

AGENDA

Meeting: TROWBRIDGE AREA BOARD
Place: The Cotswold Space - County Hall, Trowbridge BA14 8JN
Date: Thursday 10 November 2016
Time: 7.00 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.

Refreshments and networking opportunity from 6:30pm

Please direct any enquiries on this Agenda to Kieran Elliott (Senior Democratic Services Officer), direct line 01225 718504 or email kieran.elliott@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 Chris Auckland, **Trowbridge Grove**
Cllr Nick Blakemore, **Trowbridge Adcroft**
Cllr Ernie Clark, **Hilperton**
Cllr Dennis Drewett, **Trowbridge Park**
Cllr John Knight, **Trowbridge Central**
Cllr Stephen Oldrieve, **Trowbridge Paxcroft**
Cllr Helen Osborn, **Trowbridge Lambrok**
Cllr Graham Payne, **Trowbridge Drynham (Chairman)**
Cllr Horace Prickett, **Southwick (Vice Chairman)**

RECORDING AND BROADCASTING NOTIFICATION

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By entering the meeting room you are consenting to being recorded and to the use of those images and recordings for broadcasting and/or training purposes.

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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.

| Items to be considered | | Time | | | | | | | | |
|---|---|------------------|-------------------------|---|---------|---|----------|--|----------|--|
| 1 | Apologies To receive any apologies for the meeting. | 7.00pm | | | | | | | | |
| 2 | Minutes (<i>Pages 7 - 12</i>) To approve the minutes of the meeting held on 15 September 2016. | | | | | | | | | |
| 3 | Declarations of Interest To receive any declarations of disclosable interests or dispensations granted by the Standards Committee. | | | | | | | | | |
| 4 | Chairman's Announcements To receive any announcements through the Chair. | | | | | | | | | |
| <u>Funding</u> | | | | | | | | | | |
| 5a | Local Youth Network (LYN) Applications (<i>Pages 13 - 24</i>) To consider the following applications: i. Application 346 from Trowbridge Community Area Future - £7138.08 to enhance provision of youth services ii. Procurement of Active Trowbridge - £6488.00 for Sporting Provision | 7.05pm | | | | | | | | |
| 5b | Community Area Grant Applications (<i>Pages 25 - 32</i>) To consider the following grant applications: | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>Applicant</th> <th>Amount requested</th> </tr> </thead> <tbody> <tr> <td>Applicant: Monday Wednesday Club Project Title: purchase of a defibrillator View full application</td> <td>£700.00</td> </tr> <tr> <td>Applicant: Trowbridge Town Council Project Title: Trowbridge Christmas Lights Enhancement View full application</td> <td>£5000.00</td> </tr> <tr> <td>Applicant: The Big Community Grow Project Title: Storage Shed or Container View full application</td> <td>£1000.00</td> </tr> </tbody> </table> | | Applicant | Amount requested | Applicant: Monday Wednesday Club Project Title: purchase of a defibrillator View full application | £700.00 | Applicant: Trowbridge Town Council Project Title: Trowbridge Christmas Lights Enhancement View full application | £5000.00 | Applicant: The Big Community Grow Project Title: Storage Shed or Container View full application | £1000.00 | |
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| Applicant: Alzheimer's Support Project Title: Alzheimer's Support Training Room Equipment View full application | £719.00 |
| Applicant: Hilperton Parish Council Project Title: Community Orchard - Phase Two View full application | £446.00 |
| Applicant: Trowbridge Men's Shed Project Title: Trowbridge Men's Shed View full application | £946.72 |
| Applicant: WWMFF. (West Wilts Multi Faith Forum) Project Title: 3 laptops for English classes tuition View full application | £800.00 |

And To ratify an award of £300 made under delegated authority by the Community Engagement Manager to support delivery of the Dementia Conference in Trowbridge on 23rd November as approved by the Chairman and Vice chairman

5c **Councillor Led Project Applications** (Pages 33 - 52)

To consider a councillor led project application for £8332.38 – Holbrook PTA Community Outdoor Space

6 **Partner, Outside Body and Working Group Updates** (Pages 53 - 70) **7.35pm**

To note any written or verbal updates from the following partners:

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

To note any written or verbal updates on the following:

- i. Campus Working Group
- ii. Health and Wellbeing Group

7 **Streetscene and Littering** **8.00pm**

Councillor Philip Whitehead, Cabinet Member for Highways and

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| | Streetscene, will be in attendance to discuss recent reports of littering and other issues in the town. | |
| 8 | Minor Injury Unit (<i>Pages 71 - 76</i>) Representatives from the Wiltshire Clinical Commissioning Group shall be in attendance to explain the implementation of reduced opening hours for the Trowbridge Minor Injury Unit. | 8.25pm |
| 9 | Community Engagement Update To receive an update from the Community Engagement Manager. | 8.45pm |
| 10 | Delegation (<i>Pages 77 - 78</i>) To consider updates to the delegated authority previously granted to the Community Engagement Manager. | 8.50pm |
| 11 | Urgent Items Any other items of business which the Chairman agrees to consider as a matter of urgency. | 8.55pm |

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MINUTES

Meeting: TROWBRIDGE AREA BOARD
Place: The Cotswold Space - County Hall, Trowbridge BA14 8JN
Date: 15 September 2016
Start Time: 7.00 pm
Finish Time: 8.15 pm

Please direct any enquiries on these minutes to:

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

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

In Attendance:

Wiltshire Councillors

Cllr Chris Auckland, Cllr Nick Blakemore, Cllr Ernie Clark, Cllr John Knight, Cllr Stephen Oldrieve, Cllr Graham Payne (Chairman) and Cllr Horace Prickett (Vice Chairman)

Total in attendance: 23

| <u>Agenda Item No.</u> | <u>Summary of Issues Discussed and Decision</u> |
|-------------------------------|---|
| 58 | <p><u>Apologies</u></p> <p>Apologies for absence were received from Inspector James Brain and Councillors Dennis Drewett and Helen Osborn.</p> |
| 59 | <p><u>Minutes of the Previous Meeting</u></p> <p><u>Resolved:</u> The minutes of the meeting held on 14 July 2016 were agreed as a true and correct record and signed by the Chairman.</p> |
| 60 | <p><u>Declarations of Interest</u></p> <p>There were no declarations.</p> |

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| 61 | <p><u>Chairman's Announcements</u></p> <p>Announcements were provided as detailed in the agenda papers, and additionally that the Chairman had been informed the council was not in a position to provide updates beyond that received at the last meeting, but that the Cabinet Member and Associate Director would be able to attend the next meeting to update the Area Board.</p> |
| 62 | <p><u>Partner Updates and Outside Body Updates</u></p> <p>Updates from partners were received as follows:</p> <ul style="list-style-type: none"> <li data-bbox="351 649 1505 739">i. Wiltshire Police The written update was noted. <li data-bbox="351 761 1505 963">ii. Wiltshire Fire and Rescue Service The written update was noted. It was confirmed Ben Ansell formerly of Dorset Fire Authority was to be appointed the new Chief of the Dorset and Wiltshire Fire Authority and would be invited to the Board to provide updates as appropriate. <li data-bbox="351 985 1505 1209">iii. Wiltshire Clinical Commissioning Group It was noted that the CCG had requested a non-public meeting with the Area Board to discuss a community health issue but could not clarify on what that issue was publicly until after the Health Select Committee meeting on 27 September 2016. It was therefore noted a special meeting of the Board might need to be arranged to discuss the matter The Health Select Committee on 27 September received a report on proposed changes to the opening hours to the Minor Injury Units in Wiltshire, including Trowbridge. <li data-bbox="351 1388 1505 1545">iv. Trowbridge Community Area Future (TCAF) A verbal update was provided on the appointment of a qualified youth worker and assistants, a youth café project and efforts to seek more funding for other projects in coordination with the Local Youth Facilitator. <li data-bbox="351 1568 1505 1836">v. Town and Parish Councils The written update from Trowbridge Town Council was noted. Further updates were received as follows: Hilperton Parish Council – the neighbourhood plan application had been submitted for approval, with the next stage to be the distribution of the housing needs survey. <li data-bbox="351 1859 1505 2016">vi. Local Youth Network Emma Drage, Local Youth Facilitator, was introduced to the meeting and encouraged all present to put publicise that the Board had monies to grant for youth projects to coordinate through her. |

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| 63 | <p>In response to queries it was confirmed the Board did not have revenue funds to grant, only for capital projects.</p> <p><u>Trowbridge Health and Wellbeing Centre</u></p> <p>No update was received for reasons as detailed under Chairman's announcements.</p> |
| 64 | <p><u>Pest Control</u></p> <p>At the invitation of the Area Board Clare Francis, Public Protection Manager (Pest Control), provided an update on the situation in Trowbridge with gulls nesting on buildings, and contributions were received from a local resident regarding the negative impact for the area. Gulls are a protected species and a series of options were presented by which they could be controlled or removed from their current areas, including removal of eggs over a 3 year programme.</p> <p>A motion was moved by Councillor Nick Blakemore, seconded by Councillor Steve Oldrieve to support full egg and nest removal during April, May, June and July at a cost of £3840</p> <p>During debate it was proposed that the Area Board would support the cost for the first year of the programme excluding the cost of hired equipment, but that contributions should be sought for the second and third years from town and parish councils and local businesses in addition to first year contribution toward access equipment.</p> <p><u>Resolved:</u></p> <p>To support the approval of £3840 for Regular gull egg and nest removal from all accessible roof areas as identified and agreed by landowners during April, May, June and July. Each visit would be for 2 officers for a 1 day @ 4 visits. Cost per day will be £960 (excluding VAT). Cost excludes access equipment</p> <p><i>Admin Note – As the proposal had not come before Area Board until the meeting, it would be taken as delegated decision by the Community Engagement Manager to be ratified at the next meeting.</i></p> |
| 65 | <p><u>Public Spaces Protection Order (PSPO)</u></p> <p>Tom Ward, Public Health Specialist - Community Safety and Substance Misuse, presented a report as detailed in the agenda papers on the implementation of the proposed Public Spaces Protection Order (PSPO) for Trowbridge Town.</p> <p>The proposed geographic extent of the PSPO was detailed, and the proposed conditions clarified. It was stated a police community support officer or other authorised person, who could be a representative of the local authority, would</p> |

be able to confiscate alcohol or suspected alcohol from those within the order areas, which was a stronger power than had existed under previous types of order. The order had been consulted upon in March 2016 and responses had mostly been in favour.

