

AGENDA

Meeting: TROWBRIDGE AREA BOARD
Place: The Cotswold Space - County Hall, Trowbridge BA14 8JN
Date: Thursday 12 May 2016
Time: 6.30 pm

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.

Networking opportunities will be available from 6:15 p.m.

Please direct any enquiries on this Agenda to Shirley Agyeman (Democratic Services Officer), direct line 01225 718089 or email shirley.agyeman@wiltshire.gov.uk.

All the papers connected with this meeting are available on the Council's website at www.wiltshire.gov.uk

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

Wiltshire Councillors

Cllr Nick Blakemore - Adcroft
Cllr Ernie Clark - Hilperton
Cllr Dennis Drewett - Park
Cllr John Knight - Central
Cllr Stephen Oldrieve - Paxcroft
Cllr Helen Osborn - Lambrok
Cllr Graham Payne - Drynham
Cllr Horace Prickett - Southwick

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

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

	Time
<p>1 Election of Chairman <i>(Pages 9 - 10)</i></p> <p>To elect a Chairman for the forthcoming year.</p>	6.30pm
<p>2 Election of a Vice-Chairman</p> <p>To elect a Vice-Chairman for the forthcoming year.</p>	6.35pm
<p>3 Chairman's Welcome and Introductions</p> <p>The Chairman will welcome everyone to the meeting.</p>	6.40pm
<p>4 Apologies</p>	
<p>5 Minutes <i>(Pages 11 - 22)</i></p> <p style="padding-left: 40px;">i. To approve the minutes of the meeting held on Monday 14 March 2016.</p>	
<p>6 Declarations of Interest</p> <p>To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.</p>	
<p>7 Chairman's Announcements <i>(Pages 23 - 34)</i></p> <p>To include the following:</p> <p style="padding-left: 40px;">i. Your Care Your Support Wiltshire ii. Adult Care Charging Policy Consultation iii. Army Re-basing May-16 Update iv. Carers in Wiltshire: Joint Strategy 2016 – 2020</p>	6.45pm
<p>8 Election of Representatives to Outside Bodies <i>(Pages 35 - 46)</i></p> <p>To appoint Wiltshire Councillors as representatives to Outside Bodies and Working Groups who will report to future Area Board Meetings.</p>	6.50pm

Outside Bodies to include:

- i. Trowbridge Community Area Future (TCAF)
- ii. Collaborative Schools Steering Group
- iii. Local Youth Network (LYN)

Working Groups:

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

Full details are contained in the agenda report.

9 **Partner Updates** (*Pages 47 - 74*)

7.00pm

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

- i. Wiltshire Police
- ii. Wiltshire Fire and Rescue Service
- iii. Trowbridge Community Area Future (TCAF)
- iv. Town and Parish Councils
- v. Local Youth Network
- vi. NHS Wiltshire Clinical Commissioning Group
- vii. Healthwatch

10 **Outside Body & Working Group** (*Pages 75 - 80*)

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

- i. Transforming Trowbridge
- ii. Collaborative Schools
- iii. Trowbridge Area Board Campus Working Group TABCWG

11 **Trowbridge Health & Wellbeing Group** (*Pages 81 - 84*)

7.15pm

Mary Cullen, CEM, will give an update about the setting up of a local health and wellbeing group.

12 **Trowbridge Health and Wellbeing Centre**

7.20pm

A representative from CCG will be present to discuss the proposed Health and Wellbeing Centre in Trowbridge and respond to questions on health provision and associated issues.

Cllr Keith Humphries, Cabinet Member for Health (including Public Health) and Adult Social will also be in attendance to talk about health support for the delivery of the Trowbridge Health & Wellbeing Centre and respond to any questions.

13 **Funding**

7.35pm

13a **Community Area Grants** (Pages 85 - 90)

To consider the following applications:

Applicant	Amount requested
Applicant: Great Hinton Memorial Hall Project Title: Disabled facilities at St James Church Hall Trowbridge View full application	£3960.00
Applicant: West Wilts Esprit Gymnastics Club Project Title: West Wilts Gymnastics and Fitness Showers View full application	£3000.00
Applicant: Trustees of North Bradley Progressive Hall Project Title: North Bradley Progressive Hall Roof repairs View full application	£1875.00
Applicant: The Mead Academy Trust Project Title: New School Friends Association Start Up Assistance View full application	£986.98

Applicant: Julian House Project Title: Recovery in Common - A Recovery Festival View full application	£4934.80
Applicant: Larkrise Riding for Disabled Group Project Title: Handling Area Roof Construction	£4000.00

13b **Councillor Led Initiative** (Pages 91 - 92)

To consider the following applications:

- i. Councillor Led Initiative by Cllr Steve Oldreive to provide funding of £173.92 to enable Trowbridge Walking group to be able to continue to operate and afford members the benefits as detailed in the proposal. Funding is required for annual insurance and for printing of walks leaflets.

13c **Local Youth Network Recommendations** (Pages 93 - 98)

14 **Community Engagement Manager Update** 7.55pm

15 **CATG Recommendations** (Pages 99 - 110) 8.05pm

£4,000 recommended for Hulbert Close – cycle link

£2500 recommended for Issue [4485](#) – Request for bus shelter, Frome Road, Trowbridge

£600 recommended for Issue [4420](#) – Pedestrian crossing request – The Down, Trowbridge

16 **Urgent items**

Any other items of business which the Chairman agrees to consider as a matter of urgency.

17 **Close**

8.15

Future Meeting Dates

Thursday 14 July 2016, The Cotswold Space - County Hall,
Trowbridge BA14 8JN at 18.30 p.m.

Thursday 15 September 2016, The Cotswold Space - County Hall,
Trowbridge BA14 8JN at 18.30 p.m.

Thursday 10 November 2016, The Cotswold Space - County Hall,
Trowbridge BA14 8JN at 18.30 p.m.

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Relevant extract of the constitution for the election of Chairman

- 4.2 The chairman and vice-chairman of an area board will be appointed at the first meeting of an area board, which takes place after the annual meeting of the Council, by the unitary councillors on each area board, except in an election year where after the first meeting of Full Council a special meeting of each area board will take place to appoint a chairman and a vice-chairman.
- 4.9.1 The Democratic Services representative will call for nominations for the position of chairman of the area board. A councillor's nomination must be seconded to be valid. A councillor shall not be nominated in his/her absence without their written consent.
- 4.9.2 In the event of only one valid nomination being received the person presiding will declare the nominated councillor elected.
- 4.9.3 In the case of two valid nominations the Democratic Services representative will ask for a show of hands from those councillors in favour of each councillor and declare the candidate receiving the majority of votes of the councillors present and voting, to be the winner.
- 4.9.4 In the case of an equality of votes for the two candidates, the Democratic Services representative shall draw lots to determine the winner of the election and then declare the result.
- 4.9.5 In the case of three or more valid nominations being made, the Democratic Services Representative will call for a show of hands for each of the candidates. The Democratic Services representative will then announce the candidate with the least number of votes and that candidate will be eliminated (in the case of a tie for the least number of votes, the Democratic Services representative shall draw lots to determine which candidate to be eliminated). A further vote shall be taken for the remaining candidates and after each vote the candidate with the least number of votes shall be eliminated until only two candidates remain and a final vote taken.
- 4.9.6 The newly elected Chairman of the Area Board shall then preside over the election of the Vice Chairman in the manner described above with the ability to use a casting vote in the event of an equality of votes.
- 4.9.7 With the exception of an election year, the chairman and vice-chairman of an area board shall remain in post until their successors are appointed.

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DRAFT MINUTES

Meeting: TROWBRIDGE AREA BOARD
Place: The Cotswold Space - County Hall, Trowbridge BA14 8JN
Date: 14 March 2016
Start Time: 6.45 pm
Finish Time: 9.46 pm

Please direct any enquiries on these minutes to:

Jade Urbanski (Democratic Services Officer), Tel: 01225 718063 or (e-mail) jade.urbanski@wiltshire.gov.uk

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

In Attendance:

Wiltshire Councillors

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

Cllr John Thomson, Deputy Leader of the Council and Cabinet Member for
 Communities, Campuses, Area Boards and Broadband

Total in attendance: 56

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
13	<p><u>Welcome/Introductions</u></p> <p>The Chairman welcomed those present to the meeting and introduced an item to receive a formal Petition from Mr Joe Huckle, a parent of a child at the Bellefield Primary School, Trowbridge.</p> <p>Mr Huckle introduced himself and explained that a Petition had been drawn up in agreement with Mr Steve Wigley, Headteacher of the Bellefield Primary School, requesting traffic calming measures to be put in place at the Down. The Petition reflected the fact that local parents and residents felt that the road opposite the Bellefield Primary School was a dangerous place for children</p>

crossing the road; and therefore required various traffic calming measures to be put in place to minimise the risk of an accident.

Resolved

To receive the petition and forward to the next Community Area Transport Group (CATG) meeting on 18 April 2016 for consideration.

14

Apologies

Apologies for absence were received from Councillor Helen Osborn, Councillor Nick Blakemore, Inspector James Brain, Sgt McCoy and Mary Cullen.

15

Minutes

Resolved

To approve and sign the minutes of the meeting held on 14 January 2016 as a true and accurate record.

16

Declarations of Interest

Councillor Dennis Drewett declared a non-pecuniary interest regarding the Community Grant application for £728.76 towards an improvement project by the Friends of Biss Meadow at agenda item 8a below, as he was a member of the Group, and did not vote on the application.

17

Chairman's Announcements

There were no announcements.

18

Partner Updates

Updates from partners were received as follows:

i. Wiltshire Police

The written update included within the agenda pack was noted and there were no further updates.

ii. Wiltshire Fire and Rescue Service

A verbal update was provided by Cllr Payne who advised that the Combined Wiltshire and Dorset Fire Authority was on target for the merger on 31 March 2016, and there would be an opening afternoon on 1 April 2016.

iii. Trowbridge Community Area Future (TCAF)

A verbal update was provided by Lindsey Millen, TCAF Coordinator, who reported that the time credits project was now live, and there were 8 local organisations involved in the scheme. It was also advised that the Clean for the Queen campaign recently took place and there were approximately 20 volunteers involved between the ages of 9 and 55 years. It was further reported that the funds had been received for the

community notice boards which would be put in place in mid-March. Additionally, it was noted that the cultural food festival would take place on 16 July 2016.

iv. Town and Parish Councils

The written update from Trowbridge Town Council was noted. Questions were noted as follows:

Trowbridge Town Council

A question was raised with regard to the publicity of the Trowbridge Business Improvement District (BID). A member of the task group reported that a meeting had recently taken place to consider the draft business plan, which would go out to consultation to the businesses included within the plan. Individuals would then have an opportunity to decide whether they would vote. It was further reported that the BID was due to go to ballot in May/June, and if successful would commence later in the year.

A question was raised by Mr Edward Kirk of Scholars, Trowbridge on behalf of the Trowbridge Business Improvement District (BID) Awareness Group. It was stated that the group had been set up, as some local businesses felt that they had been excluded from the debate and were seeking more information.

Mr Kirk also asked if Wiltshire Council was intending to utilise its 25 votes in any ballot, and if this was seen as appropriate. It was agreed a written reply would be provided.

Southwick Parish Council

No update.

Hilperton Parish Council

Cllr Ernie Clark reported that the Hilperton neighbourhood plan was progressing well.

West Ashton Parish Council

It was reported that the Clean for the Queen scheme was successful; however concern was raised with regard to fly tipping issues which are being monitored and reported.

North Bradley Parish Council

No update.

v. Local Youth Network

The written update from the Local Youth Network Management Group meeting was noted, and Sarah Holland, Community Youth Officer further reported that the first round of training for youth workers had taken place successfully, and three youth workers would be attending a youth

<p>19</p>	<p>conference to learn more on the impacts of youth work.</p> <p><u>Outside Body and Working Group Updates</u></p> <p>Trowbridge Area Board Campus Working Group</p> <p>No update.</p> <p>Transforming Trowbridge</p> <p>Jeff Ligo, Director of Transforming Trowbridge, was in attendance to provide an update.</p> <p>It was explained that the group were a private sector led partnership which had been set up to facilitate and enable investment opportunities within the local area, and to assist with strategic decisions on behalf of the Trowbridge town. The Board were advised that the group had received support from the Town Council and local employers and had been set up following the demise of the Transforming Trowbridge working group in April 2015.</p> <p>It was explained that the group had agreed key priorities which included strengthening retail quality, creating jobs, identifying development opportunities and supporting the Town Council in its bid to enlarge the town boundaries and the Business Improvement District(BID) proposals. A sub group to drive forward the priorities was solely made up of business representatives other than the clerk of the Town Council. It had also received £2000 in start up funding from Wiltshire Council.</p> <p>The Board discussed the update from Mr Ligo, and in response to queries it was confirmed that a representative of the BID consultants had been invited to be part of the group as it was felt a successful bid would enhance the quality of the time. It was also confirmed no smaller businesses were currently a part of the group, but a representative of the Chamber of Commerce was.</p> <p>Some members expressed concern at the effectiveness of the new group and that it was operating without a constitution, and a further query was raised with regard to the group's medium and long term goals. In response Mr Ligo stated a review would take place in 18 months to assess the effectiveness of the group and its volunteers using their contacts to facilitate connections and investment. It was also confirmed there was no representation for the parishes of the community area among the group, which was focused upon the town only.</p> <p>A formal question as submitted by Cllr Ernie Clark was received as follows:</p> <p><i>“Transforming Trowbridge has received £2,000 from Wiltshire Council (presumably via this area board). It has agreed a list of priorities one of which is ‘To support Trowbridge Council in their bid to achieve an extension of the town boundary in accordance with the proposal currently lodged with Wiltshire Council.’</i></p>
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This favours one first tier authority to the detriment of other first tier authorities within the Trowbridge Area and is surely inappropriate.

With this knowledge, should the funding provided by Wiltshire Council be withdrawn and a repayment requested?"

And a response was received as follows:

"The Cabinet Member for Economic Development, Skills, Strategic Transport and Strategic Property and the Associate Director of Economic Development and Planning met with representatives of the Transforming Trowbridge and agreed to help the re-established Transforming Trowbridge with some start-up funding. It was agreed that £2000 would be provided from the service's budget to allow the group to undertake local economic development activity including development of website to help promote development opportunities and attract inward investment to the town. This was to be a one-off payment and would need to be matched by the private sector and the group would need to have the active support of the Town Council."

Why were no councillors from the Trowbridge Area Board invited to the meeting with members of the Cabinet and Transforming Trowbridge?

Cllr Clark considered that the response had not sufficiently answered his query, and asked a supplementary question as follows, which would be forwarded to the relevant Cabinet Member:

Why were no councillors from the Trowbridge Area Board invited to the meeting?

20

Visiting Cabinet Representative

Councillor John Thomson, Cabinet Member for Communities, Campuses, Area Boards and Broadband and Deputy Leader of the Council, and Tim Martienssen, Head of Service Economic Development and Planning, were in attendance to provide an update on development in the Trowbridge area and in particular in relation to progress regarding the Health and Wellbeing centre (formerly known as Campus). A presentation was also received on development opportunity sites in the town, and efforts with partners to drive investment forward.

Councillor Thomson stated that a report had been commissioned on all aspects of health provision in the town in response to concerns, and informed the Board that Wiltshire had been allocated over £0.300m from the One Public Estate Programme administered by the Cabinet Office in London, which allows for public sector bodies within a locality to develop shared programmes to release surplus land and buildings which could then be reused for new building and enterprise. Maggie Rae, Corporate Director, would be leading on the project in order to secure the appropriate health provision for Trowbridge, which was recognised as a priority for the next phase.

