

## MINUTES

**Meeting:** TROWBRIDGE AREA BOARD  
**Place:** The Ridgway space, County Hall, Trowbridge BA14 8JN  
**Date:** 11 July 2013  
**Start Time:** 7.00 pm  
**Finish Time:** 9.05 pm

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Please direct any enquiries on these minutes to:

Kieran Elliott (Senior Democratic Services Officer), Tel: 01225 718504 or (e-mail) [kieran.elliott@wiltshire.gov.uk](mailto:kieran.elliott@wiltshire.gov.uk)

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### **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)

Cllr Jonathon Seed - Cabinet Member for Communities, Campuses, Area Boards, Leisure, Libraries and Flooding

#### **Wiltshire Council Officers**

Kieran Elliott (Senior Democratic Services Officer)  
Rachel Efemey (Community Area Manager)  
Michael Hudson (Service Director – Finance)  
Phil Morgan (Census Liaison Manager)  
Pat Whyte (Engineer, Highways and Streetscene)  
Mark Banks (Community Co-ordinator, Highways and Streetscene)  
Christopher Clark (Client Area Manager West, Highways and Streetscene)  
Bill Parks (Head, Local Highways and Streetscene North)

#### **Town and Parish Councillors**

Trowbridge Town Council – Bob Brice, Deborah Halik  
West Ashton Parish Council - Richard Covington

#### **Partners**

Wiltshire Police – Inspector Lisette Harvey  
Wiltshire Fire and Rescue Service – Mike Franklin, Graham Weller.  
Trowbridge Community Area Future – Tracy Sullivan, Colin Kay

**Total in attendance: 50**

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<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
52	<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>
53	<p><u>Apologies</u></p> <p>Apologies for absence were received from Councillors Horace Prickett and Nick Blakemore, and Siobainn Chaplin (YAG).</p>
54	<p><u>Minutes</u></p> <p>The minutes of the meeting held on 23 July 2013 were presented for consideration and comment. It was,</p> <p><b><u>Resolved:</u></b>  <b>That subject to the removal of the reference of Councillor Dennis Drewett as a member of Trowbridge Town Council in Minute 39 - <i>Declarations of Interest</i> - to approve the minutes as a true and correct record and be signed by the Chairman.</b></p>
55	<p><u>Declarations of Interest</u></p> <p>Councillors Graham Payne, Jeff Osborn, John Knight, Nick Blakemore and Helen Osborn all declared general, non-pecuniary interests in Trowbridge Town Council issues due to being members of the Town Council.</p>
56	<p><u>Chairman's Announcements</u></p> <p>i) <u>Trowbridge Community Area School Travel Plans</u>  It was noted and stressed that the creation of School Travel Plans was the responsibility of each individual school, and the Board encourage all school to keep their travel plans up to date.</p> <p>ii) <u>Trowbridge Birthing Centre</u>  Attention was drawn to recent media statements from the NHS regarding the temporary closure of the Trowbridge Birthing Centre over the summer as a result of transfer of staff to cover a shortage at Bath RUH. The Board regretted once again there had been no local consultation, and acknowledged that the Leader of the Council had raised the issue with Great Western Hospitals, and wished to be kept updated to any new information.</p> <p>iii) <u>Grass Cutting</u>  The recent concerns over grass cutting following the transfer of contract to the new council provider was noted, and it was noted that full Council had debated the matter for more than an hour on 9 July.</p>

	<p>iv) <u>Agenda Order</u>  With the consent of the Committee, Item 10 as listed in the agenda - <i>Visiting Cabinet Representative</i> - was moved forward to item 9.</p>
57	<p><u>Partner Updates</u></p> <p>Updates from partners were received as follows:</p> <ul style="list-style-type: none"> <li>i. <b>Wiltshire Police</b>  The written update was noted. Inspector Lisette Harvey also urged people to be vigilant when leaving windows open as a result of the heatwave.</li> <li>ii. <b>Wiltshire Fire and Rescue Service</b>  The written update was noted. The draft public safety plan for 2013-16 was also stated to be in development, with an exhibition and consultation on 12 July, and the service invited people to make comments on the plan. There were also updates on the dangers of Chinese lanterns following recent news reports and the national and regional decline in fires in the past 5 years of around 48%.</li> <li>iii. <b>Trowbridge Community Area Future (TCAF)</b>  The written update was noted. Tracy Sullivan discussed the date of the neighbourhood partnership on 2 September, and the Annual General Meeting for TCAF on 7 October at Trowbridge Town Hall, with a theme to discuss of the environment, following comment from the Area Board.</li> </ul>
58	<p><u>Outside Body Updates</u></p> <ul style="list-style-type: none"> <li>i) <u>Transforming Trowbridge</u>  It was noted the body had not met since prior to the May Local Elections, and were in the process of producing the Trowbridge Masterplan.</li> <li>ii) <u>Collaborative Schools</u>  The written report was noted.</li> <li>iii) <u>Shadow Community Operations Board (COB)</u>  The written report was noted. It was stated the shadow COB had received 1700 completed questionnaires in its first round of consultation, and further responses were now being sought. A questionnaire is attached to these minutes.</li> </ul> <p>The board considered a request to appoint a new member of the shadow COB.</p> <p><b><u>Resolved:</u></b></p> <p><b>To appoint Hayley Bell as a member of the Shadow COB.</b></p>

