

## AGENDA

**Meeting:** MELKSHAM AREA BOARD  
**Place:** Bowerhill Village Hall, Halifax Road, Melksham, SN12 6QN  
**Date:** Wednesday 18 June 2014  
**Time:** 7.00 pm

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

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**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.**

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Please direct any enquiries on this Agenda to Kevin Fielding (Democratic Services Officer), on 01249 706612 or email [kevin.fielding@wiltshire.gov.uk](mailto:kevin.fielding@wiltshire.gov.uk) or Alison Sullivan (Melksham Community Area Manager), direct line 07917 721371 or (email) [alison.sullivan@wiltshire.gov.uk](mailto:alison.sullivan@wiltshire.gov.uk)

All the papers connected with this meeting are available on the Council's website at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

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

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### 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

	<b>Time</b>
<p>1     <b>Chairman's Welcome, Introduction and Announcements</b></p> <p>Chairman's Announcements:</p> <ul style="list-style-type: none"> <li>• Mini Recycling Sites – update.</li> </ul>	<b>7:00pm</b>
<p>2     <b>Appointments</b></p> <p>i.To elect a Chairman for the forthcoming year.</p> <p>ii.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"> <li>• Community Area Transport Group (CAT-G)</li> <li>• Melksham Community Area Partnership</li> <li>• Melksham Youth Issues Group (CAYPIG)</li> <li>• Shadow Community Operations Board (SCOB)</li> <li>• Youth Advisory Group (YAG)</li> </ul>	
<p>3     <b>Apologies for Absence</b></p>	
<p>4     <b>Minutes (Pages 1 - 14)</b></p> <p>To confirm the minutes of the meeting held on the 16 April 2014 <i>(copy attached)</i>.</p>	
<p>5     <b>Declarations of Interest</b></p> <p>To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.</p>	
<p>6     <b>Cold Calling Initiative Update &amp; Bid for Community Support Officer Time. (Pages 15 - 22)</b></p>	

7	<p><b>Safe Places Initiative</b></p> <p>i. Presentation by Sarah Dicker – Project Co-ordinator, Corporate Support Team, Wiltshire Council.</p> <p>ii. Safe Places Workshop.</p> <ul style="list-style-type: none"> <li>• What would a Safe Places Project look like in Melksham?</li> <li>• What needs to be done to develop a Safe Places Initiative in Melksham?</li> <li>• Who needs to be involved?</li> <li>• How will we move this forward?</li> </ul> <p>iii. Call for action by the Area Board.</p>	7:30pm
8	<p><b>Yarn Bombing</b></p> <p>Cllr Jon Hubbard to introduce.</p>	8:15pm
9	<p><b>Partner Updates</b> (<i>Pages 23 - 26</i>)</p> <p>To receive updates from any of the following partners:</p> <ol style="list-style-type: none"> <li>a. Melksham Youth Advisory Group (YAG)</li> <li>b. Community Area Partnership</li> <li>c. Wiltshire Police</li> <li>d. Wiltshire Police and Crime Commissioner</li> <li>e. Wiltshire Fire and Rescue Service</li> <li>f. NHS Wiltshire/Clinical Commissioning Group</li> <li>g. Melksham Town Council</li> <li>h. Parish Council Nominated Representatives</li> <li>i. Melksham Chambers of Commerce</li> <li>j. Melksham Senior People's Forum</li> </ol>	8:20pm
10	<p><b>Grant Funding</b> (<i>Pages 27 - 42</i>)</p> <p>To ask Councillors to consider the following Grant Applications:</p> <p>i. Community Area Grants:</p> <ul style="list-style-type: none"> <li>• Melksham Scout Hut - To replace rotten doors and windows. Amount Requested from Area Board: £1,642.00.</li> <li>• Atworth Duke of Edinburgh's Award Group - Laptop &amp; Projector. Amount Requested from Area Board: £610.00.</li> </ul>	8:45pm

ii.Councillor Initiative Grant:

- Cllr Jon Hubbard – Cold Calling Initiative signage.  
Amount Requested from Area Board: £280.

11 **Community Transport Group - joint project with Devizes Area Board at Caen Hill**

To ask Councillors to consider a decision made by Community Area Transport Group on 29<sup>th</sup> April 2014 regarding a joint project with Devizes Area Board at Caen Hill.

Request for Funding from Area Board - £1,750.

12 **Any Other Items of Public Concern**

**8:55pm**

13 **Close**

**9:00pm**

# MINUTES

**Meeting:** MELKSHAM AREA BOARD  
**Place:** Melksham Assembly Hall, Market Place, Melksham SN12 6ES  
**Date:** 16 April 2014  
**Start Time:** 7.00 pm  
**Finish Time:** 9.25 pm

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Please direct any enquiries on these minutes to:

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

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

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## **In Attendance:**

### **Wiltshire Councillors**

Cllr Pat Aves, Cllr Terry Chivers, Cllr Jon Hubbard (Chairman), Cllr David Pollitt, Cllr Jonathon Seed (Vice Chairman), Cllr Roy While and Cllr Richard Gamble

### **Wiltshire Council Officers**

Allison Sullivan - Community Area Manager  
Kevin Fielding - Democratic Services Officer  
Sean Chacksfield - Media Relations Officer  
Nicole Smith – Head of Strategic Housing  
Sue Wilkin – Senior Public Protection Officer

### **Town and Parish Councils**

Melksham Town Council – Bruce Sanders  
Melksham Without Parish Council – Mike Mills  
Poulshot Parish Council – Steve Housby  
Seend Parish Council – Joan Savage  
Steeple Ashton Parish Council – Geoff Hyatt

### **Partners**

Melksham Community Area Partnership – Colin Goodhind  
Community Projects Support Officer – Phil McMullen

**Total in attendance: 37**

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
1	<p><u>Appointments</u></p> <p>Cllr Jon Hubbard was elected as Chairman for the forthcoming year.</p> <p>Cllr Jonathon Seed was elected as Vice Chairman for the forthcoming year.</p> <p>The Melksham Area Board made the following appointments to outside bodies and working groups for the forthcoming year.</p> <ul style="list-style-type: none"> <li>• Community Area Transport Group (CAT-G) – Cllr Jonathon Seed &amp; Cllr Pat Aves.</li> <li>• Melksham Community Area Partnership – Cllr Pat Aves.</li> <li>• Shadow Community Operations Board (SCOB) – Cllr Roy While.</li> <li>• Youth Advisory Group (YAG) – Cllr Jon Hubbard.</li> </ul>
2	<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>There were the following Chairman's Announcements which were covered in the agenda pack:</p> <ul style="list-style-type: none"> <li>• Dementia Strategy Consultation. A clip from a DVD film in the Wiltshire Voices series called 'Living with Dementia' was shown.</li> <li>• Closure of Mini Recycling Sites.</li> </ul>
3	<p><u>Apologies for Absence</u></p> <p>Apologies were received from Mike Franklin – Wiltshire Fire &amp; Rescue Service, Insp Matt Armstrong – Wiltshire Police, Mitch Roberts – Atworth Parish Council and representatives of Broughton Gifford Parish Council.</p>

