to our website and select community area (In development)

Local news from your Station Manager.



Partner Update

Subject:	GOV/14/01/10 Integrated Performance Report March 2014
Officer Contact Details:	Wiltshire CCG Communications Department Wccg.info@nhs.net
Weblink:	http://www.wiltshireccg.nhs.uk/wp-content/uploads/2014/03/Paper-10-Integrated-Performance-Report.pdf
Further details available:	

Executive Overview

The Wiltshire Urgent Care Working Group met on 4 March to review performance and progress across the system. On the whole, despite the pressure evident within the acute environment, performance has held up well. The focus is now on evaluating the performance of projects and initiatives which were put in place for the winter, in order to allow a robust review regarding their effectiveness. This in turn will support adjustment and planning ahead for what needs to be put in place on an enduring basis. There are performance concerns at GWH, where we are currently struggling to deliver the 4 hour A&E wait target; accordingly the Emergency Care Intensive Support Team are assisting the hospital in a review commencing 16 March 2014. SWAST have delivered improved performance in Wiltshire recently, attributable to their Right Care initiatives.

Work on the evolution and development of both the CCG's 5 year strategic/2 year operational plan along with the Better Care Plan continues apace. In the past month we have conducted another successful workshop, jointly with Council colleagues and alongside our key providers and co-commissioners. This has really helped to crystallise our thinking and allowed us to start to consider implementation and sequencing issues. We have also worked up proposals for joint Governance of joint projects which we will need to deliver with our Council colleagues, which will be considered by the next Health and Wellbeing Board. At the same meeting, the Health and Wellbeing Board will be asked to endorse the latest draft of our plans. We have also held a half day workshop themed on the evolving plans with our Governing Body which continued to provide our clinical leadership with the opportunity to shape and direct their vision for the future care model, which is key to underpinning our ethos of ensuring that local clinical leadership are at the forefront of our health system design. In the last month, the CCG has also had the benefit of a quarterly assurance visit from the NHS England Area Team, which similarly focussed on planning activity and provided some useful pointers and refinement on our work. On 3 March 2014, we were able to discuss the significant progress we have made with the integration of health and social care services in Wiltshire, and describe our plans for the future, alongside our Council colleagues during a Cabinet Office fact finding visit to the county.

Elsewhere across the CCG a great deal of activity is underway in preparing for the end of year, with deliverables such as end of year accounts and the Annual Report being significant work in progress. We are also heavily engaged in contract negotiations with our main providers to agree services and price for the year ahead.

Chairman's Announcements

In terms of development going forward, we enjoyed a very beneficial visit this month from the NHS Leadership Academy to describe leadership and development opportunities for all our staff. We have also held a successful Executive Team away day, which focussed on our internal structure, processes and culture in order to optimise our ability to deliver the ambitious change we aspire to achieve for the benefit of the population of Wiltshire.

Director of Planning, Performance and Corporate Services



MELKSHAM TOWN COUNCIL

REPORT TO AREA BOARD MEETING

16 APRIL 2014

Melksham Campus

The Town Council's Planning Committee recently considered the campus plans and whilst welcoming the plans, they raised the following concerns:

- Highway Safety, particularly around the Crown House/Melksham House entrance.
- The impact of noise from vehicles on residents in Cedar Close.
- The impact of proposed boundary tree planting on nearby residents, particularly Cedar Close.
- The inclusion of a low wall and pathway on the lawned area to the front of the campus. The Town Council ask if this could be removed, as this breaks up an attractive amenity space. The Town Council requested that the gate pillars be relocated elsewhere on the site.
- The positioning of CCTV and the impact on nearby residents.
- Light pollution.
- Users of the campus parking in nearby residential areas and the impact on those residents.

The Town Council forwarded their comments to SCOB and reiterated their desire to work with SCOB with regard to how the Assembly Hall can work with or as part of the campus facility.

