

AGENDA

Meeting: Trowbridge Area Board
Place: The Cotswold Space - County Hall, Trowbridge BA14 8JN
Date: Thursday 11 January 2018
Time: 7.00 pm

Including the Parishes of Hilperton, North Bradley, Southwick and West Ashton

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 opportunity from 6:30pm .

Please direct any enquiries on this Agenda to Kieran Elliott, email committee@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 Graham Payne, Drynham (Chairman)
Cllr Deborah Halik, Lambrok
Cllr Ernie Clark, Hilperton
Cllr Horace Prickett, Southwick (Vice-Chairman)
Cllr Edward Kirk, Adcroft
Cllr Stewart Palmen, Central
Cllr Steve Oldrieve, Paxcroft
Cllr David Halik, Grove
Cllr Peter Fuller, Park

RECORDING AND BROADCASTING NOTIFICATION

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By entering the meeting room you are consenting to being recorded and to the use of those images and recordings for broadcasting and/or training purposes.

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Details of the Council's Guidance on the Recording and Webcasting of Meetings is available on request.

Parking

To find car parks by area follow [this link](#). The three Wiltshire Council Hubs where most meetings will be held are as follows:

County Hall, Trowbridge
Bourne Hill, Salisbury
Monkton Park, Chippenham

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Public Participation

Please see the agenda list on following pages for details of deadlines for submission of questions and statements for this meeting.

For extended details on meeting procedure, submission and scope of questions and other matters, please consult [Part 4 of the council's constitution](#).

The full constitution can be found at [this link](#).

For assistance on these and other matters please contact the officer named above for details

	Time
<p>1 Apologies</p>	7.00pm
<p>2 Minutes (<i>Pages 5 - 8</i>)</p> <p>To approve the minutes of the meeting held on Thursday 16 November 2017.</p>	
<p>3 Declarations of Interest</p> <p>To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.</p>	
<p>4 Chairman's Announcements (<i>Pages 9 - 12</i>)</p> <p>To include the following:</p> <ul style="list-style-type: none"> i. Clean up wiltshire ii. Public Space Protection Orders 	7.05pm
<p>5 Partner Updates (<i>Pages 13 - 38</i>)</p> <p>To note the written reports and receive any updates from the following partners or outside bodies:</p> <ul style="list-style-type: none"> i. Wiltshire Police – Regular update ii. Dorset Wiltshire Fire and Rescue Service – additional update iii. NHS and CCG iv. Trowbridge Community Area Future (TCAF) v. Town and Parish Councils <p>Other Bodies</p> <ul style="list-style-type: none"> vi. Campus Working Group vii. Safer and Supportive Communities Group 	
<p>6 Visiting Cabinet Representative</p> <p>Councillor Jerry Wickham will talk about his responsibilities as Cabinet Member for Adult Social Care, Public Health and Public Protection, and respond to any questions.</p>	
<p>7 Office of the Police and Crime Commissioner- Precept Consultation</p> <p>To receive an update on OPCC priorities and precept proposals for 2018/19.</p>	7.45pm
<p>8 Joint Strategic Assessment (<i>Pages 39 - 48</i>)</p> <p>To update members on the progress made to address the priorities identified by the community at the 'Our Community Matters' Joint</p>	8.05pm

Strategic Assessment event held on 5TH December 2016.

9 **Funding** (*Pages 49 - 52*)

8.25pm

Youth Grants

To consider the following applications:

- i. £2585.00 – Friends of John of Gaunt School – Ten Tors Challenge
- ii. £2500.00 – Longmeadow Tenants and Residents Association – Supporting Running Costs

10 **Community Area Transport Group** (*Pages 53 - 60*)

8.40pm

To note the updates, and to consider the following applications:

- i) £600 for pedestrian survey Issue 5589 The Halve
- ii) £1250 for speed limit assessment Issue 5835 Wingfield Road

11 **Urgent items**

8.45pm

Any other items of business which the Chairman agrees to consider as a matter of urgency.

MINUTES

Meeting: TROWBRIDGE AREA BOARD
Place: The Cotswold Space - County Hall, Trowbridge BA14 8JN
Date: 16 November 2017
Start Time: 7.00 pm
Finish Time: 8.25 pm

Please direct any enquiries on these minutes to:

Kieran Elliott 01225 718504 or (e-mail) Kieran.elliott@wiltshire.gov.uk

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

In Attendance:

Wiltshire Councillors

Cllr Graham Payne (Chairman), Cllr Ernie Clark, Cllr Horace Prickett (Vice-Chairman),
Cllr Edward Kirk, Cllr Stewart Palmen, Cllr Steve Oldrieve and Cllr Peter Fuller

Total in attendance: 15

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
76	<p><u>Apologies</u></p> <p>Apologies for absence were received from Councillors Deborah and David Halik.</p>
77	<p><u>Minutes of the Previous Meeting</u></p> <p><u>Decision</u> The minutes of the meeting held on 28 September were agreed a correct record and signed by the Chairman.</p>
78	<p><u>Declarations of Interest</u></p> <p>Councillors Payne, Oldrieve, Palmen, Fuller and Kirk declared their membership of Trowbridge Town Council.</p>
79	<p><u>Announcements</u></p> <p>Announcements were received as detailed in the agenda and supplement, including the consultation on the review of the Wiltshire Local Plan.</p> <p>Through the issue of Gulls was raised in relation to an egg moving project funded in 2017. It was highlighted that most local businesses took on responsibility for dealing with Gulls on their properties, and that the initial funding had been on the assumption of future years being funded by the town council or local businesses themselves.</p> <p><u>Resolved:</u></p> <p>To not fund the project for further years.</p>
80	<p><u>Partner Updates</u></p> <p>Updates from partners were received as follows:</p> <ul style="list-style-type: none"> <li data-bbox="363 1576 858 1653">i. Wiltshire Police A verbal update was received <li data-bbox="363 1688 1294 1765">ii. Wiltshire Fire and Rescue Service The written update as detailed in the supplement was noted. <li data-bbox="363 1800 1495 1906">iii. Town and Parish Councils There was an update from Hilperton Parish Council on the progression of their Neighbourhood plan.

Funding

The Area Board considered the following applications to the Community Area Grant Scheme 2017/18

i. Every Town Every Place Every Face

The sum of £2500.00 was requested for 'Finding the Forgotten', a project to tell the WW1 story of Trowbridge.

Decision

The Area Board awarded the sum of £2500.00 to Every Town, Every Place, Every Face

Local Youth Network Fundingii. Alabare Christian Care and Support

The sum of £899.84 was requested for provision of a range of activities for young people.

Decision

The Area Board awarded the sum of £899.84 to Alabare Christian Care and Support subject to the following conditions:

- **The group must complete an evaluation form online when it is requested**
- **The group must come to a LYNMG meeting or an Area Board meeting when requested**
- **to provide an update**
- **All those directly working with young people are DBS checked**

iii. Active Trowbridge

The sum of £2370.00 was requested for football in Trowbridge Park.

Decision

To not award the grant.

Reason: As recommended by the LYN:It is felt that there is already a lot of football in the Trowbridge Community Area and funding this would cause a duplication of service, especially as a lot of the community football groups rely heavily on volunteers, the group also felt that there was not a sustainability plan. Furthermore, there were very low numbers for outreach sports during the summer holiday procurement, therefore it is felt funding should be spent on other activities and services.

iv. Collaborative Schools

The sum of £4168.00 was requested for provision of mental health services.

Decision

	<p>The Area Board awarded the sum of £4168.00 to Alabare Christian Care and Support subject to the following conditions:</p> <ul style="list-style-type: none"> • The group must complete an evaluation form online when it is requested • The group must come to a LYNMG meeting or an Area Board meeting when requested • to provide an update • All those directly working with young people are DBS checked
82	<p><u>Visiting Cabinet Representative</u></p> <p>Councillor Chuck Berry, Cabinet Member for Economic Development and Housing, was in attendance and delivered a presentation on his portfolio of work. He discussed the number of economic developments within Trowbridge in recent years with developments at St Stephen's Place, Cradle Bridge and others, and discussed future issues for the town and community area along with key sites that needed regeneration such as the Bowyers site, Castle Place and the Ashton park Housing development.</p> <p>He received questions on what the council could do to assist businesses and residents in the town, and whether it was currently doing all it could. Councillor Berry drew attention</p>
83	<p><u>East Wing Re-development</u></p> <p>Tim Martienssen, Acting Director of Economic Development and Planning, provided an update on the East Wing Development. The planning application that had been submitted in August 2017 had received significant comments, and it was not expected to be determined until sometime in the new year.</p>
84	<p><u>Traffic Management - Castlemead</u></p> <p>Councillor Steve Oldrieve provided an update on the traffic management issues at Castlemead. It had been intended for a full discussion to take place at the area board, but since the last meeting the Cabinet Member and Head of Service had met with local residents to discuss the issues. The area board requested to be kept updated with any developments, given the considerable public engagement which had arisen from the traffic management issues in that area.</p>
85	<p><u>Urgent items</u></p> <p>There were no urgent items.</p>

Chairman's Announcements

Subject:	Clean-Up Wilts campaign and the Great British Spring Clean
Officer Contact Details:	Your Community Engagement Manager (CEM)

This year phase two of the county-wide Clean-Up Wilts campaign will be implemented.

The campaign, which was launched last October, focused on targeting fly-tipping across the county as its first phase.

This year the campaign focuses on litter from food-on-the-go, chewing gum and cigarette butts and community litter picks as part of supporting the national Great British Spring Clean, which takes place on the weekend of 2 to 4 March (2018). Over the last two years – communities across Wiltshire have participated in the litter picks and more than 30 tonnes of litter has been collected.

As a result of this participation, Wiltshire Council has been shortlisted as a finalist in the Keep Britain Tidy Network Awards – Local Authority Award category. The shortlisting is based on the evidence of the strong community spirit that prevails in Wiltshire, which was clearly demonstrated last year on the weekend of the 2017 Great British Spring Clean (Friday 3 to Sunday 5 March).

More than 3,200 volunteers took part in litter picks across the county, giving up their time to help make their communities a better place to live. In all, 152 litter picks took place throughout the county during the weekend, and the volunteers collected 3,025 bags of rubbish, with 18.15 tonnes collected in total.

The award winner will be announced on 8 February. Just being a finalist is recognition of what makes Wiltshire unique. It would be great if this year's Great British Spring Clean event could be another success.

It would of course be much better if people didn't drop litter in the first place and that we didn't have to spend more than £2.5 million each year collecting this rubbish. Wiltshire is a beautiful county and we want to keep it that way.

We will hear more about the Clean-Up Wilts campaign and this year Big Spring Clean on tonight's agenda.

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Chairman's Announcements

Subject:	Public Space Protection Orders
Contact Details:	ASB@wiltshire.gov.uk

PSPOs

Public Spaces Protection Orders (PSPOs) are one of the tools available under the Anti-social Behaviour, Crime and Policing 2014 Act and replace Designated Public Place Orders (DPPO). New Guidance issued by the Local Government Association stated that any Orders in existence post 21 October 2017 would automatically be transferred to include any conditions covered by the DPPO. This applies to orders in: Trowbridge, Salisbury, Calne, Chippenham, Devizes, Durrington, Malmesbury and Warminster.

