

# AGENDA

**Meeting:** Trowbridge Area Board  
**Place:** Conference Suite - County Hall, Bythesea Road, Trowbridge, BA14 8JN  
**Date:** Thursday 19 January 2023  
**Time:** 6.30 pm

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Including the Parishes of: Hilperton, North Bradley, Southwick, Trowbridge, West Ashton

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**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.

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Please direct any enquiries on this Agenda to Kieran Elliott, direct line 01225 718504 or email [kieran.elliott@wiltshire.gov.uk](mailto:kieran.elliott@wiltshire.gov.uk)

All the papers connected with this meeting are available on the Council's website at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

Press enquiries to Communications on direct lines (01225) 713114 / 713115.

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## Wiltshire Councillors

Cllr Daniel Cave, Trowbridge Park (Chairman)  
Cllr Antonio Piazza, Drynham (Vice-Chairman)  
Cllr Ernie Clark, Hilperton  
Cllr Horace Prickett, Southwick  
Cllr Mel Jacob, Trowbridge Paxcroft  
Cllr Edward Kirk, Adcroft  
Cllr Stewart Palmen, Central  
Cllr Jo Trigg, Lambrok  
Cllr David Vigar, Grove

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**Bourne Hill, Salisbury**  
**Monkton Park, Chippenham**

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

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

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

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

	<b>Items to be considered</b>	<b>Time</b>
1	<p><b>Apologies</b></p> <p>To receive any apologies for absence.</p>	<b>18.30</b>
2	<p><b>Minutes of the Previous Meeting</b> (<i>Pages 5 - 10</i>)</p> <p>To approve the minutes of the meeting held on 6 October 2022.</p>	
3	<p><b>Declarations of Interest</b></p> <p>To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.</p>	
4	<p><b>Chairman's Announcements</b> (<i>Pages 11 - 24</i>)</p> <p>To include the following:</p> <ul style="list-style-type: none"> <li>a) Family Help Project - Wiltshire Families and Children's Transformation (FACT) Partnership</li> <li>b) Community First Update</li> <li>c) Cost of Living Update</li> <li>d) King's Coronation</li> <li>e) Future High Streets Fund</li> </ul>	
5	<p><b>Partner Updates</b></p> <p>To note any written reports or receive any updates from the following:</p> <ul style="list-style-type: none"> <li>a) Wiltshire Police</li> <li>b) Dorset and Wiltshire Fire and Rescue Service</li> <li>c) Town and Parish Councils Trowbridge Town Council – <a href="#">Agenda for Policy and Resources Committee 10 January 2023</a></li> <li>d) Other Updates</li> </ul>	<b>18.40</b>
6	<p><b>Shared Lives Update</b></p> <p>To receive a presentation on the Shared Lives Service.</p> <p>Shared Lives is a national scheme that promotes supportive shared living with local and national governments.</p>	<b>18.55</b>
7	<p><b>Leisure Update</b></p> <p>To receive an update from the Assistant Director – Leisure, Culture &amp; Communities.</p>	<b>19.15</b>
8	<p><b>National Power Outage Presentation</b></p> <p>To receive a presentation from Wiltshire and Swindon Local</p>	<b>19.35</b>

	Resilience Forum	
9	<b>Area Board Priority Update: Cost of Living</b>	<b>19.55</b>
	To receive updates from local groups on cost of living.	
10	<b>Area Board Priority Update: Local Economy</b>	<b>20.15</b>
	To receive an update from the Chamber of Commerce.	
11	<b>Funding (Pages 25 - 54)</b>	<b>20.20</b>
	To consider applications for grant funding, as follows:	
	i. ABG926 – HELP Counselling Services – New Furniture - £1965	
	ii. ABG929 – Collaborative Schools – Fencing - £1965	
	iii. ABG930 – Trowbridge Town Council – Park Yoga - £1050	
	iv. ABG909 – Trowbridge Town Council – Urban Festival – £1344.62	
	v. ABG914 – Wiltshire and Swindon Sport – Beat the Street Trowbridge - £5000	
	vi. ABG922 – Wiltshire YFC – Pop up café enhancement - £497.99	
	To consider recommendations or note actions of the Local Highway and Footway Improvement Group, as follows:	
	i. 16-20-09 – Reduction of Speed Limit, Cockhill, Trowbridge - £4125 subject to Town Council £1375.	
	ii. 16-21-25 – Leap Gate, Trowbridge - £3750 subject to Town Council £1250.	
	iii. 16-22-1 – Greenhill Gardens, Hilperton - £3450 subject to Parish Council £1150.	
	iv. Bratton Road, West Ashton – 20mph speed limit request - £1875 subject to Parish Council £625	
12	<b>Date of Next Meeting</b>	<b>21.00</b>
	To confirm the date of the next meeting as 16 March 2023.	
13	<b>Urgent items</b>	
	Any other items of business which the Chairman agrees to consider as a matter of urgency.	

# MINUTES

**Meeting:** Trowbridge Area Board  
**Place:** Conference Suite, County Hall, Trowbridge, BA14 8JN  
**Date:** 6 October 2022  
**Start Time:** 6:30pm  
**Finish Time:** 8:35pm

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Please direct any enquiries on these minutes to:

Kevin Fielding, (Tel) 01249 706612 or (e-mail) [kevin.fielding@wiltshire.gov.uk](mailto:kevin.fielding@wiltshire.gov.uk)

Papers available on the Council's website at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

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## **In Attendance:**

### **Wiltshire Councillors**

Cllr Daniel Cave (Chairman), Cllr Antonio Piazza (Vice-Chairman),  
Cllr Horace Prickett, Cllr Mel Jacob, Cllr Edward Kirk, Cllr Stewart Palmen,  
Cllr Jo Trigg and Cllr David Vigar

Cllr Ashley O'Neill (Cabinet Member for Governance, IT, Broadband, Digital,  
Licensing, Staffing, Communities and Area Boards)

### **Wiltshire Council Officers**

David Redfern - Assistant Director, Leisure, Culture and Communities  
Liam Cripps – Strategic Partnership and Engagement Manager  
Kieran Elliott – Democracy Manager  
Kevin Fielding – Democratic Services Officer

**Total in attendance: 20**

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<u>Minute No.</u>	<u>Summary of Issues Discussed and Decision</u>
65	<p><u>Apologies</u></p> <p>Apologies for absence were received from Cllr Ernie Clark.</p>
66	<p><u>Minutes</u></p> <p><b><u>Decision</u></b></p> <ul style="list-style-type: none"> <li>• <b>The minutes of the meetings held on 7 and 14 July 2022 were agreed as the correct records and signed by the Chairman.</b></li> </ul>
67	<p><u>Declarations of Interest</u></p> <p>Cllr Stuart Palmen – Trowbridge futures Youth funding grant, (Befriending Project).</p>
68	<p><u>Chairman's Announcements</u></p> <p>The following Chairman's Announcements contained in the agenda pack were noted:</p> <p>Engagement and Partnerships Team Structure</p> <p>Post 16 Skills and Participation Offer</p> <p>Annual Canvas</p> <p>Community Area Transport Group (CATG) change to Local Highway and Footway Improvement Groups (LHFIGs)</p>
69	<p><u>Partner Updates</u></p> <p>Updates from partners were received as follows:</p> <p>Wiltshire Police - Inspector Andy Lemon</p> <p>The written update was noted.</p> <p>Points made included:</p> <p>Community Speedwatch – That the Community Policing Team had continued to support the Community Speedwatch schemes where possible, in recent</p>

weeks checks have been completed in the following locations:

Hilperton – officers supported the team who were present.

North Bradley – two checks were completed, no vehicles observed exceeding the speed limit.

Southwick – one check completed, no vehicles observed exceeding the speed limit.

West Ashton Road – one check completed, 2 vehicles provided words of advice, 1 driver reported to court for speeding, driving otherwise in accordance of a license and no insurance. The vehicle was also seized.

Brook Road – one check completed, no vehicle observed exceeding the speed limit.

Biss Meadows - Throughout the summer local teams had seen an increase in reports of Antisocial Behaviour in and around the area of Biss Meadows.

Officers and PCSO's were conducting high visibility patrols in this area.

On the 28<sup>th</sup> August local teams received reports of a robbery having taken place in Biss Meadows. A 24 year old male from the Trowbridge area was arrested and charged with Robbery and Possession of an Imitation firearm, he had now been remanded into custody.

County Lines – currently focussing on “Cuckooing” issues – checks being carried out on known vulnerable individuals.

Points made from the floor included:

- The importance of Community Speedwatch volunteers - police presence was always welcomed to boost morale.

Town and Parish Councils

Trowbridge Town Council – the written report was noted.