59	<p><u>Funding</u></p> <p>The Area Board considered the following applications to the Community Area Grant Scheme 2013/14:</p> <p>i. <u>West Wiltshire District Scout Association</u>  The sum of £1500 was requested to purchase maintenance equipment and a secure store to keep it in and to improve accessibility at the Jubilee Wood Scout Camp Site and Community Youth Activity Centre.</p> <p><b><u>Decision</u></b>  <b>The Area Board awarded the sum of £1500 to West Wiltshire District Scout Association.</b></p> <p><b><u>Reason:</u> <i>The application met the Community Area Grant Criteria 2013/14.</i></b></p>
60	<p><u>Visiting Cabinet Representative - Leisure</u></p> <p>The Cabinet Member for Communities, Campuses, Area Boards, Leisure, Libraries and Flooding, Councillor Jonathon Seed, was in attendance and discussed his responsibilities and vision for the deliverance of local governance of services with more limited resources in the future.</p> <p>The Cabinet Member answered questions, particularly on the topic of leisure, and it was stressed that community input and direction was crucial moving forward, with details of the proposed campus and other plans in the town to come from the community to be approved by Cabinet.</p> <p>The Area Board welcomed that additional youth funding the Council had received from central government had been ringfenced, and also sought further information on volunteering in Wiltshire, and it was stated that where necessary volunteers received DBS (formerly CRB) checks and appropriate training, in order to maintain libraries, leisure centres and other services that the Council could no longer afford to staff.</p> <p><b><u>Resolved:</u></b></p> <p><b>To thank the Cabinet Member for their attendance.</b></p>
61	<p><u>Trowbridge Census Data</u></p> <p>Phil Morgan (Wiltshire Council – Census Liaison Manager) delivered a presentation, attached to these minutes, on trends and data for the Trowbridge Community Area arising from the 2011 National Census.</p> <p>The high levels of recent immigration clustered in specific areas of Trowbridge was noted, to a far higher degree than other population centres in Wiltshire. The Area Board noted challenges arising from the trends given recent and historical issues of deprivation in parts of the Trowbridge Community Area, and discussed how the area could appropriately target support and resources for specific areas</p>

	<p>in a time of high stresses on funding levels.</p> <p>The possibility of Neighbourhood Budgets trialled in other parts of the country was raised, as a method of focusing funding for specific purposes and targeted much more closely on affected areas than previously.</p> <p>After debate, it was,</p> <p><b><u>Resolved:</u></b></p> <ol style="list-style-type: none"> <li><b>1) To thank Phil Morgan for his presentation;</b></li> <li><b>2) To receive a report from Michael Hudson (Wiltshire Council: Service Director – Finance) on Neighbourhood Budgets and potential options for the Trowbridge Community Area, at the next meeting of the Area Board on 12 September 2013.</b></li> </ol>
62	<p><u>Museum and Cultural Development Update</u></p> <p>Caroline Taylor (Museum Project Consultant) delivered a presentation, attached to these minutes, on the plans to move and update the Trowbridge Museum. It was stated funding had been applied for from national bodies, with the goal of taking advantage of the heritage assets in Trowbridge, such as Courtfield House, a Grade II* listed building, and creating a regionally significant site among the history of textiles in the country.</p> <p>The need to create partnerships and a cultural strategy in addition to the museum project proposal was emphasised, in order to create a cultural provision for Trowbridge, and permit it to better utilize its advantageous position close to regional hubs like Bath and Bristol.</p> <p>The Board discussed the strategy and made several suggestions about moving forward.</p> <p>At the conclusion of discussion, it was,</p> <p><b><u>Resolved:</u></b></p> <p><b>To support the development of the strategy and a commitment to consider the recommendations once that exercise had been completed.</b></p>
63	<p><u>Streetscene and Highways Local Community Co-ordinators</u></p> <p>Pat Whyte (Wiltshire Council: Engineer, Highways and Streetscene), Christopher Clark (Wiltshire Council: Client Area Manager West, Highways and Streetscene) and Mark Banks (Wiltshire Council: Community Co-ordinator, Highways and Streetscene) introduced a presentation, attached to these minutes, on the Highways and Streetscene Local Community Co-ordinators.</p>