The legislation recognises that councils are often best placed to identify the broad and cumulative impact that ASB can have and additional conditions can be applied for. They must be evidence based and must not be covered by other primary legislation.

Councils can use PSPOs to prohibit specified activities, and/or require certain things to be done by people engaged in particular activities, within a defined public area. PSPOs differ from other tools introduced under the Act as they are council-led, and rather than targeting specific individuals or properties, they focus on the identified, evidence based problem behaviour in a specific location. Any conditions must be consulted on.

The legislation provides for restrictions to be placed on behaviour that apply to everyone in that locality (with the possible use of exemptions). Breach of a PSPO without a reasonable excuse is an offence. The enforcement will be managed by Wiltshire Police, they will issue fixed penalty notices which can incur fines of up to £1000. Alcohol conditions covered by the Orders can incur £500 fine if breached.

Wiltshire Council is keen to work with individuals to change their behaviour. Working with our drug and alcohol service, recipients of fines will now have the option to attend a drug and alcohol course to waiver the fine payment.

New signage is on order and the webpages will be updated to reflect this recent change in legislation.

For further information please contact ASB@wiltshire.gov.uk

Fixed Penalty Notices

A Police Officer may issue an FPN to anyone they have reason to believe has committed an offence and breached the PSPO without reasonable excuse under section 67 of the Anti-social Behaviour, Crime and Policing 2014 Act. The FPN should only be issued to over 18s.

This also applies in the case of orders that prohibit alcohol consumption, where it is reasonably believed that a person has been or intends to consume alcohol. It is an offence under section 63 either to fail to comply with a request not to consume or to surrender alcohol (or what is reasonably believed to be alcohol or a container for alcohol).

Chairman's Announcements

The front copy should be handed to the recipient and the second retained for your records. Wiltshire Council must be notified via ASB@wiltshire.gov.uk with a scanned copy of the FPN. This will enable the Council to prosecute if necessary.

There will also be an option to attend a Wiltshire substance misuse service course to waive the fine. The information is contained on the back page of the FPN and should be handed to the recipient at the time of issue. The Officer should make the recipient aware that this option would waive the fine payment.

Officers should consider circumstances where there may be a 'reasonable excuse' for breaching the Order. It may also provide a further opportunity, to recognise that those responsible may themselves be vulnerable and in need of support. They should therefore consider appropriate referral pathways where there are any safeguarding concerns.

A copy of the PSPO conditions can be found on Niche.

For further information please contact ASB@wiltshire.gov.uk

Honest and open opinions from patients help to shape hospice care

Patients, their families and healthcare professionals at a leading hospice in Wiltshire are continuing to help shape the way services are run - thanks to a new group set up by Healthwatch Wiltshire.

Local volunteers from the county's independent health and care champion Healthwatch Wiltshire have spent the last 12 months meeting with patients and their families, unpaid carers and health professionals at Dorothy House Hospice Care.

The hospice commissioned Healthwatch Wiltshire to set up a User Advisory Group in September 2016 to provide an opportunity for those who use its services to give their open and honest opinions. This feedback has now helped to shape strategy and future plans for services at the hospice.

Through talking direct to patients, families and unpaid carers, Healthwatch Wiltshire's User Advisory group found:

- Dorothy House's services are highly valued but increased awareness and understanding of the range of services the hospice provides is needed.
- At the point of referral, patients want to talk to skilled staff with the time to talk to them in a personal way.
- It is important for carers and families to be heard and to be asked 'what would help you at the moment?' so that care is led by them.
- Enable people of working age and those at school or college to have access to groups at appropriate times of the day.



Susanna Watson, family support services manager at Dorothy House Hospice Care, said: "I found the feedback I received from the group very helpful. They had some very robust things to say about the whole language around 'assessments' and 'eligibility.'

"Someone commented that they did not want to be 'assessed' but wanted a more human approach where they were simply listened to. It reminded me just how easy it is to slip into bureaucratic jargon when you work in a health or social care setting."

Lucie Woodruff, Healthwatch Wiltshire Manager, added: "The User Advisory Group has given patients, families and carers the opportunity to be a critical friend and has offered a fresh pair of eyes to help Dorothy House continue to develop its services in ways that work for the people that use them.

"We've appreciated the time given by Dorothy House staff to present topics to the group, which enabled informed, productive discussions. The role of a local Healthwatch is to enable the community to help influence the way services are run and this engagement exercise has been a great example of this."

The group will continue to meet in 2018 to ensure the views of patients, families and their carers are reflected in the design and development of services provided by Dorothy House.

The full report 'Dorothy House Hospice Care User Advisory Group: a year of supporting patient and carer involvement' can be viewed at www.healthwatchwiltshire.co.uk/reports-publications.

Contact us:

Tel 01225 434218

info@healthwatchwiltshire.co.uk

healthwatchwiltshire.co.uk

Healthwatch Wiltshire is a local independent organisation which exists to speak up for people on health and care. If you have used a service recently then we would like to hear from you. We use what people tell us when we meet with the commissioners and providers of services to make sure that they take account of your views and experiences.

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Overview

NHS Wiltshire Clinical Commissioning Group (CCG) is responsible for commissioning a broad range of healthcare for the population of Wiltshire. We are led by experienced local GPs drawn from across the county, who provide clear clinical leadership to the big decisions affecting the future of healthcare provision in Wiltshire, carefully tailored to meet the differing needs of people locally.

Our vision is to ensure the provision of a health service which is high quality, effective, clinically-led and local. We are committed to delivering healthcare that meets the needs of Wiltshire people, to consult and engage with our population to enable them to be involved in decisions made about health services and to deliver those services to people in their own homes or as close to home as possible.

The right healthcare, for you, with you, near you

News from the CCG!

Small changes can help you and your loved ones stay well this Winter

Helping people to look after their own health, and their families' health, especially during the colder weather can help you stay well and it also helps to manage demand on health services.

By following eight simple self-care health steps, you and your loved ones can stay well this winter:

<p>S – see your pharmacist at the first sign of illness Pharmacists are not only medical experts; they can also offer advice and information on a range of minor illnesses and injuries. If you start to feel unwell this winter, even if it is just a cough or cold, get advice from your pharmacist before it gets more serious.</p>
<p>E – eat plenty of fruit and vegetables A healthy diet is vital for your wellbeing, so try and eat five portions of fruit and vegetables every day.</p>
<p>L – learn more about around the clock healthcare services in Wiltshire In Wiltshire there are many options available for when you need medical advice and treatment. Consider all the choices available to help you make the right decision about where to go.</p>
<p>F – find out if you're eligible for a free flu vaccine People who are eligible include those who are aged 65 years, pregnant women, anyone who is the main carer for another person or who is in receipt of a Carers' Allowance, and those with a long term condition such as diabetes or asthma.</p>
<p>C – check in on your neighbours Winter can be dangerous for elderly people, so checking they have enough supplies will mean they don't need to go out in bad weather.</p>
<p>A – arrange to pick up your prescription Many pharmacies and GP surgeries will be closed or have reduced working hours over the festive period. If you require a repeat prescription, make sure you order it in plenty of time.</p>
<p>R – restock your medicine cabinet Looking after yourself when you're feeling under the weather with a minor illness is easy if you already have a stocked medicine cabinet.</p>
<p>E – ensure you stay warm Cold weather can be very harmful and increase the risk of heart attack, stroke and chest infections. Try and heat your home to at least 18 degrees and have at least one hot meal a day.</p>

Have your say!

Urgent GP appointments – where would you go?

If you need a same day urgent GP appointment – this could mean that you might not be able to see your usual GP and you may have to travel to a different practice.

Urgent GP appointments are booked on the day and are for patients who have health problems which cannot wait for a routine appointment.

We want to hear your views on accessing urgent GP appointments.

Tell us what you think by completing this [short survey](#).



Raising concerns and making complaints

NHS England are carrying out a survey and asking children, young people and adults with a learning disability and/or autism about their experiences of raising concerns and making complaints.

Your feedback will help with a new project about raising concerns and making complaints called **Ask Listen Do**.

Complete the [survey](#), which is open until 12 January 2018 and help make a difference.

Campaigns

Every year we support a number of national health campaigns and run some local ones too.

Click on the images below to find out more about our current campaigns.

Stay well this winter
and have the flu jab



Around the clock
healthcare in Wiltshire

Town Clerk's Report to Policy & Resources Committee

3rd January 2018

Happy New Year!

The Town Clerk reports every two months to the Policy & Resources Committee with an edited version presented to the Area Board. Issues included on the agenda are highlighted and normally include an officer's recommendation. Other matters are provided as report items only.

1. POLICY

1.1 Community Governance Review (CGR) – The Town Council Strategy says;

14. A TOWN COUNCIL FOR ALL OF THE TOWN

Trowbridge Town Council will continue the campaign to ensure that Trowbridge can have A TOWN COUNCIL FOR ALL OF THE TOWN, including all the built up urban areas which are not connected to their respective villages and if necessary will seek a further Community Governance Review when Ashton Park urban extension is being built-out or if other areas of development take place on the edges of the current town boundary, but recognises that this is unlikely to take effect before 2025.

1.1.1 Ashton Road - Steeple Ashton Parish Council supports a change to the boundary at Ashton Road. The Town Council has agreed that a sum equivalent to any Community Infrastructure Levy (CIL) received will be paid to Steeple Ashton. This is one of the sites which had been subject to a planning application but is not being put forward by Wiltshire Council through the Housing Site Allocations process. A revised application has been submitted by the developer reducing the number of houses, extending green infrastructure close to Green Lane Wood and eliminating access from the site towards the woods, to reduce recreational pressure from residents seeking to access the woods. The town council supports the application and has welcomed the changes. (see 6.2.D) The minutes of the meeting of Wiltshire Council in July 2016 record as follows ' . . . the working group had been informed that Trowbridge Town Council and Steeple Ashton Parish Council had consulted each other and were in agreement upon a further small amendment to the boundary. Councillor Wheeler stated that the proposal would be taken to the working group for consultation and consideration in accordance with procedure.' It therefore seems appropriate that now a committee of the council has been established to consider boundary matters, including the review of Wiltshire Council Electoral divisions that this change should be implemented with those boundary changes.

1.2 Review of Wiltshire Council Electoral Divisions – The Local Government Boundary Committee for England (LGBCE) has commenced a review of electoral arrangements for Wiltshire Council. Wiltshire Council has appointed a committee of 10 councillors to make recommendations to the Council. The first task will be to determine the number of councillors Wiltshire Council should have and then to draw division boundaries to ensure that each division has a similar electorate. Any changes to division boundaries will have an impact on the wards for Trowbridge Town Council and the council may need to consider how many town councillors there should be, if there are, for example five, six or eight wards in the town rather than the current seven. The changes would be implemented at the next elections in 2021.

1.3 Free Parking Days – Wiltshire Council allow each town a Free Parking Day allocation equivalent to two times the number of spaces in Wiltshire Council public car-parks. Trowbridge's allocation for 2018 is dependent upon Wiltshire Council confirming if November and December are

available for allocation. If allowed the dates will be: Saturday 30th June (Armed Forces), Saturday 14th July (Active Festival), Saturday 20th October (Carnival), Saturday 24th November (Christmas Lights) and Saturday 1st December (Small business Saturday).