4	<p><u>Minutes</u></p> <p><b>Decision</b></p> <ul style="list-style-type: none"> <li>• <b>The minutes of the meetings held on Wednesday 12 February 2014 and Thursday 20 March 2014 were agreed as the correct records.</b></li> </ul>
5	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>
6	<p><u>Priorities From the JSA Event</u></p> <p>Alison Sullivan – Melksham Community Area Manager reported back on the priorities agreed at the JSA community meeting and the projects the Area Board wanted to take forward.</p> <p>Children and Young People - Champion Jon Hubbard</p> <p>Projects:</p> <ul style="list-style-type: none"> <li>• Disseminate information about support available to children and families, professionals and local groups via web sites and current support systems.</li> <li>• Develop Volunteering champions.</li> </ul> <p>Culture - Champion Jonathon Seed</p> <p>Projects:</p> <ul style="list-style-type: none"> <li>• Link cultural groups.</li> <li>• Make use of Campus to promote local Cultural Heritage.</li> <li>• Develop and promote a local heritage trail using a local app.</li> </ul> <p>Economy - Champion Roy While</p> <p>Projects:</p> <ul style="list-style-type: none"> <li>• Form a Melksham business user group.</li> </ul> <p>Liaising - Council's Economic Growth and Wiltshire 100 team/ Develop 'business' page on the Area Board website/ conduct a business survey to</p>

understand business needs and issues.

- Regenerating Town Centre - link Wilts & Berks canal and campus identify potential funding to accelerate delivery of the canal.
- Create events programme for Melksham – 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 - liaising with Wiltshire Council's Employment and Skills Team.

Health and Wellbeing – Champion Pat Aves

Projects:

- Identify support currently available and promote to community through MelkshamOurCommunity Matters Web site and others.
- Become a Dementia Friendly Town – link with “Safe Places”
- Improve local resources for stroke survivors.
- Link Melksham Hospital, Health group and GP practices/ patient liaison groups to undertake above

Leisure – Champion Jonathon Seed

Projects:

- Link community groups through on line forum – Melksham.OurCommunityMatters.org.uk.
- Link with Children and Young People and Community Safety to encourage schools to take part in wider leisure and sports opportunities.

Transport - Champion Terry Chivers (link with Transport group)

Projects:

- Investigate introducing 1 hour's free parking spaces in Melksham.
- Improve co ordination of trains and buses.



- Improve cycleways to and from surrounding villages

Housing – Champion David Pollitt

Projects:

- Link with Neighbourhood planning group to develop more 1 and two bed properties.
- Develop Housing partnership with local housing associations and relevant partners to reduce homelessness and link with community safety.

Our Community – Champion – David Pollitt

Projects:

- Create a town community hub.
- Collate and provide information re community assets to community groups – [Melksham.Ourcommunitymatters.org.uk](http://Melksham.Ourcommunitymatters.org.uk).
- Link with MyEngolve web site and make available in community places.
- Ensure feedback given to community groups when things get done.

**Decision**

- **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 appoints 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.**

The Chairman thanked Alison Sullivan for her presentation.

### Cold Calling Initiative

Sue Wilkin – Senior Public Protection Officer, Wiltshire Council outlined “No Cold Calling Zone”, an initiative that sought 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.

What is a No cold Calling Zone?

A NCCZ is a small defined area, such as a “close” or street or simply a collection of homes that included a proportion of vulnerable or elderly people who could potentially benefit from the restriction of cold calling. The best zones would be small areas with approx thirty homes or so, with a **mix** of elderly residents and young families. The mix of residency would be 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 would be officially recognized and supported by the police and trading standards, and many organizations such as utility providers were now bound to recognize the zones and avoid calling within them.

Residents would be consulted about the proposal, given information about how it works and how to react to cold callers. Signs would then be erected on the street and stickers displayed on doors to deter cold callers by making it clear that the occupants were not willing to do business on the doorstep and that they would 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.

There followed a short interactive session where the attendees of the meeting and the Wiltshire councillors discussed whether there were any areas in Melksham Community area that would benefit from a No Cold Calling Initiative.

#### **Decision**

- **That the Melksham Area Board pledges to work with the local community to set up No cold Calling Zones in the Melksham community area as its “Big Pledge”.**

The feedback from the interactive session would be used help identify suitable

	<p>areas for these zones.</p> <p>The Chairman thanked Sue Wilkin for her presentation.</p>
8	<p><u>Youth Activity Review</u></p> <p>Cllr Richard Gamble – Portfolio Holder for Schools, Skills and Youth, Wiltshire Council gave a presentation which outlined the consultation proposals put forward on the Review of Youth Activity.</p> <p>Points made included:</p> <p>Why do we need a review?</p> <ul style="list-style-type: none"> <li>• Statutory duty to secure access to leisure-time activities for young people.</li> <li>• Currently, provided through a range of services including open access youth development service across the county - mix of centre and street-based youth work.</li> <li>• Department for Education updated statutory guidance;- <ul style="list-style-type: none"> <li>• new focus for councils - to enable services, rather than direct provision.</li> <li>• enhanced role for voluntary and community sector.</li> </ul> </li> </ul> <p>Consultation – the four options</p> <ol style="list-style-type: none"> <li>1. Retain the current in-house service but reduce the cost.</li> <li>2. Outsource the service.</li> <li>3. Encourage and support staff to form a Public Service Mutual.</li> <li>4. Develop a community led approach.</li> </ol> <p>The Consultation Process</p> <ul style="list-style-type: none"> <li>• Started Friday 31 January – for 10 week, (Cllr Gamble did make the point that Melksham community area residents would still be able feed into the consultation process).</li> <li>• Widely publicised;</li> <li>• Schools, focus groups, young people’s groups, staff, communities, stakeholders.</li> <li>• 20,000 text messages to young people linking to survey.</li> <li>• Voluntary and community services.</li> <li>• Channels include website, Sparksite, facebook, twitter, media.</li> <li>• Final report for future provision – cabinet on 22 April</li> </ul>

Representatives of the Melksham Youth Advisory Group outlined their views on the review.

Points made included:

- Young people had concerns that the Melksham youth centre may close.
- Concerned that Wiltshire Council had already decided on the outcomes of the review.
- That the consultation document was not very easy to read.
- Concerned that the Melksham youth workers would be lost.
- That young people want more say in what services are provided, and that a wider range of activities is offered.

Questions and points raised from the floor included:

That Wiltshire Council should continue to invest in its young people, trying to get things done on the cheap with too much reliance on the voluntary sector.

*a. Wiltshire Council needs to make better use of its Youth Service, forging better links with the voluntary sector was a part of this.*

The Chairman highlighted the following Wiltshire Council public meetings where the Youth Activity Review would be discussed:

- Tuesday 29 April, 2pm – Children’s Select Committee.
- Thursday 15 May, 4:30pm – Cabinet.

The Chairman thanked Cllr Gamble for attending the meeting.

