

AGENDA

Meeting: MELKSHAM AREA BOARD
Place: Steeple Ashton Village Hall, Church Street, Steeple Ashton, BA14 6EW
Date: Wednesday 6 June 2012
Time: 7.00 pm

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

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

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

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

Please direct any enquiries on this Agenda to Kevin Fielding (Democratic Services Officer), on 01249 706612 or email kevin.fielding@wiltshire.gov.uk or Abbi Gutierrez (Melksham Community Area Manager), direct line 01225 718443 or (email) abbi.gutierrez@wiltshire.gov.uk

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

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

Wiltshire Councillors

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

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

	Time
<p>1 Chairman's Welcome and Introductions</p>	<p>7.00pm</p>
<p>2 Appointments (<i>Pages 3 - 18</i>)</p> <p>i.Election of the Chairman 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 which were made by the Board last year along with any changes as detailed in the attached document will continue for 2012/13.</p>	<p>7.05pm</p>
<p>3 Apologies for Absence</p>	
<p>4 Minutes (<i>Pages 19 - 30</i>)</p> <p>To confirm the minutes of the meetings held on the 26 March and 4 April 2012.</p>	
<p>5 Declarations of Interest</p> <p>Councillors are requested to declare any personal or prejudicial interests or dispensations granted by the Standards Committee.</p>	
<p>6 Chairman's Announcements (<i>Pages 31 - 44</i>)</p> <p>(reports in pack where appropriate)</p> <ul style="list-style-type: none"> • 11 to 19 Commissioning Strategy Update (Youth Advisory Groups, Volunteers and Income Generation). • Paths Improvement Grant Scheme. • Helping People to live safely in their own homes. • Bath HGV Restrictions – Cleveland Bridge Weight Restrictions. • Community Area Grants and Small Grants Scheme. 	<p>7.10pm</p>

- Informal Adult Education.
- Community Budgets Pilot.

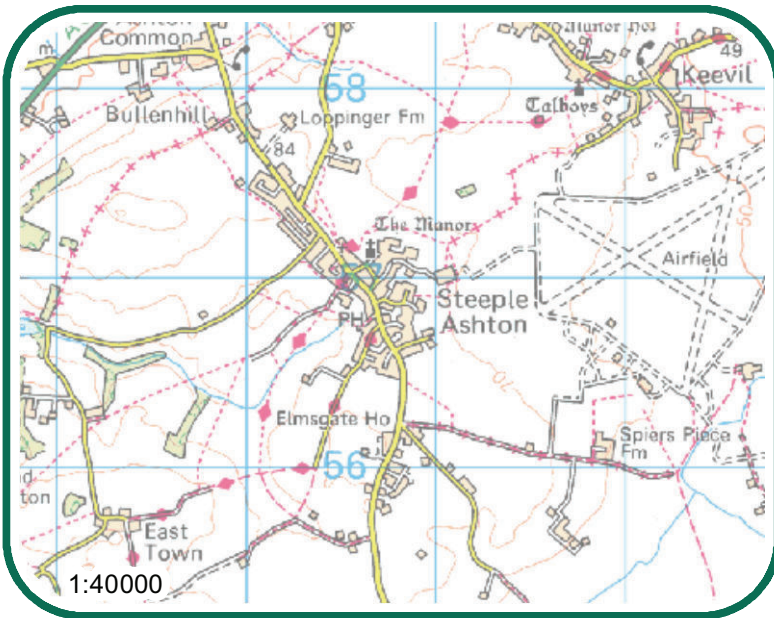
7	<p>Partner Updates (<i>Pages 45 - 50</i>)</p> <p>To receive updates from any of the following partners:</p> <ul style="list-style-type: none"> a. Melksham CAYPIG b. Melksham Youth Advisory Group (YAG) c. Community Area Partnership Representative d. Wiltshire Police e. Wiltshire Fire and Rescue Service f. NHS Wiltshire g. Melksham Town Council h. Parish Council Nominated Representatives i. Melksham Chambers of Commerce 	7.15pm
8	<p>Update on Street Based Youth Work</p> <p>Siobainn Chaplin - Integrated Youth Service, Wiltshire Council.</p>	7.25pm
9	<p>Tackling financial exclusion with a focus on Wiltshire Community Bank</p> <p>Emma Cooper - VCS Support, Wiltshire Council.</p>	7.35pm
10	<p>'The picture for Melksham' - identifying the provision of services and facilities over the next 10 years for Melksham and the community area</p> <p>Lucy Murray-Brown – Campus and Operational Estate Management Lead, Wiltshire Council.</p>	7.55pm
11	<p>Update on Melksham Campus</p> <p>Cllr Roy While.</p>	8.15pm
12	<p>Problems with Lorries parking over night in Hampton Park West</p> <p>Cllr Roy While.</p>	8.25pm

13	<p>Recommendations from Melksham CATG (<i>Pages 51 - 54</i>)</p> <p>Cllr Mark Griffiths.</p>	8.35pm
14	<p>Any other urgent items of public concern?</p>	8.40pm
15	<p>Cabinet Member Questions</p> <p>Cllr John Noekin - Cabinet Member for Resources, will explain his portfolio and answer any questions.</p>	8.45pm
16	<p>Grants & Funding (<i>Pages 55 - 66</i>)</p> <p>Community Grants Scheme</p> <p>Atworth Youth Club have applied for £665 for a coach trip to Thorpe Park.</p> <p>Small Grant Scheme – confirmation of funding awarded for jubilee celebrations</p> <ul style="list-style-type: none"> • Queensway Tenants/Residents Association - £350 for a jubilee street party. • Atworth Jubilee Events Group - £350 for a time capsule to commemorate the Queens Jubilee. • Thornbank & Orchard Garden residents -£350 for a jubilee street party. • Poulshot PC - £350 for a jubilee street party. • Semington PC - £350 for jubilee celebrations. <p>Cllr Initiated Projects</p> <p>Cllr Mark Griffiths - £2,000 towards Atworth village gateways.</p>	8.50pm
17	<p>Future Meeting Dates</p> <ul style="list-style-type: none"> • Weds 8 August 2012 – Bowerhill Village Hall. • Weds 10 October 2012 – Seend Community Centre. 	
18	<p>Evaluation & Close</p> <p>Area Board Issues Process: Please see our online issues tracker for progress on all issues submitted to the Melksham area board to date.</p>	9.00pm

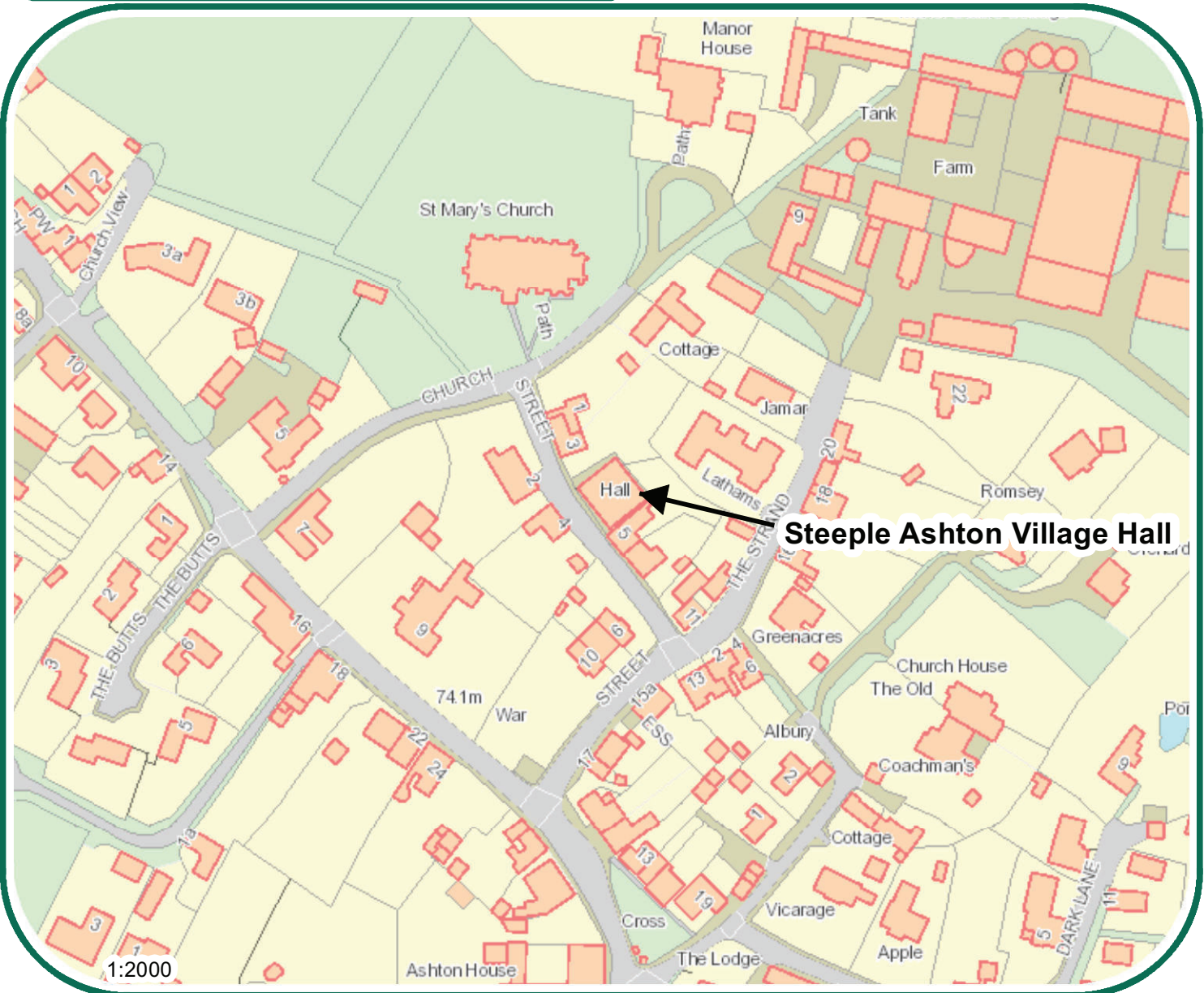
<http://www.wiltshire.gov.uk/communityandliving/areaboards/areboardsissuestracking.htm> .

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

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



**Steeple Ashton Village Hall,
Church Street,
Steeple Ashton,
BA14 6EW**



Melksham Area Board
06 June 2012

Appointments to Outside Bodies and working groups 2012/13

1. Purpose of the Report

- 1.1. To note the appointments to Outside Bodies and Working Groups as set out at Appendix A, which will continue for the forthcoming year 2012/13, unless the Board wishes to make any changes.

2. Background

- 2.1. The Area Board appointed to Outside Bodies at its inaugural meeting in 2009. These appointments will continue for the duration of Councillors' current terms of office, unless the Board determines otherwise.
- 2.2. Similarly, other appointments have been made to Working Groups, such as the Community Area Transport Group (CATG). These appointments will also continue until 2013.

