

AGENDA

Meeting: TROWBRIDGE AREA BOARD
Place: The Atrium, Wiltshire Council, Bradley Road, Trowbridge, BA14 0RD
Date: Thursday 7 July 2011
Time: 7.00 pm

Including the Parishes of Hilperton, North Bradley, Southwick, Trowbridge 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.

Tea, coffee and the opportunity to talk informally from 6:30pm.

Please direct any enquiries on this agenda to Penny Bell (Democratic Services Officer) on 01249 706613 / penny.bell@wiltshire.gov.uk or Rachel Efemey (Trowbridge Community Area Manager) on 01225 718608 / rachel.efemey@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

Ernie Clark – Hilperton (Chairman)	Stephen Oldrieve – Paxcroft (Vice-Chairman)
Peter Fuller – Park	Helen Osborn – Lambrok
Tom James MBE – Adcroft	Jeff Osborn – Grove
John Knight – Central	Graham Payne – Drynham
Francis Morland – Southwick	

Items to be considered	Time
<p>1. Election of Chairman</p> <p>2. Election of Vice Chairman</p> <p>3. Chairman's Welcome and Introductions</p> <p>4. Apologies</p> <p>5. Minutes (<i>Pages 3 - 12</i>)</p> <ul style="list-style-type: none"> i. To approve and sign as a correct record, the minutes of the meeting held on Thursday 5 May 2011. ii. Matters arising from previous meetings. <p>6. Declarations of Interest</p> <p>Councillors are requested to declare any personal or prejudicial interests, or dispensations granted by the Standards Committee.</p> <p>7. Chairman's Announcements (<i>Pages 13 - 18</i>)</p> <ul style="list-style-type: none"> i. Update on the issue of cars for sale on the highway ii. 13 – 19 Commissioning Strategy iii. Wiltshire Core Strategy and Waste Consultations. <p>8. Nomination of Representatives to Outside Bodies (<i>Pages 19 - 20</i>)</p> <p>To confirm the representatives to outside bodies for 2011/12.</p>	<p>7.00pm</p>
<p>9. Partner Updates (<i>Pages 21 - 30</i>)</p> <p>To note the written reports and receive any updates from the following:</p> <ul style="list-style-type: none"> i. Wiltshire Police ii. Wiltshire Fire and Rescue Service iii. NHS Wiltshire iv. Trowbridge Community Area Future (TCAF) v. Town and Parish Councils vi. Community Area Young Peoples' Issues Group (CAYPIG). 	<p>7.15pm</p>
<p>10. Outside Body Updates</p> <p>Wiltshire Councillors appointed as representatives to Outside Bodies will report on any recent news.</p>	<p>7.25pm</p>

11.	Community Campus	7.30pm
	To receive a presentation from Mark Stone, Programme Director, and Lucy Murray-Brown, Campus and Operational Delivery Programme (Wiltshire Council), on Wiltshire Council's plans for the development of Trowbridge Community Campus.	
12.	Bath Bridge Ban	8.00pm
	To receive an update from Allan Creedy, Head of Service, Sustainable Transport (Wiltshire Council).	
13.	Wiltshire Supplementary Cultural School	8.10pm
	To receive a presentation from Farzana Saker, Committee Member of Wiltshire Supplementary Cultural School.	
14.	Community Area Transport Group (<i>Pages 31 - 32</i>)	8.30pm
	To consider the recommendation from the Community Area Transport Group to allocate funding to a pedestrian survey count at the Shires Gateway in Trowbridge.	
15.	Trans Wilts Railway	8.40pm
	To receive a presentation from the Trans Wilts Community Rail Partnership.	
16.	Future of the Town Hall	8.50pm
	To receive an update from Neil Ward, Head of Strategic Property Services (Wiltshire Council).	
17.	Elm Grove Play Area (<i>Pages 33 - 34</i>)	9.00pm
	To receive a written briefing note from Bill Parks, Head of Service – Local Highways and Streetscene Central (Wiltshire Council).	
18.	Visiting Cabinet Representative	9.10pm
	Councillor John Noeken (Cabinet member for Resources) will talk about his Cabinet responsibilities and respond to any questions.	
19.	Improving the Grants Auditing Process for Trowbridge Area Board (<i>Pages 35 - 48</i>)	9.20pm
	To improve the current processes for auditing/evaluating grants that have been allocated or approved by the Trowbridge Area Board including Community Area Grants Scheme, Performance Reward Grants Scheme and Area Board Projects, and to consider any actions to take with Performance Reward Grants made to Trowbridge Annual Festival of Fun and Seymour Community Centre.	

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| 20. | Any Urgent Business and Forward Plan (<i>Pages 49 - 50</i>)

The Chairman will take any items of urgent business.

The meeting is asked to note the future meeting dates below and the Forward Plan. | 9.30pm |
| 21. | Community Area Grant Scheme 2011/12 (<i>Pages 51 - 54</i>)

To consider 1 application to the Community Area Grants Scheme 2011/12, as follows:

i. Wiltshire Mind - £1,816 requested to run an art therapy course for people with mental illness. | 9.35pm |
| 22. | Close | 9:45pm |

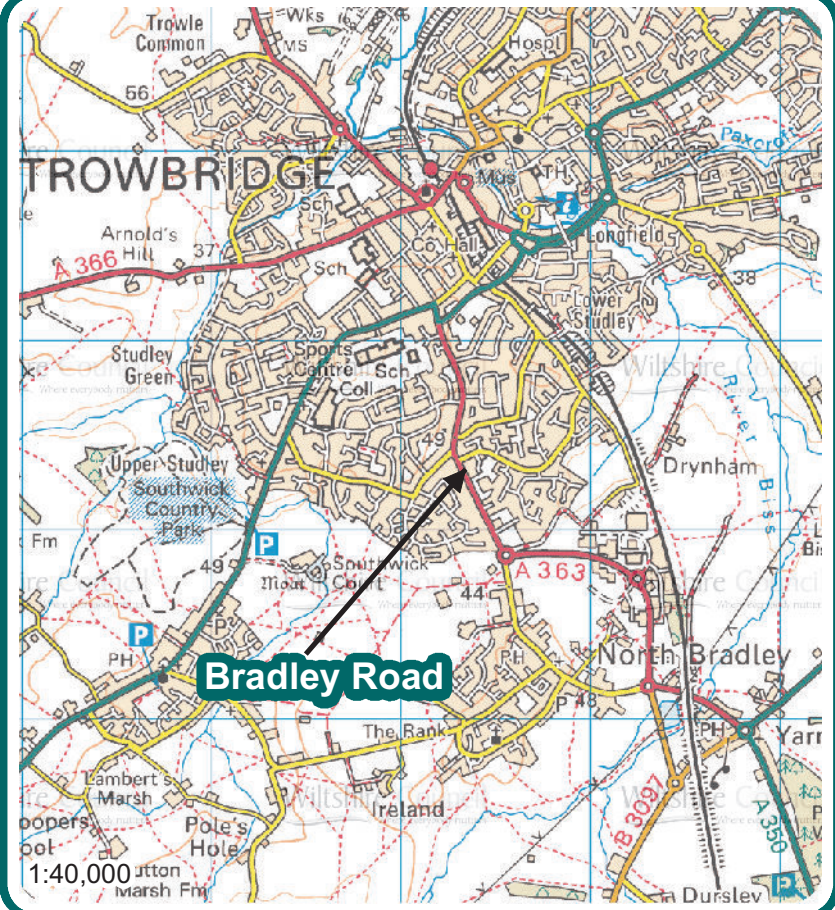
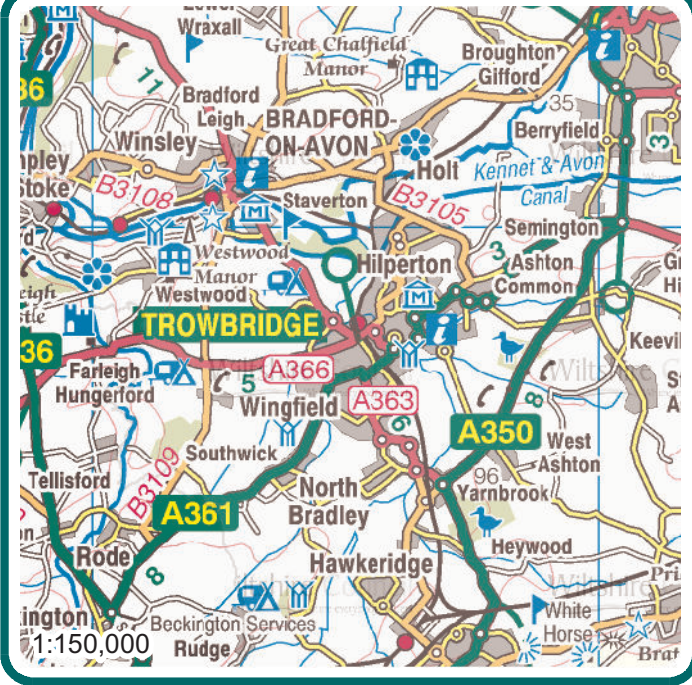
Future Meeting Dates

Thursday 8 September 2011 - 7.00 pm
The Atrium, Wiltshire Council Office, Bradley Road,
Trowbridge

Thursday 17 November 2011 – 7.00pm
The Atrium, Wiltshire Council Office, Bradley Road,
Trowbridge

Thursday 26 January 2012 – 7.00pm
The Atrium, Wiltshire Council Office, Bradley Road,
Trowbridge

Thursday 15 March 2012 – 7.00pm
The Atrium, Wiltshire Council Office, Bradley Road,
Trowbridge



Wiltshire Council
 165 Bradley Road
 Trowbridge
 BA14 0RD



MINUTES

Meeting: TROWBRIDGE AREA BOARD
Place: Council Chamber, Bradley Road, Trowbridge, BA14 0RD
Date: 5 May 2011
Start Time: 7.00 pm
Finish Time: 9.50 pm