The Melksham Youth Advisory Group (YAG) then gave their partner update.

Points made included:

- That the group had two new members.
- That the group was talking to other youth related groups to forge closer links.
- The representatives present at the last Melksham Area Board meeting felt that the meeting could have been more young people friendly.

	The Chairman thanked the YAG for their update.
9	<p><u>Community Asset Transfer - St Mary's Recreation Field and Former School Playing Field, Steeple Ashton</u></p> <p>The Area Board were 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.</p> <p><b>Decision</b></p> <ul style="list-style-type: none"> <li>• <b>That the Melksham Area Board approves the community asset transfer of St Mary's Recreation Field and Former School Playing Field, Steeple Ashton.</b></li> </ul>
10	<p><u>Wiltshire's New Housing Allocation Policy</u></p> <p>Nicole Smith - Head of Strategic Housing, Options and Allocations, Wiltshire Council outlined Wiltshire's New Housing Allocation Policy.</p> <p>Points made included:</p> <p>Consultation and reason for change</p> <ul style="list-style-type: none"> <li>• Policy was reviewed following the introduction of the Localism Act and the introduction of the new freedoms.</li> <li>• Wide consultation with the public, including the area boards, all those on the register, housing providers, voluntary sector, support providers and many more.</li> <li>• Approved at cabinet in November 2013.</li> </ul> <p>The main changes</p> <ul style="list-style-type: none"> <li>• Local connection to Wiltshire.</li> <li>• Local Homes allocated to Local People.</li> <li>• Creation of an open market register for those with no identified housing need.</li> <li>• Review of the bands.</li> <li>• Introduction of reasons to be excluded from the register.</li> <li>• Allocations made in line with the bedroom standard.</li> </ul>

#### Local homes for local people

- Priority would 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 would look to all the surrounding parish's and towns.
- Finally it would be opened to the whole of Wiltshire.
- A local connection exclusion group applied.

#### 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 and points made from the floor included:

- Frustrations at the lack of one bed properties available to bid for.  
*a. Wiltshire Council can only allocate what housing stock is built, which is more two/three bed properties.*
- What is a “Local connection”?  
*a. A person that lives or works in Wiltshire.*
- Are there any exceptions to the “Bedroom standard”?  
*a. Yes, foster parents or carers.*

The Chairman thanked Nicole Smith for her presentation.

11	<p><u>Wilts &amp; Berks Canal Melksham Link Project</u></p> <p>Paul Lenaerts gave an update on the Wilts &amp; Berks Canal Melksham Link Project.</p> <p>Points made included:</p> <ul style="list-style-type: none"> <li>• That a full planning application had been submitted back in 2012. This had suffered delays in respect of environmental issues, which required several wildlife surveys to be carried out.</li> <li>• It was hoped that planning consent would be granted during 2014.</li> <li>• That the Wilts &amp; Berks Canal Trust thanked the Area Board and Melksham Town Council for the funding of the canal project information boards which were now on display in Melksham town centre.</li> <li>• An environmental benefits study had been carried out, the findings of this study could be found on the Melksham Community Area Partnership web site.</li> <li>• That the Trust was run on a purely voluntary basis.</li> </ul> <p>The Chairman thanked Paul Lenaerts for his update.</p>
12	<p><u>Partner Updates</u></p> <p>The following Partner updates were noted:</p> <p>Melksham Community Area Partnership (CAP) – Colin Goodhind</p> <ul style="list-style-type: none"> <li>• The Partnership would be holding a meeting on Thursday 5 June to look at how they should work with the Area Board in the coming year following the 20 March Area Board where its funding for 2014/15 had been decided.</li> <li>• The Health &amp; Wellbeing Group had held a very successful Mens Heath event.</li> <li>• The Environmental Group had recently held a community Seed Swap.</li> <li>• The Community Safety Group were meeting regularly with the Neighbourhood Policing teams.</li> <li>• That Community Speedwatch was now back on track.</li> <li>• That MCAP were supporting the Cold Calling Initiative.</li> </ul>

	<ul style="list-style-type: none"> <li>• That MCAP were carrying out a survey to look at rail usage in Melksham.</li> </ul> <p>Wiltshire Police – Insp Matt Armstrong.</p> <ul style="list-style-type: none"> <li>• The written report contained in the agenda pack was noted.</li> </ul> <p>Wiltshire Fire and Rescue Service – Mike Franklin</p> <ul style="list-style-type: none"> <li>• The written report contained in the agenda pack was noted.</li> </ul> <p>Melksham Town Council – Chris Petty</p> <ul style="list-style-type: none"> <li>• The written report was noted.</li> </ul> <p>NHS Wiltshire/Clinical Commissioning Group - Dr Rob Matthews – Spa Medical Practice, representing the local GP practices at the Area Board meeting.</p> <ul style="list-style-type: none"> <li>• That Melksham now had a walk in x-ray service on Wednesdays and Fridays.</li> </ul> <p>The Chairman thanked everybody for their updates.</p>
13	<p><u>Grant Funding</u></p> <p>Councillors were asked to consider the following Grant Applications:</p> <p>i. Community Area Grant Applications.</p> <p><b>Decision</b>  <b>Atworth Villagers Short Mat Bowls Club – Villagers SMBC awarded £490 for replacement equipment.</b>  <b>Reason</b>  <b><i>The application met the grant criteria for 2014/15.</i></b></p> <p><b>Decision</b>  <b>Queensway Chapel Youth Cafe – awarded £1000 for set up costs.</b>  <b>Reason</b>  <b><i>The grant met the grant criteria for 2014/15.</i></b></p>



	<p>Legacy Funding</p> <p><b>3<sup>rd</sup> Melksham Brownies awarded £425.</b>  <b><i>Note: That this application was funded as part of last year's budget for Legacy funding.</i></b></p> <p>ii. Community Area Partnership Funding 2014/15</p> <p><b>Melksham Community Area Partnership were awarded 20% of the £8372 revenue funding - £1674 in total.</b></p> <p>iii. CATG Funding</p> <p><b>C19 Review – awarded £3,000 Westbury/Steeple Ashton.</b></p>
14	<p><u>Any Other Items of Public Concern</u></p> <p>There were no other Items of Public Concern.</p>
15	<p><u>Close</u></p>



Report to	Melksham Area Board
Date of Meeting	18 <sup>th</sup> June 2014
Title of Report	Bid for Community Project Support Officer

**Purpose of Report**

To request Councillors consider a Bid from Melksham Community Safety Group for Community Project Support Officer time to support the No Cold Calling Zone initiative for 35 hours and up to 12 miles travel locally (£442.90)

**Background:**

At the April 2014 Community Safety Group meeting it was decided that the group should fully and promptly support the No Cold Calling Zone initiative, outlined by Sue Wilkins at the last Area Board meeting. No Cold Calling Zones help combat the problem of doorstep crime

**MAIN DUTIES & KEY RESPONSIBILITIES**

The Community Project Support Officer will provide solid and consistent support to other team members and work with them to promote and develop the resilience of the project.