North Bradley Parish Council

- That the PC was currently meeting every month
- That the PC had now become involved in the governance review
- Would try and ensure that a rep attends future LHFIG meetings

	<p>Wiltshire Integrated Care Board – the written report was noted.</p> <p>Wiltshire Centre for Independent Living – the written report was noted.</p> <p>The Chairman thanked everybody for their updates.</p>
70	<p><u>Trowbridge Leisure Provision Update</u></p> <p>David Redfern - Assistant Director – Leisure, Culture and Communities gave a brief update on the Trowbridge Leisure Provision.</p> <p>Points made included:</p> <p>That there was not a great deal to update at this moment in time - Next Area Board should have more to update.</p> <p>That the Council continued to work with Sport England in order to deliver the best leisure provision for Trowbridge.</p> <p>The importance of keeping people in the loop on the progress.</p> <p>That there was still no news on the preferred site.</p> <p>The importance of young people filling out the leisure survey – secondary schools would be contacted for their views.</p> <p>That it was too early to say if inflation would impact on the project.</p> <p>The Chairman thanked David Redfern for his update.</p>
71	<p><u>Annual Report of Trowbridge Future</u></p> <p>Meg Aubrey – Chief Executive, Trowbridge Future presented the Trowbridge Future Annual Report 2022.</p> <p>Points made included:</p> <p>That Trowbridge Future aimed to develop the skills and capacities of the residents of the disadvantaged communities of Trowbridge and surrounding areas.</p> <p>That success would be achieved by providing local people with the opportunities to come together, build stronger relationships, help local people feel better about where they lived and support them to improve their communities.</p> <p>That over the past year Trowbridge Future staff and volunteers had worked</p>



	<p>incredibly hard to respond to the changing needs of the community as the world navigated the ongoing impact of covid and looming cost of living crisis.</p> <p>Trowbridge Future was committed to being a warm space during the winter months for those who need it.</p> <p>The report was noted by the Area Board, who hoped that the organisation continued to grow as the support that it provided was amazing – punching well above its weight.</p> <p>The Chairman thanked Meg Aubrey for her report.</p>
72	<p><u>Funding</u></p> <p>The Area Board considered the following applications to the Community Area Grant Scheme:</p> <p><b>Wesley Road Methodist Church awarded £5,000 for Wesley Road Methodist Renovation and Refurbishment of Community Buildings</b></p> <p><b>Wiltshire Music Centre awarded £1,500 Celebrating Age Wiltshire programme</b></p> <p><b>Trowbridge Future awarded £4,550 for Befriending Project (Youth grant funding)</b></p> <p><b>Purple Noise CIC awarded £2,375 for Beats and Bars project (Youth grant funding)</b></p>
73	<p><u>Local Highways and Footway Improvement Group</u></p> <p>The meeting notes of the Local Highway and Footway Improvement Group dated 22 September 2022 were agreed by the Area Board members.</p> <p>Agreed</p> <p><b>Frome Road, Trowbridge – Junction warning signs - £1000 (£750 LHFIG / £250 TTC)</b></p> <p><b>Additional Trowbridge waiting restrictions implementation - £2500 (LHFIG - £1875 TTC - £625)</b></p>

	<p><b>New footway &amp; dropped kerbs, Goose Street, Southwick - £6000 (LHFIG – £4500 SPC - £1500)</b></p> <p><b>Streetname plate at Boundary Walk - £300 (LHFIG - £225 TTC - £75)</b></p> <p><b>Parking bay markings at Westfield Close - £450 (LHFIG - £337.50 TTC - £112.50)</b></p> <p><b>Bus Stop markings at Chilmark Road - £300 (LHFIG - £225 TTC - £75)</b></p> <p>It was noted that the Chairman of the Local Highway and Footway Improvement Group had now stepped down. As all councillors were members of the LHFIG, and so as not to be without a Chairman the Area Board members agreed to appoint a Chairman.</p> <p><b>Decision</b></p> <ul style="list-style-type: none"> <li>• <b>That the Trowbridge Area Board appoint Cllr David Vigar as Chairman of the Local Highway and Footway Improvement Group</b></li> </ul> <p>The Area Board members paid thanked Cllr Horace Prickett for his hard work as the out going Chairman of the LHFIG.</p>
74	<p><u>Urgent items</u></p> <p>Andrew Nicholson - member of the public highlighted the Bradford on Avon Transport Town Centre Cycle Networks Consultation which could potentially include Trowbridge.</p> <p>The Trowbridge Area Board were advised the re the Trowbridge Rugby Club grant - the council had received information from the club confirming that the grant funding was spent on upgrading existing equipment.</p> <p>Frank Cain – Solicitor, Wiltshire Council would like to look at the grant application in a bit more detail, including some points raised by members at the online session last week, when he is back from holiday.</p>
75	<p><u>Close</u></p>

**Area Board Briefing Note – FACT Family Help**

<b>Service:</b>	<b>Families and Children’s Transformation (FACT) Partnership</b>
<b>Date prepared:</b>	<b>November 2022</b>
<b>Further enquiries to:</b>	<b>Simon Thomas</b> <b>FACT Programme Lead</b>
<b>Direct contact:</b>	<b>FACT@wiltshire.gov.uk</b>

**Wiltshire Families and Children’s Transformation (FACT) Partnership**  
**Family Help Project**  
**Background Briefing November 2022**

Wiltshire’s multi-agency FACT partnership has identified how we work together as a system to provide early intervention and prevention (Family Help) as a priority transformation activity for the next two years.

These new Family Help arrangements will ensure that children, young people and families are able to access the right help at the right time through a co-ordinated approach to prevention and early intervention through:

- a co-ordinated approach at a whole population/universal level to prevent needs from arising and to build resilience across all residents
- a robust multi-agency approach to spotting any additional needs at the earliest point and providing effective joined-up support that prevents the needs from escalating further

There are certain elements that partners have agreed to develop and roll out across the whole of Wiltshire from the New Year whilst other elements are planned to be tested in a locality pilot approach in the Warminster and Westbury area.

Across Wiltshire, the project will deliver:

- A clear unifying brand for Family Help
- Online database of services, community resources & activities
- Co-ordinated whole system workforce development offer
- Consistency of core approaches across the Early Help workforce

The Warminster & Westbury pilot will also develop & test the benefits of:

- Wrapping a dedicated group of identified Early Help services & community groups around a cluster of schools/settings; embedding them in the communities they serve
- Establishing a local contact point for Early Help requests for support & case discussion whereby the responses make best use of local resources including the voluntary & community sector

- More flexible working practice with core workers delivering intervention in the place, way & time that achieves best impact eg home, school, online, group, breakfast time, evening
- A locally led inclusive & welcoming local community of practice for Early Help – responding to local needs, identifying & sharing learning & good practice, engaging in reflective dialogue related to the pilot activity, promoting & delivering agreed culture & practice change activity
- Securing strong transition with a focus on pupils that need it most & joining up where siblings span multiple schools
- Specialist input on key themes including mental health, ASD, parental conflict & challenging behaviour – delivered locally & taking account of the local context
- Local consultation mechanisms to ensure that we understand the needs & lived experience of children, young people & families in Warminster & Westbury

We are at the stage of engaging with the key local stakeholders in the pilot area to further develop our thinking and ensure that the next stage of activity is informed by their views, experience and context.

As such, we will be setting up a range of briefings and consultation meetings to give all services and groups in Warminster and Westbury the chance to hear more about the background thinking and to start to input to the plan for the pilot activity. There will be subsequent meetings that will involve wider stakeholders as we build an inclusive partnership to create and deliver the local model – we want to understand and make the most of the good practice and assets already in place locally as well as creating and testing new arrangements that will subsequently inform the pan-Wiltshire model. To enable the project to achieve its full potential we will be looking to engage with the widest possible network of organisations as well as setting up specific mechanisms to ensure that the voice of children, young people and families is at the heart of the project.

Please email [FACT@wiltshire.gov.uk](mailto:FACT@wiltshire.gov.uk) for further information or to get involved.

### Destination Adventure

The Youth Action Wiltshire minibus appeal 'Destination Adventure' will be running throughout December. The appeal aims to raise £30,000 towards the cost of a replacement minibus for Youth Action Wiltshire. For more information about the campaign or to make a donation visit: [www.justgiving.com/campaign/yaw-minibus](http://www.justgiving.com/campaign/yaw-minibus)

### Do you need help with community engagement in 2023?

Community First works with local councils, groups, charities and organisations to deliver community engagement projects which offer actionable insights and solutions to issues which are important for residents and communities across the county. One of the ways we do this is through door-knocking.

Door-knocking is a proactive form of community engagement which aims to reach into the heart of a community or place and speak to people face to face. Door-knocking is an extremely effective way to engage with harder to reach people and has a proven track-record for reducing isolation, bringing people together and making communities stronger and more resilient. Trained Community Organisers visit individual houses, knock on every door and speak to local people about services, projects, initiatives, ideas, opportunities or events which can help to improve their lives and tackle issues which are important to them.

### Digital Consultation

In addition to face-to-face and direct outreach we can also design and launch online surveys on a variety of different subjects including neighbourhood planning, feedback on proposed new development and community feedback on local facilities and how they can be improved as part of a needs analysis. A premium survey tool is used, which allows for exceptional flexibility with an unlimited number of questions, question types and responses.