1.4 Great Western Rail Franchise – Public Consultation – (AGENDA ITEM 7). The government is consulting (until 21st February) on extensions to and changes to new franchise specifications covering developments expected to occur and required during the 2020s and beyond. The Great Western Franchise operates the majority of trains which serve Trowbridge and also operates Trowbridge station. There are already plans in place to provide longer trains, particularly on the main Cardiff – Portsmouth service through Trowbridge. Future proposals which the town council may consider responding to are:

A. Proposals to consider splitting the franchise into two franchises: North franchise (Service Offer 1) to cover Intercity services to Bath, Bristol, Cardiff, Swansea, Cheltenham and Hereford and local services in the Thames Valley. South franchise (Service Offer 2) to cover Intercity services through Westbury to Taunton, Devon and Cornwall, local services in the Bristol area (including Metro West), Devon & Cornwall, the Weymouth line, Cardiff-Portsmouth services and Trans Wilts. This appears to be a generally positive move for Trowbridge and Wiltshire, with the potential for more stopping and new services using the main line via Bedwyn, Pewsey and Westbury, including the potential for reintroducing direct London Paddington Services to Trowbridge and Bradford on Avon.

B. Proposals to incorporate local services south of Bath into the new MetroWest network. Local service frequency on the Bath – Frome route via Trowbridge would enhance services at Trowbridge.

RECOMMENDATION: Trowbridge Town Council:

a) Welcomes the government’s consultation on the Great Western Franchise;

b) Supports the splitting of the franchise into two, including all services between Paddington, Newbury and Bedwyn being part of Service Offer 2;

c) Considers that a split franchise as proposed offers opportunities for new direct services between Trowbridge and London Paddington and more intensive use of the line between Bedwyn, Westbury and Frome;

d) Supports the improvements to journey times for services to Devon & Cornwall but only if this is achieved through more frequent services, and not through a reduction in the number of services serving Pewsey and Westbury and;

e) Supports the extension of MetroWest to Gloucester and Westbury and improvements to services between Bath and Frome.

1.5 Data Protection – New regulations called the General Data Protection Regulations (GDPR) are now coming into force and will have significant implications for all local councils. Officers are undertaking training and will advise the council of requirements in due course. The Town Council will need to ensure that the central contacts database is managed and controlled. Members will also need to consider registering with the Information Commissioner’s Office (ICO). Head of Resources (Juliet Weimar and Customer Services Manager (Aby Cooper) are attending a course in Warminster in January.

1.6 Policies – we are currently experiencing difficult with downloading policies from the website. This is under investigation by our website provider; anyone requiring copies of our policies, procedures and strategies should contact the Head of Resources until the issue is resolved. A disclaimer has been added to the appropriate section on the website, directing members of the public to HR.

2. RESOURCES

2.1 FINANCIAL RESOURCES

INFORMATION SERVICES £139,006 – This is a new department with transfers from TIC, P&R, Direct Services and Civic Centre.

400 POLICY & RESOURCES £392,262 – A decrease of £19k; a decrease of £24k on 401 Democratic due to the transfer of marketing to Info Services, a decrease of £1k on 402 Mayor accounting for the purchase of a hat this year, a decrease of £5k on 403 Grants to account for the restatement of Trowbridge In Bloom Grant and an increase of £11k on 410 Finance and Admin accounting for staff changes.

500 DIRECT SERVICES £393,336 – An increase of £19k, accounting for a number of changes in the department, but including additional costs for play areas and street cleaning.

600 CIVIC BOARD £368,577 – A decrease of £30k accounts for reduced building costs. The costs of running the building are shared between those departments using the building based upon their office space.

PROJECT BUDGETS:

These show a reduction as most projects are now incorporated into department budgets.

Museum Project – The project contribution of £50k is incorporated in the operational budget above. The net cost of (£26,456) reflects the use of reserves to contribute to the project during the year.

Sports Pitch Project – Incorporated into Leisure Services and is fully funded from S106 and grant income.

Tennis Courts Project – Incorporated into Leisure Services.

CATG Projects – Increases to £15k for 2018/19 (rising to £30k by 2021/22).

Investment in Play Areas – Due to the delay of one year, all costs shown in the operational budget in 2018/19 are covered by Wiltshire Council transfer payments and reserves. If any S106 contributions are received this will facilitate additional expenditure above the budget level.

Investment in other street assets – Allocation of £5,000 for 2018/19.

Park Storage – Funded from savings in revenue budget and incorporated into the operational budget.

Additional Revenue Activity – £20,000 is allocated for Street Cleaning including a vehicle in the Direct Services Operational Budget above.

Closed Churchyards – Incorporated into the Direct Services Budget.

Car Parks – No allocation, as should break even or make a net contribution if management is transferred. **Asset Transfers** – All incorporated into the Direct Services operational budget.

RESERVES:

The planned contribution to reserves is increased to £34,235 for 2018/19, (with higher contributions planned for 2019/20 through to 2021/22, to bring General Reserves up to 25% of net revenue expenditure.

	31 st March 2017	30 th Sept 2017
Museum Project	£33,752	£27,582
Recreational Play Areas	£6,000	£6,000
Civic Centre	£0	£10,500
Sports Pitch Development	£7,000	£7,000
Earmarked Reserves	£46,752	£51,082
General Reserve	£172,341	£174,117
Total Reserves	£219,093	£225,199

RECOMMENDATION:

a. BUDGET

- i. That the Committee approves the Revenue Expenditure Budgets for 2018/19 as detailed on the budget spreadsheets, totalling **£1,751,081**
- ii. That the Committee approves the Project Budgets for 2018/19 totalling **(£6,456)**
- iii. That the Committee approves that the contribution to General Reserves for 2018/19 be **£34,235**
- iv. That the Committee recommends to Council therefore a total budget requirement for 2018/19 of **£1,778,860**
And that this is funded in part through estimated income for 2018/19 from Community Infrastructure Levy of **(£58,077)**
Leaving a net precept requirement for 2018/19 of **£1,720,783**
Which results in an increase of £4.35 (within the government's limit for District Councils) on the Trowbridge Town Council 'Band D' Council Tax Charge, to **£148.99**
Which is less than £2.87 per week.

b. FOUR-YEAR FINANCIAL PLAN:

That the committee notes the four-year financial plan which accompanies the budget.

2.1.3 Internal Audit Review (AGENDA ITEM 18 Private & Confidential) – (Copy attached) We have been undertaking a comparison as part of a review of our Internal Audit provision. Due to the commercially confidential nature of the results of the review this item is taken as a Private and Confidential item at the end of the meeting.

RECOMMENDATION: That the committee appoints an Internal Auditor for a period of four years 2018/19 – 2021/22 as indicated in the confidential report.

2.1.4 External Audit – Our External Audit for 2018/19 will be undertaken by PKF Littlejohn, appointed by the new sector led body; Smaller Authorities' Audit Appointments (SAAA), following the demise of the Audit Commission.

2.1.5 Risk and Audit Panel – Reviews matters relating to finance, audit, insurance and risk prior to the Policy & Resources committee. It met on 2nd January 2018 and next meets on 27th February at 15:00.

2.1.6 Business Charge Card (AGENDA ITEM 8)

To consider the Head of Resources report (copy attached) and the

RECOMMENDATION: To approve the procurement of a Charge Card from Lloyds Bank to improve purchasing arrangements as per the following:

A business limit of £10,000.

One business charge card to be issued by Lloyds Bank in the name of Trowbridge Town Council, assigned to the Finance Officer. The card limit to be set at £5000.

A Direct Debit to be set up to pay the balance in full on a set date, at the end of each month.

If a second card is deemed necessary in the future, to approve the delegation of authorisation for a second card to The Town Clerk, who would appoint the Head of Resources as the user for the second card, with a card spend limit of £5000.

2.2 HUMAN RESOURCES

2.2.1 Leavers:

Matt Mayne, Groundsman Operative. Leave date 15th November 2017

Luke Shearing, Sports Coach. Leave date 21st December 2017

2.2.2 New Starters:

Joanne Caddy, Casual Venues Assistant. Start date 27th November 2017

2.2.3 Recruitment currently ongoing

Customer Service Advisor

- closing date for applications is 12/01/2018, proposed start date: 1/2/2018
- part time 12.5 hours per week Thursday and Friday 1pm to 5pm and Saturday 8.30 to 1pm

Facilities Support Officer

- closing date for applications is not delayed until 5/01/2018, proposed start date: 1/2/2018
- full time

Community Play Worker

- applications closed, Interviews completed and offer made, proposed start date: 1/1/2018
- part time 10 hours per week Mon – Fri 3:15 – 5:15

Groundsman Operative

- closing date for applications has been pushed back to 25/01/2018, Start Date: TBC

Apprentice Sports Coach

- on hold until New Year

3. **SERVICES** - Department Managers make detailed reports to their respective committees which are published the week before the committee meeting. Trish Carpenter is the Council Secretary responsible for administering these committees.

3.1 **CULTURAL SERVICES** - This area of service is delegated to the Museum Curator, Clare Lyall. The next Museum and Tourism committee meeting is 27th February 2018 at 6.30pm.

3.1.1 **MUSEUM** – Trowbridge Museum is an award-winning museum located in the Shires Shopping Centre telling the story of west of England woollen cloth manufacturing and its influence on the town. We are expanding the museum into an additional floor – see Item 4.1. We work closely with The Friends of Trowbridge Museum.

3.1.2 **Culture** – We also work in partnership with other cultural organisations including Town Hall Arts and Drawing Projects at Bridge House to develop the cultural aspects of the Trowbridge community.

3.1.3 **Henry de Bohun Heritage Festival (AGENDA ITEM 9)** – The Friends of the Museum have requested the the council considers providing the Civic Centre free of room hire fees for their Henry de Bohun Conference in 2018. The Council Strategy states the following:

9. CULTURAL PARTNERSHIPS

Trowbridge Museum will, in partnership with other cultural organisations, ensure that Trowbridge develops its cultural offering and tourism potential, realising opportunities to celebrate our links to Magna Carta. Together we will develop a significant cultural/heritage event to attract tourists and visitors to the town, adding a cultural dimension to the existing range of activities and events within Trowbridge and helping to support the local economy.

The Museum staff and our financial resources must be focussed on the delivery of the Museum Expansion Project during 2018-2019 and with the new Museum not planned to open until mid-2020 whilst ongoing engagement and activities are planned throughout the closure period it may be considered premature to undertake significant promotional events in 2018.

RECOMMENDATION: That the council is not able to provide financial support in 2018 and that any financial support for the Henry de Bohun Heritage Festival should be reconsidered for the 2019/20 budget.

3.2 LEISURE & INFORMATION SERVICES – This area of service is delegated to the Head of Leisure and Information Services, Hayley Bell. The next Leisure Services Committee meeting is 27th March 2018 at 7pm.