3. Main Considerations

- 3.1. All Area Boards have appointed Community Area Transport Groups (CATGs), which operate as informal working groups making recommendations to the Area Board for approval. Terms of reference are set out at Appendix C. It should be noted that the establishment of the CATGs, along with the delegation of the relevant budget to Area Boards, was a delegation of authority from the Cabinet Member for Highways, and so the Terms of Reference for these cannot be amended
- 3.2. Some Area Boards have also established Shadow Community Operations Boards to discuss and facilitate the development of Campus proposals. Similarly, these Groups have been established as part of the Council's corporate programme for Campuses, and so the Terms of Reference cannot be amended.
- 3.3. Some Area Boards have established other Working Groups to consider and address local issues. Where these have Terms of Reference, this is for the Area Board to determine and amend where required.

4. Financial and Resource Implications

- 4.1. None.

5. Legal Implications

- 5.1. Some appointments carry responsibilities and duties, for example, those which involve becoming a trustee. Councillors are advised to seek advice on individual appointments if required.
- 5.2. [Protocol 3](#) in the Council's [Constitution](#) sets out Guidance to Members on Outside Bodies.

6. Environmental Impact of the Proposals

- 6.1. None.

7. Equality and Diversity Implications

- 7.1. None.

8. Delegation

- 8.1. Under Wiltshire Council's constitution (Part 4, paragraph 5), appointments to Outside Bodies will be made by the Leader of the Council, Cabinet, Area Boards or a meeting of group leaders, as appropriate. By convention, appointments to Outside Bodies which operate within the boundary of a community area are made by the relevant Area Board.
- 8.2. The appointment of Councillors to working groups operating under the Area Board is a matter for the Area Board to determine.

9. Recommendation

- 9.1. The Area Board is requested to:
 - a. note the appointments to Outside Bodies as set out at Appendix A, and to agree any changes required.
 - b. agree to reconstitute the Working Group(s), and to agree to re-appoint to Working Group(s) as set out at appendix B
 - c. note the Terms of Reference for the Working Group(s), as set out at Appendix C.

Report Author:

Kevin Fielding

Democratic Services Officer – Melksham Area Board

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E-mail: Kevin.fielding@wiltshire.gov.uk

Appendices:

Appendix A – list of appointments to Outside Bodies

Appendix B – list of appointments to Working Group(s)

Appendix C – Terms of Reference for Working Group(s)

Unpublished background documents relied upon in the preparation of this report

None.

Appointed By	Outside Body Title (A to Z)	Why Rep Needed	Organisation aims	Meeting schedule	Voting rights	Reps needed	Rep
Area Board - Melksham	Community Area Transport Group (CATG)	The CATG needs to obtain the views of local councillors on highways priorities within their area.	To consider priorities for highways projects in the community area and to make recommendations to the Area Board.	Every 8 weeks in the community area	Yes but the group is only able to make recommendations to the Area Board.	At least one member of the Area Board and consisting of up to 10 people from the Town and Parish Council and Community representatives	
Area Board - Melksham	Melksham Community Area Partnership	To inform on the development of the Community Area Plan	Development of the Community area Plan	Every 6-8 Weeks	No	1	Cllr Roy White
Area Board Melksham	Youth Advisory Group (YAG)	So young people can present ideas to councillors and council	Youth issues and democracy	4 meetings per year	Yes	1	
Area Board - Melksham	Melksham Youth Issues Group (CAYPIGS)	So young people can present ideas to councillors and council	Youth issues and democracy	4 meetings per year	Yes	Up to 2	Cllr Mark Griffiths and Cllr Jon Hubbard
Area Board - Melksham	Shadow Community Operations Board	To oversee the community campus project and make recommendations to the relevant Area Board.	To maintain an overview of the community campus project including design of the building and discussing which services should be located within the building.	Monthly meetings in the locality	Yes	1	<ul style="list-style-type: none"> • Cllr Roy White (Wiltshire Council) • Mike Sankey (Melksham Without Parish Councillor) • Pam Wiltshire (Melksham Town Council) • Graham Ellis (President of the Melksham Chamber of Commerce) • Colin Goodhind (Vice Chair of the Community Area Partnership) • Stanley (George) Roberts (Christie Miller Indoor Bowls Club) • Sarah Todhunter (Chair of Melksham Amateur Swimming Club, Vice Chair Seed CofE VA School Governing Body) • Brian Warwick (representing Melksham & District 55 Plus Forum Senior Citizens and the Disabled) • Stephen Clarke (Head of Melksham Oak School)

Appointments to Working Groups **Melksham Area Board**

Community Area Transport Group:

- Cllr Jonathon Seed, Cllr Rod Eaton, Cllr Mark Griffiths, Cllr Jon Hubbard, Cllr Steve Petty, Cllr Roy While

Shadow Community Operations Board (COB):

- Cllr Roy While

COMMUNITY AREA TRANSPORT GROUP (CATG)

TERMS OF REFERENCE

Membership of the CATG

The CATG will normally be made up of not more than 10 members from the following groups:

- Members of the Area Board
- Town and Parish Council representatives
- Community representatives

Representatives should act as a conduit between their organisations and the CATG by putting forward the views of the body they represent and providing feedback to its members regarding the work of the CATG. The group members will also need to be mindful of the needs of the community area as a whole when making their recommendations, as not all councils and groups can be represented on the CATG.

Recommendations to the Area Board will usually be reached by consensus but if necessary these can be agreed by a show of hands by those representatives present at the meeting.

The group will normally be chaired by a Wiltshire Councillor. Membership of the CATG will cease when a member ceases to hold the stated office as when first appointed.

The CATG may invite representatives from local organisations to its meetings to give technical advice or to share pertinent local knowledge on projects in the area.

Appointment of CATG Members

Appointment of members to the CATG will normally be agreed at a full meeting of the Area Board. Membership may be varied, with the agreement of the Area Board Chairman, subject to approval at the next full Area Board meeting.

Where required for flexibility, the Area Board may appoint an unnamed representative of an organisation to the CATG (e.g. Town/Parish Council or Community Area Partnership) to ensure that the organisation is always represented at meetings. However it is preferred that the same representative attends if possible to ensure consistency of membership.

Media Relations

Members of the CATG must not issue press statements on behalf of the Area Board.

Any press statements about the work of the CATG should be agreed between the Chairman of the CATG and the Chairman of the Area Board.

Meetings

It is recommended that the CATG meet at least four times a year. Meetings are intended to be limited to the Membership set out above, and is open to other members of the Area Board who wish to attend. It can be open to public if the Area Board wishes to do so. It should be noted that CATG is not a constitutional or decision making body and hence proceedings will not be minuted by Democratic Services.

Officer Support

Meetings will be attended by relevant officers from Wiltshire Council including a senior transport planner, a senior traffic engineer and a local highway maintenance engineer as necessary.

Terms of Reference

The CATG has no formal decision making authority on operational matters or budget expenditure but acts as an informal discussion forum making recommendations to the Area Board. Recommendations must be agreed at a full CATG meeting before being brought to the next Area Board for approval.

The CATG's terms of reference are set out at Appendix A:

Terms of Reference

1. Small scale transport schemes – discretionary funding

To make recommendations to the Area Board to determine priorities and levels of expenditure required for small scale transport schemes in the community area. A discretionary highways budget has been allocated to the board by the Cabinet Member for Highways and Transport. The funding allocation is for capital funding and can only be used to provide new and improved highway infrastructure. It is suitable for schemes that improve safety, increase accessibility and sustainability by promoting walking, cycling and public transport and improve traffic management. It cannot be used to fund revenue functions such as maintenance schemes or the provision of passenger transport services. Schemes considered by the CATG should have first been raised through the community issues system and endorsed by the relevant town or parish council.

In choosing their local transport schemes Area Boards will need to be mindful of the priorities of the Local Transport Plan and the likely availability of future funding for implementation.

(Cabinet Member Decision HT-021-10)

2. Small scale transport schemes – substantive funding

To submit bids for funding from the centrally held substantive funds. A scheme qualifies as substantive if the estimated cost is in excess of the total discretionary amount available.

(Cabinet Member Decision HT-026-11)

3. Speed Indication Devices

To make recommendations to the Area Board as to the locations for speed indicator devices (SIDs) in line with the guidance issued by the Cabinet Member for Highways.

(Cabinet Member Decision HT-023-11)

4. C & UC roads speed limit review

To make recommendations to the Area Board as to the priority routes for review on C Class and unclassified roads in accordance with the guidance issued by the Cabinet Member for Highways.

(Cabinet Member Decision HT-027-11)

5. Waiting restrictions

To make recommendations to the Area Board regarding waiting restrictions in areas where the Town or Parish Councils do not wish to undertake this function.

(Cabinet Member Decision HT-031-11)

6. Other decisions

To make recommendations to the Area Board regarding any other local highways issues when requested.

CAMPUS AND OPERATIONAL DELIVERY PROGRAMME

Campus & Operational Estate Management Workstream

Draft Terms of Reference for Shadow Community Operations Board

1 Background

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

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

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

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

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

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

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

2 Campus Management Principles

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

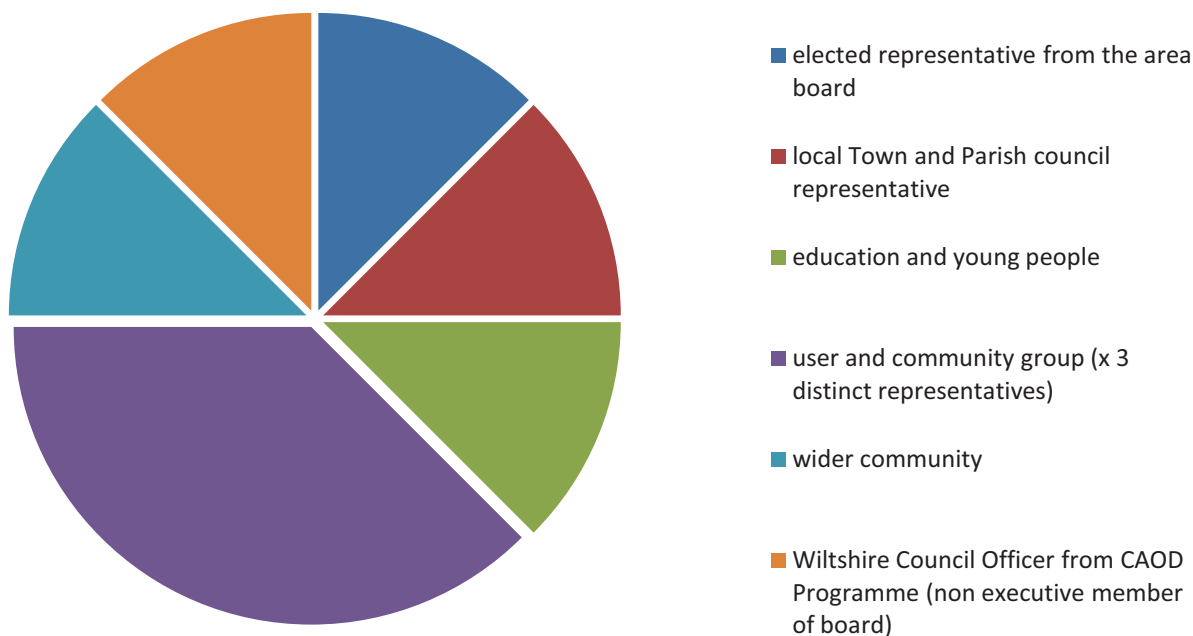
- (i) Create an environment which empowers local people to directly influence the delivery and improvement of unique needs based services in their community.
- (ii) Ensure a singularity of vision to enable local needs to be foremost in strategic planning and operational service delivery.
- (iii) Be proactive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