This service takes the hassle out of survey design by creating a bespoke survey branded with your logo and colour scheme. Surveys are user friendly, mobile optimised and easy to complete, with a full password protected data export at the close of the survey date. Technical support and a weekly update on the number of respondents can also be provided, as well as advice on how to promote your survey to maximise responses.

Our team is experienced in qualitative/quantitative analysis and thematic analysis. We can produce a variety of different reports with analysis of both open and closed question types, key findings and recommendations.

**For more information about how we can help you reach out and connect with local communities through door-knocking, community engagement initiatives or digital surveys in 2023, [please see our information leaflet](#) or contact Harry Tipple: [htipple@communityfirst.org.uk](mailto:htipple@communityfirst.org.uk)**

Report author: Ellie Ewing (Marketing & Communications Manager)

Organisation name: Community First

Date: 18<sup>th</sup> November 2022

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## Area Board Briefing Note – Cost of Living Update – November 2022

### Cost of Living Update – November 2022

As detailed in the update to Full Council in October, Wiltshire Council is focusing on three principal areas to meet the Cost of Living crisis, namely support for Businesses, Our Staff and the People in our communities.

The Council has provided extensive coordination of resources on a [dedicated Cost of Living page](#). This includes links to information for sources of national and local support.

Officers have worked to pull together to create an interactive directory that allows people to find out what warm spaces and community food providers are in their immediate local area. The directory also includes what other facilities and services are provided at each location.

The directory has been created using information collected by the Council to establish what support is already up and running in the county and will be regularly updated.

Wiltshire Council's friendly library staff will be playing their part too, by working with Warm and Safe Wiltshire and The Rural Communities Energy Support Network, to assist residents seeking basic energy advice and make referrals to experienced energy advisors in all but its smallest libraries. All libraries will be able to signpost people to community partners and agencies that can support people through the rising cost of living. Libraries will also be collection points for Warm Packs, which includes a hot water bottle and blanket, for anyone who would benefit from some free essentials. These will be available for collection soon.

As well as existing customer contact channels, the Council is planning how to use the Wellbeing Hub line to help people find the right support.

### **Support for Businesses and Schools**

The Enterprise Network (set up by the Council) is hosting a series of webinars designed to provide start up and small businesses help, support and advice to guide businesses through the current economic challenges. To find out more about the Take TEN series and to join the webinars or watch videos, people can go to: [www.theenterprisenetwork.co.uk/support/cost-of-doing-business](http://www.theenterprisenetwork.co.uk/support/cost-of-doing-business).

As part of the carbon reduction work, School Leaders are being encouraged to sign up to the Energy Sparks programme which can help them get on top of their energy bills and find ways to reduce costs. We are also supporting Council maintained schools with a grant to access their half hourly smart meter data for a year to give them the data they need to make informed choices.

## **Support for Staff**

As well as ensuring staff have access to wellbeing and support resources, including a new Mental Health Advocate scheme, the Council will review policies and processes as appropriate, and will consider how staff can be flexibly deployed to meet emerging need.

## **Targeted Support in the Community**

The Council has been administering the Government's national Household Support Grant Scheme designed to support those most in need across England, to help with the significantly rising living costs in the period up to the end of March 2023. The money can be used to support households in the most need who would otherwise struggle with energy bills, food and water bills, particularly those who may not be eligible for the other support that the Government has recently made available but who are nevertheless in need.

The council has been awarded £2,728,656 in total and has worked with partner agencies to allocate the money and ensure it gets to those who need it most. Payments began in October and are continuing to be made. People do not need to apply to Wiltshire Council as those eligible will be identified and contacted.

The Council is working with partners in the VCSE sectors to promote their campaign to encourage donations, particularly from those who have surplus fuel rebates, to help fund schemes to support those most in need.

Wiltshire Council has also provided funding to Wiltshire Community Foundation and partners to deliver support under the Surviving Winter campaign which provides practical and financial help for people living in fuel poverty. From 1 November, people who are in receipt of means-tested benefit and are aged over 65 or suffer from a long-term health condition, may be eligible for assistance including fuel vouchers and a range of advice. For more information about eligibility and the help available contact Warm and Safe Wiltshire on 0800 038 5722 email [warmandsafe@cse.org.uk](mailto:warmandsafe@cse.org.uk).

Funding is also being provided to Age UK Wiltshire for provision and delivery of hot meals to isolated elderly residents who are unable to meet the cost of this service themselves; for further information contact Age UK Community Meals on 01793 279606.

## **Support during the holidays**

Wiltshire Council will be delivering its successful Holiday Activity and Food (FUEL) programme again this winter. The programme provides children eligible for benefits related free school meals, refugees, those currently in the care system and those referred by a professional service with access to free high quality activities, nutritious meals and food education during the school holidays.

The FUEL programme is delivered with funding from the Department for Education and



will run from Monday 19 December – Thursday 22 December. Eligible families will be able to sign up by following the application link listed on [FUEL programme - Wiltshire Council](#). The application window is open now until December 11, please sign up early to avoid disappointment.

The camps provide the opportunity for all participants to take part in a range of enriching activities including structured sports, arts and crafts, STEM activities, laser tag, circus skills, robotics and much more. Participants also will take part in nutritional workshops and be provided with a hot lunch each day.

Two FUEL Christmas camps specifically for young people with special educational needs and/or a disability will also place at Springfield Community Campus in Corsham and at Five Rivers Health and Wellbeing Centre in Salisbury and individuals will be able to take part in activities such as dodgeball, dance, new age kurling, cricket and boccia. Further information and sign up details are also available on the FUEL webpage. There is more info here in via youtube: [HAF summer case study 2022 - YouTube](#).

For further information about the Holiday Activity and Food Programme in Wiltshire please email [fuelprogramme@wiltshire.gov.uk](mailto:fuelprogramme@wiltshire.gov.uk)

## **Promoting Fundraising Campaigns**

As part of our on going work with our Voluntary, Community and Social Enterprise partners, Wiltshire Council is helping to promote the Wiltshire Community Foundation's [Cost of Living Appeal](#) through our networks.

Building on the work of previous appeals where people who can afford to are encouraged to donate any surplus winter fuel allowances, the wider community is being ask to help generate vital funds to help grassroots voluntary groups and charities in Swindon and Wiltshire who are supporting families and individuals in the face of escalating rent, food and energy prices.

The money raised through this joint appeal will fund a new grants programme to support projects which are keeping people fed and warm and provide additional practical support and advice to help people cope throughout this period of great hardship.

You can donate to the appeal [here](#) or call the donation line on 01380 738989 from 9am to 5pm, Monday to Friday.

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## The King's Coronation – Community Celebrations Area Board Briefing Note

**Service:** Enforcement, Highways and Transport.

**Further Enquiries:** Kevin Oliver

**Date Prepared:** 7 November 2022

**Direct Line:** 01380 826335

### **The King's Coronation – Community Celebrations**

#### **1. Purpose**

- 1.1 To ensure that Wiltshire Council has a robust and straightforward system in place to ensure that communities wishing to celebrate the King's Coronation are signposted to the council's web page where they will find the appropriate tools, support and guidance to apply to hold a community party.

#### **2. Background**

- 2.1 Although King Charles officially became Sovereign on Thursday 8 September 2022 when his mother, Queen Elizabeth II, passed away at Balmoral, Scotland, there will be a ceremonial Coronation to follow. The Coronation is a religious service that requires the King to take an oath before his country.
- 2.2 King Charles III Coronation will take place on Saturday 6 May 2023 at Westminster Abbey. The service has been carried out here for more than 900 years, and the King will be the 40<sup>th</sup> Monarch to be crowned in the Abbey.
- 2.3 The Prime Minister has decided to proclaim an additional bank holiday to mark the Coronation of His Majesty King Charles III next year. The Bank Holiday will fall on Monday 8 May 2023, following the Coronation on Saturday 6 May. This will be an opportunity for families and communities across the country to come together to celebrate.
- 2.4 Similar events have taken place in the county on many occasions with communities holding community parties, barbeques, and tea parties. Wiltshire Council have specified previous guidance and relevant officers will follow the same process as used for past celebrations.

### **3. Procedure and Management of Applications**

- 3.1 The application process will be a combined departmental effort, as with previous events of this nature.
- 3.2 The council's Traffic Orders and Highways teams will need time to ensure that all road closure notices and provisions are in place to allow for a safe and enjoyable event for all guests, while maintaining and facilitating access for emergency services at all times.
- 3.3 The council is committed to managing this process utilising a cross departmental approach. Such departments will include the Strategic Engagement and Partnerships Managers, Traffic Orders, Communications, Highways, Streetscene, Wiltshire Police and Waste.

### **4. Production of Applications and Guidance.**

- 4.1 The departments listed above have met and will continue to meet to discuss and agree responsibilities which will include the production of all relevant application and guidance documents. These will be approved by all relevant internal departments and will be signed off by the Communications Team.