- Act as the first point of contact for outside callers and written and email enquiries.
- Respond to enquiries from individuals and agencies about the project, maintaining a lively relationship with stakeholders.
- Liaise orally and in writing with volunteers, charities, community workers, council staff, elected councillors, MPs, journalists, and other interested parties, ensuring all are regularly informed of project developments.
- Assist the Project Lead in creating news and publicity messages for target audiences.
- Organise meetings for various stakeholder and advisory groups, providing associated administrative support such as compiling agendas, taking and distributing minutes, arranging refreshments.
- Arrange and participate in visits to target areas and community organisations.
- Assist in the organisation of events, training and competitions.
- Collate reports for MCAP, the Area Board and other interested agencies.
- Develop evaluation and research procedures, analysing and presenting data on a regular basis in a coherent form.
- Update website content including using the Content Management System

Report Author; Alison Sullivan ,Community Area Manager [alison.sullivan@wiltshire.gov.uk](mailto:alison.sullivan@wiltshire.gov.uk)  
 Appendix – CPSO BID from Community Safety Group





**Bid for Community Project Support Officer Time**

(nb The role of the CPSO is to enable community groups to become more resilient, to help YOU to deliver this project and to help you to consider future projects that your group may deliver)

**Details of the project ( what is the desired outcome )**

At the April Community Safety Group meeting it was decided that we should fully and promptly support the No Cold Calling Zone initiative, outlined by Sue Wilkins at the last Area Board meeting. No Cold Calling Zones help combat the problem of doorstep crime.

They can deter unscrupulous cold callers from approaching people living in the zones, but more importantly, they can give people the confidence to say “No”. Whilst the zones do not ban cold callers or create exclusion zones, they can be useful in dealing with any unwelcome cold callers. Howard Phillips from Selwood attends our meetings and felt a joint approach along these lines could be of real benefit to tenants.

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.

Outline of proposed process

Identify potential No Cold Calling Zones.

Formally consult every home in the proposed zone, to demonstrate that at least 66% are in favour.

Design and Issue No Cold Calling Zone Resident’s Packs (including No Cold Calling Zone stickers) for distribution to all households in the proposed zone.

Zone is launched and the No Cold Calling Zone database is updated.

Optional external signage may be purchased and erected.

**Community Group requesting the CPSO Time**

Melksham Community Safety Group, a core group within the Melksham Community Area Partnership

**Contact Details of person making the request**

Name and role	E mail and any web address	Telephone number
Colin Goodhind Chair - Melksham Area Community Safety Network Group	<a href="mailto:colin@melksham.communityarea.org.uk">colin@melksham.communityarea.org.uk</a>  <a href="http://melksham.communityarea.org.uk/parish-groups/community-safety/">http://melksham.communityarea.org.uk/parish-groups/community-safety/</a>	07802 472929

**How many volunteers do you have within your group?**

Four allocated to this project

**What role will the volunteers in your organisation play within this project?**

We plan to start with identifying groups of vulnerable people that already meet with a view to organising awareness talks; a good starting point being Selwood accommodation where communal lounges are well used for social gatherings e.g. Rowley Place and Thornbank. We intend to select a specific site for a pilot and determine the level of support for No Cold Calling zones.

**How will this project enable a greater resilience within this group and your community?(e.g. gaining more volunteers, sharing chair and other key roles, linking with other groups, seeking funding for future projects)**

The escalating challenges the community faces require that we think more ambitiously and imaginatively. The foundation of any successful activity is a healthy, well-functioning core group which has dedicated the time and thought needed to how they will function together. MCAP is such a group, one where there is already a huge amount of experience available. As we review and revise the way towards greater resilience, we'll be emphasising the value of getting the basics right and making it much easier for people to access relevant advice and resources.

**How many more volunteers would you hope to recruit to your group and how?**

Two.

The Melksham Community Safety Group understands that community initiatives such as the establishment of No Cold Calling Zones improve community resilience, allowing neighbourhoods to better adapt to change. This project seeks to utilise the CPSO's training, knowledge and experience to investigate different ways of engaging residents to create a more resilient and environmentally-sustainable community.

Recruiting the right people for the right project requires a commitment of time, energy, creativity and persistence, as well as a well-considered plan.

MCAP has found that the most effective practices include:

**1. Decide on the characteristics we want our volunteers to have**

Think about the goals of our project, the strengths and needs of the population it will be serving, and the activities the volunteers will be engaged in.

Consider the physical and time demands of our project. Factor in the requirements of grants that may be funding our project, including possible time limits on age, gender or place of residence.

**2. Develop a checklist of the most important requirements**

The checklist we develop for our volunteer requirements will probably contain similar categories. When writing the volunteer job description, we might not choose to include all of the items we have checked off on our list. However, we should develop an application and interview process that helps we assess whether potential volunteers meet all the requirements.

**3. Identify the barriers that may deter people from volunteering, which may include:**

- Cultural myths and perceptions that old age is a time for relaxation, not learning or contribution.
- Lack of confidence in their ability to contribute -- inability to translate their life experiences and skills to a particular project's needs.
- Fear about safety, such as having to use public transport, go into a stranger's home, and concerns about drugs and crime associated with teens or low-income populations.

- Physical limitations, such as illnesses or lack of energy.
- Financial issues, including concerns that expenses associated with volunteering may strain their already limited financial resources.
- Difficulties with transport.
- Competition for volunteers is yet another obstacle; it is likely that many other organizations are trying to recruit the same "volunteer-minded" older adults that we are targeting.

#### **4. Think about what could motivate elderly people to volunteer for our project.**

Identify ways to address some of the barriers and encourage older adults to volunteer. For example, they might be interested in volunteering because it will give them the opportunity to:

- Increase their satisfaction with life by participating in an enjoyable and rewarding experience.
- Increase their sense of connection to the community.
- Feel productive.
- Address a social issue in a way that is consistent with personal values.
- Use their skills and share their experiences, interests and knowledge.
- Learn new skills.
- Learn more about youth.
- Make new friends through the volunteer experience.
- Leave a legacy for the younger generation.

#### **5. Develop a recruitment message that "sells our project."**

What is it about our project's mission, goals and population of participants that we can "sell" in order to attract volunteers? In developing our message, consider:

- Motivations for volunteering.
- Volunteers' roles and responsibilities (including the length of time they will be expected to participate).
- Benefits of serving in our project. These could range from benefits to society (making a difference, strengthening a community) to the volunteers' self-interest (learning new skills, acquiring new knowledge, meeting new people) to stipends (if any). We will be sure to include information about the training and ongoing support volunteers will receive.

#### **6. Create recruitment materials that will catch people's attention.**

A recruitment message can be adapted for a wide range of materials, from flyers and brochures to videos and websites. We will ensure our print and other media materials reflect the feel and quality of our project:

Make sure all materials convey the sense of professional expertise and purpose appropriate to the project. Use attractive graphics that draw attention to the materials, and include the MCAP logo.

