

## **Town Clerk's Report 28<sup>th</sup> August 2013 to Policy & Resources Committee to be held on 3<sup>rd</sup> September 2013**

### **1. POLICY**

**1.1 Town Council Strategy – (AGENDA ITEM 7)** Following the Town Clerk's Annual Review and cascade of objectives to the management team through annual appraisals the Strategy Review has been undertaken and a new DRAFT Strategy for the period 2013 -2017, which outlines the focus of the council's priorities for the next four years, is attached for consideration. Included is a recommendation that the Council also replaces the Vision, Mission Statement and Aims, as part of the new Strategy document.

**RECOMMENDATION: That the Policy and Resources Committee assesses the Draft Strategy and in conjunction with other committees presents a final version for adoption by Council at the 19<sup>th</sup> November Full Council meeting.**

**1.2 Community Governance Review –** Wiltshire Council has acknowledged receipt of requests for CGRs from a number of towns and is reviewing the next steps.

### **2. FINANCE**

**2.1 Local Gov't Act S150(5), Orders For Payment –** We are awaiting confirmation of repeal of the requirement that all orders for payment (cheques) are signed by two councillors and new arrangements from The Dept. of Communities and Local Govt. (DCLG). We are considering arrangements for the introduction of electronic banking in conjunction with the changes, this would still include two councillors approving a list of payments prior to electronic payments being processed.

**2.2 Localisation of Council Tax Grant from DCLG –** The grant in 2014 has been subsumed into the main direct grant formula to Wiltshire Council, DCLG has indicated that it expects Billing Authorities to pass the grant on the parish and town councils. I have met with Michael Hudson and have a further meeting on the 9<sup>th</sup> September. The Society of Local Council Clerks meeting on 20<sup>th</sup> September will be attended by Jane Scott, where I am sure the matter will be raised.

### **3. PERSONNEL**

#### **3.1 Recruitment**

**3.1.1 Leisure Services:** In order to meet demand from schools for the start of the Autumn term, which coincides with the government funding to support sport and fitness we have strengthened our sports coaching team – the following have joined the team on 6 month Fixed Term Contracts: Martin Read 37 Hrs, Emily Hunter 30 Hrs, Mathew Briant 30 Hrs, Nathaniel Greathead 17.5 Hrs and Niall Bishop 17.5 Hrs. In addition the Administrative support for the department has increased to full time permanent with Amy Knowland as Admin Assistant.

**3.1.2 Customer Services & TIC** has also been strengthened with the appointment of Rebecca Gabb starting on 1 September 2013 as the new full time Customer Services Assistant including TIC cover on a 6 month fixed term contract, this role partly replaces Amy Knowland's part time reception activity.

**3.1.3 Direct Services:** Leaver: Sam Bitmead has been replaced by Sarah-Jane Bell as Civic Centre Supervisor FT 6 months Fixed Term Contract.

**3.2 Investors In People** - The assessment is scheduled for 23<sup>rd</sup>/24<sup>th</sup> September.

## **4. SERVICES**

**4.1 Museum & Tourism** – The next committee meeting is 10<sup>th</sup> September.

**4.1.1 Exhibitions: Textile & Weaving Festival** - 17<sup>th</sup> August – 16<sup>th</sup> November. To celebrate the 5<sup>th</sup> anniversary there is *A Quintet of Quality Quirky, and Quaint Quilts* produced by local groups. The project involves working with Bath Spa University, Wiltshire College and local textile artists. There will be a '*Fleece to Fabric*' event and free craft activities for all.

**4.1.2 Trowbridge Arts Festival** - 19<sup>th</sup> October - 2<sup>nd</sup> November.

**4.1.3 Cloth Road 2014** - The Exhibition & Arts Officer is working with artists to get involved in the project. Saturday 3<sup>rd</sup> May – 27<sup>th</sup> September 2014.

**4.1.4 Magna Carta 2015** – Following approval by Council we are now working on plans for celebration. The Market Charter gives Trowbridge the right to hold a three day festival around the feast of St James (Saturday 25<sup>th</sup> July) and we are looking at this as the date. Mrs Angela Milroy will act as liaison with the Magna Carta committee and with Wiltshire Council.

**4.2 Leisure Services** - The next committee meeting is now rescheduled to 12<sup>th</sup> November.

**4.2.1 Active Trowbridge Fun Days** – were held during the summer at Walwayne Court, John of Gaunt & Newtown Schools and will run in October half term at Walwayne Court.

