



**Bradford on Avon
Town Council**



**LOCAL COUNCIL
AWARD SCHEME
QUALITY GOLD**

BRADFORD ON AVON TOWN COUNCIL

You are hereby summoned to a Community & Wellbeing meeting
of Bradford on Avon Town Council
On Tuesday 12th April 2022

At 7.00pm in St. Margaret's Hall, Bradford on Avon

Sandra Bartlett
Town Clerk
7th April 2022

1. 7.00pm QUESTION TIME OPEN TO THE PRESS AND PUBLIC (not to exceed 30 minutes) The public are welcome to ask questions on matters that are on the agenda and other matters at the Chairman's discretion. <i>The question should not be a statement and limited to no more than 2 minutes.</i>
2. Apologies To accept any apologies
3. Minutes <i>To approve the minutes of the last meeting held on the 8th February 2022.</i>
4. Matters arising (FOR INFORMATION ONLY) <i>(i) No written Police update received. (ii) Public noticeboards - Officers still working on this will bring to next meeting.</i>
5. Declarations of interest <i>To receive any Declaration(s) of Interest under The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 made under Section 30 (3) of the Localism Act 2011 and under the Code of Conduct adopted by the Town Council</i>
6. Chairman's Report <i>Chairman's Report Items to include:- D.A.A.- Meeting held last week and it was decided no more parties in the park.</i>
7. Ukrainian Refugees <i>(i) Cllr Blackwell proposes providing additional ongoing support to Ukranian refugees at a local meeting point where refugees can meet for a cup of tea/coffee, get help with language, form filling and other practical skills for settling into life in the local area. (ii) Janes Jones is organising a fund raising for Ukraine in the Holy Trinity Church on the 14th May 2022. Can the Town Council match fund the amount raised on the day?</i>
8. West Wiltshire/Elblag Twinning Association <i>Cllr Gibson chaired and hosted the AGM on the 23rd March 2022. To agree to send a letter of support to our twin town Elblag and their twin town of Ternopol.</i>
9. Youth Strategy <i>Report to follow.</i>
10. Book Fiesta <i>Dr Gabriel Malcolm to give feedback from the Book Fiesta 2021/22.</i>
11. Residents' Panel <i>Communications Report attached and to agree the following: (i) Dates of the next 3 surveys for 2022/23 (ii) To have themes for the above surveys. Second survey to concentrate on the Environment. (iii) Form a Working Party to agree to questions for the surveys.</i>

12. Noticeboards

Communications Officer's report attached for discussion.

Recommendation subject to debate:- (i) suggested locations of the three proposed noticeboards around Bradford on Avon (ii) suggested size and style for the three proposed noticeboards

13. Date of next meeting

The next meeting has been arranged for 28th June 2022.



**Bradford on Avon
Town Council**



**LOCAL COUNCIL
AWARD SCHEME
QUALITY GOLD**

Minutes of the Bradford on Avon Town Council
Community & Wellbeing Committee

Held at Town Council Offices, St Margaret's Hall, Bradford on Avon
On Tuesday 8th February 2022 at 7.00 pm

Present:

Cllr K Bessant

Cllr S Blackwell

Cllr E Franklin

Cllr J Parker (Chairman)

Cllr A Potter

Cllr K Vigar

Sandra Bartlett (Town Clerk)

Matthew McLaughlin (Communications Officer)

Apologies: Cllr S Gibson, Cllr J Vittles and Ian Brown Director of Operations

Members of the Public: Richard Craft and Jeremy Wire

Richard Craft from Walkers are Welcome addressed the committee. He said that all members had received his report. He would like some help with improved communications on the Town Council's websites. Richard said that the Walking Festival in September brought a lot of business to the town for bed and breakfast businesses. Richard said the footpaths on the Walkers' Wheel would be looked at on an ad-hoc basis. Richard thanked the council for the financial support. Matthew agreed to discuss communications with Richard.

30. Minutes

It was proposed by Cllr Potter and seconded by Cllr Bessant and with 4 in favour and 2 abstentions, it was **RESOLVED**: to accept the minutes from the last meeting held on the 30th November 2021.

31. Matters arising

(i) Minute number 26 – No written police update.