### **5. Conclusion**

- 5.1 Relevant council departments are aware of the importance that community parties are to the residents of Wiltshire to celebrate the King's Coronation.
- 5.2 Planning in preparation for these activities is underway and the Licensing Committee can be assured of the successful delivery for the 2023 celebrations.
- 5.3 The Licensing Committee will be updated by the relevant departments as and when necessary.

**Briefing Note produced by Kevin Oliver (Land Use / Events Authorising Officer)**

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**FUTURE HIGH STREETS FUND TROWBRIDGE**

# Trowbridge Future High Streets Fund update

January 2023



# Programme update

- **Engagement**

Successful public engagement event took place in Dec 22. Feedback is being taken into account as proposals develop.

- **Programme adjustment successful – confirmed Jan 23**

The £2.066m Market Hall allocation was distributed as follows:

- £0.46m to project 1.1 Highways
- £0.773m to project 2.1 Town Hall
- £0.833m to project 3.1 Vacant Units

Outputs and outcomes of Market Hall will be delivered through Projects 2.1 and 3.1

- **Cost inflation across most projects**

Further adjustments on scope and deliverables through liaison with DHLUC might be required

# Projects update

- P1.1 – Implementation progressing, costs/deliverables are being reviewed due to inflation
- P1.2 – Costs/deliverables are being regularly reviewed due to inflation
- P1.3 – Public realm options have been agreed with Town Council
- P2.1 – End of Project Stage 2 has been signed off and Project Stage 3 (design, second-stage tender and contract) is progressing. Planning Application is ongoing.
- P3.1 – Two grants applications approved to date with more being assessed in coming weeks. 16 applications in total all at various stages

## Next Steps

- Approaching the final year of delivery – project's mandate, scope and proposals have been confirmed through two extensive public engagement sessions. Further public consultation planned where required through development management (planning).
- Focus will be on delivery on the ground and capturing the outputs and outcomes.

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Wiltshire Council

Trowbridge Area Board

19 January 2023

## Trowbridge Area Board Grant Report

### Purpose of the Report

- To provide detail of the grant applications made to the Trowbridge Area Board. These could include;
  - community area grants
  - health and wellbeing
  - young persons grants
  - area board initiatives.
- To document any recommendations provided through subgroups.

### Area Board Current Financial Position

	Community Area Grants	Young People	Health and Wellbeing
<b>Opening Balance for 2022/23</b>	£34,670.00	£30,464.00	£7,700.00
<b>Awarded to Date</b>	£20,000.00	£6925.00	£1500.00
<b>Current Balance</b>	£14,670.00	£23,539.00	£6,200.00
<b>Balance if all grants are agreed based on recommendations</b>	£10,740.00	£16,696.39	£5,150.00

### Grant Funding Application Summary

Application Reference	Grant Type	Applicant	Project	Total Cost	Requested
<a href="#">ABG926</a>	Community Area Grant	HELP Counselling Services	New furniture for our new office and counselling rooms	£3930.00	£1965.00

#### Project Summary:

We are moving to a double suite, in the same building we are currently working in. It offers a much better space for our counsellors and clients to work in, as well as giving us more counselling rooms, so we can see more clients. Currently, we only have 3 counselling rooms, and only 1 has a window. In the new rooms, we will have 4 rooms plus a large meeting room, a reception area, a storage room and a large office. Importantly all of the counselling rooms have large windows. As these rooms were used by the Citizens Advice, before they moved, all the rooms are quiet and confidential. The rooms were previously used by Wiltshire Wellbeing, who did up the rooms beautifully, so we have no decoration costs. We are able to buy many of their old furnishings at a fraction of their new price, but we do need some new office furniture. We received them well over 10 years ago and they were in bad condition then. Much of it will not survive, being dismantled and built again. Additionally, we also hope to bring on a new member of staff who will be our new 'keep in touch counsellor' who will

contact all clients who are waiting, to offer them sessions and check-ins whilst they are waiting for counselling. We wish to buy 4 new desks, a cupboard, a small bookcase, 3 hardback chairs (for clients that struggle using our normal chairs), and an office chair. We have found the cheapest ones we could find.

Application Reference	Grant Type	Applicant	Project	Total Cost	Requested
<a href="#">ABG929</a>	Community Area Grant	Collaborative Schools Ltd	Fencing to support safe child and parenting community activities	£3930.00	£1965.00

**Project Summary:**

I am submitting a grant request for funding to build fencing around The CSL Hub which is based on the site of The John of Gaunt School. The fencing will ensure the building has an enclosed outdoor area that will allow safe access to children (particularly those of early year age) and their parents. The fenced area will provide both patio and grass spaces along with areas to grow plants and flowers which we will engage children and families in. This area is required to allow delivery of a number of different provisions for the vulnerable within our community. These activities include but are not limited to:

- 1) The delivery of a weekly sensory programme to children of early year ages (2-5). There is broad recognition of the challenges linked to speech, language and communication (SL&C) amongst young children along with developmental delay.

This programme will aim to impact on SL&C, motor and social skills along with providing families and settings with strategies to support continued progress. Whilst not solely applicable, there is a corresponding link between poverty and these needs along with SEN and Social, Emotional and Mental Health (SEMH) needs therefore children and their families will be targeted to engage ensuring we are providing access to those on low incomes. The programme which will run on a rolling basis will be facilitated by an Occupational Therapist specialising in sensory and trauma needs.

- 2) The delivery of parenting programmes focusing on targeted areas eg supporting positive mental health and wellbeing, positive parenting strategies etc. 3) The delivery of family learning activities eg gardening, healthy eating, outdoor physical activities etc Timings will be flexible across cohorts to meet different lifestyles which will in turn promote engagement and will be targeted at the most vulnerable across the community.

Application Reference	Grant Type	Applicant	Project	Total Cost	Requested
<a href="#">ABG930</a>	Older and Vulnerable Adults Funding	Trowbridge Town Council	Park Yoga	£2100.00	£1050.00

**Project Summary:**

Park Yoga provides a free yoga outdoor in public parks in the UK. The sessions are free for one

hour on Sunday mornings between May and September. Park Yoga is a registered charity and funded through donations and grants. In 2021 Trowbridge hosted its first Park Yoga with 984 people attending over the 20 week period, an average 49 per week. We would like to welcome Park Yoga back in 2023. One of the most cited benefits of taking part is the sense of community it instils in its participants. At a time of the cost of living crisis a project outdoors and open to all is much needed within Trowbridge. There is strong evidence base showing the benefits of access to greenspace and outdoor exercise on wellbeing and mental health.

Application Reference	Grant Type	Applicant	Project	Total Cost	Requested
<a href="#">ABG909</a>	Youth Grant	Trowbridge Town Council	Urban Festival	£2689.24	£1344.62

**Project Summary:**

We wish to work with key partners to provide a Urban Festival enabling young people to connect and take part in sports, music, activities, art and support organisations. The Urban Festival will be held at stallards park 5.00 - 8.30 on Friday 7th July allowing them to socialise safely and develop relationships with adults they can trust. All of the activities will improve young peoples self esteem , mental health and wellbeing and will afford us the opportunity to promote all activities available within the community. The Festival will also allow us to engage with the young people in consultation to understand how they view there community, town and how we can make Trowbridge better for our young people.

Application Reference	Grant Type	Applicant	Project	Total Cost	Requested
<a href="#">ABG914</a>	Youth Grant	Wiltshire and Swindon Sport	Beat the Street Trowbridge	£34580.00	£5000.00

**Project Summary:**

Beat the Street is a community wide programme designed to improve the health and wellbeing of a town by getting people of ages moving. It is evidence based and aims to develop long term behaviour change in attitudes towards walking and cycling. We are looking for the Area Board to partner Beat the Street Trowbridge and make a contribution to the cost of delivery. The first phase of the game is spent building anticipation of the project. This involves engaging with schools and communities to create champions, teams and generate excitement about the game. Though the delivery partners local knowledge is used to create suitable walking and cycling routes, local events and amenities in order to produce a safe, effective game for the community to enjoy and feel part of. The main Beat the Street experience lasts for 1 month and transforms a town into a giant playground. Participants can pick up a Beat the Street card which contains radio-frequency identification (RFID) technology and tap them against sensors called 'Beat Boxes' located on lamp posts across the Town.

Players receive points for each box they tap and can even create or join teams which can receive prizes for tapping the most boxes; this motivates entire schools, community groups and businesses into becoming more active. Once the game is complete, Beat the Street creates a

legacy of physical activity; using the power and popularity of the game, Beat the Street will signpost people to events and activities in their area as well as working with local partners to continue to build active communities.

