

AGENDA

Meeting: TROWBRIDGE AREA BOARD
Place: The Cotswold Space - County Hall, Trowbridge BA14 8JN
Date: Thursday 14 May 2015
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 David Parkes (Democratic Services Officer) on 01225 718220 / david.parkes@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

Nick Blakemore – Adcroft
Ernie Clark – Hilperton
Dennis Drewett – Park
John Knight – Central
Stephen Oldrieve – Paxcroft

Helen Osborn – Lambrok
Jeff Osborn – Grove
Graham Payne – Drynham
Horace Prickett – Southwick

RECORDING AND BROADCASTING NOTIFICATION

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Details of the Council's Guidance on the Recording and Webcasting of Meetings is available on the Council's website along with this agenda and available on request.

If you have any queries please contact Democratic Services using the contact details above.

	Time
<p>1 Election of Chairman <i>(Pages 7 - 8)</i></p> <p>To elect a Chairman for the forthcoming year.</p>	19:00
<p>2 Election of a Vice-Chairman</p> <p>To elect a Vice-Chairman for the forthcoming year.</p>	19:05
<p>3 Chairman's Welcome and Introductions</p> <p>The Chairman will welcome everyone to the meeting.</p>	19:10
<p>4 Apologies</p>	
<p>5 Minutes <i>(Pages 9 - 18)</i></p> <p>To approve the minutes of the meeting held on Thursday 12 March 2015.</p>	
<p>6 Declarations of Interest</p> <p>To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.</p>	
<p>7 Chairman's Announcements <i>(Pages 19 - 32)</i></p> <p>To include the following:</p> <ul style="list-style-type: none"> i. Climate Local Initiative ii. Universal Credit iii. HealthWatch Wiltshire Update (February and March). iv. School Organisation Plan v. 'hEdges Art Project'. 	19:15
<p>8 Election of Representatives to Outside Bodies <i>(Pages 33 - 48)</i></p> <p>To appoint Wiltshire Councillors as representatives to Outside Bodies and Working Groups who will report to future Area Board Meetings.</p> <p>Outside Bodies to include:</p> <ul style="list-style-type: none"> i. Trowbridge Community Area Future (TCAF) ii. Collaborative Schools iii. Local Youth Network (LYN) <p>Working Groups:</p>	19:20

- i. Community Area Transport Group (CATG)
- ii. Local Youth Network (LYN) Management Group.
- iii. Trowbridge Shadow Community Operations Board.

Full details are contained in the agenda report.

9 Partner Updates (Pages 49 - 72) 19:30

To note the written reports and receive any updates from the following:

- i. Police and Crime Commissioner (PCC)
- ii. Wiltshire Police
- iii. Wiltshire Fire and Rescue Service
- iv. Trowbridge Community Area Future (TCAF)
- v. Town and Parish Councils
- vi. Local Youth Network

10 Outside Body Updates (Pages 73 - 74) 19:40

Wiltshire Councillors appointed as representatives to Outside Bodies will report on any recent news, to include:

- i. Collaborative Schools
- ii. Trowbridge Shadow Community Operations Board.

11 Funding (Pages 75 - 102) 19:45

Community Area Grants

To consider the following applications:

- 1.1 YMCA Green Shoots Nursery – Purchase of IT equipment for electronic assessments - £1,844 requested
- 1.2 Friends of Southwick Country Park – Purchase of a New Notice Board - £900 requested
- 1.3 Help Counselling Services – Moving costs phase 2 - £2,500 requested
- 1.4 Trowbridge in Bloom – Purchase of equipment for relaunch - £744 requested
- 1.5 Julian House Bike Workshop Trowbridge – Set up of new IT and Learning Centre - £4,900 requested
- 1.6 West Wilts Esprit Gymnastics Club – Purchase of additional training equipment - £3,000 requested

12 Services to the Elderly 20:05

James Cawley, Associate Director for Adult Care, Safeguarding and Housing, will discuss the services needed by the elderly in each

	Community Area.	
13	Local Health and Wellbeing Plans	20:15
	An update on the rollout of integrated community teams.	
14	Climate Local Initiative Report (<i>Pages 103 - 110</i>)	20:25
	Written report to raise awareness and engage the Trowbridge community in how the council is tackling the energy challenge.	
15	Housing Consultation Summary	20:30
16	Visiting Portfolio Holder	20:35
	Councillor Horace Prickett will talk about his responsibilities for transport and provide an update on the disruption to rail services.	
	An opportunity for questions will be provided.	
17	CATG Recommendations (<i>Pages 111 - 112</i>)	20:45
18	Any Urgent Business and Forward Plan	20:50
	The Chairman will take any items of urgent business.	
19	Close	20:55

Future Meeting Dates

Thursday 18 June 2015 – Older Peoples Health Fair
12 noon – 3pm, The Atrium, County Hall.
3pm – 5pm Older Peoples Area Board meeting, The
Cotswold Room, County Hall, Trowbridge

Thursday 16 July 2015 – 19:00 - The Cotswold Room,
County Hall, Trowbridge

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Relevant extract of the constitution for the election of chairmen

4.2 The chairman and vice-chairman of an area board will be appointed at the first meeting of an area board, which takes place after the annual meeting of the Council, by the unitary councillors on each area board, except in an election year where after the first meeting of Full Council a special meeting of each area board will take place to appoint a chairman and a vice-chairman.

4.9.1 The Democratic Services representative will call for nominations for the position of chairman of the area board. A councillor's nomination must be seconded to be valid. A councillor shall not be nominated in his/her absence without their written consent.

4.9.2 In the event of only one valid nomination being received the person presiding will declare the nominated councillor elected.

4.9.3 In the case of two valid nominations the Democratic Services representative will ask for a show of hands from those councillors in favour of each councillor and declare the candidate receiving the majority of votes of the councillors present and voting, to be the winner.

4.9.4 In the case of an equality of votes for the two candidates, the Democratic Services representative shall draw lots to determine the winner of the election and then declare the result.

4.9.5 In the case of three or more valid nominations being made, the Democratic Services Representative will call for a show of hands for each of the candidates. The Democratic Services representative will then announce the candidate with the least number of votes and that candidate will be eliminated (in the case of a tie for the least number of votes, the Democratic Services representative shall draw lots to determine which candidate to be eliminated). A further vote shall be taken for the remaining candidates and after each vote the candidate with the least number of votes shall be eliminated until only two candidates remain and a final vote taken.

4.9.6 The newly elected Chairman of the Area Board shall then preside over the election of the Vice Chairman in the manner described above with the ability to use a casting vote in the event of an equality of votes.

4.9.7 With the exception of an election year, the chairman and vice-chairman of an area board shall remain in post until their successors are appointed.

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MINUTES

Meeting: TROWBRIDGE AREA BOARD
Place: The Cotswold Space - County Hall, Trowbridge BA14 8JN
Date: 12 March 2015
Start Time: 7.00 pm
Finish Time: 9.10 pm

Please direct any enquiries on these minutes to:

David Parkes (Democratic Services Officer), Tel: 01225 718220 or (e-mail) david.parkes@wiltshire.gov.uk

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

In Attendance:

Wiltshire Councillors

Cllr Ernie Clark, Cllr Dennis Drewett, Cllr John Knight, Cllr Stephen Oldrieve (Vice Chairman), Cllr Helen Osborn, Cllr Jeff Osborn and Cllr Graham Payne (Chairman)

Wiltshire Council Officers

Tom Ward (Public Protection Officer), Rachel Efemey (Community Area Manager), Sarah Holland (Community Youth Officer), Harry Gavroche-Jones (Youth Work Apprentice), Siobainn Chaplin (Youth and Prevention), Adrian Hampton (Head of Highways and Streetscene – South), Bill Parks (Head of Highways and Streetscene – North), David Parkes (Democratic Service Officer), Chris Clark (Highways), Rhonda Ward (Head of Service, Adult Care Operations), Ella Crerar (Transformation Delivery Manager), Julie Anderson-Hill (Head of Transformational Change) and Tim Martienssen (Head of Service Delivery).

Town and Parish Councillors

Trowbridge Town Council – Lance Allen (Town Clerk), Bob Brice
Hilperton Parish Council
North Bradley Parish Council
Southwick Parish Council
West Ashton Parish Council

Partners

Wiltshire Police – Sgt. Jim Suter.

Trowbridge Community Area Future – Lindsey Millen, Colin Kay, Doug Ross,
Margaret Howard.

Total in attendance: 67

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
18	<p><u>Introduction to the Medley Adult Day Opportunity Centre, County Hall.</u></p> <p>A tour of the Medley Adult Day Opportunity Centre was provided for those who wished to look around the facility.</p>
19	<p><u>2013/14 grant applicant feedback to the Board</u></p> <p>The Board received feedback from 2013/14 grant recipients. It was noted that nothing had been heard from two applicants Beehive Southwick Cricket Club and The Mead Academy Trust who will be written to requesting the reason they did not attend; reaffirming attendance was a condition of their funding and this could jeopardise their chances of applying for a community area grant in the future.</p>
20	<p><u>Chairman's Welcome and Introductions</u></p> <p>The Chairman, Councillor Graham Payne, welcomed everyone to the meeting of the Trowbridge Area Board.</p>
21	<p><u>Apologies</u></p> <p>Apologies for absence were received from Cllr Horace Prickett and Cllr Nick Blakemore.</p>
22	<p><u>Minutes</u></p> <p><u>Resolved</u> The minutes of the meeting held on 15 January 2015 were agreed a correct record and signed by the Chairman.</p>
23	<p><u>Declarations of Interest</u></p> <p>Cllr John Knight declared a non-pecuniary interest as a member of the TCAF steering group and the Trowbridge Town Hall Trust.</p> <p>Cllr Ernie Clark raised his register of interests in relation to the Legacy item (minute 28). The interest was non-pecuniary.</p> <p>The Chairman declared an interest in the funding item (minute 27) as a trustee of Trowbridge Sea Cadets. Cllr Stephen Oldrieve was in the Chair for this item only.</p>
24	<p><u>Chairman's Announcements</u></p> <p>The Chairman drew attention to the announcements within the agenda:</p>

	<ul style="list-style-type: none"> • Community Governance Review. • Dementia in Wiltshire. • Governance and boundaries review – Please note, the meeting planned to take place on 24 March at 19:00 at County Hall has been postponed.
25	<p><u>Partner Updates</u></p> <p>Updates from partners were received as follows:</p> <ol style="list-style-type: none"> i. Wiltshire Police The written update was noted. Sgt. Jim Suter was present to answer any questions, as Insp. Chammings was unable to attend. Crime was down in all areas. ii. Wiltshire Fire and Rescue Service The written update was noted. The Chairman stated that the possible merger between Wiltshire FRS and Dorset FRS had been approved by Parliament. They would formally merge on 1st April 2016. iii. Trowbridge Community Area Future (TCAF) The written update was noted. It was stated that an application to become a charity had been declined but work was being undertaken to help with the resubmission. Trowbridge Town Council would continue to provide a grant and additional funding would become available should extra work be taken on TCAF. The organisation would likely become more focussed on project work. iv. Town and Parish Councils <ol style="list-style-type: none"> a) Trowbridge Town Council – A written report was circulated. Lance Allen (Town Clerk) was present to discuss the report and answer any questions. The Wiltshire Council Car Parking Review was to be considered at Cabinet. The Town Council would then enter into discussions with Wiltshire Council to discuss the potential transfer of ownership of car parks. The Hilperton Gap was discussed and it was noted that the area would be best used for a new secondary school and sports pitches rather than housing. <p>Cllr Steve Oldrieve stated that public involvement with this consultation would be very important and that there was a need to protect green space. Cllr Ernie Clark stated that Hilperton Parish Council would be considering its response to the DPD on 23 March 2015 and stated his support for keeping the Hilperton Gap a green space.</p> v. Local Youth Network Sarah Holland (Community Youth Officer) was introduced to the Area Board, along with her new Youth Work Apprentice, Harry Gavroche Jones. Sarah had been undertaking a needs assessment in the

	<p>community area. She planned to visit local schools to ensure their voices were heard. Members discussed detached youth work, with specific reference to urban areas. Sarah was encouraged to visit Trowbridge Park to meet those who are hardest to reach.</p>
26	<p><u>Outside Body Updates</u></p> <p>i. Transforming Trowbridge – Cllr Dennis Drewett provided an update and stated that the Chairman had resigned; a replacement was being sought. It was noted that Wiltshire Council was likely to remove admin support to the group. Tim Martienssen (Head of Service Delivery, Wiltshire Council) discussed vision partnerships and how area boards had replaced much of their role. There were a decreasing number of officers available to support these groups.</p> <p>ii. Trowbridge Shadow COB – The procurement of a consultant had now begun and it was hoped that they would be ready for 24th March 2015. Progress was being made but at a slower pace than was initially hoped.</p>
27	<p><u>Funding</u></p> <p>The Area Board considered the following applications to the Community Area Grant Scheme:</p> <p>1.1 The Big Community Grow The sum of £1,325 was requested for the purchase of medieval tent and games for the Magna Carta Big Lunch.</p> <p>Resolved: To award £1,325 on condition that The Big Community Grow represent Trowbridge Community Area at the County Wide Magna Carta event/pageant in Salisbury on Mon 15 June 2015.</p> <p>1.2 Trowbridge Sea Cadet Unit – Replacement of Boat Storage Shed - £1,305 requested. At this point the Chairman, having declared an interest in this item, vacated the Chair and was replaced by the Vice-Chairman (Cllr Steve Oldrieve). Cllr Payne remained present but took no part in the discussion or voting thereon.</p> <p>Resolved: To award £1,305 to Trowbridge Sea Cadet Unit.</p> <p>After this item was resolved, Cllr Oldrieve vacated the Chair and the rest of the meeting was Chaired by Cllr Graham Payne.</p>

1.3 Help Counselling Services – Relocation costs - £5,000 requested

Resolved:

To award £2,500 to Help Counselling Services.

1.4 Owlets Outdoor Play Parent and Toddler Group - Set up costs for Forest School Parent & Toddler Group - £965 requested

Resolved:

To award £965 to Owlets Outdoor Play Parent and Toddler Group.

1.5 Alabare Christian Care & Support – Replacement furniture & equipment for the Trowbridge Drop in Centre - £2,400 requested

Resolved:

To award £2,400 to Alabare Christian Care & Support.

1.6 Friends of Biss Meadows Country Park – Purchase of Tools Container - £1,499.80 requested

Resolved:

To award £1,499.80 to Biss Meadows Country Park.

1.7 Collaborative Schools Ltd – First phase of creating a physical space to deliver art therapy for the community - £3,265 requested

Resolved:

To award £2,000 to Collaborative Schools Ltd.

1.8 1st Hilperton Scout Group – Replacement of secure storage - £990 requested

Resolved:

To award £990 to 1st Hilperton Scout Group.

1.9 Trowbridge Community Area Future (TCAF) - Wiltshire Time Credits Trowbridge initiative set up costs - £3,240 requested

Resolved:

To award £3,240 to Trowbridge Community Area Future.