	<p>The role of parish stewards in the new scheme was queried, and it was stated stewards were now part of the new 'Community Teams' and would continue to play a significant role. It was also stated that officers hoped that each Town Council and Parish would provide single points of contact to limit redundant liaising.</p> <p>It was,</p> <p><b><u>Resolved:</u></b></p> <p><b>To thank officers for the presentation.</b></p>
64	<p><u>Peter Black Site Update</u></p> <p>The Area Board considered the report from Stephen Hawkins (Wiltshire Council, Team Leader – Enforcement) on developments at the Peter Black Site, along with an update to the report, attached to these minutes.</p> <p><b><u>Resolved:</u></b></p> <p><b>To note the update and request a further update at the next meeting of the Area Board.</b></p>
65	<p><u>Trowbridge Transport Strategy</u></p> <p>A written update was received from Martin Aldam (Wiltshire Council: Senior Transport Planner), on the Emerging Transport Strategy for Trowbridge, following the previous update to the Area Board on 17 January 2013.</p> <p>The Board examined the contents of the report, and noted with regret that it did not address the issues the Board had previously raised, and as an update did not satisfy the concerns that had been identified.</p> <p>After debate, it was,</p> <p><b><u>Resolved:</u></b></p> <ol style="list-style-type: none"> <li><b>1) To REJECT the report as wholly unsatisfactory in terms of addressing the concerns and needs of Trowbridge as previously raised by the Area Board, and</b></li> <li><b>2) To seek feedback from the report author on the concerns raised by the Area Board for the meeting in September.</b></li> </ol>
66	<p><u>Community Area Transport Group (CATG) Recommendations</u></p> <p>The Area Board noted the report on the Community Area Transport Group Recommendations.</p>

	<p><b><u>Decision</u></b></p> <p><b>To agree the recommendations of the Community Area Transport Group, as follows:</b></p> <ol style="list-style-type: none"> <li><b>1) That £1,346 is allocated for a topographical survey and £12,000 is allocated for carrying out the works related to a crossing point on Bradley Road, Trowbridge.</b></li> <li><b>2) That £3,000 is allocated for a road traffic order for restricted access on West Street, Trowbridge</b></li> <li><b>3) That £560 is allocated for 2x grit bins in both Southwick and Trowbridge Paxcroft Divisions. The refilling of these bins will not be carried out by Wiltshire Council.</b></li> <li><b>4) That £950 is allocated for the provision of 2x dropped kerbs in Hazel Grove area on condition that this sum would be matched by £950 from Trowbridge Town Council.</b></li> </ol>
67	<p><b><u>Any Urgent Business and Forward Plan</u></b></p> <p>The Board discussed the draft forward plan, and suggestions were made regarding a report on proposed celebrations of the Magna Carta, and to confirm if the Green Spaces report would be scheduled for the September meeting.</p>
68	<p><b><u>Close</u></b></p>

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## Trowbridge Area Board

11 July 2013

Welcome to this evening's meeting



# Wiltshire's Diverse Population

Phil Morgan, Census Liaison Manager

# Second release

- The second data from the Census 2011 was released by ONS on 30<sup>th</sup> January 2013.
- Wiltshire's total census day population was **471,000 (its now nearer 477,000)**
- The population has increased by 38,000 between 2001 and 2011, an increase of 8.8% which is larger than the overall increase in the South West and England.
- Wiltshire's growth rate was the fourth largest in the South west.
- Only the urban areas of Swindon, Bristol and Bournemouth have higher growth rates.