The Area Board discussed the PSPO, and in response to queries it was stated the cost of signage would be shared with the Town Council, that the possibility of more than one language on the signs and their location would be explored, and that the order was now to be advertised prior to going live.

It was also confirmed the orders could be renewed after 3 years, and that a reduction in incidents as a result of the order could be considered evidence to justify its renewal. Details were also sought on how the PSPO would be enforced.

Resolved:

To note the proposed order.

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Community Engagement Update

Mary Cullen, Community Engagement Manager, provided an update on some of the community engagement work undertaken since the last meeting of the Area Board.

Updates were provided on health and wellbeing work including work on building a Dementia friendly Trowbridge, along with updates on the intergenerational school project, teenage pregnancy and the opening of the Men's Shed project. A Safer and Supportive Steering Group to bring together a range of community safety initiatives would meet on 29 September and the Joint Strategic Analysis meeting was scheduled for 5 December.

Resolved:

To note the update.

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Funding

Community Grants

The Area Board considered the following applications to the Community Area Grant Scheme 2015/16:

i. **Friends of Southwick County Park**

The sum of £500.00 was requested for additional benches for particular use of senior users of the Country Park.

A motion to approve the amount was moved by Councillor Horace Prickett, seconded by Councillor John Knight.

Decision

The Area Board awarded the sum of £500.00 to the Friends of Southwick Country Park.

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

ii. **Larkrise Riding for Disabled Group**

The sum of £1729.00 was requested for Equine handling area roof construction.

A motion to approve was moved by Councillor Ernie Clark, seconded by Councillor Steve Oldrieve.

Decision

The Area Board awarded the sum of £1729.00 to Larkrise Riding for Disabled Group.

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

Community Area Transport Group (CATG)

- i. Issue 4688 – 20mph signage, College Road, Trowbridge - £1250.00 subject to matched funding from Trowbridge Town Council

A motion to approve was moved by Councillor Chris Auckland, seconded by Councillor John Knight.

Decision

The Area Board awarded the sum of £1250.00 subject to matched funding from Trowbridge Town Council

- ii. The Grove Primary School – Experimental order to utilise lay-by for stop and drop - £1000 subject to matched funding from Trowbridge Town Council

The proposal was debated along with contributions from local residents on the existing problems caused by parking and drop off in the area, and whether the proposed order would have any effect.

Following discussion a motion to approve was moved by Councillor Horace Prickett, seconded by Councillor Chris Auckland.

Decision

The Area Board awarded the sum of £1000.00 subject to matched funding from Trowbridge Town Council

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Urgent items

There were no urgent items.

Report to Trowbridge Area Board
Date of meeting 10 November 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.

Youth funding applications:

| Applicant | Amount requested | LYN Management Group recommendation |
|-----------|------------------|-------------------------------------|
| T-CAF | £7138.08 | Approve in full |

| Procurement Provider | Amount requested | LYN Management Group recommendation |
|----------------------|------------------|-------------------------------------|
| Active Trowbridge | £6488.00 | Approve in full |

1. Background

The Local Youth Facilitator approached various sporting providers to carry out half term sporting activities for the community area. The LYNMG discussed the various providers with their quotes and recommend to the Area Board that they procure Active Trowbridge to carry out the sporting provision.

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 2016/2017 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 |
|----------------|-----------|-----------------------------|-----------|
| 346 | T-CAF | Enhancing further provision | £7138.08 |

Project description

T-CAF are seeking funding to enhance the existing youth services provided by TCAF and to cover the loss of the Community Youth Officer. T-CAF are asking for funding to provide their staff with waterproofs, and lanyards for their detached youth work. In Addition T-CAF are seeking funding to put their staff through training for their staff to create a more sustainable future the staff need to be qualified to allow the 1 qualified worker to do more strategic planning and funding meetings. Furthermore the organisation are looking for funding to provide confidential drop-in advice service, In partnership with John of Gaunt school during lunch times. Pupils will be able to talk freely in a safe environment with an independent qualified youth worker. Mental Health is an issue within the 13-19 age group and this pilot facility will provide evidence for a permanent solution for all secondary schools in Trowbridge.

Recommendation of the Local Youth Network Management Group

That the application meets the grant criteria and is approved for the amount of £7138.08 subject to the following conditions:

- T-CAF work in partnership with the leadership team in the school for their drop in service
- T-CAF have an anonymous questionnaire done by the pupils in the school to have honest feedback from the pupils regarding their drop in service.

| Procurement | Applicant | Project Proposal | Requested |
|---|-------------------|-------------------------|------------------|
| | Active Trowbridge | Sporting provision | £6488.00 |
| <p>Project description</p> <p>Active Trowbridge will provide a range of sporting activities including alternative sports for 13-19 year olds within the more rural parts of the Trowbridge Community Area and the centre, during the April half term, May bank holiday and summer holidays. The sports will be in 4 rural parishes as well as the centre of Trowbridge, equaling five locations. All locations will have 2 hours each over 10 weeks giving a total of 100 hours of sporting provision. There will be 2 coaches per session a lead who must be a UKCC Level 2 and an Assistant who must be a UKCC Level 1/2</p> <p>Active Trowbridge will be responsible for promotion, printing and advertisement, as well as risk assessments and safeguarding. All staff and volunteers will have an enhanced DBS.</p> | | | |
| <p>Recommendation of the Local Youth Network Management Group</p> <p>That the application meets the procurement criteria and is approved for the amount of £6488.00 subject to the following conditions:</p> | | | |

For further information please see the LYNMG scoring sheet and minutes included within the Area Board papers.

Report Author Emma Drage Title: Local Youth Facilitator
Tel: 07775410523 Email: emma.drage@wiltshire.gov.uk

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Local Youth Network Management Group Record

Trowbridge and Wider Area

| | | | | | |
|--------------------------|---|--------------|-------------|--------------|--------------------------|
| Area | Trowbridge | | | | |
| Date | 25/10/2016 | Times | 16:30-18:30 | Venue | Civic Centre, Trowbridge |
| Due to be Present | Emma Drage – Local Youth Facilitator Hayleigh Bell – Leisure Manager – Town Council 3 young people Tracey Sullivan – Arts Director Lance Allan – Town Clerk – Acting Chair Lindsey Millen – TCAF Hayleigh Bell – Active Trowbridge Abdel Boutarfas Cllr Dennis Drewett – Area Board representative David Baker | | | | |
| Apologies | Tom Llewellyn – Engagement Officer - Selwood Housing Matthew Till – Police Simon Partington – Police Carrie Creamer – WYAP | | | | |
| Agenda Items | | | | | |
| 1 | Welcome and Apologies – who is who | | | | |
| 2 | Youth Applications: T-Caf | | | | |
| 3 | Procurement of sporting services | | | | |
| 4 | New scoring sheet | | | | |
| 5 | Grants & budget update | | | | |
| 6 | Future dates, times and venues | | | | |
| Decisions | | | | | |
| 1 | To recommend to the Area Board to fully fund the T-CAF funding application | | | | |
| 2 | To recommend to the Area Board that they procure Active Trowbridge to provide the alternative activities during the half term and summer holidays. | | | | |
| Discussions | | | | | |
| 1 | Lindsey declared a conflict of interest and left the room at the point of the application being discussed Lance Allan and Hayleigh Bell declared a conflict of interest regarding the procurement and left the room while the discussion took place. | | | | |
| 2 | The members all welcome the new people that have come to the group | | | | |
| 3 | The application was discussed in great length, the group felt the application was not completely clear, however the applicant did express that the system crashed on her twice while writing the application after spending 6+ hours on it. The group discussed the location of the drop in sessions, and agree the school is a suitable location, and would like to see the project in the other schools in the future. The group also discussed what detached youth work meant to establish the importance of the lanyards and waterproofs. | | | | |

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| | <p>The group invited the applicant in to establish why having trained youth workers are important and why they cannot do the projects with the qualifications that they currently have.</p> <p>It was discussed that it is great that there is an organisation willing to take on this work for the Community Area</p> |
| 4 | <p>The Group discussed the different sporting providers for the procurement opportunity in great detail and length. The group felt that as Active Trowbridge are embedded in the Town and know the locations that they should be awarded the procurement. Also the group were concerned about how the coaches would cope with any challenging behaviour, however Active Trowbridge will be working in partnership with a youth worker to ensure the sessions runs smoothly.</p> |
| Actions | |
| 1 | For the applicant to make their application clearer |
| 2 | For Active Trowbridge to send in the procurement form before the date provided to them |
| Date of Next meeting: | Tuesday 20 th December: venue TBC – 16:30 – 18:30 |
| Notes Taken By: | Emma Drage – Local Youth Facilitator - Wiltshire Council |
| Date: | 26/10/16 |