In 2020 WASP and Trowbridge Town Council worked with Intelligent Health to pilot a new version of Beat the Street. 4602 people played the game covering 53432 miles. Around one third of the participants described themselves as inactive prior to involvement in the game and in the follow up study 59% of adults and 54% of young people said they had through participation become active. Age: 54% of players were adults (using cards) and 46% were children (using fobs). Gender: 73% of adults were female. Ethnicity: 94% were of white ethnic background. Long-term Medical Condition: 12% had a long-term medical condition. Disability: 4% had a disability. Level of Deprivation: 10% were living in the 20% least affluent areas (ranked by Index of Multiple Deprivation), whereas 27% were living in the 40% least affluent. 304 children provided qualitative feedback post-game.

These responses suggested children had become more physically active and more connected to each other and the local area. "It helped clear my head and feel a lot more refreshed getting out and about after revising for my A levels. Gave me family time too as spending time together. Loved it!!!" "It made us cycle and walk round different parts of Trowbridge that we hadn't been round before. We found lots of new pathways." "Gave us purpose and element of fun to our walks. Brought us together as we took Nanny and Grandad out on walks too." "Beat the street has encouraged me to cycle on my own and with my family more often. Without participating in beat the street I would never have walked and cycled as much as I do now" "It helped me get out walking, something I'd never do before. I would like it to come back" "Gave focus and incentive to go out, excellent idea and was lovely seeing young families out."

WASP, Trowbridge Town Council together with some of the Parish Councils now want to run Beat the Street again in 2023.

Application Reference	Grant Type	Applicant	Project	Total Cost	Requested
<a href="#">ABG922</a>	Youth Grant	Wiltshire Youth for Christ	Enhancement of Trowbridge pop up cafe	£497.99	£497.99

**Project Summary:**

Every August we hold a pop up youth cafe in Stallard's recreation ground, Trowbridge, using our pop up van. Despite the high temperatures, we had 66 visits from young people under 18 over 4 days, with appreciative feedback from young people and parents. For summer 2023 we need to enhance our resources to ensure that we are better equipped for hot weather and also have a wider range of activities available.

**Background**

- Area Boards have authority to approve funding under powers delegated to them. Under the Scheme of Delegation Area Boards must adhere to the Area Board Funding and Grants Criteria. This document is available on the council's website.

4. Three funding streams are available to the Area Board, each with an annually awarded amount. These funding streams are as follows:
  - Community Area Grants (capital)
  - Young People (revenue)
  - Health and Wellbeing (revenue)
5. The Area Board will be advised of the funding available prior to their first meeting of each financial year.

### **Main Considerations**

6. Councillors need to be satisfied that the applications meet the requirements as set out in the Area Board Funding and Grants Criteria and that the health and wellbeing and young persons funding guidelines have been adhered to.
7. Councillors must ensure that the distribution of funding is in accordance with the Scheme of Delegation to Area Boards.
8. Councillors need to consider any recommendations made by sub groups of the Area Boards.

### **Safeguarding Implications**

9. The Area Board has ensured that the necessary policies and procedures are in place to safeguard children, young people and vulnerable adults.

### **Public Health Implications**

10. The Area Board has ensured that the necessary policies and procedures are in place to safeguard children, young people and vulnerable adults.

### **Environmental & Climate Change Implications**

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

### **Financial Implications**

12. Councillors must ensure that the Area Board has sufficient funding available to cover the grants awarded.

### **Legal Implications**

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

### **Workforce Implications**

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

## **Equalities Implications**

15. Community Area Boards must fully consider the equality impacts of their decisions in order to meet the Council's Public Sector Equality Duty.
16. Community Area Grants will give local community and voluntary groups, Town and Parish Council's equal opportunity to receive funding towards community based projects and schemes where they meet the funding criteria.

## **Proposals**

17. To consider and determine the applications for grant funding.

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### **Report Author**

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

## LOCAL HIGHWAY AND FOOTWAY IMPROVEMENT GROUP / NOTES LOG

	Item	Update	Actions and recommendations	Who
	<b>Date of meeting: 10<sup>th</sup> November 2022 (Hybrid meeting 10am )</b>			
<b>1.</b>	<b>Attendees and apologies</b>			
Page 31	Present:	David Vigar Jo Trigg Ernie Clark Edward Kirk Horace Prickett Mel Jacob Stewart Palmen Antonio Piazza Daniel Cave Jamie Mundy Mark Banks Lance Allan – Trowbridge Town Council Steven Carey - Southwick PC Richard Covington – Chair West Ashton PC		
	Apologies:	Andrew Bryant – Trowbridge Town Councillor Roger Evans – North Bradley PC		
<b>2.</b>	<b>Notes of last meeting</b>			
		The notes of the last meeting were agreed at the area board meeting on the 6 <sup>th</sup> October.		

## LOCAL HIGHWAY AND FOOTWAY IMPROVEMENT GROUP / NOTES LOG

	Item	Update	Actions and recommendations	Who
3.	<b>Financial Position</b>			
Page 32		<p><b>BUDGET 2022-23</b></p> <p>The budget allocation at the start of this meeting of <b>£13,744.57</b></p> <p><b><u>Allocations made at this meeting:</u></b>            Cockhill - £4,125            Leap Gate - £3,750            Greenhill Gardens - £3,450            West Ashton - £1,875</p> <p><b>Remaining budget allocation: £544.57</b></p>		
	4.	<b>Top 5 Priority Schemes</b>		
a)	Issue <a href="#">4824</a> – Speeding Westbury Road/Woodmarsh, North Bradley	<p>Provision of a traffic calming scheme, with a number of road narrowings along Woodmarsh to combat the speeding issue. Scheme total £40,000</p> <p>The proposed substantive bid to be made this financial year already has £5000 allocated to it, which has been carried over.</p> <p>The changes to LHFIG require 1/3<sup>rd</sup> of annual allocation as minimum contribution to substantive bids. For this group, that would be £10,419. If this bid is to be submitted, an additional £5419 is required for allocation.</p>	<p>KR has updated the cost estimate due to increased costs.</p> <p>New bid amount <b>£45,581</b>  <u>This will not affect contributions already committed.</u></p> <p>The Substantive bid documentation has been sent ahead of the 18<sup>th</sup> November deadline.</p>	To note



## LOCAL HIGHWAY AND FOOTWAY IMPROVEMENT GROUP / NOTES LOG

	Item	Update	Actions and recommendations	Who
Page 33		<p>NBPC noted that it has been 3 or 4 years since it was put forward from NBPC and that they have previously committed £9,000 and are not in a position to increase their contribution at this time.</p> <p>Discussed and agreed that an additional £5419 to be allocated from this group to move this scheme forward.</p> <p>Total allocation therefore £10,419</p> <p>Substantive bid to be made for November deadline.</p> <p>KR to review cost estimate and recirculate for information. Will increase total being requested by bid.</p> <p>LA – CIL not being charged on current developments therefore no CIL available to contribute to this project for a number of years.</p> <p>RE reporting some speeds captured by CSW in excess of 50mph.</p> <p>LA – TTC have committed to match NBPC contributions to LHFIG projects (to be agreed on a case by case basis) using CIL monies but unlikely to have monies for around 2 years.</p>		

## LOCAL HIGHWAY AND FOOTWAY IMPROVEMENT GROUP / NOTES LOG

	Item	Update	Actions and recommendations	Who
b)	<p>Issue 6573 Pedestrian Crossing Relocation, Southwick Road North Bradley.</p> <p>Funding: £400 CATG: £300 NBPC: £100</p>	<p>Plan was discussed at a previous meeting. Cost estimate of proposal is £111,000. NBPC supported the proposal.</p> <p>TTC may decide to make a contribution towards this from CIL. This is likely to be a lower priority in respect of CIL contributions from the town council but may be considered favourably if the parish council match funds any CIL contribution.</p>	<p>North Bradley Primary School to update their School Travel Plan which may open up more funding opportunities (TAOSJ), until then this project is in abeyance.</p> <p>HP confirmed he had contacted the school last autumn and will follow this up with them.</p> <p>School have not yet updated travel plan. PC rep to chase.</p> <p>EC suggest consideration to be given to increasing precept in future years for contribution.</p>	ON HOLD
c)	<p>16-19-13 Newtown Trowbridge</p> <p>20/21 Funding: £2,500 CATG: £1,667 TTC: £833</p> <p>21/22 Funding: £12,000 CATG: £9,000 TTC: £3,000</p>	<p>Newtown Pedestrian Crossing Additional CATG allocation £5083.50 and TTC £1694.50 was agreed at last meeting.</p> <p>Pedestrian crossing design being progressed by Atkins. Anticipated delivery of design in late July.</p> <p>This will then determine exactly what the costs are for implementation, in turn we'll then be able to look at what funding avenues are available.</p>	<p>Results showed the recorded speeds met the 20mph criteria, yet is contrary to policy concerning the road use.</p> <p>Senior colleagues are considering exception to policy and have sought advice from the Wiltshire Police, concerning enforcement.</p>	To note