Household Questionnaire  
England  
Office for National Statistics  
2011 Census

THE OCCUPIER  
64112502  
0159 3485 3738 5126  
Return to:  
FREEPOST 2011 Census,  
Processing Centre, UK

**Complete online**  
www.census.gov.uk  
Your personal internet access code is:  
MR5K | PBV8 | 8DX6 | ZCXB | PFDN

**Declaration**  
This questionnaire has been completed to the best of my knowledge and belief.  
Signature  
Date Telephone number

**Where can you get help?**  
www.census.gov.uk  
Census helpline 0300 0201 101  
Text Relay 18001 0300 0201 160

Help is available in large print and Braille

H1

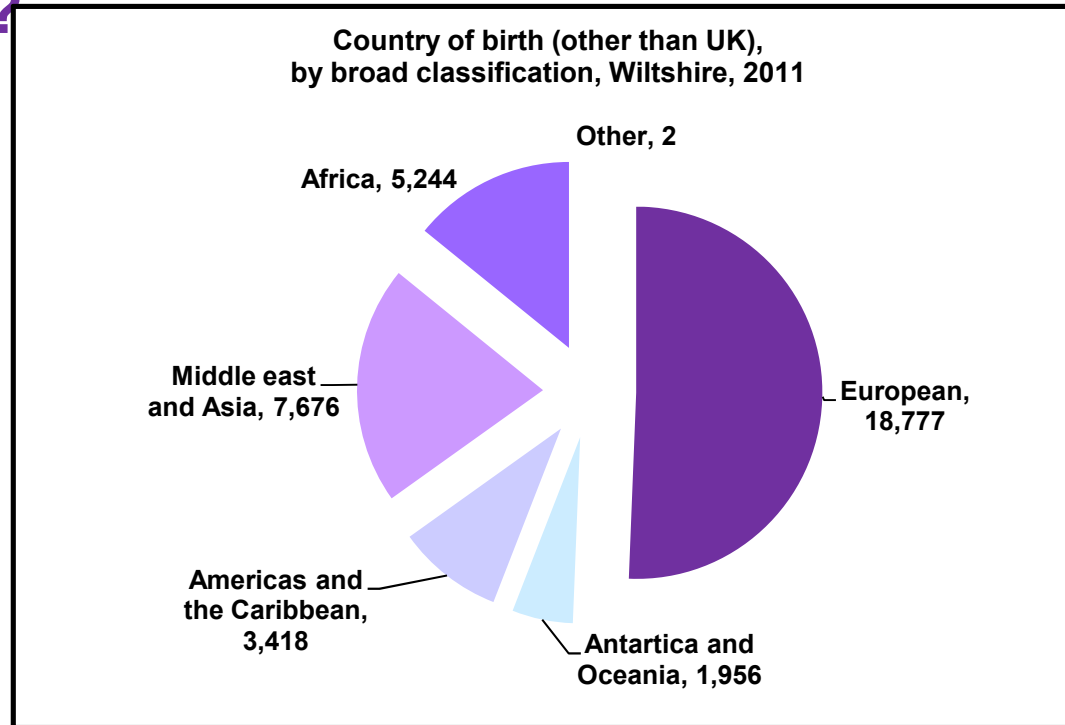
## Who lives in Wiltshire?

In 2001 around 6% were born outside UK.

In 2011 around 8% were born outside the UK

We have a long history of some minority communities, Polish in Westbury, Moroccan in Trowbridge (90), Gypsy traveller community in the south for example