Consider the audience when creating material. Use language that is familiar to them. Make sure fonts are large enough for older adults to read comfortably. Choose colours that will be inviting to our target recruits. When appropriate, translate posters and materials into languages other than English (and be sure someone carefully checks the translation).

When possible, use photographs and narratives to convey a sense of the project participants and volunteers. However, don't use images or stories that are sad or discouraging. Portraits of our project should be inviting, and convey a sense of excitement, hope, and purpose. Be sure the photographs reflect the diversity of the pool of potential volunteers.

To ensure that our materials are appropriate and appealing, always have someone who is representative of the people we are targeting for recruitment review a draft and give us feedback.

#### **7. Plan presentations that put a personal "face" on our project.**

When giving presentations to recruit volunteers use some of the following strategies to make our

project less anonymous and the potential recruits less able to "hide" behind their own anonymity.

Let people see the problem their volunteer work will address. People want to make a difference and are often motivated by their heart to volunteer. Use videos, success stories, and photographs to show the social problems the volunteers will address.

Bring along an articulate, older volunteer who can share his or her experiences. If our project is just starting up, but is modelled after another project, we may be able to have a volunteer in that project accompany we to some presentations and convey his/her excitement.

Conduct smaller, more intimate presentations. Though in some ways less efficient, presentations to small groups (less than 20) often work better than large group presentations because they reduce the possibility of anonymity among members of the audience.

Actively involve our audience. Engage potential recruits in dialogue, asking questions such as "How many of us are parents or grandparents?" "How many of us have ever known a child with a disability?" We can also engage the audience in brief activities.

Have materials that people can take home with them. These should include volunteer job descriptions, flyers/posters, application forms, general literature, and copies of any local or national news articles about the project.

Allow time after presentations to interact informally with the people who have attended. Have refreshments available -- it encourages people to stay and talk.

Never walk away from a meeting where we have given a talk without getting the names and contact information of those who are interested. Pass around an attendance sheet for people to sign who want to receive more information.

If possible, take applications and ask those who know they are interested to complete them on the spot. Be sure we get back to interested applicants within a week.

#### **8. Use a range of recruitment strategies to reach volunteers.**

- Strategies for recruiting range from the uncomplicated and cost-free to the more complex and relatively inexpensive. These include:
- Word of mouth.
- Direct mail.
- Information tables at community events.
- Presentations to community groups.
- Recruitment meals. These could be breakfasts that include presentations about our project.
- Flyers, posters and brochures.
- Articles or press releases in local and community newspapers. Take advantage of the fact that community newspapers are understaffed and are looking for good copy. Write a one- or two-page press release describing our project and the need for volunteers, and include a high-quality black and white photograph.
- Other organizations' newsletters. Ask religious institutions and relevant local agencies and organizations to run our press release in material they send out to their members.
- Web pages. During recruitment drives, have our message posted on websites that are likely places to be visited by older adults or their relatives such as Facebook.

#### **9. Start with what's in front of you.**

Recruitment is all about relationships. Think about who we already know. Brainstorm with co-workers about strategies for recruitment. Survey staff, board members, and volunteers to find out what organizations they are or have been involved with -- as members or board members or in some other capacity -- that might be a good connection for our recruitment efforts.

Think of everyone connected to our project as an assistant recruiter. Staff, volunteers, trainers and consultants all have seen the project at work, and, with prompting, will translate their enthusiasm for the project into recruitment of friends and family members.

Current volunteers can be our most effective recruiters. Ask them to talk to their peers about the



benefits they have received by being part of the project, and make sure they have the resources (such as extra project materials) they need to recruit. We can formalize this approach by giving them "assignments" such as generating one new volunteer applicant every six months.

We can also find recruiters outside of our project. Have the clergy at our church, or the volunteers there, make a statement of support for the project. Use our wider social network. Enlist our relatives, friends and professional acquaintances, especially those who work at social service agencies or those who have connections to our desired group of volunteers.

**10. Cast a wide net.**

Do broad outreach to raise awareness of our project in the community. Developing connections with organizations that have credibility with the groups we are targeting can help our project gain visibility and access to those groups.

**11. Target our recruitment efforts.**

Identify the specific community agencies, institutions, and other groups that are most likely to help connect we with potential volunteers. The following steps can help we build on these initial contacts:

Take the time to establish relationships with the most promising agencies and institutions. Request assistance from appropriate agency staff on the best way to publicize the project to their older constituents. One way to get them actively involved is to obtain commitments from them to provide a certain number of volunteers from their membership and to identify them as "partners" in all publicity. This approach can help we recruit groups of volunteers, but be aware that some "turf" issues may surface if our agency or project is "competing" with our potential partner agency to provide similar services.

Meet with formal and informal community leaders, including activists, clergy and local politicians. "Sell" the project to them. Invite them to an event or to be part of the project advisory board.

Target geographically to neighbourhoods where many senior citizens live. Offer to give a talk as part of a committee or governance meeting.

In addition, target mailing and outreach efforts to populations that are already interested in doing the work of our project or working with the population we are serving, or are generally interested in volunteering.

**Area Board Priority that the project addresses**

G1 Community Safety

**Name of the Area Board Champion of the project**

N/A - Community Safety is championed by the Partnership and Community Safety Group

**Have you spoken to the Area Board Champion about this project?**

		N/A
--	--	-----

**What role will the Champion play?**

N/A

**What role will the Community Project Support Officer play? (nb The role of the CPSO is to enable community groups to become more resilient, to help YOU to deliver this project and to help you to consider future projects that your group may deliver)**

**MAIN DUTIES & KEY RESPONSIBILITIES**

The Community Project Support Officer will provide solid and consistent support to other team members and work with them to promote and develop the resilience of the project.

- Act as the first point of contact for outside callers and written and email enquiries.
- Respond to enquiries from individuals and agencies about the project, maintaining a lively relationship with stakeholders.
- Liaise orally and in writing with volunteers, charities, community workers, council staff, elected councillors, MPs, journalists, and other interested parties, ensuring all are regularly informed of project developments.
- Assist the Project Lead in creating news and publicity messages for target audiences.
- Organise meetings for various stakeholder and advisory groups, providing associated administrative support such as compiling agendas, taking and distributing minutes, arranging refreshments.
- Arrange and participate in visits to target areas and community organisations.
- Assist in the organisation of events, training and competitions.
- Collate reports for MCAP, the Area Board and other interested agencies.
- Develop evaluation and research procedures, analysing and presenting data on a regular basis in a coherent form.
- Update website content including using the Content Management System

**Hours required for CPSO to undertake the role at £12.50 per hour**

35 hours max.