Version3 – 5/4/11

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

3 Membership

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



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

4 Roles and responsibility

4.1 Community leadership & engagement

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

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

4.2 Responsibility for outcomes

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

4.3 Project coordination and reporting

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

4.4 The role of Wiltshire Council

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

5 Outcomes

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

6 Confidentiality

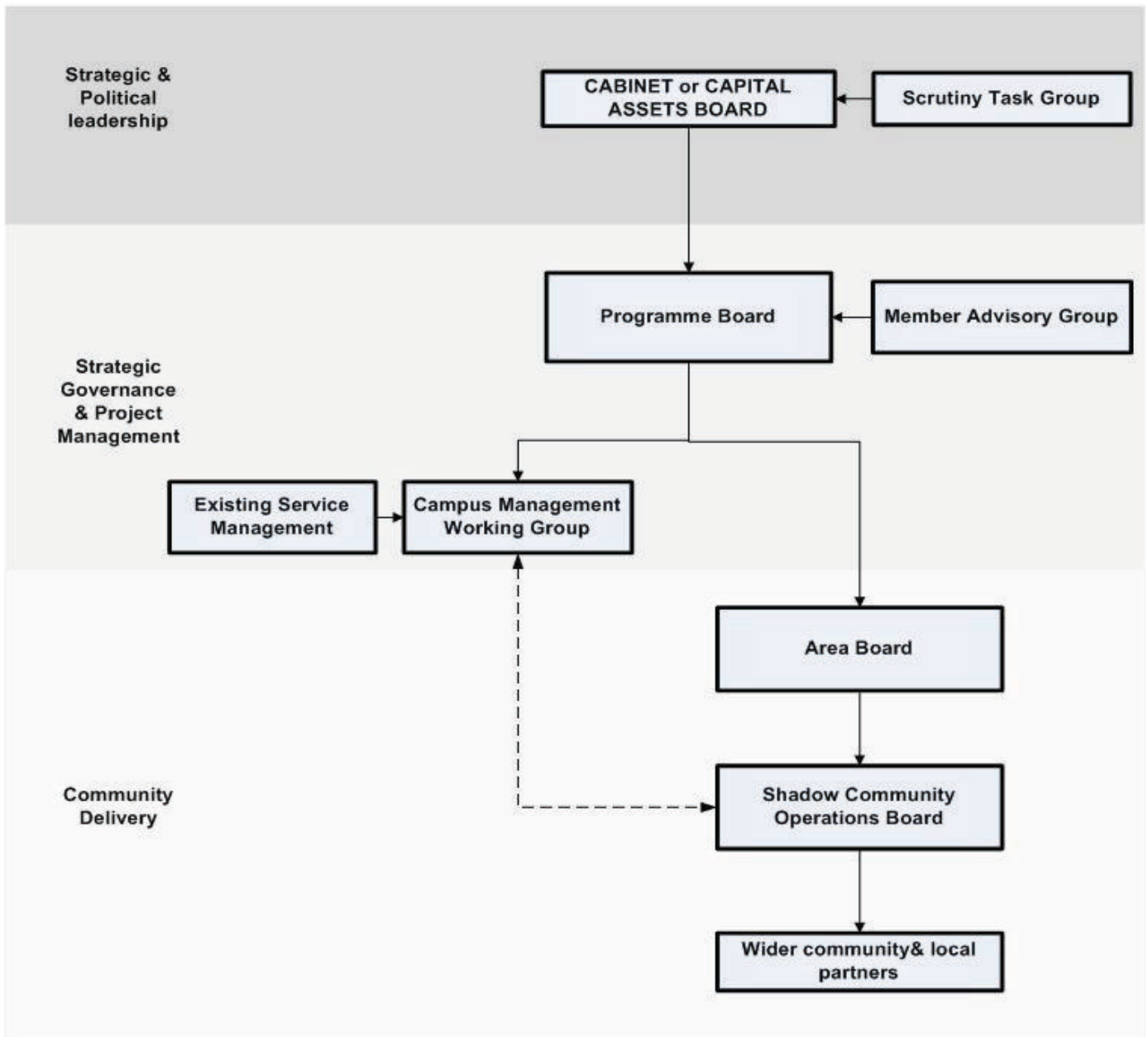
Whilst most information provided by the council or other participants or partners will be non-confidential in nature there may be occasions when due to the commercial nature of discussions or where matters are relevant to policy development by the council, it may request that individual information or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

7 Governance Arrangements

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

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

Preliminary Management Project Governance Arrangements



MINUTES

Meeting: MELKSHAM AREA BOARD
Place: Melksham Divisional Police HQ, Hampton Park West, SN12 6QQ
Date: 26 March 2012
Start Time: 6.00 pm
Finish Time: 6.40 pm

Please direct any enquiries on these minutes to:

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

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

In Attendance:

Wiltshire Councillors

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

Wiltshire Council Officers

Abbi Gutierrez - Community Area Manager
Kevin Fielding Democratic Services Officer
Niki Lewis – Service Director
Jan wicks – Transformation Team
Karen Reid - Children and Families Social Care

Town and Parish Councils

Atworth Parish Council – Mitch Roberts
Broughton Gifford Parish Council – Paul Wiltshire

Total in attendance: 12

<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 Divisional Police HQ grants themed meeting.</p>
2.	<p><u>Apologies for Absence</u></p> <p>Apologies were received from Cllr Mark Griffiths, Chris Petty – Melksham Town Council and Mike Mills – Melksham Without Parish Council.</p> <p>Cllr Jon Hubbard gave apologies for arriving late to the meeting.</p>
3.	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>
4.	<p><u>Minutes</u></p> <p>Decision</p> <ul style="list-style-type: none"> • That the minutes of the meeting on the 8 February 2012 were approved and signed as a correct record.
5.	<p><u>Grants & Funding</u></p> <p>The Wiltshire Councillors considered three applications seeking 2011/12 Community Area Grant Funding.</p> <p>Community Grants Scheme</p> <p>Decision Melksham Adventure Centre were awarded £1215 towards upgrading the kitchen. Reason <i>Would perhaps attract more other groups to use the centre.</i></p> <p>Decision Melksham CAP were awarded £500 for a project called Melksham Offers promote shopping in the town centre. Reason</p>

	<p><i>This application demonstrates a link to the Melksham community plan – ‘enhancing pride of Melksham area’ and ‘celebrate and strengthen identity – marketing campaign for Melksham’.</i></p> <p>Decision Melksham CAP were £106.80 for the purchase of a Volunteer Opportunities Board to Melksham library.</p> <p>Reason <i>This application demonstrates a link to the Melksham community plan by increasing volunteering opportunities for young people and the unemployed.</i></p> <p>Councillor Initiated Projects</p> <p>Cllr Petty – awarded £2,735.50 on behalf of Melksham Defibrillators to enable members of the public to save lives in the event of cardiac arrest, there are currently no defibrillators in the Melksham area.</p> <p>Cllr Hubbard – awarded £1,800 on behalf of Street based youth work in King George V Playing Fields, the reduction of anti social behaviour in King George V Playing Fields, Melksham.</p> <p>It was agreed that that young people involved in the application would come to a future Area Board meeting to feedback on the work had had been carried out.</p>
6.	<p><u>Revised Planning Application for 50 Spa Road, Melksham</u></p> <p>Karen Reid - Children and Families Social Care, Wiltshire Council and Jan Wicks – Transformation Team, Wiltshire Council the proposals for the use of 50 Spa Road, Melksham as a dedicated support centre for looked after children and young people.</p> <p>A report was included as part of the agenda pack.</p> <p>Members agreed that this was an excellent project.</p> <p>Decision</p> <ul style="list-style-type: none"> • That the Melksham Area Board notes the report as contained in page 29 of the 26 March 2012 agenda pack. •
7.	<p><u>Wiltshire Diamond Jubilee Event & Royal Visit</u></p> <p>Lord Lieutenant’s Event and Diamond Jubilee Events</p> <p>The Chairman outlined where Melksham Area Board were in regards to the costs of underwriting the cost of providing a medium jousting tent (£500 plus</p>

	<p>transport/staffing) at the Lord Lieutenant’s Event on the 1 May 2012.</p> <p>A local Bow maker and Cooper Avon Tyres, who would be bringing a racing car had confirmed there attendance at the event, it was hoped that a local brewer would be able to attend.</p> <p>Cllr Eaton Asked if local exhibitors could be reimbursed for travelling expenses if they took part in the event.</p> <p>Decision</p> <ul style="list-style-type: none"> • That the Melksham Area Board would under write £500 for the costs of the Jousting tent plus the cost of transport and staffing, this money would be allocated from the 2012/13 Area Board budget. • That the Melksham Area Board would fund up to £200 to reimburse exhibitors for travelling expenses if they took part in the event, this money would be allocated from the 2012/13 Area Board budget. <p>Members also discussed ways of quickly funding small grants for local community groups who were looking to hold Diamond Jubilee celebration events.</p> <p>Decision</p> <ul style="list-style-type: none"> • That the Melksham Area Board would delegate to the Community Area Manager grant funding powers under the “Small Grants Scheme” for applications up to £350 for one off Diamond Jubilee events. • These “Small Grant” applications would be considered at the Melksham Area Board ABC meeting on the 30 April 2012, in consultation with the Area Board members. <p>The Chairman thanked the Community Area Manager for her hard work in organising the Diamond Jubilee events.</p>
8.	<p><u>Future Meeting Dates</u></p> <p>Weds 4 April 2012 – Melksham United Church* (Older People’s Special 2-4pm).</p> <p>Weds 6 June 2012 – Steeple Ashton Village Hall.</p>

9.	<p><u>Evaluation & Close</u></p> <p>The Chairman thanked everybody for attending the meeting.</p>
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MINUTES

Meeting: MELKSHAM AREA BOARD
Place: Melksham United Church, High Street, Melksham SN12 6JU
Date: 4 April 2012
Start Time: 2.00 pm
Finish Time: 4.05 pm

Please direct any enquiries on these minutes to:

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

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

In Attendance:

Wiltshire Councillors

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

Wiltshire Council Officers

Abbi Gutierrez - Community Area Manager
Kevin Fielding - Democratic Services Officer
Niki Lewis – Service Director

Town and Parish Councils

Melksham Town Council – Chris Petty
Atworth Parish Council – M Roberts
Broughton Gifford Parish Council – Paul Wiltshire
Melksham Without Parish Council – Mike Mills

Partners

Wiltshire Police – PC Barry Dalton
Wiltshire Police Authority – Angus MacPherson
Community Area Partnership – Phil McMullen
Melksham Chamber of Commerce – Graham Ellis

Total in attendance: 45



<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 Methodist Church for a special older peoples' themed Area Board meeting and then introduced the Wiltshire councillors who made up the area board including Cllr John Brady, (cabinet member for Finance, Performance and Risk), who was attending the meeting.</p> <p>The Chairman thanked the various stake holders and parish representatives in attendance as well as Communities & VCS Support, Age UK Wiltshire and the Volunteer Centre Wiltshire representatives for their respective displays which were viewed before the meeting.</p>
2.	<p><u>Apologies for Absence</u></p> <p>There were none.</p>
3.	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>
4.	<p><u>Partner Updates</u></p> <p>a.Melksham CAYPIG – not in attendance.</p> <p>b.Community Area Partnership Representative. Phil McMullen thanked the Area Board for the Community Area Grants that were awarded to MCAP at the Area Board meeting on the 26 March 2012, the grants were awarded for a project called Melksham Offers which would promote shopping in the town centre and the purchase of a Volunteer Opportunities Board which would be situated in the Melksham library.</p> <p>c.Wiltshire Police PC Barry Dalton gave the Police update, points made included:</p> <p>Current priorities</p> <ul style="list-style-type: none"> • Cycling on town centre pavements.