Request for Quotation

| Description of service | <p>Trowbridge Area Board is looking for an organisation that can provide a range of sporting activities including alternative sports for 13-19 year olds within the more rural parts of the Trowbridge Community Area and the centre, during the April half term, May bank holiday and summer holidays. We are looking for the sports to be in 4 rural parishes as well as the centre of Trowbridge, equalling five locations. We are looking for all five locations to have 2 hours each over 10 weeks giving a total of 100 hours of sporting provision. Please note as this is community work we are looking for 2 coaches per session a lead who must be a UKCC Level 2 and an Assistant who must be a UKCC Level 1/2</p> <p>The organisation will also be responsible for promotion, printing and advertisement, as well as risk assessments and safeguarding. All staff and volunteers must have an enhanced DBS and must be qualified to the stated level (please see below)</p> <p>Minimum Standards of Deployment (MSD) require all coaches to meet the following:-</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Minimum Standard for Deployment</th> <th style="text-align: center;">Criteria</th> </tr> </thead> <tbody> <tr> <td>Agreed minimum age</td> <td>Lead Coach or independent deliverer: 18+ years Assistant Coach: 16+ years</td> </tr> <tr> <td>Appropriate Qualifications</td> <td>Lead Coach or independent deliverer: UKCC / NGB Level 2 or above unless otherwise stated by the NGB Assistant Coach: UKCC Level 1</td> </tr> <tr> <td>Appropriate Insurance</td> <td>Coaches should have an insurance policy that covers the coach for the duties to be undertaken, this ensures both the coaches and participants are covered. Cover that is required: Public Liability Insurance and Professional Indemnity to a minimum of £5million</td> </tr> <tr> <td>Safeguarding & Protecting Children Workshop</td> <td>This workshop looks at good practice for a coach, enables the coach to understand different types of abuse, recognise signs and symptoms and to identify the appropriate action to take if abuse is suspected/disclosed to them.</td> </tr> <tr> <td>Welfare Safety Checks</td> <td>Lead Coach & Assistant Coach : Disclosure & Barring Service Check (previously CRB)</td> </tr> <tr> <td>1st Aid</td> <td>This workshop teaches participants how to respond</td> </tr> </tbody> </table> | Minimum Standard for Deployment | Criteria | Agreed minimum age | Lead Coach or independent deliverer: 18+ years Assistant Coach: 16+ years | Appropriate Qualifications | Lead Coach or independent deliverer: UKCC / NGB Level 2 or above unless otherwise stated by the NGB Assistant Coach: UKCC Level 1 | Appropriate Insurance | Coaches should have an insurance policy that covers the coach for the duties to be undertaken, this ensures both the coaches and participants are covered. Cover that is required: Public Liability Insurance and Professional Indemnity to a minimum of £5million | Safeguarding & Protecting Children Workshop | This workshop looks at good practice for a coach, enables the coach to understand different types of abuse, recognise signs and symptoms and to identify the appropriate action to take if abuse is suspected/disclosed to them. | Welfare Safety Checks | Lead Coach & Assistant Coach : Disclosure & Barring Service Check (previously CRB) | 1 st Aid | This workshop teaches participants how to respond |
|---|--|---------------------------------|----------|--------------------|--|----------------------------|--|-----------------------|---|---|--|-----------------------|--|---------------------|---|
| Minimum Standard for Deployment | Criteria | | | | | | | | | | | | | | |
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| | <p>Furthermore the sporting company must have a proven track record engaging hard to reach young people, the correct insurance in place as well as any relevant policies including safeguarding and Health and Safety.</p> | | |
| Date (s) service required | April 2017 – August 2017 | | |
| Total cost | Please submit your total cost here £ | | |
| Evaluation criteria | Best value - combination of service provided and cost | | |
| Terms and conditions | Wiltshire Council's standard terms and conditions apply These are available on www.wiltshire.gov.uk | | |
| Payment terms | Payment within 28 days of the invoice date | | |
| Quotation required by | | | |
| Please list which qualifications your staff hold (which would coach/deliver on the project) | <ul style="list-style-type: none"> • UKCC Level 2 in Rugby, Gymnastics, and Cheerleading, Tennis, Cricket and all sports below can be provided by our coaching team who are qualified to do so. • 1st for Sport Level 2 Multi Skills • 1st for Sport Principles and Practice in Coaching • Qualified Youth worker • StreetGames Managing Challenging Behaviour, Doorstep Sports Level 2) • Football • Tag Rugby • Cricket • Tennis • Hockey • Netball • Basketball • Tri-Golf • Multi-Skills • Street Surfing • Indo Boarding • Dodgeball | | |

| | |
|--|---|
| | <ul style="list-style-type: none"> • Ultimate Frisbee • Cheerleading • Badminton • SEN Multi Skills • Lacrosse • Handball • Rock-It-Ball • Rounders' • Circuits • Athletics • Futsal • Gymnastics • Archery coaching • Fencing |
| <p>Please describe your service including history of engagement with community projects, developing volunteers and numbers of staff/coaches.</p> | <p>Active Trowbridge is a non for profit sports development services within Trowbridge Town Council. We have been providing opportunities with key partners in our community for over 8 years. Active Trowbridge has 20 full time qualified sports coaches who delivery to all ages as is a fully inclusive services. Key partners included, Wiltshire Council, Collaborative Schools, TCAF, Sports partnership, and Local sports club, Trowbridge Town Hall / Art. Housing, Police, SPLASH just to name a few. We have worked closely to ensure engagement in our community is happening on a variety of projects.</p> |
| <p>Please state what your organisation can offer and a background of previous engagement of hard to reach young people</p> | <p>Active Trowbridge has been a key partner on the Wiltshire Council Street Games project, Urban Rugby with Bath Rugby Foundation and the community sports roadshow. We have provided detached work in the community areas, lunchtime provision at secondary schools to engage the hard to reach young people.</p> |

| | |
|---|---|
| <p>Please provide a breakdown of this projects costings for your organisation</p> | <ul style="list-style-type: none"> - Coaching costs 2 x level 2 coaches x 100 hours = £ 4,000 - - Marketing materials (design and print):£540.00 - Banner Flags £720.00 - Promotion (Street work, school assemblies, leafleting, partner engagement): £612.00 - Youth Worker £ 308.00 - Recording and reporting of KPIs £ 308.00 - Inflatables in Kind <p>Total project cost : £6488.00</p> |
|---|---|

Local Youth Network Grant Scoring Sheet

Organisation: Trowbridge LYNMG

Amount recommended: £7138.08

Project title: T-CAF

Page 23

| Category: | Total mark available | Mark given: | Comments: |
|---|----------------------|-------------|--|
| How well does the project/activity/programme meet local needs and priorities is there evidence of this need? | 10 | 7.5 | It is meeting the needs of the young people who can access the service |
| How well have young people been involved in the development of the project/ activity /programme? | 10 | 7 | Young people were surveyed to establish the needs of the young people through the school. |
| Will enough young people benefit from their project / activity? | 10 | 8.5 | There is evidence in the application form to suggest that there will. |
| How accessible is the activity/project for all (Disabled access, low incomes, vulnerable, etc.)? | 10 | 7 | If the project is advertised well and correctly then it will, therefore there is a need for the organisation to work with the student leadership team. |
| How well will the project/activity safeguard the welfare of young people? | 10 | 9 | |
| How well has the applicant ensured that they will monitor and evaluate their project / activity involving young people? | 10 | 7 | |
| TOTAL Benchmark is 30/60 | 60 | 46 | |

Local Youth Network Funding Panel Decision (to go as a recommendation to the Community Area Board)

| | |
|---|--|
| Decision: | To recommend the full amount to the Area Board |
| Amount Awarded: | £7138.08 |
| Reason for part award (if applicable): | n/a |
| Reason for rejection: | n/a |
| Local Youth Network Members present: | Emma Drage – Local Youth Facilitator 3 young people Tracey Sullivan – Arts Director Lance Allan – Town Clerk – Acting Chair Lindsey Millen – TCAF Abdel Boutarfas |

| | |
|--------------|--|
| | Cllr Dennis Drewett – Area Board representative David Baker |
| Date: | 25/10/16 |

Wiltshire Council

Trowbridge Area Board

10 November 2016

Community Area Grant Funding

Purpose of the report:

To note the budget balances and consider the applications for funding listed below

| | Area Board Grants Budget | H&WB Fund | LYN Fund | CATG |
|--|---|---|------------------|---|
| Opening balance 2016/17 | £89,728.60 <small>(Incl. £9850.00 Carry Forward.)</small> | £6,700.00 | £48890.00 | £15,354 (plus £650 carry forward) £16,004.00 |
| Grant Applications at Nov ABM | £18,244.10 | <small>(Deductions to date)</small> £553.92 | £13626.08 | £TBC |
| Remaining balance if applications approved. | £48,765.23 | £6146.08 | £16559.17 | £TBC |

| Applicant | Amount requested |
|---|-------------------------|
| Applicant: Monday Wednesday Club Project Title: purchase of a defibrillator View full application | £700.00 |
| Applicant: Trowbridge Town Council Project Title: Trowbridge Christmas Lights Enhancement View full application | £5000.00 |
| Applicant: The Big Community Grow Project Title: Storage Shed or Container View full application | £1000.00 |
| Applicant: Alzheimer's Support Project Title: Alzheimer's Support Training Room Equipment View full application | £719.00 |

| | |
|---|---------|
| Applicant: Hilperton Parish Council Project Title: Community Orchard - Phase Two View full application | £446.00 |
| Applicant: Trowbridge Men's Shed Project Title: Trowbridge Men's Shed View full application | £946.72 |
| Applicant: WWMFF. (West Wilts Multi Faith Forum) Project Title: 3 laptops for English classes tuition View full application | £800.00 |

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 2015/2016 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 |
|---|-----------------------|-----------------------------|-----------|
| 2113 | Monday Wednesday Club | Purchase of a defibrillator | £700.00 |
| <p>Project Description: Our club offers two days a week social care for vulnerable adults with physical mental and or learning difficulties. We recently had an incident whereby one of our members suffered a heart attack whilst with us which made us realise that a having access to a defibrillator would be a good idea- not only for us but also for use by any other members of the community who use the premises of the Wesley road Church and Hall.</p> <p>Input from Community Engagement Manager: The application meets the community grants criteria, the applicant is a not for profit community organisation, this is a Capital project to purchase a defibrillator to be used in emergency situations with older/vulnerable club members. The total project cost is £1,400. Match finding of £700 is in place leaving a shortfall of £700 which is the amount applied for to the area board.</p> | | | |
| <p>Proposal That the Area Board determines the application.</p> | | | |

| Application ID | Applicant | Project Proposal | Requested |
|--|-------------------------|---|-----------|
| 2103 | Trowbridge Town Council | Trowbridge Christmas Lights Enhancement | £5000.00 |
| <p>Project Description: This project aims to purchase moving lights displays and to renew some present lighting to the same level as in our previous Fore Street bid thus enhancing the Silver St Market St area of the town centre which has now become a major part of the Christmas Lights. This will then help to raise the profile of this area which is on the main bus routes and pedestrian footway into the county town.</p> <p>Input from Community Engagement Manager: The application meets the Community Grants criteria. This is a capital project to enhance the Christmas Lights display in Trowbridge town in order to attract more visitors and improve visitor experience during the festive season. The applicant is the Town Council, the total project cost is £10,260 and 50% match finding is in</p> | | | |

place as required for applications from precepting authorities.
 In response to questions from members, the Town Council has provided the following information in relation to investment in Trowbridge Xmas lights displays to date which is;

1. Trowbridge Town Council 1st Dec 15 - Investment of £5.8K
2. Wiltshire Council 1st Dec 15- Investment grant to TTC £5K
3. Trowbridge Chamber of Commerce:
 - a. 2005 £1450
 - b. 2007 £1100
 - c. 2010 £425
 - d. 2011 £300

There are also contributions averaging £45 from traders/stallholders at the Christmas lights switch on event which goes towards the event budget.
 The total project cost is £10,260. The applicant confirms that match funding of £5,260 is in place leaving a shortfall of £5,000, which is the amount applied for to the area board.