	<p>The Area Board discussed the presentation and update from the Cabinet Member, with some members concerned at the level of progress that had been achieved, especially in selling surplus assets and securing health provision, and that some in the community were concerned Trowbridge was losing out to other areas as a result. In response Cllr Thomson responded that the focus of the Campus delivery programme was now prioritised on Trowbridge and a few others now the first tranche had been delivered, and that efforts were underway to secure health provision on the appropriate site in a phased approach to bring in the rest of the development.</p> <p>Some members of the Campus Working Group stated they felt it was difficult to obtain information on available funds, and it was stated the Cabinet would work through the Community Engagement Manager to assess the options requested by the Board through the working group and details on funding would be available at that stage when requirements and specifications were clear.</p> <p>At the conclusion of discussion the Chairman confirmed on behalf of the Board support for the operation of the Campus Working Group, and that he would follow up with the Corporate Director on the latest developments.</p>
21	<p><u>Funding</u></p>
21a	<p><u>Community Area Grants</u></p> <p>The Area Board considered the following applications to the Community Area Grant Scheme 2015/16:</p> <ol style="list-style-type: none"> 1. <u>Gloucester Road Allotment Association</u> The sum of £953.00 was requested for replacement communal composting bins and new notice boards. <u>Decision</u> The Area Board awarded the sum of £953.00 to Gloucester Road Allotment Association. <i>Reason: The application met the Community Area Grant Criteria 2015/16.</i> 2. <u>Owlets Outdoor Play Parent and Toddler Group</u> The sum of £815.00 was requested for Owlets Forest School Farm. <u>Decision</u> The Area Board awarded the sum of £815.00 to Owlets Outdoor Play Parent and Toddler Group. <i>Reason: The application met the Community Area Grant Criteria 2015/16.</i> 3. <u>Trowbridge Community Area Future</u> The sum of £861.86 was requested for community action – litter picks. <u>Decision</u> The Area Board awarded the sum of £861.86 to Trowbridge Community Area Future. <i>Reason: The application met the Community Area Grant Criteria 2015/16.</i>

4. West Ashton Village Hall
The application of £1022.90 for digital literacy - audio system was withdrawn prior to the meeting.
5. Alzheimer's Support
The sum of £996.00 was requested for improved IT infrastructure.
Decision
The Area Board awarded the sum of £996.00 to Alzheimer's Support.
Reason: The application met the Community Area Grant Criteria 2015/16.
6. Hope Nature Centre
The application of £5000.00 for a disabled toilet block and hand washing facility was withdrawn prior to the meeting.
7. Wiltshire Rural Music School
The sum of £931.40 was requested for musical equipment.
Decision
The Area Board awarded the sum of £931.40 to Wiltshire Rural Music School.
Reason: The application met the Community Area Grant Criteria 2015/16.
8. Friends of Biss Meadow
The sum of £728.76 was requested for the River Biss Improvement Project.
Decision
The Area Board awarded the sum of £728.76 to Friends of Biss Meadow.
Reason: The application met the Community Area Grant Criteria 2015/16.
9. Trowbridge Westbourne Sports Club
The sum of £950.00 was requested for a storage shed.
Decision
The Area Board awarded the sum of £950.00 to Trowbridge Westbourne Sports Club.
Reason: The application met the Community Area Grant Criteria 2015/16.
10. West Wilts U3A (University of the third age)
The sum of £988.00 was requested for a radio microphone system.
Decision
The Area Board awarded the sum of £988.00 to West Wilts U3A (University of the third age).
Reason: The application met the Community Area Grant Criteria 2015/16.
11. Revival – Wiltshire RASAC
The sum of £1277.00 was requested for training equipment.
Decision
The Area Board awarded the sum of £1277.00 to Revival – Wiltshire RASAC.
Reason: The application met the Community Area Grant Criteria 2015/16.

12. Walwayne Court School

The sum of £1000.00 was requested for a nurture room.

Decision

The Area Board awarded the sum of £1000.00 to Walwayne Court School

Reason: The application met the Community Area Grant Criteria 2015/16.

13. Trowbridge Archery Club

The sum of £876.00 was requested for an archery club trailer.

Decision

The Area Board awarded the sum of £876.00 to Trowbridge Archery Club.

Reason: The application met the Community Area Grant Criteria 2015/16.

14. Trowbridge Town Hall Trust

The sum of £833.29 was requested for IT equipment.

Decision

The Area Board awarded the sum of £833.29 to Trowbridge Town Hall Trust.

Reason: The application met the Community Area Grant Criteria 2015/16.

15. Hilperton School PFA

The sum of £2787.50 was requested for a Trim Trail - All Weather Resurfacing, Hilperton School.

Decision

The Area Board awarded the sum of £2787.50 to Hilperton School PFA.

Reason: The application met the Community Area Grant Criteria 2015/16.

16. Studley Green Community Day Care Centre

The sum of £937.16 was requested for storage/entertainment equipment.

Decision

The Area Board awarded the sum of £937.16 to Studley Green Community Day Care Centre.

Reason: The application met the Community Area Grant Criteria 2015/16.

17. Breakthrough Trowbridge Digital Literacy

The sum of £689.91 was requested for a drop in centre.

Decision

The Area Board awarded the sum of £689.91 to Breakthrough Trowbridge Digital Literacy.

Reason: The application met the Community Area Grant Criteria 2015/16.

21b

Area Board Projects

The Area Board considered the Councillor Led Initiatives detailed within the agenda pack.

Resolved

- i. To award the sum of £50.00 to the Councillor Led Initiative by Cllr Osborn to supply bark chips to be used by the College Estate Residents' Association to provide ground cover and mulch for the planters at College Estate, Trowbridge.
- ii. To award the sum of £900.00 to the Councillor Led Initiative by Cllr Ernie Clark to finance a site survey for a skate park for youth on Paxcroft Mead and Castle Mead.
- iii. To award the sum of £1419.92 to the Councillor Led initiative by Cllr Helen Osborn for an intergenerational project to be undertaken with school children and older people from Studley Green Luncheon Club.
- iv. To award the sum of £3646.00 to the Councillor Led Initiative by Cllr John Knight to provide project materials for a pilot programme to tackle the issue of teenage pregnancy in the community area.
- v. To award the sum of £1195.00 to the Councillor Led Initiative by Cllr Steve Oldrieve for exhibition materials for the cultural food festival.

21c

Local Youth Network Recommendations

The Area Board considered funding requests from the Local Youth Network (LYN).

1. LYN MG Group - Youth worker provision in Trowbridge and the wider community.
Decision
To award the sum of £17,804.80 toward the youth worker provision in Trowbridge and the wider community.
2. LYN MG Group – CYO – To support youth work learning in Trowbridge.
Decision
To award the sum of £80.00 toward supporting youth work learning in Trowbridge.
3. Community First / Youth Actual Wiltshire
Decision
To award the sum of £5000.00 toward the Young Carer's Programme in Trowbridge.
4. Trowbridge Youth Theatre – Trowbridge Arts.
Decision
To award the sum of £4855.00 toward the Trowbridge Youth Theatre – Trowbridge Arts.
5. Trowbridge Islamic Trust.
Decision
To not award the grant and refer back to Local Youth Network Management Group to clarify and confirm requirements as per recommendation detailed within report, to include completion of a Risk Assessment.
6. The Moroccan Association
Decision

- To award the sum of £5740.00 towards Bridging Communities through Art and Culture as per recommendation of report.**
7. Opline – Supported by TCAF (Stallards Skate Park)
Decision
To award the sum of £1250.00 toward improvements to Stallards Skate Park.
8. Wiltshire YFC
Decision
To award the sum of £2000.00 toward a summer activities programme 2016.
9. LGBT Group – Supported by Wiltshire Youth Arts Partnership (WYAP)
Decision
To award the sum of £4400.00 toward the LGBT film project.

21d

Community Area Transport Group (CATG) Recommendations

The Area Board received the report from the Community Area Transport Group with a recommendation to award the sum of £500.00 toward ‘keep clear markings’ at Delamere Road, Trowbridge.

It was also noted that the total remaining within the CATG budget for 2015/16 would be £650.60.

Resolved

To award the sum of £500.00 toward keep clear markings at Delamere Road, Trowbridge.

22

Delivery and Demand of New Housing

Iain Kirby, Adult Care Commissioning and Housing, was in attendance to provide an update on the demand for affordable housing in the local communities, and the delivery of new housing to meet local need.

Iain Kirby referred to the presentation slides and outlined the national policy context along with the key priorities and the next steps for Trowbridge. It was explained that the scheme involved increasing owner occupation, which included low cost options and making the best use of existing social housing stock. The key aims of the scheme were explained which included increasing the supply of new homes and promoting independent living in the community.

The key priorities were explained which included ensuring there were a range of housing options available to meet needs, promoting home ownership of housing, enabling the provision of homes for the most vulnerable and making best use of existing stock.

The basic stock profile for the Trowbridge community area was explained and Iain advised that the area currently had 2362 social rented homes, and there were a total of 258 individuals on the housing register with a first preference for Trowbridge. The median house price for the Trowbridge area was approximately £187,725 (as taken from the Land Registry figures as at February 2016), which

	<p>equated to the third least expensive area within Wiltshire.</p> <p>The Board were advised that the next steps were to commission research at each community area level, and to develop a housing strategy and work with the local communities and partners to understand local need. It was also noted that options would be considered to increase choices for those not able to meet needs in the open market.</p> <p>During discussion it was agreed that additional information and greater time for debate was required at a future meeting to ensure the issues were properly considered.</p> <p><u>Resolved:</u></p> <p>That the delivery and demand of new housing agenda item was brought to the next Area Board meeting on 12 May 2016.</p>
23	<p><u>Local Highways Investment Fund 2014-2020</u></p> <p>Peter Binley, Head of Highways Asset Management and Commissioning was in attendance to update the Area Board on the Local Highways Investment Fund 2014 – 2020 as at the end of year 2 of the 6 year project.</p> <p>The Area Board members were referred to the Executive Summary and associated appendices included within the agenda pack, and were asked to consider the proposed road resurfacing and maintenance programme along with the proposed local schemes for 2016/17.</p> <p>It was explained that the investment was being targeted at those roads in worst condition, including both main and minor roads, and the assessments had been based on road safety information and road condition data available which had been used to prepare the annual lists of priority sites for treatment. It was also explained that the condition of classified roads in Wiltshire had improved considerably since 2009/10.</p> <p>The Board were also advised that the road at West Ashton would be monitored and kept safe, and it was noted that the road was deteriorating at a faster rate than originally predicted.</p> <p><u>Resolved</u></p> <p>To note the work completed so far in connection with the ‘Local highways Investment Fund 2014 – 2020.</p>
24	<p><u>Community Engagement Manager Update</u></p> <p>There was no update from the Community Engagement Manager.</p>
25	<p><u>Urgent items</u></p> <p>There were no urgent items.</p>

Chairman's Announcements

Subject:	Your Care Your Support Wiltshire
Officer Contact Details:	Dr. Sara Nelson Information and Communications Manager Healthwatch Wiltshire sara.nelson@healthwatchwiltshire.co.uk Olly Spence Wiltshire Council olly.spence@wiltshire.gov.uk
Weblink:	http://www.yourcareyoursupportwiltshire.org.uk/home/

Healthwatch Wiltshire is working in partnership with Wiltshire Council to manage and develop *Your Care Your Support Wiltshire*, the new health and social care information website for the county.

The website contains:-

- Information about different topics such as, dementia, keeping well and paying for care as well as explanations of an overview of how the NHS and social care work in Wiltshire.
- A service directory that provides details of local organisations, clubs, societies, GPs, dentists and care homes.

Your Care Your Support Wiltshire's First Birthday

The site launched on April 1st 2015 and so has now been up and running for a year. In this year, it has been viewed 164,669 times and has been visited by 20,669 users. Of those who visited, 67% were new to the site whilst approximately 33% were return users. The most popular pages on the site were:

1. Paying for Care
2. How do I get care and support in Wiltshire?
3. Living with a disability/learning disability

Future plans and how you can help.

Future plans include adding more detailed, localised information on end of life care and mental health services, updating and building on existing information and adding more videos and easy read pages. In addition we will continue to engage with local communities to ensure that the service directory contains all the information they need to access services and groups in their area.

Healthwatch Wiltshire will continue to involve local people in the development of the site so that we can make sure that it meets their needs. We would like to hear your views on the site. You can tell us about groups and clubs in your community or

Chairman's Announcements

suggest topics that we can add to the site. This site is for Wiltshire people – make your voice heard!

Chairman's Announcements

Subject:	Adult Care Charging Policy Consultation
Officer Contact Details:	Olly Spence Community Commissioner olly.spence@wiltshire.gov.uk
Weblink:	http://www.wiltshire.gov.uk/news/articles/httpwwwwiltshiregovuknewsarticlescare-services-policies-consultation

Introduction-The Adult Care Community Commissioning team are currently leading on a public consultation regarding proposed changes to the adult care charging policy (i.e. how much people contribute to the cost of the social care services that they receive).

Unlike health services which are free at the point of access, adult social care support is means-tested in line with national guidelines. The proposed changes have been made in response to the Care Act (2014), to align Wiltshire's approach with that of other local authorities and to ensure the Council can continue to deliver sustainable care and support services.

The proposed changes will only impact on customers who contribute towards care services in their own home and will not impact on those contributing towards care in a permanent residential care setting.

The proposed Changes

- To take into account 100% of disposable income¹, the Council currently only takes into account 80% of disposable income.
- To take the full rate of attendance allowance into account when assessing how much people need to contribute. The Council currently only takes the lower rate into account even if the individual receives the higher amount.
- To update the list of allowable Disability Related Expenses (DRE). DRE items are things people have to spend money on as a result of a disability or illness and are disregarded when calculating how much people may have to contribute.

The Consultation Process-The consultation will run for three months and is scheduled to end on June the 6th. Customers who are likely to be affected by any

¹ Disposable income is the amount of money and individual has available after Household expenses, general living allowance and any disability related expenditures have been accounted for.

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changes were contacted via letter to set out the proposals and encourage them to get involved. In addition to these individual letters a series of public meetings have been facilitated by Healthwatch Wiltshire.

How people can get involved- The consultation survey can be found on the Councils website

<http://www.wiltshire.gov.uk/news/articles/httpwwwwiltshiregovuknewsarticlescare-services-policies-consultation>

People can contact the Council or Healthwatch Wiltshire to request paper copies of the survey, pose individual questions or organise one to one meetings.

For more information please contact Olly Spence olly.spence@wiltshire.gov.uk

Army Basing Briefing for the Amesbury, Pewsey, Tidworth and Warminster Area Boards - Updated 29 April 2016

Background

The Ministry of Defence's Army Basing Programme will be delivered by 2020 and it is planned that all the Service personnel and their families who are due to relocate to Wiltshire from Germany, will do so by the summer of 2019. This will see some 4,000 Army personnel and approximately 3,200 dependants relocating to Larkhill, Bulford, Tidworth Ludgershall and Upavon. The MOD plans to invest in excess of £1 billion in Wiltshire under the programme, in these settlements as well as building more than 900 family homes and the additional levels of infrastructure and services to be provided by Wiltshire Council.

May 2016 Update

Planning Applications

The three applications for Service Family Accommodation at Ludgershall, Bulford and Larkhill were considered by the Strategic Planning Committee (SPC) on 13 April 2016. The committee resolved to grant permission for all three applications subject to the conditions recommended by the planning officer to the SPC and agreement of a Section 106 Agreement (which will define the contributions by the MOD) that must also make reference to the provision of affordable housing, should the houses be sold on the open market in the future. There were additional caveats:

- In respect of **Ludgershall and Bulford**, that additional "informatives" relating to speed limits on roads surrounding the development site be made to address road safety. *(It should be noted that Informatives allow the local planning authority to draw an applicant's attention to other relevant matters, but cannot be used in lieu of planning conditions).*

- In respect of **Larkhill**:
 - that the final design of the new roundabout access to the SFA must take account of Historic England's comments in respect of the assessment of visual impacts, including a night skies assessment, to demonstrate the outstanding universal value of the Stonehenge World Heritage Site is protected;
 - that prior to its determination, assessment be given of the relative merits of a 3-legged or 4-legged design for the roundabout access to the site and, if necessary, changes to that access being incorporated into the proposed development;
 - that in dealing with boundary treatments beside the Golf Centre, specific reference was to be made to consider the risk from wayward golf balls impacting upon the SFA site.

Planning permission for the main camp works at Tidworth, Larkhill and Bulford is being considered under delegated powers and are expected to be determined shortly. Permission for development at Perham Down was given in July 2015. The application for **Upavon's** redevelopment is expected shortly. It is later than the other applications as there is far less work required and therefore the development programme is shorter than that for the other camps.

Section 106 Agreement

The MOD's Defence Infrastructure Organisation and Wiltshire Council have attended a series of meetings to finalise the section 106 agreement (s106). The final version will reflect upon any changes that may be required from the outcome of the SPC deliberations and it is hoped to sign and seal the agreement in May 2016. The s106 will cover:

- Off-site road junction improvements
- Provision of sustainable transport measures
- Land and contributions for education provision
- Delivery of community land / facilities at Ludgershall and Larkhill
- Access to MOD sports and community facilities
- Provision and maintenance of on-site public open space and play facilities
- Contributions towards collection of waste
- Delivery of the Larkhill medical facility to be made available for NHS GPs
- Ecology provisions – including: terms of reference for the Salisbury Plain Environmental Steering Group and Hydrology Steering Group, provision of recreation pressure mitigation in respect of breeding Stone Curlew, the detail and implementation of the Recreational Access Action Plan
- Affordable Housing commitments in the event the MOD sells the SFA covered by the applications.

Community Infrastructure

The local Steering Group (SG) comprising Ludgershall Town Council (LTC), Wiltshire Council, the NHS, local health surgeries, MOD representation and the Community Engagement Manager met again on 14th April. Progress is being made to determine how the building being offered by the MOD can be best utilised and to ensure it is economically viable.

Somme Road Shared Use (Cycle & Pedestrian) Path

The cycle path at Somme Road is nearing completion. DIO have completed the surfacing of the base and all that remains is for the 26th Royal Engineers unit to install lighting, complete the road markings and make good local groundworks. The unit is due to complete the work by July. It is hoped that the path will be officially opened in August, before the 2016/17 academic year starts. This is a good example of partnership working between Wiltshire Council, the DIO and Army to benefit local communities.