3.2.1 ACTIVE TROWBRIDGE – Provides sports coaching programmes to local schools throughout the term, Fun Days during the school holidays as well as free Summer Roadshows and the annual Active Festival which will be held on Saturday 14th July in Trowbridge Park.
www.activetrowbridge.co.uk

3.2.2 MARKETING & EVENTS – We use a variety of ways to communicate with those who live in, work in and visit Trowbridge. Social media, Trowbridge Information Centre, Web-sites: www.trowbridge.gov.uk information about council services and links to other local web-sites; www.trowbridgecivic.co.uk for Civic Centre, events and activities & www.trowbridgemuseum.co.uk for the Museum, and

Discover Trowbridge Magazine provided by Brightside Marketing Solutions. The Spring edition was published in December covering the period January – April 2018. The **Calendar of Events** is available on the web-site.

3.1.2 Visit Wiltshire – The Museum, Civic Centre and Town Hall Arts work together and have a joint membership of Visit Wiltshire.

3.3 NEIGHBOURHOOD & VENUE SERVICES – This area is delegated to the Deputy Chief Executive, Bill Austin. The next Direct Services committee meeting is 27th February 2018 at 7pm.

3.3.1 Civic Board – The Civic Board (which reports to the Direct Services Committee) next meets on 13th February 2018. It is responsible for overseeing the operation of the Civic Centre as a commercial conference and entertainment venue.

3.3.2 Facilities – The Facilities Manager (Karl Buckingham) is responsible for managing the Civic Centre and other buildings, all of the utilities and services on behalf of occupiers including our external tenants, as well as health & safety, procurement, project management, insurance and the relationship with promoters for entertainments.

3.3.3 Information Technology – We have installed new computer systems through Oakford Technology. Telephones were also replaced in September/October.

3.3.4 Neighbourhoods – We manage the Town Park, play and recreational facilities, CCTV and a range of other environmental activities.

3.3.5 Christmas Switch On Event – Following the decision of the committee to approve the relocation of the event to the Town Park it was a very successful event and the officers will be bringing forward plans to make the Town Park the permanent location for this event.

4. TOWN COUNCIL PROJECTS

4.1 Museum Project ONWARDS & UPWARDS – The Town Council Strategy says;

Trowbridge Town Council will; complete the project 'Onwards and Upwards' to expand Trowbridge Museum; secure funding from the HLF and other funders and; will contribute around £900,000, funded from borrowing at a cost of up to £50,000 per annum. The new Museum will reach out from its base in Home Mills in The Shires, to encompass the whole town, through visual links from the top floor, interpretation and signage at key locations and significant buildings linked to the museum.

The Heritage Lottery Fund (HLF) met on 19th September to consider our round two application and informed us on 20th September that it had been successful, awarding £1,172,500 towards the £2.49 million project. The Council can fund the Project from the HLF grant, grants from other funders and borrowing of around £900,000 funded from a £50,000 per annum contribution from the Council Tax over 25 years. We have so far received over £106,000 towards the project in donations from third party funders and the public. We will need to complete the lease to obtain permission to start and will then appoint Evaluation Consultants and a Project Management Consultant to manage the procurement process and the relationship with the Architects and construction contractors.

4.2 Sports Pitches Project DORIC PARK 3G – The Town Council Strategy says;

Trowbridge Town Council will support and if necessary be actively involved in:
a. Provision of an all-weather pitch at Doric Park in conjunction with national sports funders and other organisations.
b. Development of the Health & Well-being Centre by Wiltshire Council in the town centre.

WOODMARSH: We borrowed £175,000 from the Public Works & Loans Board to purchase Woodmarsh, financed from the rent to be charged to Trowbridge Town Football Club over a new 30-year lease. Wiltshire Council released the remaining funding, from S106 funds and we completed the purchase in February. The new lease is being finalised prior to signing.

DORIC PARK: We are now ready to progress the development of the land at Doric Park to provide an all-weather pitch, car-parking, changing rooms and possibly squash courts (in conjunction with Trowbridge Squash Rackets Club). Other funding is available from S106 and grants such as the Football Foundation and the Rugby Football Union. We are in the process of appointing consultants to detail proposals and reach agreement with the Rugby Club on access and other aspects and are finalising the brief and fee schedule prior to confirmation. The council agreed to the appointment of the framework consultants who are recommended by the Football Foundation at its last meeting. Once we have a draft proposal we will be able to discuss arrangements with the Rugby Club for a land transfer and access and with the Squash Club over their element of the proposal.

4.3 Town Park – Refurbishment of Tennis Courts – We received funding from the Lawn Tennis Association (LTA) £50,000 and Area Board £20,000 for refurbishment of the tennis courts and Multi-Use Games Area (MUGA). Main works have been completed, with the two-tone green surface applied in June. Access is controlled by an internet app and charges should raise sufficient funding to cover maintenance and future refurbishment. The total cost of the project is circa £170,000 with the remaining £100,000 funded from Section 106 funds. We have now obtained planning permission for the new low energy floodlights which will be installed using further S106 funding.

4.4 Play Areas, Transfer from Wiltshire Council – The Town Council Strategy says;

Trowbridge Town Council will take a proactive approach to asset and service transfer from Wiltshire Council; Recreation Grounds, Play Areas and Open Spaces, Public Car-Parking, Bus Shelters, Litter Bins, Seats, Grit-Bins and Street Cleaning and will seek to simplify and speed up the transfer process.

Deputy Chief Executive, Bill Austin, has negotiated the best available deal for the transfer from Wiltshire Council. Following legal delays, councillors and officers from both sides met on 21st November and agreed a way forward based upon management agreements (not leases) for all of the play areas currently managed by Wiltshire Council. The 24 play areas will transfer to the town council's management by 31st March 2018 with the possibility of freehold transfer for the majority in future. The town council will be paid a transfer fee of £50,000 to invest in improving and maintaining the facilities and will be paid contributions from existing S106 funding for maintenance (over £45,000) and will be able to apply for S106 contributions for new equipment (over £90,000). Funding to invest in the play areas will also come from Community Infrastructure Levy, grants and further contributions from the town council.

4.5 St George's Works – The town council has rented storage in St George's Works. The owners (TC Sports) have now made a planning application for the redevelopment of the site to provide 30 new residential apartments overlooking the Town Park, including parking, bin and cycle storage and have given us notice. The proposals also include a new storage facility behind the bandstand and new access gates to the storage area and Park from the Post Office Access Road which will also act as the construction access for part of the redevelopment. Alternative storage arrangements will be in place during construction. The Town Council is party to the S106 agreement.

5. **CIVIC & DEMOCRATIC ACTIVITIES**

5.1 Council Meeting Dates - Council and committee meetings for the next few months are:

Tuesday 16 th January	Full Council
Tuesday 23 rd January	Town Development
Tuesday 30 th January	NO MEETING
Tuesday 6 th February	NO MEETING
Tuesday 13 th February	Town Development
Tuesday 20 th February	NO MEETING
Tuesday 27 th February	Direct Services
Tuesday 6 th March	Policy & Resources
Tuesday 13 th March	Town Development

5.2 Dates for your diary

5.2.1 Councillor Training – Tuesday January 30th

5.2.3 Civic Dinner 2018 at the Civic Centre on Saturday 24th March.

5.2.4 Annual Town Meeting and Town Gathering at the Civic Centre on Tuesday 8th May 2018.

5.2.5 Civic Service – Sunday 8th July 2018

5.3 Twinning - Trowbridge is twinned with four communities:

5.3.1 Leer in Ostfriesland, Germany – the Trowbridge/Leer Twinning Association is planning a visit to Leer for the Gallimarkt 2018.

5.3.2 Charenton-le-Pont on the outskirts of Paris, France – the Mayor, Cllr Deb Halik and her husband Cllr David Halik will be joining the Mayor of Charenton for their New Year's celebrations at the beginning of January 2018.

5.3.3 Elblag in Poland (with the other four towns in West Wiltshire) –

5.3.4 Oujda in Morocco

6. TOWN DEVELOPMENT – Committee Meets 2nd and 23rd January, 13th February 2018. The committee considers all regulatory matters consulted on by Wiltshire Council including planning, listed building and tree applications, highways issues and licensing matters. Alison-Nina Ward is Council Secretary (Town Development) responsible for administering this committee.

6.1 Town Centre Developments –

Bowers – www.innoxmills.co.uk are expected make an application in 2018.

United Church Buildings – Are SOLD subject to contract www.onthemarket.com/details/3752103/

County Hall East – see 8.1.3 below

6.2 Housing – These sites are being developed or coming forward for development. Many are delayed pending resolution of mitigation measures associated with Biss Wood and Green Lane Wood colonies of Bechstein Bats. Measures will include managed public access to the woods and provision of flight paths from there to other feeding and roost sites.

A. Current developments/sites within the settlement boundary:

Southview Park Wain Homes existing development is now complete, The cycle/footway link to Drynham Rd, has not been completed.

Charterhouse - McCarthy & Stone have commenced construction on the site at Seymour Rd to provide 40 apartments. 16/03974/FUL

The Pastures Abbey New Homes is now complete.

Castle Mead Persimmon is now complete.

Bradley Road – The former District Council office site is being bought by Newland Homes and have submitted a revised application 17/05669/FUL to provide around 80 new homes.

White Horse Business Park - (North Bradley Parish) following a Prior Approval application to convert The Pavillions to residential, the owners agreed a plan of action to seek a commercial use for the building. If this is not successful, the residential conversion will be allowed to provide around 140 new homes.

B. Part of the Ashton Park Allocation:

Ashton Park – Persimmon et al. - (mainly in West Ashton and North Bradley Parishes), application 15/04736/OUT for 2,500 houses, employment, 2x local centres, 2x primary and a secondary school, ecological visitor facility, open space and A350 West Ashton improvement is being assessed. Bat mitigation measures, include moving employment land from adjacent to the railway line to adjacent to Biss Woods and a change to the road elevation to provide bat flight paths under the road close to the river Biss.

Drynham Lane – WainHomes - A revised application 16/00547/FUL for an additional 91 homes off Drynham Lane to the East of the railway line was withdrawn.

C. Promoted by Wiltshire Council in the Housing Site Allocations:

Hilperton Gap - (Hilperton Parish) Framptons on behalf of Barratt Homes submitted a revised application 16/00672/OUT for 180 houses in the Gap, accessed off Elizabeth Way. The Town Council has objected.

Southwick Court – (Southwick and North Bradley Parishes) Savills on behalf of Waddeton Park advise that they will be making an application for land between the town boundary and Southwick Court, east of Frome Road. www.landsouthoftrowbridge.co.uk/ indicates road access off Frome Rd and a new school.

Elm Grove Farm – (partly in North Bradley Parish) – The town council has been involved in discussions with Coulston Estates, the owners of Elm Grove Farm and land adjacent to Drynham Lane, west of the railway line with a view to bringing the site forward.

Church Lane – This site potentially accessed directly off Frome Road is in the town boundary.

Spring Meadows – This site also accessed off Frome Rd is inside the town boundary.

D. Sites Discounted by Wiltshire Council. (All supported by the town council).

Castle Mead Extension – Persimmon - An application [16/03420/FUL](#) for 272 more homes up to Green Ln Wood was withdrawn. Discounted due to proximity to Green Lane Wood.

Ashton Road - (currently in Steeple Ashton – see item 1.2 above) [Taylor Wimpey](#) have made a revised application for around 200 homes [16/04468/OUT](#). Discounted due to proximity to Green Lane Wood.