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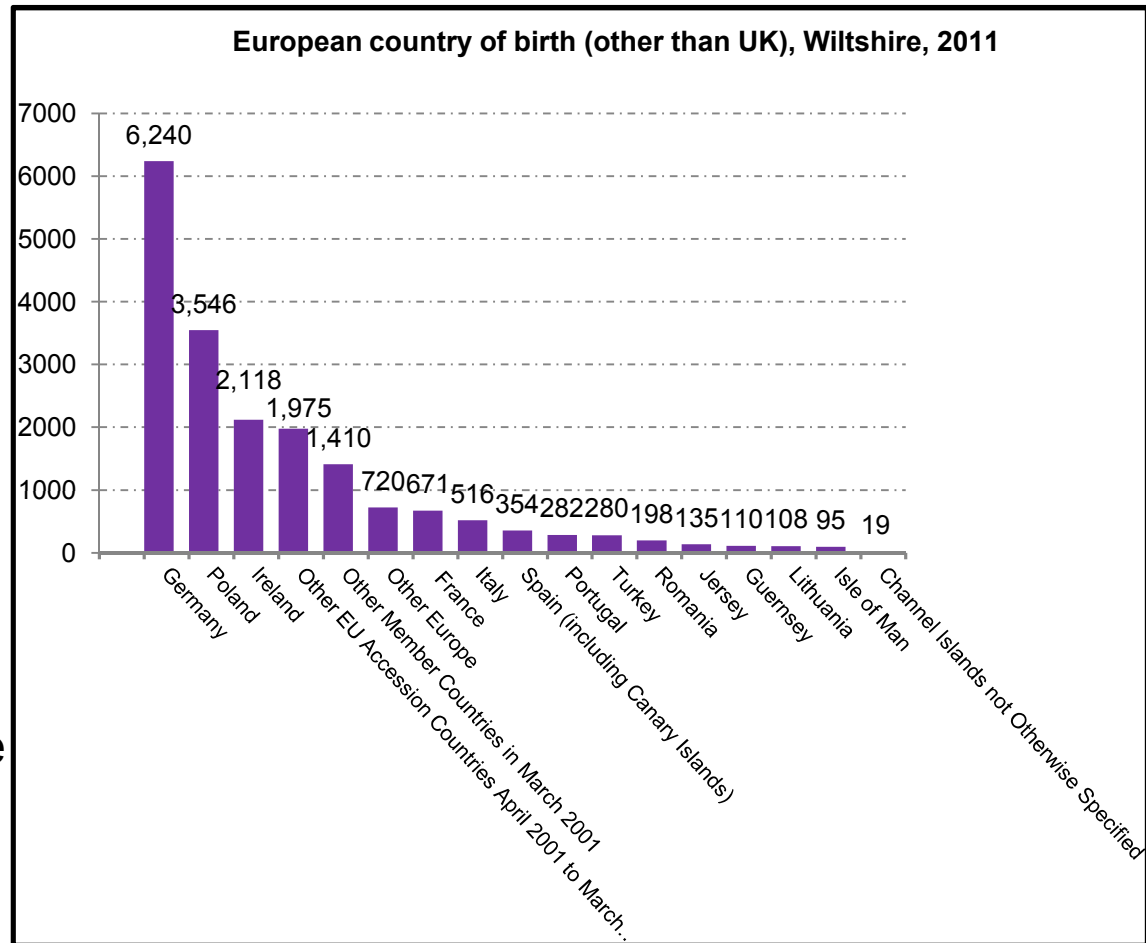


Note: Although the Isle of Man and the Channel Islands are part of the British Islands, they are not part of the United Kingdom. These figures have therefore been added to the European total.

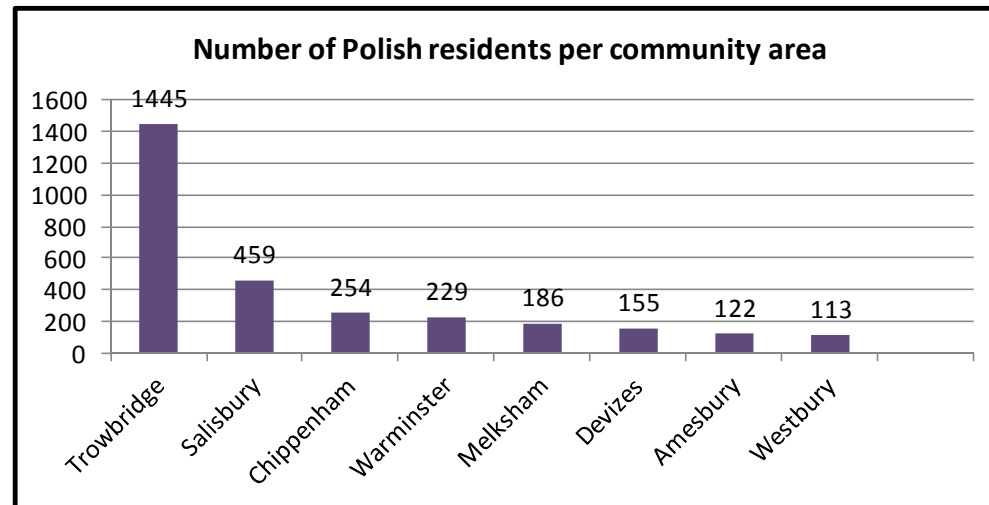
## The new European dimension



- German population – they are almost entirely as a result of the British Army overseas
- The Polish community are the new feature in the landscape



LSOA name	Polish population numbers
Trowbridge-Adcroft-Seymour	262
Trowbridge College-central	158
Trowbridge Park-central	141
Trowbridge Drynham-central	139
Trowbridge Adcroft-canal road	133
Trowbridge Adcroft-Stallard	101