Please direct any enquiries on these minutes to:

Penny Bell (Democratic Services Officer), Tel: 01249 706610 or (e-mail) penny.bell@wiltshire.gov.uk

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

In Attendance:

Wiltshire Councillors

Cllr Ernie Clark (Chairman), Cllr Stephen Oldrieve (Vice Chairman), Cllr Peter Fuller, Cllr Tom James MBE, Cllr John Knight, Cllr Francis Morland, Cllr Helen Osborn and Cllr Jeff Osborn

Cllr Keith Humphries (Cabinet Member for Health and Wellbeing)

Wiltshire Council Officers

Penny Bell, Democratic Services Officer
Rachel Efemey, Community Area Manager (CAM)
Ian Baker, Digital Inclusion Programme Manager
Niki Willows, Play Development Advisor

Town and Parish Councillors

Trowbridge Town Council – Rollie Cleere, Lance Allen (Clerk)
Southwick Parish Council – Kath Noble
West Ashton Parish Council – Peter Westlake

Partners

Wiltshire Police – Inspector Dave Cullop
Wiltshire Police Authority – Kieran Kilgallen

Trowbridge Community Area Future – Doug Ross
RUH – Brian Stables, Vidan Masani, Tim Edmonds
Parish Councils Liaison Group – Gaynor Polglase
Chamber of Commerce – David Baker

Total in attendance: 42

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
1.	<p><u>Chairman's Welcome and Introductions</u></p> <p>The Chairman welcomed everyone to the meeting of the Trowbridge Area Board.</p>
2.	<p><u>Apologies</u></p> <p>Apologies for absence were received from Councillor Graham Payne, Michael Hudson – Service Director, Mike Franklin of Wiltshire Fire & Rescue Service, Roger Evans of North Bradley Parish Council and the Community Area Young Peoples' Issues Group.</p>
3.	<p><u>Minutes</u></p> <p><u>Decision</u> The minutes of the meeting held on Thursday 17 March 2011 were agreed a correct record and signed by the Chairman.</p> <p>It was noted that, following the recent issue of cars being sold on the roadsides, the problem seemed to be reoccurring on the Frome Road site. Action: The Community Area Manager would inform the appropriate officer and request an update for the next Area Board meeting.</p>
4.	<p><u>Declarations of Interest</u></p> <p>Councillors Jeff Osborn, John Knight, Peter Fuller, Tom James and Helen Osborn all declared general personal interests in Trowbridge Town Council issues due to being members of Trowbridge Town Council. All councillors had dispensations allowing them to speak and vote on such matters.</p>
5.	<p><u>Chairman's Announcements</u></p> <p>The Chairman announced that detailed information was contained within the agenda on the current consultation on waste sites, the End of Life Care Strategy and the Older People's Accommodation Strategy.</p> <p>The Chairman also made the following announcements:</p> <p>Dropped kerbs - A thank you letter had been received from a local resident expressing gratitude for the dropped kerbs that had recently been created on St Thomas Road in Trowbridge. Thanks had also been received from the residents of Hilperton for the dropped kerbs that had recently been installed in the village.</p> <p>Wilts Life Awards - Trowbridge Town Council had recently nominated Longmeadow Tara for the Wilt Life Awards, Community group of the Year, and the group had been awarded the runners up prize.</p>

6.

Partner Updates

Updates from partners were received as follows:

i. Wiltshire Police

An update report from Wiltshire Police was included within the agenda. The following issues arose from the report:

- Inspector Cullop announced that the results of the recent public consultation would be presented at a future meeting of the Area Board.
- The 'lock it or lose it' campaign was soon to be re-launched. This would hopefully raise awareness for people to be more vigilant with their vehicles, especially older vehicles which tended to be targeted by thieves.
- The overall crime detection rate in the Trowbridge Community Area was the highest in the county.
- Non-dwelling burglaries, which included sheds, garages and some commercial property, tended to be higher during the summer months with garden machinery being targeted.
- A range of options for partnership working were being explored, including the use of community hubs in partnership with Wiltshire Council and regional working with other forces including the sharing of units such as major crime.

ii. Wiltshire Fire & Rescue Service

Update reports from Wiltshire Fire & Rescue Service for March and April were included within the agenda and handed out at the meeting. There was no further update.

iii. NHS Wiltshire

An April update from NHS Wiltshire was included within the agenda. There was no further update.

iv. Trowbridge Community Area Future (TCAF)

An update from TCAF was distributed at the meeting. Concern was raised that the Trowbridge Community Area was missing out and action needed to be taken in partnership with interested parties to address the issues and make the area attractive to investors.

Action: Councillor Keith Humphries undertook to pass on these concerns to his Cabinet colleagues.

v. Community Area Young Peoples' Issues Group (CAYPIG)

The CAYPIG was now meeting once every week at the Studley Green TARA and various ideas were being explored including fundraising and a commercial cinema. The CAYPIG had also been presented with a certificate from Trowbridge Town Council for services to the community.

	<p>vi. Parish and Town Councils <u>Parish Councils Liaison Group</u> The Parish Councils Liaison Group had very recently met and the main issues that had arisen had been transport related. The group was working with the appropriate Wiltshire Council officers to address the issues.</p> <p><u>Trowbridge Town Council</u> Trowbridge Town Council provided an update as follows:</p> <ul style="list-style-type: none"> • The Town Council remained concerned about car parking charges in the town, particularly at Church Street and Stallard car parks. The Town Council was also concerned at the potential ban on Cleveland Bridge in Bath. • A 'Trowbridge Villages' exhibition was currently on display at the museum, and further events would take place on Saturday 7 May in conjunction with the Lions May Fayre. • The Town Council had recently met with the CAYPIG and would be taking forward the request of possibly providing lighting at the skate park until 9.00pm. • The Civic Centre project remained on budget and was scheduled for completion before the end of the year. • Newland Homes had expressed interest in developing 78 homes on the remainder of the former bottling plant site.
7.	<p><u>Outside Body Updates</u></p> <p>Transforming Trowbridge The ongoing issue of poor pedestrian access to the Gateway in Trowbridge had been the main focus, and a transport and footfall survey needed to be carried out in order to assess the problem and decide on the best course of action. The loss of jobs as a result of the closure of Vodaphone and Virgin Mobile was also a major concern. The new Matalan store in Trowbridge was due to open next Thursday, and the KFC appeal had come through and would be taking place shortly. Another major concern was with regards to the completion of a new leisure centre, which had been put back from 2013 to 2015.</p>
8.	<p><u>Visiting Cabinet Representative</u></p> <p>Councillor Keith Humphries provided an explanation of his responsibilities under his Cabinet portfolio of Health & Wellbeing, which was soon to be re-named as Public Health & Public Protection. The main elements to Councillor Humphries' portfolio included:</p> <ul style="list-style-type: none"> • Working with a wide range of partners country-wide. • Working to integrate public health into public authorities, with Wiltshire Council being an 'early implementer'. • Dealing with all public matters including screening programmes, trading standards, environmental health, food safety, licensing and emergency

	<p>planning.</p> <ul style="list-style-type: none"> • Knowledge management, including the Joint Strategic Needs Assessment. • The Olympics, dealing with the build up and the legacy afterwards, and organising the torch relay. <p>The Chairman thanked Councillor Humphries for his presentation.</p>
9.	<p><u>Stallard Street Play Area</u></p> <p>Niki Willows, Play Development Advisor at Wiltshire Council, gave a presentation on the building of the new Stallard Street play area, which had been developed using Playbuilder funding from the Government.</p> <p>Following the presentation an issue was raised regarding issues with the path that ran through the play area, particularly people smoking. The Area Board felt strongly that 'no smoking' signs should be placed on the two gates into the play area.</p> <p>Action: Suggestion to be passed to Niki Willows for consideration.</p> <p>Further concern was raised regarding the future maintenance of the play area, as there was currently no provision for this. It was generally felt that it was very important that revenue funding should be available for ongoing maintenance, to prevent the play area from deteriorating.</p> <p>Action: The Community Area Manager and the Chairman undertook to investigate these concerns.</p> <p>An opening celebration for the play area would take place on Thursday 2 June at 10.30am, and it was hoped that members of the public would attend.</p>
10.	<p><u>RUH NHS Trust - Foundation Trust Application</u></p> <p>Brian Stables, Chairman of the RUH NHS Trust, gave a presentation on the RUH's Foundation Trust application and its plans for the future.</p> <p>A Foundation Trust was described as follows:</p> <ul style="list-style-type: none"> • Public Benefit Corporations, based on the concept of mutual organisations. • Members were drawn from patients, the local community and staff. • Accountable to members for the types of services offered and standards of care • Integral to the NHS but with greater freedom from the control of the Strategic Health Authority and Department of Health. • Greater freedom to invest money in patient care based on local need. • Foundation Trusts were not private hospitals, did not return a profit to members but invested surplus in patient care.

	<p>The RUH would continue to provide comprehensive acute care through the Service Development Plan, but would be focussing on cancer care, the Royal National Hospital for Rheumatic Diseases and developing the hospital site.</p> <p>It was envisaged that the RUH would become an NHS Foundation Trust by April 2012. Updates were available via the RUH website at: www.ruh.nhs.uk/foundationtrust</p> <p>After the presentation, the following comments arose:</p> <ul style="list-style-type: none"> • Massive investment had been made, particularly in the past few months, to abolish any remaining mixes-gender wards. • ‘Monitor’ was the licensing organisation for Foundation Trusts, and the White Paper had made provision for Monitor to become a ‘market-maker’. • The hospitals were not in competition with each other, as the number of patients was not decreasing. • All hospitals needed to be a Foundation Trust, or part of one, by 2014. • There was no intention for the RUH to ever enter into any Private Finance Initiative schemes. <p>The Chairman thanked Brian Stables for his presentation.</p>
11.	<p><u>Digital Inclusion - Superfast Broadband Survey</u></p> <p>Ian Baker, Digital Inclusion Programme Manager at Wiltshire Council, gave a presentation on the Council’s Superfast Broadband survey.</p> <p>The current provision of broadband in Wiltshire was quite patchy, particularly in rural areas, and Wiltshire Council was investing £16million with the aim of having a minimum of 85%, (possibly 95%) of premises to have access to superfast broadband by 2015.</p> <p>Further information, including access to the survey, could be accessed via the following link: www.wiltshire.gov.uk/digitalinclusion</p>
12.	<p><u>Trowbridge Community Area Future</u></p> <p>Doug Ross, Trowbridge Community Area Future Coordinator, presented the draft Trowbridge Community Area Plan and sought the views of the Area Board.</p> <p>A number of comments arose, as follows:</p> <ul style="list-style-type: none"> • Some people felt that a new secondary school was required on the Eastern side of Trowbridge. The suggestion of a new school on the northern side was also made. • The issue of housing needed to be considered further, particularly with the lack of first time buyers which impacted on the market. It was also important not to misinterpret housing as meaning ‘social housing’ only.