Biss Farm - An application for 267 houses [17/09961/OUT](#), primary school, pub and care-home has been submitted by Persimmon for land north of Leap Gate and east of West Ashton Road, currently allocated for employment uses. Discounted as already allocated for employment.

6.3 Neighbourhood Plans

Holt and Bradford on Avon - Both 'Made' by Wiltshire Council. Now form part of the Wiltshire Council Development Plan and the policies will be given full weight when assessing planning applications that affect land in the areas.

Hilperton and West Ashton The Parishes have designated revised areas excluding the areas transferred to the Town on 1st April 2017.

North Bradley, and Southwick have each been designated as a Neighbourhood Plan areas.

Wiltshire Core Strategy Review – The Town Council responded to the consultation following resolution at the meeting of the Town Development committee on 5th December. The Town Clerk has submitted the town council's response on the Wiltshire Council online consultation portal.

6.4 Businesses – apetito, the UK's leading food producer for the health and social care sector (and owner of Wiltshire Farm Foods), is investing £31million in food manufacturing business resulting in job creation in the company's Trowbridge site. apetito is the largest private sector employer in Trowbridge, and supports over 2000 jobs nationwide. apetito expects to create around 40 jobs during the building of the expanded production facility. The investment will deliver;

- A business opportunity worth around £28million to a wide range of suppliers in the construction, design, manufacturing, equipment supply and project management
- Enhanced manufacturing capacity
- Improved manufacturing efficiency
- State of the art cooking facilities to deliver the highest standards of taste and nutrition
- Continued reduction in carbon footprint – delivering a 47% reduction in carbon intensity since 2017 (CO2 emissions per £m sales)

Detailed planning is now in progress and building will commence in 2018 with the expanded site is due for full completion by 2020.

7. TROWBRIDGE PARTNERSHIPS - The Council Strategy says:

Building partnerships to ensure that others are also investing in our town.

7.1 Transforming Trowbridge – The Town Council is the accountable body for TT, which works with businesses to develop economic activity and support facilities and services which help to create a community which attracts employers and quality jobs.

7.2 Trowbridge Town Team – The Town Council is the accountable body for TTT. The organisation concentrates on developing the entrepreneurial skills of Young People under the GOFISH programme. Funding from the Local Youth Network and Chamber of Commerce was transferred to TTT, to support these activities. Further funding has been provided by local businesses. Chairman of the Town Team, David Baker has reported the following: *"The appropriate funding that the Area Board donated to GOFISH has now been invested and spent on the GOFISH Project. I have returned my submission on the outcomes to the relevant parties. As from now the sponsorship and donations for GOFISH will be independent of the Area Board. We would ask that Trowbridge Town Council remain the body who will manage the financial accounts on behalf of The Town Team. The sponsors and donations at this moment are Office Evolution, David Halik and Howard Travel."*

7.3 Trowbridge Community Area Future (TCAF) – A charity, originally established by the town council and others as a Community Partnership. Lindsey Millen is the TCAF officer, supported by the Youth Work Team headed by Sarah Holland, with Fadwa Bakali and Zoe Copper. They work with partners to address priorities in the Joint Strategic Assessment in the nationally most deprived communities (Studley Green-10%, Seymour/Adcroft-20% and Longfield-20%). TCAF has received grants from funders including the Local Youth Network (LYN) as well as an annual grant from the town council. They utilise the Town Council's Cabin at Seymour Recreation Ground on a peppercorn rent to undertake some of this work. TCAF receives an annual grant and in-kind support from the town council. A Community Hub is now operating in the Shires. Councillors may be interested in using the hub for councillor surgeries and should direct interest to Lindsey on tcaf@trowbridge.gov.uk

7.4 Cock Hill Solar Community Fund. Support local applicants with grants.

7.5 Chamber of Commerce – Tracey Parker (Leykers) is President of Trowbridge Chamber. They relaunched at Trowbridge Museum on 27th September where they presented their strategy for taking the Chamber forward to assist in securing the viability of our town, especially the town centre. They are interested in developing a bottom-up BID, one which is not externally sourced, potentially run in partnership with the town council. Areas including cleanliness, events and parking are high on their agenda. They understand this is a lengthy process that has been on the Town Council agenda for a long time. Tracy, Cllr David Halik, The Mayoior and Town Clerk recently met with Dr Andrew Murrison to discuss the potential for a BID and Dr Murrison has agreed to canvas local businesses in the town centre in the New Year with others.

7.6 Trowbridge Talking News – service for the visually impaired, TIC is the drop off point.

7.7 Selwood Housing is the main social housing provider in Trowbridge.

8. WILTSHIRE

8.1 Wiltshire Council

8.1.1 Area Board – Next meeting is Thursday 11th January 2018, (7pm Cotswold Space County Hall), and as part of the agenda they plan to report back on progress against their JSA priorities, set at the OurCommunityMatters event in December 2016. The Community Engagement Manager for Trowbridge, Mary Cullen compiles the [Community Area Web Site](#) and manages grant applications for community grants.

8.1.2 Local Youth Network – Local Youth Facilitator, Emma Drage manages grant applications for youth projects in Trowbridge, Melksham & Bradford on Avon. The LYN Management Group considers grant applications and makes recommendations to the Area Board.

8.1.3 Trowbridge Area Well-being Centre (Campus) – (AGENDA ITEM 10) Wiltshire Council is progressing an outline planning application [17/07693/OUT](#) which if successful, will allow health services to make early progress on the establishment of their element. Consultants Max Associates in conjunction with Alliance Leisure were engaged to consider the leisure element and a report was circulated in August indicating strong demand for a large fitness suite, climbing type activity, youth facilities and a weaker case for a new swimming pool. A further update meeting was held recently. The anticipated cost of the leisure facility (without a swimming pool) is estimated at £12million and the majority of this funding can be realised from the development of the site. The alternative option including Swimming pool and Ten-pin bowling would be over £24million. Option 1 does not require significant funding from Wiltshire Council.

Whilst the town council has not been involved in the development of the campus model for Trowbridge as heavily as it would have expected, the reality is that the council anticipated that a centrally located active leisure development which provided better facilities than those currently located at both Castle Place and Clarendon College and more would be developed, and it supported this. The reality is that Trowbridge is being offered a replacement for Castle Place which will provide better facilities and more but the relocation of the Clarendon College swimming and sports hall elements cannot be justified. The town council therefore needs to consider if what is on offer is something which is worth supporting and promoting or if the council should be fighting to get what was previously promised.

If the town council is asked to take a greater role in this project by Wiltshire Council, either now or in the future, it will have to consider the implications of this and how the whole of the Trowbridge community is able to share in the responsibilities and benefit from a joint membership. Places for People, the current leisure operator contracted to Wiltshire Council for the two Trowbridge sites has been offered a three year extension from April 2018.

RECOMMENDATION: That Trowbridge Town Council welcomes the proposals for the redevelopment of County Hall East at Bythesea Road, incorporating a health facility, retail and residential elements, new footways and bridges linking the site to the town centre and proposals for a new indoor active leisure facility providing gym, activity spaces and youth facilities and will work with Wiltshire Council and others to realise the opportunity and ensure that once developed the facility is managed for the benefit of the local community in conjunction with other local leisure facilities, both indoor and outdoor.

8.1.4 Asset & Service Delegation – In addition to play areas covered elsewhere and closed churchyards already transferred, the town council seeks to take over recreation grounds, amenity grass, open spaces, bus shelters, the management and control of car-parks and street cleaning services. These have been factored in to the remaining four-year financial plan. The Town Council would also be interested in the delegation of street trading licensing. Wiltshire Council adopted its new *Asset and Service Devolution and Community Asset Transfer Policy* in November and at the meeting with Wiltshire Council on 21st November this was discussed. No funding is available for

town and parish councils taking on additional assets and services. So with regard to street cleaning where Wiltshire Council undertakes the statutory minimum utilising the barrow operative and the mechanical sweepers, there is no value proposition available to the town council to take on these activities. The alternative option would be to leave these activities with Wiltshire Council and their contractors, whilst the town council can secure new resources to improve the outer areas and undertake activities not deemed necessary by Wiltshire Council such as cleaning of the multi-storey car-park. This approach will need to be coordinated by the town council to ensure reports are being made on the App system and town centre resources applied to priorities.

8.1.5 Community Area Transport Group (CATG) –

The Budget for CATG support projects for 2017/2018 is £10,000 and is allocated as follows:

20mph College Road (completed December 2017)	£1,250	paid
Wingfield Road Cycle Path (completed Summer 2017)	£5,000	
County Way/Drynham Rd signs	£1,000	
The Croft bollards	£650	
Yeoman Way street sign (Completed November 2017)	£100	paid
Waiting Restrictions (Completed late 2016)	£2000	paid
TOTAL	£10,000	

Other projects which the town council has supported but have not been costed yet and will probably need funds allocating in 2018/19 from the CATG support budget, which is expected to rise to £15,000 are:

- Pedestrian Survey in the Halve
- Pedestrian crossing barrier on British Row
- Cycleway/Footway along County Way from Ashton Street to Hilperton Road.
- Dropped kerbs at Green Lane, Riverway and Holbrook Lane.
- Pedestrian direction signs in the town centre including White Hart Yard and St George's Works.
- Bus shelter in Manor Road.
- Speed limit reduction from London Bridge to Hungerford Ave on Wingfield Rd 40mph to 30mph.

Longfield Gyratory is being assessed for alterations to the lights and sequencing and so the following requests are being included in this scheme:

- Footway from the Lamb Car Park to the pedestrian crossing at Mortimer Street junction.
- Footway from the entrance to Longfield House to the pedestrian crossing at Longfield Gyratory.

8.1.6 Waiting Restrictions – All outstanding requests for changes to waiting restrictions have been sent to Wiltshire Council, including all the requests related to a potential wide area Resident's Parking Zone (RPZ) in the hope that they will be assessed for implementation in 2018. We have discussed with the cabinet member (Bridget Wayman) the town council's suggestion that all such requests are progressed by CATG rather than the annual review process in future.

8.1.7 Parish Steward –reintroduced in 2016 with contractor Ringway. The Town Council puts forward a priority list each month. Councillors should contact bill.austin@trowbridge.gov.uk with any requests for minor maintenance including pot-holes ensuring that the town council can coordinate a priority list.

8.2 Health Services – Wiltshire Clinical Commissioning Group (WCCG) is responsible for commissioning 'Primary Care' services to people in Wiltshire and registered with Wiltshire GPs.

8.2.1 Trowbridge Health Centre – Now fully open at Hammersmith Fields, it is one of two premises for the new combined practice with Widbrook surgery. The other Trowbridge practice is Lovemead Group based at Roundstone Surgery. Parking issues will hopefully be resolved now that the staff car-park has been completed. Senior Partner, Dr Michael Duckworth has left the Lovemead Group Practise.

8.3 Dorset & Wiltshire Fire & Rescue Service – Information available at www.dwfire.org.uk

8.4 Police and Community Safety – Inspector Andy Fee reports regularly to Full Council meetings. Councillors and the public are urged to sign up for [Community Messaging](#) which includes details of charges and crimes reported. PC Amy Hardman compiles the reports and attends community engagement events.