(ii) Minute number 28 – Public noticeboards – Noted that Officers are still working on this.

32. Declarations of interest - None.

33. Chairman's Report

(i) Chairman advised that the D.A.A. Party in the park will not take place this year but hopefully will take place in 2023.

(ii) Chairman said that the Men's Shed will be launched in the Spring.

(iii) Chairman advised that the Jubilee Working Group were planning various events in the town.

Another meeting will take place at the end of February 2022 on this.

(iv) Aldhelm's Court 60+ - This group cancelled their Christmas party due to the pandemic but hoped to restart the group again this Thursday.

34. West Wiltshire/Elblag Twinning Association

(i) Next Elblag meeting arranged for 10th February 2022 at 2.45pm in Trowbridge.

(ii) Cllr Blackwell gave an update of the current state of the twinning association and that no exchanges had taken place in the last two years due to the pandemic. He reported that the AGM was planned for the 23rd March 2022 at 2pm in St. Margaret's Hall and hosted by Bradford on Avon Town Council.

35. Grant Applications

It was proposed by Cllr Franklin seconded by Cllr Vigar and with all in favour it was **RESOLVED**: To ratify the Councillor Grant Panel held on the 2nd February 2022 that £735 be awarded to Walkers are Welcome and £1,800 to Bradford on Avon Preservation Trust towards Civil War Re-enactment - The Tithe Barn Garrison to be held in the summer 2022. It was noted that the Inclusive Intergenerational Grant application had been withdrawn.

36. Youth Strategy

The Bradford on Avon Youth update Report November to January 2022 was noted. Members asked whether the Youth Council had been set up yet. Clerk to advise. Cllr Franklin was pleased to see the numbers increasing.

37. Surviving the Winter Grants

The Wiltshire AGE U. K. Surviving Winter Grant was noted. Jeremy Wire advised that a programme was launched in the Autumn of 2021 by Wiltshire Council who were working with City Energy to have a collective of residents requiring help with insulating their homes. Members thought this an item for a future newsletter and mention on social media platforms.

38. Date of next meeting

The date of the next meeting was 12th April 2022.

39. Confidential Business

It was proposed by Cllr Franklin seconded by Cllr Vigar and with all in favour it was **RESOLVED**: To start confidential business.



WESTWILTSHIRE/ ELBLAG Twinning Association



On the occasion of the Annual General Meeting of the West Wiltshire/Elblag Twinning Association on 23rd March 2022, we send greetings to the President, City Council and citizens of Elblag, Poland.

The Mayors, Town Councils and citizens of Bradford on Avon, Melksham, Trowbridge, Warminster and Westbury, the five towns of West Wiltshire, affirm our support for the partnership with the city of Elblag set up in 2000.

We also send our thoughts and prayers at this time of great danger for the people of the Ukraine and think especially of Elblag's Twin Town of Ternopol.

Signed by the Mayors or their representatives of the five towns.



*President of the West Wiltshire/Elblag Twinning Association 2021/22
Mayor ~ Cllr Sarah Gibson*