	<ul style="list-style-type: none"> • A comment was made regarding the provision of green space in Trowbridge town, and it was suggested that a more robust approach was needed for the provision of informal green space. • It was felt that the main outcomes within the plan needed to be more specific with appropriate targets being set. • It was suggested that the plan should contain more emphasis on cycling and cycling provision within the town and surrounding villages. • A few comments were made regarding the size of the plan, and it was suggested that the size should be reduced because it was too long at present. <p><u>Decision</u> The Area Board noted the Draft Trowbridge Community Area Plan and thanked the Coordinators for their work, and requested that further work was completed with a view to bringing a revised Plan to a future meeting of the Area Board for consideration.</p>
13.	<p><u>Bath Bridge Ban Report</u></p> <p>The Chairman reported that he had been in contact with Councillor Dick Tonge, Cabinet member for Highways & Transport, along with various appropriate officers, regarding the issue of the proposed bridge ban in Bath.</p> <p>Bath & North East Somerset Council was currently going through its elections and so it had been advised that the issue would be best addressed following this. An update would therefore be provided at the next meeting of the Area Board.</p>
14.	<p><u>Community Asset Transfers</u></p> <p>A discussion took place regarding the Community Asset Transfer process in relation to the application from Wiltshire Rural Music School, particularly with regards to concern that the matter was not being addressed in a satisfactory manner or timeframe by Wiltshire Council officers.</p> <p><i>Action: The Community Area Manager would invite the Leader of the Council, or an appropriate substitute, to the next meeting of the Trowbridge Area Board to address this issue. Also, if appropriate, a round table meeting with Councillors, Officers and Wiltshire Rural Music School to be set up.</i></p>
15.	<p><u>Community Area Grants DVD</u></p> <p>A DVD was played featuring recent projects at Larkrise Community Farm and Newtown Primary School, both of which received Community Area Grant Funding from the Area Board during 2010/11.</p> <p>Following the DVD, the Chairman presented both projects with a plaque and</p>

	both projects were congratulated on their achievements.
16.	<p><u>Any Urgent Business and Forward Plan</u></p> <p>The Chairman announced that the Coroner's service at the Trowbridge Town Hall would be ending at the end of this year. An officer would be invited to the next meeting of the Area Board to provide more information on this.</p> <p>The Chairman apologised for the late running of the meeting and stated that future agendas might have to have less topics on them.</p> <p>The next meeting would be held on Thursday 7 July 2011, at 7.00pm, in the Atrium at Bradley Road.</p>
17.	<p><u>Allocation of Funding</u></p> <p>i. Community Area Grants The Area Board considered the following applications to the Community Area Grant Scheme 2011/12:</p> <p>a) Trowbridge Wanderers – the sum of £5,000 was requested to refurbish the shower facilities.</p> <p><u>Decision</u> The Area Board awarded the sum of £5,000 to Trowbridge Wanderers. <i>Reason: The application met the Community Area Grant Criteria 2011/12 and demonstrated a link to the Trowbridge Community Area Plan.</i></p> <p>b) Alzheimer's Support – the sum of £4,500 was requested for the creation of a Trowbridge dementia hub.</p> <p><u>Decision</u> The Area Board awarded the sum of £4,500 to Alzheimer's Support on condition that the match funding from the Landfill Trust was confirmed. <i>Reason: The application met the Community Area Grant Criteria 2011/12 and demonstrated a link to the Trowbridge Community Area Plan.</i></p> <p>c) Trowbridge & District Youth Band – the sum of £990 was requested to run a participatory music project with children from Studley Green.</p> <p><u>Decision</u> The Area Board awarded the sum of £990 to the Trowbridge & District Youth Band on condition that the group did not apply for a similar project elsewhere as this would become core</p>

	<p>funding. <u>Reason:</u> <i>The application met the Community Area Grant Criteria 2011/12 and demonstrated a link to the Trowbridge Community Area Plan.</i></p> <p>ii. Trowbridge Community Area Future (TCAF) The Area Board considered the allocation of 2011/12 funding to TCAF.</p> <p><u>Decision</u> The Area Board approved the whole year's core funding of £15,556 with an agreement to release the 1st tranche of £7,778 immediately.</p> <p>The Area Board agreed to the release of the 2nd tranche at the 17 November 2011 Area Board meeting as long as conditions set by the Partnership Development Officer and agreed by the Board had been met.</p>
18.	<u>Close</u>

Trowbridge Area Board – Thursday 7 July 2011

Chairman's Announcements

Vehicle Sales on the Highway

Following the serving of notices under Section 143 of the Highways Act 1980 on land at Hilperton Road, The Poplars and Old Brickfields anecdotal reports suggest there has been considerably less activity in these areas during the lead in period of the notice.

On inspection of the area on Tuesday 21st June, the day the notices became 'live', the Council found The Poplars and Old Brickfields to be free of vehicles placed for sale. There was a single car placed for sale at Hilperton Road and at the time of writing the courtesy 'end of day' notice for removal of the vehicle by the seller had been left on the voicemail of the number provided, with further action to follow as appropriate.

The officer expects to update the Area Board Manager on the outcome of this action in advance of the next area board meeting.

Department: Neighbourhood and Planning **Further Enquiries to:** David Growcott

Date Prepared: June 2011

Direct Line: 01722 434583

Trowbridge Area Board – Thursday 7 July 2011

ITEM 7(ii)

Chairman's Announcements

Wiltshire and Young People's Trust - Draft Commissioning Strategy for Young People Aged 13 to 19

Introduction

Wiltshire Children's Trust draft commissioning strategy for services for young people aged 13 to 19 has been issued for consultation. This is an important strategy which outlines plans for improving services for the 13 to 19 age range. The draft has sections on:

- An introduction including the purpose and scope.
- The national and local context for work with 13 to 19 year olds.
- Local needs and services.
- An analysis of the current position from the points of view of young people and staff and managers who work with the 13 to 19 age range.
- The commissioning priorities including some suggestions for the future delivery of youth work services in Wiltshire. These suggestions were developed with a range of stakeholders and wider views are now being sought.

If you would like a copy of the draft please email Pathways@wiltshire.gov.uk. The draft strategy is also available at www.wiltshirepathways.org on the home page and under "Latest News".

Developing the Strategy

Young people and representatives from a range of agencies working with 13 to 19 year olds have been involved right from the start and their views have informed the draft including the commissioning priorities and youth work suggestions.

Consultation

Consultation is taking place for 12 weeks from 13th May to 5th August 2011. The final strategy will be presented to Wiltshire Council's Cabinet in September 2011 along with a report making specific proposals on future plans for youth work. The draft includes key consultation questions. Written responses to the consultation should be sent to Pathways@wiltshire.gov.uk.

Purpose of the 13 to 19 Commissioning Strategy

The purpose of the commissioning strategy is to achieve better outcomes for young people aged 13-19 by:

- Ensuring a good range of high quality services for all young people.

- Providing an early integrated response when young people are vulnerable or at risk, as soon as problems or issues arise.
- Ensuring cost effective services by improved co-ordination and reducing any overlaps and duplication.

Priorities:

Campus Developments

The draft commissioning strategy notes that there are plans for developing a campus in each of the 18 community areas. Each campus would bring together a number of local services provided by the Council and other agencies in a building or collection of buildings.

It is envisaged that each campus will contain some space which will be used by the 13 to 19 age range. The draft includes a specific consultation question on space for young people in each campus.

Commissioning Priorities for Services for 13 to 19 Year Olds

The draft includes a number of suggested commissioning priorities outlined in the table below. The final strategy will include specific actions planned.

1	Maximising the participation and involvement of young people
2	Improving educational attainment
3	Supporting young people to move into employment and training
4	Improving access to information, advice and guidance
5	Increasing the availability of affordable housing
6	Reducing the number of young people who are unable to live with their families
7	Improving services available for young people who are engaged in risky behaviour
8	Improving services for young people with disabilities
9	Exploring options to improve transport for young people
10	Encouraging and increasing volunteering opportunities for young people.
11	Making sure information is available on services and activities for 13 to 19 year olds

During the consultation feedback is being sought on whether these are the right priorities and which, if any, should have higher priority.

Future Youth Work Services and Savings

The draft strategy also outlines 4 suggestions for future youth work services including some initial thoughts on making the savings from youth work budgets noted in the Council's financial plan. The suggestions are put forward in order to promote discussion and debate and there is not a favoured suggestion. Some of the suggestions could be combined and through discussions during the consultation period new ideas are likely to emerge.

More information on the draft 13 to 19 commissioning strategy and the suggestions for future youth work services will be provided at the Area Board meeting.

Trowbridge Area Board – Thursday 7 July 2011

Chairman's Announcements

Wiltshire Core Strategy Consultation Document

Background

The council has published the '**Wiltshire Core Strategy – Consultation Document**' (along with accompanying evidence reports) for an informal consultation.