# The military dimension

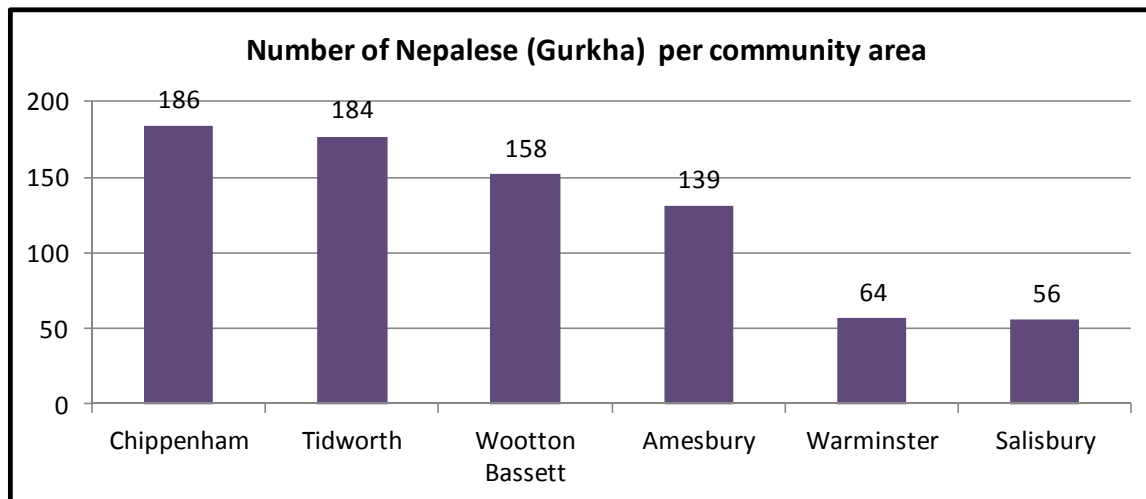


## Our distinct military communities



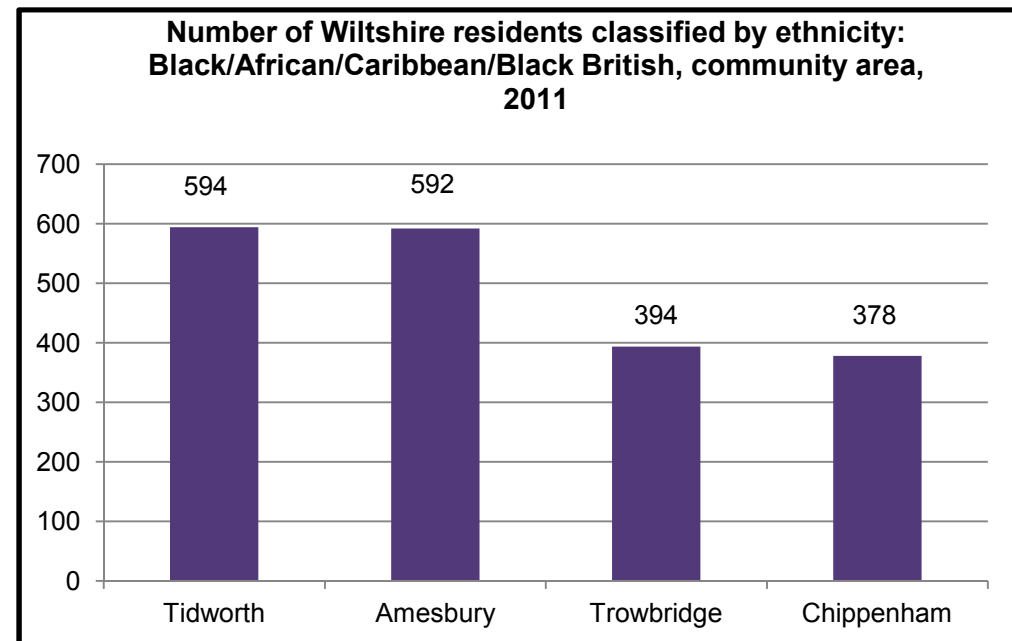
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We have over 900 Gurkhas and there are nearly 1300 in Swindon but nowhere else in any numbers in South West





## Our distinct military communities



## Our distinct military communities

In Wiltshire we have 569 registering as Polynesia, Micronesia and Melanesia

Highest concentration of Polynesian outside London (1812)

Royal Logistics Corp based at Buckley barracks Hullavington



## Our new population has distinct needs.

- We need to know – who is coming next?
  - New Army units
- We need to know are people staying?
- Japanese's – Honda – what's likely to happen
  - Polish are they putting down roots?



Any questions?