## LOCAL HIGHWAY AND FOOTWAY IMPROVEMENT GROUP / NOTES LOG

	Item	Update	Actions and recommendations	Who
Page 35		<p>Newtown Primary School do have an updated School Travel Plan, so hopefully that part if not all funding could come from TAOSJ. However any funding from TAOSJ would be for next financial year.</p> <p>KR/JM to circulate costings for crossing when available. Atkins anticipate this being available in September.</p> <p>20mph assessment to be revisited in light of correspondence with Cllr McClelland with regard to Newtown.</p> <p>KR shared the plan of the signal crossing design with the group. The estimated cost of implementation, including removal of the existing Zebra crossing, is £94,000</p> <p>KR explained that it may be possible to take implementation forward through the TAOSJ process however this will not be confirmed until next financial years budgets are set.</p>		

## LOCAL HIGHWAY AND FOOTWAY IMPROVEMENT GROUP / NOTES LOG

	Item	Update	Actions and recommendations	Who
d)	Broadmead estate, Trowbridge	<p>Update on construction timescales will be given once known, awaiting confirmation from the contractor regarding resource.</p> <p>The group allocated £12,000 annual budget for dropped kerbs, several meetings ago, which has been carried forward. Yet no other requests have been forthcoming, so the group was asked to consider using already set aside, to deliver additional dropped kerbs already identified on the Broadmead estate.</p> <p>£4,500 for an additional 3 sites from the £12,000 already allocated was agreed at the meeting. Subject to TTC contribution.</p> <p>£4500 agreed in original allocation. Additional £4500 allocation for 3 further dropped kerb sites from annual dropped kerb budget (£12,000).</p> <p>Total allocation for Broadmead dropped kerbs £9000.</p> <p>Construction programmed to commence 3rd October.</p> <p>JT raised concerns about contractor quality as recent issues with footway resurfacing. KR explained that different operatives undertake this work and will be supervised. KR not anticipating any concerns with quality based on experience with these operatives.</p>	<p>Works complete</p> <p>Can be removed from tracker</p>	

## LOCAL HIGHWAY AND FOOTWAY IMPROVEMENT GROUP / NOTES LOG

	Item	Update	Actions and recommendations	Who
e)	Langford Road, Trowbridge	<p>As above, update on construction timescales will be given once known, awaiting confirmation from the contractor regarding resource.</p> <p>As above - Construction programmed to commence 3rd October.</p>	<p>Works complete</p> <p>Can be removed from tracker</p>	

## LOCAL HIGHWAY AND FOOTWAY IMPROVEMENT GROUP / NOTES LOG

5.	<b>Other Priority schemes</b>			
Page 38	<p>a) 16-20-4 The Halve, Trowbridge – mini roundabout redesign</p> <p>Now proceeding under amendments to Parking restrictions across the town.</p>	<p>Proposal for waiting restrictions prepared and provided to residents. Plan was circulated with note tracker.</p> <p>SP reported good feedback from residents with regards to the proposed waiting restrictions.</p> <p>£2,000 for Traffic Regulation Order and £1,500 for implementation, subject to TTC contribution, was agreed.</p> <p>TC contribution agreed. To proceed to legal advert.</p> <p>Outstanding waiting restriction requests for Trowbridge have been provided with note tracker. If requests still valid, LHFIFG may wish to combine legal advertisements with the The Halve for no additional cost. There would be costs associated with implementation of those additional restrictions of approx.. £2500.</p> <p>Group agreed to fund further implementation costs. TTC to agree contribution of £625. Contribution from TC agreed.</p>	<p>All plans and documentation being prepared for the legal team to progress the formal consultation.</p> <p>Plans will be shared ahead of the formal consultation with relevant members.</p> <p>Advert date will be circulated once confirmed by the Traffic Regulation Order Team.</p>	<p>JM</p>

## LOCAL HIGHWAY AND FOOTWAY IMPROVEMENT GROUP / NOTES LOG

<p>b)</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 39</p>	<p>16-20-09 – Reduction of speed limit, Cockhill, Trowbridge</p> <p><i>Funding: £2500</i>  <i>CATG: £1875</i>  <i>TTC: £625</i>  <i>Above previously agreed for speed assessment</i></p>	<p>Atkins recommendations circulated with note tracker. Atkins do not recommend any changes to speed limits.</p> <p>No funding needed to be agreed, KR/JM/JT to meet on site to discuss other possible measures that could help reduce the speeding.</p> <p>Site meeting held. Improvements to terminal signing, gateway surfacing and additional bus stop markings proposed. Estimated cost of £5,500.</p> <p>To also include SLOW markings and potential marked parking area.</p> <p>JM to prepare plan to allow decision to be made at next meeting.</p>	<p>Plan attached to this tracker for discussion and decision to proceed.</p> <p><i>Proposal discussed and agreed</i>  <i>LHFIG £4,125</i>  <i>TTC £1,375</i></p>	<p>JM</p>
<p>c)</p>	<p>Innox Rd, Trowbridge – Request for 20mph Speed Restriction</p>	<p>Report recommends implementation at a cost of £4000. A recommendation is being considered by TTC on 3rd May for £1000 contribution.</p> <p>Decision for Innox Road to be included in TRO advert for 20mph speed limit changes as agreed – includes St Thomas Rd area and Broadmead Estate.</p>	<p>Funding already committed from previous meetings – for TRO advert only.</p> <p>All plans and documentation being prepared for the legal team to progress the formal consultation. Advert date will be circulated once confirmed by the Traffic Regulation Order Team.</p>	<p>JM</p>

## LOCAL HIGHWAY AND FOOTWAY IMPROVEMENT GROUP / NOTES LOG

<p>d)</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 40</p>	<p>Silver Street Lane, Trowbridge – Request for 20mph Speed Restriction and Improved Crossing Points.</p> <p>CATG allocation - £1667 TC contribution - £833 Total £2500</p>	<p><b>Request:</b> 20mph zone for the area. Signs required at both ends of Silver Street Lane J Frome Rd and J Bradley Rd. (Links to the north are already into a 20mph zone).</p> <p>Improved crossing opportunities at Frome Road junction, junction of Balmoral Road &amp; Hazel Grove, junction with Kingsdown Road, junction with Silver Birch Grove and Sandringham Road, junction with Willow Grove.</p> <p>Atkins report has been provided to local Member and Town Council for consideration. Enclosed with note tracker.</p> <p>LA – town council will not be in position to consider until further works undertaken.</p>	<p>KR reviewing the provision of refuge islands or other measures to address road and pedestrian safety concerns.</p>	<p>KR</p>
<p>e)</p>	<p>St Thomas Road, Trowbridge – Request for 20mph Speed Restriction</p> <p>CATG allocation - £1667 TC contribution - £833 Total £2500</p>	<p><b>Request:</b> 20mph zone for the area including The Down and south of Islington/The Down and north of Hilperton Road. Signs required at Wyke Road J Withy Close, The Down J Canal Road, Delamere Road J Islington, St Thomas Rd J The Halve, Stancomb Avenue J Hilperton Rd, Springfield Park J Hilperton Rd and Victoria Road J Hilperton Rd.</p> <p>Atkins report has been provided to local Member and Town Council for consideration. Enclosed with note tracker.</p> <p>£4762.50 agreed for contribution from Town Council but TRO cost to be agreed this time around.</p>	<p>See 5c) above</p>	<p>JM</p>



## LOCAL HIGHWAY AND FOOTWAY IMPROVEMENT GROUP / NOTES LOG

Page 41	f)	<p>Broadmead Estate, Trowbridge – Request for 20mph Speed Restriction.            CATG allocation - £1667            TC contribution - £833            Total £2500</p>	<p><b>Request:</b> Review and then installation of 20mph signs. 4 sets of signs required: Chilmark Road J Westwood Rd, Broadmead J Westwood Rd, Brook Rd J Cockhill and Brook Road J Wingfield Rd. Some of the existing signage is in contravention of regulations and requires replacement anyway; Junction of Chilmark Road and Westwood Road and Junction of Broadmead and Westwood Road. Signs at Junction of Wingfield Road change from 30mph to 20mph.</p> <p>Atkins report has been provided to local Member and Town Council for consideration. Enclosed with note tracker.</p> <p>Option 1 is preferred option from Trowbridge Town Council. £25800 total costs - £6k from TC</p>	<p>TRO to be advertised however discussion/investigation required re: types of traffic calming measures.</p> <p>Also note that Brook Road is currently being reviewed as part of a Taking Action on School Journeys study at the request of Walwayne Court school. This report will be shared when complete and both projects considered together prior to implementation.</p> <p>Further discussions with the TAOSJ team this week.</p>	<p>KR/JM</p> <p>KR/JM</p>
	g)	<p>The Croft/Carlton Row – Replacement and additional bollards</p>	<p><b>Request:</b> Replacement of damaged verge markers and additional markers. Damage to verges caused by large vehicles overrunning verges.</p> <p>A proposal for verge markers on The Croft has been prepared and included with note tracker. The cost estimate for installation is £1800.</p> <p>Group agreed funding subject to TTC contribution 25%. Total allocation £1800 (£1350 LHFIG / £450 TC)</p> <p>TC have agreed contribution. To be taken forward for implementation.</p>	<p>Works Order now with Ringway, awaiting installation.</p> <p>Can be removed from tracker.</p>	<p>To note</p>