Total Cost £437.50

**Any travelling expenses @45p per mile for the CPSO?**

Yes

Up to 12 miles locally

Total travelling Cost £5.40 maximum

**Area Board Decision**

**Date**

## Melksham Community Area Board

June 2014



### 1. Neighbourhood Policing

<b>Sergeant:</b>	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

### 2. NPTs - Current Priorities & Consultation Opportunities:

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

□ Visit the website at: [www.wiltshire.police.uk](http://www.wiltshire.police.uk)

Priorities:

- 1: Antisocial Behaviour – Eden Grove, Whitley
- 2: Antisocial Behaviour – King George 5<sup>th</sup> playing fields
- 3: Antisocial Behaviour – Aggressive begging in Melksham Town centre
- 4: Rural Thefts

### 3. Police and Crime Commissioner: Mr Angus Macpherson

PCC website: [www.wiltshire-pcc.gov.uk](http://www.wiltshire-pcc.gov.uk)

### 4. Local Issues and crime:

Since my last report to the Area Board in April the overall trend for crime is one of reduction. The figures in the chart below were updated on the 6<sup>th</sup> June 2014.

The recent incidents where two Melksham residents were stabbed to the leg, at different times and locations caused me concern and the chatter on social media reflects this. Offences of this type are very rare and Melksham has not had this type of crime for a very long time. Arrests were made for both offences and enquiries by our Criminal Investigation team continue. Your local team have increased patrols and we utilise other resources such as those from the Response teams and Tri – force collaboration to support our efforts. Other violent offences linked to the night time economy remain low and we have an effective working relationship with the pubs and food outlets. Membership of pubwatch continues to grow and has been instrumental to our preparation for the World Cup. There have been 5 violent crimes in Melksham linked to licensed premises since the 1<sup>st</sup> May this year.

While reductions around both types of burglary is strong for the whole sector there were five incidents over the last spring break week involving residents who went on holiday in their caravans were targeted. The absence of a caravan usually parked on a drive can be an indicator of an empty home. If

you find yourself in a similar situation consider using caravan storage elsewhere or while away ask a neighbour to park a vehicle on your drive, open and close curtains for your and put internal lights on a timer. Alarms and exterior security lighting should also be considered.

We have had a couple of catalytic converters stolen from the underside of vehicles. These items are of a relatively high scrap value. Cages can be purchased which fix around the converter and assist in preventing an attack. Prices are in the region of £50 which is significantly lower than the £350+ to replace. Parking close to buildings and in well lit areas can also deter thieves. Valuable items were stolen from a couple of vehicles where items were left on display.

The volume increase in the category of violence against the person unfortunately involves domestic incidents and is an area across Wiltshire that we are working to reduce.

ED Melksham NPT	Crime				Detections*	
	12 Months to May 2013	12 Months to May 2014	Volume Change	% Change	12 Months to May 2013	12 Months to May 2014
Victim Based Crime	1244	1091	-153	-12.3%	24%	28%
Domestic Burglary	70	37	-33	-47.1%	4%	11%
Non Domestic Burglary	163	65	-98	-60.1%	1%	9%
Vehicle Crime	116	98	-18	-15.5%	5%	15%
Criminal Damage & Arson	257	221	-36	-14.0%	28%	24%
Violence Against The Person	249	288	+39	+15.7%	47%	38%
ASB Incidents (YTD)	923	754	-169	-18.3%		

Wiltshire Police are engaging in a Summer Drink Drive campaign to run in line with the Football World Cup. With many matches finishing late in to the evening we would advise against getting behind the wheel of a car after drinking alcohol. Alcohol can seriously affect the judgement of drivers and offenders who are caught are dealt with robustly by the courts. The likelihood of losing your license and receiving a hefty fine will just be the start as your day to day life without a driving licence suddenly becomes more difficult. It is plain and simple do not drink and drive.

If you know of anyone who is drink driving or intends to, Wiltshire Police operate a dedicated drink drive hotline which you can access by calling 101 then select option 4. You may be saving a life.

Take reasonable steps to prevent becoming a victim of crime. Lock your property away, record serial numbers on [www.immobilise.com](http://www.immobilise.com) take photos of your valuable property for future reference and add additional security measures to your houses and outbuildings. Do not leave valuable property in cars.

**Matthew Armstrong**  
Sector Inspector  
Devizes Melksham Pewsey



## **MELKSHAM TOWN COUNCIL**

### **REPORT TO AREA BOARD MEETING**

**18 June 2014**

#### **Appointment of Mayor and Deputy**

At the Annual Council meeting on 12 May 2014, Councillors Terri Welch and Ben Anderson were appointed Mayor and Deputy Mayor respectively.

#### **Representatives on Outside Bodies**

Chris Petty - Area Board  
Bruce Sanders (Substitute)  
Jon Hubbard - CATG  
Diane Wnek  
Ben Anderson - Community Safety/NPT Group  
Geoff Mitcham

#### **Campus – Shadow Operations Board**

Councillor Terri Welch has been re-appointed Town Council representative on the Campus Shadow Operations Board.

#### **Melksham Summer Events**

A leaflet has now been produced advertising various Summer events in Melksham and distributed via Melksham News. They are also available in the Town Hall, TIC and Library.

#### **Sports Roadshow**

The Town Council in conjunction with Active Trowbridge will be providing a series of sports roadshows every Tuesday during the 2014 Summer holidays starting on 29 July, between 11.00am-3.00pm at King George V Playing Fields.

#### **Train Services**

Following a presentation by Graham Ellis, Melksham Chamber of Commerce Melksham Town Council resolved to write to the Department for Transport in response to their current consultation on rail services, fully supporting the continuation of current rail services running through Melksham.

#### **Yarn Bombing**

At a recent Town Development meeting Councillors agreed to support a yarn bombing initiative in the town.



Report to	Melksham Area Board
Date of Meeting	18/06/2014
Title of Report	Community Area Grants

## 1. Purpose of the report:

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

Application	Grant Amount	£47,438.90
<b>Applicant:</b> Atworth Duke of Edinburgh's Award Group <b>Project Title:</b> Laptop & Projector	£610.00	
<b>Applicant:</b> Melksham Without Parish Council <b>Project Title:</b> Melksham Scout Hut - To replace rotten doors and windows	£1642.00	
<b>Total community area grant amount requested at this meeting</b>	£2252	
<b>Total Councillor initiative requested at this meeting</b>	£280	
<b>Total CPSO Bid requested at this meeting</b>	£442.90	
<b>Total Funding requested for CATG projects at this meeting</b>	£1750	(£4724.90) £42714.00balance
<b>Total amount allocated so far</b>	£1490	