	<p>1.10 Hilperton Village Hall – Refurbish Village Hall front entrance - £4,497.50 requested</p> <p>Resolved: To award £4,497.50 to Hilperton Village Hall.</p> <p>1.11 West Ashton Village Hall - Village Hall entrance improvements - £2,422.50 requested</p> <p>Resolved: To award £2,422.50 to West Ashton Village Hall.</p> <p>1.12 West Ashton Village Hall - To erect Village Hall Boundary Fence - £486.49 requested</p> <p>Resolved: To award £486.49 to West Ashton Village Hall.</p> <p>2 To consider 3 x Councillor led applications</p> <p>2.1 Councillor Graham Payne - Equipment for Trowbridge Cricket Club Youth coaching scheme - £7,500 requested</p> <p>Resolved: To award £7,500 to Trowbridge Cricket Club.</p> <p>2.2 Councillor Dennis Drewett – Trowbridge Christmas Lights refurbishment - £5,000 requested</p> <p>Resolved: To award £5,000 for the Trowbridge Christmas Light refurbishment.</p> <p>2.3 Councillor John Knight – Trowbridge Town Hall equipment - £6,150 requested</p> <p>Resolved: To award £6,150 for Trowbridge Town Hall equipment.</p>
28	<p><u>Legacy including Magna Carta events in Trowbridge</u></p> <p>Lance Allen (Town Clerk) and Rachel Efemey (Community Area Manager) presented the Legacy item. The Community Area Manager discussed the circulated handout which highlighted countywide events, including The Big Pledge, Cycle Wiltshire and the Wiltshire Business & Sports Dinner. The Big</p>

	<p>Community Grow with Magna Carta celebrations around Salisbury Cathedral was discussed. A parade was planned and fireworks would close the event.</p> <p>The Town Clerk discussed legacy events focussing on the Trowbridge Community Area. Trowbridge's important place in the history of the Magna Carta was discussed. It was heard that the Trowbridge Museum had its own Magna Carta exhibition which was already open. The Town's history and relationship with King John was discussed and academics would visit the Civic Centre as part of the celebrations.</p> <p>The Trowbridge in Bloom floral display was raised, as well as bell ringing at St James' Church. The Town Clerk would be cycling 800 miles over one week, visiting all the baron towns to raise money for charity. Events including the Business Expo and Town Criers' competition were highlighted, as well as a jousting display in the Park. A range of organisations would be involved with and sponsoring the events. Visit Wiltshire were helping to promote the celebrations and the engagement of local schools would be encouraged. The Big Community Grow were keen to attract individuals to help with producing a tapestry.</p>
29	<p><u>Public Space Protection Order</u></p> <p>The item was presented by Tom Ward (Public Protection Officer, Wiltshire Council) who discussed the implementation of the PSPO. The presentation discussed the restriction of the consumption of alcohol, replacing dog control orders, replacing gating orders and some bylaws. The aim was to prevent public nuisance and the enforcement of the order would fall to the police. There would be a single order in Trowbridge that would last three years before being reviewed.</p> <p>Breaching a PSPO was a criminal offence and the process of obtaining the order was explained. Evidence would be collected - predominately from the police - to ensure the notice could be justified. An endorsement from the Board was sought to continue this work in the Trowbridge Community Area.</p> <p>A public consultation period was likely for three months. PSPOs were restricted and it would be Full Council who formally made the order. The order would be published in the local press and signage would be used. With the endorsement of the Board, a project plan would development. Updates would be provided at each Area Board meeting.</p> <p>An opportunity for questions was provided. The Chairman asked about capacity issues. The Public Protection Officer stated that Trowbridge would be the first community area to receive a PSPO. Members discussed potential boundaries for such an order.</p> <p>Resolved: To endorse the work towards the PSPO and to request a quarterly update to the Board from the Public Protection Officer.</p>

30	<p><u>Litter Picking</u></p> <p>Bill Parks (Head of Local Highways and Streetscene - North) and Adrian Hampton (Head of Local Highways and Streetscene -South) presented to the Board on this item. A Parish and Town Council event would be held at County Hall on 21st April 2015, examining litter issues.</p> <p>What could be expected from the Local Authority on litter picking was discussed, as well as the code of practice for litter and refuse. It was stated that the Council had a statutory duty to clean dirty streets and would respond to where the need was greatest. The current focus was on communication - the website and 'app' was available to ensure every issue went into a single system. Feedback on performance was encouraged but this would depend on available capacity.</p> <p>An opportunity for questions was provided. The role of Trowbridge Lions was discussed and the involvement of schools in educating young people on littering issues was raised. The 21 March 2015 was highlighted as 'National Clear Up Day' and was being promoted by Central Government. A press release would be released shortly to encourage local communities to litter pick in their own neighbourhoods. Champions would be trained in communities to help with the issue. Loan equipment was available from Wiltshire Council for local communities to use. It was requested that information on loan equipment be circulated.</p> <p>The Chairman raised concern in regards to the amount of litter that could be seen on highways and railways. This would be raised with National Rail. It was noted that the amount of litter deposited on Britain's streets was consistently increasing year on year.</p>
31	<p><u>Visiting Portfolio Representative</u></p> <p>Cllr Horace Prickett was unable to present this item due to a clash of meetings.</p>
32	<p><u>Any Urgent Business and Forward Plan</u></p> <p>There was no urgent business.</p>
33	<p><u>Close</u></p> <p>The Chairman closed the meeting.</p>

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Chairman's Announcements

Subject:	Universal Credit – background and update on steps to roll out the scheme
Officer Contact Details:	Ian P Brown, Revenue & Benefits Direct Line: (01225) 716701
Further details available:	Ian P Brown

Summary of announcement:

Universal Credit will begin in Wiltshire on 16 March 2015, following an announcement by the Wessex branch of the Department of Work and Pensions (DWP)

Many people on benefits believe that the financial risks of moving into work are too great. For some, the gains from work, particularly if they work part-time, are small, and any gain can easily be cancelled out by costs such as transport.

The government believes that:

- the current benefit system is too complex
- there are insufficient incentives to encourage people on benefits to start paid work or increase their hours

Through Universal Credit the government is aiming to:

- make the benefit system fairer and more affordable
- reduce poverty, worklessness and welfare dependency
- reduce levels of fraud and error

The intention of reforming the welfare system is to help more people to move into and progress in work, while supporting the most vulnerable.

Universal Credit (UC) is the latest national welfare benefit which will eventually replace six other benefits provided by the DWP and HMRC. UC will eventually replace Income Support, Income Based Job Seekers Allowance, Income based Employment Support Allowance, Child Tax Credit, Working Tax Credit and Housing Benefit.

Claimants will always be encouraged to apply on line and report any change in circumstance, on line. The completed claim will not be processed locally but in a Service Centre in either Glasgow or Bolton. (A slide set entitled UC Welcome Pack is attached)

It is important to note that in this initial phase, which runs from 16 March 2015 to May 2016, only single, unemployed people will qualify for UC. Couples, families with children and those in work but entitled to any of the benefits listed above, will either be transferred or asked to apply for UC from May 2016 onwards. Based on the qualifying criteria it is estimated 3,000 residents could qualify for UC in Wiltshire 2015-16. Every UC award will be paid monthly, in arrears, and claimants will receive their payment direct, approximately five weeks after the claim is registered.

Some support will be available to those who either struggle with the delay in payment, through an advanced payment made by the DWP, which will then be recovered from on-going payments. When rent is not paid on time a landlord can apply to the DWP for an alternative payment arrangement (known as an APA).

Whilst support in terms of budgeting will be made available through the council, management of complex debt may require referral to agencies better equipped, in this case the Citizens Advice Bureau. The council's role will be to ensure that residents are supported in the initial stages of their claim and:

- To provide access to computers,

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- Assistance to get on line and apply on line
- Budgeting support and money advice
- Supporting vulnerable claimants and providing access to discretionary funds and local welfare provision.

A great deal of work has already taken place to provide agencies with information about the transition to universal credit. The DWP and the council have spent considerable time in negotiations to develop a Delivery Partnership Agreement which includes a framework for payment to meet aspects of our service delivery. Wiltshire is therefore well placed to be one of the first local authorities in the west to support the roll out of universal credit and set out below is some of the preparatory work.

- The Wiltshire Online project and the provision of 180 new computers in our libraries.
- The council's corporate research team produced an extensive report entitled Universal Credit: analysis of risk.
- Joint working between the DWP and librarians in conjunction with other voluntary groups to support people to access information and apply for benefits online.
- Undertaken a project to replace the current paper based housing benefit application form with a web based E-form.
- The provision of training through children's centres to stakeholders and voluntary sector in conjunction with Wiltshire Money.
- The involvement of Wiltshire staff working with the DWP at the highest level in terms of project planning and attendance at Technical Working Groups in London.
- A track record of delivering change, particularly welfare reforms, through partnership working across Wiltshire.
- Robust and carefully managed discretionary schemes (Local welfare provision, Discretionary Housing Payments and the latest discretionary council tax reduction) that can be used to support those in the most difficult financial circumstances

There are details on the next page of the eligibility criteria and details of the information claimants will need to make a claim online.

For further information about any of the research papers or details regarding any of the projects above please contact either Ian P Brown, Head of Revenues and Benefits, Julie Higinbotham, Benefits Manager at Wiltshire Council or Jackie Tuckett, Partnership Manager at the DWP.

There is extensive information made available on the government's own [website](#).

Universal Credit Expansion Eligibility

Claimants must:

- Be single.
- Must have a National Insurance Number.
- Be aged between 18 and 60 and six months.
- Not own or partially own the home they live in.

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- Not be homeless or live in support or exempt accommodation.
- Not live in the same household as a member of the regular or reserved army who is absent from home on duty.
- Be a British citizen, resident in the United Kingdom (UK) for the last two years (not absent outside the UK during those two years for four weeks or more).
- Not have a child or qualifying young person (QYP) living with them some or all of the time.
- Not be an adopter with whom a child is expected to be placed within the first two months of the UC claim or a foster parent.
- Not be liable to pay child support maintenance.
- Not be responsible for providing care to a person with physical or mental impairment, unless on a paid or voluntary work basis.
- Must not have a fitness for work note or applied for a fitness for work note. Claimant must declare themselves fit for work.
- Must not be considered as having limited capability for work.
- Not be pregnant, or have been pregnant in the last 15 weeks.
- Not require a person acting on their behalf e.g. Personal Acting Body (PAB) or Corporate Acting Body (CAB).
- Not be in education or training of any kind.
- Not be self-employed.
- Not be a company director or part of a limited liability partnership.
- Be unemployed or declared earned income for the first month of the UC claim is not expected to exceed £330.
- Capital must not exceed £6000.
- Must have a bank, building society, post office or current account with a credit union.
- Must not be entitled to old rules Employment and Support Allowance (ESA), old rules Jobseekers Allowance (JSA), Income Support (IS), Incapacity Benefit (IB), Severe Disablement Allowance (SDA) , Disability Living Allowance (DLA), OR Personal Independence Payment (PIP).
- Must not be awaiting a decision on a claim for old rules ESA, old rules JSA, IS, Child Tax Credit (CTC), Working Tax Credit (WTC) or Housing Benefit (HB).
- Must not be awaiting the outcome of an application to revise a decision of non-entitlement to old rules ESA, old rules JSA, IS and HB.
- Must not have an undecided appeal against non-entitlement to old rules ESA, old rules JSA and IS.

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Update for Area Boards - February 2015

Focusing on Dementia

One of Healthwatch Wiltshire's (HWW) top priorities is dementia. This is because of what local people told us when we attended the 'what matters to you' events which were hosted by Community Area Partnerships and Area Boards in 2014. We have been working with local charities in Wiltshire to monitor the new Wiltshire dementia strategy. We are working with Alzheimer's Support, Alzheimer's Society, Age UK Wiltshire, Age UK Salisbury and District, Carer Support Wiltshire and Swan Advocacy.

We have held workshops across the county, where local people have been invited to share their experiences of local dementia services. Over 120 people participated in the workshops. People were also given the opportunity to take part in a one-to-one interview with a member of HWW staff or a trained volunteer. HWW is collating all the feedback and putting together a report of the findings to date. Further workshops are scheduled for later in the year, where we will continue to gather feedback. Please do get in touch with HWW if you would like to participate in the workshops.

Consultation on Specialist Dementia Hospital Care in Wiltshire

NHS Wiltshire Clinical Commissioning Group (CCG) is consulting on the permanent location of specialist dementia hospital care. To help them make a decision about where this care should be, they want to hear what local people think. HWW has been independently facilitating the consultation. This has involved public meetings, talking to people in service user groups, inviting people to complete a questionnaire, and encouraging people to talk to us and tell us what they think.

HWW has now held all of the dementia consultation events, and is currently in the process of pulling together all of the feedback into a report. This report will be widely available for everyone to read and help with the decision making process, ensuring that people's voices are heard. The report will be available around the 17 March 2015. If you would like a copy then please contact us.

Wiltshire's Better Care Plan

HWW want to make sure that health and social care services for older people in Wiltshire are working well for them, their unpaid carers and their families. We are speaking to older people and their unpaid carers about their journey through the health and care system and encouraging them to share their experiences. We want to understand whether they, their families and unpaid carers are involved as much as they wanted to be in decisions about their care.

This is all part of Wiltshire's Better Care Plan which is designed to put patients at the centre of their care, provide care closer to home, prevent avoidable hospital admissions, and ensure patients can leave hospital as soon as they are well enough to either return home or continue their care in another setting. Wiltshire Council and NHS Wiltshire Clinical Commissioning Group have agreed to work together to achieve all this. More information about Better Care can be found here: <http://www.wiltshire.gov.uk/better-care-plan-summary.pdf>

Contact us:

Tel 01225 434218

info@healthwatchwiltshire.co.uk

www.healthwatchwiltshire.co.uk

HWW will be collecting together all the feedback it receives about people's experiences and reporting this back to local people, commissioners, and providers of services.

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Update for Area Boards - March 2015

Support for unpaid carers

On behalf of Wiltshire Council, Healthwatch Wiltshire (HWW) has agreed to independently facilitate an engagement project looking at support for unpaid carers. The aim is to understand whether the services on offer are meeting the needs of carers, and specifically what services would make the most positive impact to carers who require immediate support.

HWW will work with specialist voluntary sector organisations where appropriate, to engage with their members and service users. HWW will then collect together all the feedback it receives and produce a report that will help with the decision making process. The project is likely to finish in June. If you would like us to come to your community area about this then please get in touch.

New health & social care information website “Your Care Your Support Wiltshire”

HWW, in partnership with Wiltshire Council, Wiltshire Clinical Commissioning Group, and the local voluntary sector, is developing a new health and social care information website for the public and professionals in Wiltshire. The information will include a directory of:

- * Health, care and community-based services
- * Voluntary sector groups
- * Self-help groups
- * Social clubs

If there is any information that you feel should be included on the website, then please let us know, or if you belong to an organisation, community group or service that would like to be listed, do get in touch with us.

Consultation on specialist dementia hospital care in Wiltshire

HWW independently facilitated the consultation on the permanent location of specialist dementia hospital care in Wiltshire. We reached a lot of people through the process. People said that the quality of care should be the first priority rather than location. In particular, people living with dementia felt strongly about this. There was broad agreement about the benefits of having a specialist service in one location if this would help ensure high quality. The report is now available for everyone to read <http://www.healthwatchwiltshire.co.uk/consultation-specialist-dementia-care>.

Wiltshire Clinical Commissioning Group has now made its decision about where the hospital care will be permanently located. It will be at Amblescroft South, Fountain Way, in Salisbury. You can find the full report here:

<http://www.wiltshireccg.nhs.uk/wp-content/uploads/2015/03/Paper-12-Outcome-of-public-consultation-of-dementia-specialist-inpatient-beds.pdf>

Volunteering with Healthwatch Wiltshire

We are always looking for new volunteers to help fulfil our role as the local people’s champion on health and social care. There is a lot of scope for volunteers to get involved in focus groups, surveys, or to help us talk to service users.

If you are interested in volunteering with HWW or would like more information please contact us or visit our website <http://www.healthwatchwiltshire.co.uk/content/join-us>

Contact us:

Tel 01225 434218

info@healthwatchwiltshire.co.uk

www.healthwatchwiltshire.co.uk

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Chairman's Announcements

Subject:	School Place Planning and Commissioning
Officer Contact Details:	Clare Medland, Head of School Place Commissioning, Clare.medland@wiltshire.gov.uk, Ext 13966
Further details available:	Further details will be available in June 2015

Summary of announcement:

A new School Place Planning Strategy and associated Implementation Plan are being developed following the recent approval of the Core Strategy. The Strategy will detail the current demographic trends in relation to the school population and where we will be proposing to expand, extend or provide new school places.

The draft Strategy will be made available on the Council's website in June and an Executive Summary briefing will be provided.

It is anticipated that there will be up to 3 Workshops organised across the County during June/July to explain the Strategy in more detail and for anyone who wishes to find out further information.

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Chairman's Announcements

Subject:	hEdges art project community event
Officer Contact Details:	Meril Morgan (meril.morgan@wiltshire.gov.uk)
Further details available:	

Summary of announcement:

'hEdges' is an art project celebrating the unique heritage of Hilperton and Paxcroft Mead areas, its old fields and hedges. The project has been made possible by financial contributions as part of planning agreements from developers of three housing developments in the area.

Following research undertaken by artist Alex Murdin, a number of signs marking the old field names and some quirky sculptures of hedge furniture like kissing gates and stiles are underway. The project also features community engagement activities including a recent community photography competition, collecting hedgerow recipes and a foraging food and drink event. More details about the whole project can be found at www.h-edges.org.uk. Details of the forthcoming food and drink event are:

Food & Drink From The hEdge - foraging and make your own hedgerow drinks
23 May 2015 Paxcroft Mead Community Hall, 2-7pm

We're all collectors in some way. It's in our nature. Join award winning chef Matthew Pennington & drink maker Jack Adair Bevn from the Ethicurian restaurant and reconnect to historic hedgerows that have provided free foodstuffs to us for centuries.

2pm - Guided 90 minute walk looking at safe foraged foods and herbs around Hilperton

5pm - Make your own hedge and field edge cocktails & family friendly cordials- food tastings.

Free but limited places and booking essential via: www.h-edges.org.uk

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Hawthorn
 Beech
 Blackthorn
 Wild Cherry
 Sitka Spruce
 Scotts Pine
 Walnut
 Rocket
 Herb Robert
 Rosebay Willowherb
 Orache
 Cob nut
 Hazel
 Pineapple Weed
 Sorrel
 Blackberry
 Alexanders
 Walnut
 Lofty Pine
 St George's
 Mushroom
 Japanese Rose
 Norway Spruce

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H EDGES

of Hilperton and Paxcroft Mead



Food & Drink From The hEdge

Foraging and make your own hedgerow drinks

23 05 15 Paxcroft Mead Community Hall, 2-7pm

We're all collectors in some way. It's in our nature. Join award winning chef Matthew Pennington & drink maker Jack Adair Bevan from the Ethicurian restaurant and reconnect to historic hedgerows that have provided free foodstuffs to us for centuries. This event part of an art project celebrating the unique heritage of the area, it's old fields and hedges. Find out more on the day...