Deputy Mayor ~ Cllr Colin Goodhind

Melksham Town Council



Mayor ~ Cllr Denise Bates

Trowbridge Town Council



Mayor ~ Cllr Steve Jeffries

Delivering a brighter, greener future for all



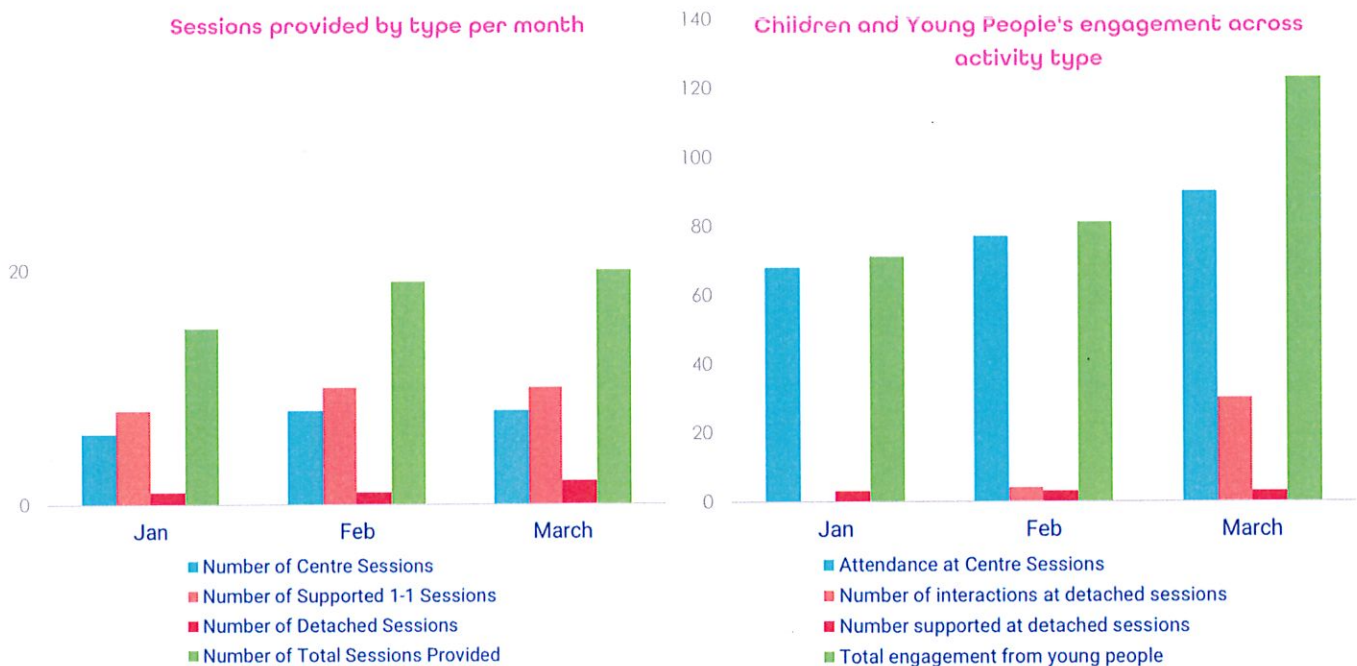
Mayor ~ Cllr Sheila Kimmins

**BRADFORD-ON-AVON MELKSHAM TROWBRIDGE WARMINSTER
WESTBURY**

Update Report Jan-Apr 2022

What has been delivered?

During the reporting period BoA Youth has provided Centre based weekly youth sessions, 1-1 support sessions and detached sessions. The breakdown for session delivery and engagement from young people is shown below.



During Youth Centre sessions in the young people have engaged in:

- Youth Council Prep/ Planning session
- World food & Culture workshop
 - Learned Circus skills
- Safety Workshop: Self Defence
 - Team building Activities
- Youth Café Creation
- Skatepark Fundraiser planning

Outcomes

Launch of New BoA Youth Projects:

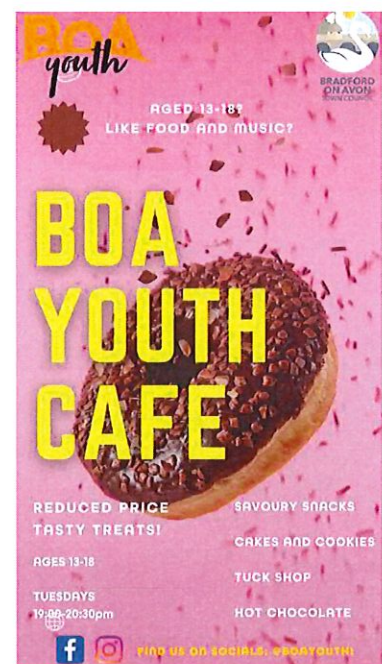
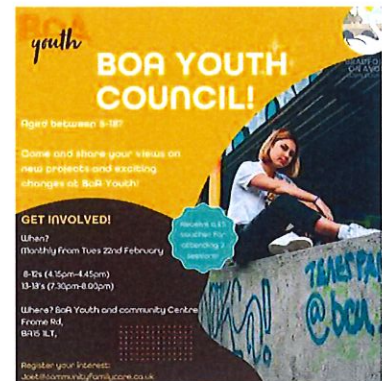
- **BoA Youth Council** was launched at the end of February and with low uptake for the initial launch, a new launch date with alternative times being set for after Easter half term. February included a taster session for BoA Youth Council where young people shared their views with each other and the team regarding BoA Youth Service. The focus of the new launch will include young people's idea for renovating the youth centre.
-
- **BoA Youth Café** was also launched at the end of February within the 7pm-8.30pm Tuesday evening for ages 13-18. This project was created by members of BoA Youth, with food and price lists set by the members. Young people volunteering for BoA Youth as part of their DoE award have been helping with the planning and at times running of the café.
- **Community Mapping:** The youth team have begun mapping BoA / surrounding young people services, and once completed this will be offered as a published document.