**4.2.2 Community Sports Roadshow** – was run for FREE in various locations around the town during the Summer Holidays.

**4.2.3 Youth Advisory Group (YAG)** – Will consider appointments and priorities at the start of the new term.

**4.3 Direct Services** – The next committee meeting is 26<sup>th</sup> November.

**4.3.1 Trowbridge In Bloom** – Awarded Gold in 2011 and 2012 we will enter the main competition again in 2014 when we host the main SW awards event in September. We have received a number of very positive comments from residents and visitors from Bradford on Avon, Bath and other areas.

**4.3.2 10/12 Fore Street Offices, Schedule of Dilapidations** – Our agent Mr Rob Quartley is negotiating and we anticipate settling the matter soon.

**4.3.3 Grounds Maintenance Contracts** – We will be retendering each of the contracts for the period from April 2014.

**4.3.4 Town Park** – Significant improvements have been made since the Town Council took over in early July; the pond is full once again and the fountains performing, the

hedges have been trimmed, the crazy golf refurbished and a new fence is being installed around the Children's Play Area. We are also seeking funding from Wiltshire Council and the Police & Crime Commissioner for improvements to lighting and safety and security improvements related to re-profiling of shrubs. We have held very constructive discussions with the Bowls Club.

**4.3.5 Civic Centre** – The Management Board meets on 14<sup>th</sup> November.

**4.3.6 Crown Catering** - All financial matters have now been resolved to the satisfaction of the RFO.

## **5. MARKETING, PROMOTION & EVENTS**

**5.1 Newsletter** – The September newsletter is incorporated into the Trowbridge Magazine; further editions will be published this way in November and throughout 2014.

**5.2 Calendar of Events** (please see the web site and at the end of the report)

[www.trowbridge.gov.uk/Calendar-of-Events-wo-16.html](http://www.trowbridge.gov.uk/Calendar-of-Events-wo-16.html)

**5.3 Website** – The Town Council web-site [www.trowbridge.gov.uk](http://www.trowbridge.gov.uk) provides information about all council activities and services as well as links to other Trowbridge web-sites. We are undertaking some changes to the site which make it easier to update and give a fresher look. Our other web-sites are: [www.trowbridgecivic.co.uk](http://www.trowbridgecivic.co.uk) for information about the Civic Centre, events and activities & [www.trowbridgemuseum.co.uk](http://www.trowbridgemuseum.co.uk) for the Museum.

**5.4 Whole Town Approach** – The idea of branding for the town is being pursued in conjunction with the Business Improvement District and a bid to DCLG to be a Community Budget pilot through the Our Place programme focussing on economic growth and jobs. It has been included in the Strategy, with references to both Discover Trowbridge and Trowbridge Success.

**6. TOWN DEVELOPMENT** – Committee meets 10<sup>th</sup> September, 1<sup>st</sup> and 22<sup>nd</sup> October to consider all applications for planning permission in the town received by Wiltshire Council.

**6.1 Transforming Trowbridge** – [www.transformingtrowbridge.org.uk](http://www.transformingtrowbridge.org.uk) Established by Wiltshire Council, a partnership to support regeneration of the town centre is leading on development of a Masterplan. Due to meet on Thursday 5<sup>th</sup> September.

**6.1.1 Business Improvement District** - Consideration is being given to the establishment of a Town Centre BID. Wiltshire Council will fund the promotional phase for Salisbury, Chippenham and Trowbridge and are seeking partnership funding for a feasibility study to start the process. A BID enables a levy to be charged to Business Rates if approved in a referendum, funding Town Centre improvements, which could include Christmas Lights, Floral displays, events, street furniture, signage and traffic improvements, with a BID board charged with overseeing the expenditure. This could also potentially be linked to the transfer of car-parks from Wiltshire Council. We have received some contribution towards the BID from businesses and the Initiative.

**6.1.2 Masterplan** – Further public consultation will be undertaken following the conclusion of the Core Strategy Enquiry In Public.

**6.2 Town Centre Developments**

**St Stephens Place** – work is progressing to schedule on site, to provide a 7-screen ODEON cinema due to open 25 October, 80-bed Premier Inn, Prezzo, Nando's and 4 other restaurant units. Premier Inns and ODEON have been interviewing at the Civic Centre.

**Cradle Bridge** – Former Peter Black site is for sale.

**Bowyers** – It is understood that Prorsus/Morrison's are pursuing an appeal for their original application although this has not been officially confirmed by Wiltshire Council.

**County Hall Remodelling.** The refurbishment of Old County Hall continues.

**Court Street** – the proposal for a mixed use office and residential scheme on the former Tremans Factory site has received permission.