Members will need to be satisfied that the project has wide community benefit.

Proposal

That the Area Board determines the application.

| Application ID | Applicant | Project Proposal | Requested |
|----------------------|------------------------|---------------------------|-----------|
| 2119 | The Big Community Grow | Storage Shed or Container | £1000.00 |

Project Description:

Due to changes in personnel in our organisation we have no storage for our equipment and resources which include apple press marquees and tents and other equipment used for event and project like Trowbridge apple festival and Communita. We would like to buy a storage container or shed to store our equipment - this will give committee and volunteers all year round access to the equipment and make it easier to set up for local events and projects.

Input from Community Engagement Manager:

The application meets the community grants criteria. The applicant is a not for profit community organisation, this is a capital project to provide storage facilities for community assets such as the apple press for the apple festival and other items. The applicant is requesting a grant of £1,000 from the area board. Match funding is not a requirement for projects up to £1,000. The applicant has confirmed a location to site the shed.

Proposal

That the Area Board determines the application.

| Application ID | Applicant | Project Proposal | Requested |
|----------------------|---------------------|--|-----------|
| 2079 | Alzheimer's Support | Alzheimers Support Training Room Equipment | £719.00 |

Project Description:

Alzheimer's Support has two shop front offices in Trowbridge and Devizes which

have good sized meeting/training rooms. We have over 90 staff who have comprehensive induction and ongoing training requirements. As dementia experts we offer training courses to professionals outside our organisation which generates income for the charity. Another method for generating income is the hiring of our rooms and their facilities to external customers. We want to increase our technological capabilities to move on from powerpoint and projectors to TVs and tablets. This will enhance our offer internally and externally and widen the range of training we can deliver.

Input from Community Engagement Manager:

This application meets the community grants criteria. The applicant is a not for profit organisation and a registered charity. The project is for Capital equipment (TV's, tablet computers) to support the delivery of high quality training to staff and others involved in supporting people with dementia in the community. Match funding is in place.

The financial columns shows high levels of reserves however the applicant confirms that this is in line with charity commission guidance and is largely the result of a legacy which has allowed them to have full reserves for the first time. Other funds are ring fenced for specific projects to expand dementia services such as Mill St Day Centre, across west and east Wiltshire.

The project will enable the charity to offer higher quality training thereby attracting more learners and generating increased income which can be used to support future service development and delivery.

The applicant approached Devizes area board for support with a similar project in their area which was awarded.

The total project cost is £1438. Match funding of £719 is in place leaving a shortfall of £719 which is the amount applied for to the area board.

Proposal

That the Area Board determines the application.

| Application ID | Applicant | Project Proposal | Requested |
|----------------------|--------------------------|-------------------------------|-----------|
| 2095 | Hilperton Parish Council | Community Orchard - Phase Two | £446.00 |

Project Description:

Hilperton Parish Council started - with the help of volunteers - planting a community orchard in 2015 the object of which was to provide fruit trees which will mature in a few years. We wish members of the public to enjoy a quiet spot with the trees and meadow plants away from the hustle and bustle of village life. Now that the first batch of trees has been planted we would like to add more with the addition of a wooden store hut and border shrubs and flowers.

Input from Community Engagement Manager:

The project meets the community grants criteria. This is a Capital project to provide tress and storage equipment relating to the expansion of the community orchard in Hilperton. The applicant is a parish council, however the project can be seen to have community benefit. The total project cost is £892 and 50% match funding is in place as required. This leaves a shortfall of £446 which is the amount applied for to the area board.

Proposal
That the Area Board determines the application.

| Application ID | Applicant | Project Proposal | Requested |
|----------------------|-----------------------|----------------------|-----------|
| 2130 | Trowbridge Men's Shed | Trowbridge Mens Shed | £946.72 |

Project Description:
Men's Sheds are a larger version of the typical shed in the garden a place where men can feel at home and pursue practical interests with a high degree of autonomy. Mens Sheds offer this to groups of older men where members work on their own or community projects at their own pace in a friendly environment. They are places of skill sharing social interaction and leisure. We aim to work with various groups within the community that will benefit from introducing men back into a social environment. In particular men suffering the loss of a partner those with physical disabilities with learning problems or lacking in confidence and social skills. In short we aim to offer a place of social relaxation where men can mix with one another share their skills and work on various individual or community projects and enjoy one another's company.

Input from Community Engagement Manager:
This application meets the community grants criteria. The applicant is a not for profit community organisation, recently established to support mainly men over 50yrs in Trowbridge community area with a place to meet, socialise and pursue hobbies and interests. The application is for start up Capital equipment required to enable the organisation to offer a safe and managed environment and includes First Aid kit, fire extinguishers, masks and goggles etc. The total project cost is £946.72 which is the amount requested from the area board. Match funding is not a requirement for projects up to £1,000.

Proposal
That the Area Board determines the application.

| Application ID | Applicant | Project Proposal | Requested |
|----------------------|---------------------------------------|---------------------------------------|-----------|
| 2140 | WWMFF. (West Wilts Multi Faith Forum) | 3 laptops for English classes tuition | £800.00 |

Project Description:
WWMFF runs English classes for immigrants-refugees with the aim of removing isolation and barriers encouraging women and men to participate in the life of their communities eg by volunteering. Having access to services e.g. medical housing schooling and employment. Being able to participate in their childrens schooling in partnership with the school as they can communicate in English building confidence.

Input from Community Engagement Manager:
The application meets the Community Grants criteria. The applicant is a not for profit organisation, this is a capital project and match funding is in place. The project is to purchase 3 laptops to facilitate the teaching of English and support the integration of people of different backgrounds into the local community. English is

taught at three different levels and this equipment will enable this to be done more effectively. The project links to objectives around promoting equality of opportunity and supporting community cohesion. The total project cost is £1600, the applicant is contributing £800 from reserves. This leaves a shortfall of £800 which is the amount applied for to the area board.

Proposal

That the Area Board determines the application.

To ratify an award of £300 made under delegated authority by the Community Engagement Manager to support delivery of the Dementia Conference in Trowbridge on 23rd November as approved by the Chairman and Vice chairman.

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

Report Author:

Mary Cullen

Community Engagement Manager

01225 718608

mary.cullen@wiltshire.gov.uk

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| |
|-----------------------|
| Reference no |
| Log no |
| For office use |

Area Board Projects and Councillor Led Initiatives Application Form 2016/2017

To be completed by the Wiltshire Councillor leading on the project

Please ensure that you have read the Funding Criteria before completing this form

PLEASE COMPLETE ALL SECTIONS TO ENSURE THAT YOUR APPLICATION CAN BE CONSIDERED

1. Contact Details

| | | | |
|------------------------|-----------------------|---------------|---------------------------------|
| Area Board Name | Trowbridge Area Board | | |
| Your Name | Graham Payne | | |
| Contact number | 01225 755018 | e-mail | (graham.payne@wiltshire.gov.uk) |

2. The project

| | | | |
|--|---|--|--|
| Project Title/Name | Holbrook PTA Community Outdoor Space | | |
| Please tell us about the project /activity you want to organise/deliver and why? <i>Important: This section is limited to 900 characters only (inclusive of spaces).</i> | <p>Holbrook PTA have been working with the children’s task force within the school to make the school environment and outdoor play inclusive. We are in an area with lots of young people with no recreational facilities and we are aware of how important outdoor play is to learning, social and emotional wellbeing and it also allows play to create a wider community.</p> <p>We share our site with Rainbows a charity run Pre-School who have children from all over Trowbridge attending and they are also in need of more facilities to engage their children especially children with additional needs.</p> <p>Outdoor education and social skills development are key focus on the national government agenda. We wish to support outdoor Education so we are looking to provide equipment for exercise to extend learning and to encourage wildlife onto our site.</p> <p>We now have a community breakfast club, after school club and also have open our doors to Active Trowbridge and the community Fun Days which provide a non for profit holiday club to the wider community all of whom will use this new facility.</p> <p>We hope that the result will be a safe area for our pupils and our neighbours to enjoy.</p> | | |
| Where is this project taking place? | Holbrook School Playing Fields | | |
| When will the project take place? | Starting January 2017 | | |
| What evidence is there that this project/activity needs to take place/be funded by the area board? | No current park facilities in our locality for the community Children’s focus group did consultation with peer children Supporting letters from the pre-school, PTA, Active Trowbridge | | |

| | | | |
|--|---|---------------------------|-------------------------|
| How will the local community benefit? | <p>The community will be provided a recreation focal point for our growing community. Community open launch day will be planned and all local residents will be invited.</p> <p>This will be part of our development with wildlife and all the equipment is natural area.</p> | | |
| Does this project link to a current Community Issue? (if so, please give reference number as well as a brief description) | | | |
| Does this project link to the Community Plan or local priorities? (if so, please provide details) | Holbrook school is located within an adjacent area of deprivation on the national statistics which is one of 3 areas within Trowbridge. | | |
| Is this project supported by the Local Youth Network or Community Area Transport Group? (if it relates to young people or highways and transport) | n/a | | |
| What is the desired outcome/s of this project? To have a wonderful community recreation facilities | | | |
| Who will be responsible for managing this project? Holbrook PTA | | | |
| 3. Funding | | | |
| What will be the total cost of the project? | £10,632.38 | | |
| How much funding are you applying for? Please note that only capital funding is available | £8332.38 | | |
| If you are expecting to receive any other funding for your project, please give details | Source of Funding | Amount Applied For | Amount Received |
| | Holbrook PTA Fundraising | 0 | 1500 |
| | Volunteers in Kind to install Equipment | | 800 |
| | | | |
| Please give the name of the organisation and bank account name (but not the number) your grant will be paid in to. (N.B. We cannot pay money into an individual's bank account) | Holbrook PTA (ACCOUNT DETAILS TO BE PROVIDED) | | |
| 4. Declaration – I confirm that... | | | |
| <input type="checkbox"/> The information on this form is correct and that any grant received will be spent on the activities specified <input type="checkbox"/> Any form of licence, insurance or other approval for this project will be in place before the start of the project outlined in this application | | | |
| Name: Graham Payne | | | Date: 04.10.2016 |
| Position in organisation: Councillor | | | |
| Please return your completed application to the appropriate Area Board Locality Team (see section 3) | | | |

Mrs J Wilson
Holbrook Primary School PTA
Holbrook Lane
Trowbridge
Wiltshire
BA14 0PS

11 July 2016

Ref: 104303/MB

Dear Jane

Re: Play Space Design

Firstly, many thanks for taking the time to meet with me recently. Your school council were an absolute pleasure.