## 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><b>Applicant:</b> Atworth Duke of Edinburgh's Award Group</p> <p><b>Project Title:</b> Laptop &amp; Projector</p>	<p>Amount Requested from Area Board:</p> <p>£610.00</p>	
<p>This application meets grant criteria 2014/15.</p> <p><b>Project Summary:</b>We would like to purchase a Laptop and projector for Atworth Youth club which would be used by the Youth Club and the Duke of Edinburgh team for a variety of uses including training, presentations and other activities.</p> <p><b>Please tell us WHO will benefit and HOW they will benefit from your project and benefit your local community:</b> D of E Group would benefit by using it for researching information, training for example first aid training and for the groups to present their expedition experience with family friends and local people. Also the young people at the Youth Club would benefit by using it for training sessions, movie nights, sharing videos of youth club activities such as the drama workshop. There will also be the opportunity for the young people to produce their own presentations and films. All of our young people will benefit.</p>		
<p><b>Applicant:</b> Melksham Without Parish Council</p> <p><b>Project Title:</b> Melksham Scout Hut - To replace rotten doors and windows</p>	<p>Amount Requested from Area Board:</p> <p>£1642.00</p>	
<p>This application meets grant criteria 2014/15.</p> <p><b>Project Summary:</b>To replace the windows and doors at the Melksham Scout Hut. The window frames are rotten and some of them only support perspex and not glass. The main front door is nearly off its hinges and not secure, the replacement door will be wider to accommodate wheelchair access. The current 2 fire doors will only stay closed when bolted from the inside, this is not good practice. There is also a security issue as they have gaps between the frames when shut. The quotations received are for new white PVC U A-rated windows; the front door will incorporate a high security multi-point locking mechanism with low aluminium wheelchair threshold with toughened safety glass as required by building control and a reinforced PVCu panel in the lower section. The fire doors will incorporate a solid PVCu reinforced panel with a low aluminium threshold and fire escape panic bars.</p>		



**Please tell us WHO will benefit and HOW they will benefit from your project and benefit your local community:** 70 boys and girls across 3 sections (Beavers, Cubs, Scouts) plus the Scout Hut is regularly rented out to other groups and members of the public. It is used on a Monday, Tuesday, Thursday by the Scout Group as well as events (some District wide). Hired by the Spiritualist Church on a Weds and Sunday and Martial Arts Group on Fridays. We need to keep the Hut up to a safe and secure standard to ensure the continued bookings from external groups to contribute to the upkeep and maintenance of the Hut; and the safety of the children who are the primary users. The replacement double glazed and well fitting doors and windows will not only ensure that the Hut is secure and meeting safety standards, but also will help retain heat and become a more pleasant (and draft free) environment for users. Melksham Area Board Priorities July 2013. Children & Young People A2. Support the provision of recreational activities / spaces for young people and their families. Melksham Community Area Action Plan Feb 2012. Children & Young People. 2. Provide recreational activities/spaces for young people. 15. Provide productive outlets for young people's energy. JSA for Melksham Community Area 2014. Children & Young People Key Issues: raising aspirations and narrowing achievement gaps; promoting healthy lifestyles. The Scouting organisation helps young people enjoy new adventures; experience the outdoors; interact with others, gain confidence and have the opportunity to reach their full potential. Scouting is about doing great things, loving and enjoying the great adventures and helping others to do the same.

Councillor Initiative – Councillor Hubbard

To develop no cold calling areas in key parts of our local community, by consulting with the community and helping vulnerable people to become more aware of the support available to them, their rights and to participate in a no cold calling community area, using these signs to display to would be traders who call without an appointment. 25 signs at £9.90, (£247.50) plus 2 Zipties at £.25p -( £.50p -£12.50) and postage £20 (£280 in Total)

**Report Author:**

Alison Sullivan, Melksham Area Board [alison.sullivan@wiltshire.gov.uk](mailto:alison.sullivan@wiltshire.gov.uk)  
01249 706263

Appendix reports from :

Atworth Duke of Edinburgh Award Group  
Melksham Scout Hut group (Melksham Without)  
CPSO Bid request Cold Calling project  
Councillor Initiative Cold Calling Signs  
CATG report Caen Hill



Grant Applications for Melksham on 18/06/2014

ID	Grant Type	Project Title	Applicant	Amount Required
756	Community Area Grant	Laptop & Projector	Atworth Duke of Edinburgh\'s Award Group	£610.00
735	Community Area Grant	Melksham Scout Hut - To replace rotten doors and windows	Various	£1642.00

ID	Grant Type	Project Title	Applicant	Amount Required
756	Community Area Grant	Laptop & Projector	Atworth Duke of Edinburgh\'s Award Group	£610.00

**Submitted:** 08/04/2014 20:24:41

**ID:** 756

**Current Status:** Application Appraisal

**To be considered at this meeting:**

18/06/2014 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?**

Laptop & Projector

**6. Project summary:**

We would like to purchase a Laptop and projector for Atworth Youth club which would be used by the Youth Club and the Duke of Edinburgh team for a variety of uses including

training, presentations and other activities.

**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 8JW

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

Children & Young People

Arts, crafts and culture

Countryside, environment and nature

Health, lifestyle and wellbeing

Technology & Digital literacy

If Other (please specify)

**10. Finance:**

**10a. Your Organisation's Finance:**

**Your latest accounts:**

09/2013

**Total Income:**

£10444.74

**Total Expenditure:**

£10352.64

**Surplus/Deficit for the year:**

£92.10

**Free reserves currently held:**

**(money not committed to other projects/operating costs)**

£5438.05

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

The Youth Club has its own premises so is responsible for our maintenance and upkeep. For example we recently purchased new fire door and we are about to replace the main entrance door. Therefore we are cautious about keeping a buffer of funds to pay for unplanned maintenance and emergency work.

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

**10b. Project Finance:**

Total Project cost		£610.00		
Total required from Area Board		£610.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Projector	249.99			
Laptop	359.97			
Total	<b>£609.96</b>			<b>£0</b>

**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?**

D of E Group would benefit by using it for researching information, training for example first aid training and for the groups to present their expedition experience with family friends and local people. Also the young people at the Youth Club would benefit by using it for training sessions, movie nights, sharing videos of youth club activities such as the drama workshop. There will also be the opportunity for the young people to produce their own presentations and films. All of our young people will benefit.

**14. How will you monitor this?**

Using the laptop and projector will be part of the D of Es training programme and this will be self evident at the presentation evening where the equipment will be used. For general youth club use the benefit will be assessed at the AGM in March 2015.

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

Doesn't require ongoing funding.

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

N/A

**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.

735	Community Area Grant	Melksham Scout Hut - To replace rotten doors and windows	Various	£1642.00
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**Submitted:** 01/04/2014 01:02:03

**ID:** 735

**Current Status:** Application Appraisal

**To be considered at this meeting:**

18/06/2014 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?**

Melksham Scout Hut - To replace rotten doors and windows

**6. Project summary:**

To replace the windows and doors at the Melksham Scout Hut. The window frames are rotten and some of them only support perspex and not glass. The main front door is nearly off its hinges and not secure, the replacement door will be wider to accommodate wheelchair access. The current 2no. fire doors will only stay closed when bolted from the inside, this is not good practice. There is also a security issue as they have gaps between the frames when shut. The quotations received are for new white PVC U A-rated windows; the front door will incorporate a high security multi-point locking mechanism with low aluminium wheelchair threshold with toughened safety glass as required by building control and a reinforced PVCu panel in the lower section. The fire doors will incorporate a solid PVCu reinforced panel with a low aluminium threshold and fire escape panic bars.

**7. Which Area Board are you applying to?**

Melksham

**Electoral Division**

Melksham Central

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

SN12 6LP

**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:**

£12218.33

**Total Expenditure:**

£8808.47

**Surplus/Deficit for the year:**

£3409.86

**Free reserves currently held:**

**(money not committed to other projects/operating costs)**

£0.00

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

All reserves are allocated, there are no free reserves. Â£1,400 of the Allocated Reserves are

for this project.