Annual Survey:

- St Laurence School has recently confirmed that they are rolling out the next Young people's annual survey as an assignment for all pupils. The report will be published once the survey has been completed.

Skatepark Fundraising:

- BoA Youth summer events have been scheduled to fundraise for the BoA Skatepark including a sponsored walk and powder party in the Easter Holidays.



Growth in Members:

- In March we have saw a surge in growth of members at BoA Youth Tuesday sessions in the under 13's 5pm-6.30pm session. We have welcomed **18 new members** and recently broke our record of 32 young people to a Tuesday 5pm session!

This growth has come through word of mouth and social media advertisements.

Key Issues

- We have been informed of incidents between young people in the community which the BoA Youth team supporting with. One focus of the next term will be on detached sessions facilitating spaces whereby young people can openly talk with safe adults about their community, safety and services such as BoA Youth which are offered to them in Bradford on Avon and surrounding.
- Questions surrounding the topic of therapy and support has been raised by some young people in sessions. The team are aware that mental health is a topic that needs addressing on an ongoing basis are actively looking for ways of supporting the members of BoA youth and the wider community of young people through signposting, mapping, training and mental health themed side activities.

Other News: Newly recruited Youth Worker!

- We have recently recruited for our youth worker part time post and are delighted to introduce Sarah! Sarah has a background in Psychology and CAMHS and is also working as a family support practitioner in Bath!

Other News: Summer term and Summer Holidays Activities

- We have a jam-packed summer term ahead of us! Official flyers will be published for the summer term and holidays during mid-late April. Summer holiday activities are being confirmed and published later in April. Details of Summer Term activities are below:



What's on this Summer term at **BoA youth?**

- Community Gardening Project! 08.05
- Mini Pizza Making! 10.05
- Interactive Games Night! 17.05
- Teams Activity Challenge! 24.05
With Prizes!
- BoA Skatepark Fundraiser: Sponsored Walk & Coloured Powder Party! 03.06
12.00-14.00 Meet at BoA Youth Centre
- Tile Decorating 07.06
- Campfire Night 14.06
- Flapjack Baking 21.06
- Splash Party/Water Fight! 28.06
- BoA Youth BBQ 05.07
(Vegan Friendly)
- BoA Youth's Got Talent! 10.07
Showcase your talents - prizes For all!

Summer Term Flyer (Front)

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Youth Club Sessions

Ages 8-12 From 5-6.30pm Ages 13+ From 7-8.30pm



Contact **JOE** for more info:
joet@communityfamilycare.co.uk

Youth & Community Centre, Frame Road, BA15 1LT



@boayouth



Summer Term Flyer (Back)



BRADFORD-ON-AVON BOOK FIESTA, 2022 REPORT

Introduction

Firstly, a huge thank you to the Town Council for agreeing the increase in financing for this past year.

The boost in funds enabled the Fiesta to reach more people than anticipated and conduct events that were responsive and adaptive to the changing public situation. The 2022 Fiesta involved work that was specifically tailored towards public mental health initiatives, community networking, support for children and families, and a showcasing of local authors. There are also ongoing projects for 2022, run within the remaining budget, to keep the public presence going and maintain support and interest.