- Speeding and weight checks in the Queensway area.
- Speeding checks in the Halifax Road, Bowerhill area.
- Anti-social behaviour on the Bowerhill estate.

Wiltshire Police Authority

Angus MacPherson advised that:

- The new Policing plan had just been written.
- The Police budget had been reduced by three million pounds.
- Reminder to use the 101 number except in emergencies.

d.Wiltshire Fire and Rescue Service

The written update distributed with the agenda was noted.

e.NHS Wiltshire

The written update distributed with the agenda was noted.

f.Melksham Town Council

Cllr Chris Petty advised that he had nothing to report.

g.Parish Council Nominated Representatives – nothing to report.

h.Melksham Chamber of Commerce

Graham Ellis advised that:

- That new business start up advice was available for anybody considering starting up a business.
- The Melksham Chamber of Commerce AGM would be held on Tuesday 24 April 2012.

The Chairman thanked everyone for their updates.

5.	<p><u>Volunteering in Wiltshire</u></p> <p>Karen Scott - Community and Voluntary Sector Support, Wiltshire Council, Vanessa Wells – Volunteer Centre Wiltshire and Brian Deeley – Age UK Wiltshire gave a joint presentation on volunteering option in Wiltshire.</p> <p>Points made included:</p> <ul style="list-style-type: none"> • Local people helping their local communities by volunteering. • Call-IT, 0845 5216224, the new telephone number for people interested in getting involved with volunteering. <p>What are we doing?</p> <ul style="list-style-type: none"> • Working together. • Making volunteering available to all. • Ensuring volunteering is well managed, supported and recognised. • Trying out new approaches to volunteering, such as “time credits” <p>How are we doing?</p> <ul style="list-style-type: none"> • 1500 volunteering opportunities promoted through Volunteer Centre. • The number of volunteers had doubled in the last year to 2265. • The number of unemployed volunteers had increased by 36%. <p>The Chairman thanked Karen Scott, Vanessa Wells and Brian Deeley for their presentation.</p>
6.	<p><u>Fire and Rescue Plan</u></p> <p>Ken Griffin – Wiltshire Fire & Rescue Service gave a presentation that highlighted fire safety in the home.</p> <p>Points made include:</p> <ul style="list-style-type: none"> • You’re twice as likely to die in a fire if you don’t have a smoke alarm that works.

- Over half of home fires are caused by cooking accidents.
- More than five fires a day are started by candles.
- Check toasters are clean and placed away from curtains and kitchen rolls.
- Electrics – look for signs of loose wiring such as scorch marks, hot plugs and sockets and fuses that blow.
- Put candles out when you leave a room.
- Fit smoke alarms on every level of your home.
- Plan an escape route and make sure everyone knows how to escape.

Wiltshire Fire & Rescue Service offers home visits to make you aware of potential fire risks within the home, the service is free if you are:

- Aged 65 or over.
- Live alone.
- Have a limiting condition.
- Have children 5 or under.
- Live in a thatched, mobile home or house boat.

Questions raised from the floor included:

- How do you check a smoke alarm?

a. Press the small round button on the centre of the smoke alarm, you should get a test squawk from the unit.

	<ul style="list-style-type: none"> • How often should you check a smoke alarm? <p><i>a. A weekly check is advisable.</i></p> <ul style="list-style-type: none"> • How can disabled people test their smoke alarms? <p>a. Use a garden cane or a broom handle to reach the test button, if in doubt call the Fire & Rescue Service.</p> <p>The Chairman thanked Ken Griffin for his presentation.</p>
7.	<p><u>Discounted Local Meal for Older People</u></p> <p>Brian Warwick - Melksham 55+ Seniors Forum gave a short presentation on a Discounted Meals Project in the Melksham community area.</p> <p>Points made included:</p> <ul style="list-style-type: none"> • That the Seniors and MCAP were looking to act as a catalyst to persuade the likes of the Parish Councils, Churches, and community groups in the Melksham Community area to work together to ensure that older people, particularly the vulnerable and those on low income had access to warm nutritious food on a regular basis. • The group had already persuaded some the sheltered housing tenants to get together and had food brought in from a take away. We also encouraged them to have regular meals out in local pubs etc and share taxis for that purpose. They had been very successful to date and many now had regular evening meals together improving their social life and get the right nutritious food at a reasonable cost, (normally around the £4.50/£5 Figure). • The group had also deliberately targeted older males living on their own to also join the groups, and now wish to identify ways of doing it the villages around Melksham and also seek other ways of ensuring older people get regular hot and nutritious food. • We shall also encourage home cooking and bring along a meal at lunchtime or early evening meals and had organised a kind of safari event all sharing. There was tremendous scope to work with local pubs and other outlets. • One idea the group was pursuing is the idea of trailing such a project in two of our community villages by hiring the local community transport to pick up few seniors by prior arrangements and take them to an appropriate venue where they will be welcomed and provided with a good two course meal at a reasonable price.

	<ul style="list-style-type: none"> • We also intend to hold a luncheon or evening meals in a local sheltered housing complex or village hall and have the food delivered. • For more information or to help with this project please contact Brian Warwick on brian.warwick@me.com or 01380 871800. <p>The Chairman thanked Brian Warwick for his presentation.</p>
8.	<p><u>Updates on Issues raised by Melksham 55+ Group</u></p> <p>The Chairman and Brian Warwick – Melksham 55+ Group updated various issues raised by the Melksham 55+ Group.</p> <ol style="list-style-type: none"> 1. Bus timetabling – some progress on this issue, very much an historical one, Portfolio holder, Richard Gamble now looking into it. 2. Steeple Ashton/ Great Hinton residents, no direct bus link to Melksham – JS felt that he hadn't pick up anything about this issue at parish meetings and felt the two villages probably aligned themselves more with Trowbridge than Melksham in terms of transport links. 3. Traffic Lights in the town centre - Mark Stansby, W/C Highways Dept now looking to find a solution to this issue. 4. Poor visibility due to Church Street parking bays – it was felt that perhaps high sided vehicles should be prohibited from using these parking bays. 5. Drivers failing to stop at the King's Street pedestrian crossing – Agreed with Highways Dept that slow markings and crossing stripes would be re-painted to increase visibility. 6. Re-locating of the Church Lane pedestrian Crossing – Not possible to move this crossing, resurfacing of the road approaching the crossing would at least make it easier for drivers to stop at the crossing. 7. Parking on the pavements in the Market Place – agreed with Highways Dept that dropped kerbs would be repainted. 8. Bus Shelter entrances situated in the wrong ends of shelters in the Market Place – not able to do anything about this issue until the Market Place is redeveloped as part of the Melksham Campus scheme. 9. Steet seating and landscaping in the Market Place – a previous plan put forward by the Melksham Civic Society could be revisited when the Market

	<p>Place is redeveloped.</p> <p>10.Cyclists using Snowberry Lane – School children using this soon to be very busy link road, Melksham Oak School needed to be advised of this. Cllr Hubbard advised that work was being carried out on this issue with Melksham Oak School.</p> <p>11.Cyclist riding through red lights – advised that the local Neighbourhood Policing teams were looking at this issue as well as scooter users and cyclists riding on pavements. The point was made that they rode on pavements to avoid being squeezed by motorists when using the road.</p> <p>12. Resurfacing of the Market Place – Highways Dept officers had looked at the condition of the road surface, some pot holes had been filled, some unacceptable pot holes that remained would be filled as soon as possible, with the road surface being resurfaced when the market Pace was redeveloped.</p> <p>13.Footway from Berryfields to Town Centre resurfacing – agreed that some small areas to be dealt with and undergrowth cut back where required.</p> <p>Brian Warwick also expressed his concerns with delays with local hospitals feeding back to GP's. The issue was being looked into by the NHS Trust, with an update expected during the summer.</p> <p>The Chairman thanked Brian Warwick and the 55+ Group for raising the issues, a number of which had now been resolved.</p> <p>Brian Warwick thanked the Wiltshire Highways Officers for their work in addressing the issues.</p>
9.	<p><u>Melksham Campus Update</u></p> <p>Cllr Roy While gave the SCOB update, points made included:</p> <ul style="list-style-type: none"> • The SCOB continues to gather information, and is now talking in detail to user groups. • Advertisements had been placed in the Melksham News and Wiltshire Times to highlight how people can have their say and feed into the SCOB. Leaflets had also been distributed to highlight this. • The Web site was now up and running and growing in size.

	<ul style="list-style-type: none"> • Volunteers would have a role to play in the new campus. • The campus wasn't just about sport, but about community involvement. • A dedicated meeting would be set up with the parishes to discuss the campus. <p>Questions raised from the floor:</p> <ul style="list-style-type: none"> • There appears to be little public information coming back about the future of the Melksham Bowls Club and where it fits in to the campus. <i>a. Bowls would be included in the campus, any information on this would be uploaded on to the SCOB website.</i> <p>The Chairman thanked Cllr While for his update.</p>
10.	<p><u>Petition - Save Skittles at Melksham House</u></p> <p>The Chairman advised that a petition had been handed to the Area Board from members of the Melksham house skittles section who were concerned that skittles facilities would be lost from Melksham house when the campus plans were finalised.</p> <p>Decision</p> <ul style="list-style-type: none"> • It was agreed that the petition was to be handed over to the Shadow Campus Operations Board who would deal with it and report back in due course to the Melksham Area Board.
11.	<p><u>Any other items of public concern?</u></p> <p>A concern was raised as to the new Wiltshire Council car parking ticket payment machines not being disability friendly.</p> <p>It was agreed that the Cllr John Brady, (Cabinet Portfolio Holder) would take this issue back to the Wiltshire Council Cabinet.</p>
12.	<p><u>Cabinet Member Questions</u></p> <p>Cllr John Brady, Cabinet Member for Finance, Performance and Risk gave a brief overview of his portfolio.</p>

	<p>Points made included:</p> <ul style="list-style-type: none"> • The current financial climate had made Wiltshire Council take challenging and some times un-popular decisions. • First line services had not been affected in any cuts that had been made. • Wiltshire Council expected to come in with a slight under-spend for this financial year. • The Council had delivered a balanced budget with some thirty two million pounds of savings. • There would be new challenges ahead with each new financial year. <p>Brian Warwick – Melksham 55+ Group thanked Wiltshire Council for ring fencing services that affected older people.</p> <p>The Chairman thanked Cllr Brady for his presentation.</p>
13.	<p><u>Grants & Funding</u></p> <p>The Wiltshire Councillors considered five applications seeking 2011/2012 Community Area Grant Funding.</p> <p>Decision Sukosta Theatre Company were awarded £2000 towards running theatre workshops for older people.</p> <p>Reason <i>This application demonstrates a link to the Melksham community plan – ‘improve elderly health’.</i></p> <p>Decision Great Hinton Memorial Hall were awarded £910 towards the purchase of a defibrillator for the village.</p> <p>Reason <i>This application demonstrates a link to the Melksham community plan – high levels of stroke and cardiac arrhythmia.</i></p>