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

**10b. Project Finance:**

Total Project cost		£3542.00			
Total required from Area Board		£1642.00			
Expenditure (Itemised expenditure)	£		Income (Itemised income)	Tick if income confirmed	£
6 windows & 3 doors	3542.00		Melksham Town Council	yes	500.00
			Own fundraising	yes	1400.00
Total		<b>£3542</b>			<b>£1900</b>

**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?**

70 boys and girls across 3 sections (Beavers, Cubs, Scouts) plus the Scout Hut is regularly rented out to other groups and members of the public. It is used on a Monday, Tuesday, Thursday by the Scout Group as well as events (some District wide). Hired by the Spiritualist Church on a Weds and Sunday and Martial Arts Group on Fridays. We need to keep the Hut up to a safe and secure standard to ensure the continued bookings from external groups to contribute to the upkeep and maintenance of the Hut; and the safety of the children who are the primary users. The replacement double glazed and well fitting doors and windows will not only ensure that the Hut is secure and meeting safety standards, but also will help retain heat and become a more pleasant (and draft free) environment for users. Melksham Area Board Priorities July 2013. Children & Young People A2. Support the provision of recreational activities / spaces for young people and their families. Melksham Community Area Action Plan Feb 2012. Children & Young People. 2. Provide recreational activities/spaces for young people. 15. Provide productive outlets for young people's energy. JSA for Melksham Community Area 2014. Children & Young People Key Issues: raising aspirations and narrowing achievement gaps; promoting healthy lifestyles. The Scouting organisation helps young people enjoy new adventures; experience the outdoors; interact with others, gain confidence and have the opportunity to reach their full potential. Scouting is about doing great things, loving and enjoying the great adventures and helping



others to do the same.

**14. How will you monitor this?**

Monthly Scout Executive meetings. AGM (May) which reports on the last year's activities. Involvement with District, County and National Scouting organisation structure.

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

Subscriptions, own fundraising events (Christmas and Summer Fayres) Christmas Post deliveries. Hall hire.

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

n/a

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):**

yes I will make available on request evidence of ownership of buildings/land

**And finally...**

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



**Area Board Project/Councillor Initiative**

**1. What is the bid?**

*To provide cold calling signs for communities undertaking cold calling initiatives.*

**2. Where is the project taking place?**

*In communities in Melksham, such as Queensway, Bowerhill and Seend*

**3. When is the project taking place?**

*The project will start in summer 2014 and continue for several years in each community.*

**4. Please outline:**

- **Community benefits**  
*– this initiative will help vulnerable people feel safer in their homes, draw together local communities and therefore enable them to become more resilient*
- **Evidence of need** – *As identified at Area Board April 16<sup>th</sup> 2014*

**Area Board Project/Councillor Initiative**

**5. What is the desired outcome/s of this project?**

*To develop no cold calling areas in key parts of our local community, by consulting with the community and helping vulnerable people to become more aware of the support available to them, their rights and to participate in a no cold calling community area, using these signs to display to would be traders who call without an appointment. The signs would be ordered from Nuneaton signs as per the cold calling toolkit published by Wiltshire Council (Appendix 1)*

**6. Who will manage project**

*Jon Hubbard is the Councillor who is taking this initiative, with local co ordinators in each of the local community groups working with their local community.*

**7. Please confirm costs and provide quotes (see Appendix Quote form Nuneaton Signs)**

- Total project costs up to and including £5,000 - 1 quote  
25 signs at £9.90, (£247.50) plus 2 Zipties at £.25p -( £.50p -£12.50) and postage £20 (£280 in Total)

**8. Additional information in support of the project ( see minutes of Area Board April 16<sup>th</sup> 2014)**

## Appendix I: Main Considerations for Area Board Projects

In addition to the Community Area Grant Scheme, Area Boards may wish to use a proportion of their funding for projects which fall outside the criteria of the Community Area Grant Scheme. These projects would be initiated by Area Board members for consideration and approval by the Area Board.

1. The Area Board may wish to agree to limit the amount of money used for Area Board projects in order to retain a viable grants pot. This might be a set sum or a percentage of the whole budget.

As stated in the Cabinet report/approved in 2010:

In considering requests the Area Board will need to bear in mind the impact this will have on the amount of funding available to support applications from local community groups and organisations.

2. The Cabinet Report stated that any project initiated by a Councillor outside of the Community Grants system must have the approval of the Area Board and should clearly set out one or more of the following:

- Evidence of community need
- Clear links to the community plan
- Evidence that it addresses an on-going issue that has been logged via the Community Issues System
- 

3. The Council is committed to operating transparently so it is suggested that Councillors should provide basic information including:

- What is the initiative?
- Where will it take place?
- When will it take place?
- What are the community benefits/evidence of need/links to the community plan/logged issue etc?
- Who will project manage the initiative?
- Costs/quotes -Total cost up to £5,000 one quote 5k-25k provide 3 quotes

(NB This is a requirement for all Council work so must be complied with)

NB This is a requirement for all Council work so must be complied with, although exceptions are allowed where the work is being undertaken by Wiltshire Council.

4. Applications should be shared with the CAM, meeting the same deadline dates as Community Area Grants (if at all possible). This will enable the CAM to check that all the information is provided necessary to make an informed decision at the area board meeting.
5. Councillors are requested to use the special application form for Area Board Projects as this will guide them to collect all the necessary information to enable their area board to make a decision. The application form will form part of the area board agenda.



Report to	Melksham Area Board
Date of Meeting	18 <sup>th</sup> June 2014
Title of Report	Community Area Transport Group

**Purpose of Report**

To ask Councillors to consider a decision made by Community Area Transport Group on 29<sup>th</sup> April 2014 regarding a joint project with Devizes Area Board at Caen Hill

Request for Funding from Area Board - £1750

Caen Hill

The Community Area Transport Group met on 29<sup>th</sup> April and discussed a proposal from Devizes Area Board regarding Caen Hill.

A proposal for a pedestrian/cycle improvement at the junction of A361 / B3101 Caen Hill has been put forward to help make crossing the A361 a little safer, particularly near the bus stops.

Devizes Area board meeting agreed for it to be delivered if Melksham area board were also able to support it.

Later this year there are planned works going on at this site and by carrying out the proposal at the same time, we can save the majority of the cost – (£10k) due to the factor that the Council do not have to pay for the expensive road closures and safety measures.

The costs are in the region of £4,000 from each Area Board, through the CATG.

Devizes Area Board have consulted with Parish Councils and whilst this project does not tackle the separate issue of speeding, it does at least offer some help to improve safety along the road for those who wish to cross.

The works are due to commence from August 2014.

Poulshot Parish Council were invited to comment and agreed to fund £500 towards cost Melksham CATG agreed to fund £1750.

Request that Melksham Area Board to fund £1750 to complete this project.

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