Melksham Summer Events

Various groups holding major events in the Summer of 2014 have met recently and come up with ideas for a small leaflet advertising their events, this will hopefully be distributed in May.

Wiltshire Council Re Local Sustainable Transport Fund 2015/16 bid

The Town Council have written to Wiltshire Council supporting their funding bid towards local sustainable transport.

Civic Awards

Various awards were handed out at the Mayor's Reception to individuals and groups for their hard work within the community, these included awards to the Forest Community

Centre Group for their hard work in fund raising for a new community centre in their area and the Melksham Railway Development Group for campaigning for improved rail services to Melksham.

Sports Roadshow

The Town Council in conjunction with Active Trowbridge will be providing a series of five sports roadshows during the 2014 Summer holidays.

Melksham Market

Following on-going negotiations with Wiltshire Council, the market recently moved to the Market Place from its Church Street location. There seems to be a definite increase in people attending the market, hopefully this continues.

Avon Place

Following several meetings with representatives of the Town Council and the landlords of this area and funding being available through an Area Board Councillor Initiative led grant, works will hopefully take place shortly to improve this area.

Melksham in Bloom

This competition has been revamped and various new categories added to be more in-line with the ethos of the Royal Horticultural Society's South West in Bloom competition, there is more emphasis on schools, residential care homes and businesses taking part.

MyEnvolve Survey

The Town Council is using this consultation software to engage with members of the public on Town Council services/facilities, particularly the Assembly Hall.

A Boards

The Town Council have written to businesses on several occasions to reiterate their responsibility with regard to the sensible positioning/use of A Boards to advertise their businesses.

Report to	Melksham
Date of Meeting	16/04/2014
Title of Report	Community Area Grants and Partnership funding

1. Purpose of the report:

To ask Councillors to consider the following applications seeking funding from the Melksham Area Board, together with the Partnership funding and the funding for the Community Project Support Officer.

Application	Grant Amount	Full Project costs
Applicant: Villagers Short Mat Bowls Club Project Title: Villagers SMBC - replacement equipment	£490	£1,020 on Capital
Applicant: Queensway Chapel Project Title: Youth Cafe	£1,000	£5,243 on Capital expenditure
Total grant capital allocation for the year 14/15	£47,438.90	
Total revenue allocation for the year	£8372	
Total Capital amount requested at this meeting	£1,490	
Total Revenue amount requested at this meeting	£8,372	
Remaining Capital if allocated to this report	£45,948.90	

2. Main Considerations

Councillors will need to be satisfied that grants awarded in the 2014/15 year are made to projects that can realistically proceed within a year of the award being made.

Area Boards have authority to approve Area Grants under powers delegated to them by the Cabinet member for Communities, Campuses, Area Boards, Leisure, Libraries and Flooding. Under the Scheme of Delegation Area Boards must adhere to the Area Board Grants Guidance 2014/2015.

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.

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.