	<p>Decision Melksham Party in the Park were awarded £1477 to underwrite the purchase of electrical cabling with the following condition: That if the event either makes a profit or makes grants to other organisations then that amount of funding awarded up to the level of profit or grants and with a ceiling of £1477 should be returned to the area board</p> <p>Reason <i>Application meets grant criteria 2011/12.</i></p> <p>Decision SPLASH were awarded £4620 towards the running of an intergenerational project in Melksham working with vulnerable young people.</p> <p>Reason <i>This application demonstrates a link to the Melksham community plan – getting young and older people to work together, remove barriers to participation in local sports or community activity for people on low incomes, and improve access to art.</i></p> <p>Decision Bowerhill Village Hall were awarded £400 towards the purchase of a new boiler.</p> <p>Reason <i>Application meets grant criteria 2011/12.</i></p> <p>Other funding requests</p> <p>Decision Melksham Community Area Partnership, work plans and budget, awarded £9999 for core funding 2012/13. 50% of which would be paid immediately and 50% of which would be released in six months time.</p>
14.	<p><u>Future Meeting Dates</u></p> <p>Weds 6 June 2012 – Steeple Ashton Village Hall.</p> <p>Weds 8 August 2012 – Bowerhill Village Hall.</p>
15.	<p><u>Evaluation & Close</u></p> <p>The Chairman thanked everybody for attending the meeting.</p>

11 to 19 Commissioning Strategy

On 13 September 2011 Wiltshire Cabinet approved the Commissioning Strategy for 11 to 19 year olds. This included 7 broad priorities on:

- Employment and training
- Educational attainment
(These were the top 2 commissioning priorities selected by young people)

- Housing
- Transport for young people
- Involving young people
- Volunteering
- Improving Integrated Youth Services

Cabinet also approved a Wiltshire Youth Work Offer. The key features of the Youth Work Offer are:

- Open Access Youth Work
- Higher level targeted youth work support
- Better co-ordination of positive activities for young people
- Stronger partnerships
- Increased use of volunteers

An implementation group which includes councillor representatives has been meeting monthly since September 2011 to coordinate delivery of the Wiltshire Youth Work Offer from 1 April 2012. Good progress has been made to date and the Youth Services Implementation Group would like to invite Area Boards to consider this progress and support the following initiatives:

1. Increase use of volunteers

A sub group of the Youth Services Implementation Group has been exploring ways of encouraging more local volunteers to get involved with youth work provided in Council funded youth centres. This links to the Council's overall partnership Volunteering Strategy and Action Plan.

The group has been working on the establishment of a joint process between the Council and the Voluntary and Community Sector for the registration and training of local volunteers to support youth based activities. A guidance pack is now being developed for all Youth Development Centres which sets out the best way to go about registering and training volunteers. Those who wish to volunteer will be able to claim reasonable expenses and develop their skills through appropriate training opportunities.

The group has noted the importance of attracting and encouraging local people within community areas to become involved in volunteering opportunities within their local Youth Development Centre. Consequently, the group would like to invite Area Boards to support this endeavour by supporting local youth centres to promote volunteering opportunities within each community area.

Details of voluntary roles with young people will be available from the Volunteer Centre and/or local Youth Development Centre from 1 April 2012.

2. Youth Advisory Groups

Part of the Wiltshire Youth Work Offer includes the formation of Youth Advisory Groups in all community areas. Pilots are currently taking place in Malmesbury, Melksham, Southern Wiltshire and Salisbury. The groups will play a key role in improving the co-ordination of positive activities for young people in local areas.

The groups will be set up in each local area, linked to Area Boards. Each Youth Advisory Group will be chaired by a young person under 25 and over 50% of members will be under 19 years of age. Advisory groups will plan and shape local services, making sure local young people know what is available and encouraging partnerships which avoid overlap and fill gaps. Mechanisms will be established to ensure knowledge and ideas are shared between Youth Advisory Groups.

Youth Advisory Groups will have commenced in 20 community areas across Wiltshire by the end of October 2012. Learning from the pilots will be used to inform the development of groups in other areas.

The Youth Services Implementation Group would like to invite Area Boards to support these developments and to establish strong and meaningful links with Youth Advisory Groups in each community area.

3. Income Generation

As part of the Wiltshire Youth Work Offer the Youth Development Service has been set an income generation target of forty five thousand pounds. This will be raised through a combination of subscriptions, fund raising and seeking sponsorship.

A revised staffing funding formula has been used to calculate an income generation target for each community area. The targets will be put into place from 1st April 2012.

The Youth Services Implementation Group would like to invite Area Boards to support local Youth Development Centres in their endeavours to attract and raise income. For example, supporting local fundraising events and attracting local business sponsorship.

The Youth Services Implementation Group invites feedback from Area Boards on any of the initiatives highlighted above.

Any comments, queries or questions should be sent to james.fortune@wiltshire.gov.uk by 31st July 2012.

James Fortune

Lead Commissioner 11-19

01225 713341

Paths Improvement Grants Scheme (PIGS)

Do you have an idea to improve access to the countryside or to create new links between settlements in your area?

The Paths Improvement Grants Scheme aims to help local people to make innovative improvements to countryside access in their area. In 2012 around £60,000 will be made available for community led projects.

If you have an idea for a scheme please contact Wiltshire Council's Rights of Way and Countryside Team Michael.Crook@wiltshire.gov.uk or Tel: 01225 713349.

Further details of the scheme are available on the Countryside Access Forum website - www.wiltshirelaf.org.uk

The closing date for applications is Friday 13 July 2012.

Help to Live at Home - update

The council are continuing to work with the NHS, selected providers and residents of Wiltshire to implement the 'Help to live at Home' service. This service will, upon full implementation improve the experiences of people and their carers who require support, whilst ensuring that the changes are sustainable in the future.

The main priority at this stage is managing the movement of customers from existing providers to the new Help to Live at Home providers: Enara Complete Care, Ridgeway Care (now re-named Aster Living), Somerset Care at Home and Leonard Cheshire Disability. This is being managed on an individual basis to ensure that customer requirements are taken into account. It is important that these changes are undertaken with as little disruption as possible to the customer concerned.

Testing out the New Model:

The Help to Live at Home service is a new way of working for the Council and is unique in the country we believe. What is different is that providers will only be paid if they deliver the service that customers, the Council and NHS want. This will be

introduced later in the year however, before introducing this new way of working we want to test it out which we plan to do so in February in West Wiltshire working with Somerset Care. Whilst we are testing out this new payment system we are also going to test out the new response service as well as the new equipment service so we can be sure that it all works as we intended.

Practical Help and Support at Home:

In November a new contract for community equipment and practical help in the home was awarded to Medequip Assistive Technology Limited, a national organisation with offices in Calne. In addition to bathing aids, grab rails and ramps, Medequip will also be providing telecare equipment, continence products and pressure care. In the future Medequip will also be opening new retail outlets and will be employing specialist advisors, able to help people to find the right equipment for them. Medequip are also planning to operate a mobile equipment "bus" able to go all over the county so that people in rural areas will be able to see what equipment is available to help them.

Response service

A key part of the Help to Live at Home approach is to offer telecare to customers with a call centre and personal response service able to visit people at home if necessary.. This service will be available county-wide and will operate 24 hours a day and 365 days a year. There will be an opportunity for people to purchase the service privately if they are not eligible for a service from the Council. The response service will be provided by Wiltshire Medical Services (WMS) in partnership with the NHS, which is based in Chippenham. When the customer presses their alarm or a telecare sensor in their home indicates that there may be a problem, an alarm is received by the call monitoring centre at WMS who assess the most appropriate response to resolve the situation.

Issues and Concerns:

In making these changes the Council wants to hear from people who are receiving these services about their experiences. We believe that the changes that are being implemented will provide excellent services to the whole population of Wiltshire but recognise that it will take time for services to settle down. Should you have any concerns about services you or someone you know is receiving please contact: 01225 712553 anytime between 9am and 4pm Monday to Friday.

Cleveland Bridge Weight Restriction

Bath and North East Somerset (B&NES) Council are proposing to implement an experimental weight restriction in Bath between the A36 Bathwick Street and the A36 Beckford Road (commonly known as the Cleveland Bridge restriction). This restriction will effectively prevent a significant proportion of large HGVs (those over 18 tonnes) from travelling through Bath along the A36 and will inevitably have some impact on other routes including some in Wiltshire.

The traffic order has been proposed to address road safety issues, intimidation and air pollution within the London Road area of Bath. This 'experimental' order allows B&NES Council to implement the restriction without the usual formal requirements / consultation of a normal traffic order for a period of 18 months. It also allows B&NES Council to implement the restriction without robust evidence or modelling; instead, B&NES Council will monitor the situation as it occurs. Significantly, the experimental order only allows representations to be made during the first six months of the order period. After the full 18 month period, the order can be made permanent.

Wiltshire Council, other neighbouring authorities, the Highways Agency, various community / parish groups and Area Boards have opposed this restriction on the basis that robust evidence and consultation has not been provided, and that the restriction is being proposed on a route that is part of the primary route network. It is considered that B&NES Councils evidence to support their assessment of the likely redistribution of HGV traffic particularly on Wiltshire roads is unrealistic.

A challenge to the legitimacy of placing a restriction on a Primary Route has been raised against B&NES Council first informally, and then by a Freedom of Information request. As stated Under EU Directive 89/460/EC, the Primary Route Network (of which the A36 forms a part) must provide unrestricted access to 40 tonne vehicles. This was recently re affirmed in the DfT's *Guidance on Road Classification and the Primary Route Network* (March 2012). Therefore placing such a restriction on a Primary Route as intended appears contrary to this directive. The guidance also states that *'Unless the agreement of all affected authorities can be obtained, including the Highways Agency where appropriate, then changes to the primary route should not be made'*. There are clearly still objections and the challenge to this scheme still remains, with B&NES Council withholding information on how the EU Directive can be denied, under legal advice.

Although opposed, B&NES council have decided to continue with this scheme and implementation has recently been delayed until June to allow Wiltshire Council time to purchase and place monitoring equipment within the County's boundary to record the 'before and after' traffic effects of the scheme.

It is understood that B&NES Council intend to produce a report by the end of April on the informal consultations that they have carried out to date. Prior to formally advertising the experimental order in June, B&NES Council propose to carry out a further selective round of informal consultation with those who have made a previous representation.

Given the limited nature of this consultation, if you consider that B&NES Council's proposed restriction may affect your community, please send your comments to [Councillor Roger Symonds](#) of B&NES Council.

INFORMAL ADULT EDUCATION IN WILTSHIRE

What is Informal Adult Education?

1. Informal adult education (also known as informal adult and/or community learning) refers to courses which are offered as leisure activities and not those which are focused on developing basic skills or qualifications relating to employment.

Why should we be concerned about Informal Adult Education?

2. Informal Adult Education contributes to economic and social well-being in communities. It can help with a variety of objectives including:
 - adult social care
 - health and well-being
 - crime reduction and community safety
 - democratic engagement
 - economic development.

What does Wiltshire Council do?