The emerging Wiltshire Core Strategy builds upon previous consultation exercises and introduces the council's detailed policies and proposals that will help guide investment and development proposals across Wiltshire for the period up to 2026.

This informal round of consultation seeks to gather the views of local communities, stakeholders and statutory consultees on the scope and content of the draft Core Strategy document.

The consultation will **end at 5.00pm on Monday 8 August 2011**.

Accessing the document and how to respond

The emerging Wiltshire Core Strategy Consultation document and accompanying draft evidence reports can be viewed and commented on via the council's dedicated consultation web site <http://consult.wiltshire.gov.uk/portal>.

A specific representation form can also be downloaded from the council's website and emailed to the spatial planning team (spatialplanningpolicy@wiltshire.gov.uk).

Alternatively, copies of the consultation documents can be viewed at the main offices of Wiltshire Council at:

County Hall, Trowbridge, BA14 8JN
Browfort Offices, Devizes, SN10 2AT
Bradley Road Offices, Trowbridge, BA14 0RD
Salisbury Offices, 27 – 29 Milford Street, SP1 2AP
Monkton Park Offices, Chippenham, SN15 1ER

In addition, the main consultation document can also be viewed at libraries across Wiltshire.

Public exhibitions

A series of public exhibitions have been arranged across Wiltshire Community Areas. The exhibitions, staffed by council officers, will be open between 2pm and 8pm. The dates for all these events have been posted on the council's website (www.wiltshire.gov.uk/ldfconsult).

The date and venue for our Community Area is: Wednesday 13 July 2011 at Bridge House.

In addition to publicising the **Wiltshire Core Strategy Consultation Document**, the open days will also provide opportunity for people to come along and discuss the proposals set out within the **Proposed Submission Draft Wiltshire and Swindon Waste Site Allocations** document. The Waste Site Allocations document is also out for consultation - **ending 5.00pm on Monday 8 August**. Further details can be found at: <http://consult.wiltshire.gov.uk/portal>. Copies of the document are also available at Wiltshire Council's and Swindon Borough Council's main offices; and local libraries.

Getting in touch and responding to queries

Should queries arise in relation to the consultations on the Wiltshire Core Strategy Consultation Document, or the Proposed Submission Draft Wiltshire and Swindon Waste Site Allocations DPD, a dedicated phone line has been set up for use - please ring: 01225 713223.

Alternatively, people can email queries to: spatialplanningpolicy@wiltshire.gov.uk (for all Wiltshire Core Strategy enquiries); and mineralsandwastepolicy@wiltshire.gov.uk (for all Waste Site Allocations enquiries).

Trowbridge Area Board – Thursday 7 July 2011

Representatives to Outside Bodies 2010/11

The following representatives to outside bodies were appointed by Trowbridge Area Board for 2010/11 and need to be confirmed or amended as appropriate for 2011/12.

Outside Body Title	No of Reps Required	Area Board Rep
Arc Theatre	1	Councillor Steven Oldrieve
Extended Services Steering Group	1	Councillor Helen Osborn
Hope Nature Centre	2	Councillor Tom James
Transforming Trowbridge Board	1	Councillor Jeff Osborn
Trowbridge Community Area Future	1	Councillor Jeff Osborn
Trowbridge Sports Centre Management Body	1	Councillor Tom James
Community Area Young Peoples' Issues Group	Up to 2	Councillor Helen Osborn
Parish Councils Liaison Group	Up to 2	Councillors Ernie Clark and Francis Morland



Crime and Community Safety Briefing Paper Trowbridge Community Area Board 7th July 2011

1. Neighbourhood Policing

Current Priorities:

Up-to-date details of the current news about Neighbourhood Policing Teams, including, profiles, priorities and forthcoming community consultation events can be found on the Wiltshire Police Website.

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

Team News:

PCSO Gemma Bloomfield has commenced her maternity leave.

Mrs Joy Hillyer is an Independent Member of the Wiltshire Police Authority and has the responsibility for overseeing police matters in the Community Area. She can be contacted via Wiltshire Police Authority:

☎ 01380 734022

📄 <http://www.wiltshire-pa.gov.uk/feedback.asp>

2. Vision Wiltshire

Vision Wiltshire has been set-up to deliver a new policing model to meet the projected funding cuts over the next 4-years. Wiltshire

Police Authority (WPA) must reduce its budget from £108million in 2009-10 by £15million over the next four years. Work is ongoing to achieve this and news of changes to frontline policing delivery will be reported over the next couple of months.

3. Performance

Performance continues to be good. There is an overall reduction in crime levels in the Community Area. Detection rates remain the best in the county.

Due to changes in how Anti-Social Behaviour is nationally categorised current comparison figures are not available for this report.

Table 1 – Reported Crime Figures
1st June 2009 – 31st May 2011

Trowbridge	Crime				Detections	
	June 2009 - May 2010	June 2010 - May 2011	Volume Change	% Change	June 2009 - May 2010	June 2010 - May 2011
Violence Against the Person	660	668	8	1%	48%	55%
Dwelling Burglary	160	148	-12	-8%	13%	21%
Criminal Damage	658	550	-108	-16%	11%	14%
Non Dwelling Burglary	169	172	3	2%	11%	5%
Theft from Motor Vehicle	166	151	-15	-9%	21%	5%
Theft of Motor Vehicle	65	73	8	12%	14%	18%
Total Crime	2998	2950	-48	-2%	31%	32%

Wiltshire Police are compared against a group of 8 most similar forces. Wiltshire Police have performed better than peers in All Recorded Crime and Violent Crime for the most recently reported 3 month period (Feb - Apr 2011)

*Total Crime comprises all Crime Groupings listed above and also includes Theft and Handling, Fraud and Forgery, Robbery and Sexual Offences
** Detections include both Sanction Detections and Local Resolution



David W Cullop
Sector Inspector
17/06/11

Report for Trowbridge Area Board – June 2011

Fires

WFRS attended 6 accidental fires during the months of April and May 2011, These incidents have involved unattended cooking, a cushion against a heater, 3 bonfires and grass.

We were also called to 10 deliberate fires over the same period involving a bush, 5 refuse fires, 3 cars, household waste, grass and a shed. WFRS continues to liaise with other agencies to identify persons involved in deliberate fire setting.

Injuries

No injuries through any fire related incidents have occurred during April and May.

RTC'S

There have been no incidents.

Community Safety

Warning given on aerosol canisters

On Friday 27th May a property was badly damaged when an aerosol canister exploded. The deodorant can was on a shelf in the bathroom directly under a fan heater. When the heater was switched on, the canister also heated up and eventually exploded, causing a flash fire in the bathroom. Group Manager Julian Parsons, from Wiltshire Fire & Rescue Service, said: "The occupiers were extremely lucky - the force of the blast lifted the ceilings, displaced walls and damaged the conservatory roof. I never cease to be amazed at the amount of damage a standard can of deodorant can cause. They can be very dangerous if allowed to heat up, so we want to warn people to be careful."

Since the banning of CFCs as propellants in aerosol containers, butane and propane gasses are widely used instead. These and other similar products are extremely flammable. Many aerosol spray containers subjected to higher temperatures can give rise to an explosion and significantly increase the severity of a fire.

Advice on storing and using aerosol sprays

- Ensure you are aware of the contents of your aerosols.
- Read and follow the instructions printed on the containers.
- Dispose of spent aerosols by recycling where possible.
- Do not store quantities of aerosols indefinitely in sheds and garages or under sink cupboards etc.
- Use only as directed.
- Protect from sunlight and do not expose to temperatures in excess of 500C.
- Do not pierce or burn, even after use.
- Do not spray onto a naked flame or any incandescent material.
- Keep away from sources of ignition - don't smoke during or shortly after use.
- Use in well ventilated places.
- Do not store or display in areas affected by direct sunlight. When appropriate, keep products in their transit packaging.

For more information on safety in the home, please visit www.wiltshirefire.gov.uk