8.5 Wiltshire Association of Local Councils - [WALC](#) is the county association for town & parish councils, affiliated to NALC the National Association. Trowbridge Town Council is a member of both. The Council also pays the fee for the Clerk to be a member of the Society of Local Council Clerks (SLCC), which provides training and advice. Katie Fielding

8.6 Enterprise Wiltshire – No meetings recently.

8.7 Swindon & Wiltshire Local Enterprise Partnership – No recent activity to report.

8.8 Market Towns Network – Next meeting in Malmesbury on 1st March.

If you receive this report electronically the links in each section will take you to the relevant web page for more information about that organisation or project. If you want to be added to the e-mail circulation list, please contact the Town Clerk. The report is published six times per year prior to meetings of the Policy & Resources committee held in January, March, May, June, September and November.

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#DiscoverTROWBRIDGE
www.trowbridge.gov.uk
www.trowbridgecivic.co.uk
www.trowbridgemuseum.co.uk

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Trowbridge Area Board Campus Working Group TABCWG Report to the Area Board January 2018

Meetings with Alliance Leisure Sport England & WC

On 5th December a meeting was held between members of TABCWG with Alliance Leisure, Sport England and members of WC including Tim Martiensson from Economic Regeneration and the Director of Sports Development.

Presentation of the draft report

Key elements of the draft report were presented.

1. Process

Alliance Leisure had worked with Sport England to trial a new approach to assessing the leisure needs of a locality. A wide range of data had been used as well as consultation with local people and stakeholders. The condition and levels of use of existing facilities had also been taken into account.

2. Key Proposals

The conclusion based on this needs assessment was that it was important to reach young people and also those who were currently not participating in leisure activity. On this basis the following were proposed

- A large fitness element to provide a sound financial basis
- Multi-use activity spaces for young people and the community
- Multi-use meeting and learning spaces
- Adventure play
- Soft play

The report also looked at the provision of a swimming pool and tenpin bowling as additional options. It concluded that both would add significantly to the cost without generating enough additional revenue. This was partly because it was felt the facilities would have to be added later.

3. Financial viability

The cost of the facility proposed above was around £12 million and would itself require an investment from WC.

Reaction from the Group

Representatives of TAB welcomed the thoroughness and detailed work that had been done but were disappointed with the facilities that were being proposed that fall far short of the original proposals made in 2013. Whilst recognising that the current financial situation is difficult the point was made that a decision to invest capital into the project is a political one as was the decision to invest capital in Corsham,



Salisbury, Melksham and the other campuses. The group asked that all the proposals including the swimming pool and tenpin bowling should be put to Cabinet.

Progress with the Site

An application for outline planning permission had been submitted and sent back for more work to be done. It would be heard again in March. The NHS are proceeding with the development of a business plan for the primary care centre which will need approval at national level.

Apologies for the lack of detail above but the author is still waiting for notes of the meeting, a copy of the presentation and of the final report.

Colin Kay
January 2018

Minutes of the Trowbridge Safer and Supportive Communities Group meeting held on 5th December 2017, at County Hall

Present

Mary Cullen (Community Engagement Manager, WC), Cllr Bob Brice (Trowbridge Town Council), PC Gill Hughes (Wiltshire Police) Sgt Andy Fee (Wiltshire Police), Rev Barrie Dearlove (Breakthrough Trowbridge)

Apologies

Farzana Saker (Trowbridge Mosque), David Breese (Street Pastors), Tom Ward (WC), Julia Doel (SWAS), Annie Clayton (Alz Support).

Notes of previous meeting

For the benefit of members not present at previous meeting, MC gave an overview of items discussed including update on PSPO, Trowbridge Crime Issues, Dementia Friendly Trowbridge, City of Sanctuary.

Update on PSPO

SGT AF and GH gave an update on PSPO in Trowbridge. Due to problems with wording of the original order, it had to be reissued as it was not enforceable. The order and tickets have been updated and tickets are continuing to be issued. Over 100 tickets have been issued to date. It was noted however, that some people are believed to be drinking alcohol in the park from soft drinks bottles to avoid detection.

AF indicated that Police were doing covert work in the park and had good support from FOTP which was appreciated.

It was also discussed that in Warminster there had been a public protest against the introduction of a PSPO as this was viewed by some as an attack on the homeless.

Dementia Friendly Trowbridge

MC gave an update on progress towards Dementia Friendly Trowbridge including that all dementia champions for our area had recently had a meeting. This was very productive, all were keen to make more dementia friends and to continue driving the agenda forward. MC is continuing to offer DF sessions at county hall and is now working with Annie Clayton from Alzheimer's Support.

In discussion, it was noted that Trowbridge NPT had not been offered Dementia Friends sessions. GH and AF expressed the view that this was something they would be interested in. **MC to chase up training sessions for NPT.**

Safe Places

MC asked for views on future of Safe Places Scheme. She had visited around half of shops signed up in Trowbridge with mixed results. Some were not aware of what a Safe Place was, due to staff/management changes etc. Others had reported that

they had not had anyone request a safe place in the couple of years they were part of the scheme.

It was acknowledged that the scheme required a rethink and good publicity to be effective.

It was suggested that MC find out how well Safe Places is working elsewhere with a view to relaunching in Trowbridge with a few key businesses involved including Waterstones, Town Hall, Civic Centre, Boswells café, Post Office, Hub in the shires, supermarkets and job centre.

Updates from partners

Breakthrough Trowbridge

BD reported that Breakthrough were still supporting Homeless in Trowbridge with drop in sessions, advice and support. Following a query in numbers he reported that WC figures show 3 homeless people in Trowbridge, however their own estimates are much higher, considering that some people sofa surf or sleep in tents in hidden locations.

There are challenges over Xmas period for people who are homeless. Cold weather provisions are in place; however, people have to travel to Salisbury to access them. It was noted that in the past the Fire Service used to provide back packs with essential equipment for homeless people however this seemed to have ceased. MC was asked to discuss with colleagues in Salisbury if this was continuing there and to see if it could be reinstated in Trowbridge.

Breakthrough will not be open on Christmas Day or Boxing Day as volunteers need time with their own families. There will however be a Christmas lunch before Christmas and there is a Christmas Day lunch at County Hall.

It was noted that Apetito were also doing monthly Sunday lunches. MC to circulate details.

BD expressed continuing frustrations for the charity at being unable to find a building in Trowbridge from which to base a bigger operation. He is continuing to explore options.

Policing

Sgt AF and GH reported on current campaigns including Domestic Abuse campaign, Drink Drive campaign and the Outstanding Offenders campaign which had yielded some good results.

It was also noted that Trowbridge would get increased Policing resources, with 6 PCSO's starting in January and 5 PC's from March.

Trowbridge Street Pastors have reported that they will be moving activities to Friday nights, however Police figures and other evidence shows that there are still issues on Saturday nights. It is hoped that there could be a return to Saturday night operations or that both nights could be included.

The Gun Surrender saw 50 weapons handed in in Trowbridge. Not all were guns there were some knives and other weapons. It was noted that this was not an amnesty and that for any weapons known to be used in crime these would be followed up.

The NPT continues to have weekly tasking meetings to set local priorities for action.

Working arrangements for Safer Communities Group

Following discussion, the group agreed to retain quarterly meetings with ad hoc meetings to be called as required, in response to community issues/incidents.

A.O.B. None

Date next meeting April 2018 TBC

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Wiltshire

Trowbridge Area Board

11 January 2018

TROWBRIDGE 'Our Community Matters' Local issues: local action

1. Purpose of the Report

To update members on the progress made to address the priorities identified by the community at the 'Our Community Matters' Joint Strategic Assessment event held on 5TH December 2016.

2. Background

The Trowbridge 'Our Community Matters' event was held on 5th December 2016 at County Hall. Over 85 members of the public and partner agencies attended and participated in the event, which focused on the data set out in the [Community Area Joint Strategic Assessment 2016-17](#).

The JSA brings together the results of research conducted by the major agencies and public sector bodies in Wiltshire over the last six months. The project was initiated by the Wiltshire Health and Wellbeing Board and the Wiltshire Assembly. These bodies will use the priorities emerging from the events to focus and support strategic projects, activities and services across Wiltshire.

Participants at the events used the data to inform themed roundtable discussions and to identify local priorities underpinned by the research. All participants had the opportunity to vote on the priorities and the results are set out in this report. Following agreement on the priorities, the themed roundtables then looked at practical community-led actions that could be taken to address the issues identified.

The purpose of the event was to:

- Gain a consensus around priorities for the area
- Provide the basis for community-led action and projects over the next two years
- Provide the Council and partners with a clear focus for local actions

The Area Board has since focused on supporting and facilitating local actions to tackle those priorities.

3. Priorities identified

The following documents set out the JSA analysis presented to the 'Our Community Matters' conference and the priorities identified by the community on the night. The following documents are available to view online:

- Summary of issues identified by the research. <http://wiltshirejsa.org.uk/community-area/trowbridge/>
- Priorities agreed at the event. <http://wiltshirejsa.org.uk/wp-content/uploads/2017/03/Trowbridge-priorities.pdf>

4. Moving forward with community-led action

To address the priorities, the Area Board has been using its strategic influence and delegated powers to shape the delivery of local services and actions. It has also used its delegated resources to facilitate and support community-led projects. The community engagement manager has been working with local community groups and partners, using the local priorities as a guide. Some of the actions are easier to address than others and work has focussed on areas where tangible outcomes and progress can be delivered. This has helped to capitalise on the enthusiasm and momentum generated by the event.

5. Impact

Appendix 3 sets out the actions achieved since the 'Our Community Matters' event took place. This is a two-year programme and the first quarter figures represent the period between April – October 2017. The report shows the actions that have been delivered to address the priorities in the 10 JSA themes. It is important to note that these actions have been delivered by a wide range of agencies and organisations. The area board may have funded some actions or offered support to others. Some may have been independently by the groups concerned, but all help to address the priorities identified by the community.

6. Recommendations

- (1) That the area board notes the JSA Quarter 1 update report.
- (2) That the area board expresses its thanks to the organisations, groups and partners who have contributed actions that address the local priorities set by the community.

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Trowbridge JSA +A1:G18	Priority	Actions Completed Quarter 1: to October 2017			
Children and young people	1. Mental and emotional health	<p>Trowbridge area board/Lyn funded personal mentoring project for young people delivered by Youth for Christ, Town Hall Arts LGBTQ group set up, supporting approx 10 young people week. TCAF deliver drop in emotional support sessions at JOG School on weekly basis, grant funded by the LYN/area board. Fabric of Life project delivered, the history of fashion as a form of identity with particular focus on gender and sexuality, grant funded by Area Board. Health Information stand for young people provided at Active Festival. Area board/LYN funded counselling service for young people via Collaborative Schools (Nov 2017)</p>			
Children and young people	2. Child poverty	<p>Youth clubs (TCAF) set up in Seymour Community Hub and People's Place Studley Green. Detached youth work delivered, grant funded by the LYN/area board. Active Trowbridge delivered play opportunities to deprived areas of Trowbridge, funded by area board/LYN. IT and other courses delivered by Learning Curve and Learn Direct to develop skills needed to apply for work and benefits etc. Childrens club set up by Seymour Residents' Association. Fit and Fed sessions run in Studley Green. Area board part funded new Hilperton pre-school £20k. New Hope Trowbridge Debt advice service set up, part funded by area board. Longmeadow TARA awarded grant</p>			

Children and young people

3. Childhood obesity

WC and Selwood Housing ran healthy cooking sessions at Studley Green Primary School.
Healthy Me child weight management programme run at Trowbridge Sports Centre.
Active Trowbridge delivered a wide range of fitness and sports sessions for all ages in schools and community venues, part funded by area board/LYN.
Town Council redevelopment of high quality Trowbridge tennis and multi sports courts supported by area board grant funding.
Fit and Fed, healthy eating and exercise programme delivered in Studley Green.
Childrens centre offers child health clinics and parenting classes.