## LOCAL HIGHWAY AND FOOTWAY IMPROVEMENT GROUP / NOTES LOG

<p>h)</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 42</p>	<p>16-21-7 Speed reduction measures, Phillips Way and Westbury Road, North Bradley.</p>	<p><b>Request:</b> Permanent traffic calming measures, road narrowing, roundabouts etc, landscaping on roundabout at Phillips Way to encourage reduced speed when approaching, removal of 40 mile an hour sign when approaching roundabout to reduce those that speed up when the sign comes into sight.</p> <p><b>17/12/2021</b> KR has provided NBPC with standard details for gateways and ballpark costs for their consideration.</p> <p>The 40mph sign cannot be removed as this would make the speed limit unenforceable.</p>	<p>To be discussed at next parish council meeting. KR to provide information to RE again... Ballpark figure was £6k</p> <p>NBPC to update group</p> <p>HP advised that this had yet to be discussed at the Parish Council and would follow this up.</p>	<p>NBPC</p>
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## LOCAL HIGHWAY AND FOOTWAY IMPROVEMENT GROUP / NOTES LOG

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 43</p>	<p>i) 16-21-9 Goose Street, Southwick</p>	<p><b>Request:</b> The Parish Council is concerned at the dangers involved in crossing Goose Street from Blind Lane/Poles Hole Farm to Brokers Wood Road. There is an existing grass path which is very wide and popular but dangerous. Crossing from this point pedestrians cannot see the oncoming traffic.</p> <p>Plan prepared and cost estimate provided – circulated with note tracker. JM to forward plan and estimate to Southwick PC for their consideration and seek approval for contribution.</p> <p>Initial cost estimate of £6,000 for works. This may need to be revised given recent increases however parish council have confirmed approval of the proposal with slight change to dropped kerb location and confirmed willing to contribute £1500.</p> <p>PC would like to include installation of a kissing gate to replace style as part of works but at their cost.</p>	<p>Scheme to be put on hold pending confirmation from parish council that it is still required due to closure of farm shop.</p> <p>18<sup>th</sup> Oct SPC reconsidered and decided it would like to proceed with the works.</p> <p>JM to arrange a site meeting with SPC</p> <p><a href="#">Steven Carey from SPC confirmed that 10/11 Parish Councilors were in favour that the scheme should go ahead and no further site meeting/confirmation required, please proceed.</a></p>	<p>To note JM</p>
	<p>j) Manor Road, Trowbridge</p>	<p>Cllr Trigg has canvassed residents for their opinions on any changes to the verges. Consideration being given to grasscrete, removal of verge and/or planting/posts to deter parking.</p> <p>Site visit undertaken. Proposal circulated with tracker. Estimate for verge works £35,536.00</p> <p>KR to develop phasing plan and cost up.</p>	<p>KR met with Mark Banks – The Parish Steward will be able to undertake some work now likely to be in the Spring.</p> <p>Possible verge markers as an initial step. KR will update plan accordingly.</p> <p><a href="#">Defer any decision on funding to next meeting (Feb 2023)</a></p>	<p>To note KR</p>

## LOCAL HIGHWAY AND FOOTWAY IMPROVEMENT GROUP / NOTES LOG

<p>k)</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 44</p>	<p>Dropped kerbs – Annual Programme</p>	<p><b>15/09/2021</b>            Cllrs discussed setting aside funding specifically for dropped kerb requests as there are many areas that need improvement. This is to be discussed at area board with the CATG provisionally ringfencing £12,000 for this. This decision must be ratified at Area Board. Town and Parish Councils will be required to contribute to dropped kerbs in their areas.</p> <p><b>17/12/2021</b>            Funding decision was included at area board. No concerns raised at this CATG meeting. Discussed above at 4d)</p> <p>JT suggested that councillors review key walking routes, possibly in conjunction with LCWIP, to identify most suitable locations for funding dropped kerbs.</p> <p>EK has put forward a number of locations to TTC for consideration. To be sent to LHFIFG from TTC once discussed.</p>	<p>TTC Town Development meeting of 4<sup>th</sup> October Resolved to approve the requests for Withy Close, Greenway Gardens, St Thomas Road and Fulney Close and forward to Wiltshire Council for further consideration.</p> <p>LHFIFG decision required to agree funding for these sites. There is currently £8,625 left in the Dropped Kerbs allocation.</p> <p><a href="#">LHFIFG agreed to fund the 4 sites above at £4,500</a></p> <p><a href="#">LA - TTC provisionally agreed contribution</a></p>	<p>LHFIFG</p>
<p>l)</p>	<p>16-21-18 Frome Road, Southwick</p> <p>Request for speed limit assessment</p>	<p>The Parish Council is concerned at the volume and speed of traffic along Frome Road. The PC requests a speed limit assessment is undertaken on Frome Road</p> <p>The Parish Council has resolved to submit this request and is aware that match funding will be required if the request is approved</p> <p><b>17/12/2021</b>            It was agreed to fund a speed limit assessment from the county boundary to 30mph at Trowbridge. CATG £1875, SPC £625</p>	<p>Awaiting Atkins report – due for completion October 22.</p> <p>Awaiting Technical Report from Atkins, when available will be sent to the Parish, LHFIFG Chair and Local Member</p>	<p>To note</p> <p>JM issue once received</p>

## LOCAL HIGHWAY AND FOOTWAY IMPROVEMENT GROUP / NOTES LOG

<p>m)</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 45</p>	<p>16-21-19 Boundary Walk, Trowbridge</p> <p>Request for name plates</p>	<p>Following a request from residents to review the need of additional nameplates on Boundary Walk I would propose one additional sign to point visitors to the front doors of 27-34 Boundary Walk.</p> <p>The Town Council supports this project to go to CATG. Resident would like formal request letter for positioning of sign. JM preparing proposal and estimate and liaise with DV to inform residents.</p> <p>Provision of nameplate as requested is feasible. Cost estimate £300. LHFIFG to consider funding.</p> <p>TTC to consider contribution – currently overspent. LA to discuss at Sept TC meeting agenda.</p> <p>LHFIFG agreed funding subject to TTC contribution. Contribution from TC agreed.</p>	<p>Works Order now with Ringway, awaiting installation.</p> <p>Can be removed from tracker.</p>	<p>JM</p>
<p>n)</p>	<p>16-21-20 Westfield Close, Trowbridge</p> <p>Request for road markings</p>	<p>Westfield Close has several areas for parking but no parking bays are marked. Space is therefore seldom maximised and there are issues with poor parking blocking in residents at key times of the day. It is an area where several comments from different residents about lack of parking but often it is exacerbated by poor use of space available. TTC supported the request to go forward to CATG.</p> <p>JM has reviewed location and marking of bays is feasible. Cost estimate via ad-hoc road marking ticket is £450. TTC contribution has been approved. LHFIFG funding agreed.</p>	<p>Works Order now with Ringway, awaiting installation, now likely to be Spring due to weather and road conditions.</p> <p>Can be removed from tracker.</p>	<p>To note</p>

## LOCAL HIGHWAY AND FOOTWAY IMPROVEMENT GROUP / NOTES LOG

<p>Page 46</p>	<p>o) 16-21-21 Manor Road, Trowbridge</p> <p>Request for bus shelter nr Manor Close</p>	<p>Many of the bus stops on Studley have no shelter. This bus stop, beside Manor Close is used by residents of Manor Court - sheltered housing for the older generation. I am raising this on behalf of one of them. But we should also be making it easier/better to access public transport for all. Part of that is not standing in the pouring rain without cover. There is space to put a shelter here - it would be on Selwood land and they have indicated that happy with this.</p> <p>The Town Council supports this request to go forward to CATG.  <b>17/12/2021</b>  TTC to consider funding the shelter. TTC have agreed contribution of £4,000 and agreed future maintenance.</p> <p>KR to move this forward to assess feasibility and costs. Liaison with Selwood Housing required.</p> <p>A review of recent quotes for bus shelter provision shows that supply and install of a shelter is likely to be in the region of £7,000. The provision of hardstanding will be in the region of £3500. Land required from Selwood will be subject to legal costs as a minimum, therefore this provision is estimate to be in excess of £10,500.</p> <p>TC position on bus shelters – all shelters on town are maintained by TC except for blue ones. TC have agreed future maintenance but have not agreed contribution.</p> <p>KR to open discussions with Selwood. Funding to be considered at next meeting.</p>	<p>KR has contacted Selwood Housing. Selwood Legal Team have indicated that there is scope to dedicate some land as highway to allow shelter installation, but need to consult.</p> <p>KR to continue discussions with Selwood re land.</p> <p>Selwood wish to carry out own consultation. Update to follow...</p>	<p>To note  KR/JM/  Selwood</p>
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## LOCAL HIGHWAY AND FOOTWAY IMPROVEMENT GROUP / NOTES LOG