BUDGET BREAKDOWN 2021/22		
SOURCE	Outgoing	Income
Town Council Grant		5,500.00
Bank fees	3.20	
Equipment/Book Stock	182.09	
Author fees	770.00	
Designer's fee	500.00	
Director's fee	2,500.00	
Admin costs	180.00	
Facebook Ads	34.00	
Zoom subscription	46.00	
Printing	53.54	
Ticket sales & donations		180.08
Venue hire	102.00	
Artist/writer Comic Book commission fee (x2 issues)	650.00	
Photographer	35.00	
TOTAL	5,055.83	5680.08
Remaining balance		624.45

LIVE EVENTS:

AUTHOR TALK & Q&A

Matthew Harrfy (author of the Bernicia Chronicles)
@ Kettlesmith Brewing, Bradford-on-Avon
Nov 5, 2021

POSTCODE AREA	AUDIENCE	TOWN
SN13	2	Corsham
BA14	4	Trowbridge
BA15	6	Bradford on Avon

CHILDREN'S WORKSHOPS

@ Bradford-on-Avon Library

20/November – Alex Cotter, author of 'The House on the Edge' (2021)

4/December – Robert Starling, writer and illustrator, author of 'Fergal is Fuming' (2018)

11/December – Jaspinder Bilan, Costa Children's Award winner, author of 'Asha and the Spirit Bird' (2019)

DATE: NUMBER IN ATTENDANCE	POSTCODE AREA
20/11: 7	BA15
4/12: 9	BA15, SN12,
11/12: 10	BA15, SN12, SN13

WORDS FOR WELLBEING

@ Bradford-on-Avon Library

DATE: NUMBER IN ATTENDANCE	POSTCODE AREA
5/3: 6	BA15, BA14, BS1,
12/3: 4	BA15, BA14, SN12,

In collaboration with the House of Frankenstein, Bath:

28-29th January, 2022

'Popular Monsters: How Mary Shelley created a phenomenon'

Public lecture with Dr Gabrielle Malcolm

VIRTUAL EVENTS:

FACEBOOK INTERVIEWS (reach as of April 2022):

Tina Baker, 'Call Me Mummy' – 164

Anu Jagalur & Shruthi Rao, 'The Story of Libraries' – 762

Margie Longoria, 'Living Beyond Borders' – 301

WORDS FOR WELLBEING (19/3/22)

On Zoom

SUMMARY

The 2022 Fiesta successfully integrated virtual and live events as venues opened, and audiences gained in confidence. Flexibility, accessibility, safety, and social distancing were key considerations, along with diversity and inclusion.

The BoA Library was an excellent venue to host the children's workshops and the Words for Wellbeing events. These were responsive to the mental health issues that have emerged for different groups during the pandemic. More and more, this became a very clear purpose for the Fiesta as a means of intervening for public good.

The children's workshops featured local authors to engage with children who had not experienced arts or community events for the past two years. Out of those who attended were children from amongst the BoA boater community, children with specific learning needs, and children with chronic health conditions for whom safety was crucial. The book stock purchased meant that all children received a free signed copy of the author's work. Thanks to the generosity of the authors, there are signed books and illustrations that will be used for fund-raising at events in 2022.

Due to the success of these workshops the Fiesta already has one local business sponsor in the FUNdays Club wraparound care provider. They are supporting the first issue of the e-comic, "Unknown" by Bristol-based artist and writer Holly McIntosh, for all local primary schools. This was commissioned in recognition of the recent OFSTED directive that requires schools and childcare providers to consider the mental health and emotional wellbeing of pupils. The White Horse Academy Trust is also interested in supporting future issues.

The Words for Wellbeing workshops focussed on adult mental health issues and employed local authors and therapeutic writing tutors Dr Kate Mattacks and Al Meacham. Going forward in 2022, this initiative is planned to support the LGBTQ+ student group at St Laurence Academy with writing workshops.

Some useful, fruitful partnerships are emerging:

Overt Designs

FUNdays Club

Kettlesmith's Brewery

Bradford-on-Avon Library

The White Horse Academy Trust

Fitzmaurice Primary School

Christchurch Primary School

St Laurence Academy

The House of Frankenstein, Bath

The Jane Austen Centre, Bath

Queerwrites.com, Bristol
Lapidus.org.uk

With the evidence of success from this year and using the remaining funds, the Fiesta will launch a website and produce a prospectus to gain more public recognition and reach out to sponsors and donors. The basis of funding is to aim for grants and sponsorship from business and organisations to support events, as well as generate revenue through ticket sales and merchandise.