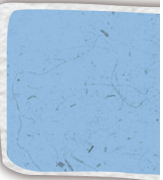
Following our discussions, I am pleased to attach the plans and quotation I have now prepared. We had selected a varying array of items including equipment which will challenge your children physically and also encourage development of their communication and language.

We aim to minimise negative environmental impact. Whilst we work hard to source sustainable or recyclable materials, use FSC timbers and refuse to stop looking for new and better ways to improve our energy efficiency, water usage, waste disposal and emissions to air, we also work with our clients, suppliers and subcontractors to assist them in making the same, positive changes where possible.

Our timbers are pre-treated (it doesn't need further treatment during its lifetime) and sanded down to minimise the risk of splinters. All bolts and joins are counter sunk so they are safe for the children, should they come into contact with them. You can focus on the children as you will have bought a safe and practical solution that will last for many years to come... in fact, for your peace of mind, the rounded timbers come with a 15 year guarantee.

Please note: as school funds are always precious, we have been encouraged by the Association of Play Industries to draw your attention to item 5 ('Financial Security') of the 'APi Top Tips' document, which can be found on our website at www.playforce.co.uk/important-info.

I hope you have found the above information useful and we are able to help achieve the best play value from your outdoor space. Should you wish to use our installation as a project for the children, our installation teams are very happy to help facilitate this and answer any questions the children may have.



Playforce Limited
Registered in
England No:
03792761
VAT Registration
No: 918 4543 09

Holbrook Primary School PTA

Playforce Quotation Reference: 104303

I understand this project is very important to you and your school and I am more than happy to re-visit you to talk through the plans in person and to answer any questions you may have.

I will give you a call in due course to discuss how you may wish to proceed. If you would like to call me in the meantime, please do so on 07595 205573.

With kindest regards,

Melanie Blackham

Outdoor Grounds Consultant

Tel: 07595 205573

Email: melanie@playforce.co.uk

Web: www.playforce.co.uk

Enclosed for you

- ✓ Your Quote
- ✓ Scale Plan
- ✓ Play Equipment Specification Details

Holbrook Primary School PTA

Playforce Quotation Reference: 104303

| | |
|--|------------------|
| 1. Hazel Tunnel PFDR028-A-NA (Delivery and Assembly) | £ 196.80 |
| 2. Hazel Tipi PFDR029-A-NA (Delivery and Assembly) | £ 286.80 |
| 3. Hazel Castle PFDR030-A-NA (Delivery and Assembly) | £ 286.80 |
| 4. Train Set - Engine PTVL005-B-PT | £ 732.00 |
| 5. Woodland Climber - 1 PCLB014-A-NA | £ 3,218.40 |
| 6. 26 x m ² Safer Impact Grass Tiles - API advise 2m CFH when installed on to well kept grass PSUR116-A-NA | £ 998.40 |
| 7. Dual Sloping Balance Beam PLTT007-B-NA | £ 460.80 |
| 8. Tyre Twister PLTT016-B-NA | £ 338.40 |
| 9. Rubber Step Posts (Set of 6) PLTT008-A-PT | £ 696.00 |
| 10. Parallel Ropeway - Plus (Inc Rubber Step Posts) PLTT014-C-PT | £ 712.80 |
| 11. Balance Weaver PLTT165-A-NA | £ 486.00 |
| 12. 2 x Stretch Posts (Set of 2) PLTT175-A-NA | £ 451.20 |
| Total (including VAT) | £8,864.40 |
| Total with Discount | £8,332.54 |

Holbrook Primary School PTA

Playforce Quotation Reference: 104303

Please note that all prices are subject to VAT, and quotations are valid for a period of 3 months from the date stated above.

The Playforce Design & Build and Playforce Sale of Goods terms and conditions available at www.playforce.co.uk/important-info ("Terms and Conditions") shall apply to any orders that you may place with us and that order is made subject to those Terms and Conditions. By placing an order with us for goods and/ or services, you confirm that you have read and agree to the Terms and Conditions. In particular, please ensure that you read and agree to clause 12 of those Terms and Conditions which contains limits on our liability.

For summer holiday installations, our normal payment terms are 50% on allocation of materials (payable 8th July 2016) with the balance invoiced on completion of your project. If your project is of a particularly large value, further interim payments may be agreed alongside the planned schedule of works

All plans, quotations and correspondence between Playforce and the addressee are to remain strictly confidential between those parties only. Our customers value our uniquely creative designs, which are one of the qualities that set us apart from the competition and aid us in achieving best value!

All of our play equipment and safer surfacing conforms to the British and European Playground Safety Standards BS EN 1176 and 1177.

Please note that line markings and wetpour surfacing are weather dependent and as a result they may not be completed at the same time as the equipment installation. In this event, we may invoice the individual elements separately. When this is done, we will expect payment of each separate invoice in accordance with our terms and conditions. Wetpour surfacing colours can be affected by UV light at the time of installation. This will only be a temporary colour change, before the surfacing returns to its intended vibrant colour.

Tarmac surface skims are installed onto existing surfaces with the understanding that Playforce Ltd will not be held responsible for future repairs resulting from weed growth damaging the tarmac surface.

Playforce recommends the installation of kerb edging when installing wetpour surfacing onto tarmac / concrete and other hard surfaces. This type of edging detail provides a suitably firm fixing point for the surface and protects the surrounding hard surface from future cracking or failure. Chased edges can be provided but Playforce does not accept responsibility for any future repairs to the tarmac / concrete / hard surface or wetpour resulting from the expansion and contraction forces exerted by the surfacing.

Softbond mulch is frequently specified for installation onto existing grassed areas. Whilst we take care to ensure the suitability of the ground conditions at the time of specifying the product, there can be occasions when the ground beneath the softbond mulch, over a period of time, can move causing the softbond mulch to sink. Playforce does not cover the costs of repairing these resulting depressions in the surface of the softbond mulch.

The customer / client is reminded that it is their responsibility to ensure grassed areas are regularly cut and maintained to a height not exceeding 50mm, prior to the installation of any surfacing that may have been ordered. Failure to do so will incur costs for delays; any aborted visits or any other cost interrupting planned work.

We recommend that all existing court markings are removed before laying new line markings. Please note that removal of line markings come at an additional cost and this is not included with new line markings unless included specifically in your quotation. Failure to remove line markings before laying new ones will mean we are unable to offer a warranty on the new thermoplastics. We are also unable to offer a warranty for laying line markings over excavated or joined tarmac.



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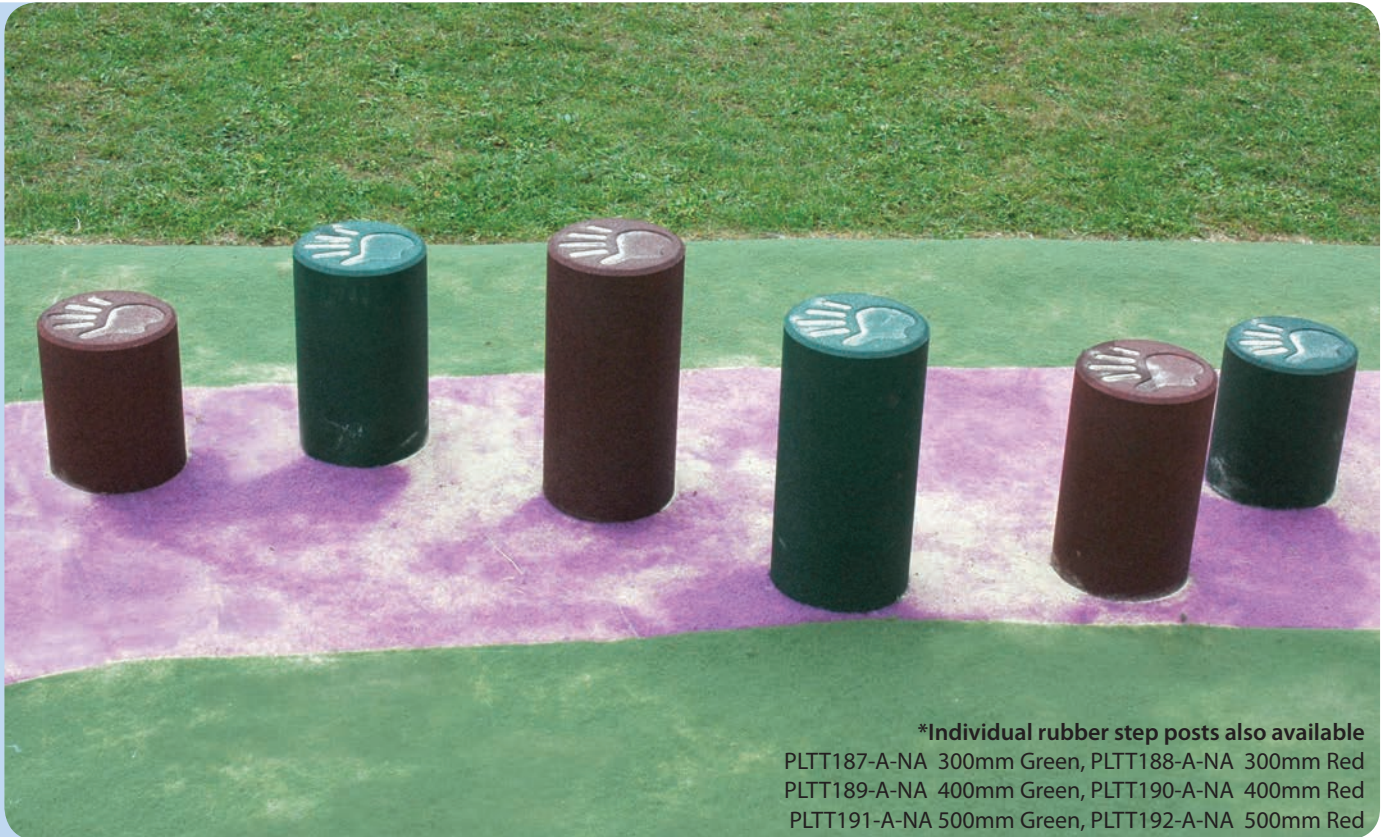