Community Safety

1. Alcohol and drug abuse

PSPO launched to prevent drinking and associated anti-social behaviour in Trowbridge Park and several areas of the town. Over 100 tickets issued under provisions of PSPO (to Dec 2017).

Community Safety

2. Anti social behaviour

Selwood Housing carry out ASB analysis of areas and incidents recorded.
Selwood housng deliver Junior Good Neighbour Scheme informing and advising children about impact and implications of ASB. 1200 children involved.
PSPO launched to prevent drinking and associated anti social behaviour in Trowbridge Park and several areas of the town.

Community Safety

3. Highway safety

Metrocounts carried out to assess speeding levels in a number of locations across the community area.
Community speedwatch schemes supported.
CATG including partners supported a range of local highway initiatives including waiting restrictions on several residential streets.
20mph zone College Rd.

1. Participation in arts, crafts and culture

2. Affordable access to cultural activities

Town Hall Arts funded by area board/LYN deliver monthly youth music nights, performed and organised by young people, attended by approx 130 per month, Offer regular free rehearsal space, Trained 4 young people to be music technicians;Held weekly Youth Theatre sessions attended by 14 young people;Taken 7 young people to London to see a West End Musical and a youth theatre production at The National Theatre; Hosted 4 young people on work experience.

Area Board funded Cultural Age Partnership to deliver arts based activities for older people at risk of social isolation. Area Board funded Wiltshire Rural Music School to purchase portable piano to take music around the community area. Area Board funded Wiltshire Youth Arts Fabric

Area board/LYN funding supports Trowbridge Arts busraries to 4 Youth Theatre members. Covered costs for London trip. Subsidised music event tickes for £5 per ticket (Cost only £3).

Free exhibitions open daily. Range of events in Trowbridge Park free to all, Armed Forces and Veterans Day, Pancake Day Races, Soap Box Derby, Trowbridge Carnival Trowbridge Apple festival free for all. Community Fayres held on Seymour and College Estates.

Culture

3. Diversity and Social Inclusion

Economy

1. Training and skills

Economy

2. Infrastructure and planning-key sites

<p>Monthly Open Days at Trowbridge Mosque to support community cohesion. West Wilts Multi-Faith Forum- Regular multi -faith awareness raising evenings. Regular English classes delivered for minority ethnic women and womens group set up. Cultural Festival of Food 16 September, Part funded by area board. Syrian refugee families settled in Trowbridge Moroccan association funded for project supporting young people Black History Month events at Town Hall</p>			
<p>Area board/LYN Funded GoFish, a skills and employability training project for young people. Town Hall Arts trained 4 young people to be music technicians. Hosted 4 work experience young people. Wiltshire Council- number of apprenticeships delivered in Trowbridge. Trowbridge DoE awarded grant funding from area board/LYN to train new youth leaders Edventure Frome linked up with Trowbridge College. Learn Direct and Learning Curve offer a range of courses to support people back into employment . WC Family Learning Service offer range of functional skills courses.</p>			
<p>Key sites identified in Core Strategy. Proposals developed for regeneration of East Wing Site in Trowbridge- key site in the town. Consultation on draft housing site allocations plan in 2017 involves hundreds of Trowbridge area residents. Number of housing developments currently in planning/progress</p>			

Economy

3. Inward investment and employment opportunities

Completion of Cradle Bridge development with Marks & Spencer food store, Toby Carvery, Papa John's, Dominos, Greggs and Subway as well as delivering car-parking
Investment in the Railway Station Car-parks
Proposals developed for regeneration of East Wing Site in Trowbridge- key site in the town to include employment opportunities.

Environment

1. Litter and fly tipping

175 people including schools took part in Clean for the Queen across Trowbridge in 2017, collecting 124 sacks of rubbish.
Regular litter picks on Seymour and College Estates including by Youffies (youth group) on Seymour Estate.
Friends of Biss meadows carry out regular litter picks and water quality monitoring of River Biss.
WC Staff litter pick carried out in Trowbridge November 2017

Environment

2. Recycling rates

Number of litter picking events held across the community area.
Improvements to household recycling centre.

Environment

3. River quality

Friends of Biss meadows carry out regular litter picks and water quality monitoring of the river Biss. Supports schools and young people to appreciate the river environment including pond dipping, interpretation boards and events.
1,000 fish recently released into River Biss demonstrating improved river quality.

Health and wellbeing, Leisure
Page 46 Health and wellbeing, Leisure
Health and wellbeing, Leisure
Your Community & Housing

1. Physical activity and healthy lifestyles

2. Mental Health

3. Health inequalities and healthcare facilities

1. Affordable private housing to buy or rent

<p>219 people sign up for Big Pledge in Trowbridge area in 2017, highest individual sign ups in the county.</p> <p>Town Hall Arts host monthly Tea Dances to encourage physical activity for older people.</p> <p>Trowbridge Walking group meets weekly on Tuesdays.</p> <p>Active Trowbridge sports coaching programme provides a year round service to schools and families in the area, delivering over 300 hours of sports coaching to schools each week and 300 fun-days every holiday period, grant funded by lyn/area board.</p> <p>Area Board funded Paxcroft School to provide Adventure Trail and Play equipment to increase physical activity and healthier lifestyles.</p> <p><u>Trowbridge area board grant funded</u></p>			
<p>Support to young LGBTQ young people as above,</p> <p>Drop in support sessions for YP at JOG School (TCAF)</p> <p>NHS CCG appointing a mental health hospital discharge worker for the area.</p> <p>Area board /HWB group funded carers survey to assess challenges for local carers and possible support services.</p> <p>Wiltshire Mind counselling service in Trowbridge.</p> <p>Mental health awareness day in planning for 2018.</p>			
<p>Work continuing with Wilthire NHS CCG to bring new health facilities to be located on the East Wing Site in Trowbridge.</p> <p>New Trowbridge health centre delivered.</p> <p>WC Health Trainers offer healthy lifestyle coaching in Trowbridge</p>			
<p>Number of housing developments currently in progress/planning in line with Core Strategy.</p>			

Your Community & Housing
Your Community & Housing
Page 47 Transport
Transport
Older People

2. Civic participation and volunteering

3. Social housing and secure tenancies

2. Speeding and road safety

3. Cycling and walking

1. Social Isolation and loneliness

<p>Wide range of voluntary and community organisations active in Trowbridge Community Area.</p> <p>New community Hub launched in the Shires (TCAF and partners) to support civic participation and promote volunteering.</p> <p>Town Hall Arts work with over 40 volunteers.</p> <p>Trowbridge Link scheme supported to find new volunteers.</p> <p>OCM newsletter used to advertise volunteering opportunities to the local community.</p>			
<p>HWG group exploring work with housing associations to support vulnerable people to maintain tenancies through early intervention.</p> <p>Selwood Housing attend Neighbourhoods partnership meetings</p>			
<p>Metrocounts carried out in a number of locations across the community area.</p> <p>Community speedwatch schemes supported.</p> <p>CATG including partners supported a range of local highway initiatives including waiting restrictions on several residential streets including the 20mph zone on College Road</p>			
<p>CATG supported development of new cycle paths into and around Paxcroft Mead, ensuring that the area has better links to the town centre.</p> <p>Trowbridge Walking Group meets weekly.</p>			
<p>Town Hall Arts host monthly Tea Dances.</p> <p>Area Board funded Celebrating Age partnership project to deliver arts based activities aimed at older people not participating in social activities.</p> <p>Through HWB group, a Saturday Social club was piloted, once a month, to support those at risk of social isolation.</p> <p>Apetito launch Sunday lunch club once a month to support vulnerable/isolated older people.</p>			

Older People

2. Independent living

Wingfield care home offer free lunch to older people on a daily basis to promote independence.
Trowbridge Men's Shed offers opportunities for isolated men to meet and socialise.
Support to WCIL 'Make Someone Welcome Campaign'

Older People

3. Dementia and rates of diagnosis

Work with Alzheimers Support to build on launch of Trowbridge Dementia Action Alliance.
Set up dementia support group at county Hall.
Monthly DF sessions at County Hall.
Town Hall Arts hosted 2 Dementia Friendly events and all staff are trained to be Dementia Friends.
Movement for the Mind set up in Trowbridge supported by area board funding.
Holbrook School working with Alzheimers support and regularly visiting Mill St Day Centre. This work has won a national award.

Report to Trowbridge Area Board
Date of meeting Thursday 14th December
Title of report Youth Grant Funding

Purpose of the Report:

To consider the applications for funding listed below together with the recommendations of the Local Youth Network (LYN) Management Group.

Applicant	Amount requested	LYN Management Group recommendation
Friends of John of Gaunt School	£ 2585.00	The LYNMG are recommending that the Area Board fund this project to the total amount remaining within the youth budget
Longmeadow's tenant association	£2500	The LYNMG are recommending that the Area Board release the second part of the funding to the organisation.

1. Background

The recommendation from the LYN Management Group has been made in accordance with the following guidelines:

- Leaders guidance for Community Area Boards on Positive Activities for Young People
- Positive Activities for Young People local Youth Network Terms of Reference
- Positive Activities Toolkit for Community Area Boards

Young people have considered this application and identified it as a priority for Area Board funding.

2. Main Considerations

- 2.1. Councillors will need to be satisfied that Youth Grant Funding awarded in the 2015/2016 year are made to projects that can realistically proceed within a year of it being awarded.
- 2.2. Councillors will need to decide and be assured that young people and the community will benefit from the funding being awarded and the project/positive activity proceeding. The application should meet the identified needs, priorities and outcomes for young people in the areas, as identified in the LYN Needs Assessment and Strategic Plan.
- 2.3. Councillors will need to ensure measures have been taken in relation to safeguarding children and young people.
- 2.4. Councillors will need to ensure that young people have been central to each stage of this Youth Grant Funding application.

3. Environmental & Community Implications

Youth Grant Funding will contribute to the continuance and/or improvement of cultural, social and community activity and wellbeing in the community area, the extent of which will be dependent upon the individual project.

4. Financial Implications

Financial provision had been made to cover this expenditure.

5. Legal Implications

There are no specific legal implications related to this report.

6. Human Resources Implications

There are no specific human resources implications related to this report.

7. Equality and Inclusion Implications

Ensuring that Community Area Boards and LYNs fully consider the equality impacts of their decisions in designing local positive activities for young people is essential to meeting the Council's Public Sector Equality Duty.

8. Safeguarding Implications

The Area Board has ensured that the necessary policies and procedures are in place to safeguard children and young people. The Community Youth Officer has assessed this application agreed it meets safeguarding requirements.