FEEDBACK

The feedback from children and parents about their experiences shows the success of the workshops:

'Could we have more sessions when we can do more writing?'
'Really good. Great for interaction and fun. Will do it again, well done.'
'Wonderful, great for sparking imaginations. Thank you all so much!'
'I loved it. I loved making the monsters. THANK YOU, Alistair.'
'I've enjoyed learning about new Gods. I enjoyed hearing your stories. Thank you for my new book, Max.'

From authors and contributors there was universally positive feedback:

Working with Gabrielle on the BOA Book Fiesta was a pleasure from start to finish!

Gabrielle made great efforts to get everything organised, and was very responsive during the planning stages. Getting the event planned and organised was a really smooth process, due to Gabrielle's engagement.

Most of all, Gabrielle's enthusiasm made the whole experience come alive - she clearly loves what she does, and this in turn makes both the authors and the audience even more engaged in the events. She's a great ambassador for reading and our library.

The children who attended had a great time and really engaged - I'd love to see more and more children getting the chance to take part in this event in future!

Robert Starling

It was a pleasure to be interviewed by someone who shared our love of books and libraries. Gabrielle Malcolm made us feel relaxed right from the beginning, and it felt like a bunch of friends sitting together, chatting about a favourite subject. Her questions were thoughtful and varied, and were obviously framed after reading the book in detail. The interview felt genuine, and we felt Gabrielle was really interested in understanding our working process and our own interests. We'd love to see more interviews in Book Fiesta!

Anu Jagalur & Shruthi Rao

I absolutely loved doing the interview with Gabrielle. She was both warm and professional and we explored many of the insights she had about my work. A Zoom call can draw things out that might not be revealed in a face to face interview, and while we went deep, I felt she really understood some of the more difficult aspects of my novel and she was very supportive. I really hope I can take place in future festivals.

Tina Baker

You did a fantastic job, Gaby. As an author, I felt it was incredibly well organised, fun and personable. You made the whole experience of presenting enjoyable, easy and safe and I'd love to join in again.

Looking in from the outside also, I felt this year's Fiesta was full of passion, excitement and possibilities. I could see (and experienced) it connecting authors with local readers in all kinds of ways, opening minds up to the magic of reading and writing and helping empower and enthuse individuals, schools and the community.

Alex Cotter

"I loved appearing at the Bradford on Avon Book Fiesta. The event was well-organised and Gabrielle made sure everyone had a wonderful time in an original, intimate venue. Just the sort of festival that Bradford on Avon needs. I can't wait till I can go back!"

Matthew Harrfy

"It was a great pleasure to be interviewed by Gabrielle for the Fiesta and I would not hesitate be a part of it all again. Her research was impeccable and the time flew by with the number of topics covered. More power to her arm."

Clive Mantle

Bradford on Avon Town Council | Community & Wellbeing Committee

Future timescales for the Residents' Panel scheme

Purpose of Report

The purpose of this report is to present the proposed timescales for the next Residents' Panel surveys 2022/23.

Introduction

At Full Council on Tuesday, 8 March it was unanimously agreed that the Town Council would continue with the Residents' Panel. Councillors agreed that three surveys would be sent to panellists each year for the remainder of the council administration.

The proposed timescales have been reached in order to ensure officers have the appropriate time to collect, analyse and consider the data, results and recommendations based on each survey.

Proposed Timescales

The proposed process for future Residents' Panel surveys is to give panellists two weeks to complete a survey. It was proposed that a *Working Group* be formed in order to agree upon questions for each survey. This will allow officers at least four weeks to analyse the results and determine possible outcomes and/or recommendations.

Survey #2

Questions to be agreed by the *Working Group* by Friday, 29 April.

Launch: Friday, 13 May

Close: Friday, 27 May

Results will be published and presented to councillors at Community & Wellbeing on Tuesday, 28 June.

Survey #3

Questions to be agreed by the *Working Group* by Friday, 23 September

Launch: Friday, 7 October

Close: Friday, 21 October

Results will be published and presented to councillors at Community & Wellbeing on Tuesday, 22 November.