## Trowbridge Area Board

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# **Trowbridge's Museum Redevelopment – the potential offered**

Presentation to Area Board  
11 July 2013

Caroline Taylor, Trowbridge Museum Consultant



## Courtfield House

One of Trowbridge's thirteen  
Grade II\* Listed buildings  
dating back to mid 16th  
century



# Opportunity for Trowbridge Museum & Art Gallery to improve the display of our nationally important collection relating to West of England woollen cloth production

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# Courtfield House Project Aims

## LEARNING

Enhanced displays - Pitman, Crabbe, Trowbridge through time, Magna Carta  
Use of Courtfield House to bring to life the West of England woollen cloth industry history  
Trowbridge's historic buildings interactives  
Histories of the surrounding parishes  
High specification Art Gallery  
Tudor apothecary's garden, dyer's garden and protection of a rare orchard

## PARTICIPATION

Increased opportunities for volunteering  
Expanded events programme to engage people  
Improved facilities for art and craft workshops  
Encourage new audiences to get involved through audience development activities

## CONSERVATION

A significant heritage asset brought back into beneficial community use  
Object Store enabling Museum to conserve, preserve and display heritage objects and artefacts

## **Culture is important**

- Strengthens communities, creates pride in place where people live and work, enhances local distinctiveness, builds sustainable communities
- Economy - worth an estimate £80m to overall Wiltshire economy with up to 4m visits already taking place to cultural offerings
- Growing fast as a sector makes huge contribution to local economies in terms of jobs, skills and training
- Enhances, builds reputations; in some instances creates them

## Wiltshire Core Strategy

‘Trowbridge has a strong industrial heritage and features a number of key landmark buildings, including the Town Hall, mill buildings and a hierarchy of buildings associated with the cloth industry. Future development should have regard to this important heritage and ensure proposals enhance, rather than negatively impact on the existing townscape.’

# Transforming Trowbridge

- Create a day and evening economy
- Celebrate assets including Trowbridge park and the historic town centre through the reuse of vacant historic buildings
- Promote the town centre through public space improvements and events to improve perception
- Create a family friendly town with Trowbridge Park at its heart, with shops and services facing onto the park
- Improve public spaces capable of holding street performance, cultural and arts events regularly

# Trowbridge's Cultural Quarter

- Trowbridge Civic Centre and Leisure Centre
- Cinema and restaurant complex
- Trowbridge Park, the People's Park
- Proposed location for Trowbridge Museum & Art Gallery
- Trowbridge Town Hall
- Possible location for Campus development

# Cox Review of Creativity in Business

Review for HM Treasury suggested development of regional centres containing at least some of the following facilities:

- Exhibition space for static and travelling displays
- Seminar facilities
- A hub for creative industry gatherings
- Educational facilities
- Space for professional and trade bodies
- Retail environment/dining facilities
- Incubator space for early-stage creative businesses
- Serviced office/shared studio facilities for creative businesses

# Strategy Development

- **Assess the Cultural Economy**
- **Grow / strengthen the sector**
- **Make recommendations**
- **Delivery initiatives tackling key**

# Costs and income generation

## Capital costs:

Currently estimated at £2.6m - although survey work needs to be completed to ensure this is accurate.

## Income generation:

- Cafe and retail facility
- Textile artists studios
- Hiring of building and grounds
- Micro brewery

## Timeline:

- Round One application Nov 2013
- Round One pass early 2014
- Build programme nine months
- Open early 2015







## Trowbridge Area Board

11 July 2013

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# Local Highways & Streetscene