2pm - Guided 90 minute walk looking at safe foraged foods and herbs around Hilperton

5pm - Make your own hedge and field edge cocktails & family friendly cordials - food tastings.

Free but limited places and booking essential via:

www.h-edges.org.uk



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WILTSHIRE COUNCIL OUTSIDE BODIES

Outside Body Title (A to Z)	Appointed By	Why Rep Needed	Organisation aims	Meeting schedule	Voting rights	Reps needed	Representative (s)
Collaborative Schools Steering Group	Area Board - Trowbridge	The Extended Services agenda has evolved massively since its original conception and has an increasing focus on health and wellbeing community initiatives, that support a whole family. Our initiatives are very much locality and needs led, grounded by family consultation. This places us in a key position to provide feedback to the Area Board on welfare issues that are of priority to the community. We have developed strong relationships with a wide variety of local partner agencies, parents and young people, including vulnerable families and believe that an official representation on the Area Board will help to ensure community voice. This communication will also minimise duplication of initiatives.	As a collaborative partnership of schools the vision is to create a community in which parents feel supported to achieve the very best outcomes for their children. The needs of our families are diverse - we aim to empower all parents resulting in raised aspirations and the increased well being of whole families, subsequently impacting positively on our community area. We are committed to keeping the children and their families at the heart of our collective decision making.	The Extended Services and Collaborative Steering Group meet 6 times per year as a whole body, for a meeting duration of 2 / 3 hours. During the periods between these meetings communication between all representatives and the wider constitution is very strong ensuring ongoing progresses.	Yes	1	Position Vacant July 2013. TCAF to report updates from Collaborative Schools in their own update to the Area Board. Previously Cllr Helen Osborn but has resigned - Sept 2012.
Trowbridge Community Area Future (TCAF)	Area Board - Trowbridge	Development of the Community Area Plan	To make Trowbridge a better place for those who live work and visit it.	Various theme groups meet over each year	Yes	1	Cllr John Knight
Trowbridge Local Youth Network (LYN)	Area Board - Trowbridge	So young people can present ideas to councillors and council	Youth issues and democracy; to enable young people to present ideas to councillors and the council.	4 meetings per year	Yes	Up to 2	Cllr Helen Osborn

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Appointments to Working Groups Trowbridge Area Board

Community Area Transport Group:

- All Members of the Trowbridge Area Board
- Trowbridge Town Council rep
- Parish Council rep
- Wiltshire Police rep
- Wessex Chamber rep

Shadow Community Operations Board:

- Area Board Representative – Currently Cllr John Knight.
- Colin Kay – Chairman of the COB)
- Martin Cooper
- Paula Drew
- Dr Toby Cookson
- Dennis Bridges (CCG)
- David Baker (Chamber of Commerce), Peter Fuller (TTC)
- Bob Brice (TTC)
- Laura Pictor (Town Hall Trust)
- Kendrick Jackson (Hilperton PC)
- Hayley Bell (TTC)

LYN Management Group

- 1 x Area Board rep currently Dennis Drewett - to be voted on the night
- Lance Allan – Acting Chairman until a young person takes on the role with Lance being their mentor.
- Carrie Creamer - WYAP
- Alf Moreton – North Bradley Councillor
- Matthew Till – PCSO
- Amiee Desimone – Selwood Housing
- Jayne Bullock – Collaborative Schools
- Hayleigh Bell – Leisure Manager
- Tara Hall – Active Young person
- Harry Jones – Wiltshire Apprentice Youth Worker
- Lindsey Millen – TCAF
- Colin Kay – TCAF / Campus Project
- Tracy Sullivan – Arts Director – Town Hall

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COMMUNITY AREA TRANSPORT GROUP (CATG)

TERMS OF REFERENCE

Membership of the CATG

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

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

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

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

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

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

Appointment of CATG Members

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

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

Media Relations

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

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

Meetings

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

Officer Support

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

Terms of Reference

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

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

Terms of Reference

1. Small scale transport schemes – discretionary funding

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

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

(Cabinet Member Decision HT-021-10)

2. Small scale transport schemes – substantive funding

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

(Cabinet Member Decision HT-026-11)

3. Speed Indication Devices

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

(Cabinet Member Decision HT-023-11)

4. C & UC roads speed limit review

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

(Cabinet Member Decision HT-027-11)

5. Waiting restrictions

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

(Cabinet Member Decision HT-031-11)

6. Other decisions

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

Positive Activities for Young People Local Youth Network (LYN) Terms of Reference

September 2014

1. Purpose

Definition of a Local Youth Network

A Local Youth Network (LYN) is a sub group of the Community Area Board. It represents a wide range of community stakeholders who work in partnership to facilitate a range of positive activities across the community area. Young people play a central role in all aspects of the LYN.

Local Youth Networks will identify local needs, priorities and outcomes and make recommendations to the Area Board on how funding for positive activities for young people should be deployed.

The obligations of the Community Area Board are set out in the *'Leaders Guidance for Community Area Boards on Positive Activities for Young People'*.

2. Membership

The LYN may include representatives of:

- Members of the Community Area Board
- Young people (see below)
- Schools
- Town and Parish Councils
- Community and voluntary organisations and groups
- Police
- Health organisations
- Other organisations, agencies and individuals that have a genuine interest in promoting the welfare and interests of young people

All representatives must be subject to appropriate safeguarding requirements.

The participation and involvement of young people

Young people must play a central role in all aspects of the LYN including the design, development, delivery and review of the local positive activities offer.

LYNs are encouraged to use a variety of methods to ensure young people participate and are involved in decision-making processes. Existing Youth Advisory Groups (YAGs) may provide a useful forum for involving young people, although the decision to retain these groups is for local determination.

LYNs must ensure that consultation with young people is representative and takes into account the views and needs of underrepresented groups (those with protected characteristics) to ensure compliance with the local authorities Public Sector Equality Duty.

Roles of all members of the LYN

All members will be required to:

- Take an active part in the development of the LYN and its aims.
- Ensure that their organisation is represented by a person of appropriate experience/competency (or his/her appointed deputy) who has full authority within the relevant organisation to speak on behalf of the organisation and contribute fully to all discussions.
- Take responsibility for sharing information with the LYN relevant to their organisation/stakeholders/sector.
- Contribute any information that may have a bearing on positive activities and ensure that this is shared with the LYN.
- Champion the voice and influence of young people in decision making.
- Be open and honest and work collaboratively.
- Work to promote equality and non-discriminatory practices in all aspects of the LYNs activities.
- Respect all members of the LYN and invited representatives.
- Work to improve outcomes for young people and ensure high quality safeguarding practice.

3. Structure and operation

The wider LYN may come together at events, workshops, youth fairs, meetings and consultations, operating in a way which encourages active engagement, dialogue, debate and improved partnership working between key stakeholders.

A smaller management group will take responsibility for coordinating and planning the LYNs activities. The Chair of the group will be decided locally (and could be a young person). The group will include a member of the Community Area Board, who will work with the Chair to present recommendations and provide updates on progress at Area Board meetings.

The management group will generally comprise of no more than ten members including:

- The chairperson and such other Area Board representatives as wish to attend
- Young people (at least 2)
- A local school representative
- Voluntary/community sector representative
- Any other key stakeholders identified locally

The management group will be supported by:

- The Community Youth Officer
- The Community Area Manager / Community Engagement Officer
- Such other officers as may be appropriate

The appointment of members (excluding officers) to the management group will normally be agreed at a full meeting of the Area Board. Membership may be varied, with the agreement of the Area Board Chairperson, subject to approval at the next full Area Board meeting.

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

If nominal membership of the management group exceeds ten members, attendance at meetings should be sought by those most appropriate to the agenda.

Key responsibilities for the management group include:

- Facilitating and coordinating the process to design, develop, deliver and review positive activities for young people in the local area;
- Maintaining regular and effective communication between all members of the LYN;
- Developing a written overview of the needs, outcomes, priorities and objectives for positive activities in the local area;
- Making recommendations to the Community Area Board on how positive activities funding should be deployed (to include evaluating grant requests and identifying suitable suppliers of positive activities);
- Overseeing the work plan of the Community Youth Officer;
- Monitoring and reporting on the quality and effectiveness of local youth activities;
- Addressing any conflicts of interest that may arise as part of the local decision making process.

Recommendations to the Community Area Board will usually be reached by consensus but if necessary these can be agreed by a vote.

The management group may invite representatives from local organisations/agencies to its meetings etc to provide expertise or to share local knowledge on activities, projects and programmes in the area.

The frequency, location and format of LYN activities should be determined locally, however it is recommended that the management group meets at least six times per year.

4. Media Relations

Members of the LYN may not issue media statements on behalf of the Community Area Board. Any media statements about the work of the LYN should be agreed with between the LYN and Chairperson of the Community Area Board.

5. Review

These terms of reference are subject to change and may be reviewed by the Leader on an annual basis.

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CAMPUS AND OPERATIONAL DELIVERY PROGRAMME

Campus & Operational Estate Management Workstream

Draft Terms of Reference for Shadow Community Operations Board

1 Background

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

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

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

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

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

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

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

2 Campus Management Principles

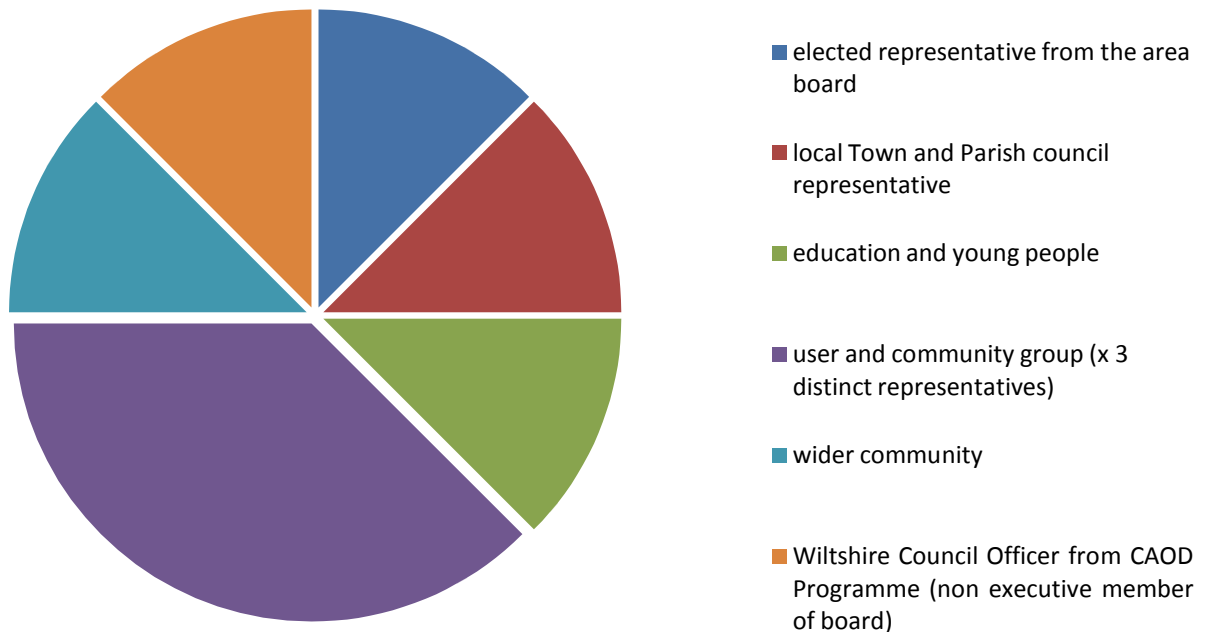
The Shadow Community Operations Board will need to work with the Council and its partners to ensure that the following approved principles are delivered:

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

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

3 Membership

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



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

4 Roles and responsibility

4.1 Community leadership & engagement

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

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

4.2 Responsibility for outcomes

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

4.3 Project coordination and reporting

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

4.4 The role of Wiltshire Council

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

5 Outcomes

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

6 Confidentiality

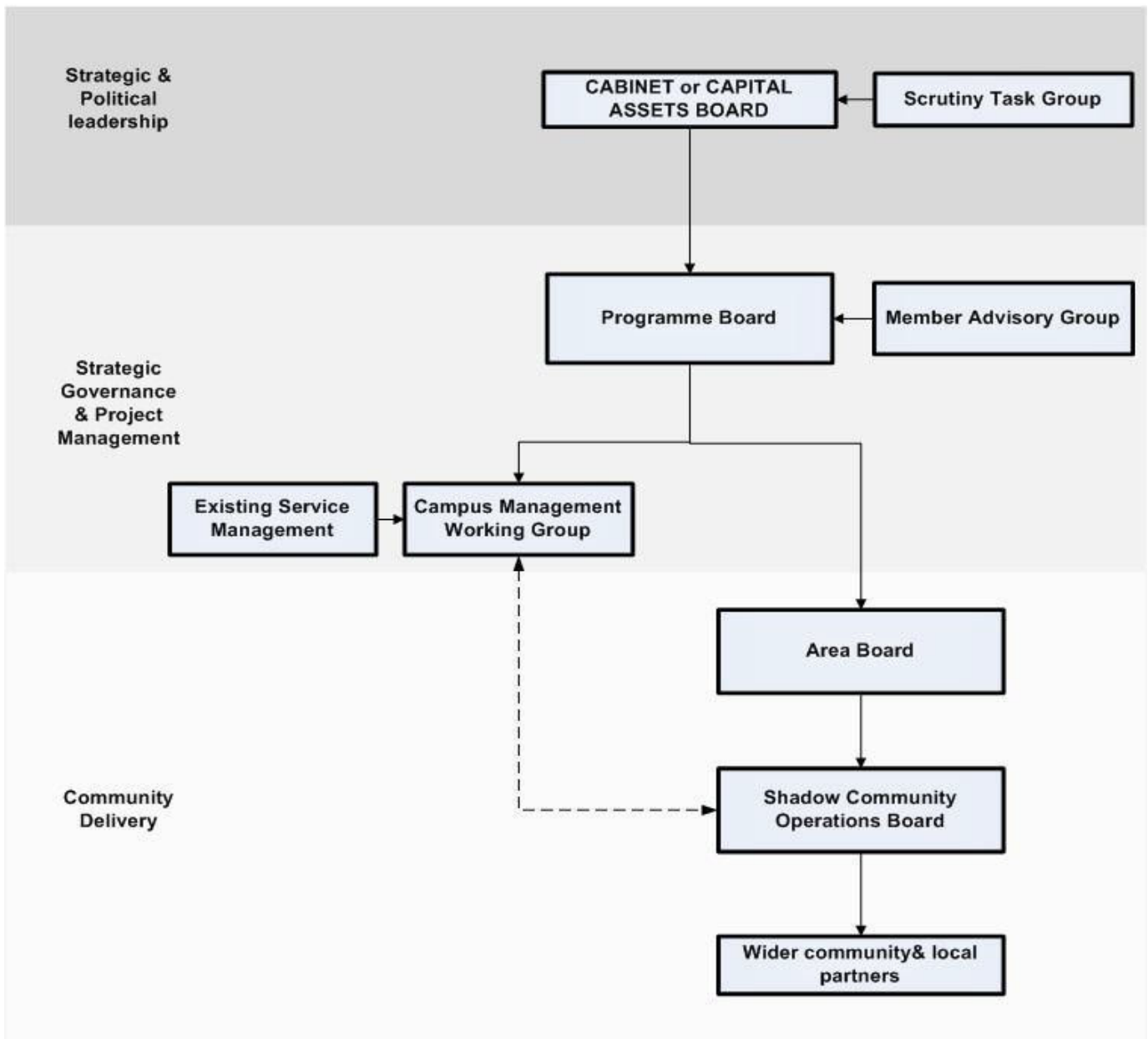
Whilst most information provided by the council or other participants or partners will be non-confidential in nature there may be occasions when due to the commercial nature of discussions or where matters are relevant to policy development by the council, it may request that individual information or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

7 Governance Arrangements

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

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

Preliminary Management Project Governance Arrangements





Trowbridge Area Board May 2015 Neighbourhood Policing

ET Trowbridge NPT	Crime				Detections*	
	12 Months to March 2014	12 Months to March 2015	Volume Change	% Change	12 Months to March 2014	12 Months to March 2015
Victim Based Crime	2572	2484	-88	-3.4%	29%	24%
Domestic Burglary	128	135	+7	+5.5%	16%	11%
Non Domestic Burglary	230	185	-45	-19.6%	3%	4%
Vehicle Crime	262	193	-69	-26.3%	12%	12%
Criminal Damage & Arson	482	468	-14	-2.9%	18%	17%
Violence Against The Person	598	626	+28	+4.7%	48%	34%
ASB Incidents	2048	1910	-138	-6.7%		

Current NPT Priorities:

My priorities for Trowbridge NPT are simple. I will provide a visible team within the community and respond to the needs of that community.

In order to provide this I will ensure officers patrol more on foot and bicycles, and less in cars.