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Rubber Step Posts Set of six



Range: Fitness Trail - Low Level
 Code: PLTT008-A-PT
 Age: 2+ yrs
 Colour: Playtime. (Woodland option available)



***Individual rubber step posts also available**
 PLTT187-A-NA 300mm Green, PLTT188-A-NA 300mm Red
 PLTT189-A-NA 400mm Green, PLTT190-A-NA 400mm Red
 PLTT191-A-NA 500mm Green, PLTT192-A-NA 500mm Red



Six recycled rubber step posts of varying heights and colours



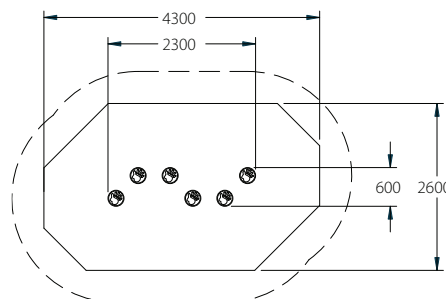
Negotiate the stepping stones by striding from one to the next



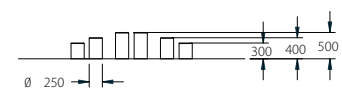
The rubber construction ensures if misjudged the posts are forgiving



At quieter times they can be used as seating



Free Height of Fall: 0.5m
 Surface Area: 10m²
 (---) Minimum Space 1.5m

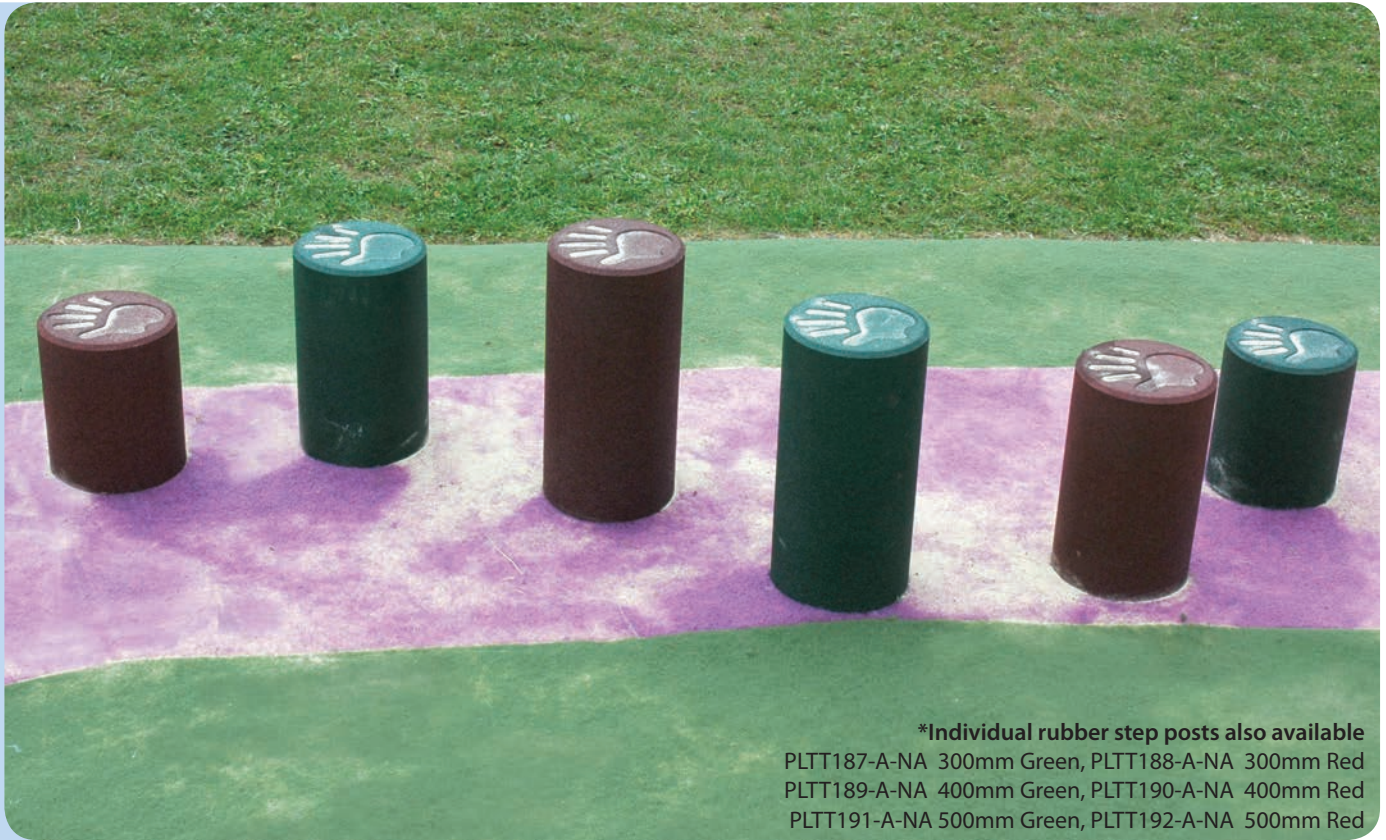


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Rubber Step Posts Set of six



Range: Fitness Trail - Low Level
 Code: PLTT008-A-PT
 Age: 2+ yrs
 Colour: Playtime. (Woodland option available)



***Individual rubber step posts also available**
 PLTT187-A-NA 300mm Green, PLTT188-A-NA 300mm Red
 PLTT189-A-NA 400mm Green, PLTT190-A-NA 400mm Red
 PLTT191-A-NA 500mm Green, PLTT192-A-NA 500mm Red



Six recycled rubber step posts of varying heights and colours



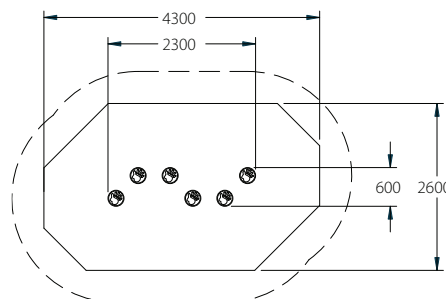
Negotiate the stepping stones by striding from one to the next



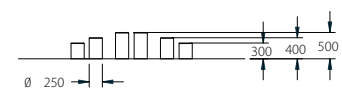
The rubber construction ensures if misjudged the posts are forgiving



At quieter times they can be used as seating



Free Height of Fall: 0.5m
 Surface Area: 10m²
 (---) Minimum Space 1.5m



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Stretch Posts Set of two



Playforce

making playtime fun

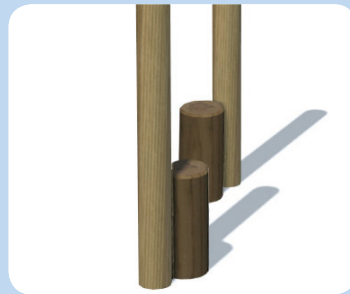
Range: Fitness Trail - Low Level
 Code: PLTT175-A-PT
 Age: 4+ yrs
 Colour: Natural



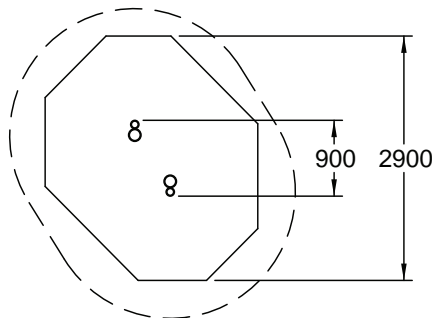
Pressure treated 'Play Grade' sanded timber



Children have to stride & stretch from one section to another



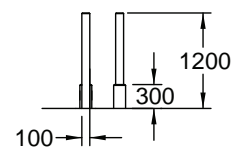
Timber posts offer support to the children on their way across