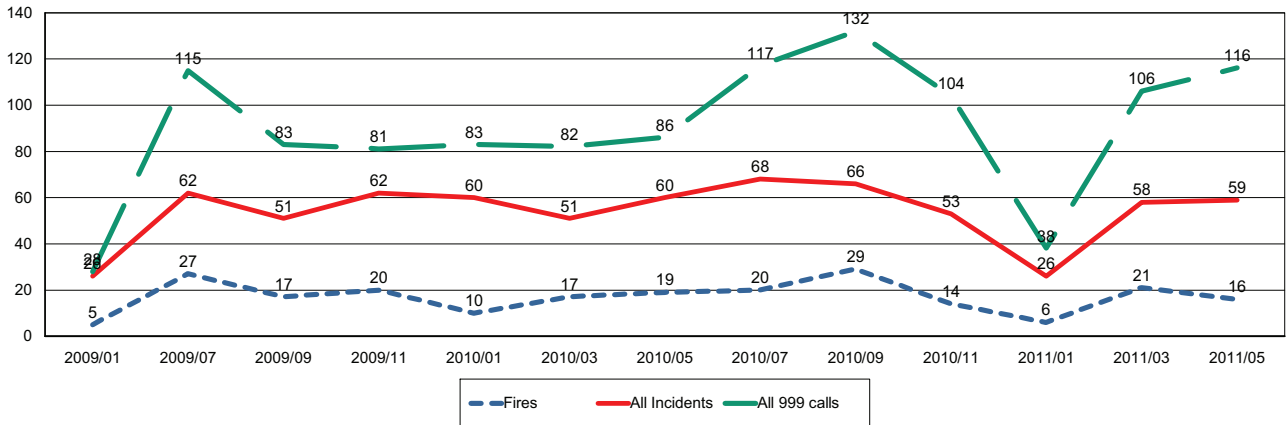
Wiltshire Fire & Rescue Service

Wiltshire and Swindon Fire Authority

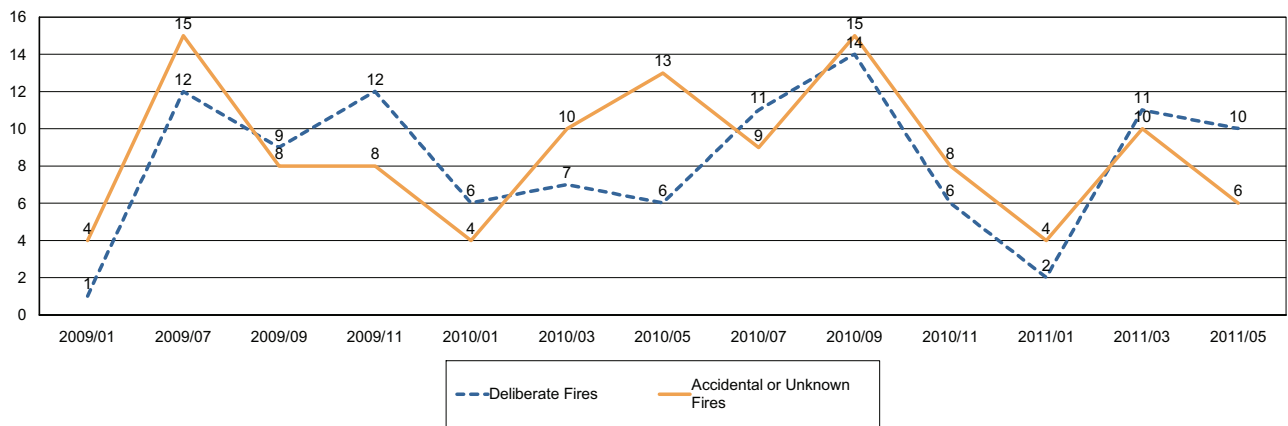
Report for Trowbridge Area Board

The following is a bi-monthly update of Fire and Rescue Service activity up to and including May 2011. It has been prepared by the Group Manager for the Board's area.

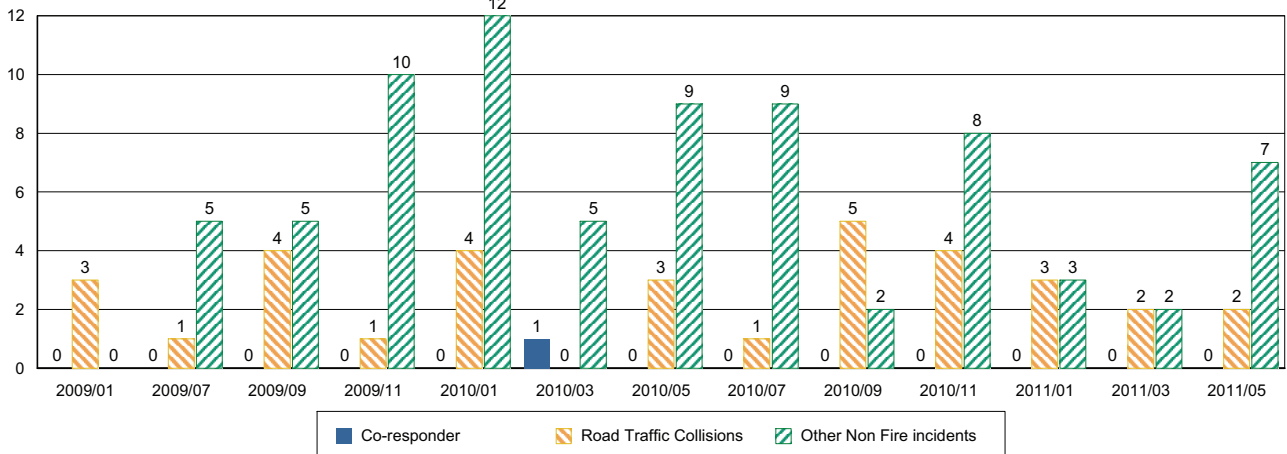
Incidents and Calls



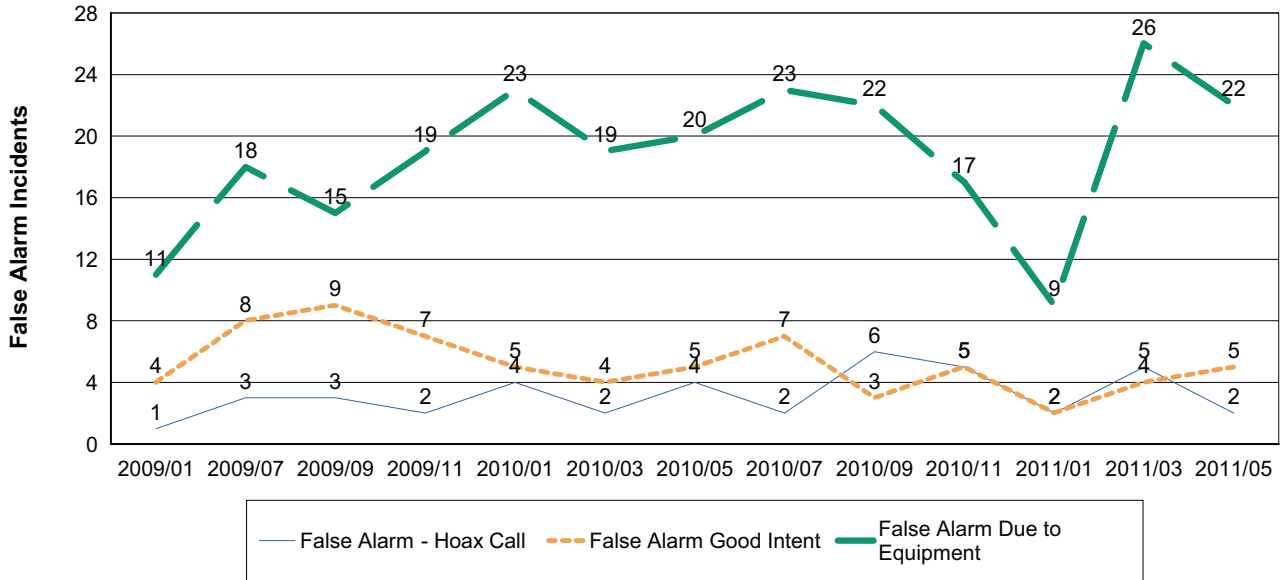
Fires by Cause



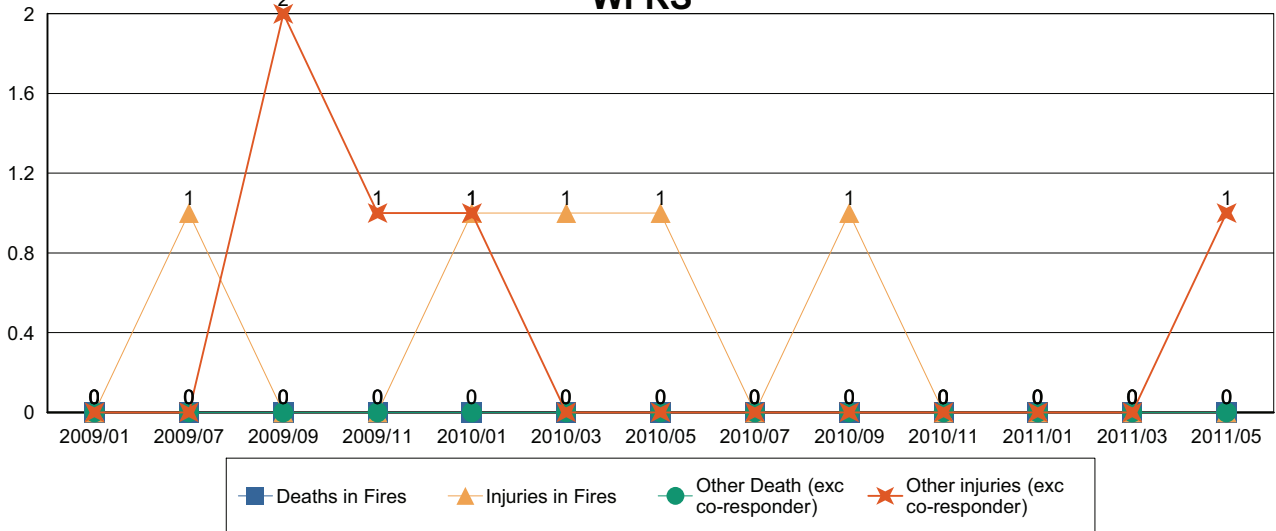
Non-Fire incidents attended by WFRS



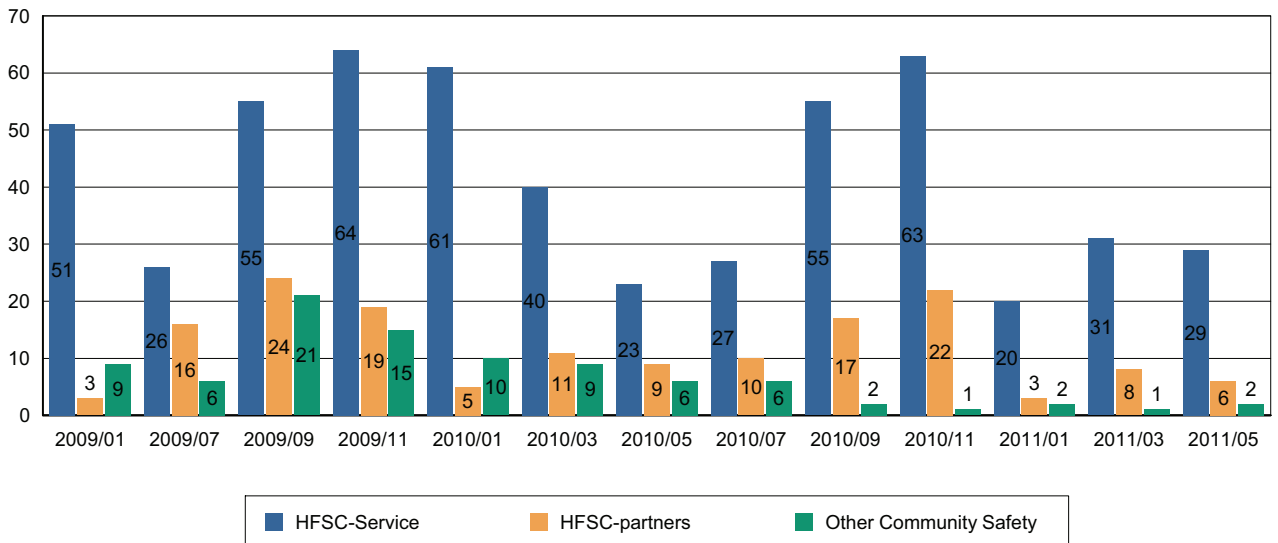
Number of False Alarm Incidents



Death & Injuries in incidents attended by WFRS



Home Fire Safety Checks and other domestic safety



Comments and Interventions overleaf

Town Council Report to Area Board 7th July 2011

POLICY

Car Parking – The Town Council remains concerned that WC still do not appreciate the differences between towns and the impact increased charges are having on revenues.