This approach has been massively supported by our collaboration with Wiltshire Council IT, and you should now be noticing officers and PCSO's doing their daily work in public spaces.

Your local NPT officers are:

Sgt Gill Hughes and Sgt Jim Suter.

Trowbridge Town (ET11)

PC Jamie Darvill, PCSO Jo Matthews , PCSO Ben Brown ,PCSO Mcaninch

Adcroft & Paxcroft (ET12)

PC Amy Hardman, PCSO Nina Marsh & PCSO Jason Greenland

Trowbridge Park (ET13 & ET 14)

PC Charlotte Chilton, PCSO Matt Till & PCSO Laura Humphreys

Drynam & Grove and Lambrok (ET14)

PC Helen Daveridge & PCSO James Bates

Trowbridge Rural (ET16)

PC Mark Hough

Overview

As shown at the start of this report the performance data for a 12 month period, to March 2015 is positive with **3.4% less crime** than the previous year.

During the past 12 months, crime in Trowbridge has seen a dramatic decrease, and we have been concentrating on reducing all demand for the police. We have been doing that by concentrating on harm causers, and understanding our key demand areas and concentrating on those.

Due to this success it will obviously be much harder for me to report some of the huge decreases seen during my first 12 months in Trowbridge, but what I do hope to be able to do is report a stabilising of crime while we are looking at how to target the next reduction in demand.

You have all been incredibly supportive of what we have been working towards here, and I will continue to work with my team to provide you the best possible service we can.

I now have command of a second policing sector within Wiltshire having also taken over the policing of Warminster, Westbury, Tisbury and Mere, and this will be run alongside my current responsibilities to Trowbridge and Bradford on Avon.

While this is a huge challenge, I have fantastic teams working for me, and I am confident that the frontline service will not suffer.

I feel that it is far better for my responsibilities to be expanded in order to protect the numbers of staff we have on the streets of our towns that deliver the service that matters most to you.

I am delighted to welcome a new Sgt to Trowbridge. Darren Ambrose has recently been promoted and has moved to us from Salisbury where he brings huge experience of CID into the uniform world of NPT. He comes highly recommended and I know he is very much looking forward to getting out and meeting you, and using his skills and experience to continue the demand reduction focus we have here. He is also a keen cyclist, so I am sure you will see him continue in the tradition of cycle patrols (That is not why I recruited him here, honestly !)

I have also been able to recruit 2 new PCSO's into Trowbridge and they are currently undergoing their training..

Regards

Chris Chammings



Briefing report for Bradford on Avon; Trowbridge, Warminster & Westbury Community Area Boards May 2015

Countdown to Dorset and Wiltshire Fire & Rescue Service combination began on 1st April

Wiltshire & Swindon and Dorset Fire Authorities started the one year countdown to their combination after successfully securing the support of the public, constituent authorities and the Secretary of State. The new Dorset and Wiltshire Fire & Rescue Authority officially came into being in shadow status on 1 April 2015 and will replace the two existing Authorities on 1 April 2016.

This combination is the first of its kind in the fire sector and will help to secure the future direction and development of both Wiltshire and Dorset Fire & Rescue Services as well as the continued safety of the public in the two counties.

The combination will make substantial savings of between £4-6 million per year, which will help us to protect frontline services as much as possible and continue to develop the services we provide to the community in the most efficient way. The combination will allow the two authorities to come together to build a safe, strong and resilient combined Fire & Rescue Service fit for the future.

Warning over mirror danger

Wiltshire Fire & Rescue Service is again warning against the dangers of sunlight reflecting off mirrors and glass ornaments.

There have been a number of incidents where fires have broken out in homes as a result of the sun's rays being reflected onto fabric or other flammable material.

A wooden cabinet within a property in Trowbridge was badly scorched when sunlight refracted through a glass paperweight. A crew from Salisbury was called to commercial premises in Catherine Street, where carpet within a window display had been set alight by sunlight refracting through a round glass ornament.

A mirror or any other glass object - such as an ornament - that is curved, allows the glass to act as a lens. When the sunlight hits it, it becomes concentrated and, if the rays are bounced onto something flammable - such as curtains or soft furnishings - then a fire can start.

Wiltshire Fire & Rescue Service has a wealth of home fire safety advice on its website www.wiltshire.gov.uk/safetyinthehome

In addition, the Service offers free home fire safety checks where householders are given bespoke advice on how best to keep themselves safe from the risk of fire. To see if you qualify for a visit, call 0800 389 7849 or visit www.wiltsfire.gov.uk

Businesses or organisations providing services to older people are being invited to sign up for a number of free events.

Wiltshire Fire & Rescue Service is working with partners to deliver a series of Senior Wellbeing Days, where anyone over the age of 50 can source information and practical advice on how to keep safe at home. Each event will be in the form of a 'market place', with stalls and displays set out so that visitors can easily see what is available.

The planned dates are as follows:

- Tuesday 22 September at Swindon
- Wednesday 23 September at Calne
- Thursday 24 September at Devizes
- Tuesday 29 September at Salisbury
- Wednesday 30 September at Westbury
- Thursday 1 October at Ludgershall
- Tuesday 6 October at Mere

All of the events are scheduled to run from 10am to 2pm, apart from Devizes, which will be from 9.30am until 12.30pm.

Anyone interested in taking a stall is asked to contact: Mike Franklin at Wiltshire Fire & Rescue Service no later than 30 May by emailing michael.franklin@wiltsfire.gov.uk

New firefighters needed

On-call firefighters are still needed for Marlborough; Malmesbury, Pewsey, Royal Wotton Bassett and Tisbury fire stations.

If you live or work in any of these towns and are interested in becoming an on-call firefighter, then Wiltshire Fire & Rescue Service wants to hear from you!

The crews in these towns need more people to provide fire cover. On-call firefighters make themselves available to respond to a pager when a 999 call is made, and cover is needed at all times.

Contracted hours can vary, but on-call personnel usually make themselves available for between 48 and 120 hours per week. Between them, each fire station team will provide cover for weekdays, evenings, nights and weekends.

If you are interested in being an On Call firefighter, visit www.wiltsfire.gov.uk/workingforus

Michael FRANKLIN Partnerships & Community Engagement Manager

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Town Clerk's Report 29th April 2015 to Policy & Resources Committee 5th May 2015

1. POLICY

1.1 Nominated free-parking days 2015 - The free-parking days in Wiltshire Council Car-parks for 2015 are; Saturday 27th June for Armed Forces weekend and Friday 24th and Saturday 25th July for Magna Carta Charter Fayre.

1.2 Community Governance Review – Wiltshire Council's Panel are expected to publish their recommendations in May following the General Election, the recommendations are expected to include changes to the town boundary.

1.3 Local Government Ombudsman (LGO) (AGENDA ITEM 8) – The government is currently consulting on proposals to extend the remit of the LGO to the largest town and parish councils. The LGO service currently only deal with issues referred to it about principal authorities.

RECOMMENDATION: That Trowbridge Town Council responds to the consultation on extending the remit of the Local Government Ombudsman to parish and town councils as follows with regard to each question in the consultation:

Q1. Should the Local Government Ombudsman's jurisdiction be extended to larger parish and town councils?

YES.

Q2. Should a large parish or town council be defined by having a population the same as or greater than 35,000 people, or should the population threshold be set at a different limit?

Different limit: Population of 30,000 or more.

Q3. Should a large parish or town council be defined by having an annual precept of £1m or more?

YES.

Q4. Should a larger parish or town council be defined by both population and budget. NO, should be classified as larger if it meets either of the two thresholds.

Q5. Once subject to the Local Government Ombudsman's jurisdiction, should the parish or town council remain so for a fixed time period?

NO, Community Governance Reviews can result in changes between Census dates and should be taken into account.

2. FINANCE

**2.1 Policy & Resources – Financial Accounts April 14 – March 15
(AGENDA ITEM 12)**

Year End

Actual	Budget	Variance
<u>£000</u>	<u>£000</u>	<u>£000</u>

Gross Expenditure	430	451	21
Income	6	5	1
Net Expenditure	424	446	22

The budgeted net expenditure for the year was £445k with the actual net expenditure at £424k which was £22k under budget.

Democratic Services CC401 was £5k under budget for the year with savings on salaries and publicity. The share of the Civic Centre costs were (£3k) over due to the new flooring.

Mayor CC402 net expenditure for the year was (£2.5k) over budget mainly due to the civic dinner.

Grants CC403 Overall grants were £4k favourable.

Projects CC404 Projects spend included BID feasibility and 42 Discover Trowbridge banners, and was £14k favourable overall.

Establishment CC 410 net expenditure was £160k which was £1k under budget despite the shared cost of the Civic Centre at (£2k) over budget. Other savings for the year included salaries and insurance.

2.2 Finance Summary April 2014-March 2015

Headlines

Museum net expenditure came in £3k under budget and included costs for the WW1 centenary events matched by income from the friends. The project costs for the year included the project consultant and own staff costs matched by income from the Arts Council.

Leisure Services net expenditure was (£46k) over budget which was mainly due to salaries and associated costs being (£33k) over budget. Income from coaching includes a customer credit of (£6k) relating to 2013-14.

Establishment net expenditure was £22k under budget many due to project expenditure.

Direct Services total net expenditure was 16k under budget and included savings on Recreational areas, Longfield, Park, Allotments, and General cost centres.

Civic Centre Management Board total net expenditure was (£94k) over budget mainly due to the replacement flooring of (£21k), and facility hire being (£74k) down on budgeted levels and also down on the previous year.

Total

In total the budget net expenditure for the year was £1455k with the actual at £1501k which was (£46k) over budget.

Earmarked Reserves

The summary shows the budget and actual comparisons along with the reserves summary and details for the year.

Movements

The reserves summary shows the opening balance at 1st April '14, movements in and out of earmarked reserves and the closing balance at the 31st March '15.

The earmarked reserves total balance has increased from £99k to £118k which is mainly due to the increases for the Museum expansion project.

Balances

The earmarked reserves closing balances are for the Museum project £102k, contribution balance for the Stallards changing room project £6k, Historic Buildings £2k, E Trowbridge £0.2k, and Sports pitches £7k.

2.3 Local Gov't Act S150(5), Orders For Payment – Following the adoption of this in parliament the finance department is currently testing electronic banking.

2.4 Council Tax – The only enquiries from members of the public have related to the differences between the 'average' parish and town council tax quoted on the Wiltshire Council leaflet and the actual billed figure, which for Trowbridge is greater than the county average. All of the small number of correspondents appear to be satisfied with the responses they have received.

2.5 Financial Regulations – (AGENDA ITEM 9) - the Financial Regulations have been amended following advice from the National Association of Local Councils (NALC).

RECOMMENDATION: That the Policy & Resources Committee makes a recommendation to Full Council to adopt the new Financial Regulations at the meeting on 19th May 2015.

3. PERSONNEL

3.1 Leavers – Faye Daffurn, Venue Trainee Supervisor, Anthony Andrews, Sports Coach, Aimee Parsons, Sports Coach, Jade Songhurst, Sports Coach, Sarah Kenyon, Exhibition & Arts Officer is leaving on 14/05/15

3.2 Starters – Juliet Weimar, HR Officer, Jasmine Todd and Liam Milburn, Sports Coaches. Apprentice Sports Coaches; Nicole Evans, Niall Bishop, Tom North, Katie Wilson, Nathan Owens and Brett Partner, have been offered 1 year contracts, 30 hours per week.

3.3 Job Evaluation Exercise – South West Employers commenced the Job Evaluation Exercise with all staff on 3rd February 2015. Staff have completed job evaluation forms.

4. SERVICES

4.1 MUSEUM & TOURISM – The next committee meeting is 16th June 2015 at 6:30pm

4.1.1 Museum Project – Architecton from Bristol are preparing designs for the museum refurbishment and extension in the Shires, ready for an application to the HLF in September 2015. Following initial consideration of a complete refurbishment the anticipated budget is likely only to allow repairs to the building, fit-out of the upper floor and limited refurbishment of the existing floor. Revised proposals will be considered in May/June.

4.1.2 Holiday Activities – were held during the Easter break and are planned for May half term.

4.1.3 Exhibition - The Magna Carta Exhibition was opened by the Lord Lieutenant on 28th February.

4.1.4 Tourism Forum – Officers attended the Visit Wiltshire Tourism Forum on 18th March in City Hall Salisbury. Visit Wiltshire is continuing to support our Magna Carta events with publicity. A further mention of Trowbridge has been published in 'The American Magazine' advising on great places to learn more about Magna Carta. The American's May issue - Magna Carta trails part 2.

http://issuu.com/michaelburland/docs/the_american_magazine_743_may15

4.1.5 Amesbury Town Council – visited Trowbridge last month to discuss our museum operation, management and funding arrangements, with a view to considering the future of their own town museum.

4.2 LEISURE SERVICES - The next committee meeting is 16th June 2015 at 7pm.

4.2.1 Fun Days – Fun Days operated during the Easter holidays at Walwayne Court School, with football camps operating at John of Gaunt School. Both will operate again at May half-term.

4.2.2 Sports and Play Festival – Our Festival in 2015 will be held on Saturday 25th July as part of the town's Magna Carta 800th Charter Fayre celebrations, with a medieval theme.

4.2.3 Sports Pitches Project – (AGENDA ITEM 10) - We are working with clubs, Wiltshire FA, Sport England and WASP to develop plans for the land at Devizes Road which we have purchased with S106 funds. The remaining S106 funding is expected by the end of 2015.



The current lease at Woodmarsh with landowner Doric runs out in 2018 and we are in discussion with them via our agent (Kavanaghs) regarding options of a new lease or purchase of the land. We are in discussion with Wiltshire Council and Wiltshire Football Association regarding use of some of the S106 money to support the purchase of Woodmarsh to provide a secure future for Trowbridge Town Football Club. We will then need to enter into discussion with the Football Club regarding future lease and rent, with any income to the Town Council financing and borrowing requirement and for investment in the new facilities at Devizes Road. Wiltshire Council is also in the process of completing an Open Spaces Study which will inform future policy. We will need to appoint a consultant in the near future to prepare plans for Devizes Road with a view to making grant applications in 2016.

RECOMMENDATION: That in order to secure the future provision of football facilities for the town and the development of new outdoor sports facilities the Town Council

- a) seeks to appoint a consultant to prepare proposals for the land at Devizes Road**
- b) progresses the potential purchase of the land at Woodmarsh and**
- c) progresses the potential for additional land at Devizes Road to be secured for future phases of development.**

4.3 DIRECT SERVICES – The committee meets on 26th May 2015.

4.3.1 Civic Centre – The Management Board next meets on 14th May 2015.

4.3.2 Town Park

Friends of Trowbridge Park – Work is underway by the BIG Community Grow to prepare the Community garden in front of the Civic Centre.

Storage Facilities – Discussions are being held with landowners adjacent to the Park to secure appropriate development to include the provision of storage capacity in the Park for the Town Council.

Children's Play Area – Work was completed prior to Easter and has proved very successful.

4.3.3 Civic Centre – Installation of SOLAR Photovoltaic Cells on the roof. This should already have commenced and is due to be commissioned on 8th May.

4.3.4 Grounds Maintenance Contractor – The Landscape Group, which is contracted by the town council to provide grounds maintenance services and has also recently been sub-contracted to provide similar 'green' services for Wiltshire Council, has advised that it has been bought by a French company IDVERDE.

4.3.5 Longfield Community Centre – The refurbishment of the gents and disabled toilets is now complete.

4.3.6 CCTV – the town council has signed an agreement for a further 2 years with the Shires management company Workman, for monitoring services.

5. MARKETING & EVENTS



5.1 Calendar of Events (please see attached at the end of the report).

5.2 Website – The Town Council web-site www.trowbridge.gov.uk provides information about all council activities and services as well as links to other Trowbridge web-sites. Our other web-sites are: www.trowbridgecivic.co.uk for information about the Civic Centre, events and activities & www.trowbridgemuseum.co.uk for the Museum.

5.3 Magna Carta 800th 1215-2015 – Our Magna Carta 800th celebration year includes; **Magna Carta Museum Exhibition ongoing**, also celebrates the 25th Anniversary of the Museum.

Magna Carta Conference Saturday 25th April, with funding from the Heritage Lottery Fund, was attended by over 240 people. Comments received below:

"My wife and I attended the event . . . and were extremely impressed. Your Civic Centre was an entirely surprising venue to us. We are from Bath and apart from visiting Trowbridge locations on business . . . we really have not explored Trowbridge. The centre is well appointed with excellent facilities and surrounding gardens. As important, if not more important, your staff are excellent and are a credit to you and the town. We anticipate making further visits to Trowbridge to explore some of the history etc. we have found in your leaflets. Thanks for a great day."

"I attended the Magna Carta Conference yesterday and am writing to thank the organisers and speakers for a wonderfully interesting and informative event. Everything went so smoothly – seamless organisation backing up the knowledge and enthusiasm of the speakers and all at the bargain price of £10. Well done! Thank you"

"Trish, well done for your part in the Magna Carta Conference on Saturday - I thought it was a really super event"

Lord Mayor of London; Baron Towns Reception 12th May – 14 people from Trowbridge will attend a lunch at the Mansion House including the Mayor and Deputy Mayor.