3. The applications

<p>Applicant: Villagers Short Mat Bowls Club Project Title: Villagers SMBC - replacement equipment</p>	<p>Amount Requested from Area Board: £490</p>	
<p>This application meets grant criteria 2014/15.</p> <p>Project Summary: We are a new short mat bowls club although we have inherited some antiquated equipment. This bid is made to replace one of the threadbare mats and other pieces of equipment which are barely 'fit for purpose'. We are hoping to fund the remainder of the items listed below with our own funds (as we hopefully gradually increase our bank deposit) and with help from Wiltshire Short Mat Bowls Association.</p> <p>Please tell us WHO will benefit and HOW they will benefit from your project and benefit your local community: Short mat bowls is the second fastest growing sport according to Sport England. The 'old' Atworth club dissolved last year with only 4 members. Our new club (the Villagers) based at Atworth Village Hall has already attracted 12 members aged from 15 to 75. We are available to anyone regardless of age, infirmity or gender. Bringing together people of different ages aids social cohesion; for older (perhaps single) people bowls provides a lifeline to keep loneliness at bay. Additionally the exercise keeps all players supple and active. Our sport is played by the physically impaired and we hope to attract new members from that group. Our aim is to ensure that short mat bowls remains available to anyone in the Atworth/Whitely area.</p>		
<p>Applicant: Queensway Chapel Project Title: Youth Cafe</p>	<p>Amount Requested from Area Board: £1000</p>	
<p>This application meets grant criteria 2014/15.</p> <p>Project Summary: Grant is required for set up costs for a Youth Cafe. This will be a place for the youth of our community to drop in, meet friends, eat, drink, play games etc. It will be a safe place in an alcohol free environment. The Youth Cafe will be of benefit to many young people in the wider community, especially families in need of extra support. It is anticipated that it will be open from 3.30-6pm when many young people from Melksham Oak School are walking home. It will provide them with a safe place to chill out and make positive relationships.</p> <p>Please tell us WHO will benefit and HOW they will benefit from your project and benefit your local community: The youth of our community will be able to drop in, meet friends, eat, drink, play games etc. It will be a safe place in an alcohol free environment. The Youth Cafe will be of benefit to many young people in the wider community, especially families in need of extra support. It is anticipated that it will be</p>		

open from 3.30-6pm when many young people from Melksham Oak School are walking home. It will provide them with a safe place to chill out and make positive relationships. It will give support and provide recreational activities / spaces for young people and their families.

Partnership funding

To request members agree to award the Community Area Partnership 20% of the £8372 revenue funding - £1674 in total

Partnership Funding	£1674	
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Community Project Support Officer

To request members agree to award the Community Project Support Officer 80% of the revenue funding - £6698 in total to include all expenses

Community support Project Officer	£6698	
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Melksham Area Board represents a thriving, fast moving community and requires a community project support officer (CPSO) to be contracted on a self employed basis.

Priorities for Melksham Area Board were developed as a focus for the Area Board in February 2013 and following the recent Community Area Joint Assessment and resultant community workshops, these priorities have been further developed into distinct projects for the local community, sustaining strong resilient communities.

To ensure that these projects are started and completed speedily, a request for exemption of the procurement and contract rules is requested on reasons of compatibility.

The role of the CPSO will be to undertake the mapping and gapping of support services and groups under the headings of the JSA 2014 for Melksham.

To provide this information to the Area Board, the Community Area Manager and the wider community and inputting this information onto the "Melksham our community matters" web site, also ensuring this information is added to all relevant local information web sites, including town and parish councils, Wiltshire Council website and the partnership web site. In addition, to develop a pool of volunteers to develop key services/ support and interest groups in the community relating to the JSA for Melksham and the identified priorities and projects agreed by the Area Board on 16th April 2014.

In addition, to work with community interest groups to support them to work towards those same agreed priorities and projects.

The CPSO is required to have a thorough knowledge of their local community area, the groups that exist, the people who volunteer to run those groups and an ability to engage with these groups speedily and successfully.

The CPSO will be an excellent networker and will have already established links with the business community, education, health and wellbeing, transport groups, environmental groups, housing providers, community safety, children and young people and community interest groups.

The CPSO will have excellent IT and communication skills and will be aware of local issues and projects already in the development process.

The CPSO will be a self starter, following direction from the Chair and Vice Chair and Members of the Area Board.

The hourly rate for the CPSO is £12.50 up to the value of £6,500 per annum, subject to available revenue funding. In addition the Board may agree to fund additional hours, should additional revenue funding become available.

The provision of a CPSO will also enable community interest groups to bid for time to support the Area Board Priorities and Projects, as determined by the JSA 2014 and the Area Board on April 16th 2014.

Travel expenses will be paid at the rate of 45p per mile up to the sum of £198 however will only include journeys within the local community area. Arrangements will be reviewed annually. It is not proposed that this role will continue after the one year initial period.