3. Currently, Wiltshire Council offers informal adult education through public libraries, its Family Learning Team and at Urchfont Manor College (which is due to close in September 2012).

Who else is involved?

4. Other providers who offer informal adult education include Wiltshire College, the Workers' Educational Association and Learning Curve, in addition to which there is a huge range of activities organised by groups and individuals taking place in communities across the county.

Does the council have to provide it?

5. Informal Adult Education is a non-statutory service for a local authority meaning that the council is able to decide the extent of its involvement in the planning and provision of the service.
6. Local Authorities may take a range of roles in relation to informal adult education, including direct delivery, strategic commissioning, shaping the new all age careers service, coordinating with the Work Programme and as key players in Local Enterprise Partnerships.

What does the Government do?

7. The government, through the Department for Business, Industry and Skills (BIS), provides financial support for informal adult education (which it mostly refers to as “community learning”). The government’s support for community learning in Wiltshire is much lower than that provided to other comparable local authorities. Government funding to Wiltshire Council currently supports the provision of Family Learning which is focused upon improving the basic skill level of parents to enable them to support their children’s learning.
8. BIS is reviewing its strategy to support community learning and is intending to use the public funding subsidy to support access, and progression in its widest sense, especially for people who are disadvantaged.
9. In the 2012/13 BIS will pilot different locally-based ‘community learning trust’ models to channel funding and lead the planning of local provision in cities, towns and rural settings. If this proves to be effective the model will be rolled out across England to begin full operation from summer 2013. The new trusts are intended to take account of the views of local government, local communities and local business leaders to ensure the purpose and objectives for the budget are implemented in ways that meet local need.

Why are we being asked about Informal Adult Learning now?

10. At its meeting in January, the council’s cabinet decided to close Urchfont Manor by the end of September 2012 while recognising that future Adult Education Service provision, including local flexible delivery in line with the BIS proposals, will be determined by cabinet after consultation with service users, area boards, local communities and partners;
11. Wiltshire Council is taking this opportunity to undertake a review of its provision and support of informal adult education across the county.
12. This report seeks the views of the Area Boards on the council’s future policy towards informal adult education.
13. The council is establishing a community campus in each community area. These premises could be used to offer accommodation for a variety of activities, including informal adult education.

Options for Consideration

14. Option 1 – Wiltshire Council to take no action in relation to informal adult education

The council does not have to get involved with Informal Adult Education. There are a number of adult education providers which are able to offer activities as and when they wish. Some receive government funding to support their provision while others rely upon payments by participants or support from other sources. The council has no current budget of its own to support informal adult education.

For:

Activities organised by Wiltshire College and other providers will continue
No financial risk to the council

Against:

Unable to seek government funding
Council and communities have little influence over what is offered
No continuation of activities run at Urchfont Manor College

15. Option 2 – Wiltshire Council to be a direct provider of informal adult education.

The council could continue to offer adult education direct to the public on a similar basis as the courses offered at Urchfont Manor College. The council would decide what would be offered, make all the arrangements and promote the courses. Unless a subsidy was available, the full cost would be charged to participants. Activities could be held on a residential basis, utilising suitable residential accommodation in the county, or on a non-residential basis.

For:

The council could use information from communities to decide what to offer
Some courses from Urchfont Manor College could continue in different venues
The council could ensure the quality of activities being provided.

Against:

Financial risk for the council
Depends upon the ability of participants to pay
The council will need to develop a system to organise courses, take bookings, etc.
May be seen as being in competition with other providers

16. Option 3 – Wiltshire Council to facilitate the provision of informal adult education at a local level.

Rather than be the organiser and provider of activities, the council could work through its network of area boards and community area networks to identify the demand for specific informal adult education provision in each community area. The demands will include provision for leisure learning and that needed to reach disadvantaged members of the community. The council could establish partnerships with adult education providers to share this information and meet this demand. Providers would be able to offer activities with reduced risk and in venues to suit the participants.

This approach would require the active involvement of members of the community area networks if it is to be delivered in a affordable way.

For:

- Uses expertise and experience of other providers
- Little financial risk to the council
- Reduced financial risk to providers
- Builds upon network of community areas
- Providers and council able to bid for BIS funding

Against:

- Level of activity may vary from one area to another
- Will have to establish system to identify demand
- Different providers use different systems

17. Option 4 – Wiltshire Council to coordinate and promote informal adult learning opportunities offered across the county.

Currently, every provider publishes their own prospectus and promotes their activities independently. With the support of education providers, it may be possible to collate this information to provide a single compendium of informal adult education in Wiltshire, both residential and non-residential. Such a publication (available on-line) could not only serve to improve access to informal adult education but may also encourage more education providers who would be able to promote their activities in a cost-effective way.

For:

Single source of information for participants
Joint promotion may increase take-up
Providers able to reach more people
Low cost to providers

Against:

Initial development costs
Difficulty in linking to providers' systems
Willingness of providers to contribute

What do you think?

18. The area board is invited to comment upon the options presented above.
19. The area board is invited to indicate which of the options it would wish to recommend to cabinet.

Next Steps

20. A questionnaire survey is available for completion by service users and members of the public.
21. The cabinet will receive a report in September 2012 on the outcome of the survey, together with the responses from area boards which will inform its decision on the council's strategy for informal adult education.

STEPHANIE DENOVA
SERVICE DIRECTOR FOR SCHOOLS AND LEARNING

Report Author: Simon Burke
Head of Business and Commercial Services Schools and Learning

Crime and Community Safety Briefing Paper Melksham Community Area Board 6 June 2012



1. Neighbourhood Policing Team (NPT)

Team Sergeant: Dave Hobman

Town Centre Team

Beat Manager – PC Kane Fulbrook-Smith

PCSO – Debbie Robbins

PCSO – Helen Wilson

PCSO – Christopher Pugh

Rural North Team

Beat Manager – PC Barry Dalton

PCSO – Janet Gould

PCSO - Maggie Ledbury

Rural South Team

Beat Manager – PC Emily Thomas

PCSO Rose Baldock

2. NPTs - Current Priorities & Consultation Opportunities:

See the Wiltshire Police Website for information about the NPT including team membership, priorities and forthcoming community consultation events can be found on our Wiltshire Police Website.

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

3. Police Authority Representative: Mr Angus Macpherson

Please contact via Wiltshire Police Authority Tel. 01380 734022 or <http://www.wiltshire-pa.gov.uk/feedback.asp>

4. Performance and Other Local Issues

The main area for concern is theft from motor vehicles.

Thefts are happening overnight, mainly in Melksham town centre. The prime means of entry is, sadly, when the owner leaves their car unlocked or with windows open. Personal items are left in sight of anyone looking into the car and items such as sav navs and cash are stolen.

The number of offences is decreasing however offenders will take every opportunity. The request to members and the public is that they lock their cars and removed anything that leads to temptation!

Other than theft from motor vehicles, Melksham is not suffering other spates of crime. Antisocial behaviour does appear to have started at the Adventure Centre (linked to two priorities below) although this has potentially been 'nipped in the bud' through the NPT dispersing youths.

Our NPT priorities are:

Traffic Related	Semington Village Berryfields end
Traffic Related	Forest Estate, Murry Walk, Scotland Road and King George 5th Playing Fields
Anti Social Behaviour	Melksham Adventure Center and Melksham Cricket Pavillion
Speeding	A365 Atworth
Anti Social Behaviour	Christie Miller Car Park, Bowerhill, Melksham

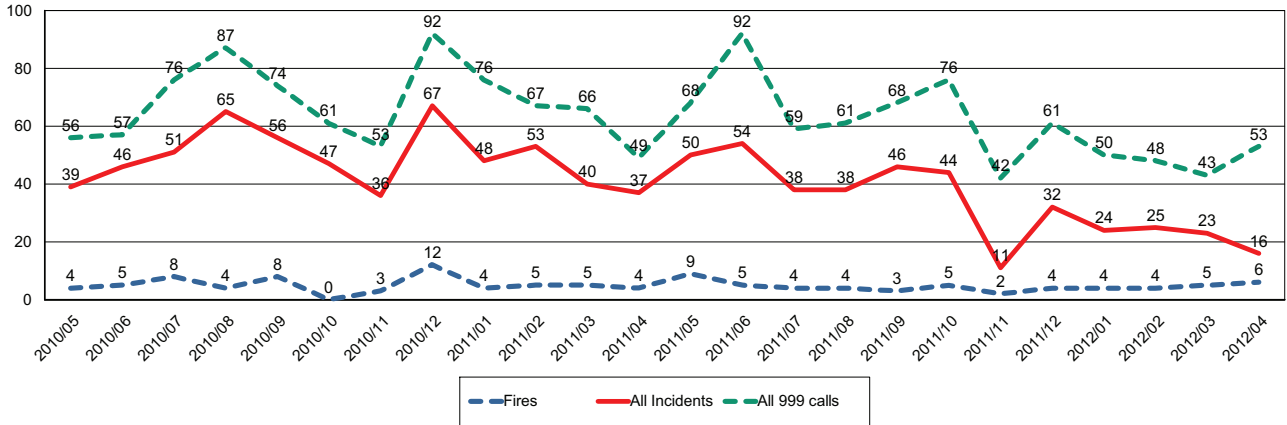
Inspector Lisette Harvey
Sector Commander
29 June 2012