NB: Now that there is positive news on the applications and only Upavon's main camp works requires any further planning consideration, these regular briefings to the Amesbury, Pewsey, Tidworth and Warminster Area Boards will cease. However, if there are any issues of significance or interest, they will be produced on an "ad hoc" basis for the benefit of the relevant board.

END OF ANNOUNCEMENT

(Briefed previously - but repeated for reference if required)

School Infrastructure

The following additional school infrastructure is to be provided by the summer 2019:

- Funding for the additional 150 places currently being built at Bulford, Kiwi which will be ready for the new academic year (summer 2016) to accommodate children from the incoming 5 RIFLES unit. Planning permission to extend Bulford Kiwi Primary was granted on 18th December 2015. The extension to Bulford St Leonard’s has completed and will also be available for these and other children. This has not required funding from the ABP.
- The transfer and expansion of St Michael’s Primary School from Figheldean to Larkhill, adjacent to the proposed new 444 SFA development will be available by the summer 2018. Conceptual plans for the new St Michael’s Primary school building were displayed at a local exhibition in the Larkhill Community Centre on 25th January.
- The provision of 60 Early Years places to be incorporated into the above school will also be available by the summer 2018.
- Extension of both Avon Valley College and Wellington Academy to provide some 375 additional places. The MOD is also offering two hectares of land to extend Wellington Academy.
- Provision of a new primary school at Ludgershall alongside the MOD’s proposed 246 SFA development. This will be available by summer 2019.
- The provision of 30 Early Years places to be incorporated into the above school will also be available by summer 2019.

Table 1 – Net Additional Population by Unit Location based on Army Basing Programme Planning Assumptions. Children numbers are based on Army National Ratio of 1.3 children per Military family

Location	SLA Pop	SFA Population			Total
		Military	Spouses	Children	
Larkhill	1,297	698	698	908	3,601
Bulford	414	223	223	290	1,150
Tidworth	317	169	169	219	873
Perham Down (Ludgershall)	414	223	223	290	1,150
Upavon	126	78	78	102	384
Total	2,568	1,391	1,391	1,809	7,159

(Source: MOD Revision to Masterplan issued 27 Nov 2015)

Table 2 – Army Basing Programme *Service Family Accommodation (SFA) to be provided by location:*

<i>Location</i>	<i>SFA units</i>	<i>Notes</i>
<i>Larkhill</i>	<i>444</i>	
<i>Bulford</i>	<i>227</i>	<i>This includes 36 units that will replace existing SFA, so the net new requirement is 191 for the Army Basing Programme.</i>
<i>Ludgershall</i>	<i>246</i>	
<i>Tidworth</i>	<i>0</i>	<i>The MOD is acquiring 100 units from a commercial development in Tidworth - (Riverbourne Fields to meet the Army Basing Programme requirements).</i>
<i>Upavon</i>	<i>0</i>	
<i>Total</i>	<i>917</i>	

(Source: MOD revision to Masterplan issued 27 Nov 2015)

Chairman's Announcements

Subject:	Carers in Wiltshire: Joint Strategy 2016 - 2020
Officer Contact Details:	Karen Walters, Community Commissioner (Carers)
Weblink:	http://consult.wiltshire.gov.uk/portal

Wiltshire Council and NHS Wiltshire Clinical Commissioning Group, in consultation with their other strategic partners (especially Carer Support Wiltshire, Wiltshire Parent Carer Council and Spurgeons) and over 50 carers have developed a new strategy for carers. The draft document is now available for the public to view and comment on before being finalised. It can be viewed in full on the council's consultations webpage:

<http://consult.wiltshire.gov.uk/portal>

Information postcards and leaflets are also available at this meeting.

Publicity materials can be provided from Karen Walters, Wiltshire Council, for any partners who would be willing to support spreading the message or if you would like to invite her to attend any local carer groups or meetings during the consultation period.

Please feedback comments by **13 July 2016** to: Karen Walters, Community Commissioner (Carers) at:

Address: County Hall, Bythesea Road, Trowbridge BA14 8JN

Email: Karen.walters@wiltshire.gov.uk

Mobile: 07876 393890

Who do we mean when we talk about carers?

Anyone can become a carer. A carer is someone of any age, including a child (young carer), who provides unpaid support to a family member or friend who could not always manage without this help. This could be caring for a relative (a parent, grandparent, sibling, child, spouse, partner) or friend who is ill, frail, disabled or who has mental health or substance misuse problems. They should not be confused with paid or volunteer support workers.

Most people are likely to be undertaking a caring role at some point in their lives, with many of us needing to access some form of information, advice and support during this difficult time.

Have we got things right in the new strategy?

We believe we have a strategy that is truly representative of the needs of Wiltshire carers. However, now is the time for you to have your say and influence the way services are commissioned over the next 4 years.

We invite members of the public, especially carers, to comment on this document to influence the future commissioning of support for carers in Wiltshire. We need you to tell us if we have got things right. We also want to

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know if you, as a carer, feel represented within this strategy and if not, what is it you would like to see added or changed. What services do you currently access (if any) that you value and why they are important to you?

We invite organisations and business in Wiltshire to comment on the document and to inform us of any contributions they are already making or could make, in order to support the delivery of this strategy.

A detailed action plan will be developed once the strategy is finalised to support its delivery.

Why is this strategy needed?

A Carers UK press release on 12 November 2015 stated “Unpaid carers save the UK **£132 billion a year** – the cost of a second NHS.” ¹

70% of the 47,608 ²carers living in Wiltshire continue to remain hidden and it is believed that many of these people will not be aware of their carer status. Accessible information and advice is therefore vital to ensure that these people know where to get help and support when they need it.

The Care Act places additional duties on social care services in assessing and addressing the needs of carers. Carers now have parity of esteem with those people they care for. We need to ensure that carers' of people with mental health issues are able to access appropriate services to meet their needs. There is a requirement for all health, social care and educational professionals to identify young carers and ensure their needs are being met and that they are not carrying out inappropriate caring roles.

The 2015 Healthwatch report “Unpaid Carers in Wiltshire: help in a crisis” highlights the need to review how we support carers in a crisis. Whilst early intervention and prevention measures is expected to reduce the likelihood of this point being reached, there will be unavoidable circumstances when a carer reaches crisis point and it is vital targeted support is available to help them when they reach this point.

Our shared vision for carers in Wiltshire:

Wiltshire cares for carers by ensuring that carers living in Wiltshire are identified and accepted as expert partners in care; are well informed; and maintain a good quality of life and healthy lifestyle outside of their caring responsibility.

To find out more please read the full strategy and / or contact Karen Walters direct.

¹ Valuing Carers 2015 – the rising value of carers' support Lisa Buckner (University of Leeds), Sue Yeandle (University of Sheffield)

² Census 2011

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WILTSHIRE COUNCIL OUTSIDE BODIES

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

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Appointments to Working Groups Trowbridge Area Board

Community Area Transport Group:

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

Trowbridge Area Board Campus Working Group:

- Area Board Representative – Currently Cllrs John Knight, Dennis Drewett and Steve Oldrieve (Chair)
- Colin Kay – Vice Chairman representing Education, TCAF and Town Hall Trust
- Martin Cooper - Trowbridge Resident Co-opted for knowledge of sport and project management
- Paula Drew - Trowbridge Swimming Club
- Dr Toby Cookson - GP practices in Trowbridge
- Dennis Bridges (CCG)
- David Baker (Chamber of Commerce), Peter Fuller (TTC)
- Bob Brice (TTC)
- David Goldstone Local Resident co-opted for knowledge of the leisure industry
- Kendrick Jackson (Hilperton PC)
- Hayley Bell (TTC)

LYN Management Group

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

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COMMUNITY AREA TRANSPORT GROUP (CATG)

TERMS OF REFERENCE

Membership of the CATG

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

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

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

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

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

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

Appointment of CATG Members

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

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

Media Relations

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

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

Meetings

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

Officer Support

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

Terms of Reference

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

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

Terms of Reference

1. Small scale transport schemes – discretionary funding

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

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

(Cabinet Member Decision HT-021-10)

2. Small scale transport schemes – substantive funding

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

(Cabinet Member Decision HT-026-11)

3. Speed Indication Devices

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

(Cabinet Member Decision HT-023-11)

4. C & UC roads speed limit review

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

(Cabinet Member Decision HT-027-11)

5. Waiting restrictions

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

(Cabinet Member Decision HT-031-11)

6. Other decisions

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

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

September 2014

1. Purpose

Definition of a Local Youth Network

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

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

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

2. Membership

The LYN may include representatives of:

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

All representatives must be subject to appropriate safeguarding requirements.

The participation and involvement of young people

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

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

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

Roles of all members of the LYN

All members will be required to:

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

3. Structure and operation

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

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

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

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

The management group will be supported by:

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

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

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

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

Key responsibilities for the management group include:

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

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

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

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

4. Media Relations

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

5. Review

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

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TROWBRIDGE AREA BOARD REPORT **12TH MAY 2016**

Welcome to the April report from your Community Policing Team (CPT).

Over the period since our last report, we have been looking at how we can develop our CPT and have held several staff engagement sessions across the teams. In addition to this, we have met with a number of community groups and listened to their views. It is clear that across all the forums we have engaged with, we are all sharing a common goal of “keep me safe, protect my community”. We are looking at improved ways to communicate via a number of channels that are open to us, from social media to face to face meetings. We will continue to balance our resources against the threats, harms and risks in your community, working in line with our control strategy to address the issues that matter to you. We have moved away from a statistics lead report but be assured, if it is happening in your community and affects you, we will tell you.

The end of March will see us entering the pre re-election period for the Police and Crime Commissioner, also known as purdah. It is important to stress that it is business as usual for the Wiltshire Police. Your local CPT are apolitical and we are here to work with our communities to address the issues that are most important to you, as I am sure you will appreciate it is not for us to comment on the upcoming elections.

Horizon - <http://www.wiltshire.police.uk/horizon> - 101

I would like to take this opportunity to introduce you to Horizon. Being a victim or witness of crime can be distressing and traumatic. .

From October 2014, we were given the responsibility for delivering non-specialist services to victims of crime. Horizon Victim and Witness Care has been established to ensure that every victim of crime benefits from the best possible integrated support service according to their needs.

Horizon has been designed to provide the help and support needed relevant information and advice with links to other partner organisations that can assist you.

Horizon Victim and Witness Care is a new team of police staff which will help to provide a co-ordinated, consistent end-to-end service for victims and witnesses. This is from their first point of contact with Wiltshire Police, through the whole criminal justice process.

Working with partner agencies, Horizon will provide an enhanced service to support victims and witnesses when they need it most.

How can they help?

- A dedicated Victim and Witness Care Officer to victims of crime identified as most vulnerable
- Support and guidance throughout the criminal investigation process
- Simplified process for victims
- Greater level of co-ordinated end-to-end care for victims who need it most
- A schedule of contact between the victim and Wiltshire Police - victims will be able to say when and how they wish to be contacted
- Signposting to relevant national and local services where appropriate
- Improved quality of outcomes for victims and witnesses, working closely with key partner agencies
- If you require further practical and emotional help, we can refer you on to Victim Support

The victims and witnesses eligible for an enhanced service are:

- Vulnerable victims
- Intimidated victims
- Persistently targeted victims
- Victims of serious crime

These victims will be allocated a dedicated Victim Care Officer who will conduct a detailed assessment of their needs.

The Victim Care Officer will provide a single point of contact for the victim or witness to receive information and updates on their case. Victim Care Officers will agree a schedule of contact with the victim and be able to signpost them to partner agencies and more specialist local and national services when appropriate, such as Wiltshire Bobby Van Trust.

Wiltshire Control Strategy

We are continuing to base our Policing activities on the control strategy and working with the 4 P's, Prevent, Pursue, Protect and Prepare. Under this strategy we are looking to maintain our consistent approach to addressing the threat, harm and risk that causes the greatest harm to your communities and this is a daily evolving situation that requires a degree of fluidity. We have chosen not to include the diagram setting out our control strategy in this report but I need to emphasis that this is key in how we go about our daily business. A cross cutting theme of the control strategy is our young people and those who are more vulnerable and need safeguarding. In addition, those who are victims of domestic abuse are all in deserving need of a professional response and support. Our control strategy meets with Horizon here and works together to support those in need and focus our energies and resources in the most productive direction.

Community Messaging

Below is a link to Chief Constable Mike Veales monthly column which was posted onto the Community Messaging forum <https://www.wiltsmessaging.co.uk/> . This highlights the areas recently covered in our previous community reports. I would encourage you all to sign up to the Community Messaging as it is a key component of how Wiltshire Police are looking to engage with our communities. This month we have seen bulletins around action fraud, child sexual exploitation, and the force bravery awards as well a number of witness appeals.

https://www.wiltsmessaging.co.uk/da/140468/Chief_Constable_Mike_Veales_monthly_column_March.html

As always, we welcome any feedback that you may have and it is important to hear your views in how we can find the balances and address the issues that affect your communities. Please continue to leave your feedback at feedback@wiltshire.police.uk

Local Issues

Throughout the month of March, officers within the Community Policing Pilot area attended 90.9% of all Priority One calls within the targeted time, which equates to 140 calls.

The month has been generally quieter suffering from no significant series. The numbers of dwelling and non-dwelling Burglaries are down. We still continue to see a number of cycles stolen across the area, most of which appear to be opportunists taking insecure cycles that they come across. This is something that we continue to monitor.

On 22nd April 2016, Lewis MORRISON pleaded guilty at Swindon Crown Court, to a number of offences including the stabbing of a male in Union Street on 25th February. He was imprisoned for twelve years with a condition that when, released he will be subject to the provisions of a dangerous offender order for four years.

Police continue to recover a large amount of property which we often struggle to link to a crime. This is due to the fact that a high proportion of property is not readily identifiable. Websites such as www.immobilise.com and www.datatag.co.uk enable you to purchase security tags with individual security codes, which when registered, assists the Police in identifying and returning property when located.

For a detailed breakdown of the crime in your area visit...

<https://www.police.uk/wiltshire/>

James Brain

Community Policing Team Inspector

Trowbridge & Warminster

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Trowbridge Community Area Future
Trowbridge Civic Centre
St Stephens Place, Trowbridge,
Wiltshire.
BA14 8AH
Tel: 01225 765072
tcaf@trowbridge.gov.uk



TCAF - Progress to date

Time Credits and Volunteers Week

The pilot continues. Review and evaluate in late May/ June.

Volunteers week June 4th – 11th will aid the launch of the Time Credits initiative.

To mark this occasion TCAF have secured a stand in the foyer of **Tescos; 4th June 10-4**. This event will be used as a promotional tool, handing out information, speaking to potential volunteers and encouraging residents of Trowbridge to try volunteering.

TCAF are organizing a further event; a Volunteer recruitment drive on **June 11th in the Atrium 10-4**. Over 20 community groups, associations and charities have been invited to attend.

The event has been split into five areas;

- Youth
- Rocking Retirees
- Heritage and Culture
- Community
- Environment

Although not an exhaustive list for Trowbridge the groups invited to attend have been gathered through advice from TCAF, LINK Chair, Residents Associations Chair and Mary Cullen and Maryrose Mantle.

TCAF are also creating a film (8 minutes loop), celebrating volunteers in Trowbridge and the variety of opportunities available; to feature Link, a local Choir, Biss Meadows monthly clear ups, Arc theatre volunteers, Youth Skate group Opline, Age Concern and telephone befriending. This will be played at both events to highlight the benefits, rewards and skills developed through volunteering.

Further information and promotion literature for this event; 11th June, will be available mid May.

Youth Support Officer

Interviews May 3rd.

Funding and Grants

TACF continue to seek further funding for revenue.

The Big Lottery Reaching Community bid in draft format. Gaining feedback from community stakeholders.

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Town Clerk's Report 27th April 2016 to Policy & Resources Committee 3rd May 2016

1. POLICY

1.1 Community Governance Review (CGR) – The public consultation meeting will be held on Wednesday 11th May at 6.30pm at County Hall. A meeting of the panel with the Trowbridge area parish and town councils was held on Tuesday 26th April. In addition to three members of the panel, out of the potential five parishes which could be affected by the Trowbridge boundary change proposals, only West Ashton had representatives at the meeting. A map summarising the Trowbridge Town Council proposals is appended at the end of this report.

John Watling at Wiltshire Council reported the following on 22nd March:

I am writing to update you with progress on the CGR, and to set out the next steps. We are still planning on having everything resolved by October 2016, in order to ensure that the changes are in place for the 2017 Unitary and Parish elections.

I am very pleased to say that the Council has approved the appointment of external help with the CGR, in the form of John Quinton, former Head of Democratic Services at the Council. John has been briefed on all the issues and has just started working for us. For correspondence purposes, Ian Gibbons and I will remain the main contacts.