Liberteas Big Lunch, in the Park, Sunday 14th June, organized by BIG Community Grow.

Magna Carta Baron Towns Bike Ride 800 miles in 800 years from 20th June, Town Clerk Lance Allan will be visiting all 23 Baron Towns, starting in **Curry Mallet** and calling in at **Trowbridge** at lunch time on Saturday 20th. Sunday 21st **Long Crendon**, Bucks, **London** and **Greenwich**; Monday 22nd **Walkern**, Herts, **Stansted Mountfitchet**, **Little Dunmow**, **Pleshey** and **Castle Hedingham** in Essex and **Clare** in Suffolk; Tuesday 23rd **Framlingham** and **Huntingfield** in Suffolk; Wednesday 24th **Leicester** and **Belvoir**; Thursday 25th **Pontefract** and **Helmsley**, Yorkshire; Friday 26th **Thirsk**, **Topcliffe** and **Skipton**, Yorkshire and **Hornby**, Lancashire; After a trip over the Pennines on Saturday 27th the finale takes in **Warkworth** and finishes in **Alnwick**, Northumberland on Sunday 28th June. You can sponsor Lance at:

www.justgiving.com/LANCE-ALLAN2 to raise money for Dorothy House Hospice or www.justgiving.com/LANCE-ALLAN1 to raise money for Re~cycle bikes for Africa.

'Horrible Histories' live on stage at the Civic Centre SOLD OUT for school days 15th/16th/ 17th with tickets on sale for the public performances on **Saturday 18th and Sunday 19th July**.

St James' Church 'Celebration of Magna Carta' exhibition 20th - 26th July, including floral exhibits using Henry de Bohun colours of gold and blue.



Magna Carta Charter Fair weekend of 24th/25th/26th July. All council departments are involved in organising elements of the **Magna Carta Charter Fair** as well as our partner organisations. The Chamber of Commerce and Town Team is running a **Trowbridge Business Expo** in the Civic Centre on the Friday and Saturday sponsored by Apetito, Hitachi and Office Evolution. The Town Team will also be arranging **Medieval themed markets in Fore Street**, The **Active Trowbridge Magna Carta Sports & Play Festival in The Park** will be held on the Saturday, with **Jousting and a Town Crier's Competition** on Sunday ending with the **Civic Service** on Sunday evening in St James' Parish Church.

5.3.1 Magna Carta Event Grant Support. We received £13,700 from the HLF 'Our Heritage' fund and £10,000 from the Magna Carta 800th Committee.

5.3.2 Lions May Fayre – the Town Council will be promoting its services on a stand at this event on Saturday 2nd May 2015. All welcome to attend.

6. TOWN DEVELOPMENT – Committee meets 12th May, 2nd and 23rd June.

6.1 Bus Service T1 – No further information about potential changes is available.

6.2 Transforming Trowbridge – www.transformingtrowbridge.org.uk Met for the last time on 15th April and will now be incorporated into the new partnership for Trowbridge combining with other representative organisations to focus on a plan for the future of the town, incorporating the town wide concept of the Campus.

6.3 Town Centre Developments

St Stephen's Place – There is one remaining unit to let following opening of Valeroso Lounge and one currently being fitted-out for Wagamama. [//ststephensplacetrowbridge.co.uk/](http://ststephensplacetrowbridge.co.uk/)

Cradle Bridge – Marks & Spencer Simply Food, Toby Carvery, 150 parking spaces, two retail units and a footbridge across the river to St Stephen's Place due to be approved by Wiltshire Council on 29th April. www.mrmultd.co.uk/index.php/projects/cradle-bridge-retail-and-leisure-development

Bowyers – Demolition works were completed in December, a revised planning application is expected in the future. www.innoxriverside.com/

Court Street – the mixed use office/residential scheme on the former Treman's site is near completion by Ashford Homes. Monahans Accountants are the tenant for the offices.

6.4 Housing – The following major sites are under development.

H9 Southview Farm, Wain Homes, 300 houses for sale.

www.wainhomes.net/southwest/development-details.php?itemID=47

H11 Castle Mead, Persimmon & Charles Church 650 houses for sale, the link to West Ashton Rd and the Hilperton Gap Relief Rd is due to open Summer 2015. The Hilperton Gap Relief Road will be officially known as Elizabeth Way. www.persimmonhomes.com/castle-mead-2206

H8c The Pastures off Parsonage Way, Abbey New Homes 180 houses for sale.

www.abbeynewhomes.co.uk/PASTURES%20Trowbridge/home.html

Baron's Park, Green Lane – Green Square, 90 houses.



<http://www.greensquarehomes.com/baronspark/index.htm>

Ashton Park – Mainly in West Ashton and North Bradley parishes, 2,600 houses, application for a small area off Drynham Lane by Wain Homes has been submitted, applications for the major parts are expected soon.

6.5 Wiltshire Local Development Framework

6.5.1 Housing Site Allocations Plan - informal consultation with Town and Parish Councils ended on 31st March. The Town Council resolved:

- a). *That Trowbridge Town Council supports growth including in the current Council Strategy and recognises the need to provide new housing and has supported Wiltshire Council's Core Strategy, including significant allocations at Ashton Park;*
- b). *That Trowbridge Town Council does not support any building in the land adjacent to the Hilpertown Relief Road associated with sites 263,293 and 297, as this is a strategic green space for Trowbridge. It is the council's opinion that the difference can be made up from allocating additional sites in the larger villages and market towns.*
- c). *That Trowbridge Town Council does not support any further housing allocations beyond the Western Boundary of Green Lane Woods, Biss Woods and the River Biss associated with sites 740, 261 and 262;*
- d). *That Trowbridge Town Council does not support development between White Horse Business Park and North Bradley village associated with site 298;*
- e). *That Trowbridge Town Council does not support housing development of; the former Innox Hall associated with site 203; the cricket club practise pitch associated with site 246 or the St James' Hall & Rectory associated with site 244.*
- f). *That Trowbridge Town Council supports sites: 206, 247, 248, 256, 292, 425, 613, 1018, 1021 and 3260.*
- g). *That Trowbridge Town Council requests that the following sites should be considered further, which have otherwise been discounted: 192, 195, 200, 205, 609, 617, 1020 and 3247.*
- h). *That Trowbridge Town Council demands that if the sites supported by the Town Council above cannot be confirmed by Wiltshire Council as capable of accommodating the proposed 1649 additional houses, then Wiltshire Council should consider other alternatives which reduce the additional requirement to be met from the 'Trowbridge' settlement, including the potential of accommodating modest additional development in and close to the villages in the Trowbridge Community Area or in sites at other community areas which would result in a more equitable and sound distribution across the county.*

The Town Clerk is meeting with Spatial Planning officers from Wiltshire Council on Thursday 7th May to discuss the issues.

6.5.2 Community Infrastructure Levy (CIL) – CIL will generally replace S106 agreements, providing a contribution from each house built based upon a charge per m². A proportion of the CIL will be passed to the town or parish council. We expect Wiltshire Council to approve the CIL for adoption during May.

www.wiltshire.gov.uk/communityinfrastructurelevy



6.5.3 Infrastructure Delivery Plan (IDP) – Items in the IDP will be funded by CIL. The Town Council will need to ensure that items required by the community are included, such as those in the Masterplan as well as; allotments, cemetery, play areas, highways, cycle routes and sports pitches. The IDP should be reviewed by Wiltshire Council on an annual basis.

A350 West Ashton and Yarnbrook – One of the road improvements identified in the IDP is the improvements to the A350 around Yarnbrook and West Ashton. Funding now appears secure from the Ashton Park development, the LEP and Wiltshire Council. The Swindon and Wiltshire Local Transport Body met on 21st April to approve the outline business case for the scheme.



6.6 Rail Services

6.6.1 Trowbridge Railway Station - Improvements to the Forecourts have been completed.

6.6.2 Electrification – Alterations to services in Summer have been confirmed: **July 18th - 31st**; Chippenham - Bathampton, main line closed through Box Tunnel. Some services will run between Chippenham and Bath via a reversal at Staverton. All services via Trowbridge will operate as normal except some Melksham line services which will be replaced with buses. There will be a near normal service for people visiting the town for our Magna Carta Charter Fayre weekend.



August 1st - 31st; Staverton - Bathampton will also be closed. There will be an hourly Portsmouth Service through Trowbridge from Swindon via Chippenham, with some services calling at Melksham. Passengers for Bristol and beyond are advised to use this service changing at Swindon. Passengers for Bradford on Avon, Avoncliff, Freshford, Bath, Oldfield Park and Keynsham will have a replacement bus service from Trowbridge. There may also be replacement bus services direct to Filton Abbey Wood. Arrangements for special Saturday trains to Weymouth are still to be confirmed. www.networkrail.co.uk/great-western-route-modernisation/wiltshire/

7. OUR PLACE

The Final Operational Plan was submitted to Locality and DCLG on 18th February. TCAF are now supporting the delivery of some aspects of the Our Place Project under our support agreement for 2015-16. Trowbridge was also selected by DCLG as a case study for commissioning based upon our work on the transfer of the Park and allotments and our plans for transfer of the car-parks and other recreation spaces. A copy of the case study is available from:

http://publicservicetransformation.org/images/Trowbridge_final.pdf

7.1 Car-parking. The trial residents' parking scheme has now been implemented in Yerbury Street. Changes to parking outside County Hall have taken place and as a result Wiltshire Council staff are now able to park for free in the Lovemead car-park. We will be discussing the potential transfer of car-parking to the town council with Wiltshire Council.

7.2 Way-finding – The first four totems were installed at the end of March; one at St Stephen's Place adjacent to the Civic Centre, one at the Pumpkin Tower on Bythesea Road, one at County Hall and one outside the Town Hall. We hope that the BID will install additional totems in future.

7.3 Campus – Consultants have now been appointed to bring forward options for the development of the new-build element of the Campus on the southern part of the area between Bythesea Road and the River Biss, which will also accommodate some commercial development to support the financing of the Campus new-build. The NHS has confirmed a requirement of 1500m² and requires a decision to proceed within 18 months and opening in 3 to 4 years.



8. PARTNERSHIP

8.1 Wiltshire Council - The parish newsletter is now published weekly and is circulated to members. www.wiltshire.gov.uk/council/parishnewsletterhome.htm



8.1.1 Area Board – The next meeting is on 14th May at County Hall. The Community Area Web Site is at www.trowbridge.ourcommunitymatters.org.uk

8.1.2 Community Area Transport Group (CATG) – (AGENDA ITEM 11) Has a budget of around £21,500 for 2015/16. Met on 20th April and approved 50/50 funding for a dropped kerb set on Green Lane supported by the town council. CATG will also seek funding from Selwood Housing towards the 20mph zone implementation on the College estate. The Town Council will then reconsider a 25% share of the funding. Also approved a new lighting column in Keates Close if the Town Council provides 50/50 funding. The next meeting will be in September.

RECOMMENDATION: That the Town Council approves 50/50 funding for a lighting column in Keates Close at a cost to the town council of £1500 from the Town Projects budget.

8.1.3 Local Youth Network – Sarah Holland has commenced as Youth Network Officer for Trowbridge Community Area assisted by apprentice Harry Gavroche-Jones. The LYN Management Group is being established to work with young people on local priorities for youth service provision and to make recommendations to the area board for grants to support youth activities. The Town Clerk has agreed to act as interim Chair until a young person has been appointed to the role, Lance will then act as mentor.

8.1.4 Stallard Rec. Changing Rooms – This facility on Innox Rd is being considered as part of the overall football facilities improvements being undertaken by the Town Council with Wiltshire Council and S106 funding.

8.1.5 Market Towns Network – The last meeting was held in Westbury on 16th April.

8.1.6 Highways and Streetscene - All issues should be reported via the website. www.wiltshire.gov.uk/parkingtransportandstreets/roadshighwaysstreetcare/mywiltshireregister.htm Nick Allford, Neighbourhoods Officer, is tasked with seeking work for Wiltshire Council 'Community Days'. Councillors are requested to contact Nick on nick.allford@trowbridge.gov.uk with jobs in their ward such as, clear pathways, paint, sweep, clean, trim and tidy.

8.2 Trowbridge Community Area Future (TCAF) <http://tcafuture.wordpress.com/>

TCAF Steering Group	11 th May	4.00pm	Civic Centre
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TCAF Neighbourhood Partnership	11 th May	6.00pm	Civic Centre
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8.3 Police and Community Safety – Inspector Chamings reports to Full Council.

8.3.1 Public Spaces Protection Order (PSPO) – Wiltshire Council is working with the Town Council and other partners to develop a proposal for a PSPO to be implemented to cover a variety of anti-social activities across the town.

8.4 Wiltshire Fire & Rescue Service – Further information about Wiltshire Fire & Rescue Services is available on their web-site and in their QM magazine. www.wiltshire.gov.uk/qm

8.5 Wiltshire Association of Local Councils (WALC) – Newsletters are regularly circulated or available on their website www.wiltshire-alc.org.uk



8.6 Health Services – The new Bradcroft surgery has now received planning permission. A decision has been made to provide mental health care beds in Salisbury ensuring the need for an alternative use for the Charterhouse site. This is being considered at the Annual Full Council meeting on 19th May 2015.

8.7 Weekly outdoor market – The Town Team have agreed that following two years of successful operation as a partnership with Wiltshire Council and PlainFresh the weekly outdoor market in Fore Street each Wednesday will be operated solely by Wiltshire Council. The new arrangement commenced on 1st April.

8.8 Chamber of Commerce – The Town Clerk gave a presentation to the Chamber AGM last month regarding the town's contribution to the 800th Anniversary Magna Carta celebrations. Emma Roberts was elected President of the Trowbridge Chamber of Commerce.

8.9 Cockhill Solar Farm Community Fund. - Work has commenced at the site and we are in discussion with the owners and the Community Foundation regarding the distribution of the community contribution.

8.10 Trowbridge in Bloom – this is now being facilitated by TCAF.

<http://www.trowbridge.gov.uk/trowbridge+in+bloom>

9. **CIVIC & DEMOCRATIC ACTIVITIES**

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

Tuesday 12 th May	Town Development
Tuesday 19 th May	Annual Council
Tuesday 26 th May	Direct Services
Tuesday 9 th June	NO MEETING
Tuesday 16 th June	Museum & Tourism (6.30pm)
Tuesday 16 th June	Leisure Services
Tuesday 23 rd June	Town Development
Tuesday 30 th June	Policy & Resources (Full Year)
Tuesday 30 th June	Full Council Extra (Accounts)

9.2 **Twining**

9.2.1 Leer/Germany – Deputy Mayor, Hauke Sattler and Councillor Ulf Heinrichsdorf intend to visit Trowbridge for the Magna Carta celebrations in July 2015.

9.2.2 Charenton/France – the Deputy Mayor and his wife will be joining the Trowbridge French Twining Association on their official visit to Charenton from 12th – 15th June.

9.3 Civic Dinner – The event was held on Saturday March 28th with attendance of 280 guests.

Andrew Murrison, MP "Trish, just to say thank you and well done for the civic dinner last night. I thought it was extremely good and the turnout the best I've seen".

Angus Macpherson, Police & Crime Commissioner – "Dear Glyn, it was a splendid evening and I hope your charity prospered as a result"



John Davies, CEO Dorothy House – “Trish - what a fantastic evening, beautifully organised and run like a well-oiled machine. Thank you for looking after us so well and for the generosity shown to Dorothy House – amazing.”

Richard Gardner Hair & Beauty – “Trish, just a quick thank you to you and all for inviting us to the ball!!! All our staff had a fabulous evening and although we didn't get first prize we still felt like we'd won. Thank you very very much. There is nothing nicer than dealing with genuinely friendly people and that's you summed up!!!”

Councillor Blakemore – “Trish - Well done for organising a great night - one of the best!”

Cllr Ian Ferries, Deputy Mayor of Royal Wootton Bassett – “The setting in the Civic Centre was perfect for such a large gathering and I really enjoyed the part the local ATC Squadron played. The young cadets were extremely smart and well turned out and were a credit to both the Corps and the Town. Both of us really enjoyed the food and company.”