**6.3 Housing** – The following major sites are under development, total over 1,200 houses.

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

**H11 Castle Mead** off Green Lane, Persimmon and Charles Church 650 houses for sale.

**H8d Brook Meadow**, Barratt and Taylor Wimpey 150 houses for sale, including a foot /cyclepath to Ashton Street, giving access to the town centre for Paxcroft Mead.

**H8c The Pastures** off Parsonage Way, Abbey New Homes 180 starting soon.

**St James' Gardens** off Union Street, Newland Homes 75 houses for sale.

**Broad Street and York Buildings** PFI sites for social housing now commenced.

**Centenary Court**, Yeoman Way, Selwood Housing social housing site now commenced.

**Rugby Club, Green Lane** – 90 houses.

**Ashton Park** – Mainly in West Ashton and North Bradley Parishes, proposes up to 3000 houses. An application is expected in the Autumn. Pre-meetings with the local councils and the Area Board are expected in September.

**6.4 Wiltshire Core Strategy** – The Town Clerk represented the Town Council, with specific issues around the allocation of a new secondary school site in the area and the need to focus on access issues in the Masterplan for the redevelopment of the town centre. Prior to the Inspector making his report the *schedule of proposed modifications* has been published and is available for consultation until the 9<sup>th</sup> October. It will be considered at the Town Development committee meeting on Tuesday 1<sup>st</sup> October.

**6.5 Community Infrastructure Levy (CIL)** – [www.wiltshire.gov.uk/wiltshire-preliminary-draft-charging-schedule](http://www.wiltshire.gov.uk/wiltshire-preliminary-draft-charging-schedule) Wiltshire Council is in the process of introducing a CIL schedule, expected to be introduced in line with the adoption of the Core Strategy in 2014.

**6.6 Infrastructure Delivery Plan** - Items included in the Infrastructure Delivery Plan (IDP) will be funded by the CIL. The Town Council will need to consider the IDP as part of the developing Council Strategy to ensure that items required by the community are included. Such items would include; allotments, cemetery, play areas, highways, cycle routes and sports pitches, for which some money from developers through Section 106 contributions is already available. The IDP should be reviewed by Wiltshire Council on an annual basis.

**6.7 Swindon and Wiltshire Local Transport Board (SWLTB)** – Has established a list of schemes to be funded with the £11.3m government funding These are: A350 Chippenham Bypass improvements, M4 J16 improvements and M4 J15 improvements. The other priorities: Westbury Additional Platform, A350 West Ashton Relief Road and Yarnbrook Relief Road will now need to be funded from other sources. Funding for the two A350 improvements close to the town should be available through developers and Wiltshire Council.

<http://ww5.swindon.gov.uk/moderngov/documents/s61034/Consultation%20Document%20-%20Process%20and%20Outcomes.pdf>

**6.8 Rail Services** – It is reported that the consultant's report to government concludes that extension of electrification from Newbury to Westbury would not be cost effective. The additional services to Melksham, Chippenham and Swindon will be introduced with the December timetable changes, this provides for 8 return journeys

each day, affording significant improvements to journey times from Trowbridge to London in addition to the four through trains each day.

## **7. PARTNERSHIP**

**7.1 Wiltshire Council** - The parish newsletter is now published weekly and is circulated to members. [www.wiltshire.gov.uk/council/parishnewsletterhome.htm](http://www.wiltshire.gov.uk/council/parishnewsletterhome.htm)

**7.1.1 Area Board** – The next meeting is on 12<sup>th</sup> September at County Hall. The Community Area Web Site is operational.

[www.trowbridge.ourcommunitymatters.org.uk](http://www.trowbridge.ourcommunitymatters.org.uk)

**7.1.2 Community Area Transport Group (CATG)** – Considers transport matters as a committee of the Area Board, 2013 budget £21,864. The locations for grit bins have all now been agreed and will be located prior to the end of Autumn. Next meeting 21<sup>st</sup> October.

**7.1.3 Stallard Recreation Ground Changing Rooms** – This facility on Innox Rd will be implemented by Wiltshire Council, with a contribution from the Town Council, once football foundation money is confirmed at the end of the year.

**7.1.4 Enterprise Wiltshire** – [//theenterprisenetwork.co.uk/](http://theenterprisenetwork.co.uk/) One of the projects is the establishment of a business start-up facility at Ascot Court Enterprise Centre, White Horse Business Park which I visited on 15<sup>th</sup> July.

**7.1.5 Trowbridge Shadow Community Campus Operations Board** – The second consultation has now been completed, to confirm the range of facilities and locations.