John Quinton (JQ) will be handling the Salisbury, Trowbridge and Box/Corsham schemes.

In order to meet the timescale associated with council meetings, we will be consulting on the three areas to be handled by John Quinton throughout April and part of May, with a view to reporting to Council on 12 July, and letters will be sent to residents as appropriate. We will not be considering any more new schemes.

A decision at the meeting of Wiltshire Council on 12th July will allow for the legal orders to be in place by October, so that the full implications can be included within the budget for 2017/18, providing Trowbridge Town Council and others a level of financial certainty which has not been possible for some years, following the introduction of the Localisation of Council Tax Scheme and the prolonged consideration of the CGR by Wiltshire Council.

1.2 Neighbourhood Plan Hilperton & East Trowbridge (AGENDA ITEM 7) – Notification was received on 12th April that the Steering Group working on developing a Neighbourhood Plan for Hilperton would like to include parts of Trowbridge within the area for their plan, to be then known as the Hilperton & East Trowbridge Neighbourhood Plan. This would require the approval of Trowbridge Town Council. The areas they are suggesting cover the east side of Wyke Road, the north side of Victoria Road, with Albert Road and Middle Lane and the south side of Hilperton Rd including The Beeches, Halfway Close, Kenton Drive, Pepperacre Lane and Ravenscroft Gardens. I have suggested that the Town Council would want to see justification as to why; the west side of Wyke Road with Hayes Close and Withy Close is not also included; the south side of Victoria Road with Ragleth Grove and Victoria Gardens is not included and the remainder of Paxcroft Mead is not included. I have also suggested that the town council would wish to see advice regarding the position of an unadopted Neighbourhood Plan if a boundary change takes place.

RECOMMENDATION:

That the Town Clerk is delegated to agree an appropriate boundary, based upon the inclusion of whole streets, adjoining cul-de-sacs and linked estate roads if the Hilperton Neighbourhood Plan Steering Group agree to include East Trowbridge.

1.3 Free Parking Days (AGENDA ITEM 8) – Wiltshire Council has confirmed its policy to offer each town the equivalent of two free days' worth of parking in council car-parks, which can be divided into smaller portions of the total spaces across a greater number of days, by the town

council. Trowbridge is therefore allocated 1546 free day spaces. Given the timescales, officers have requested that Armed Forces Saturday 25th June 2016 be allocated as a free parking day in the following car-parks: Bradford Road (24), Broad Street (33), Lovemead (165), Court Street (78) and Church Street (36) sub-total 336 day spaces. The committee is asked to approve the action of officers. The committee is then asked to consider approving Active Trowbridge Play Day on Saturday 16th July as an additional free day in the same five car-parks, sub-total 336. In addition we have negotiated with the Carnival Committee that Court Street car-park is made available for the fun fair on Carnival procession weekend of Friday 21st and Saturday 22nd October, sub-total 156. The committee is asked to approve this. A further two days in the five car-parks listed above would then be available to allocate for Christmas Lights switch on Saturday and one other Saturday in December, sub-total 672. It would be appropriate to consult with the Chamber of Commerce and The Shires, before confirming these additional two days. If all of these are allocated it totals 1500, leaving 46 unallocated.

RECOMMENDATION:

That the committee approves the allocation of Saturday 25th June 2016 and Saturday 16th July as free parking days in the Bradford Road, Broad Street, Church Street, Court Street and Lovemead car-parks, making all council car-parks free of charge on these event days.

That the committee approves the allocation of Court Street car-park for two days for the Carnival fun fair on Friday 21st and Saturday 22nd October 2016.

That the Town Clerk consults with the Chamber of Commerce and The Shires regarding the allocation of two further days, one for the Christmas Lights switch on and one for a Saturday in December.

1.4 Business Improvement District (AGENDA ITEM 9) – Following the last Full Council meeting on 15th March at which it was suggested that no independent businesses would be represented at the BID Task Group meeting being held on 16th March, the Town Clerk reported that four independent businesses were represented at that meeting. Since then the Task Group appointed a new Chair, Tracy Parker from Leykers Coffee Central.

At a meeting held on Friday 15th April chaired by Cllr Fleur de Rhe-Philippe and attended by representatives from Salisbury and Chippenham BIDs, Officers of Wiltshire Council, Tracy Parker, David Baker (Trowbridge Chamber of Commerce), Edward Kirk (TBAG) and the Town Clerk, Wiltshire Council have decided to postpone further activity on the Trowbridge BID until the Autumn. The important activity to be undertaken in the meantime will be to consult with businesses about their wishes for the future of the town.

Trowbridge Town Council has an excellent track record of supporting the town. The Town Council's key decisions; to support investment in the rebuilding of the Civic Centre and support growth of the town; together delivered a very strong message to developers that Trowbridge was a fantastic investment opportunity. This resulted in the re-development of St Stephen's Place, after a 20 year wait, and now the former Peter Black site, bringing new retail and leisure investments to the town. The Town Council can ensure that these investment opportunities continue; by sending out a further positive message for the next stage of the development of the town;

- Supporting growth of housing and businesses in the town
- Supporting the expansion of the Museum,
- Supporting the provision of additional sports pitches, and
- Supporting the development of a Health & Well-being campus.

All of these are partnership developments, but we should not ignore our existing town centre which continues to thrive, despite the growth of internet shopping and other competitors. Trowbridge can go backwards to the good old days when everyone came to the town by bus, the town had a cattle market, a brewery, a pork pie factory and numerous dark satanic mills, or it can embrace the reality

of 21st century change and grasp the opportunities that are presented to a wonderful town, in a great place to develop sustainably for the future.

RECOMMENDATION:

That the Policy and Resources Committee notes the decision of Wiltshire Council to suspend activity of progressing the Trowbridge BID during the Summer and recommends to the Town Council at its meeting on 17th May that no decisions on the BID should be taken by the Town Council until the BID process has recommenced.

2. FINANCE

2.1 Policy & Resources –April 15 – March 16 Year End (AGENDA ITEM 15)

	Actual Budget	Variance	
	<u>£000</u>	<u>£000</u>	<u>£000</u>
Gross Expenditure	447	501	54
Income	7	5	2
Net Expenditure	440	496	56

The budgeted net expenditure for the year was £496k and included £30k for reserves with the actual net expenditure at £440k which was £26k under budget excluding reserves.

Democratic Services CC401 was £7k under budget for the year with savings on salaries of £6k and TCAF/TIB was £5k under budget. Publicity/Marketing (RACS) costs were (£4k) over budget.

Mayor CC402 despite the cost of the civic dinner being over budget the total net expenditure was under budget which mainly due to savings on Town Gatherings, Mayor's Budget and Twinning. The mayor's budget includes £740 of actual costs from the previous year.

Grants CC403 Overall grants were £4.2k under budget, mainly due to Historic buildings.

Projects CC404 Projects spending was £6k under budget and included contributions to Transforming Trowbridge £2k and Keates Close Street Lighting.

Establishment CC 410 the actual net expenditure was £180k which was £7k under budget excluding reserves and was mainly due to savings on salaries on statutory maternity pay. Printing and photocopying costs included the magna carta promotion.

2.2 Full Finance Summary 2015 – 2016 Provisional full year figures are reported below. Final figures will be presented to Council on 28th June with the Annual Return.

Museum 101 net expenditure was on budget. Magna Carta exhibition costs of £3k matched by grant income. Museum project (102) costs of £66k were funded from earmarked reserves.

Leisure Services 265 net expenditure was (£40k) over budget, Magna Carta net costs were (£21k) of the total. Income from coaching was (£14k) down, but overall income (excluding Magna Carta) was £15k ahead of budget. The outdoor gym cost £29k which was funded from grants.

Establishment 401-410 net expenditure was £26k under budget which was mainly due to salaries savings £16k and projects £6k.

Direct Services 505-526 net expenditure was £23k under budget. TIC salaries were over budget due to long term sickness. Park net costs were over budget due to backdated water charges, but were more than offset by savings on Recreational areas, CCTV, Repairs, Christmas Lights, General Salaries, and additional income. Capital costs included the new spring rider in the park playground, the park lighting upgrade funded by Wiltshire Council and the FOTP and the refurbishment of the Christmas lights funded by the Area Board.

The Civic Board 601-602 total net expenditure was (£58k) over budget with the increase in the level of events. The net cost of the civic building came in £3.5k over budget with the increase in the maintenance costs and the AWP refurbishment costs which was partially offset by utility savings. The net expenditure for the venue area was (£57k) over budget. Salaries were over budget by

(£15k) and income from the hire of the facility and technicians was (£20k) down on budget. Publicity costs were over budget by (£4k). Ticket sales were £16k ahead of budget with the cost of entertainers exceeding budget by (£27k). The contract catering costs included invoices relating to 2014-15 of (£2.6k). Purchases included the refurbishment of chairs (£2.6k).

TOTAL Excluding the £30k budget contribution to reserves, the budget net expenditure for the year was £1492k. The actual was £1541k which was (£49k) over budget and therefore did not allow us to add to reserves as planned, being used to reduce the overspend to (£19k).

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

Movements The reserves summary shows the opening balance at 1st April '15, movements in and out of earmarked reserves and the closing balance at the 31st March '16. The earmarked reserves total balance has decreased from £118k to £94k which is due to the Museum expansion project.

Balances Earmarked reserves closing balances are; Museum project £61k, Stallards changing room project £6k, Civic Building £20k, and Sports pitches £7k. The General Reserve moves from £205k at the beginning of the year to close at £186k.

2.3 Financial Regulations – Revisions were approved at Full Council on 15th March 2016.

2.4 Electronic Banking – This is now being implemented.

2.5 Risk and Audit Panel (AGENDA ITEM 14) – Met on 26th April (copy attached).

2.6 Community Infrastructure Levy (CIL) – A briefing meeting was held on Tuesday 5th April at County Hall, town councils expressed concern that estate management companies being set up by developers, where residents pay an annual service charge for ongoing maintenance of open space (and in some cases highways) are unpopular and that Wiltshire Council should require developers to offer open space to parish and town councils first, before setting up an estate management company. Parish and town councils can utilise CIL for a greater range of facilities and services than Wiltshire Council and receive a guaranteed 15% (25% with a Neighbourhood Plan), no receipts have been advised yet. Wiltshire Council is consulting on changes to the Regulation 123 list (of items to be funded by CIL) and changes to the Planning Obligations Supplementary Planning Document; <https://cms.wiltshire.gov.uk/ieDecisionDetails.aspx?Id=1099>

2.7 Localisation of Council Tax Support – An independent report chaired by Eric Ollerenshaw OBE, commissioned by the government has recently been published. Pages 80 to 82 include a review of the impact the scheme on parish and town councils, quoting excerpts from the submission made by Trowbridge Town Council. The word 'Trowbridge' appears ten times!

www.gov.uk/government/publications/local-council-tax-support-schemes-an-independent-review

'As Trowbridge is the home of Wiltshire Council and was impacted to the greatest extent it was involved in discussions with the Director of Finance. In 2017/18 . . . support will reduce to £0 for Trowbridge.

Trowbridge Town Council is satisfied with this scenario, it is providing certainty, allowing us to prepare budgets in advance.'

3. PERSONNEL

3.1 Leavers - Katie Wilson, Sports Coach 31st March 2016.

The position of Assistant Museum Curator has been made redundant. Katherine White's last working day will be Friday 6th May 2016.

3.2 Starters – Apprentice Sports Coaches: Sean Devereux, 25th April and Mya Wooten 1st June. We are advertising for two new 30 hours a week Sports Coaches for start date in May.

3.3 Contract changes

Richard Mills Head of Finance part-time: Mon, Tue, Weds, from June 2016 to June 2017.

Juliet Weimar: HR Officer, from 1st April.

Gemma Hanson returned from maternity leave on Monday 11th April to resume her position as part-time HR Officer, working Monday, Tuesday and Wednesday.

Ellen Ford: Civic Centre Supervisor, from 1st April.

Craig Rose was promoted from Assistant to Civic Centre Supervisor from 12th April.

Penny Taylor: Customer Services Assistant, from 1st April.

Jasmine Todd: Sports Coach, from 1st April.

Niall Bishop : Sports Coach, from 11th April.

Ben Deadman: 30 hours per week from 11th April 2016 to 31st August 2016.

Nikki Ritson Assistant Learning and Outreach Officer from 1st April.

Richard Alley, Museum Assistant (Saturdays), from 1st April.

3.4 HR Policies (AGENDA ITEM 12)

3.4.1 Child Protection Policy - The DBS self-certification form will now be required to be completed every 3 years, as opposed to every 2 years. This is in line with Wiltshire Council's guidance. changes and additions to the policy in line with new safeguarding requirements.

3.4.2 Work Experience Policy - Changes to this policy are highlighted in the circulated copies.

3.5 Job Evaluation – South West Employers completed the Job Evaluation with a pay and grading structure in July 2015. Once the future financial position of the council is clearer, following progress with the Community Governance Review, we will be in a position to implement the review. Most of the changes have been incorporated into the budget.

4. SERVICES

4.1 MUSEUM & TOURISM – The next committee meeting is 7th June at 6:30pm

4.1.1 Museum Project – We are appointing consultants to undertake a number of roles associated with the project. We are meeting regularly with the architects and are in discussion with our landlords via our agents to establish an Agreement to Lease, subject to certain conditions. Our development phase grant was £100,000 and our full grant request of £975,000 we expect to make a round 2 submission for in 2017, leading to a delivery/construction phase from 2018 to 2020. The remaining funding will come from additional grant income from other sources and the town council's ongoing contribution of £25,000 per annum which will fund borrowing of over £400,000

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

4.2.1 Sports Pitches Project – We are progressing negotiations on the purchase of additional land at Devizes Road now that further S106 funding has been received by Wiltshire Council. Once a decision on the Community Governance Review has been made by Wiltshire Council the town council will have a greater level of financial certainty, allowing progress to be made with this project and grant applications to other funders.

4.3 DIRECT SERVICES – The committee next meets on 24th May.

4.3.1 Civic Centre – The Civic Board next meets on 12th May 2016.

4.3.2 Town Park – We are developing a Management Plan to identify maintenance priorities and opportunities for improvements, in conjunction with the Friends of Trowbridge Park and others. Ashton Rise with a new bench seat was opened on 13th April. The Art In The Park installation was officially opened on 28th April.

4.3.3 St George's Works – We are awaiting detailed proposals from the agents for the alternative access into the area from the post office yard access road, which will provide a better access route for construction vehicles to the St George's Works redevelopment site in addition to an excellent and improved access to the town council's new storage area at the back of the bandstand and also improved access for vehicles into the upper area of the Town Park for both maintenance purposes and events.

5. MARKETING & EVENTS

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

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

5.3 Magazine – Our marketing partners RACS are compiling the summer edition for distribution in May. The final Autumn edition for 2016, due to be published in August will cover the period September to December.

6. TOWN DEVELOPMENT – Committee meets on 10th May, 31st May and 21st June 2016.

6.1 Town Centre Developments

St Stephen's Place - [//ststephensplacetrowbridge.co.uk/](http://ststephensplacetrowbridge.co.uk/) There is one remaining unit to let.

Cradle Bridge - mrmultd.co.uk/index.php/projects/cradle-bridge-retail-and-leisure-development M&S Food, Toby Carvery, parking for 150, two retail units and footbridge under construction.

Bowers – Morrisons have exchanged contracts with a consortium; www.innoxmills.co.uk are expected to complete purchase by the end of June and make a mixed use application in 2017.

County Hall East – Demolition work is ongoing on the site in Bythesea Road.

6.2 Housing – The following major sites are under development with houses for sale or coming forward with proposals for development.

Southview Park wainhomes.net/developments/Southview+Park+-+Trowbridge/ Wain Homes' Application for the area of the Urban Extension north of Drynham Lane is going to appeal.

Castle Mead persimmonhomes.com/castle-mead-2206 An application (16/03420/FUL) for the eastern extension has been received, equating to a further 272 new homes up to the edge of Green Lane Woods. <http://unidoc.wiltshire.gov.uk/UniDoc/Document/Search/DSA,862496> Persimmon also met with the town council and West Ashton Parish Council representatives recently to discuss a possible residential application for the West Ashton Road employment site.

The Pastures abbeynewhomes.co.uk/PASTURES%20Trowbridge/home.html Between this site and Ashton Road (on land within Steeple Ashton Parish) Taylor Wimpey are bringing forward proposals for a residential development of around 250 to 300 new homes.

Baron's Park, Green Lane greensquarehomes.com/baronspark/index.htm

Ashton Park Mainly in West Ashton and North Bradley Parishes, an outline application 15/04736/OUT for 2,500 houses, employment, 2x local centres, 2x primary schools, secondary school, ecological visitor facility, open space and A350 West Ashton & Yarnbrook improvement is being assessed. The Town Council responded with issues relating to cycle and pedestrian routes.

Hilpertown Gap Framptons undertook a public exhibition at Fieldways on 16th February relating to a 210 house application submitted for land in the west of the Gap accessed off Elizabeth Way.