<p>Page 47</p>	<p>p) 16-21-22 Chilmark Road, Trowbridge</p> <p>Request for bus stop markings</p>	<p>No bus stop markings on the road. This can mean cars parking and making it more difficult for buses to stop in correct place. It is also an issue for many bus stops in the area including Wingfield Rd (beyond Hungerford Drive). Markings on the road make it clear for road traffic that they need to allow space - some of the bus stops are not easy to spot as a driver. We should be prioritising public transport</p> <p>The Town Council supports this request to go forward to CATG  <b>17/12/2021</b>          KR to check road surface to ensure markings will adhere. Plan and cost estimate required.</p> <p>KR to check road surface and progressed via the Ad-hoc lining programme, £300</p> <p>EC made a general comment about refreshing road markings such as Bus Stop markings. KR recommended to report these type of maintenance issues via the MyWilts App.</p>	<p>KR confirms that surface is fine for markings to be provided. LHFIG to consider £300 funding.</p> <p>Funding agreed including contribution from TC.</p> <p>Works Order now with Ringway, awaiting installation, now likely to be Spring due to weather and road conditions.</p> <p>Can be removed from tracker.</p>	<p>To note</p>
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## LOCAL HIGHWAY AND FOOTWAY IMPROVEMENT GROUP / NOTES LOG

<p>q)</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 48</p>	<p>16-21-25 Leap Gate, Trowbridge</p> <p>Enhanced signing of speed limit</p>	<p>Transition from 40 mph limit to 30 mph limit – vehicles not slowing down as enter 30mph. There is busy crossing for pedestrians just after the transition point so this is dangerous area as used by children and adults.</p> <p>Larger more visible 30 mph signs – also relocated to be more visible. Regular maintenance of trees to prevent obscuring signs. Painted roundels or hatching on road to show transition into 30 mph zone as indicated in photo (attached).</p> <p>Cost estimate for enhanced terminal signing and gateway / high friction surfacing is £5,000.</p> <p>To be added to TC agenda for consideration of contribution. Consider funding at next LHFIG meeting.</p> <p>TC have confirmed contribution up to £1250.</p>	<p>Plan attached to this tracker for discussion and decision to proceed.</p> <p>Proposal discussed and agreed LHFIG £3,750 TTC £1,250</p> <p>General comments regarding the cycle route and signing. LHFIG request JM to consider additional measures to slow cyclists on the shared path. JM to feedback to MJ.</p>	<p>JM</p>
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## LOCAL HIGHWAY AND FOOTWAY IMPROVEMENT GROUP / NOTES LOG

<p>r)</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 49</p>	<p>16-21-26 Hilperton Road, Trowbridge</p> <p>Request for crossing nr Victoria Road.</p>	<p>30 mph area—but it is a difficult road to crossing as main road into Trowbridge. Traffic often speeding including large vehicles. Residents find it difficult to cross due to lack of crossing and speeding vehicles.</p> <p>Crossing put in near end of Victoria Road to enable pedestrians to cross the road. This would also enable cyclist to cross over to access cycle paths that connect through Halfway Close.</p> <p><b>17/12/2021</b> Cllrs Jacob and Kirk to undertake site observations and adhoc pedestrian counts prior to decision being made to fund pedestrian crossing survey.</p> <p>MJ &amp; EK informed group that they had met on site and both agree to proceed with a detailed survey. Pedestrian survey cost - £1,000 subject to TTC contribution of £250</p>	<p>TC contribution confirmed. Survey has been ordered and will be carried out in September.</p> <p>Survey data received. Report will be circulated when available. JM to chase.</p>	<p>To note JM</p>
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## LOCAL HIGHWAY AND FOOTWAY IMPROVEMENT GROUP / NOTES LOG

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 50</p>	<p>s) 16-22-1 Greenhill Gardens, Hilperton – Request for additional street light</p>	<p>Residents have asked if another street light can be provided outside of the bungalows – mainly 11, 9, 7, 5, 3 and 1.</p> <p>This area is extremely dark in winter months. If they have been out and return home they feel very vulnerable and for some this stops them from going out in the evening. It is a sheltered scheme with an average age of 79.</p> <p>Just one more light would solve the problem.</p> <p>Fowarded to Street Lighting team at Atkins, no charge confirmed.</p> <p>Atkins response circulated with note tracker and has been provided to Parish Council for their consideration.</p> <p>To be considered by parish council. EC to report back to next meeting.</p>	<p>Confirmation received from HPC agreeing to contribution and their preferred option.</p> <p>Option 1 at a cost of £4,600.00</p> <p>HPC contribution: £1,150</p> <p>LHFIG to discuss funding of £3,450</p> <p><a href="#">Discussed and agreed funding of £3,450</a></p>	<p>LHFIG</p>
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## LOCAL HIGHWAY AND FOOTWAY IMPROVEMENT GROUP / NOTES LOG

Page 51	<p>t) 16-22-3 Frome Road / Church Lane, Trowbridge</p>	<p>Drivers emerging from Church Lane onto Frome Road have difficulty seeing traffic approaching northwards from the right due to the angle of the junction and the presence of a hedge on the corner. The visibility falls short of the requirement of 43m at 30mph.</p> <ol style="list-style-type: none"> <li>1. Realignment of the 'give way' markings forwards up to 300mm to improve forward visibility.</li> <li>2. Provision of new solid edge lines on the approach to the junction alongside the give way markings</li> <li>3. Provision of a new 'Junction (left)' warning sign on the approach with an accompanying 'SLOW' road marking.</li> </ol> <p>As the local councillor I have consulted Wiltshire Area Highways Team and they have suggested these improvements to increase visibility. A rough estimate of the total cost is £1,000.</p> <p>Funding for new junction warning signs agreed - £1000 total (£750 LHFIFG / £250 TTC). TTC contribution to be confirmed.</p>	<p>TTC have confirmed £250 contribution</p> <p>JM to prepare plan and works Order for Ringway</p>	JM
	<p>u) 16-22-5 Taylors View,</p> <p>Now proceeding under amendments to Parking restrictions across the town.</p>	<p>Request from resident for bollards to prevent footway parking which is contributing to damage to tree opposite.</p> <p>Town Council did not support bollard provision but would like consideration to be given to reflectors on the tree.</p>	<p>Double yellow lines recommended to prevent parking. To be taken forward as part of other restrictions being advertised.</p> <p>See 5a) above</p>	

## LOCAL HIGHWAY AND FOOTWAY IMPROVEMENT GROUP / NOTES LOG

<b>6.</b>	<b>New Issues</b>			
a)	Hilperton village – SID	EC raised a request for LHFIG to support allocating resource to provide NAL sockets and posts for SIDs in Hilperton, funded by Parish Council. It was agreed that this was supported. HPC to send LHFIG request form to cover this.	Site meeting with KR/JM/EC arranged for 16 <sup>th</sup> November to agree suitable locations	JM/EC
b)	Horse Road – request for street name plates	Request received via email from EC. Plates were removed when Elizabeth Way went in and never replaced.	JM to discuss further with EC on positioning.	JM/EC
c)	Bratton Road, West Ashton 20mph speed limit request	There is a 30 mph along the Bratton Road in West Ashton but vehicles continue to exceed the speed limit. Most houses on the Bratton Road offer limited vision on their exits to Bratton Road that could cause a traffic incident therefore it would be sensible to take measure to avoid the possibility.  The Parish Council installed speed humps on Bratton Road at either end of the village to further improve road safety and to avoid excessive expenditure for two more "humps" it is requested that a 20 mph limit be applied to Bratton Road for the part that currently has a 30mph speed limit. Alternatively a 20 mph should be applied for a suitable distance either side of the West Ashton primary school.	Assessment would be £2,500  Contribution required from WAPC £625  <a href="#">Discussed and agreed LHFIG - £1,875</a>	LHFIG
<b>7.</b>	<b>Any other business</b>			
a)	HP raised a couple of issues	Hawkeridge Road – bus stop markings Southwick Baptist Church – Brown sign request	<a href="#">JM advised that to progress a Highway Improvement Form would need to be sent by the Parish Council</a>	

8.	<b>Date of Next Meeting: 23<sup>rd</sup> February 2023 (Area Board 16<sup>th</sup> March 2023)</b>
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## Trowbridge LHFIG

**Report author** Jamie Mundy, Senior Engineer.

### 1. Environmental & Community Implications

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

### 2. Financial Implications

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

**2.2.** If funding is allocated in line with LHFIG recommendations outlined in this report, and all relevant 3<sup>rd</sup> party contributions are confirmed, Trowbridge Area Board will have a remaining Highways funding balance of £544.57

### 3. Legal Implications

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

### 4. HR Implications

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

### 5. Equality and Inclusion Implications

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

### 6. Safeguarding implications

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