## **7.2 Trowbridge Community Area Future (TCAF) – <http://tcafuture.wordpress.com/>**

TCAF is funded through the Area Board and the Town Council, and is based at the Civic Centre. They bring together the work of a variety of partnerships and other voluntary groups to work for the future of the town. Meetings as follows (subject to confirmation)

TCAF Neighbourhoods	Mon 2 <sup>nd</sup> Sept – 18:00	Civic Centre
TCAF Steering Group	Mon 9 <sup>th</sup> Sept – 16:00	Civic Centre
TCAF BA14 Culture	Mon 9 <sup>th</sup> Sept – 20:00	Civic Centre
TCAF Health & Social Care	Thurs 19 <sup>th</sup> Sept – 18:00	Civic Centre

**7.2.1 Collaborative Schools Ltd (CSL)** – A not for profit company established as a partnership of all of the Trowbridge catchment area schools, works to deliver a range of activities and support to local schools. The ‘Every Child Matters’ community group of CSL operates as the Education Theme Group of TCAF.

**7.2.2 New Primary School** - to be built in the East of Trowbridge as part of Persimmon’s Castle Mead development. Selection of Academy to operate the school is subject to approval by the DfE.

**7.3 Police and Community Safety** – Inspector Lissette Harvey gives a written report to Full Council meetings, including details of neighbourhood teams.

**7.3.1 Police and Crime Commissioner** – Angus MacPherson has introduced a £1million innovation fund. Officers believe that improvements to lighting in the Park would be a suitable project for partnership funding from the PCC. He is due to attend Full Council.

**7.4 Wiltshire Association of Local Councils (WALC)** – Latest newsletter was circulated. [www.wiltshire-alc.org.uk](http://www.wiltshire-alc.org.uk)

**7.5 Trowbridge Chamber of Commerce** – Colin Kay is President.

**7.6 Trowbridge Initiative** – A group working to support the vitality of the town centre. The VISIT Trowbridge leaflet has been a great success and now the SHOP Trowbridge leaflet is in production. The initiative is also looking to work with the Town Council in the future on the provision of improved signage around the town centre and from key arrival points.

**7.6.1 Markets** – The weekly market started in March as a partnership between Wiltshire Council and the Town Team (A Community Interest Company and the operational arm of the Initiative). They will also be running Saturday themed markets on, Food Festival 31<sup>st</sup> August and Christmas Lights 30<sup>th</sup> November. Wiltshire Farmers Market also runs two Fridays per month.

**7.7 NHS** - The planning application for the new **Bradcroft surgery** is still being considered by Wiltshire Council. In a report to the Area Board the new Wiltshire Clinical Commissioning Group reported that they had been established on 1 April.

## 8. PROJECTS

The Town Council undertakes a number of projects, often involving capital expenditure, aimed to improve our services and community facilities.

- 8.1 CIVIC CENTRE – (AGENDA ITEM 14)** Following further negotiations with Beard I instructed Ian Williams (formerly of Hydrock and now working independently for the Council) to assess the additional information provided by Beard. As a result Ian is able to confirm that Beard have provided additional justification for some additional cost, although strictly under the terms of the contract this information was provided beyond the appropriate timescale. There remains a risk that adjudication could award additional costs against the council and it is therefore appropriate to consider reaching a settlement with Beard. Councillors may need to take this item as Private and Confidential if further information needs to be considered and debated. It is therefore **recommended:**

**That the committee recommends to Council that the remaining retention amount £28,388.60 is paid and an additional amount for non-contract specified works to the roof, recommended by our health and safety consultant valued at £8,003.00 is paid and that an additional offer is also made, bringing the total remaining amount to be paid to Beard in full and final settlement up to £50,000. The additional £13,608.40 to be funded from general reserves.**

- 8.2 SPORTS PITCHES** – We will be completing the purchase of 5 acres adjacent to the new Rugby Club Ground at Devizes Road in September, which will be funded from developer contributions (S106) via Wiltshire Council.
- 8.3 MUSEUM RELOCATION** – Caroline Taylor, our consultant, presented at the Area Board meeting. Securing the alternative property at Courtfield House is progressing, our agent has assessed the needs of the dance school and will report shortly on options. English Heritage and the Architectural Heritage Fund have also visited and are supporting the project, with funding for a conditions survey. The buildings at Courtfield House are expected to be added to the *at risk* register, enabling grant funding for remedial works.
- 8.4 ALLOTMENTS** – Being considered by Wiltshire Council Cabinet in the Autumn.