9. Applications for consideration

Application ID	Applicant	Project Proposal	Requested
ID 523	Friends of John of Gaunt School	Ten Tors Challenge	£2585.00
<p>Project description: To provide financial support to John of Gaunt Trowbridge cohort taking part in Ten Tors Challenges. The main event is in May and consists of an unaccompanied 2 day hike across Dartmoor of 35 or 45 miles. Extensive training takes place from October until the event in May. This includes 4 camping trips primarily on Dartmoor. Students require high quality equipment to meet Ten Tors strict guidelines and JOG assist students of limited financial means by providing equipment and clothing on loan. Campsite transport and food costs are subsidized for low income students.</p>			
<p>Recommendation of the Local Youth Network Management Group To fund the organisation up to the amount remaining within the youth funding</p>			

Application ID	Applicant	Project Proposal	Requested
ID 435	Longmeadow Tenants And Residents Association	Supporting running costs	£2500
<p>Project description: The Area Board agreed to fund Longmeadow Tenants And Residents Association for the amount of £5000, to support the rental costs of the premises they use, however the Area Board awarded 6 months to allow the club to update its policies with the view to fund a further 6 months once complete. The club has updated its policies and therefore the LYNMG is recommending that they area board agree to release the second half of the funding amounting to £2500</p>			
<p>Recommendation of the Local Youth Network Management Group The LYNMG is recommending that they area board agree to release the second half of the funding amounting to £2500</p>			

No unpublished documents have been relied upon in the preparation of this report

Report Author

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COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

	Item	Update	Actions and recommendations	Who
	Date of meeting: 7th December 2017			
1.	Attendees and apologies			
	Present:	Horace Prickett, Deborah Halik, David Halik, Richard Covington, Stewart Palmen, Peter Fuller, Edward Kirk, Ernie Clark, Roger Newman, Lance Allan, Kirsty Rose		
	Apologies:	Graham Payne, Mary Cullen, Pat Whyte		
2.	Notes of last meeting			
		The minutes of the previous meeting held were agreed at the Trowbridge Area Board meeting in September http://cms.wiltshire.gov.uk/ieListDocuments.aspx?CId=171&MI d=11521&Ver=4		
3.	Financial Position			
		The budget allocation at the start of this meeting for 2017/18 is £11,154.60		

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

		In addition, CATG funding for pavement improvements is £9,212.29 for Trowbridge Community Area this financial year.		
4.	Top 5 Priority Schemes			
a)	Lambrok Road-Wingfield Road, Trowbridge cycle scheme	Construction now complete	Area Board to note update and item to be removed	AB
b)	Bratton Road, West Ashton – traffic calming	Works 90% complete – electrical work and post construction road safety audit outstanding.	Area board to note update	AB
c)	The Grove Primary School, Trowbridge	TAOSJ report circulated to school, town council, local WC member and Area Board with recommendations. Bins have been relocated. Complaints regarding parking have greatly subsided.	Area board to note update	AB
d)	Issue 4688 20mph signage, College Road, Trowbridge	Works to be complete and order in place by 1 st December	Area board to note update	AB
5.	Other Priority schemes			
a)	Issue 4801 – No through sign request, junction of Marsh mead and Hill Street, Hilperton	Awaiting installation by Ringway. KR chasing.	Area board to note update	KR
b)	Issue 4824 – Speeding Westbury Road/Woodmarsh, North Bradley	Funding contribution by NBPC is now confirmed. KR to progress topo survey and formal advert. Scheme to move to top 5 priority schemes.	KR to progress design and formal advert.	KR

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

c)	Issue 4908 – Speeding, County Way, Trowbridge	KR to issue order to Ringway for signing works. Lining has been refreshed.	Issue order	KR
d)	Yeoman Way/Centenary Court, Trowbridge	Complete.	Area Board to note update and item to be removed.	AB
e)	The Croft, Trowbridge – damage to verges	Works to be ordered	KR to issue order	KR
f)	20mph speed restriction assessment, Drynham Ward	This scheme has not been awarded funding through the substantive bid process. It was decided to refer this for discussion at next CATG to allow Cllr Payne to take part in the discussion as to what the next steps should be.	To be discussed at next CATG	
g)	Issue 5166 Frome Road/Manor Road/Westfield Road. Trowbridge – various issues	Various issues raised regarding speeding traffic, obstructive parking, congestion and poor driving around school opening and closing. School does not have travel plan.	Cllr DH will visit school to encourage development of this. Kr will ask Ruth Durrant from TAOSJ to get in touch KR to look at speed limit signing	KR RD Cllr DH Wilts Police
h)	Issue 5261 Newhurst Park, Hilperton – verge marker posts	Works 90% complete. Return visit to install remaining verge marker posts required.	Area board to note the update	AB
i)	Issue 5272 – Shires Gateway/Asda roundabout – road marking layout	At present, the road marking layout is to remain. With regard to the signal timings and sequencing, until plans for the old Bowyers site and the railway station entrance are confirmed, no decision can be taken as to the most appropriate improvements in this area.	Area board to note the update. Issue to be placed on hold.	AB

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

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j)	Issue 5303 – Longfield Roundabout new footway from Lamb car park to pedestrian crossing	Longfield RBT traffic signals are currently under review with the aim to improve the traffic flow and capacity of the gyratory. This may include physical changes and therefore it would be most appropriate to review the provision of a footway as requested once a plan for this has been prepared.	Area board to note update and issue to be removed from CATG note tracker	AB
k)	Issue 5304 – Longfield Roundabout new footway from Longfield House to pedestrian crossing	Longfield RBT traffic signals are currently under review with the aim to improve the traffic flow and capacity of the gyratory. This may include physical changes and therefore it would be most appropriate to review the provision of a footway as requested once a plan for this has been prepared.	Area board to note update and issue to be removed from CATG note tracker	AB
l)	Issue 5422 Elizabeth Way/Hilperton Road roundabout – concerns re vehicle speeds and layout	Concerns regarding the lack of deflection for vehicles exiting Elizabeth Way and travelling straight on resulting in high approach speeds. KR to review and report back to next CATG. This scheme is to move up to a top 5 priority scheme.	KR to report back to next CATG.	KR
m)	Issue 5589 The Halve- various issues raised re speeding traffic, need for pedestrian crossing, speed limits	TTC agree there are issues in this location. KR to investigate issues and report back to next meeting. Metrocount results show 85%ile speeds of 28.2mph and mean speeds of 24.4mph. There is no history of personal injury collisions within the study area. KR to arrange pedestrian survey to identify crossing movements and locations. Scheme to move up to top 5 priority schemes.	KR to investigate and report to next meeting. £600 for pedestrian survey. Contribution of £200 from TTC to be confirmed.	KR

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

6.	New Issues			
a)	Issue 5657 St Michaels Close, Hilperton Footway Resurfacing	PW to request price from Atkins for the works to be considered for inclusion as part of the PAFIS project.	PW to get cost from Atkins	PW
b)	Issue 5658 Carlesbrooke Crescent Hilperton Footway Resurfacing	PW advised via email that this area had been subject to resurfacing in the past 3 or 4 years and such the footways are in good condition. No further action to be taken	Are board to note update and remove from issues list	AB
c)	Issue 5677 Crossing point British Row, Trowbridge	<p>Sainsburys crossing point along British Row Trowbridge up to Shails Lane residents concerned about access via mobility transports and wheelchairs as this is the chosen route to get to the new Adcroft surgery instead of up the steep Shails Lane - another crossing issue of people walking out on to the road and crossing to quickly from the entrance of the walkway from British Row across to Sainsburys</p> <p>KR to investigate options for relocating the zebra crossing away from the footpath cut-through to improve crossing safety and allow removal of the footpath barrier. Scheme to move up to top 5 priority scheme and KR to report back at next CATG.</p>		
d)	Issue 5835 Speed Limit Reduction, Wingfield Road, Trowbridge	<p>Reduction of existing 40mph limit between London Bridge and Hungerford Avenue to 30mph so that the junctions of Lambrok Rd and Brook Rd are within the 30mph.</p> <p>CATG agreed to fund a speed limit assessment subject to 50% contribution from the Town Council. Move to top 5 priority scheme.</p>	<p>Await confirmation of funding contribution from Town Council.</p> <p>£2500 total - £1250 CATG and £1250 Town Council.</p>	

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

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e)	Issue 5836 Request for 20mph speed limit and bus shelter, Manor Road, Trowbridge	Request for assessment of signage speed limit 20mph traffic calming and provision of bus shelter. This links with issue 5166. KR to determine feasibility and cost of installing a bus shelter. LA indicated that the Town Council would be willing to take on the future maintenance of a shelter.	KR to investigate feasibility and cost of installing shelter	KR
f)	Issue 5837 Dropped Kerbs, Riverway/Hill Street, Trowbridge	Request for dropped kerbs across Riverway. TTC support this issue. KR to investigate feasibility and cost and report back to next CATG.	KR to report back to next CATG	KR
g)	Issue 5838 Request for 20mph limit near Walwayne Court School, Trowbridge	An advisory, part time 20mph limit is proposed as part of the recent TAOSJ works at Walwayne Court School. It is intended for implementation in the 2018/19 financial year. This item can be removed from the issues list.	Area board to note update and remove	AB
h)	Issue 5859 Green Lane/Paxcroft Way, Trowbridge – Dropped Kerbs request	KR to contact Cllr Oldrieve to request exact location and provide costs for installation.		KR
i)	Issue 5860 Green Lane, Trowbridge – Request for 20mph speed limit and traffic calming	CATG discussed the concerns raised. Metrocount in 2014 showed 85 th ile speeds of 34.4mph and warranted no further action. KR to request a new metrocount be undertaken and report back to next CATG	KR to request metrocount	KR
7.	Other items			

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

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a)	Holbrook Lane, Trowbridge - request for dropped kerbs	Request for dropped kerbs across junction with Bradley Road. LA explained this had been reviewed in previous years and Highways advise was that the existing arrangements were appropriate. KR to review location to determine if additional dropped kerbs can be provided.	LA to raise as an issue via Area Board issue system and KR to review.	LA/KR
b)	Millington Drive, Trowbridge – Waiting restriction request	SP requested an update on waiting restrictions at Millington Drive. It was confirmed that this will form part fo the list for review to be submitted by TTC as part of the annual parking review process.	Area board to note update	AB
8.	Date of Next Meeting: 8th February 2017, 10:30 am Kennet Room, County Hall			

Trowbridge Community Area Transport Group

Report author- Kirsty Rose, Senior Traffic Engineer

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

1. Environmental & Community Implications

1.1. Environmental and community implications were considered by the CATG during their deliberations. The funding of projects will contribute to the continuance and/or improvement of environmental, social and community wellbeing in the community area, the extent and specifics of which will be dependent upon the individual project.

2. Financial Implications

2.1. All decisions must fall within the Highways funding allocated to Trowbridge Area Board.

2.2. If funding is allocated in line with CATG recommendations outlined in this report, and all relevant 3rd party contributions are confirmed, Trowbridge Area Board will have a remaining Highways funding balance of £9304

3. Legal Implications

3.1. There are no specific legal implications related to this report.

4. HR Implications

4.1. There are no specific HR implications related to this report.

5. Equality and Inclusion Implications

5.1 The schemes recommended to the Area Board will improve road safety for all users of the highway.

6. Safeguarding implications