Proposed ban on HGVs Cleveland Bridge, Bath – B&NES Council has advised that they are yet to decide to issue a draft proposal and that the Town Council will be consulted.

Town Council Strategy – the review process was initiated by Council on 17th May, revisions and additions are now under consideration which will inform the Council's priorities for service development and vision for the town for the next three years.

Annual Accounts and Annual Report – The Annual Report has been published following approval of the accounts for 2010/2011 on 28th June.

SERVICES

Museum & Tourism - The next committee meeting is 27th September.

Exhibitions – Beyond the Bounds - Trowbridge Villages closes on 30th July.

Textile & Weaving Festival will follow, 13th August, until 12th November.

Tourism Event – The sheep trail has been extended until the end of August.

Museum Expansion – The HLF application decision is due in September.

Town Promotion – The Council is working with the Trowbridge Initiative Group to update the town centre schematic map for organisations to use for promotional purposes.

Leisure Services - The next committee meeting is scheduled for 27th September.

National Play Day – August 6th in the Park activities for children of all ages!

Summer Activities – The road show, Fun Days and Football Camps will be operating through the summer at various venues in the town.

Youth Services – The council is supporting a visit to Thorpe Park in the Summer and joint activities at national play day in addition to the regular sessions at Studley Green.

CAYPIG met us on 10th May. The priority of lighting the skate park is being progressed to the next stage by the council and we are seeking to engage with workplace transformation to discuss the campus. The next meeting with CAYPIG is 12th July at 17:30

Newtown Swimming Pool – The official opening took place on the 5th May.

Direct Services – The next committee meeting is scheduled for 30th August.

Wiltshire Armed Forces and Veterans Celebrations is being held on 25th and 26th June, supported by a Town Council grant.

Carnival Country Fayre - Saturday 3rd September, supported by a Town Council Grant.

Sunday Club – 10th July at Longfield.

Seymour Shop – The lease with Selwood has been signed and the underlease for the TARA is being finalised, following appointment of the TARA trustees.

Youth Shelter Studley Green – Finance for the capital costs have been secured. The Town Council will now proceed to install the shelter.

Trowbridge Town Football Club – Intend to erect new buildings over the Summer. We will be submitting a Paths Improvement Grant Scheme application to contribute to dedicating the footpath link between Bradley Road and Boundary Walk by 15th July.

Civic Centre – The project remains on budget and schedule to be open by the end of the year. External finishes are now almost complete.

Trowbridge In Bloom – All displays and other work is complete ready for judging in July.

TOWN DEVELOPMENT – Committee meetings are 12th July, 2nd & 31st August.

Transforming Trowbridge – There remains interest for the development of sites in the town centre to provide leisure facilities including a cinema as well as the Campus including swimming. The Town Council will be working with the group to ensure these are facilitated by the Core Strategy.

West Ashton Road Employment Allocation – I am seeking to clarify the confusion over this site, particularly the interdependency of this site with H11 (above) and the phasing of the construction of the East Trowbridge Distributor Road (ETDR) which will link Leap Gate to the West Ashton Road.

Wiltshire Core Strategy – The latest draft of the Wiltshire Core Strategy is out for consultation until the end of August.

www.wiltshire.gov.uk/planninganddevelopment/planningpolicy/wiltshirecorestrategy.htm

The Town Council will be making a comprehensive response generally supporting the plan, but with some suggestions for improvement.

CIVIC & DEMOCRATIC ACTIVITIES

Twinning

Leer – a delegation from Leer, visited Trowbridge from 5th- 9th May.

Elblag – The Mayor and Cllr. Brice visited Elblag in June.

Council Meeting Dates. Council and committee meetings for the next 2 months are:

Tuesday 12 th July	Town Development	TTC offices
Tuesday 19 th July	Full Council	Longfield Community Centre
Tuesday 26 th July	NO MEETING	

Trowbridge Town Council

Working with the

Town Clerk's June 2011 Report
Community

Tuesday 2 nd August	Town Development	TTC offices
Tuesday 9 th August	NO MEETING	
Tuesday 16 th August	NO MEETING	
Tuesday 23 rd August	Town Development	TTC offices
Tuesday 30 th August	Direct Services	TTC offices
Tuesday 30 th August	Civic Centre Sub Committee	TTC offices

Mayor's Civic Service – Will be held at St James' Church on Sunday 17th July at 6:30pm.

WILTSHIRE COUNCIL**TROWBRIDGE AREA BOARD**7 July 2011

COMMUNITY AREA TRANSPORT GROUP
SMALL-SCALE TRANSPORT AND HIGHWAY IMPROVEMENT SCHEME

Purpose of the Report

To put forward for approval a proposal made by the Community Area Transport Group for a small scale transport and highway improvement scheme for the Trowbridge Community Area.

1. Background

- 1.1. In 2011/12 Trowbridge Area Board has been allocated £15,354 discretionary budget to involve them in the assessment and selection of small-scale transport schemes to be progressed in their community areas.
- 1.2. It should be noted that this allocation is for capital funding and can only be used to provide new and improved infrastructure. It is to be used for schemes that improve safety, increase accessibility and sustainability by promoting walking, cycling and public transport, and improve traffic management. It cannot be used to fund maintenance schemes, these are selected using technical surveys and inspections. In addition, it cannot be used to pay for revenue functions such as passenger transport.
- 1.3. Due to the complexity of assessing and selecting schemes from the many requests, and the potential time that such an agenda item would take, each Area Board was requested to set up a Community Area Transport Group (CATG) to make recommendations to the Area Board.
- 1.4. Highways issues relating to the new shopping development at the Shires Gateway were discussed at the 17 March 2011 Area Board meeting where there was a desire for the highways matters there to be improved

2. Main Considerations

- 2.1 The CATG group agreed to put forward the following proposal for part use of the budget to the 7 July Trowbridge Area Board meeting:
- 2.2 £2,150 for undertaking a combined pedestrian count on Bythesea Road at the Shires Gateway. Surveys will be carried out using on site cameras to count both the numbers of pedestrians and vehicles using the Junction of Stallard Street / Bythesea Road and Bythesea Road/Shires. The pedestrian count will take place on a normal week day. The vehicle count will take place over 24 hours on two separate days. The first will be during the week, the other on a Saturday.

3. Environmental Impact of the Proposals

3.1 At this stage of agreeing the budget allocation there is no environmental impact

4. Financial Implications

4.1 £15,354 has been allocated for these schemes. If this is approved there will be £13,204 remaining for other small-scale transport schemes

5. Legal Implications

None

6. HR Implications

None

7. Equality and Diversity Implications

None at this stage

8. Recommendations

8.1 It is recommended that the Area Board approve the proposal made by the CATG to spend £2,150 for undertaking the combined pedestrian count on Bythesea Road at the Shires Gateway.

Report Author: Rachel Efemey -Trowbridge Community Area Manager
Tel No: 01225 718608
E-Mail: rachel.efemey@wiltshire.gov.uk

Elm Grove Play Area

Briefing Note to 7 July 2011 Trowbridge Area Board

Colin Brown, Play & Leisure Strategy Officer, Wiltshire Council

1.0 Background

Elm Grove play area was transferred to Wiltshire Council from West Wiltshire District Council on 1 April 2009. It is a large grass area covering at least 2 acres, unlit and hidden from public view. The area is prone to flooding during winter months, making large areas inaccessible at times, particularly where the play area is located.

The play area, primarily of a wood based design and structure which was installed prior to 2007, is prone to vandalism and in 2007 was damaged from an arson attack.

Correspondence received from one local resident in 2010, suggests a number of residents have expressed frustration with the lack of facilities in the vicinity of the outdoor area and have the perception that the play area was continually overlooked for refurbishment.

1.1 September 2010

On 13 September 2010 the play area was inspected following a spate of vandalism. The inspectors report identified that all the equipment had been vandalised or was badly worn through age. The inspector recommended that the play area be closed with immediate effect and the equipment removed if repairs were not cost effective. The inspector also concluded that any new equipment installed would have to be designed to withstand vandalism. Ground works were also recommended as the site is prone to flooding.

The play area was closed to the public on 14 September 2010 and the local councillor, Councillor Payne was informed and supportive of the decision. Trowbridge Town Council were also informed and invited to comment on whether they would wish to consider owning the asset or being involved in any future consultation exercise regarding the installation of new equipment. The extent of the damage and general condition of the equipment necessitates replacement rather than repair. This was explained to everyone at the time. The Early Years Team were also invited to contribute to the consultation phase should suitable funding be found to purchase new equipment.

It was also clarified at the time that the council had no funds to purchase new equipment and that the most likely source of funding would be from 'Planning Gain' contributions (Section 106). Unfortunately due to the economic downturn, new building developments have ground to a halt and there are currently no Section 106 funds available nor is it likely that there will be any forthcoming in the short to medium term.