Lance Allan

Town Clerk

Trowbridge Town Council,
The Civic Centre,
St Stephen's Place,
TROWBRIDGE,
Wilts,
BA14 8AH

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@Trowbridgegov

#DiscoverTROWBRIDGE

www.trowbridge.gov.uk

www.trowbridgecivic.co.uk

www.trowbridgemuseum.co.uk





2015

APRIL

Until 25 July	'Magna Carta – Game of Barons' exhibition	Museum
28	Annual Town Meeting & Gathering	Civic Centre
29	Weekly Market	Fore Street
29	'Dirty Dancing' Tribute Show	Civic Centre

MAY

2	Lions May Fayre	Fore Street
6	Weekly Market	Fore Street
8	Farmers' Market	Fore Street
13	Blood Donor Sessions	Civic Centre
13	Weekly Market	Fore Street
14	Jethro	Civic Centre
17	Sunday Club	Civic Centre
20	Blood Donor Sessions	Civic Centre
20	Weekly Market	Fore Street
22	Farmers' Market	Fore Street
23	Imperial Charity Concert featuring The Bachelors and Craig Douglas	Civic Centre
25	Carnival Bowls Tournament	Trowbridge Park
27	Weekly Market	Fore Street
29	Dominic Kirwan and Mary Duff In Concert	Civic Centre
30	Medieval History Day	Museum

JUNE

3	Blood Donor Sessions	Civic Centre
3	Weekly Market	Fore Street
7	Sing-along-a-Frozen	Civic Centre
10	Weekly Market	Fore Street
12	Farmers' Market	Fore Street
14	Sunday Club	Civic Centre
14	Liberteas	Trowbridge Park
17	Weekly Market	Fore Street
20	Wiltshire Family History Day	Civic Centre
20	Magna Carta Cycle Ride in aid of Dorothy House and Re-cycle Bikes for Africa	



24	Weekly Market	Fore Street
26	Farmers' Market	Fore Street
27	Motown Live at The Civic	Civic Centre
27 & 28	Wiltshire Armed Forces and Veterans Celebrations	Town Park

All of the above information is correct as at April 28th 2015. All event dates, timings and locations are subject to change.



For further details, please click on links where applicable, or visit www.trowbridge.gov.uk

JULY

1	Weekly Market	Fore Street
8	Blood Donor Sessions	Civic Centre
8	Weekly Market	Fore Street
10	Farmers' Market	Fore Street
12	Sunday Club	Civic Centre
15	Weekly Market	Fore Street
18 & 19	Horrible Histories (2.00 & 4.00pm)	Civic Centre
22	Blood Donor Sessions	Civic Centre
22	Weekly Market	Fore Street
24	Farmers' Market	Fore Street
19-26	'Celebration of Magna Carta' Exhibition	St. James' Church
24-26	Magna Carta Markets	Fore Street
24 & 25	Business Expo	Civic Centre
24	Magna Carta Sports & Play Festival	Town Park
25	'Magna Carta – Game of Barons' exhibition ends	Museum
26	Jousting	Town Park
26	Town Criers' Competition	Town Park
26	Mayor's Civic Service	St. James' Church



29 Weekly Market Fore Street

AUGUST

5 [Blood Donor Sessions](#) Civic Centre
9 [Sunday Club](#) Civic Centre
14 [Farmers' Market](#) Fore Street
16 [Carnival Soapbox Derby](#) Castle Street
19 [Blood Donor Sessions](#) Civic Centre
28 [Farmers' Market](#) Fore Street

SEPTEMBER

5 Carnival Country Fayre Trowbridge Park
6 [Wiltshire Weddings Fayre](#) Civic Centre
11 [Farmers' Market](#) Fore Street
13 [Sunday Club](#) Civic Centre
25 [Farmers' Market](#) Fore Street
26 [Rock Diabetes](#) Civic Centre

OCTOBER

7 [Islands in The Stream](#) Civic Centre
9 [Farmers' Market](#) Fore Street
11 [Sunday Club](#) Civic Centre
16, 17, 23, 24 'Moulin Rouge' Ladies' Nights Civic Centre
23 [Farmers' Market](#) Fore Street

NOVEMBER

13 [Farmers' Market](#) Fore Street
14 [The Rat Pack Vegas Spectacular](#) Civic Centre
15 [Sunday Club](#) Civic Centre
20 [Abba Mania](#) Civic Centre
27 [Farmers' Market](#) Fore Street
28 & 29 [Christmas Craft and Food Fair](#) Civic Centre

Great 'Comedy @ The Civic' is on its way for 2016!!
February sees the return to the Civic Centre of [Roy Chubby Brown](#),
and in May 2016 we look forward to welcoming [Bill Bailey](#).



All of the above information is correct as at 28th April 2015. All event dates, timings and locations are subject to change.



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Trowbridge Shadow Community Operations Board

Report to Trowbridge Area Board

Meeting with Consultants

Pick Everard working with Savills have now been appointed as the consultants to carry out a detailed costing of the working proposals produced by the COB. COB members met with the consultants on Wednesday 15th April. There was a full discussion of the brief and the work to be undertaken followed by a walk around the site. As well as developing a costed programme the consultants will also consider the commercial viability of additional developments on the site that might help to produce a financially viable package. It is anticipated that there will be two further meetings with the consultants to discuss their conclusions, an interim one and then a final one. It is anticipated a detailed report will be available for the July Area Board.

Widening COB Membership

This has been done to include a representative from NHS England and one from the GP practices in Trowbridge. The inclusion of a young person is being pursued through the LYN.

Future Work Plan

A visit has been arranged to Bridgewater Hospital to give the COB experience of an appropriate health facility and this will take place on Thursday 21st May.

Colin Kay

January 2015

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Report to	Trowbridge Area Board
Date of Meeting	14 May 2015
Title of Report	Area Board Funding Applications

Purpose of Report

1. To ask Councillors to consider 6 x funding applications to the community area grants fund scheme (Appendix 1)

- 1.1 YMCA Green Shoots Nursery – Purchase of IT equipment for electronic assessments - £1,844 requested
- 1.2 Friends of Southwick Country Park – Purchase of a New Notice Board - £900 requested
- 1.3 Help Counselling Services – Moving costs phase 2 - £2,500 requested
- 1.4 Trowbridge in Bloom – Purchase of equipment for relaunch - £744 requested
- 1.5 Julian House Bike Workshop Trowbridge – Set up of new IT and Learning Centre - £4,900 requested
- 1.6 West Wilts Esprit Gymnastics Club – Purchase of additional training equipment - £3,000 requested

Total Amount requested = £13,888

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 Adult Care, Communities and Housing. Under the Scheme of Delegation Area Boards must adhere to the Area Board Grants Guidance.
- 1.2 Trowbridge Area Board has been allocated a budget for 2015/2016 broken down as follows:
 - £96,036 capital budget (inc £1,500 digital literacy fund)
 - £8,975 11-19 revenue youth funding
 - £30,687 Positive Activities revenue budget (the Local Youth Network (LYN) will make recommendations re the allocation of this budget under separate reports)

Funding allocated to date:

 - £500 from 11-19 revenue funding for local workshops and creation of Magna Carta Baron and banners
- 1.3 Area Boards will be encouraged to develop ways of linking grant funding to locally agreed priorities emerging from the Joint Strategic Assessment, the local community plan or other relevant local evidence.
- 1.4 Area Boards will not consider CAG applications from town and parish councils for purposes that relate to their statutory duties or powers that should be funded from the local town/parish precept. However this does not preclude bids from town/parish councils especially those that encourage community projects that provide new opportunities for local people or those functions that are not the sole responsibility of the town/parish council.
- 1.5 In accordance with the Scheme of Delegation, any decision of an Area Board that is contrary to the funding criteria would need to demonstrate that the application in question has a wider community benefit, and give specific reasons for why this should justify an exception to the criteria.
- 1.6 In addition to CAGs, Councillors can submit an Area Board/Councillor Led Initiative. This enables area boards to tackle sticky community issues and/or community identified priorities. Cabinet have emphasised that they do not wish these to be used to avoid complying with the Community Area Grant criteria or for filling gaps where there are council service shortfalls.
- 1.7 Funding applications will be considered at every ordinary Area Board meeting.
- 1.8 Paper copies of funding applications no longer appear as part of the agenda in an attempt to reduce paper. They are however available to view on the Wiltshire Council web http://portal.wiltshire.gov.uk/areaboard_grants/grants_list.php
- 1.9 All recipients of area board funding are expected to complete and return an evaluation form as soon as the project or activity has been completed and this should be accompanied by receipts and invoices, as well as photographs if

possible. Failure to return the evaluation requested will preclude them from being considered for any future funding from the area board. This applies to all grants made by the area board.

Background documents used in the preparation of this Report	<ul style="list-style-type: none"> • Area Board Grant Guidance 2014/15 as presented for delegated decision
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2. Main Considerations

- 2.1. Councillors will need to be satisfied that grants awarded in the 2015/16 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 budget allocated to the Trowbridge Area Board. If the grant requests are allocated the Board will have £84,623 remaining

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 where appropriate.

8. Community Grant Applications Summary

Applicant 8.1	Project summary	Funding requested
YMCA Green Shoots Nursery	Purchase of IT equipment for electronic assessments	£1,844

- 8.1.1 The application meets the grant criteria
 8.1.2 The applicant is contributing 50% of other funding towards the project

Applicant 8.2	Project summary	Funding requested
Friends of Southwick Country Park	Purchase of a new Notice Board	£900

- 8.2.1 The application meets the grant criteria
 8.2.2 The applicant is contributing other funding towards the project

Applicant 8.3	Project summary	Funding requested
Help Counselling Services	Phase 2 of moving costs	£2,500

- 8.3.1 The application meets the grant criteria
 8.3.2 The applicant is contributing over 50% of other funding towards the project

Applicant 8.4	Project summary	Funding requested
Trowbridge in Bloom	Purchase of equipment for relaunch	£744

- 8.4.1 The application meets the grant criteria
 8.4.2 The applicant is not contributing any other funding towards the project

Applicant 8.5	Project summary	Funding requested
Julian House Bike Workshop Trowbridge	Set up of new IT and Learning Centre	£4,900

- 8.5.1 The application meets the grant criteria
 8.5.2 The applicant is contributing over 50% other funding towards the project

Applicant 8.6	Project summary	Funding requested
West Wilts Esprit Gymnastics Club	Purchase of additional training equipment	£3,000

- 8.6.1 The application meets the grant criteria
 8.6.2 The applicant is contributing 50% other funding towards the project including applications to Westbury & Bradford on Avon Area Boards

9. Recommendation

9.1 It is recommended that the Area Board makes decisions whether to allocate funding to the applications outlined in paragraphs 8.1 - 8.6 of this report

Appendices:	Appendix 1 - Community Area Grant applications Appendix 2 - Councillor led applications
Report Author	Rachel Efemey - Community Area Manager Tel. 01225 718608 Email: rachel.efemey@wiltshire.gov.uk

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Grant Applications for Trowbridge on 14/05/2015

ID	Grant Type	Project Title	Applicant	Amount Required
1173	Community Area Grant	Friends of Southwick Country Park New Notice Board	Friends of Southwick Country Park	£900.00
1286	Community Area Grant	West Wilts Gymnastics Additional Training Equipment	West Wilts Esprit Gymnastics Club	£3000.00
1265	Community Area Grant	Moving costs Phase 2	HELP Counselling Services, Bridge House	£2500.00
1189	Community Area Grant	YMCA Green Shoots Nursery electronic assessment project	YMCA Green Shoots Nursery, part of Bath YMCA	£1844.00
1264	Community Area Grant	Bike Workshop Trowbridge new IT & Learning Centre	Julian House Bike Workshop Trowbridge	£4900.00
1284	Community Area Grant	Trowbridge in Bloom - Relaunch	Trowbridge in Bloom	£743.97

ID	Grant Type	Project Title	Applicant	Amount Required
1173	Community Area Grant	Friends of Southwick Country Park New Notice Board	Friends of Southwick Country Park	£900.00

Submitted: 01/04/2015 01:02:03

ID: 1173

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£0 - £500

3. Are you applying on behalf of a Parish Council?

No

4. If yes, please state why this project cannot be funded from the Parish Precept

5. Project title?

Friends of Southwick Country Park New Notice Board

6. Project summary:

The current notice board at the entrance to Southwick Country Park is not fit for purpose. The wood around the door openings has perished and notices get wet. Some remedial work has been carried out by the Friends over the years but a replacement board is now the only option. Information maps of the Park and event notices are necessary to keep the many users of the unique open spaces informed. Also displaying information about wildlife which inhabits the woodland areas, fields and trees increases the interest for visitors. The Park is used by The Wellbeing Trust (featured on Radio 4 Open Country during January 2015), Parkrun, which currently has a membership above 200 runners, also secondary schools to assist with out of class activities to encourage interest in topics. Many families and local youth groups use the Park. A new notice board will help to enhance the visual introduction to Southwick County Park

7. Which Area Board are you applying to?

Trowbridge

Electoral Division

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

BA14 9

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

Children & Young People
Countryside, environment and nature
Health, lifestyle and wellbeing
Sport, play and recreation

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

10/2014

Total Income:

£542.62

Total Expenditure:

£488.03

Surplus/Deficit for the year:

£54.59

Free reserves currently held:**(money not committed to other projects/operating costs)**

£54.59

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

Insufficient funds

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

10b. Project Finance:

Total Project cost		£1000.00		
Total required from Area Board		£900.00		
Expenditure		Income	Tick if income	
(Itemised	£	(Itemised	confirmed	£
expenditure)		income)		
Notice Board	1000.00	Parish Council		100.00
Total	£1000			£100

11. Have you or do you intend to apply for a grant from another area board within this financial year?

No

12. If so, which Area Boards?

Trowbridge

13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?

Residents of Southwick, Trowbridge and the surrounding areas of Wiltshire, use the Park regularly to appreciate the calm in today's demanding lifestyle. It encourages awareness of peaceful countryside within urban areas and offsets small domestic gardens in some modern housing. Opportunities to introduce children to wildlife and open country to run about in. Events held during school holidays, supervised by Wiltshire Countryside team and volunteers. Wiltshire Wildlife Trust and The Wellbeing Trust both use the Country Park and are active in promoting awareness of the advantages of outside activities. With added maps the new notice board will encourage people to venture further into the Park

14. How will you monitor this?

The Management Committee, which includes members of Wiltshire County Environment and Countryside Team, will monitor the use the notice board gets and the hopeful increase show of interest in the advertised events.

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

Volunteer support presently maintains the on going pruning, upkeep of linking field paths and litter picking etc. We would have to investigate funding for other costs.

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

17. DECLARATION

Supporting information - Please confirm that the following documents will be available to inspect upon request:

Quotes:

yes I will make available on request 1 quote for individual project costs over £500 & 2 quotes for project costs over £1000 (Individual project costs are listed in the expenditure section above)

Accounts:

yes I will make available on request the organisation's **latest accounts**

Constitution:

yes I will make available on request the organisation's Constitution/Terms of Reference etc.

Policies and procedures:

yes I will make available on request the necessary and relevant policies and procedures such as Child Protection, Safeguarding Adults, Public Liability Insurance, Access audit, Health & Safety and Environmental assessments.

Other supporting information (Tick where appropriate, for some project these will not be applicable):

And finally...

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

1286	Community Area Grant	West Wilts Gymnastics Additional Training Equipment	West Wilts Esprit Gymnastics Club	£3000.00
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Submitted: 02/04/2015 14:26:13

ID: 1286

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£501 - £5000

3. Are you applying on behalf of a Parish Council?

No

4. If yes, please state why this project cannot be funded from the Parish Precept

N/A

5. Project title?

West Wilts Gymnastics Additional Training Equipment

6. Project summary:

West Wilts Gymnastics has now been in its new facility for six months and is really going strong. With our expanding numbers, particularly boys, we need to upgrade some of our equipment to provide better training opportunities to cater for our growing membership. We are now the only club in this part of Wiltshire with a dedicated Boys' section and we need better equipment to support their development and to help the Club to make a mark in Boys' Gymnastics in the County. The equipment will also be accessible to all other members.

7. Which Area Board are you applying to?

Trowbridge

Electoral Division

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

BA14 0XE

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

Children & Young People

2012 Olympic Legacy

Economy, enterprise and jobs

Health, lifestyle and wellbeing

Sport, play and recreation

If Other (please specify)

N/A

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

04/2014

Total Income:

£93378.00

Total Expenditure:

£89822.00

Surplus/Deficit for the year:

£3000.00

Free reserves currently held:

(money not committed to other projects/operating costs)

£1000.00

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

We are at the end of the financial year and have outstanding bills to pay which will use up our reserves. At the same time, we wish to begin now with new fundraising initiatives for the new year.

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

10b. Project Finance:

Total Project cost		£10000.00		
Total required from Area Board		£3000.00		
Expenditure (Itemised expenditure)	£		Income (Itemised income)	Tick if income confirmed
Additional Training Bar and Pit	4194.00		Sponsored Tumble and Onesie Week	yes
Set of Mens Rings	1806.00		Onesie Week Fundraiser and Easter Raffle	yes
Building Work for Pit	3000.00		Club Competition and Cake Sale	yes
Additional Matting for Rings	1000.00		Westbury Area Board	
			Bradford on Avon Area Board	
Total	£10000			£7000

11. Have you or do you intend to apply for a grant from another area board within this financial year?

Yes

12. If so, which Area Boards?

Bradford on Avon

Trowbridge

Westbury

13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?