Bradford on Avon Town Council | Community & Wellbeing Committee

Future timescales for the Residents' Panel scheme

Survey #4

Questions should be agreed by the *Working Group* by Friday, 2 December.

Launch: Friday, 16 December

Close: Friday, 6 January

Results to be published and presented to councillors at Community & Wellbeing on Tuesday, 7 February 2023.

More time has been given to panellists for this survey to allow for the holiday period.

Themes for future Residents' Panel surveys

Officers have identified a number of possible themes for future Residents' Panel surveys. These include:

- Environment
- Town Council events

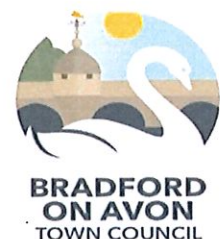
Topics for further Residents' Panel questionnaires can be formulated and agreed to by the proposed Residents' Panel *Working Group*.

As per the motion **RESOLVED** at Full Council on Tuesday, 8 March — ad hoc surveys may be issued when topics arise which are not covered under the current or upcoming questionnaires.

Recommendations subject to debate

Community & Wellbeing agree to the following:

- (i) dates of the next three surveys for 2022/23
- (ii) to have themes for the above surveys — the second survey will concentrate on the environment
- (iii) form a *Working Group* to agree questions for the upcoming surveys



Bradford on Avon Town Council | Community & Wellbeing Committee

Options and potential locations for Town Council noticeboards

Purpose of Report

The purpose of this report is to present the options, styles and locations for more noticeboard to be displayed around Bradford on Avon.

Introduction

At the 30 November 2021 meeting of this committee, councillors resolved to ask officers to find a budget for and investigate styles, prices and locations for proposed noticeboards.

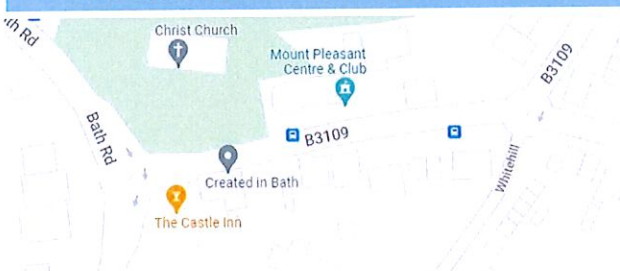
Councillors also decided to bring the decision to a future committee meeting to agree on the numbers and siting of the proposed noticeboards.

Proposed Locations

A number of potential locations have been identified for the siting of proposed noticeboards in Bradford on Avon:

Locations

- Whitehill alongside Mount Pleasant
- Trowbridge Road at its junction with St Laurence Road
- Poulton Fields at the QEII Pavilion

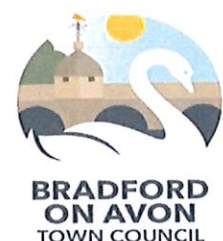


Whitehill

The top of Whitehill alongside Mount Pleasant. This site was identified in the Autumn 2021 newsletter.

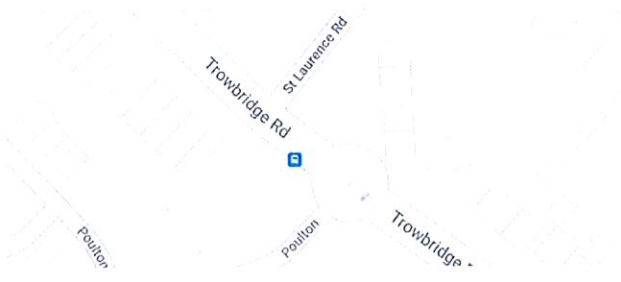
Officers looked at the site and deemed that it would be appropriate to install a single-window noticeboard at the site to fix to the phone box.

There is the possibility of using the red phone box (pictured) — owned by the Town Council — to host additional posters and notices.