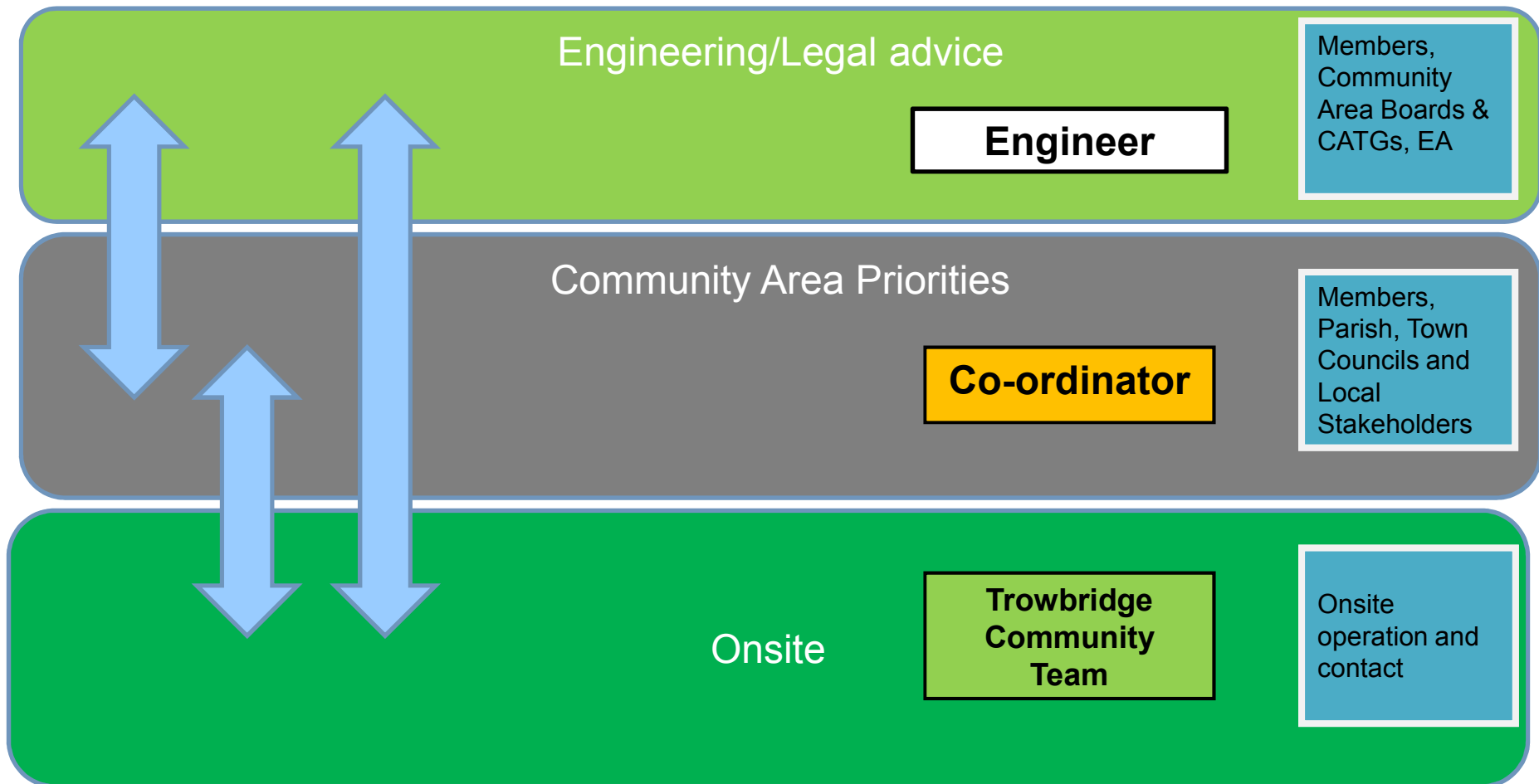
# **Chris Clark**

**Area Manager Local Highways &  
Streetscene**



# New Structure

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# Member of Public Contact

- Members of the Public –
  - Customer Care Unit 0300 456 0100 e-mail [clarence@wiltshire.gov.uk](mailto:clarence@wiltshire.gov.uk)
  - Clarence 0800 23 23 23 or 01225 777234 from Mobile
- Website [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)



## Parish/ Town Council Contact



- The Community Coordinator for your area is Mark Banks
- He is based at Bowerhill, Melksham.
- Direct Dial **01225 712819**

A **Community Coordinator**, is responsible for the management of the Local Highway and Streetscene assets and the community priorities within one community board area. Feedback to parish/ town council is undertaken by the Coordinator to one point of contact agreed by the local council..

# Community Area Board Contact



- The Engineer for your area is Pat Whyte
- He is based at Bowerhill Melksham.
- Direct Dial **01225 712811**

An **Engineer** provides the technical support and strategic service provision across two community board areas. Feedback to Community Area Boards is undertaken by the Engineer at the Community Area Board Transport Groups.



# Questions

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**Wiltshire Council**

**Trowbridge Area Board**

**11 July 2013**

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## **Peter Black Site Update to Report**

The period for compliance with the *Untidy Site Notice* expired on **4<sup>th</sup> July**. In the meantime, officers have been advised that contractors have been appointed by the official receiver to undertake the required works in the week beginning **15<sup>th</sup> July**. Officers will continue to monitor the situation; in the event that the required works are not undertaken as stated, officers will be presenting a report to a future Western area Planning Committee in respect of further action to secure compliance with the *Notice*, which will include direct action in default of compliance.

**Stephen Hawkins**

**Team Leader (Enforcement)**

E-mail [Stephen.Hawkins@wiltshire.gov.uk](mailto:Stephen.Hawkins@wiltshire.gov.uk)

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