## 9. CIVIC & DEMOCRATIC ACTIVITIES

- 9.1 Councillor Nicola Blackmore – Grove Ward.** I can confirm that Cllr Nicola Blackmore has completed her Declaration of Acceptance of Office and is willing to join the Direct Services Committee and the Museum & Tourism Committee.

- 9.2 Council Meeting Dates.** Council and committee meetings for the next few months are:

Tuesday 3 <sup>rd</sup> September	Policy & Resources
Tuesday 10 <sup>th</sup> September	Museum & Tourism (6:30pm) followed by Town Development
Tuesday 17 <sup>th</sup> September	Full Council



Tuesday 24 <sup>th</sup> September	NO MEETING (TIB AWARDS EVENING)
Tuesday 1 <sup>st</sup> October	Town Development
Tuesday 8 <sup>th</sup> October	NO MEETING
Tuesday 15 <sup>th</sup> October	NO MEETING
Tuesday 22 <sup>nd</sup> October	Town Development
Tuesday 29 <sup>th</sup> October	NO MEETING
Tuesday 5 <sup>th</sup> November	Policy & Resources
Tuesday 12 <sup>th</sup> November	Leisure Services (6:15pm) followed by Town Development

**9.3 Twinning** - The town is twinned with Leer in Germany, Charenton in France, Elblag in Poland (jointly with Bradford, Melksham, Warminster and Westbury) and Oujda in Morocco. The council makes a small contribution to each association annually.

**Leer Cultural Festival** - there are three artists from the Cloth Road Artists sending work for the second 'Internationaler Leerer Salon' - 25 October to 26 November - Paul Workman, Jill Hillman and David Moss - all Trowbridge based artists. The exhibition will be held in the Zollhaus - an old warehouse near to the Railway Station. The artists have been asked to submit (in addition to their paintings) an audio recording from each of them expressing their ideas and thoughts; these are going to be incorporated into a sound/visual sculpture created by one of the Leer artists.

The Mayor is to make an official visit to Elblag, Poland at the end of August, also to Leer, Germany mid-October for the Gallimarkt celebrations, along with a coach party of approx. 37 visitors from the twinning association; and to Charenton, France, to participate in the Mayor's New Year (2104) celebrations.

**Lance Allan**

**Town Clerk**

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[www.trowbridgemuseum.co.uk](http://www.trowbridgemuseum.co.uk)

Extract from the web site: [www.trowbridge.gov.uk/Calendar-of-Events-wo-16.html](http://www.trowbridge.gov.uk/Calendar-of-Events-wo-16.html)

## What's Happening in Trowbridge

For further event details, please click on links where applicable

### 2013

#### AUGUST

27-30	<a href="#">Active Trowbridge Fun Days</a>	Newtown School
31	Trowbridge 'Food Fest'	Fore Street
31	<a href="#">'Summer Heat'</a>	Civic Centre

#### SEPTEMBER

1	Wedding Fair	Civic Centre
7	Carnival Country Fayre/Boot Sale	Trowbridge Park
8	<a href="#">Sunday Club</a> Outing	TBA
12	Trowbridge in Bloom meeting	Civic Centre
24	Trowbridge in Bloom Awards Evening	Civic Centre
27	<a href="#">Championship Boxing</a>	Civic Centre
28	<a href="#">'The Croutons'</a>	Civic Centre

#### OCTOBER

13	<a href="#">Sunday Club</a>	Civic Centre
18	Trowbridge Arts Festival 2013 opens	TBA
19	Carnival Procession	
24	Trowbridge in Bloom meeting	Civic Centre
29 - 1 Nov.	Half-Term Activities	Museum

#### NOVEMBER

2	Trowbridge Arts Festival 2013 closes	TBA
2	<a href="#">Comedy Live @ the Civic</a>	Civic Centre
3	<a href="#">Sunday Club</a>	Civic Centre
9	<a href="#">'Jethro' - SOLD OUT!</a>	Civic Centre
10	Remembrance Day Parade & Service	Trowbridge Park & St. James' Church
16	Fifth Textile & Weaving Festival closes	Museum
30	<a href="#">Christmas Craft Fayre</a>	Civic Centre
30	Christmas Lights Switch On	Fore Street
30	Shoppers' Carol Service	St. James' Church

#### DECEMBER

7	Dickensian Christmas Experience opens	Museum
8	<a href="#">Sunday Club</a> Christmas Lunch	Civic Centre
12,13,14	'Enchanted Forest' Christmas Party Nights	Civic Centre
28	<a href="#">'The Magic Of Motown' show</a>	Civic Centre

### 2014

#### FEBRUARY

15	'Popular Pitman, Convivial Crabbe' (ends 19/4/2014)	Museum
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