Bradford on Avon Town Council | Community & Wellbeing Committee

Options and potential locations for Town Council noticeboards



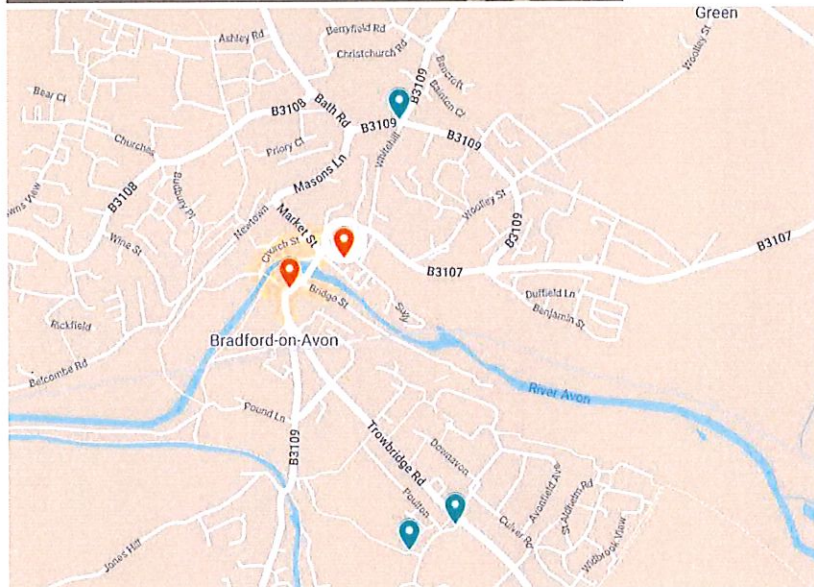
Trowbridge Road

The proposed siting on Trowbridge Road would be at its junction with St Laurence Road.

At this location, it would, potentially, be best to install the noticeboard behind the planter, as other locations would obscure the junction.

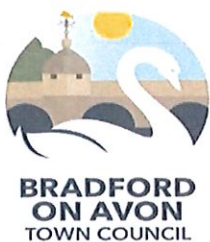
Wiltshire Council highways has been contacted to ensure that the noticeboard would be suitable in the proposed location.

There was concern over this location due to the grassy verge being a visibility splay.



Current and proposed locations

The adjacent map shows both the current and proposed locations of noticeboards owned and maintained by Bradford on Avon Town Council. Those pins coloured in red represent the locations of the current noticeboards. While those coloured blue/green represent the locations proposed in this report.



Bradford on Avon Town Council | Community & Wellbeing Committee

Options and potential locations for Town Council noticeboards



Poulton Field

It is proposed that the noticeboard will be installed (free-standing) next to the Queen Elizabeth II Pavilion.



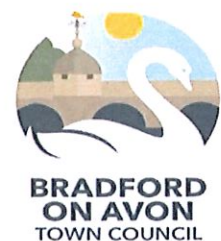
Options for Noticeboard

The ideal noticeboard identified would be post-mounted and double windowed. There are options for post-mounting, colours, fixing types (e.g. magnets etc), glass or polycarbonate windows — it should be noted that there are additional costs for some of these options.

It is proposed that the Town Council purchase single-window noticeboards, as these would not overly obscure the surroundings, which would be branded as Bradford on Avon Town Council.

It would be appropriate for the proposed noticeboards to be the same colour and to emblaze the noticeboards with the Bradford on Avon Town Council logo.

This would ensure residents know who is responsible for the upkeep of the boards.



Bradford on Avon Town Council | Community & Wellbeing Committee

Options and potential locations for Town Council noticeboards



A1, AF30 aluminium noticeboard |
£228.74

From: www.greenbarnes.co.uk

Dimensions: 750mm x 1050mm

Display: 650mm x 950mm

A1, A-Max aluminium noticeboard
| £1,016.64

From: www.greenbarnes.co.uk

Dimensions: 750mm x 1,100mm

Display: 618mm x 968mm

16 x A4 AF58 aluminium notice-
board | £413.74

From: www.greenbarnes.co.uk

Dimensions: 1,000mm x 1,350mm

Display: 903mm x 1,253mm

Recommendations subject to debate

Community & Wellbeing agrees to the following:

- (i) suggested locations of the three proposed noticeboards around Bradford on Avon
- (ii) suggested size and style for the three proposed noticeboards