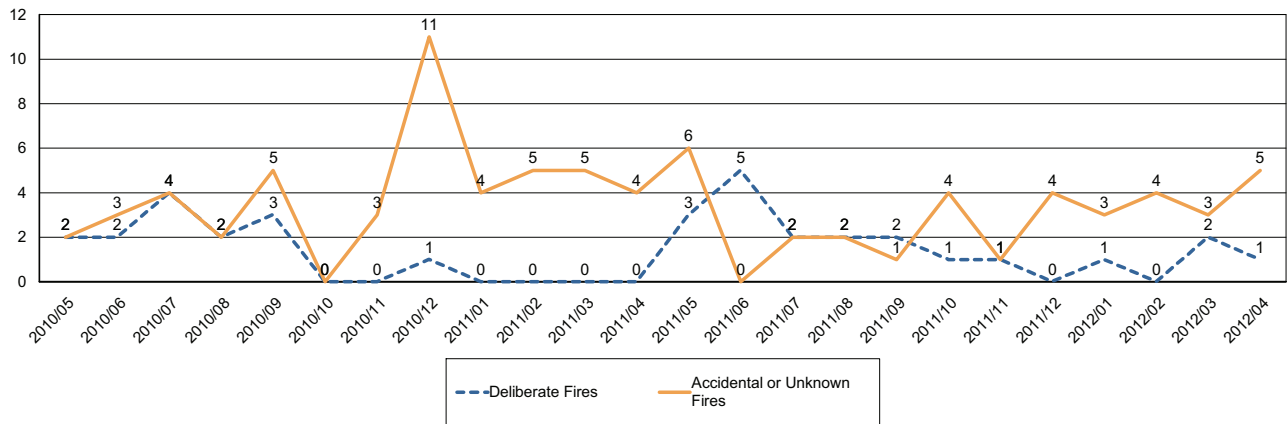
Report for Melksham Area Board

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

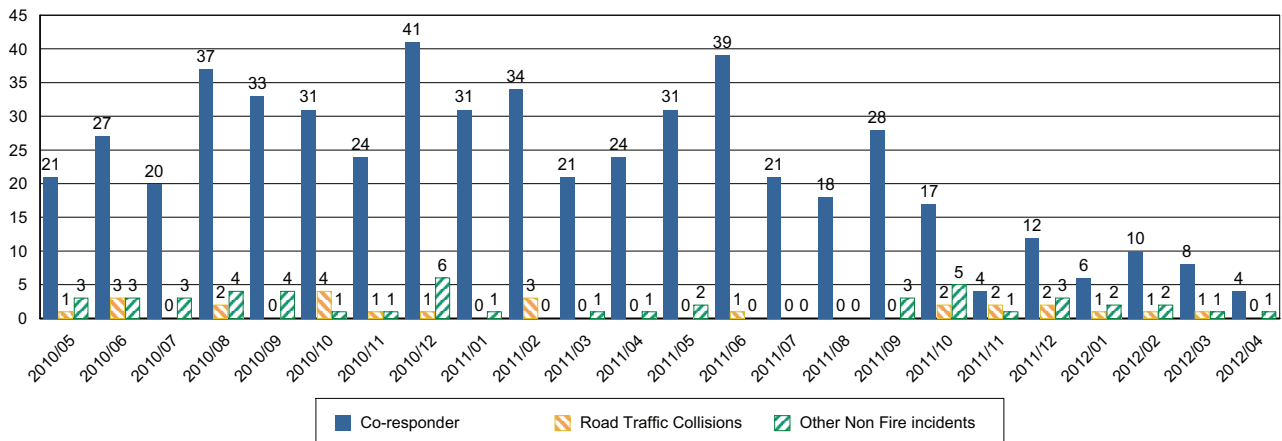
Incidents and Calls



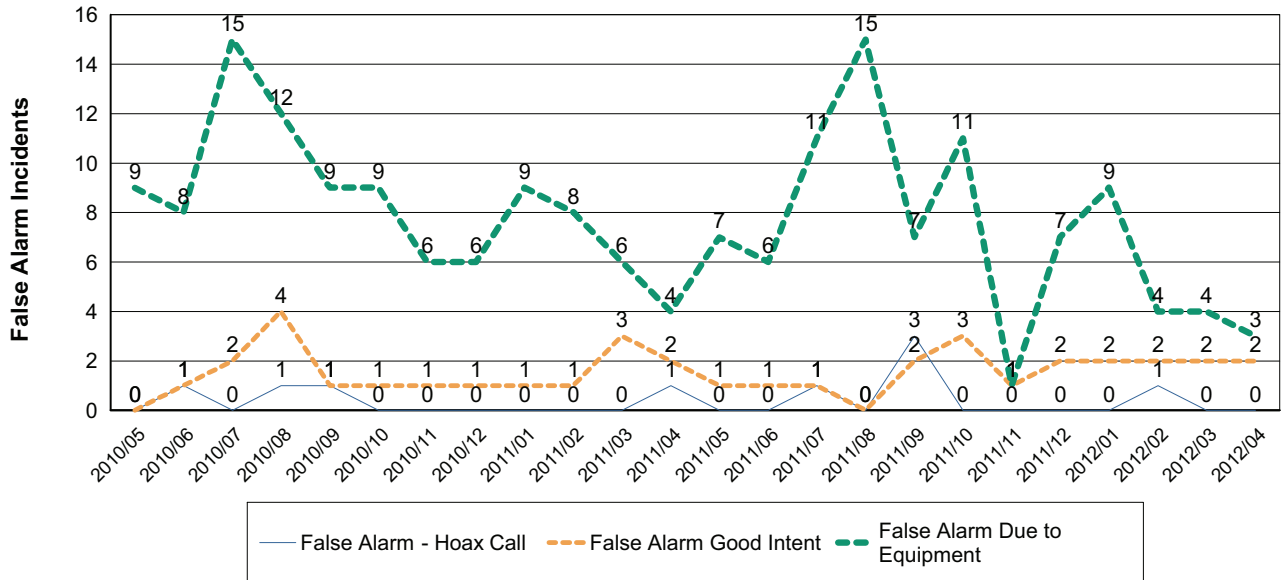
Fires by Cause



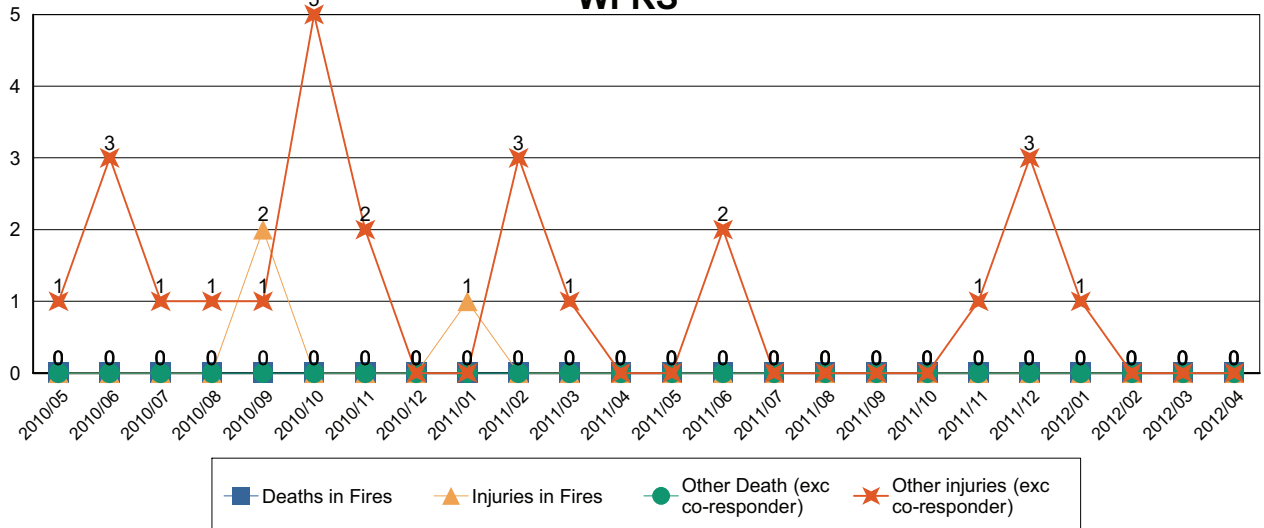
Non-Fire incidents attended by WFRS



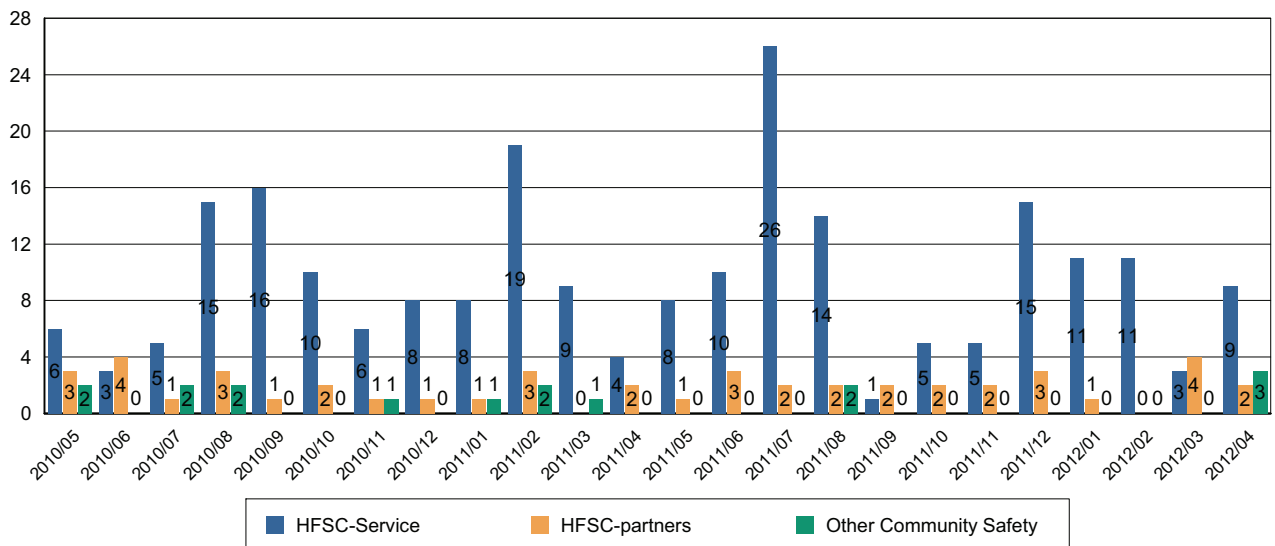
Number of False Alarm Incidents



Death & Injuries in incidents attended by WFRS



Home Fire Safety Checks and other domestic safety



Comments and Interventions overleaf

April update

Summary Care Record – your emergency care summary

The NHS in England is introducing the Summary Care Record, which will be used by doctors and nurses in the event of unscheduled or emergency care. The record will contain information about any medicines you are taking, allergies you suffer from and any bad reactions to medicines you have had, to ensure those caring for you have enough information to treat you safely. It is already being used successfully in many parts of the country and will affect the whole of the patient population of Wiltshire. More information is below:

People in Wiltshire will receive letters with information and a leaflet about the Summary Care Record from 16th April onwards.

The Summary Care Record can be very useful to health staff – particularly if you are taken ill or have an accident in an area where you do not live. Healthcare staff will be able to check your information so that they know what will be the best way to treat you if, for instance, you are allergic to a particular medicine.

Healthcare staff who can see your Summary Care Record:

- Need to be directly involved in caring for you;
- Need to have a smartcard with a chip and passcode (like a bank card and PIN)
- Will only see the information they need to do their job and
- Will have their details recorded

By law, everyone working for the NHS, or on behalf of the NHS, must respect your confidentiality and keep all information about you secure – and more information about this is contained in the leaflet you will receive.

As a patient you have a choice:

- **Yes I would like a Summary Care Record** – you do not need to do anything when you receive your letter, and a Summary Care Record will be created for you. If you have an accident, or need some emergency or unscheduled healthcare, healthcare staff will ask your permission before they look at your record, except in certain circumstances (for example if you are unconscious).
- **No I do not want a Summary Care Record** – a freepost opt out form will be included with your letter. **This form should be completed, sealed and returned, or alternatively you can hand it into your GP practice.** Additional copies of the opt out form can be picked up from your GP practice or requested from the dedicated NHS Summary Care Record Information line on **0300 123 3020.**

If you feel you would like more information to help you decide, you can telephone the dedicated NHS Summary Care Record Information Line on **0300 123 3020** or visit the website at **www.nhscarerecords.nhs.uk**, where you can find information in other formats and languages.

You can choose not to have a Summary Care Record and you can change your mind at any time by informing your GP practice.

If you are a parent or guardian of a child under 16 then you may wish to discuss this with them – they will automatically receive a Summary Care Record unless you opt them out.

Your Summary Care Record will be created over the next six months from receipt of your letter; if you choose not to have a Summary Care Record then you need to send the opt-out form back within 12 weeks from the date of your letter.

If you do nothing the NHS will assume that you are happy and create a Summary Care Record for you.

NHS Continuing Healthcare

Introduction of deadlines for requests for assessments of eligibility for cases during the period 2004-2012

On 15 March 2012, the Department of Health announced the introduction of deadlines for new cases which require assessment of eligibility for NHS Continuing Healthcare funding.