Invoices will be presented to the Community Area Manager on the 1st of each month.

Decisions over the allocation of the CPSO time would be made exclusively by the Area Board members, usually at a public Area Board meeting and the CPSO would be responsible to the Chair of the Area Board, or the Vice-Chair in their absence. Where appropriate the Chair will delegate certain parts of this role to the Community Area Manager for expediency. In exception, the Board could allocate limited amounts of time to projects, by means of a Chair's Action, where it is not practicable to wait for the next scheduled Area Board. In any such case the Chair would need to report to the next Area Board details of any such decisions made.

The CPSO would be expected to prepare a regular report of their activities and Outcomes achieved for presentation at the Area Board.

Report Author:

Alison Sullivan, Community Area Manager, Melksham Area Board
01249 812483

Grant Applications for Melksham on 16/04/2014

ID	Grant Type	Project Title	Applicant	Amount Required
682	Community Area Grant	Villagers SMBC - replacement equipment	Villagers Short Mat Bowls Club	£490
717	Community Area Grant	Youth Cafe	Queensway Chapel	£1000

ID	Grant Type	Project Title	Applicant	Amount Required
682	Community Area Grant	Villagers SMBC - replacement equipment	Villagers Short Mat Bowls Club	£490

Submitted: 21/02/2014 18:58:46

ID: 682

Current Status: Application Appraisal

To be considered at this meeting:
16/04/2014 Melksham

1. Which type of grant are you applying for?
Community Area Grant

2. Amount of funding required?
£0 - £500

3. Are you applying on behalf of a Parish Council?
No

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

5. Project title?
Villagers SMBC - replacement equipment

6. Project summary:
We are a new short mat bowls club although we have inherited some antiquated equipment. This bid is made to replace one of the threadbare mats and other pieces of equipment which are barely 'fit for purpose'. We are hoping to fund the remainder of the items listed below with our own funds (as we hopefully gradually increase our bank deposit) and with help from

Wiltshire Short Mat Bowls Association.

7. Which Area Board are you applying to?

Melksham

Electoral Division

Melksham Without North

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

SN12 8JY

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

Children & Young People
Health, lifestyle and wellbeing
Sport, play and recreation

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

Total Income:

£

Total Expenditure:

£

Surplus/Deficit for the year:

£

Free reserves currently held:

(money not committed to other projects/operating costs)

£

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

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

10b. Project Finance:

Total Project cost		£1020	
Total required from Area Board		£490	
Expenditure		Income	Tick if income
(Itemised	£	(Itemised	confirmed
expenditure)		income)	£

2 short mats (secondhand)	500	
4 \\\\\\\\\\\\'delivery\\\\\\\\\\\\' mats	100	
4 fenders	240	
2 blocks	20	
4 jacks	160	
Total	£1020	£0

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

No

12. If so, which Area Boards?

Melksham

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

Short mat bowls is the second fastest growing sport according to Sport England. The 'old' Atworth club dissolved last year with only 4 members. Our new club (the Villagers) based at Atworth Village Hall has already attracted 12 members aged from 15 to 75. We are available to anyone regardless of age, infirmity or gender. Bringing together people of different ages aids social cohesion; for older (perhaps single) people bowls provides a lifeline to keep loneliness at bay. Additionally the exercise keeps all players supple and active. Our sport is played by the physically impaired and we hope to attract new members from that group. Our aim is to ensure that short mat bowls remains available to anyone in the Atworth/Whitely area.

14. How will you monitor this?

Our club meets to play bowls on a weekly basis. we will be able to see what progress we make.

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

If granted we would use the £490 to purchase one secondhand mat, 4 delivery mats, 2 fenders and two blocks. We will fund raise for the remaining equipment and seek the help of Wiltshire Short Mat Bowls Association.