2.0 Insurance

Play area equipment is not insured by the council. The council's insurers are not keen on insuring play ground equipment and as such it is not included on the council's building insurance. The other option is to include it under 'All Risks' however, due to the cost associated with this the council took the decision to not insure the equipment.

3.0 Current Situation

The play area equipment and fencing has been removed.

Play equipment is normally replaced from Section 106 funds however; there are currently no Section 106 funds available. The council does not have a budget to replace such equipment.

The land is prone to flooding so it is likely that serious consideration would need to be given to repositioning the play area which would add to the cost of replacement.

As the play area is owned by the council it is unlikely that a grant application would be considered by the Community Area Board and it would certainly not be sufficient to cover the cost of replacement.

Over the next two years the council is planning to deliver a 'Formal Recreation and Pitch Strategy' as part of the Green Infrastructure Strategy and update the Play Strategy which collectively should identify any deficiencies in the area and consider how these could be addressed.

As soon as suitable s106 funding becomes available it will be earmarked for a replacement play area at Elm Grove Farm.

17 June 2011

Report to	Trowbridge Area Board
Date of Meeting	7 July 2011
Title of Report	Improving the Grants Auditing process for Trowbridge Area Board

Purpose of Report

To improve the current processes for auditing/evaluating grants that have been allocated or approved by the Trowbridge Area Board including Community Area Grants Scheme (CAGS), Performance Reward Grants Scheme (PRGS) and Area Board Projects.

To consider any actions to take with Performance Reward Grants made to Trowbridge Annual Festival of Fun and Seymour Community Centre.

1. Background

- 1.1. Area Boards have authority to approve Area Grants under powers delegated to them by the Deputy Leader and Cabinet member for Community Services (27 February 2010). Under the Scheme of Delegation Area Boards must adhere to the Area Board Grants Guidance for funding.
- 1.2. There is a uniform process used by all Area Boards when Community Area Grants(CAGS) are awarded. An acceptance letter is sent to the applicant (Appendix 1) which outlines the conditions on the grant being awarded. An evaluation form is also sent out which is to be completed and returned by the applicant on completion of the project awarded funds (Appendix 2)
- 1.3. Whilst the Area Board does not make the decisions on funding for the successful Performance Reward Grant scheme (PRGS), successful applicants are sent the acceptance letter via the Area Board (Appendix 3)
- 1.4. At this stage there is no specific monitoring in process for Area Board Projects.

Background documents used in the preparation of this Report	<ul style="list-style-type: none">• Community Area Grant Award acceptance letter• Community Areas Grant Evaluation form• Performance Reward Grant letter acceptance letter
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2. Main Considerations

- 2.1. Several issues have arisen with a number of grants allocated by the Trowbridge Area Board including projects not happening and lack of publicity for Wiltshire Council and the Area Board. This report makes some proposals that Trowbridge Area Board may wish to adopt to tighten up the process in particular for those applicants who do not follow the conditions set out in the relevant acceptance letter. It will also give proposals for the monitoring of Area Board Project Grants.

3. Improving the Grants Monitoring process

- 3.1. The Area Board may wish to consider the following options to improve the grant monitoring process:
 - 3.1.1 Releasing funding after the project has been completed and receipts have been received. This would have an impact on the types of groups who could then apply for the CAGS as applicants would need to have enough money to pay for items up front. This may also be a change that needs to be agreed by the Cabinet Member for Community Services as it would change the process considerably to that used by the rest of the Area Boards.
 - 3.1.2 Strengthening the wording in the Trowbridge Area Board's grant acceptance letters especially around the acknowledgment that the Area Board/Wiltshire Council requires on any publicity/printed materials.
 - 3.1.3 Adding a condition that the applicant must invite the relevant Division Councillor (if it is a community wide project the Chairman &/or Vice Chairman) to visit the project.
 - 3.1.4 Holding an annual special Area Board meeting where CAGS projects, PRGS

projects and Area Board Projects that have been funded within the previous year are required to attend to give a verbal update on how the project went.

3.1.5 For Area Board Projects, ensuring that the applicant Councillor completes a grants acceptance letter and completes the CAGS evaluation form on completion of the project.

3.1.6 A biannual report to go to the Area Board so that the Board can see which projects have claimed their funding, which have completed and returned the evaluation form and which are still outstanding.

4. Performance Reward Grant Applications

4.1 Concerns have been raised over two Performance Reward Grants that have claimed their grants: Trowbridge Annual Festival of Fun (TAFF) and Seymour Community Centre. Both groups have been invited to attend the 7 July Trowbridge Area Board meeting to update on their projects.

4.2 No monitoring/evaluation has been returned by TAFF even though the grant was claimed in March 2010. A letter has been written to the group informing them that if they do not comply with completing the evaluation that the grant will need to be repaid. If this does not transpire the Board will need to consider whether they wish to pursue any legal action against the group.

4.3 Seymour Community Centre claimed their grant in December 2010 whilst they have returned an update report the project has claimed that delays in obtaining the lease and planning permission have meant that the project has not yet commenced but it is now 18 months since this bid was approved and no progress has been made. The Area Board needs to consider the point at which a request will be made for the project to return the funding so that it can be used for the benefit of other projects or communities.

5. Financial Implications

5.1. There will always be a slim risk with allocating grants to community groups that projects will fail after the funding has been spent. The grants process allows for the reclaiming of grants monies where projects have been unable to go ahead.

6. Legal Implications

6.1. There are no specific Legal implications related to this report unless the Board wishes to pursue any legal action against groups to try and reclaim any grants.

7. HR Implications

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

8. Equality and Diversity Implications

8.1. Community Area Grants give local community and voluntary groups, an equal opportunity to receive funding towards community based projects and schemes.

9. Officer Recommendations

9.1 That the Area Board considers the options in paragraphs 3.1.1 – 3.1.6 to improve the grants monitoring process

9.2 That the Area Board considers what actions to take over the TAFF and Seymour Community Centre bids

Appendices:	Appendix 1 Community Area Grant Award acceptance letter Appendix 2 Community Area Grant Evaluation form Appendix 3 Performance Reward Grant acceptance letter
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Report Author	Rachel Efemey - Community Area Manager Tel. 01225 718608 Email: rachel.efemey@wiltshire.gov.uk
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Communities, Libraries, Heritage & Arts
Department of Community Services
Wiltshire Council
Monkton Park
Chippenham
Wiltshire
SN15 1ER

23 June 2011

Dear

Community Area Grants from the (Name Area) Area Board 2011/2012

The Area Board considered project proposals requesting funding from the 2011/2012 budget at their meeting on '.....'. I am pleased to inform you that your project for '.....', was awarded £.....

(Add any conditions raised by the Area Board)

Your grant will be paid, when all funding criteria and any conditions imposed (e.g. match funding are in place) by the Area Board have been met. Please remember the money cannot be claimed prior to 3 months of the project starting. All grants must be paid to the recipient within a year of the grant being awarded. Failure to do so may result in the award being withdrawn.

Before the money can be released, I would ask that you read and sign the enclosed condition form and return it to me. Upon receipt of the completed condition form I will be able to release the funding which may be paid by either cheque or by BACS transfer into your account. I enclose an additional copy of the condition form for your records.

Successful applicants are asked to complete and return the enclosed evaluation form which should include copies of receipts, invoices and photographs. No further grants will be considered if this feedback is not received.

I look forward to hearing from you. If you have any queries, please do not hesitate to contact me.

Yours sincerely

(Name of CAM)
Community Area Manager
Tel:
Email:

Community Area Grant Scheme Evaluation Form
Reminder – Failure to return this form could result in no further grants being awarded to your group/organisation.

Please complete and return this form within 4 weeks of completion of your project or scheme, returning it to the address below
PLEASE COMPLETE ALL SECTIONS

As a condition of your funding you agreed to provide evidence of how your funding was spent - failure to do this will exclude applicants from applying for any future funding. **Please remember to include receipts, invoices or photographs of the project with this evaluation form.**

Your feedback is important to us as it is used for internal audit purposes in our community planning work and enables us to review the Community Area Grants application process.

If you would prefer to complete an electronic version, this may be downloaded from the Council's website (www.wiltshire.gov.uk)

PLEASE WRITE CLEARLY


Name of Organisation:

In which Community Area did your project take place?	
---	--

What did your project/scheme involve and how was your grant spent? (e.g. erected a youth shelter, enabled start up of Neighbourhood Watch Scheme, funded summer play scheme)?

How did/does your project benefit local people and approximately how many?

What other Agencies/Groups/Organisations were involved in this project?

Do you consider your project/scheme has proved a success and if so, why?			
If your project was for a long term item (e.g. playground equipment over next 5-10 years), or a repeat project (e.g. a summer play scheme or festival), how are you intending to sustain this in the future?			
How much funding did you receive from the Area Board?			
What was the total cost of your project (including that contributed by the Area Board)?			
Did you obtain any publicity for this project or scheme and was the contribution from the Area Board acknowledged in any publications e.g. press articles or newsletters? (please tick)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
I have enclosed an example of all publicity acknowledging the Council's contribution (please tick)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Would you mind us passing on your details to someone else trying to set up a similar project in Wiltshire?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
How did you find the application process of applying for a Community Area Grant? (please tick)	Good <input type="checkbox"/>	Average <input type="checkbox"/>	Poor <input type="checkbox"/>
Please let us know how we could improve the process?			
Name Address			
Tel No/Email:		Date:	
Thank you for taking time to complete this evaluation form			
 Please return your completed evaluation to: The appropriate Area Boards Locality Team postal or email address			



24th March 2010

Name and address

**Communities, Libraries, Heritage & Arts
Department of Community Services
Wiltshire Council
County Hall
Bythesea Road
Trowbridge, Wiltshire
BA14 8JN**

Dear

LPSA Performance Reward Grant Bid

I am writing further to your bid for LPSA Performance Reward Grant for *insert name of project*.