Our fantastic facility benefits everyone in our main catchment area (Trowbridge, Westbury, Bradford-on-Avon and the surrounding villages) who wishes to become involved, or is already involved, in Gymnastics and fitness-related activity. We provide Gymnastics opportunities to participants aged 6 months and upwards and have waiting lists for a number of our classes. In the last year we have introduced a number of new Gymnastics-related activities such as Rhythmic, Boys, Parkour, Adults, Trampolining, Soft Play and Disability and we wish to expand this provision, so we need to upgrade our current equipment. It is also our goal to further reach under-represented sectors of the community such as boys 11 years+. We currently have a great opportunity to increase membership in this area as we are now the only Gymnastics facility in this part of Wiltshire with a dedicated Boys' section, and so we need to upgrade both the Boys' equipment and the general equipment to cope with this growth in membership. This current growth is also providing training and employment opportunities both for our current older teenage members and for new coaches. We are already developing a number of new coaches, and we hope to become a training facility and offer both voluntary and paid employment to 14 year-olds upwards who wish to become coaches and leaders. The growth in our membership, especially in boys, is providing the Club with ever more avenues to develop its profile and the number of people it positively affects in Wiltshire.

14. How will you monitor this?

As an organisation we are now Gym Mark accredited, which is British Gymnastics' quality standard certification. As part of this, we have developed a detailed Action Plan, which provides the means for us to evaluate our progress at each stage of our development. This Action Plan means that we can measure our progress at 6-month, 12-month, 18-month and 2 year stages. We have also developed a database in which we keep all participant personal details, which means that we can dissect our membership at any time and check various characteristics against our target audiences. In this way, we will always know and can report periodically whether we are reaching our target under-represented groups and whether their numbers within our programmes are growing. We can also target our marketing geographically so that we can reach under-represented communities and, if necessary, ethnicities and/or age-groups. We also engage in quarterly surveys to gauge our members' opinions, and we have a comments book in Reception which we actively encourage members to fill in.

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

We are applying for the Area Board Grant to help support the growth and development of a much bigger project. The new Gymnastics facility remains a not-for-profit organisation, so all income over and above our ongoing running costs is reinvested. The business will therefore

remain self-funding.

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

We are applying for this Area Board Grant to upgrade the facilities of what has been a much bigger project: a permanent Gymnastics and Fitness facility for the community of Trowbridge and the surrounding area. This project has an annual cost, as the building will be rented. All our costs are calculated monthly, quarterly and annually, and are available for perusal if required.

17. DECLARATION

Supporting information - Please confirm that the following documents will be available to inspect upon request:

Quotes:

yes I will make available on request 1 quote for individual project costs over £500 & 2 quotes for project costs over £1000 (Individual project costs are listed in the expenditure section above)

Accounts:

yes I will make available on request the organisation's **latest accounts**

Constitution:

yes I will make available on request the organisation's Constitution/Terms of Reference etc.

Policies and procedures:

yes I will make available on request the necessary and relevant policies and procedures such as Child Protection, Safeguarding Adults, Public Liability Insurance, Access audit, Health & Safety and Environmental assessments.

Other supporting information (Tick where appropriate, for some project these will not be applicable):

And finally...

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

1265	Community Area Grant	Moving costs Phase 2	HELP Counselling Services, Bridge House	£2500.00
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Submitted: 01/04/2015 01:02:03

ID: 1265

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£501 - £5000

3. Are you applying on behalf of a Parish Council?

No

4. If yes, please state why this project cannot be funded from the Parish Precept

5. Project title?

Moving costs Phase 2

6. Project summary:

We are now entering phase 2 of moving our charity from Bridge House to Kestrel House. Phase 1's building work has been completed with the support of The Trowbridge Area Board and we are now seeking support for new costs surrounding purchasing of office and counselling room furniture, intercom system, phones, notice boards, carpets, signs, removal costs, legal fees, and sundry items such as plants, lamps, pictures, small fridge, kettle, additional keys and crockery etc

7. Which Area Board are you applying to?

Trowbridge

Electoral Division

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

BA14 8BE

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

Children & Young People

Health, lifestyle and wellbeing

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

03/2014

Total Income:

£46363.00

Total Expenditure:

£32987.00

Surplus/Deficit for the year:

£12720.00

Free reserves currently held:**(money not committed to other projects/operating costs)**

£9000.00

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

The Service costs around £3,500 per month to run. It is important that when a client starts counselling they will be able to complete the work. For this reason we try to always have between 3 to 6 months of working capital. If we use our working capital it would severely restrict the work we do. For an example we losing a few counsellors and we will need to replace them. If we had to use our working capital we would have to place this on hold, which would effect the waiting list for clients. It is inevitable that clients have to wait, but we try very hard to keep that to 4 to 6 weeks maximum.

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

10b. Project Finance:

Total Project cost		£5035.00		
Total required from Area Board		£2500.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Legal costs	660.00	Awards for All	yes	660.00
Furniture	1090.00	Awards for All	yes	90.00
Carpets & Fitting	1500.00		yes	
Signs	300.00	Awards for All		300.00
Phones & Intercom	460.00	Awards for All	yes	460.00
Removal Costs	275.00	Awards for All		275.00
Notices Boards	50.00	Awards for All	yes	50.00
Sundry Items (estimated cost)	700.00	Awards for All		700.00
			yes	
			yes	
Total	£5035			£2535

11. Have you or do you intend to apply for a grant from another area board within this financial year?

No

12. If so, which Area Boards?

Trowbridge

13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?

Our services has run for 31 years and has helped over 5000 predominately from Trowbridge and the surrounding villages. We have seen an increase 35% over the past 3 years as our service has been in greater demand, due to cuts and lack of services for mental health. We work with people suffering from depression, anxiety, victims of abuse in all it\'s forms, LGBT clients, bereavement and much more. We provide over 2000 sessions of counselling every year to some of the most vulnerable groups in our community. We help helps recover from trauma, make positive changed that improve their lives and the lives of their families. We work with individuals, couples and groups, to reach as many people as we can.

14. How will you monitor this?

Each client is sent an anomymous feedback form so they can comment freely about the service and their recovery. We would be happy to provide you with our annual report which includes some of this feedback as well as a detailed case study from one of our clients.

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

We would hope that we would not need to move again for a significant period of time, which is why it is important for us to get the right premises and create the right enviroment. In terms of funding of the service, and it\'s longevity we have local committed funders who value the work we do,we also have a small income from client donations and room rental. However we see our income from rental increasing as we are also homing, Cruse Bereavement Service, MIND Wiltshire and Positive Action on Cancer, all counselling services that would also have been homeless with the sale of Bridge House. These are specialist services dealing with severe mental health issues, bereavement and the effects of cancer and it would have been awful if they no longer had a place in Trowbridge. It also allows us to create closer ties which help all clients no matter what issues they may bring. We also apply to numerous grant making organisations every year.

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

Phase 1 and Phase 2 are part of the whole project of moving the service to Kestrel House. Phase 1 which was building sound resistant rooms within the new office and cost approximately Â£10,000 and has been completed. The 2 phases together are estimated to cost Â£15,000. We have received a Grant from Awards for all of Â£9,600 towards the combined costs of Phases 1 and 2.

17. DECLARATION

Supporting information - Please confirm that the following documents will be available to inspect upon request:

Quotes:

yes I will make available on request 1 quote for individual project costs over £500 & 2 quotes for project costs over £1000 (Individual project costs are listed in the expenditure section above)

Accounts:

yes I will make available on request the organisation's **latest accounts**

Constitution:

yes I will make available on request the organisation's Constitution/Terms of Reference etc.

Policies and procedures:

yes I will make available on request the necessary and relevant policies and procedures such as Child Protection, Safeguarding Adults, Public Liability Insurance, Access audit, Health & Safety and Environmental assessments.

Other supporting information (Tick where appropriate, for some project these will not be applicable):

yes I will make available on request any other form of licence or approval for this project has been received prior to submission of this grant application.

And finally...

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

1189	Community Area Grant	YMCA Green Shoots Nursery electronic assessment project	YMCA Green Shoots Nursery, part of Bath YMCA	£1844.00
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Submitted: 01/04/2015 01:02:03

ID: 1189

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£501 - £5000

3. Are you applying on behalf of a Parish Council?

No

4. If yes, please state why this project cannot be funded from the Parish Precept

5. Project title?

YMCA Green Shoots Nursery electronic assessment project

6. Project summary:

YMCA Green Shoots is in an area of deprivation in Studley Green and has a 'good' Ofsted judgement. The electronic observation and assessment will strengthen our parent

partnership considerably. Parents will be more involved with their children's education using their own electronic devices to view our observations and upload significant family events and milestones ; enhancing their education and engaging parents at all levels. This provides valuable information as they move onto school. Children with special needs will greatly benefit from this observation and assessment programme as we seek professional advice. It will also benefit families whose first language is not english

7. Which Area Board are you applying to?

Trowbridge

Electoral Division

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

BA14 9JQ

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

Children & Young People

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

12/2014

Total Income:

£282625.44

Total Expenditure:

£276739.91

Surplus/Deficit for the year:

£5885.53

Free reserves currently held:

(money not committed to other projects/operating costs)

£0.00

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

We make a small surplus each year and use this to replace essential toys and equipment.

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

10b. Project Finance:

Total Project cost £3688.00

Total required from Area Board £1844.00

Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
10 iPads	3190.00	from reserves	yes	1646.00
Tapestry programme	198.00	fundraising event	yes	198.00
Hardware covers for 9 iPads	300.00		yes	
Total	£3688			£1844

11. Have you or do you intend to apply for a grant from another area board within this financial year?

No

12. If so, which Area Boards?

13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?

By April 2015 we will have 96 families at the nursery and so this will impact on their engagement with the nursery and their children's education. In addition to immediate families, extended family members, split families and parents serving in the armed forces or living abroad are able to log on and see their child settling at nursery or delighting in learning and playing with their young friends. This will impact on all seven areas of learning for the children and will aid literacy and communication for adults. Ofsted consider this programme to be a valuable learning tool.

14. How will you monitor this?

Through the quality of observation and assessment monitored by our curriculum leader. By tracking children through a designated tracking system that the Local Authority uses. Through feedback from parents Through engagement from parents -for example-how often they upload, add to or comment on observations.

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

This project will cover the majority of funding. We may require a small amount of money to update software and to replace equipment and just Â£20 per year as an annual subscription for software in future years. This can be met from our fundraising over future years.

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

N/A

17. DECLARATION

Supporting information - Please confirm that the following documents will be available to inspect upon request:

Quotes:

yes I will make available on request 1 quote for individual project costs over £500 & 2 quotes for project costs over £1000 (Individual project costs are listed in the expenditure section above)

Accounts:

yes I will make available on request the organisation's **latest accounts**

Constitution:

yes I will make available on request the organisation's Constitution/Terms of Reference etc.

Policies and procedures:

yes I will make available on request the necessary and relevant policies and procedures such as Child Protection, Safeguarding Adults, Public Liability Insurance, Access audit, Health & Safety and Environmental assessments.

Other supporting information (Tick where appropriate, for some project these will not be applicable):**And finally...**

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

1264	Community Area Grant	Bike Workshop Trowbridge new IT & Learning Centre	Julian House Bike Workshop Trowbridge	£4900.00
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Submitted: 01/04/2015 01:02:03

ID: 1264

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£501 - £5000

3. Are you applying on behalf of a Parish Council?

No

4. If yes, please state why this project cannot be funded from the Parish Precept

Not Applicable

5. Project title?

Bike Workshop Trowbridge new IT & Learning Centre

6. Project summary:

By creating a small IT and Learning Centre we will be able to deliver a range of employability training courses to enhance the practical/hands-on training our trainees receive while undertaking a voluntary work experience placement at the Bike Workshop Social Enterprise. All trainees are socially excluded local residents with a history of homelessness, addiction and offending who face significant barriers to employment. The provision of these new facilities will also enable trainees to work on their CV, carry out job search and access opportunities on-line, so improving their prospects of gaining employment; creating a lasting route out of homelessness, addiction and offending.

7. Which Area Board are you applying to?

Trowbridge

Electoral Division

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

BA148EA

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

Economy, enterprise and jobs
Inclusion, diversity and community spirit
Safer communities
Transport and roads

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

03/2014

Total Income:

£148683.00

Total Expenditure:

£149060.00

Surplus/Deficit for the year:

£-377.00

Free reserves currently held:

(money not committed to other projects/operating costs)

£0.00

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

The Julian House bike workshop in Trowbridge is a social enterprise run by Julian House Trading (JHT), which is a wholly owned subsidiary of the charity Julian House. JHT does not have any reserves. Julian House provides financial security to JHT and has provided funding of £66,000 from its reserves in order to set up the new Bike Workshop in Trowbridge, but this did not include provision for an IT & Learning Centre. We are working towards the bike workshop social enterprise becoming completely self-sustaining through trading income, statutory contracts and grants.

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

10b. Project Finance:

Total Project cost		£10000.00		
Total required from Area Board		£4900.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
IT equipment - 3 reconditioned pcs	1800.00	Donated (in kind)		1800.00
Printer/scanner/copier	500.00	Bellinger Donnay	yes	500.00
Building materials, fittings, electrics and installation of IT learning centre	5200.00	Julian House		300.00
Room furniture	1500.00	Donated (in kind)	yes	1500.00
e-learning course licences	1000.00	Julian House	yes	1000.00
Total	£10000			£5100

11. Have you or do you intend to apply for a grant from another area board within this financial year?

No

12. If so, which Area Boards?

Trowbridge

13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?

The project will benefit local socially excluded people with a history of homelessness, addiction and offending, who face significant barrier to employment, in particular: unstable housing and a chaotic lifestyle, low levels of skills and confidence, lack of training and work experience, poor knowledge of how to secure work, criminal convictions, lack of motivation and resilience to make the transition from being on benefits to being employed. Our project

will address these barriers, by providing training and work-experience opportunities alongside sustained support and motivation for service users to turn their lives. Gaining skills and experience is one of the best things you can do to ensure you are in demand in the job market, and gaining employment is the most sustainable route out of homelessness, addiction and offending. The project will particularly contribute to the local priorities: "To achieve and retain a balanced and robust local economy" and "Working towards a learning community with easy access for all". By providing facilities for training in employability skills such as: Health & Safety; Team Working; Customer Service; and Time Management; the project will increase adults' skill levels and ability to take up employment opportunities. As employment opportunities are increasingly only being offered through the internet, the project will help facilitate access to more employment opportunities. The project will also contribute to the local priority: "Working in partnership at community area, town, parish, and neighbourhood level to reduce crime and improve community safety", by providing meaningful activities and structured use of time for people who are at risk of offending /anti-social behaviour. Outcomes include: "Increased confidence and motivation to progress towards gaining employment"; "Gained work-related skills and experience which will increase ability to take up employment opportunities"; "Avoided re-offending as a result of being meaningfully occupied.

14. How will you monitor this?

We will monitor the project by keeping a record of: "The number, equality & diversity characteristics of trainees accessing the project"; "The number of courses and work placements provided"; "Exit surveys conducted with trainees capturing the soft and hard outcomes achieved e.g. increased skills and confidence, securing a paid job"; "Qualitative case studies which demonstrate the impact of the project on individual lives.

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

Investment in the IT & Learning Centre will outlast the funding period. Julian House is committed to providing ongoing technical support and maintenance to these facilities. The funding for training contained in this application covers the costs of a finite number of courses and this area will be a priority for further fundraising in order to become sustainable. We are actively exploring options for this, which include alternative funding sources, partnerships with the job centre plus and other training providers and capacity building the social enterprise staff to deliver basic courses.

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

This application does not form part of a larger project.

17. DECLARATION

Supporting information - Please confirm that the following documents will be available to inspect upon request:

Quotes:

yes I will make available on request 1 quote for individual project costs over £500 & 2 quotes for project costs over £1000 (Individual project costs are listed in the expenditure section above)

Accounts:

yes I will make available on request the organisation's **latest accounts**

Constitution:

yes I will make available on request the organisation's Constitution/Terms of Reference etc.

Policies and procedures:

yes I will make available on request the necessary and relevant policies and procedures such as Child Protection, Safeguarding Adults, Public Liability Insurance, Access audit, Health & Safety and Environmental assessments.

Other supporting information (Tick where appropriate, for some project these will not be applicable):

yes I will make available on request any other form of licence or approval for this project has been received prior to submission of this grant application.

And finally...

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

1284	Community Area Grant	Trowbridge in Bloom - Relaunch	Trowbridge in Bloom	£743.97
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Submitted: 01/04/2015 21:58:17

ID: 1284

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£0 - £500

3. Are you applying on behalf of a Parish Council?

No

4. If yes, please state why this project cannot be funded from the Parish Precept

5. Project title?

Trowbridge in Bloom - Relaunch

6. Project summary:

To raise the profile of Trowbridge in Bloom as a new group (with a new constitution) and engage the community in our activities, improving health, wellbeing, and pride in our town We want to increase awareness of TIB and have a presence at local events so that residents

are more aware of our activities and role in the town Branded pop-up tent will enable us to do this so we can attract attention and talk to public about what we do, have displays, hand out leaflets and competition entry forms etc and conduct fundraising activities We will also be working to achieve funding to raise awareness through a number of activities and events including create a website and social media to support this re-launch activity so we can engage more Trowbridge residents in TIB

7. Which Area Board are you applying to?

Trowbridge

Electoral Division

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

BA14

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

Arts, crafts and culture

Countryside, environment and nature

Festivals, pageants, fetes and fayres

Health, lifestyle and wellbeing

Recycling and green initiatives

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

Total Income:

£

Total Expenditure:

£

Surplus/Deficit for the year:

£

Free reserves currently held:

(money not committed to other projects/operating costs)

£

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

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

10b. Project Finance:

Total Project cost		£743.97		
Total required from Area Board		£743.97		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Pop up Gazebo	399.99			
Weights	78.98			
Printing on gazebo	200.00			
folding table 6FT	35.00			
chairs x 2`	30.00			
Total	£743.97			£0

11. Have you or do you intend to apply for a grant from another area board within this financial year?

No

12. If so, which Area Boards?

Trowbridge

13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?