Free Height of Fall: 0.3m

Surface Area: 6m²

(---) Minimum Space 1.5m



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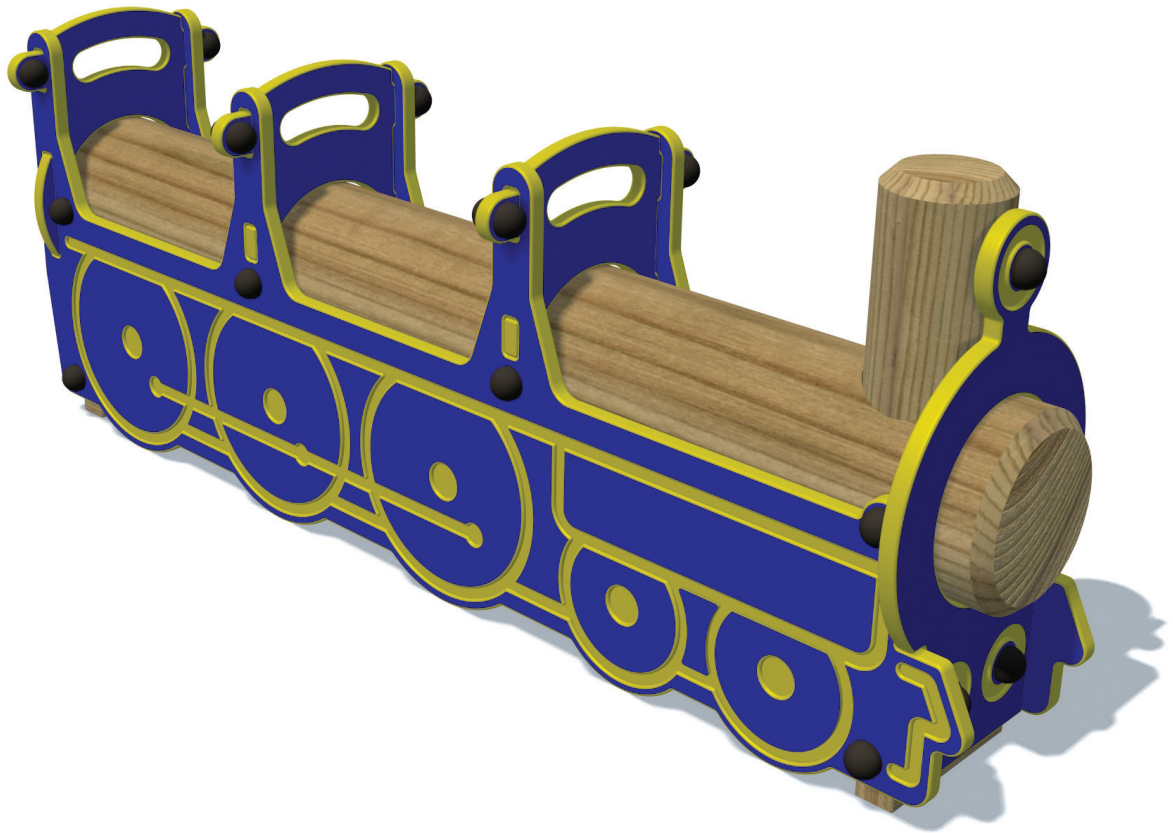
Train Set - Engine



Playforce

making playtime fun

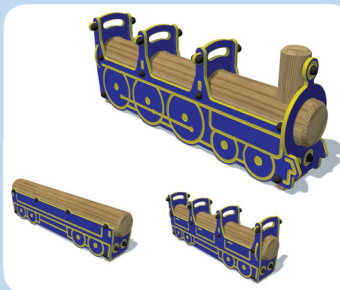
Range: Journey Play
 Code: PTVL005-B-PT
 Age: 2-7 yrs
 Colour: Playtime. (Woodland option available)



Children can act out being a train driver, signal man & ticket collector



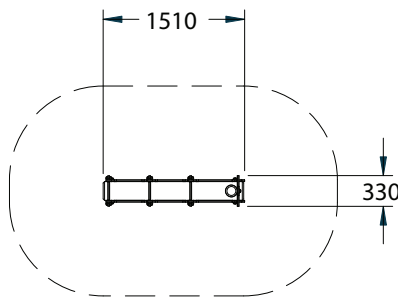
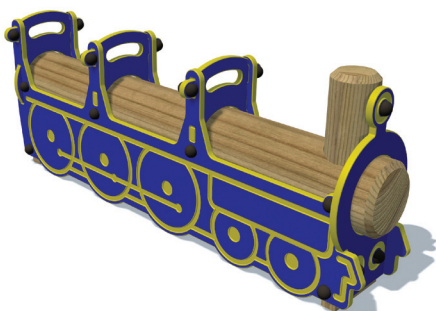
Security caps protect fixings



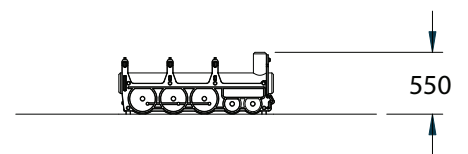
Use individually or include carriages



'Play Grade' timber logs provide a comfortable seat for the journey



Free Height of Fall: 0.55m
 (---) Minimum Space 1.5m



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Community Policing Report - November 2016

Trowbridge Area Board

Hello and welcome to your Community Policing report.

The Community Policing Team (CPT) model will be rolled-out across Wiltshire Police this autumn, starting with the county of Wiltshire on 17 October 2016 and followed by Swindon on 7th November 2016.

This follows a successful trial of the new model in Trowbridge, Warminster, Bradford on Avon, Westbury, Tisbury and Mere. I would like to thank everybody within the community for assisting us during this pilot and providing us with the feedback to enable the continued development of this new model. The structure and ways of working have developed over the last year and this is down to our continued review and also listening to the feedback from our partner agencies and community and this has enabled us to arrive where we are today. We are keen to also improve where possible and so this process will continue and I look forward to future evolutions.

CPT combines Neighbourhood Policing, Response teams and Local Crime Investigators so there is a “one team” approach to community policing. It means there is a bigger team of officers and police staff available to attend incidents and improves communication between teams and departments. It gives the public a better service because issues can potentially be resolved at the first point of contact (101 and 999 call-takers) and provides them with a named officer/police staff member who they will be able to keep in touch with during the investigation. It also encourages officers and staff to take more “ownership” of cases.

There will be seven Community Policing Teams: Swindon North, Swindon West, Swindon South, Wiltshire North, Wiltshire West, Wiltshire East and Wiltshire South.

Each Community Policing Team will be overseen by a Superintendent and will have an Inspector and a Deputy who directly lead that Community Policing Team. The team will be made up of a mix of police officers, community co-ordinators, PCSOs, civilian local crime investigators and Specials Constables.

We will be engaging with the public as the force wide roll-out commences and will welcome feedback about the new model. Please speak to your local officers to find out more or provide feedback, which you can also do at feedback@wiltshire.police.uk You can also find out more, including videos and infographics explaining the new model, on our website <http://www.wiltshire.police.uk/information/community-policing-pilot>

COMMUNITY MESSAGING

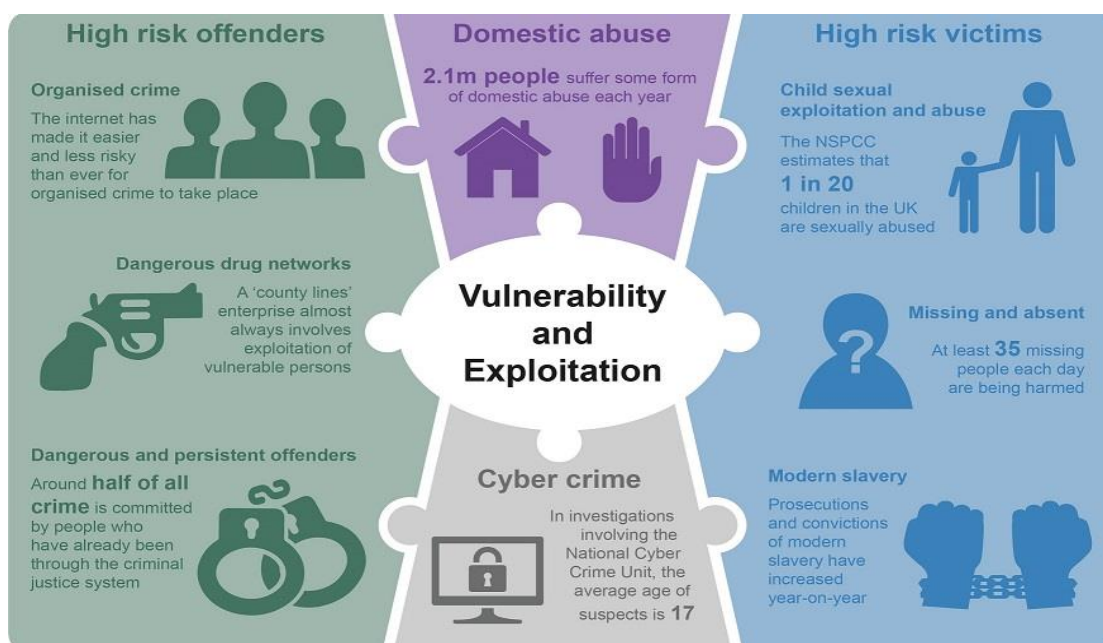
We have been talking a lot publically about Community Messaging over recent months and I have included the link below and would continue to encourage you to spread the message to your communities, encouraging as many people as possible to sign up. We have seen a 20% growth over the recent months and this is to be commended and I want to say thank you for this and the work you have done within your communities to assist us in getting the key messages out there to the right people at the right place at the right time. Please help us take this even further. We are continually reviewing the content of our messages, so if there is any feedback for us, please let us know.

<https://www.wiltsmessaging.co.uk/>

CONTROL STRATEGY

Below is our control strategy for your reference. This focuses on where how we conduct our operational Policing based on the Police & Crime Plan. We will continue to align our resources with the threat/harm/risks presented in line with the control strategy.

- Domestic abuse / Cyber Crime / High risk offenders / High risk victims



CURRENT PRIORITIES/ SERIES/ EXCEPTIONS

Crime Exceptions are where the volume of crime exceeds the levels we would expect over a specified period. This is based on evaluation of data, over like to like periods historically.

The only crime exception last month in the town was with offences of violence against the person. I have checked through these offences and there are no series or issues of community impact.

The only current local priority set at the Neighbourhood Tasking Group regards ASB caused by a group of well-known town drinkers. As you know we have done a great deal of work in this area, with partner agencies, and we have seen a significant reduction in reports. It is fair to say that some of the offending group can still occasionally be seen in the town. The issue will be address by the implementation of the new PSPO which is anticipated this month.

Whilst not an exception, we have seen a slight increase in non dwelling burglaries this month.

We have pulled together some top tips to prevent becoming a victim of burglary:

- Always close and lock all windows and doors when leaving your home.
- Invest in a light timer and leave lights on inside your house in more than one room.
- Remove any cover for a burglar to work unseen, such as shrubbery, and give your neighbours every chance to spot something suspicious.
- Ensure valuable or sentimental items of jewellery are suitably insured.
- Take photographs of all such items (laid beside a ruler) and store these in a safe place.
- Register all valuable items on www.immobilise.com
- Large quantities of cash should never be kept at home.
- Keep keys and valuables out of sight, and reach from cat flaps, letterboxes, and downstairs doors and windows.