You will be aware that the bid was presented to the Performance Reward Grant panel on *insert date of panel* and that the bid for *£insert amount* was accepted subject to provision of some additional information. This has now been provided and we are delighted to advise you that the funding is now approved.

Before the money can be released to you I would ask that you read and sign the enclosed condition form and return it to me. Upon receipt of the completed condition form I will be able to release the funding which may be paid by cheque or by BACS transfer into your account. If you would like the funding to be paid by BACS transfer, please complete the attached BACS form and return it to me with the signed condition form. I enclose an additional copy of the condition form for your records.

Can I remind you that successful applicants are asked to provide copies of receipts, invoices and photographs to demonstrate how their award was spent, as well reporting on performance against the targets you have set out in your bid.

An evaluation form is also enclosed.

I look forward to hearing from you. If you have any queries, please do not hesitate to contact me.

Yours sincerely

Insert name of Area Board Manager , Area Board Manager

23 June 2011

Insert name/address

Funding Award from the Performance Reward Grant Scheme

I acknowledge receipt of the Performance Reward Grant of *£insert amount* from Wiltshire Council. I understand that this money is being made available to *insert name of project* for *insert purpose* as outlined in the application to the Performance Reward Grant Scheme.

I understand that it may only be used to pay for bona fide items or services required for that project and may not be used for any other purpose without the prior permission of Wiltshire Council. If I have any doubts as to whether any item of expenditure complies with this requirement I will contact Wiltshire Council before committing the expenditure.

I agree to provide Wiltshire Council with evidence of how this money has been spent and will complete and will provide regular reports to the Area Manager about our progress against the improvement targets we have agreed (see below).

Targets:

Details to be supplied from bid/performance team

I will return the attached evaluation form as soon as the project has been completed. I understand no further grants will be considered if this feedback is not received. I also agree, that if the scheme for which this money has been granted, does not proceed for any reason within three months of the cheque being received, I will advise Wiltshire Council at the earliest opportunity and will repay the full amount (or such sum as has not been properly spent), on request. I understand that Wiltshire Council may seek to recover any monies which have been spent contrary to the terms on which the grant was made.

I also agree that I will acknowledge that the Wiltshire Assembly and the Public Service Board were involved in the funding of the initiative in all publicity material and media coverage about it.

By signing the declaration below I am confirming that any additional funding to enable this project to proceed within the next three months is in place and that I agree and have met all the other conditions as set out above.

Signed

.....

On behalf of

(to whom the cheque will be made payable unless otherwise advised)

Date

.....

RETURN THIS COPY TO THE ABOVE ADDRESS WHEN YOU HAVE SECURED ALL FUNDING AND WOULD LIKE THE COUNCIL TO ISSUE THE CHEQUE

PLEASE NOTE: CHEQUES WILL NORMALLY BE SENT OUT WITHIN TWO WEEKS OF RECEIPT

23 June 2011

Insert name/address

Funding Award from the Performance Reward Grant Scheme

I acknowledge receipt of the Performance Reward Grant of *£insert amount* from Wiltshire Council. I understand that this money is being made available to *insert name of project* for *insert purpose* as outlined in the application to the Performance Reward Grant Scheme.

I understand that it may only be used to pay for bona fide items or services required for that project and may not be used for any other purpose without the prior permission of Wiltshire Council. If I have any doubts as to whether any item of expenditure complies with this requirement I will contact Wiltshire Council before committing the expenditure.

I agree to provide Wiltshire Council with evidence of how this money has been spent and will complete and will provide regular reports to the Area Manager about our progress against the improvement targets we have agreed (see below).

Targets:

Details to be supplied from bid/performance team

I will return the attached evaluation form as soon as the project has been completed. I understand no further grants will be considered if this feedback is not received. I also agree, that if the scheme for which this money has been granted, does not proceed for any reason within three months of the cheque being received, I will advise Wiltshire Council at the earliest opportunity and will repay the full amount (or such sum as has not been properly spent), on request. I understand that Wiltshire Council may seek to recover any monies which have been spent contrary to the terms on which the grant was made.

I also agree that I will acknowledge that the Wiltshire Assembly and the Public Service Board were involved in the funding of the initiative in all publicity material and media coverage about it.

By signing the declaration below I am confirming that any additional funding to enable this project to proceed within the next three months is in place and that I agree and have met all the other conditions as set out above.

Signed

On behalf of

.....
(to whom the cheque will be made payable unless otherwise advised)

Date

.....

APPLICANTS COPY :- PLEASE RETAIN THIS COPY FOR YOUR RECORDS

TROWBRIDGE AREA BOARD FORWARD PLAN

ITEM 20

Please note that this is a working document which is subject to change due to availability of the relevant officers/partners and time scales.

Date	Location	Area Board Agenda Items	Cabinet Member Attending
Thursday 8 September 2011	The Atrium, Wiltshire Council Offices, Bradley Road	<p>Provisional Items: Community Area Joint Strategic Assessments Help to Live at Home New Waste and Recycling Collection Service Fees and Charges Policy Great Western Hospital – Transfer of Community Services</p> <p>CAYPIG/Youth Parliament Project Update Redhat Lane Gates – Area Board Project Section 106 Update Employment issues re recent closure of Virgin and Vodafone</p> <p>Community Area Grants will be considered</p>	Portfolio holder (to be confirmed)
Thursday 17 November 2011	The Atrium, Wiltshire Council Offices, Bradley Road	<p>Provisional Items: No provisional items</p> <p>Community Area Grants will be considered</p>	Cllr Toby Sturgis (Waste, Property and Environment)

Thursday 26 January 2012	The Atrium, Wiltshire Council Offices, Bradley Road	Provisional Items: Fortnightly Waste Collection Service Community Area Grants will be considered	Cllr Lionel Grundy (Children's Services)
Thursday 15 March 2012	The Atrium, Wiltshire Council Offices, Bradley Road	Provisional Items: No provisional items Community Area Grants will be considered	Councillor John Thomson (Adult Care, Communities and Housing)

Officer Contacts:

Community Area Manager: Rachel Efemey (rachel.efemey@wiltshire.gov.uk)

Democratic Services Officer: Penny Bell (penny.bell@wiltshire.gov.uk)

Service Director: Michael Hudson (michael.hudson@wiltshire.gov.uk)

Report to	Trowbridge Area Board
Date of Meeting	7 July 2011
Title of Report	Community Area Grants

Purpose of Report

To ask Councillors to consider 1 application seeking Community Area Grant Funding

1. Wiltshire Mind – to run an art therapy course in Trowbridge for those suffering with mental illness - £1,816 requested

Total Amount requested = £1,816

1. Background

- 1.1. Area Boards have authority to approve Area Grants under powers delegated to them by the Deputy Leader and Cabinet member for Community Services (27 February 2010). Under the Scheme of Delegation Area Boards must adhere to the Area Board Grants Guidance for funding.
- 1.2. In accordance with the Scheme of Delegation, any decision of an Area Board that is contrary to the funding criteria and/or the officer's recommendation would need to demonstrate that the application in question has a wider community benefit, and give specific reasons as to why this should justify an exception to the criteria. In accordance with the Area Board Grants Guidance officers are required to provide recommendations in their report, however, the decision to support applications and to what level is made by Wiltshire Councillors on this Area Board.
- 1.3. Trowbridge Area Board has been allocated a 2011/2012 budget of £77,781 for community area grants, community partnership core funding and councillor led initiatives. Plus £2,846 has been carried forward from 2010/11 giving a total of £80,627. TCAF has been awarded £15,556 for 2011/12 and Community Area Grants totalling £10,490 have been allocated so far in 2011/12:
 - Trowbridge Wanderers Youth Football Club – £5,000 to refurbish shower facilities
 - Alzheimers Support – £4,500 to fund the creation of Dementia Hub in Trowbridge
 - Trowbridge & District Youth Band – £990 to work with children attending Studley Green Primary School to get involved in music making

This gives a current remaining total of £54,581 available to allocate

- 1.4. Paper copies of funding applications will no longer appear as part of the agenda in an attempt to reduce volume of paper used. However, the application forms will be available on the Wiltshire Council web site and hard copies available upon request.
- 1.5. The 2011/2012 funding criteria and application forms, which have been used for this tranche of funding, are available on the council's website (www.wiltshire.gov.uk/areaboards) or paper versions are available from the Community Area Manager.

Background documents used in the preparation of this Report	<ul style="list-style-type: none">• Community Area Grant Application Pack 2011/12• Trowbridge Community Area Plan• Local Agreement for Wiltshire
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2. Main Considerations

- 2.1. Councillors will need to be satisfied that grants awarded in the 2011/12 year are

made to projects that can realistically proceed within a year of the award being made.

3. Environmental Impact of the Proposals

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

4. Financial Implications

- 4.1. Awards must fall within the Area Boards budget allocated to the Trowbridge Area Board. It should be noted that there are grant requests totalling more than the funding available.
- 4.2. If grants are awarded in line with officer recommendations the Area Board will have £52,765 to allocate for the rest of the financial year.

5. Legal Implications

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

6. HR Implications

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

7. Equality and Diversity Implications

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

8. Officer Recommendations

The full application is available at www.wiltshire.gov.uk/areaboards

Applicant 8.1	Project summary	Funding requested
Wiltshire Mind	To run a 6 month arts therapy course in Trowbridge for those with mental illness	£1,816

- 8.1.1 The applicant meets the grant criteria 2011/12
- 8.1.2 The applicant demonstrates links to the Trowbridge Community Area Plan Theme 7 Health & Social Care
- 8.1.3 The application demonstrates links to the Local Agreement for Wiltshire ambition “Lives not Services.”
- 8.1.4 The applicant has raised 50% funding towards the project

8.1.5 It is recommended that a grant of £1,816 is approved on condition that the group does not apply for further funding towards any arts therapy courses as this would then constitute running/core costs.

Appendices:	Appendix 1 Grant applications
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Report Author	Rachel Efemey - Community Area Manager Tel. 01225 718608 Email: rachel.efemey@wiltshire.gov.uk
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