Former District Council Offices, Bradley Road – now for sale.

www.rightmove.co.uk/property-for-sale/property-52305502.html;jsessionid=F5B960418BC80FD348A95015BB92576A

Charterhouse – McCarthy Stone recently held an open day at the Town Hall to provide information for the redevelopment of the site.

6.3 Wiltshire Local Development Framework

6.3.1 Housing Site Allocations Plan – The process will recommence and include a full public consultation by Wiltshire Council in 2016. The Town Clerk has held meetings with the proposers of the Elm Grove Farm site off Drynham Lane and Persimmon (see above). Taylor Wimpey have also made a presentation to the Town Development Committee.

6.4 Ravenscroft Nursing Home – A briefing from Wiltshire Council was circulated prior to Easter advising that the operators had announced that due to unsustainability, Ravenscroft Care Home would be closing.

6.5 White Horse Business Park – A Prior Approval application to convert The Pavillions to residential was made to Wiltshire Council resulting in an Article 4 Direction being issued which necessitates a full planning application.

7. TROWBRIDGE PARTNERSHIPS

7.1 Transforming Trowbridge – www.transformingtrowbridge.co.uk/ Has obtained funding support from apetito, Hitachi and BP Estates as well as Wiltshire Council and the Town Council and has established a new web-site to promote developments taking place in and around the town and promote Trowbridge as a location for businesses looking to invest. The Director is Jeff Ligo. The Town Council acts as accountable body. The only expenditure so far has been on re-establishment of the web-site.

7.2 Trowbridge County Town Initiative – The TCTI was established as a partnership between the councils and town centre businesses and business premises owners, one of their main aims was to seek the establishment of a Business Improvement District. When Wiltshire Council committed to fund the development and campaign phases to establish a BID the Initiative ceased its activities. The TCTI formally agreed winding-up at a meeting on Wednesday 20th April and will distribute remaining funds to Trnsforming Trowbridge and Trowbridge In Bloom.

7.3 Trowbridge Town Team – The Initiative was involved in discussions to establish a weekly outdoor market in Fore Street, but it was decided that a different structure was required and therefore the Town Team was established to bid for the government's Portas Pilot funding. Whilst the funding bid was not successful for a main grant they received a smaller grant which allowed the market to be established as well as a number of other projects. After the first two years of operation the market was reviewed and it was agreed that the whole market should be run by Wiltshire Council. The Town Team has continued to operate the Teenage Market and has £180.14 left in its account which is managed by the town council acting as accountable body.

	<i>Income</i>	<i>Expenditure</i>	
2012-13	£10841.79	£9045.45	
2013-14	£2600.00	£3200.99	
2014-15	£4750.00	£4267.78	
2015-16	£0.00	£1497.43	
Balance			£180.14

7.4 Trowbridge Community Area Future (TCAF) <http://tcafuture.wordpress.com/> Lindsey Millen and Julie Baptista are the TCAF officers. They are now working closely with the Area Board, Community Area Manager, Youth Services and the Town Council to address priorities

identified in the Joint Strategic Assessment and in particular in localities in the 10% (Studley Green) and 20% (Seymour/Adcroft and Longfield) most deprived communities nationally. The Town Council's grant will be released to TCAF this year. TCAF has recently gained charitable status to allow it to apply for grants from a range of other funders.

7.5 BA14 Culture – The cultural coordinating group continues to meet with representation from Trowbridge Museum.

7.6 Chamber of Commerce – Emma Roberts is President of the Trowbridge Chamber.

7.7 Trowbridge Talking News – The TIC provides a drop off point for their services. They now also have a website: www.trowbridgetalkingnews.org.uk

7.8 'The Old Cottages', Newtown – The Town Council has now submitted a planning application on behalf of Newtown Resident's Association for the conversion and extension of the Old Cottages, Newtown in order to obtain a reduction in the planning fees.

8. WILTSHIRE

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

8.1.1 Area Board – The next meeting is on Thursday 12th May at County Hall. The Community Area Web Site is at www.trowbridge.ourcommunitymatters.org.uk The Community Engagement Manager for Trowbridge is Mary Cullen.

8.1.2 Local Youth Network – Sarah Holland, Wiltshire Council's Youth Network Officer has been working with groups to identify service gaps and the LYN Management Group then considers grant applications. Maisy Humphrey is in the process of taking over as Chair of the group. Organisational changes to youth officer support is likely to result in further change.

8.1.3 Trowbridge Area Wellbeing Centre (Campus) – The Working Group is progressing discussions on options and timetable, with Health services wishing to make early progress.

8.1.4 Market Towns Network – Next Meeting due in July.

8.1.5 Asset & Service Delegation – Wiltshire Council have approved the transfer of a package of assets and services to Salisbury and Salisbury City Council are due to consider this in July. The town council is waiting until a decision on the Community Governance Review is reached before progressing the potential transfer of car-parking, recreation grounds, open spaces, children's play areas and bus shelters.

8.1.6 Community Area Transport Group (CATG) (AGENDA ITEM 10) – Met on Monday 18th April 2016.

20mph Zones, College Estate - The Town Council had committed a contribution of £1,250, subject to a decision from Selwood Housing to make a contribution in 2016/17. Selwood have confirmed to Wiltshire Council that they will not be making a contribution to this scheme.

Cycle Path, Wingfield Rd - The Town Council has agreed to provide £5,000 towards implementation of a cycle path between John of Gaunt and Lambrok Road along the south side of Wingfield Road, with the majority of funding coming from Wiltshire Council's major project fund. Alternatives for this project are being progressed, following identification of parking issues.

Dropped Kerb, Green Lane – The Town Council has committed £1,000 to match fund this.

Waiting Restrictions - The Town Council's top ten list, including Residents Parking Zones is being progressed by CATG/Highways Network Management, with the addition of Baydon Close.

Freight Management – Weight restrictions changes are not being considered automatically following opening of Elizabeth Way and the introduction of 2-way traffic to Hill St/Upper Broad St/Conigre is some time off, so CATG has prioritised: Seymour Road and The Down/Islington.

Cycle Path, Hulbert Close – In Paxcoft Mead at the end of Hulbert Close there is currently a dead end footway/cyclepath and on the other side of the hedgerow (which is also the boundary between Hilperton and Trowbridge is another footway/cycle path) adjoining Painters Mead. The total cost of

linking the two sections up by breaking into the hedgerow and providing approximately 8m of footway/cyclepath is £8,000. With 50% from the CATG and 25% from Hilperton Parish Council the town council is asked to make a 25% (£2,000) contribution.

	Original Allocation	Current proposal
<i>Budget 2016/17</i>	<i>£10,000</i>	<i>£10,000</i>
<i>Dropped Kerb Green Lane</i>	<i>£1,000</i>	<i>£1,000</i>
<i>Wingfield Road Cycle scheme</i>	<i>£5,000</i>	<i>£5,000</i>
<i>College Road 20mph zone</i>	<i>£1,250</i>	<i>£0</i>
<i>Cycle Path Hulbert Close</i>	<i>£0</i>	<i>£2,000</i>
<i>Remainder</i>	<i>£2,750</i>	<i>£2,000</i>

RECOMMENDATION:

That following the decision of Selwood Housing not to contribute to the 20mph zone on College Estate the Town Council withdraws its support for this scheme.

That the Town Council approves a contribution of £2,000 from the Town Projects Budget for the provision of a footpath/cyclepath link between Hulbert Close and Painters Mead, match funded by Hilperton Parish Council and CATG.

8.1.7 Weekly Market – Wiltshire Council has undertaken a survey recently of businesses in Fore Street with 70% of those responding supporting the weekly market and 40% saying that it increased their business and 30% reporting no change. The 30% reporting a poorer performance cited stall positioning as the biggest issue.

8.2 Police and Community Safety – Inspector James Brain reports regularly to Full Council.

8.2.1 Bluez & Zuz – Wiltshire Police have confirmed that they are no longer able to continue supporting the Bluez & Zuz club evening for young people and have asked if there are other organisations which might be able to support the activity with staffing.

8.2.2 Public Spaces Protection Order (PSPO) (AGENDA ITEM 11) – Wiltshire Council working with the Town Council and other partners is proposing a PSPO to tackle anti-social activities in an area covered by the current DPPO plus Studley Green; urinating & defecating in public and consumption of alcohol in public; no-alcohol consumption 9pm to midnight & midnight to noon each day with powers for the police to limit alcohol consumption likely to result in anti-social behaviour from noon to 9pm. The cost of implementing the PSPO is £2,000 and the Town Council has been asked to make a contribution.

RECOMMENDATION:

That a decision to contribute £2,000 for the implementation of the Public Spaces Protection Order (PSPO) for Trowbridge proposed by Wiltshire Council is deferred until the Community Governance Review has been concluded.

8.3 Wiltshire Fire & Rescue – Merger with Dorset commenced on 1st April, the Call Centre remains at Potterne. Further information is available in QM magazine and www.dwfire.org.uk/.

8.4 Health Services – News on the construction of the Bradcroft surgery is expected soon.

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

9. CIVIC & DEMOCRATIC ACTIVITIES

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

Tuesday 10th May Town Development

Tuesday 17 th May	Full Council – Annual Council Meeting
Tuesday 31 st May	Town Development
Tuesday 7 th June	Museum & Tourism Committee
Tuesday 14 th June	NO MEETING
Tuesday 21 st June	Town Development
Tuesday 28 th June	Full Council Extra (Accounts)
Tuesday 28 th June	Policy & Resources (Grants)

9.2 Dates for your 2016 diary:

HM The Queen's 90th Birthday Celebrations – Sat 14 May “Street Party in the Park” (11 - 3) in conjunction with Lions May Fayre on Fore Street (10 - 4).

Armed Forces & Veterans Weekend – Saturday 25th & Sunday 26th June 2016

Trowbridge Civic Service – Sunday 17th July

Trowbridge In Bloom Awards evening - Thursday 22nd September subject to date of SWIB Awards Remembrance Sunday –13th November 2016

Christmas Lights Switch-on – Saturday 26th November at 6pm

9.3 Twinning

9.3.1 Leer/Germany – Chairman of the new Partnerschaft Verein, Mr Dirk Schenzer, presented Association Chairman Cllr John Knight with a new Twinning Charter at the Civic Dinner. A good link was made between Leer Hospice and Dorothy House, with members of the Dorothy House team due to visit Leer with the Association in October for the Gallimarkt. The Association AGM was held on Friday 18th March at which Cllr Knight was re-elected Chairman.

9.4.2 Charenton/France – the Mayor will host an official Civic Reception at the Civic Centre on Friday 6th May to celebrate 20 years of Trowbridge/French twinning. The reception will be attended by 21 visitors from France, including 2 Charenton councillors visiting from 5 - 8 May, and members of the Association. Secretary Liz Summerson has sent invitations to councillors to attend this event. A programme for their stay is being arranged by the Association.

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

01225 765072
info@trowbridge.gov.uk
[@Trowbridgegov](https://www.facebook.com/Trowbridgegov)
[#DiscoverTROWBRIDGE](https://www.instagram.com/DiscoverTROWBRIDGE)
www.trowbridge.gov.uk
www.trowbridgecivic.co.uk
www.trowbridgemuseum.co.uk



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

APRIL

27	Zumba Fitness & Shapes Slimming	Civic Centre
27	Weekly Street Market	Fore Street
27	Blood Donor Sessions	Civic Centre
30 (until 29 October)	‘Re-Imagined’: Paintings by Patrick Hallissey	Museum

MAY

1 (until 29 October)	‘Re-Imagined’: Paintings by Patrick Hallissey	Museum
2, 4, 9, 11, 16, 18, 23, 25, 30	Zumba Fitness & Shapes Slimming	Civic Centre
4, 11, 18, 25	Weekly Street Market	Fore Street
9, 16	Ginger Jive	Civic Centre
11	The Fureys	Civic Centre
12-15	HM The Queen’s 90 th Birthday Celebrations	Trowbridge Park
14	Lions’ May Fayre	Fore Street
17, 31	Blood Donor Sessions	Civic Centre
20	A Night of Dirty Dancing	Civic Centre
21	Alzheimer’s Support Fundraiser	Trowbridge Park
31	Active Trowbridge Fun Days	Southwick School
31	Active Trowbridge Soccer School	John of Gaunt School

JUNE

1 (until 29 October)	‘Re-Imagined’: Paintings by Patrick Hallissey	Museum
1-3	Active Trowbridge Fun Days	Southwick School
1-3	Active Trowbridge Soccer School	John of Gaunt School
1, 6, 8, 13, 15, 20, 22, 27, 29	Zumba Fitness & Shapes Slimming	Civic Centre
1, 8, 15, 22, 29	Weekly Street Market	Fore Street
6, 13, 20, 27	Ginger Jive	Civic Centre
10	The Magic of Motown	Civic Centre
15	Blood Donor Sessions	Civic Centre
24	Buddy Holly’s Winter Dance Party	Civic Centre
25 & 26	Armed Forces & Veterans’ Weekend	Trowbridge Park
30 (until 3 July)	Animal-Free Circus	Trowbridge Park

JULY

1 (until 29 October)	‘Re-Imagined’: Paintings by Patrick Hallissey	Museum
4, 6, 11, 13, 18, 20, 25, 27	Zumba Fitness & Shapes Slimming	Civic Centre
4, 11, 18, 25	Ginger Jive	Civic Centre
6, 13, 20, 27	Weekly Street Market	Fore Street
9	Sci-Fi Southwest 2	Civic Centre
15	Summer Dreaming	Civic Centre
16	Active Trowbridge Play Day	Trowbridge Park
17	Mayor’s Civic Service	St. James’ Church
20	Blood Donor Sessions	Civic Centre
23	The Bon Jovi Experience	Civic Centre



25 until August 26*	Active Trowbridge Fun Days	Venue TBC
25 until August 26*	Active Trowbridge Soccer School	Venue TBC
29/30	Active Trowbridge Sports Roadshow	Trowbridge Park
* Monday to Friday only		

AUGUST

1, 8, 15, 22, 29	Ginger Jive	Civic Centre
1, 3, 8, 10, 15, 17, 22, 24, 31	Zumba Fitness & Shapes Slimming	Civic Centre
5/6, 12/13, 19/20, 26/27	Active Trowbridge Sports Roadshow	Trowbridge Park
11, 17	Blood Donor Sessions	Civic Centre
21	Carnival Soap Box Derby	Castle Street
24-29	Jennings' Fairground	Trowbridge Park

SEPTEMBER

3	Medieval Market	Fore Street
5, 12, 19, 26	Ginger Jive	Civic Centre
5, 7, 12, 14, 19, 21, 26, 28	Zumba Fitness & Shapes Slimming	Civic Centre
10	Carnival Country Fare and Boot Sale	Trowbridge Park
13, 27	Blood Donor Sessions	Civic Centre
19	Carnival Quiz	Polish Club

All event information is correct as at February 24th 2016. All event dates, timings and locations are subject to change.

DISCOVER Trowbridge – a town council for all of the town.

Trowbridge has made a step change in recent years, with the town council's investment in the Civic Centre and Town Park, support for the development of new shops, the ODEON cinema and restaurants, the weekly market, new businesses and a growing population.

Trowbridge Town Council wants to ensure that this transformation continues into the future, so that together we can all deliver a sustainable town that provides a full range of facilities and services for the whole community. Trowbridge Town Council is already working with partners on plans to deliver;

- new sports pitches and outdoor leisure facilities
- improved cultural and heritage venues and activities in the Museum & Town Hall
- a new health and well-being centre and other improvements in the town centre

Trowbridge Town Council also wants to; improve our car parks, making them more affordable for people who work in the town centre and visit Trowbridge; retain our town bus services; provide better children's play areas and new and improved youth facilities including skate-parks.

Trowbridge Town Council can only do these things if areas of new development are included in the town boundary and all residents of the town make a contribution to our success.

Wiltshire Council is currently undertaking a consultation on changes to the town boundary and everyone needs to respond to the consultation. If you think that Trowbridge Town Council should continue to deliver a better place, with better facilities, paid for by all, then please;

Attend the public consultation meeting at County Hall on Wednesday 11th May at 6:30pm and tell Wiltshire Council that:

Trowbridge needs one town council for all of the town and I/we support all of the revisions to the town boundary proposed by Trowbridge Town Council.