The deadlines apply to previously un-assessed periods of care, which occurred in the following time periods:

Period	Deadline
1 April 2004 – 30 September 2007	30 September 2012
1 October 2007 – 31 March 2011	30 September 2012
1 April 2011 – 31 March 2012	31 March 2013

If you think that this affects you or a family member, please contact the Continuing Healthcare Team at NHS Wiltshire for further information on how to notify the PCT of a request for assessment of eligibility. This notification should be given within the deadlines above. Some cases may be accepted after the dates outlined above if there are exceptional circumstances for doing so.

Contact the CHC team at NHS Wiltshire on **01380 733865** or **chcoffice@wiltshire.nhs.uk**

Melksham Community Area Transport Group (CATG)

Mon 14 May 2012, 10am, Melksham House

MEETING NOTES

Attendees: Abbi Gutierrez, Jon Hubbard, Mark Griffiths, Colin Goodhind, Mitch Roberts, Alan Baines, Kenneth Spencer, Lynne Spencer, Mark Stansby, Spencer Drinkwater

Apologies: Jonathon Seed, Peter Hanson, Mavis King

1. Report back on schemes prioritised and still in progress:
 - Queensway - pedestrian crossing (zebra) – almost complete
 - Whitley - footway improvements – first section complete, further sections for consideration for 2012/12 budget.
 - A3102 Sandridge Rd, Nr Queensway – pedestrian crossing facility – for consideration for 2012/13 budget
2. Financial Update
 - Melksham allocation (£13,225)
 - CATG substantive scheme funding can be bid for (total of £250,000 for Wiltshire) Allocations will be made July 2012. Applications need to be made before next CATG meeting. Recommendation to apply for substantive CATG funding for Middle Lane footways, Whitley see below for details.
3. Discussion and decision on allocation of funding 2012/13 (see spreadsheet 'Schemes for Consideration'. **Recommendations that the following three projects should be funded:**
 - Village gateway, Atworth - £2000 from CATG, £2000 from Parish Council, £2000 from area board (Cllr Griffiths)
 - Bollards in Melksham High St – £2000 from CATG, request £1000 from Melksham Town Council. Mark Griffiths to raise this to town council on 28 May 2012.
 - Footway improvements in Middle Lane, Whitley (total cost £15,475) - £7500 from CATG, £1500 from parish council, remainder to be bid for from substantive CATG funding scheme.
4. Discussion of new and remaining highways.
 - The spreadsheet has been updated with comments and actions.
5. Speed Limit Review – C and unclassified roads.
 - The group prioritised the following routes: C231 and C220 with C165 as a reserve.

6. A3102 Sandridge Rd speed limit review – This has now been published and circulated to Cllrs for comment.
7. SID to be prioritised at July CATG meeting. The following are on the list for consideration. If there are any more please email Abbi.
 - Beanacre
 - Outside Melksham Oak
 - New Broughton Rd, Melksham

ACTIONS

- Cllr Griffiths/Seed to chase road safety for deployment list.
 - Abbi to email Kenneth about photos of sites in Atworth mentioned on SID spreadsheet
8. Any Other Business – Owners at Holt Manor Farm are restricting public access to land/roads. Highways are aware of this.
 9. Future meeting dates – venue Melksham House
 - i. Mon 2 July 2012, 3.30pm (Area Board - 8 August)
 - ii. Mon 17 Sept 2012, 3.30pm (Area Board - 10 October)

Melksham Area Board Highway Requests

New and outstanding highways requests

Summary and location	Town / Village	Issue Description	Issue No.	Date submitted	Contact Details	Notes
Traffic flow in and out of ASDA	Melksham	Traffic flow in & out of Asda site is an accident waiting to happen.	1673	27/05/11	Ann Stanford, member of public	Considerable concern about this as Cllrs remember ASDA S106 was to pay for upgrading all the traffic lights to improve traffic flow. Cllr Seed to write to cabinet members for planning and highways. Cllr Seed underands the signals have been tweaked. Cllr Seed to circulate email from officers. Need to chase for update through development control as the traffic lights have not yet been adopted by the highways authority. This is in-hand. The recent re-surfacing works should have been entirely off-peak and PH will refer this issue to streetworks. Leave on list and review at September's CATG meeting.
Request for Slow-School sign, Melksham Oak	Melksham Without	Request for "Slow-School" signs to be erected on approach to Melksham Oak Community School. The vehicle entrance to the school is not easy to see when you are travelling towards Devizes. Slow signs may help slow traffic down there.	2048	29/11/2011	Teresa Stange, Melksham Without	There are currently no children warning signs, however as part of the construction of the school 3 signal controlled crossing points were installed and highways do not feel extra signage would improve road safety in this case. Highways will request extra metro count just outside school. Direction sign to be installed in Autumn 2012. SID on rotation on this site. Mark Stansby arranging for speed detector radar to use be used at this site to access the evidence of speeding. Results of recent speed surveys indicate no speeding problem. This issue should be revisited during the review of SID re-deployment in 6 month (end 2012).
Raise footpath above adjacent ground to prevent ponding of surface water after heavy rain or flood event.	Melksham	Flooding of footpath from Riverside Walk to Church Street via old cemetery due to surface water.	2095	10/01/2012	Alan Baines	This was discussed by Melksham CATG on 9 January 2012. Highways (Peter Hanson) to investigate the cause and ensure Sainsburys rectify the problem before the council adopts the land. Peter Hanson: With regards to the new footpath at the rear of Sainsbury's in Melksham, an objection to the path has been received from an adjacent property owner and as a result the alignment of the path is to be amended, this will delay completion. No measures are proposed for the footpath where intermittent flooding occurs ,due to the costs of future maintenance liabilities. It is not intended that the path should be used at times when the river is in flood and a safety audit on completion will determine whether signage is required. Wiltshire Council officers will inspect the footpath prior to adoption to confirm that all is acceptable.
Visual problems with crossing, Church Lane	Melksham	The crossing near to the small round about near to Church Lane and the Co-op has also been mentioned because of visual problems exiting Church Lane.	2186	19/02/2012	Brian Warwick	Site visit undertaken by Mark Stansby. Waiting for update to close.
Vehicles not stopping at King Street crossing	Melksham	Complaints about the crossing on King Street close to the Market Place roundabout. Vehicles exiting off the roundabout towards Semington too fast for older people using the crossing and being able to pull up safely. Several people have mention they have had a few scary moments using that crossing .	2185	17/02/12	Brian Warwick	Site visit undertaken by Mark Stansby. Waiting for update to close.
Visual obstruction by parked cars in bays, Church St	Melksham	New parking bay close to Dorothy House Charity shop and Nationwide creates a visual obstruction for wheelchair and mobility scooters if a vehicle is parked.	2183	17/02/2012	Brian Warwick	Site visit undertaken by Mark Stansby. Waiting for update to close.
Long queues at Countywide Farmers roundabout	Melksham	long queues on B3107 when trying to access countryside farmers roundabout, at peak times especially mornings queue can go back as far as the broughton gifford junction and can take 20 minutes to clear.	2181	16/02/2012	Brian Warwick	Highways are currently undertaking a full review of signing and road markings at Farmers Roundabout and Bath Road Traffic Signals. There will be a new yellow box. It is hoped to increase capacity at these junctions by improving lane discipline on each approach. Changes on the ground are anticipated in Summer 2012. Review in Sept 2012.

Request for lorry restriction signs in Bowerhill	Melksham	Lorries tryinb to reach the Bowerhill Industrial Estate, cutting through the residential streets of Bowerhill to try and find it. This issue was raised at the last Bowerhill Residents Action Group Meeting when residents agreed Lorry Restrictions signs were needed at the entrances to the Bowerhill residential village and referred this as an issue to Melksham Without Parish Council	2179	16/02/2012	Brian Warwick	Laura Gosling is considering this as a freight management request. Positive direction signs for HGVs to Bowerhill Industrial Estate will be installed as part of our programme for the first part of 2012/13. Review in Sept 2012.
Request for additional 30mph signs in Beanacre.	Melksham Without	I would still like to see additional speed limit signs being used throughout Beanacre. When travelling from Melksham there is only 1 30 sign before reaching the church. For the remaining	2215	22/04/12	Kaye Stanforth	Repeater speed limit signs not possible due to street lights. Request for a SID to be considered at July 2 CATG.
Safety concerns, School Lane, Shaw	Shaw, Melksham Without	Residents of School Lane, Shaw are required to wheel their rubbish bins to the junction of School Lane and Corsham Road - up to 32 bins on a day when 2bins/household are collected. This reduces the footpath and causes danger to parents and children. We are also requesting that the drop curb, that was installed by WCC when they created the pedestrian crossing, be widened. At the moment Residents have either to drive into into oncoming traffic or drive over the drop curb.	2304	25/04/2012	Brian Wilson	Residents have presented our case to Melksham without Parish Council who are supporting our request that the lay-by is closed so that rubbish bins can be placed only 1 bin deep. MS and Mark Griffiths to do site visit on 19 May (bin day). MS to also liaise with Tracy Carter in Waste collection.

Report to	Melksham Area Board
Date of Meeting	6 June 2012
Title of Report	Community Area Grants

Purpose of Report

To ask Councillors to consider 1 applications seeking 2012/2013 Community Area Grant Funding.

1. **Atworth Youth Club** have applied for **£665** towards a coach trip to Thorpe Park. The recommendation is to award the funding.

1. Background

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

Background documents used in the preparation of this Report	<ul style="list-style-type: none">• Community Area Grant Application Pack 2012/13• Melksham Community Strategy• Grant applications
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2. Main Considerations

- 2.1. Councillors will need to be satisfied that grants awarded in the 2012/13 year are made to projects that can realistically proceed within a year of the award being made.

3. Environmental & Community Implications

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

4. Financial Implications

- 4.1. Awards must fall within the Area Boards budget allocated to the Melksham Area Board.
- 4.2. If these community grants are awarded in line with officer recommendations, Melksham Area Board will have a balance of **£27,941**.

5. Legal Implications

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

6. HR Implications

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

7. Equality and Inclusion Implications

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

8. Officer recommendations

Ref	Applicant	Project proposal	Funding requested
8.1	Atworth Youth Club	Coach trip to Thorpe Park	£665

- Recommendation is to award the funding.
- Application meets grant criteria 2012/13.
- This application demonstrates a link to the Melksham community plan – ‘activities for young people’.
- Locally agreed priorities: In recent years the club has discovered that not all their members are lucky enough to be able to access these type of activities outside of Youth Club. By making this type of activity available they are helping the local community by building good relationships with young people. The trips help to reward the young people for all their efforts throughout the year hence boosting their self esteem.
- The applicant is a not for profit organisation.
- The project is to involves taking members of Atworth youth club on a special annual day trip to Thorpe Park. The aim is to make this trip possible for some of our less fortunate young people who do not get the opportunity to go on holidays or day trips other than with our Youth Club. In previous years the club have offered this trip and subsidised the cost of the coach from Youth Club funds. This year the cost of the coach has increased substantially. Without financial support it is doubtful that the club will be able to run this trip at an affordable price
- Equality and inclusion issues are addressed by this project: focused on young people.
- If the area board does not grant funding the club would have to fundraise or seek alternative funding sources.

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

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