A small % of residents (150 out of 37,000) of Trowbridge take part in In Bloom activities although the town has many gardens which could participate - Only 50% of schools participate in In Bloom Activities (11/21) Trowbridge in Wiltshire with has 4 of the 10% Lower Level Super Output Areas (LSOAs) with particular issues in childhood obesity, dental health, employment and skill, alcohol related crimes and health issues. The town has had a number of large businesses close and shops and leave the town during the last 10 years leaving a town centre with many empty shops and lack of work opportunities. We want to improve pride and respect for our town and create an environment where visitors want to come and people want to open new business and work. Unemployment has increased as result of these changes/departures - We want to give residents opportunities to volunteer and develop skills that will help them gain employment and skills to grow their own food and look after their own gardens. TIB will help them find these opportunities. National statistics show a national rise in child and adult obesity and need for increased consumption of fruit and veg and daily and activity/exercise.

14. How will you monitor this?

Numbers of visitors to pop up gazebo when at events number of entrants in competitions traffic on website and social media attendance at Awards evenings and other events.

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

We are looking for additional funding through Big Lottery for other projects We are looking

for opportunities to do our own fundraising using pop up gazebo at local events.

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

n/a

17. DECLARATION

Supporting information - Please confirm that the following documents will be available to inspect upon request:

Quotes:

yes I will make available on request 1 quote for individual project costs over £500 & 2 quotes for project costs over £1000 (Individual project costs are listed in the expenditure section above)

Constitution:

yes I will make available on request the organisation's Constitution/Terms of Reference etc.

Policies and procedures:

yes I will make available on request the necessary and relevant policies and procedures such as Child Protection, Safeguarding Adults, Public Liability Insurance, Access audit, Health & Safety and Environmental assessments.

Other supporting information (Tick where appropriate, for some project these will not be applicable):

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

yes I will make available on request the relevant planning permission for the project.

yes I will make available on request any other form of licence or approval for this project has been received prior to submission of this grant application.

And finally...

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

WILTSHIRE COUNCIL

AGENDA ITEM

Trowbridge AREA BOARD
14th May 2015

**IS YOUR COMMUNITY READY TO TACKLE THE WILTSHIRE
ENERGY CHALLENGE?**

Purpose of Report

1. To raise awareness and engage the Trowbridge community in how the council is tackling the energy challenge.

Relevance to the Council's Business Plan

2. Reducing carbon emissions and preparing for unavoidable climate change addresses two of the council's priorities:
 - (i) To protect those who are most vulnerable - through reducing fuel poverty and ensuring communities are prepared for the impacts of climate change.
 - (ii) To boost the local economy - through stimulating green jobs locally.
3. The council's Business Plan commits the council to reducing its carbon footprint and increasing recycling (p18). The Plan (Outcome 3) also aspires to:
 - reducing fuel poverty in the county;
 - lowering the carbon footprint of households, businesses and public services through energy efficient buildings and renewable technology;
 - promoting sustainable transport;
 - supporting people and places to deal with unavoidable climate impacts, such as flooding.

Background

Cabinet report

4. In September 2014, Wiltshire Council became a signatory to the Local Government Association's Climate Local initiative, which replaced the Nottingham Declaration on climate change. The significant progress made to tackle fuel poverty and promote low carbon technologies was noted at this time and Cabinet requested that further public engagement on this matter be sought through the area boards. The council's Climate Local [action plan](#) has since been published on the council website.

Climate Local

5. By signing up to [Climate Local](#), councils across the country are capturing the opportunities and benefits of action on a changing climate, through leading by example, saving on their energy bills, generating income from renewable energy, attracting new jobs and investment, reducing flood risks and managing the impacts of extreme weather. 92 councils have signed up to date.
6. Wiltshire Council has been taking action on climate change since 2009 and continues to drive down carbon emissions across the county. The Climate Local initiative provides a mechanism for communicating and recognising these achievements.
7. According to government data, Wiltshire's per capita carbon emissions have fallen from 8 tonnes of carbon dioxide (tCO₂) in 2005 to 6.7 tCO₂ in 2012. This reflects a reduction in emissions nationally, but remains higher than the 2012 South West average of 6.1tCO₂ and national average of 6.2 tCO₂. The higher figure for Wiltshire is entirely attributable to higher transport emissions, as domestic and industry emissions match the national and regional averages. This cannot be explained by emissions from the M4 motorway or diesel railways. They are excluded from these figures as deemed to be outside the scope of local authority influence.

Main Considerations for the Council

Achievements

8. The council aims to reduce its annual carbon footprint by 11,823 tCO₂ by March 2017 compared with its 2010/11 footprint. In February 2014, the council's second [Carbon Management Plan](#) was published, showing significant progress in reducing the council's carbon footprint and generating annual savings on energy bills. The energy consumption data for 2013/14 shows further progress.
9. A review of progress and up-to-date consumption data were set out in the [Appendices](#) to the 16 September 2014 Cabinet report. Highlights include:
 - 661 planning applications for renewable technologies were received, of which 93% were approved.
 - The council facilitated the insulation of 1,430 homes across Wiltshire using £0.5 million invested by energy companies.
 - The council has attracted a further £1.4 million external funding for carbon reduction projects plus a £0.6 million 0% loan.
 - 112 invest to save energy efficiency projects have been implemented at a cost of £4.1 million, saving 2,475 tonnes of CO₂ and £730,000 on council energy bills annually (includes 2014/15 projects).
 - The council has set up an Energy Management System certified to ISO50001 standard.
 - Business mileage emissions were reduced by a third in 2013/14 from 2010/11 peak.
 - Over thirty schools have engaged in programmes to reduce their energy costs and carbon emissions.

- The Wiltshire Core Strategy includes specific policies around renewable energy and sustainable construction.
- Installation of biomass boilers at twelve schools and one campus, generating income from the sale of heat and the government's renewable heat incentive, while saving on schools' running costs.
- Installation of the largest single-roof local authority-owned solar panel system in the UK on the new Northacre Resource Recovery Centre in Westbury, covering an area equivalent to seven tennis courts.
- Installation of 2,500 high efficiency boilers in council housing by 2018.

More information about council carbon reduction projects and environmental community activity in the Trowbridge community area is included at **Appendix 1**.

Next steps

10. The council's ECO Strategy (2011) sets out the development of four action plans:
 - A Carbon Management plan for the council
 - A Climate Change Adaptation plan for the council
 - A Renewable Energy Action plan for the county
 - A Low Carbon Transition plan for the county
11. It was agreed by the ECO board in 2012 to streamline the number of action plans by developing a single Energy Resilience Plan for aspects relating to renewable energy, the low carbon transition and affordable warmth in Wiltshire as a whole. The aim of this new plan to be developed in 2015 is to cover all aspects of making Wiltshire a more self-sufficient county when it comes to meeting its energy requirements.
12. There are to be four main themes running through the plan:

• Sustainable transport	• Renewable energy
• Energy efficiency	• Affordable warmth
13. The development of the Energy Resilience plan provides the opportunity to work with large businesses, communities and public bodies to capture existing initiatives to drive down energy demand in the county and identify future opportunities. The council's Green Economy Team are speaking to large energy consumers in Wiltshire to find out what plans they have in place to reduce their energy costs, and to the energy sector and community energy groups who want to invest in new technologies to deliver clean energy more locally. Through this process we are identifying where there are opportunities for energy resilience in Wiltshire and the actions necessary to see these come to fruition.
14. The plan will set out how we and others in the county are working to make our energy use more secure, affordable and sustainable. Behind much of this work is the drive to reduce energy waste and our dependence on fossil fuels. Through the development of the plan we can explore the opportunities for Wiltshire securing a low carbon future linked with long-term sustainable growth. We can understand how homes, buildings and industry can become

more energy efficient and match demand for energy through a varied mix of renewable and low carbon technologies. We will be able to identify opportunities for affordable low emission vehicles and efficient alternatives to the car. The energy resilience plan will identify a network of local businesses which are able to create new jobs and skills to emerge through a thriving low carbon economy.

15. The plan's broad objectives will include: reducing carbon emissions across all sectors; maximising economic opportunities; encouraging local energy generation and low carbon infrastructure; and enabling an active role for communities.

Environmental Impact of the Proposals

16. Reducing the council's environmental impact is the subject of this report.

Financial Implications

17. By taking actions to reduce energy use, the council stands to make significant savings given that total energy and transport costs for the council were £13.6 million in 2013/14, including £0.4 million for costs relating to the Carbon Reduction Commitment (CRC).
18. Total spend on energy and transport costs (excluding CRC) was approximately £13 million in 2009/10 and £12 million per year for the subsequent three financial years. Over the period 2009/10 to 2013/14, the unit prices paid by the council for gas have increased by 50% and electricity by 8%. This shows the importance of reducing consumption to avoid large increases in bills.
19. The council has spent £4.1 million on energy efficiency and renewable energy projects since 2009 (including 2014/15 projects). These are projected to generate £0.73 million savings per year, paying back in less than six years on average.
20. In addition, the council is investing in an oil to biomass conversion programme across twelve schools at a cost of £2.7 million. Projected income to the council from the renewable heat incentive for schools and campuses using biomass boilers comes to circa £4 million over 20 years.
21. The council has succeeded in obtaining £1.4 million external funding for carbon reduction projects (including £0.4 million for electric vehicle charging points) plus a £0.6 million 0% loan for energy efficiency investments.
22. The CRC scheme cost for 2013/14 came to £0.42 million, of which schools paid £0.16 million. Costs for 2014/15 and beyond are projected to be £0.5 million per annum which will need to be borne corporately as schools are no longer included in the CRC scheme.

23. Under the CRC scheme, the cost has risen from £12 per tonne at the start of the scheme to £16.10 per tonne in 2015/16. It is expected that this will continue to rise in line with the Retail Price Index (RPI) year on year.
24. Any further financial implications identified through the Energy Resilience Plan will be addressed through the ECO board.

Legal Implications

25. There are no specific legal implications stemming from this voluntary initiative. However, addressing climate change is a key requirement for local authorities, as set out in the Climate Change Act 2008. Further information on the council's responsibilities relating to Climate Change and to the legislative and policy framework can be found in the [report](#) to Cabinet dated 22 June 2010 (Agenda Item 103). In addition, since that date, the Energy Act 2011 has been enacted which sets out the legal framework for the Green Deal, as well as the CRC Energy Efficiency Scheme Order 2013 which sets out revisions to the CRC scheme.

Equality and Diversity Implications

26. The council's work to promote insulation schemes has focused particularly on vulnerable households as they are most at risk of fuel poverty. For example, project ACHIEVE trained up unemployed young people to deliver energy saving advice and devices to vulnerable households.

Recommendation

27. That the Area Board notes the progress the council has made in tackling the local energy challenge and in particular the initiatives in the Trowbridge community area outlined at **Appendix 1**.

Report Author: Clare Langdon – Manager: Green Economy Team
Tel No: 01225 713867
E-mail: clare.langdon@wiltshire.gov.uk

Appendices:

- Appendix 1 Overview of council carbon reduction projects and community activity in the Trowbridge community area

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Appendix 1: Energy Saving Projects in Trowbridge

The following are examples of energy projects in the Trowbridge Community Area. The Carbon Management Plan has enabled investment across the county in a range of projects on the council's own buildings and estate. As part of this large programme the following 'invest to save' projects have been implemented.

Invest to save projects

Castle Place Car Park, Trowbridge – lighting upgrade

In 2010, the fluorescent lighting in the car park was replaced using adaptors to permit energy-efficient lamps to be fitted. The thinner fluorescent tubes improve the overall light quality in the car park while reducing energy consumption.

A pilot project is now underway to test the use of LED lighting. This has shown that higher light levels can be achieved, whilst reducing energy consumption. There is also expected to be a maintenance cost saving over the life of the new lights.

County Hall, Trowbridge – low emission pool cars

Wiltshire Council has replaced 10 pool cars within its fleet by investing £110,000 in seven ultra-low emission and three electric vehicles. In addition, further investment of £180,000 has been identified to replace another 10 diesel pool cars with a combination of electric, hybrid, plug-in hybrid and ultra-low emission vehicles. These cars will bring significant savings for the council in terms of fleet and fuel use.

The new green cars, together with a drive to reduce overall journeys to cut costs and environmental impact have already seen results. Between 2012/13 and 2013/14 Wiltshire Council reduced its CO₂ emissions for pool car and business use by 120 tonnes.

County Hall, Trowbridge - solar PV installation

The solar panels at County Hall were completed in December 2014. This installation is expected to save the council £1,733 a year on electricity bills, with an income of £2,500 a year (from the feed-in tariff and selling energy back to the grid) for the next 20 years of operation.

Project	Annual saving (£)	Annual CO₂ saving	Year completed	*Total savings to date (£)
Trowbridge Children's Resource Centre – plant room insulation	£29,180	68 tonnes	2014	£29,180
Trowbridge Castle Place multi-storey car park – lighting upgrade	£6,372	46 tonnes	2010	£31,859
County Hall – three Nissan leaf electric pool cars	£17,100	8 tonnes	2012	£51,300
County Hall – ICT virtual server	£2,000	10 tonnes	2014	£2,000
County Hall – solar PV installation	£1,733	8 tonnes	2014	£1,500

Project	Annual saving (£)	Annual CO₂ saving	Year completed	*Total savings to date (£)
Larkrise School – lighting, controls and boiler upgrades	£1,011	5 tonnes	2012	£3,033
Trowbridge Castle Place Leisure Centre – lighting upgrade	£909	5 tonnes	2014	£909
Trowbridge Longmeadow Primary School – lighting upgrade	£600	4 tonnes	2011	£2,400
Trowbridge Sports Centre - lighting upgrade	£416	2 tonnes	2011	£1,665

*Represent estimated full year savings since completion

Other projects

Cut Carbon, Cut Costs

In 2012, Wiltshire Council launched a programme to help schools make energy savings. The 11 participating schools from Trowbridge and the surrounding area were provided with training and support to implement simple yet effective behaviour changes, to reduce their energy use and also save them money. This included helping with the school's routine of switching off electrical equipment, raising awareness through lessons and providing a technical surveyor to help schools identify areas of improvement.

Electric vehicle charging points

Last year Wiltshire Council successfully bid for a £225,000 grant from the Office of Low Emission Vehicles (OLEV) to install rapid charging units at key sites around the county. Trowbridge was one of the strategic sites selected. The charge point is located in Duke Street and can provide a 20-30 minute recharge for an electric vehicle. Charging point locations throughout the county can be found at www.openchargemap.org.

WILTSHIRE COUNCIL

AGENDA ITEM NO

TROWBRIDGE AREA BOARD

14 May 2015

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

Purpose of the Report

To put forward for approval recommendations from the Community Area Transport Group meeting of the 20 April 2015

1. Background

- 1.1 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
- 1.2 For 2015/16 Trowbridge Area Board has a budget of £21,536 discretionary budget to involve them in the assessment and selection of small-scale transport schemes and other Highways matters to be progressed in their community area.
- 1.3 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.

2. Main Considerations

- 2.1 It was agreed to recommend to the Area Board to allocate **£1,500** for a lighting column at Keates Close, Trowbridge on condition that Trowbridge Town Council match this with £1,500
- 2.2 It was agreed to recommend to the Area Board to allocate **£1,000** for 2 x dropped kerbs at Green Lane, Trowbridge on condition that Trowbridge Town Council match this with £1,000
- 2.3 It was agreed to recommend to the Area Board to allocate **£1,000** for Southwick Village Gateway improvements on condition that Southwick Parish Council match this with £1,000.
- 2.4 It was agreed to recommend to the Area Board to allocate **£2,500** for 20mph zone implementation on College Road, Trowbridge on condition that both Trowbridge Town Council and Selwood Housing match this with £1,250 each.

2.5 It was agreed to recommend to the Area Board to allocate **£1,500** for 20mph zone implementation on Church Lane, North Bradley on condition that North Bradley Parish Council match this with £1,500.

3. Environmental Impact of the Proposals

3.1 There is no environmental impact

4. Financial Implications

4.1 In 2015/16 Trowbridge Area Board has a discretionary budget of £21,536 for small scale highway improvement schemes. The proposals above can be funded from this budget.

5. Legal Implications

None

6. HR Implications

None

7. Equality and Diversity Implications

8. Recommendations

8.1 It is recommended that the Area Board agrees to the recommendations of the Community Area Transport Group set out in paragraphs 2.1 – 2.5

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