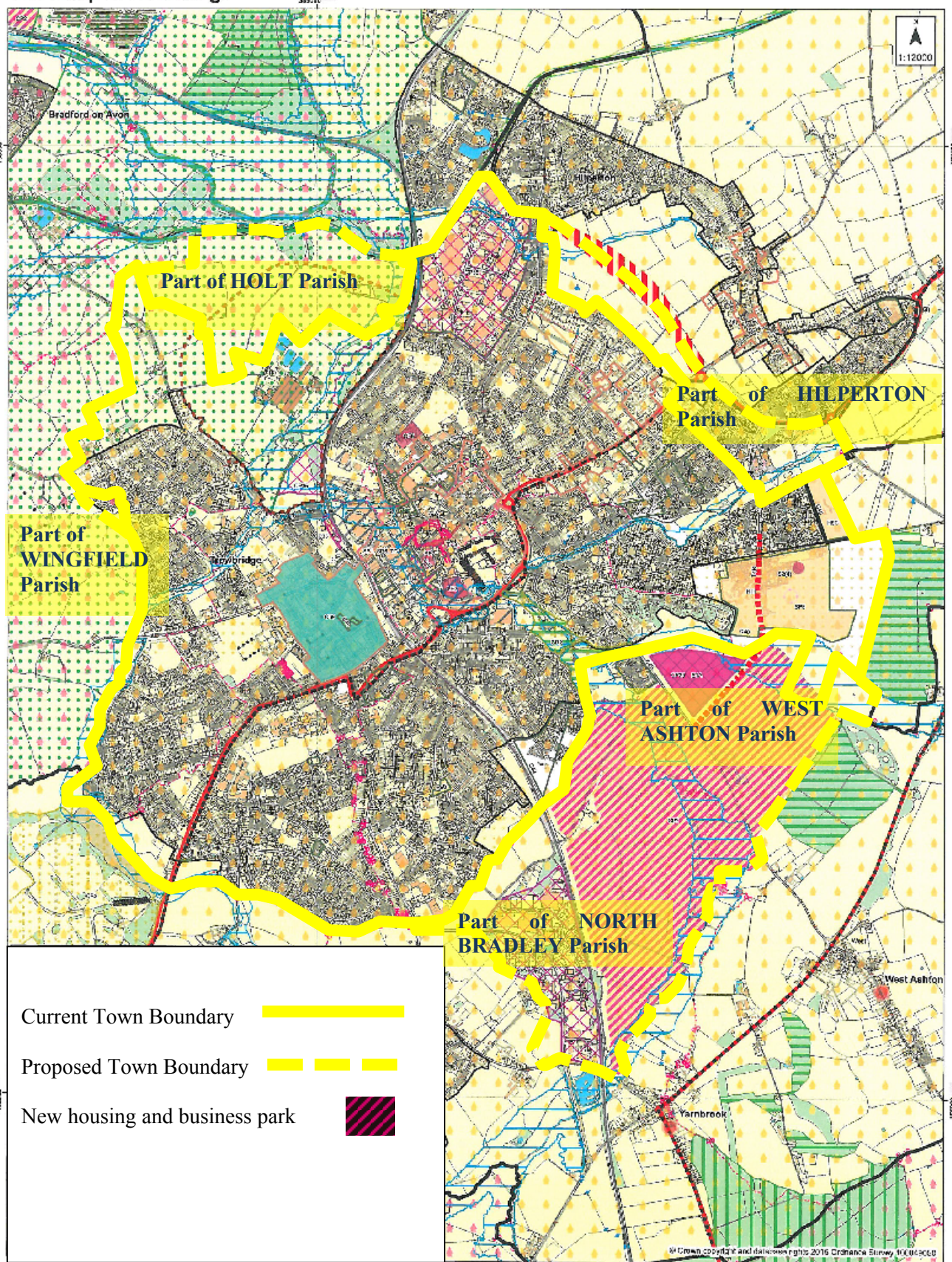
A map showing the proposed changes to the town boundary is attached. Alternatively, please e-mail your comments to cgr@wiltshire.gov.uk

Please contact me if you have any questions, and thank you for your support.

Lance Allan,
Town Clerk
01225 765072
lance.allan@trowbridge.gov.uk

The following map uses the Wiltshire Council approved Core Strategy map as its base, with only the current and proposed town boundaries superimposed.

Inset Map 9: Trowbridge



Local Youth Network Management Group Record

Trowbridge and Wider Area

Area	Trowbridge				
Date	25/04/2016	Times	6pm– 8:30pm	Venue	Civic Centre, Trowbridge
Present	<p>Maisy Humphries - Youth Chair – YAW Lance Allan – Town Clerk – Acting Chair Sarah Holland – Community Youth Officer Mary Cullen – Community Engagement Manager Lindsey Millen – TCAF Alf Moreton – North Bradley Councillor Carrie Creamer – WYAP</p>				
Apologies	<p>Matthew Till – Police Laura Pictor – Engagement Officer – Selwood Housing Simon Partington – Police Tracey Sullivan – Arts Director Ellena Pullen – Youth Chair Cllr Dennis Drewett – Area Board representative Hayleigh Bell – Leisure Manager – Town Council</p>				
Agenda Items					
1	Welcomes and Apologies				
2	Agreed Group Record of last Meeting				
3	<p>Scrutiny Panel discussion with Trowbridge LYN MG on the Community Led Model</p> <ul style="list-style-type: none"> - This group is chaired by Jon Hubbard and will give a clear understanding of the process of the panel. This is a private consultation and the information and views will not be shared in this meeting formally. 				
4	<p>Update from the Trowbridge Community Youth Officer</p> <ul style="list-style-type: none"> - Giving the LYN MG Group an understanding of the new structure for the LYN MG Group and when this may be implemented. 				

Decisions	
1	Introductions and apologies were conducted and detailed above.
2	The LYN Meeting agreed the minutes for the last meeting which have been circulated In the last area board meeting. Welcome to Maisy as the New Youth Chair and her first meeting in actively chairing the process.
3	<p>Scrutiny Panel discussion with Trowbridge LYN MG on the Community Led Model</p> <ul style="list-style-type: none"> • This was conducted in two parts, firstly the Trowbridge CYO had a separate meeting with the Scrutiny Panel and a series of questions were posed to them. • The second part was a closed meeting with just the LYN MG Group, where the CYO was asked to leave to ensure that all members of the group had the ability to speak openly about the structure. • The results of this consultation will be released by the Scrutiny Panel at a later date. Once this has been announced this will be included with the minutes and presented to the closest Trowbridge Area Board to the release date. • This document should help to build a good understanding of how the Community Led Model is working in each of the Community Areas and how this formula can be improved to ensure it continues to grow in Wiltshire.
4	<p>The Community Youth Officer shared with the LYN MG Group about the changes happening in this post. Due to funding cuts within Early Help the 18 posts across Wiltshire are being reduced to 7 in the next few months. Dates for the impending changes to occur are still not known.</p> <p>The CYO informed the LYN MG Group to the possible changes and the level of support the CYO will be able to give to them, however the LYN MG Group and the grant funding will be a principle role with the new post to ensure against safeguarding elements in each of the community areas.</p> <p>The CYO will continue to update the LYN as soon as new information becomes available. As the LYN MG Group only meets once every two months, alternating with the Area Board these updates may be via email to all group members.</p>
5	<p><u>Discussions of funding bids:</u></p> <p>1) <u>Swindon Storm American Football Club – Funding bid ID 269</u></p> <p>This bid has been deferred by the LYN MG Group as there were issues that needed to be resolved and further clarification was needed to be able to make a valid assessment on the proposed funding bid. The bid did score well in certain aspects of the proposal, however further information is needed with this bid to be able to score it. At present this bid would not score enough to meet the threshold. Therefore, the LYN MG Group have recommended for this bid to be deferred and with the Trowbridge CYO or LYF to engage with the organisation to gather essential information and to put this forward for the next LYN MG Group on the 20th June 2016.</p> <p>2) <u>Wiltshire Music Centre – Funding bid ID 260</u></p> <p>The LYN MG Group felt that this bid met the criteria for the Community Area. This bid scored 75 as a collective group score meeting the needs of young people. There are some recommendations that the LYN MG Group would recommend be put in place for this bid to ensure it meets the required age range for the Youth Grant Funding and that it makes sure it meets the age restrictions of the positive activities funding criteria. To</p>

	<p>ensure adequate evaluations is conducted with the young people attending the project. If supported by the Trowbridge Area Board, these areas will be highlights in the Terms and conditions of the Grant funding.</p> <p>3) <u>Wiltshire Islamic Cultural Centre – Funding Bid ID 257</u></p> <p>This bid has been deferred as there were several questions that the funding grant could not answer without further information being given and clarified. The bid lacked evidence in the participation of young people, the bid needs to be re-looked at to build a clearer picture of the project idea for the LYN MG Group to be able to assess the bid and understand its full potential. At present the bid does not meet the threshold to be funded under the Positive activities grant funding stream. Therefore, the LYN MG Group have recommended for this bid to be deferred and with the Trowbridge CYO or LYF to engage with the organisation to gather essential information and to put this forward for the next LYN MG Group on the 20th June 2016.</p>		
Recommendations to Area Board			
1	<p>2) <u>Wiltshire Music Centre – Funding bid ID 260</u></p> <p>The LYN MG Group felt that this bid met the criteria for the Community Area. This bid scored 75 as a collective group score meeting the needs of young people. There are some recommendations that the LYN MG Group would recommend be put in place for this bid to ensure it meets the required age range for the Youth Grant Funding and that it makes sure it meets the age restrictions of the positive activities funding criteria. To ensure adequate evaluations is conducted with the young people attending the project. If supported by the Trowbridge Area Board, these areas will be highlights in the Terms and conditions of the Grant funding.</p>		
Actions			
1	<p>To ensure that the Trowbridge CYO / LYF is aware of the date for the Scrutiny Panels release of the consultation and to implement this into the next Trowbridge Area Board – Minutes and Agenda. To bring to the LYN MG Group for information and discussion to implement any changes following the consultation and evaluation of the Community Led Model.</p>		
2	<p>To update the LYN MG on the changes in the roles from the CYO to LYF, with the opportunity of inviting them to the next LYN MG with introductions. To invite them to attend the next Trowbridge Area Board on the 14th July with their Line Manager or relevant CEM to support them if CYO is not still in post.</p>		
3	<p>Two funding bids have been deferred in this round of funding - Trowbridge CYO or LYF to engage with the organisation to gather essential information and to put this forward for the next LYN MG Group on the 20th June 2016.</p>		
4	<p>To promote and send out next dates and deadlines for the next round of funding applications – promote to all organisations and to help build a network. To attend a Volunteering event arranged by TCAF to promote volunteering opportunities in the youth field.</p>		
Date of Next meeting: 20th June 2016		Venue: Civic Centre,	
6pm – 8:30pm		Trowbridge	
Notes Taken By:	Sarah Holland	Position:	Community Youth Officer

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April 2016

Change is coming to the NHS: Local health organisations and communities forge blueprint for improved health and wellbeing

Over the next few months, leaders from health and care organisations from Wiltshire, Bath and North East Somerset (BANES) and Swindon will be working together to develop a ‘Sustainability and Transformation Plan’ (STP) so that the aims of the [NHS Five Year Forward View](#) – improved health and wellbeing, transformed quality of care delivery, and sustainable finances – can become reality. The collaboration gives the opportunity to make big changes to the way we address the needs of local people at a time when quality, services and finances are all under immense pressure.

The BANES, Swindon and Wiltshire (BSW) plan is being led by James Scott, the Chief Executive of Royal United Hospital in Bath. James has been Chief Executive at RUH since 2007, and will oversee and coordinate a team drawn from the leaders of each of the health and social care organisations included in our STP ‘footprint’ area.

This means that BSW plan brings together our three hospitals (Royal United Hospital, Great Western Hospital and Salisbury Foundation Trust), the three Clinical Commissioning Groups; BANES, Swindon and Wiltshire Councils, South West Ambulance Service and Avon and Wiltshire Mental Health Partnership Trust. The providers of our community services – Wiltshire Health and Care, Seqol and Sirona – and the Wessex Local Medical Committee (representing GPs from across the BSW area) complete our organisational grouping. Working together to cover a combined population size of approximately one million people, the BSW grouping will bid for and receive a transformation fund from 2017/18 onwards, which will be used to pay for health and social care services for people living in our area.

You can read more about Sustainability and Transformation Plans, how they will work across the country and what they mean for the NHS here: www.england.nhs.uk/2016/03/footprint-areas/

Details of how you can hear more information through public meetings and other engagement opportunities will be posted on [Wiltshire CCGs website](#), so please keep checking for details.

Living healthily in middle life can double your chances of being healthy at 70 and beyond

Public Health England has launched **One You**, a ground breaking campaign, aimed to encourage adults to take control of their lives and become healthier.

Our lifestyles can be unhealthier than we think and around 40% of all deaths in England are related to behavior. Modern day life makes it hard for people to live healthily and many of us will have dramatically increased our chances of becoming ill later in life.

The environment in which we live, work and play can make it really tough to choose healthy options – with many of us sitting at a desk for eight hours a day, technology making it easier to shop, being entertained and keep in touch with friends and family all from the sofa.

Whether we are eating the wrong things, drinking more than we should, continuing to smoke, or just not being active enough, all of these small things can add up to an unhealthy you.

One You gives you the chance to change your lifestyle choices by providing you with all the tools, support and encouragement you need to help improve your health right away.

Take the **One You** health quiz [‘How Are You?’](#) to see how you score and start the fight back to a healthier you

Giving you the support to make better choices today can have a huge influence on your health, and could help prevent diseases such as type 2 diabetes, cancer and heart disease and will also reduce your risk of suffering a stroke or living with dementia, disability and frailty in later life.

It’s up to all of us to make a change and shape our further health - Take the quiz now – it’s never too late to get your health back on track



Area Board Update - May 2016

Happy birthday!

The health and social care information website, Your Care Your Support Wiltshire, had its first birthday on 1 April 2015. During the year, it has been viewed 164,669 times and has been visited by 20,669 users. Of those who visited, 67% were new to the site whilst approximately 33% were return users. The most popular pages on the site were:



- Paying for Care
- How do I get care and support in Wiltshire?
- Living with a disability/learning disability

The website is still developing and we are calling on local areas and people to provide us with feedback about its content and accessibility. www.yourcareyoursupportwiltshire.org.uk

Listening to children and young people

Working in partnership with Community First Youth Action Wiltshire, Healthwatch Wiltshire has established a group of around 10 Young Listeners. Supported with training these young people are helping Healthwatch to understand the needs, experiences and concerns of children and young people who use health and social care services and to speak out on their behalf. The group is expected to carry out around 150 'listening' over a year and is currently focused on the themes of living with Special Educational Needs and/or Disabilities (SEND); life as a young carer; and emotional wellbeing and mental health.

"I thought we would just do some listening and hand in the sheets, and I thought it would be quite boring. I have really gained so much confidence by doing this project and I can see the difference we can make." - Young Listener.

Dementia Awareness Week 15-21 May 2016

This year's Dementia Awareness Week, 15 - 21 May, will encourage people who are worried about dementia to confront their worries by addressing dementia directly and coming forward for information and support. Dementia can be scary and many people don't know where to turn, but in Wiltshire there are organisations dedicated to supporting local people including Alzheimer's Support, Alzheimer's Society, and Carers Support Wiltshire.

As part of Dementia Awareness week Healthwatch Wiltshire and the Alzheimer's Society are holding a 'Drop In' Dementia event in Chippenham (**Tuesday 17th May 2 - 4pm, Neeld Community and Arts Centre, Borough Parade, Chippenham, SN15 3WL**). Come and join us for tea, cake and chat!

For more information about dementia and local services you can contact Healthwatch Wiltshire or check out Your Care Your Support Wiltshire: www.yourcareyoursupportwiltshire.org.uk/health-and-social-care/information-for-people-with-dementia.aspx. Healthwatch Wiltshire is also keen to hear from local people about their experiences of services.

Contact us:

Tel 01225 434218

info@healthwatchwiltshire.co.uk

www.healthwatchwiltshire.co.uk



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A CRISIS FOR THE WHITE HORSE BUSINESS PARK

A CRISIS FOR THE TROWBRIDGE AREA

A couple of years ago the Government allowed offices to be converted (not demolished and rebuilt) to residential accommodation without the need for planning permission. These are known as 'permitted development' rights. Before the change came into use Councils were given the opportunity to seek exempted status for their most important offices and Business Parks. This Wiltshire Council did, but the Government declined their application.

On 14 March the Council received a Prior Approval application informing the Council that the applicants intended to convert the office block known as The Pavilions (last occupied by Virgin Mobile) on the White Horse Business Park into 98 apartments. Transforming Trowbridge's understanding is that the Council has limited ability to refuse this application and can do so only on the grounds of highways and transport, flooding and/or contaminated land.

It is unlikely, therefore, that the Council can decline the application.

The only action the Council can take to prevent this change of use taking place is to pass a resolution (known as an Article 4 Direction) which effectively prevents the conversion going ahead without planning permission being obtained. The down side to such a resolution is that the applicants make look to recover compensation because their 'permitted development' rights have been taken away.

The Council must pass the resolution and implement the Article 4 Direction before 9 May 2016 the final date for reaching a decision on the Prior Approval application.