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

17. DECLARATION

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

Quotes:

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

Constitution:

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

Policies and procedures:

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

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

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

717	Community Area Grant	Youth Cafe	Queensway Chapel	£1000
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Submitted: 18/03/2014 14:19:59

ID: 717

Current Status: Application Appraisal

To be considered at this meeting:

16/04/2014 Melksham

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£501 - £5000

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

No

4. If yes, please state why this project cannot be funded from the Parish Precept**5. Project title?**

Youth Cafe

6. Project summary:

Grant is required for set up costs for a "Youth Cafe". This will be a place for the youth of our community to drop in, meet friends, eat, drink, play games etc. It will be a safe place in

an alcohol free environment. The Youth Cafe will be of benefit to many young people in the wider community, especially families in need of extra support. It is anticipated that it will be open from 3.30-6pm when many young people from Melksham Oak School are walking home. It will provide them with a "safe place" to chill out and make positive relationships.

7. Which Area Board are you applying to?

Melksham

Electoral Division

Melksham South

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

SN12 7NB

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

Children & Young People

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

03/2013

Total Income:

£69006.00

Total Expenditure:

£73923.00

Surplus/Deficit for the year:

£4917.00

Free reserves currently held:

(money not committed to other projects/operating costs)

£0.00

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

Partially funded from regular income.

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

10b. Project Finance:

Total Project cost £5243

Total required from Area Board £1000

Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Futons	162			
T Shirts	80			
Bean bags	225			
Tables & chairs	590			
Storage shed	2900			
Neon wires	21			
Water heater	600			
Banners	165			
Speakers	200			
Projector screen & TV\!!!!!!!!!!!!\s	300			
Total	£5243			£0

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

No

12. If so, which Area Boards?

Melksham

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

The youth of our community will be able to drop in, meet friends, eat, drink, play games etc. It will be a safe place in an alcohol free environment. The Youth Cafe will be of benefit to many young people in the wider community, especially families in need of extra support. It is anticipated that it will be open from 3.30-6pm when many young people from Melksham Oak School are walking home. It will provide them with a "safe place" to chill out and make positive relationships. It will give support and provide recreational activities / spaces for young people and their families.

14. How will you monitor this?

Youth leaders and leadership team will do regular checks, to ascertain whether the cafe is meeting its goals. Ongoing assessments will check that aims/achievements are matching. This is a part of the leadership structure.

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

Funding required for initial start up costs only.

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

17. DECLARATION

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

Quotes:

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

Accounts:

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

Constitution:

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

Policies and procedures:

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

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

And finally...

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

Community Area Partnership Funding 2014/15

Budget details for CAP running costs

Your Details:

Name:	PHIL MCMULLEN
Partnership:	MELKSHAM COMMUNITY AREA PARTNERSHIP
Address:	WELL HOUSE MANOR 48 SPA ROAD MELKSHAM
Phone:	07718750928
Email:	phil@melksham.communityarea.org.uk

Bank Account Details:

Account name:	Melksham Community Area Partnership
Sort code:	08-92-99
Account no.	65387852
Balance of funds at beginning of year:	£1,300.00

Details of Budget:

Administrator / Volunteer Expenses:		
<i>Travel, parking and out of pocket expenses</i>		£275
		£0
		A TOTAL £275
Room hire for Consultation activities, etc:		
<i>includes venue hire, stationery & refreshments</i>		£500
		B TOTAL £500
Tools, software, subscriptions (inc websites):		
<i>Website maintenance & renewal</i>		£150
<i>Software & subscriptions (mailing lists etc)</i>		£150
		C TOTAL £300
Printing costs:		
<i>general printing incl. Plans & flyers</i>		£300
<i>Advertising budget</i>		£300
		D TOTAL £600
total needed		£1,675
Amount of funding rolled forward from previous year		£1
Total running costs applied for:		£1,674

I confirm that the costs detailed here will be incurred by the Melksham Community Area Partnership in accordance with the commitments agreed within the Community Area Partnership Agreement, 2011/12.

Signed:



Date:

2nd April 2014.....