Transforming Trowbridge, the newly established private sector led partnership promoting inward investment and job creation, has the following as one of its

key objectives. *We will work to identify employers who have the ability to establish businesses in immediately available office accommodation on the White Horse Business Park, Trowbridge's premier employment location, the best example of which is the Pavilions which can provide accommodation for over 1,000 jobs*

As a consequence Transforming Trowbridge is strongly opposed to this application and is urging the Council to make an Article 4 Direction for the following reasons:-

- Building ninety eight units in a town which has major allocations for housing development and is awash with house-building is ridiculous. The Government's motivation for office to residential – to provide much needed housing – is not relevant in Trowbridge. This is in stark contrast to the limited employment land available at the present time. We have no shortage of housing but a shortage of jobs and buildings to accommodate them.
- The buildings represent Trowbridge's, if not Wiltshire's, best opportunity to attract a major employer to the area. Previous occupants Barclays Bank and, subsequently, Virgin Mobile, each employed significant numbers. The fact that it has remained empty for so many years is probably down to poor marketing. The Pavilions is the finest office block in Trowbridge capable of providing over 1,000 jobs. 100,000 square feet, easily sub-divided into two or three separate units, is the jewel in the crown of the White Horse Business Park. Its loss would be disastrous.
- The risk that the White Horse Business Park will become a housing suburb is real when other empty office owners discover that they will not be prevented from turning offices into homes. Other currently empty office buildings on the Business Park will be tempted to follow suit and submit similar Prior Approval applications transforming the Park into a residential area. This will ruin the image and reputation of one of the best Business Parks in Wiltshire.
- The danger that other established employers on the site will feel insecure and take steps to take their businesses away. Nutricia and Hitachi, two national companies attracted to the Park, may be tempted to leave.
- The properties that will be created if the development goes ahead will, because of the nature of the design of the building be of low standard and quality. The building is fitted out as a call centre it simply will not be

able to be converted with any quality.

- When the Government allowed the change of use from offices to residential to happen they never envisaged a building like this being the subject of an application. The driving force behind the legislative change was to fill empty buildings in towns or 'worn out' office buildings in areas with housing shortages.
- The Council, when the legislation was first proposed, made strong representations to the Government to grant exempt status to a number of Business Parks in the area, including the White Horse Business Park. That application was refused but the motivation for that application (the protection of job-creating investment opportunities) remains the same.

Members of the public, the Town and Parish Councils and Councillors are urged to make representations to Wiltshire Council urging them to make an Article 4 Direction for the White Horse Business Park to ensure that it is not transformed into a residential area. They must do so before April 12.



29/03/2016

Link to developing website <http://www.eberlintest.co.uk/test2/newsheadlines.html>

Transforming Trowbridge is a private sector led partnership focussed on promoting, facilitating and enabling investment opportunities in Wiltshire's County Town.

It is a unique partnership supported by major employers, local business and the local authorities.

The team are volunteers who are committed to ensuring that the rapid growth in population in the town is matched by parallel growth in businesses, retail and, above all, employment opportunities.

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**Trowbridge Area Board Campus Working Group TABCWG
Report to the Area Board May 2016**

Meetings with Maggie Re

Steve Oldrieve and Colin Kay met with Maggie Rae and a group of senior officers from WC on Monday April. Notes of this meeting are attached.

Meeting of TABCWG

TABCWG met on Thursday 7th April to discuss the meeting with Maggie Rae. Its response I attached.

Meeting with Laurie Bell

Colin Kay met with Laurie Bell on Wednesday 13th April to explore the potential role for County Hall as part of the provision in Trowbridge.

Financial Position of Leisure in Trowbridge.

More detailed figures on the financial position of leisure services in Trowbridge have now been provided to Steve Oldrieve and Colin Kay

TABCWG now await the draft bid to the Cabinet Office for discussion.

Colin Kay
May 2016

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Community Area Well Being Group Terms of Reference

DRAFT

1. Purpose

Definition of a Well Being Group

The Well Being Group is a sub group of the Community Area Board. It represents a wide range of community stakeholders who work in partnership to facilitate well-being across the community area. People living in the community play a direct role in setting the agenda for this group.

Well Being Groups will identify local needs, priorities and outcomes and make recommendations to the Area Board on how funding for activities should be deployed.

2. Membership

The Well Being Groups may include representatives of:

- Members of the Community Area Board
- Older Peoples Champion
- Carers Champion
- Health Champion
- People from the community
- Town and Parish Councils
- Health and Social Care Commissioners
- Community and voluntary organisations and groups
- Community transport provider
- Police
- GP Practices
- Other organisations, agencies and individuals that have a genuine interest in promoting the welfare and interests of older people

All representatives must be subject to appropriate safeguarding requirements.

The participation and involvement of people

People living in the community must play a central role in all aspects of the Well Being Groups including the design, development, delivery and review of the local activities.

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

Well Being Groups must ensure that consultation with people is representative and takes into account the views and needs of under-represented groups (those with protected characteristics) to ensure compliance with the local authorities Public Sector Equality Duty.

Roles of all members of the Well Being Groups

All members will be required to:

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

3. Structure

The Well Being Groups should come together on a quarterly basis, operating in a way which encourages active engagement, dialogue, debate and improved partnership working between key stakeholders.

A smaller management group will take responsibility for coordinating and planning the Well Being Groups activities. The Chair of the group will be decided locally and could be any member of the wider Well Being Group. The group will include a member of the Community Area Board, who will work with the Chair to present recommendations and provide updates on progress at Area Board meetings.

The management group will generally comprise of:

- The chairperson
- Champions
- Community Engagement Manager
- Commissioning Manager for the area

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

Where required, the Area Board may appoint additional people to the management group if it is felt there involvement would be important for the function of the group.

Alternative people can represent people at the Well Being Group, however, it is preferred that the same representative attends if possible to ensure consistency of membership.

4. Responsibilities of the Well Being Groups

Key responsibilities for the Well Being Groups include:

- Facilitating and coordinating the process to design, develop, deliver and review activities for people in the local area;
- Developing a written overview of the needs, outcomes, priorities and objectives for activities in the local area (sometimes referred to as a Market Position Statement);
- Facilitating and monitoring the provision of a community transport service for the community area
- Making recommendations to the Community Area Board on how priorities for funding should be determined (to include evaluating opportunities for applying for grants);
- Monitoring and reporting on the quality and effectiveness local activities;

- Monitoring and reporting on the quality and effectiveness of information and advice in the community area
- Addressing any conflicts of interest that may arise as part of the local decision making process.

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

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

5. Funding

Area Boards will have an annual revenue budget allocated to them. The Well-Being group will advise the Area Board on how these funds should be allocated. Well-being groups will be able to bid, apply for funding from other sources and would also be expected to feedback to commissioners on priorities for the Countywide contracts.

6. Media Relations

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

7. Review

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

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Report to	Trowbridge Area Board
Date of Meeting	12/05/2016
Title of Report	Community Area Grant funding

Purpose of the report:

To consider the applications for funding listed below

Area Board Budget Statement

	Area Board Grants Budget	H&WB Fund	Digital Lit. Fund	11-19 not LYN	LYN Fund	CATG
Opening balance 2016/17	£79,878.60	£6,700.00	TBC	TBC	TBC	£15,354 plus £650 carry forward
Grant Applications at May ABM	£18,756.78	£173.92				£16,004.00
Remaining balance.	£61,121.82	£6,526.08				£8,100.00
						£7,904.00

Applicant	Amount requested
Applicant: Great Hinton Memorial Hall Project Title: Disabled facilities at St James Church Hall Trowbridge View full application	£3960.00
Applicant: West Wilts Esprit Gymnastics Club Project Title: West Wilts Gymnastics and Fitness Showers View full application	£3000.00
Applicant: Trustees of North Bradley Progressive Hall Project Title: North Bradley Progressive Hall Roof repairs View full application	£1875.00
Applicant: The Mead Academy Trust Project Title: New School Friends Association Start Up Assistance	£986.98

View full application	
Applicant: Julian House Project Title: Recovery in Common - A Recovery Festival View full application	£4934.80
Applicant: Larkrise Riding for Disabled Group Project Title: Handling Area Roof Construction	£4000.00
Applicant: Cllr Led Initiative – Cllr Steve Oldrieve Project Title: Trowbridge Walking Group	£173.92

1. Background

Area Boards have authority to approve Area Grants under powers delegated to them. Under the Scheme of Delegation Area Boards must adhere to the [Area Board Grants Guidance](#)

[The funding criteria and application forms](#) are available on the council's website.

2. Main Considerations

2.1. Councillors will need to be satisfied that funding awarded in the 2016/2017 year is made to projects that can realistically proceed within a year of it being awarded.

2.2. Councillors must ensure that the distribution of funding is in accordance with the Scheme of Delegation to Area Boards.

2.3. Councillors will need to be satisfied that the applications meet the Community Area Board grants criteria.

3. Environmental & Community Implications

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.

4. Financial Implications

Financial provision had been made to cover this expenditure.

5. Legal Implications

There are no specific legal implications related to this report.

6. Human Resources Implications

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

7. Equality and Inclusion Implications

Community Area Boards must fully consider the equality impacts of their decisions in

order to meet the Council's Public Sector Equality Duty.

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.

8. Safeguarding Implications

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

9. Applications for consideration

Application ID	Applicant	Project Proposal	Requested
1491	Great Hinton Memorial Hall	Disabled facilities at St James Church Hall Trowbridge	£3960.00
<p>Project Description: A wider doorway at the main entrance of the hall needs to be constructed so that bigger motorised wheelchairs and children's double buggies can get access. As there are no toilet facilities suitable for those with disabilities existing space will be adapted to provide facilities which comply with current building regulations</p> <p>Input from Community Engagement Manager: The application meets the community grants criteria. The applicant is the Parochial Church Council of St James Church Trowbridge which is legally constituted under Church of England measures and is a registered charity. It owns and has responsibility for all aspects of managing the hall and its maintenance. This is a Capital project and match funding is in place. The application is to ensure that the church hall facilities are suitable for Disabled people by widening the doorways. The applicant confirms that planning permission is not a requirement for this project. The alterations to the entrance door will not need planning permission as they are replacing the PVC door and side panel with two doors which will also be in PVC. The internal male toilets and lobby will be adapted to provide space for the disabled toilet facility in line with current building regulations and do not require permission either by the local or church authorities.</p> <p>Proposal That the Area Board determines the application.</p>			

Application ID	Applicant	Project Proposal	Requested
1880	West Wilts Esprit Gymnastics Club	West Wilts Gymnastics and Fitness Showers	£3000.00
<p>Project Description: We have now completed 18 months in our fantastic facility and wish to expand our fitness provision to provide daytime use of the fitness suite and daytime fitness classes. We can then expand our membership to workers in the White Horse Business Park and other local business communities providing class's gym sessions and personal training at lunchtimes. To do this we need to upgrade our changing rooms by installing shower cubicles as we have no shower provision at present. This will enable workers to increase activity levels during the day and us to</p>			

work with businesses to promote healthy lifestyles.

Input from Community Engagement Manager:

The application meets the community grants criteria. The applicant is a not for profit organisation, the application is for Capital items and match funding for the amount requested from the board is in place.

The gymnastics club wishes to expand its offer and in order to do this needs to upgrade changing rooms by installing shower cubicles as this is lacking at present. This will enable wider reach into the community and people to use the facilities at lunchtimes and then return to work. The applicant advises that planning permission is not required for this project and that landlords consent has been given for the alterations.

Proposal

That the Area Board determines the application.

Application ID	Applicant	Project Proposal	Requested
1885	Trustees of North Bradley Progressive Hall	North Bradley Progressive Hall Roof repairs	£1875.00

Project Description:

Bargeboards have rotted structural timbers and some tile battens need replacement. Rusted and leaking cast iron gutters and downpipes to be removed.

Input from Community Engagement Manager:

The application meets the community grants criteria, the applicant is a not for profit organisation and the project is for Capital items to prolong the life of the community hall. Match funding of the amount requested from the board is in place.

North Bradley Progressive Hall is a well used community facility however some structural roof repairs are necessary in order to prevent deterioration and prolong the life of the asset.

Proposal

That the Area Board determines the application.

Application ID	Applicant	Project Proposal	Requested
1863	The Mead Academy Trust	New School Friends Association Start Up Assistance	£986.98

Project Description:

Castle Mead School opened a nursery and 1 form entry primary school September 2014. The school is due to expand from Summer 2016. The school has already been actively involved in the community with a CommuniTea event each term where parents and neighbours are encouraged to help develop the grounds and share a cup of tea. The School has also participated in The Big Community Grow <http://www.poppiesandparsnips.co.uk> page_id291 which encourages healthy eating and the pot to plate concept and Clean for the Queen litter pick. The school is building a Friends association to add to community activities and fundraise for extra items for the school. The Friends association is lacking in basic supplies that could be used for Friends and Community events such as Kettles Tea-pots Urns Cups Mugs Plates Trolley. It would be a tremendous boost to the budding Friends

Association to be able to have a starting set of items which will be useful for all community and school fundraising events. We would like to start by setting up regular coffee mornings. The popcorn maker would be a great asset to fayres and movie nights.

Input from Community Engagement Manager:

The application meets the community grants criteria. The applicant is a not for profit organisation, the application is for Capital items and match finding is not a requirement for projects under £1,000. The application is from The Friends of the Mead Academy Trust for catering equipment to support activities that bring the community together such as coffee mornings, summer fairs, community days and film evenings. The applicant states that it is not possible to borrow the equipment needed from the school in either the quantities required or necessarily at the times required in order to run community activities.

Proposal

That the Area Board determines the application.

Application ID	Applicant	Project Proposal	Requested
1908	Julian House	Recovery in Common - A Recovery Festival	£4934.80

Project Description:

Recovery in Common is a free arts festival taking place in Trowbridge this September and will be the first Recovery Arts Festival in the U.K. Julian House will partner creative producers Arts and Society to create a high quality arts festival that is family friendly and alcohol and drug free. Recovery in mental health starts with communities rather than services and as such is something we all have in common whether recovery is from a physical or mental illness addiction bereavement or life changes. This pilot festival creates a platform for collaborations on recovery with the arts at its centre.

Input from Community Engagement Manager:

The application meets the community grants criteria, the applicant is a not for profit organisation and the request is for Capital items which can be reused in subsequent years. Match funding for the amount requested from the board is also in place. The project could have wide community benefit and if successful would add to the annual range of quality community events in the town. It would also be a draw for surrounding communities; hence applications will be made to adjacent area boards for support.

A wide range of funders have been approached for support, decisions dates for these are included in the application. Funding bids to major bodies are always more successful if local support can be demonstrated. However, in consideration of the application, members will need to be satisfied that the project has a good chance of achieving its funding goals. Any award made can be conditional on the remainder of the project funding being secured.

Proposal

That the Area Board determines the application.

Application ID	Applicant	Project Proposal	Requested
1900			£4000.00
<p>Project Description: Since its launch in 2012 Larkrise RDA Group has become very popular going from strength to strength thus increasing the need to improve the facilities. The proposed project is to provide covering to the existing horse handling area which is currently an open space attached to a barn on the Larkrise Community Farm in Trowbridge. In order to provide riding lessons in all weather conditions to the ever growing numbers of RDA riders there is a need for the horse handling area to be enclosed providing shelter in wet and windy conditions.</p> <p>Input from Community Engagement Manager: The application meets the community grants criteria. The applicant is a not for profit organisation, the application is for Capital items and match funding for the amount requested is in place. The proposed project is to provide covering to the existing horse handling area which is currently an open space attached to a barn on the Larkrise Community Farm in Trowbridge, in order to provide riding lessons in all weather conditions to the ever growing numbers of RDA riders.</p> <p>Proposal That the Area Board determines the application.</p>			

Application ID	Applicant	Project Proposal	Requested
	Cllr Led Initiative – Cllr Steve Oldrieve	Trowbridge Walking Group	£173.92
<p>Project Description: The initiative is to provide funding of £173.92 to enable Trowbridge Walking group to be able to continue to operate and afford members the benefits detailed below. Funding is required for annual insurance and for printing of walks leaflets.</p> <p>Input from Community Engagement Manager: The initiative is to provide funding of £173.92 from the new Health and Wellbeing budget, to enable Trowbridge Walking Group to be able to continue to operate and afford members the benefits of regular physical activity, social contact, enhanced health and wellbeing and support to recover from illness. Funding is required for annual insurance and for printing of walks leaflets.</p> <p>Proposal That the Area Board determines the application.</p>			

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

Report Author:

Mary Cullen
 Community Engagement Manager
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**AREA BOARD PROJECTS AND COUNCILLOR LED
INITIATIVES APPLICATION FORM 2016/2017.**

Area Board Project -Cllr Steve Oldrieve

1. What is the Initiative?

The initiative is to provide funding of £173.92 to enable Trowbridge Walking group to be able to continue to operate and afford members the benefits detailed below. Funding is required for annual insurance and for printing of walks leaflets.

2. Where is the initiative taking place?

Around Trowbridge and further afield.

3. When will the initiative take place?

ongoing

4. What is the Community benefit/evidence of need/links to Community Plan/Community Issue?

Trowbridge walking group has been running for up to 20 years and has 50 members attending regular walks. All members are from Trowbridge and surrounding parishes and walks take place on Mondays and Wednesdays. Members include people referred by GP's and others who can benefit in many ways from participation in the walking group. The walking groups provides for social contact and an opportunity to make friends and meet new people. This is particularly important for older people living alone who may not have other social contact on a regular basis. Walking also promotes physical health through providing regular physical activity, tailored to people's needs on either short or long walks. Walking can support recovery from serious conditions such as heart disease, high blood pressure and stress and can help in tackling obesity as well as helping with mental health and feeling part of the community.

The initiative links to various identified needs in our community area including tackling obesity, supporting older people, improving health outcomes and community cohesion.

5. What is the desired outcome of this initiative?

Trowbridge Walking group will be able to continue to operate being fully insured. Leaflets will continue to be produced detailing the timetable of walks, their duration and providing more information about the Walking group.

6. Who will Project Manage this initiative?

Trowbridge Walking group.

7. Costs/quotes/ match funding? (total cost £5k require 1 quote, total cost £5k-25k require 3 quotes)

Annual Insurance £106.00
Printing leaflets £67.92

8. Additional information

Local Youth Network Management Funding Budgets for Trowbridge 2016

The total allocated spends for Trowbridge Local Youth Network in 2015/16 was as follows:

Local Held fund (from previous Youth Services)

Funding Breakdown	Amounts
Local Held Fund	28,881.00
LYN Funding (2015/16)	30,687.00
Roll forward from previous allocated funding (2014/15)	23,861.87
Total	83,429.87
Spend to Date (March 2016)	77,683.80
Grant funding to be carried forward to 2016/17	5,746.07
U11-19 funding (CEM administered)	9,221.20
Total Youth Funding	92,651.07

This is the estimated Youth Grant Funding for the current financial year:

Allocation of funding 2016/17	Amounts
Funding carried over from 2015/16	5,746.07
Allocation for 2016/17 (LYN ONLY, 10 % less than 2015/16)	27,618.30
Total	33,364.37

Please Note: The actual figures have not been released, only the knowledge that the funding for 2016/17 will be 10% less than 2015/16 allocation. The allocation will be adjusted and or confirmed when the actual figure is on the finance system.

These figures are purely based on the allocation for the LYN Budget and not the **U11-19 funding** which is supported by the Community Engagement Manager.

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Report to Trowbridge Area Board
Date of meeting 25th April 2016
Title of report Youth Grant Funding

Purpose of the Report:

To consider the applications for funding listed below together with the recommendations of the Local Youth Network (LYN) Management Group.

Applicant	Amount requested	LYN Management Group recommendation
Wiltshire Music Centre	£1700.00	The LYN MG Group wishes to recommend this project to the Trowbridge Area Board. The combined score for this funding grant was 75 showing that all members of the LYN MG group were impressed with this project and feel that it will have a benefit to young people with Special Educational Needs. It is based on a follow up project, which shows the needs in the local community. Some conditions to this funding would be recommended by the LYN to ensure it meets the aims of the youth funding grants.

1. Background

The recommendation from the LYN Management Group has been made in accordance with the following guidelines:

- Leaders guidance for Community Area Boards on Positive Activities for Young People
- Positive Activities for Young People local Youth Network Terms of Reference
- Positive Activities Toolkit for Community Area Boards

Young people have considered this application and identified it as a priority for Area Board funding.

2. Main Considerations

- 2.1. Councillors will need to be satisfied that Youth Grant Funding awarded in the 2015/2016 year are made to projects that can realistically proceed within a year of it being awarded.
- 2.2. Councillors will need to decide and be assured that young people and the community will benefit from the funding being awarded and the project/positive activity proceeding. The application should meet the identified needs, priorities and outcomes for young people in the areas, as identified in the LYN Needs Assessment and Strategic Plan.

- 2.3. Councillors will need to ensure measures have been taken in relation to safeguarding children and young people.
- 2.4. Councillors will need to ensure that young people have been central to each stage of this Youth Grant Funding application.

3. Environmental & Community Implications

Youth 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.

4. Financial Implications

Financial provision had been made to cover this expenditure.

5. Legal Implications

There are no specific legal implications related to this report.

6. Human Resources Implications

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

7. Equality and Inclusion Implications

Ensuring that Community Area Boards and LYNs fully consider the equality impacts of their decisions in designing local positive activities for young people is essential to meeting the Council’s Public Sector Equality Duty.

8. Safeguarding Implications

The Area Board has ensured that the necessary policies and procedures are in place to safeguard children and young people. The Community Youth Officer has assessed this application agreed it meets safeguarding requirements.

9. Applications for consideration

Application ID	Applicant	Project Proposal	Requested
ID 260	Ms Camilla Johns – Wiltshire Music Centre	£7434.00	£1700.00
<p>Project description</p> <p>We are applying for support to deliver a Special Schools Festival in July at Wiltshire Music Centre. Following a programme of successful in-school music workshops in Autumn 15 we would like to bring children from up to 3 special schools together including Larkrise in Trowbridge to create music and perform on a professional stage. The autumn workshops involved music leaders working with 100 children aged 11 to 17 many with profound and multiple learning disabilities PMLD to support their wellbeing and nurture their skills through participatory music-making. We would like to extend the benefits of the work and encourage their motivation by bringing the children together to celebrate all they have achieved in front of parents and the community.</p> <p>Funding:</p> <p>The project is only asking for partial funding for this project to go ahead and has a level of grants and donations already in place. The project will cost more than the total amount of funding requested at present. Further conversation will be entered into to find out what will happen if they do not secure the additional funding required before the grant funding, if</p>			

approved at the Area Board is agreed.

Recommendation of the Local Youth Network Management Group

That the application meets the grant criteria and is approved for the amount of £1700.00, subject to the following conditions:

- 1) The production of all the safeguarding policies / procedures required by Wiltshire Council.
- 2) To ensure a record of attendance to the provision for young people aged 13-19 years Old (up to 25 SEN).
- 3) The majority of the young people that attend live or attend schools in Trowbridge.
- 4) All workers have relevant DBS checks, and the correct ratio of workers to young people.
- 5) To ensure work is conducted to gather a valid evaluation for the project gaining valuable information about the needs of young people and supporting further projects with SEN young people.

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

Report Author

Name, Sarah Holland – Trowbridge Community Youth Officer
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COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

	Item	Update	Actions and recommendations	Who
	Date of meeting: 18th April 2016			
	1. Attendees and apologies			
	Present:	Cllr Horace Prickett (Chairman), Cllr Ernie Clark, Cllr John Knight, Cllr Nick Blakemore, Lance Allan (TTC), Richard Covington (Parish Rep) Roger Newman (Parish Rep and CoC), Pat White (WC Highways) Kirsty Rose (WC Highways) Mary Cullen (Community Engagement Manager), Mark Hough (Police)		
	Apologies:	Cllr Graham Payne, Cllr Dennis Drewett		
	2. Notes of last meeting			
		<p>The minutes of the previous meeting held were agreed at the Trowbridge Area Board meeting on the 14th March 2016</p> <p><i>Link can be found at</i> http://cms.wiltshire.gov.uk/ieListDocuments.aspx?CId=171&MIId=8927&Ver=4</p> <p>Agreed, matters arising on agenda.</p>		

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

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3.	Financial Position			
		<p>The allocation for 2016/17 is £15,354.00. £650 remains of the 2015/16 allocation and is to be carried forward.</p> <p>Noted</p>		
4.	Top 5 Priority Schemes			
a)	Maple Grove, Trowbridge – white bar markings	KR to prepare works package for implementation by Ringway	That the area board notes the update	
b)	Lambrok Road-Wingfield Road, Trowbridge cycle scheme	Scheme not viable as originally planned due to concerns over parking for school. Scheme now needs to be rethought, may require land purchase to push back into verges. Scheme to be pushed back to 2017 whilst options are explored.		
c)	Delamare Road, Trowbridge – white bar markings	KR to prepare works package for implementation by Ringway	That the area board notes the update	
d)	Bratton Road, West Ashton – traffic calming	Plans sent to parish council with revised estimates due to change in contract. RC advised the p/c preferred option would now cost @£26k so additional match funding would be needed. KR advised scheme is eligible for substantive scheme bid as project is over CATG budget. Cllr EC proposed and Cllr JK seconded that KR prepare substantive scheme bid for £6k. This was agreed.	KR to prepare substantive scheme bid.	
e)	Various locations, Trowbridge – waiting restrictions	<p>KR to progress to advert waiting restriction proposals at the following locations:</p> <ul style="list-style-type: none"> • Wingfield Road • Westcroft Street • Charles Street • The Moldens 	Area Board to agree funding allocation	

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

		<ul style="list-style-type: none"> • Conigre • Hazel Grove • The Down • Waterworks Road • Baydon Close <p>The advert fees (£1000) is required from the 2016/17 budget in order for this to progress. £1,000 was agreed from CATG budget to support advertising of schemes.</p>		
5.	Other Priority schemes			
a)	Green Lane, Trowbridge – dropped kerbs	KR to prepare works package for Ringway	Area board to note update	
b)	College Road, Trowbridge – 20mph speed limit	Selwood Housing have taken the decision not to contribute to this scheme. LA confirmed that T/C would be unlikely to support without Selwood contribution. Cllr EC proposed shelve the scheme, seconded Cllr JK, and carried.		
c)	Mortimer Street, Trowbridge	Awaiting metrocount results in relation to vehicle volume, type and speed		
d)	Leap Gate, Paxcroft Mead – crossing request	Funding previously set aside for survey in vicinity of bus stops. On hold until new road is open.		
e)	Parsonage Road, Paxcroft Mead – crossing request	Funding previously set aside for survey. Agreed at last CATG to hold and review in Autumn 2016.		
f)	Innox Road, Trowbridge – lack of parking	Cllr JK had met with residents and representatives from Yerbury St, however there is a lack of resolve on part of residents to take the matter forward. He will continue to chase.		

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

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g)	Hulbert Close – cycle link	KR advised cost would be £8,000 to remove hedgerow and complete cycle link. No funding set aside for this. Cllr EC proposed that Hilperton and Trowbridge councils be asked for match funding, with CATG setting aside £4k, seconded Cllr NB, carried.	KR to approach Hilperton and Trowbridge council's for contribution. Area Board to agree £4,000 funding	
h)	Bradley Road and County Way, Trowbridge	Concerns raised re rising traffic volumes and the effect of traffic signal sequencing etc. It was noted that an updated traffic model of Trowbridge town centre area is being developed with updated count information and will be available in due course.		
New Requests / Issues				
a)	Issue 4558 – Bradley Road, Trowbridge – Kerbing to prevent right turn	KR advised that the scheme is safer as it is and recommended no further action. All agreed.		
b)	Issue 4552 – Vehicles blocking entrance- Army Cadets, Frome Road	KR proposed remove from issues list as the MOD are dealing with this. All agreed.	Remove from issues log	
c)	Issue 4499 – Cars parking in front of driveway – Brown Street, Trowbridge	LA indicated that this is an area hopefully to be considered for residents parking zone. Also MH suggested the resident should contact police. KR will write to resident to advise of this.	KR to contact resident.	
d)	Issue 4485 – Request for bus shelter, Frome Road, Trowbridge	LA advised current T/C policy is not to fund bus shelters. KR advised bus shelter would cost up to £5k. Cllr EC proposed approach Town Council to see if they will match fund CATG £2500. Agreed. Also suggested approach Tesco.	KR to contact T/C to ask for match funding and to approach Tesco for possible contribution. Area board to agree £2500 funding	

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

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e)	Issue 4420 – Pedestrian crossing request – The Down, Trowbridge	Following petition to area board, Cllr NB asked for CATG support for crossing on the Down, there is no crossing from Timbrall St to Elizabeth Way and no school crossing patrol. KR advised first step pedestrian survey. Can link up with Action on School Journeys funding if school have up to date travel plan.LA noted that when last assessed there was no room for crossing on the proposed location. KR and Cllr NB will undertake a site visit. Cllr EC advised survey needs to be done in term time. CATG agreed to support £600 pedestrian survey.	KR to undertake site visit with Cllr NB and carry out pedestrian survey.	
f)	Issue 4472 – Speeding – Westbury Road, North Bradley	Discussed and agreed in past that little could be done. Cllr HP will liaise with P/C again re possibility of funding towards enhanced gateway sign. Cllr EC suggested a further metrocount be undertaken. This was agreed.	KR to remind parish clerk to put matter on parish agenda and order a new metrocount if within eligible timescale.	
Other items				
a)	Cllr HP reported on a meeting in Southwick and negative comments regarding WC wasting money putting metrocount on Goose St and also a surveillance camera in the same area.	KR confirmed that these were not carried out by WC so are likely to be Redrow Housing developers. It was queried whether private companies could use metrocounts without informing WC. KR confirmed that they could unless it is anchored to street lighting or other street furniture in which case that should let streetworks know, however there is currently no policy in place around this.	Cllr HP to advise parish council	
b)	Cllr EC asked if anyone had information about a microphone that has appeared in a hedge near Hilperton relief Rd. No one has any knowledge of this.			

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

c)	<p>Cllr JK noted a national move to reduce unnecessary road signage and asked if WC had a policy around this.</p>	<p>KR confirmed that WC has previously asked Town and parish councils for suggestions for signage that could be removed. However it was a difficult area as some people wanted further signage.</p>	<p>Any Cllrs with suggestions should bring these forward through CATG.</p>	
p)	<p>LA raised an issue pertaining to correspondence received by various members from resident Mr J.</p> <p>Mr J has lobbied various bodies requesting that WC put up signage to prevent parents stopping outside Grove primary school.</p>	<p>Cllrs queried the reasoning behind the signage, what could be achieved and whether there had been other concerns raised. KR noted that there had been no other complaints received and it was unclear what could be achieved.</p> <p>KR advised that road safety colleagues had visited the site and found no particular issues. Signage can be put up without a traffic regulation order from 22nd April under new DOT rules, but in the absence of definitive guidance KR cannot take this course of action.</p> <p>Cllr Clark proposed that KR write to Mr J to advise that the matter had been fully discussed at CATG however members did not feel able to support the suggested course of action. Proposal seconded by Cllr Knight and carried.</p>		

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e)	Cllr JK asked KR to look into waiting restrictions sign at end of West St and queried whether it should be at the other end.	KR advised this is being looked into.		
f)	Cllr JK asked PW about drain unblocking at Silver St.	PW confirmed that there is a new policy for drain clearing. First priorities are where houses have flooded or high speed roadways.		
g)	Cllr EC queried whether grass cutting services had been made aware of areas where P/c's did not want this to take place.	PW confirmed that they had.		
h)	Cllr HP raised issues with the Fun run at Southwick country park, with parked cars blocking neighbours' road visibility. Residents have asked for White lines around the entrance to the park.	KR asked for the issue to be raised formally through the issue system. KR to remind parish clerk to put this on the next p/c agenda. KR will also check if the Fun run is a licenced event.	Issue to be raised through Issues System	

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i)	LA identified need for additional lighting at Clarendon Avenue and Quarterway Lane	LA discussed two requests for additional street lighting on footpaths near Clarendon Avenue and Quarterway Lane	LA to investigate further to determine town council support. Issue to be raised via area board system if town council feel it is appropriate	
j)	MH noted that there is a project underway to get more officers speed enforcement training			
k)	<p>R? Noted that there were several types of signage that needed removing, particularly New Junction Ahead signs which were often left up.</p> <p>A related point was made regarding signs painted grey on the Hilperton relief Rd.</p>	<p>KR confirmed that a list had been issued to contractors previously regarding removal of such signs but she was aware that this remained an issue.</p> <p>KR confirmed that once the road was opened these would be washed off.</p> <p>There is no date for the opening of the road yet. It is understood that this is related to safety issues which need to be resolved.</p>		

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l)	RC noted that a metrocount which had been placed at West Ashton had snapped and not been replaced.	KR will look to reinstate the metrocount strips.		
m)	RC commented on flyposting by Arc Theatre at West Ashton crossroads.	PW indicated that there had been an historic agreement to allow this as long as no issues were caused. This would however be a low priority for the council.		
n)	RC reported that following an accident at West Ashton crossroads, a new post was erected but it has no lights as yet.	KR advised that Atkins will be dealing with this. She will pass on contact details.		

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o)	<p>KR confirmed funds agreed at this meeting</p> <ul style="list-style-type: none"> • £1,000 waiting restrictions • £4000 Hubert Close (subject to match funding) • £2500 Frome Rd bus shelter (subject to match funding) • £600 Pedestrian survey at the down. 	KR to report to area board as appropriate		
8.	Date of Next Meeting: 15th August 2016			

Trowbridge Community Area Transport Group

Highways Officer – Kirsty Rose

1. Environmental & Community Implications

1.1. Environmental and community implications were considered by the CATG 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.

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2.2. If funding is allocated in line with CATG recommendations outlined in this report, and all relevant 3rd party contributions are confirmed, Trowbridge Area Board will have a remaining Highways funding balance of **£7,890**

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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