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

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

Sector Head Insp 2517 Brain : james.brain@wiltshire.pnn.police.uk

Deputy Sector Head Ps 1801 Louis McCoy : louis.mccoy@wiltshire.pnn.police.uk

POLICE COMMUNICATION

In an emergency call 999

Call 999 if you need an immediate response because:

- A crime is in progress.
- You or someone else is injured or there is a threat to life.
- A serious road traffic collision has taken place.
- Violence is being used.

For less urgent matters you can call **101**

Call 101 for less serious matters

- To report a crime or issue that does not require an immediate emergency response
- You or someone else are not in immediate danger
- You would like to speak to your local police officer
- You want to provide information about a crime

Visit a police station

Crimes and road traffic collisions can be reported to our Enquiry office at Trowbridge, their opening hours are Monday to Friday 8.30 to 5.30, Saturdays 9.00 to 1.00, Sundays and Bank Holidays Closed.

Stop a police officer or PCSO

Although we cannot take reports of crime on the street we are happy to receive information and give advice.

E-mail

Your local officer can be contacted by e-mail CPTWestWiltshire@wiltshire.pnn.police.uk

Website

There are a number of forms available on www.wiltshire.police.uk where you can pass information.

Crimestoppers

Information can be passed anonymously via Crimestoppers. They can be contacted at crimestoppers.org.uk or via telephone on 0800 555 111. Their website also provides useful information and crime prevention advice

Facebook

Each town within the Community Policing Team has its own Facebook page, on here you can find information about what has been happening in the area. We are unable to take reports of crime this through facebook.

Community Messaging

The police will put out information via Community Messaging, you will receive these messages if you are registered. You can also reply and give feedback to these messages.

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Town Clerk's Report 2nd November 2016 to Policy & Resources Committee 8th November 2016

1. POLICY

1.1 Community Governance Review (CGR) (AGENDA ITEM 7) – The Town Council confirmed its support for the additional proposal, to transfer the area of land being promoted for development lying between Green Lane, Ashton Road and the existing Paxcroft Mead development. The proposal has the in-principle support of Steeple Ashton Parish Council, but they are seeking an agreement from the Town Council regarding Community Infrastructure Levy payments, prior to confirming their support, therefore Wiltshire Council have not yet proceeded with this change. The Leader and the Town Clerk met with the developer and their agent on Wednesday 19th October to discuss progress with the development and arrangements for payment of the CIL to Steeple Ashton Parish Council. Steeple Ashton Parish Council will consider the proposal incorporated into the recommendation below at their meeting on Monday 7th November, with a recommendation to approve. The suggestion is that the town council offers an agreement to Steeple Ashton Parish Council as per the following **RECOMMENDATION:**

That Trowbridge Town Council will pay over to Steeple Ashton Parish Council any Community Infrastructure Levy which is received by Trowbridge Town Council from Wiltshire Council, up to and including 31st March 2025, in respect of development which is undertaken in the area of land or any part thereof, which as at 15th November 2016 is situated in Steeple Ashton Civil Parish and is bounded by Green Lane and Ashton Road, if the said area of land or any part thereof is transferred to Trowbridge Civil Parish between 15th November 2016 and 31st March 2025.

1.2 Government Consultation: Proposal To Extend The Referendum Principles for Excessive Council Tax Increases To Parish & Town Councils From 2017/18 – The Council has responded to the consultation following the extraordinary meeting of the Policy & Resources Committee held on 25th October. The Town Council's response was not to support the proposal to introduce a limit on parish and town council precept increases. The Town Clerk was invited to a discussion with civil servants in London on Wednesday 26th October. The meeting was organised by the National Association of Local Councils (NALC) and was attended by a number of councillors and clerks. The meeting was told that the ministers are very determined to implement this proposal unless there is compelling and clear evidence of the problems that it would cause. A number of such problems were discussed and the civil servants made note of the evidence to put before the ministers. There will be an opportunity to meet the minister at the NALC Larger Council's Conference in London on 30th November and it may be appropriate for one of our councillors to attend. The Town Clerk will make appropriate arrangements.

1.3 Free Parking Days – Wiltshire Council has been informed of the town council's allocation.

2. FINANCE

2.1 Finance Summary April – September 2016 (AGENDA ITEM 12)

2.1.1 Policy & Resources Quarter 2

| | Actual | Budget | Variance |
|--------------------------|--------------------|--------------------|--------------------|
| | <u>£000</u> | <u>£000</u> | <u>£000</u> |
| Gross Expenditure | 264 | 264 | 0 |
| Income | 1 | 1 | 0 |
| Net Expenditure | 263 | 263 | 0 |

The actual net expenditure for the half year was £263k which was on budget.

Democratic Services CC401 was (£2k) over budget for the second quarter. Publicity was (£2k) over budget due to a RACS invoice relating to Jan '16 and internal transfers for the Civic Centre were (£1k) over budget due to a number of repairs.

Mayor CC402. £1k - The phasing on Civic Events was more than offset by Twinning.

Grants CC403 Overall grants came in on budget.

Projects CC404 Projects spending was on budget.

Establishment CC 410 the actual net expenditure was £108k which was £1.6k under budget. Printing costs were (£2k) over budget and internal transfers (£1k). These were more than offset by savings on salaries £5k, due to a reduction in hours and the delay in appointing an apprentice.

2.1.2 Full Town Council Quarter 2 - Headlines

Overall, the total net expenditure for the half year was £775k which was (£7k) over budget.

Museum overall, net expenditure came in on budget. Expenditure on the Museum project for professional fees and salaries amounted to £58k which was funded from HLF grants and earmarked reserves.

Leisure Services – Net expenditure exceeded budget by (£23k) at the half year. Gross expenditure was (£26k) over budget of which salaries and associated costs were (19k) over budget, mainly due to the increase in minimum wage and living wage. Equipment purchases (£2k) which included 5 replacement petrol blower generators. Total income was £3k ahead of budget.

Establishment net expenditure was on budget at the half year despite the actual costs including an invoice relating to 2015-16 of (£2k) and printing costs being over budget (£2k).

Direct Services despite the additional expenditure on the pump fire, total net expenditure was £9k under budget. Longfield was £6k under budget with income being £4k ahead of the budgeted target.

The Civic Board total net expenditure was £7k under budget. Building costs were (£11k) over budget mainly on repairs. Venue salaries were £9k under with income from hire and ticket sales ahead of budget.

Reserves Following the movement in Earmarked reserves, the total has reduced from £94k to £79k. The General Reserve at the 1st April '16 was £186k. This reduces to £179k following the deficit at half year.

2.2 Risk and Audit Panel (AGENDA ITEM 14) – Met on 1st November (copy attached).

2.3 Community Infrastructure Levy (CIL) – No receipts have been advised.

2.4 Review of Grants to Residents' Associations (AGENDA ITEM 8) – Further to the consideration by the committee at the previous meeting and accounting for the decision that the town council is taking over 24 play areas in the town from Wiltshire Council, it is clear that the resident's associations in the town may have a crucial role to play in raising funds for investment in the play areas. The total cost of supporting the residents associations each year is small in comparison to the potential for raising funds, in 2016 the total grants paid to the associations was less than £1,000. It is therefore recommended that the current policy continues to apply.

RECOMMENDATION: That there is no change in the policy with regard to grant support for residents' associations.

3. PERSONNEL

3.1 New Starters:

Zoe Copper, Sports Coach, 25 hrs per week. Start date: 12th September

Caitlin Leatham, Community Play Worker, Term time only. Start date : 19th September 2016

Conor Stevens, Sports Coach 30 hours per week. Start date: 17th October 2016

Georgia Shanahan, Finance Apprentice. Start date: 1st November 2016

TCAF:

Zoe Copper, Youth Support Worker, 6 hours per week. Start date: 12th September 2016

Fadwa Bakali, Youth Support Worker, 6 hours per week. Start date: 12th September 2016

Sarah Holland, Youth Support Officer, 16 hours per week. Start date: 12th September 2016

3.2 Leavers

Robert Frontier, Sports Coach. Leave date: 21st September 2016

Liam Quinn, Civic Centre Supervisor. Leave date: 6th October 2016 Museum:

Hanny Lyddy our Museum Manger is going on Maternity Leave from 11th November. She will return on Monday 18th September 2017. In her absence, David Birks will be stepping into the role of Museum Manager and Nikki Ritson will be stepping into the role of learning and Outreach Officer.

3.3 Contract changes

Sam Smith, Sports Coach, increased to full time from 1st October, 2106

Richard Rees, Sports Coach, increased to full time from 1st October, 2106

3.4 HR Policies – (AGENDA ITEM 11) - The Harassment Procedure and The Probationary Period Procedure are presented for reapproval by the committee, there have been no substantive changes.

3.5 Job Evaluation – The Pay and Grading Review is nearing completion and is being factored in to the five year financial plan and draft budget for 2017/18.

3.6 Appraisals – Annual appraisals are almost complete.

4. SERVICES

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

4.1.1 Museum Project – We are meeting regularly with the architects and our other consultants working on the project's development phase. A number of the team met briefly with the landlord's representative Simon Davies on Wednesday 12th October. He was very impressed with the proposals for the Museum Expansion, was keen to see more on his next visit and confirmed that he had given instruction for their solicitors to proceed with the lease arrangements necessary for our second round bid to the Heritage Lottery Fund (HLF). Our development phase grant was £100,000 and we expect to make a round 2 submission for our full grant request of £975,000 (towards total project costs of £2,083,000) in Spring 2017, with a decision from the HLF expected in Autumn 2017. This would lead to a delivery/construction phase in 2018/2019 and the opening of the expanded museum in 2020.

The remaining funding will come from additional grant income from other funders and the town council's ongoing annual contribution which will fund borrowing. The Town Council will need to resolve to seek borrowing approval for the project, subject to obtaining the remaining grant funding from the other sources. Further work on the five year financial plan shows that the town council could sustain an increased annual contribution towards the Museum project, increasing from £25,000 (2016/17) to £45,000 (2021/22), which in addition to revenue costs brings the total cost of running the Museum following opening of the additional floor to 11.2% of Council Tax income, more than 3% lower than 2007/08 (14.29%). An annual contribution of £45,000 in addition to revenue costs would enable the town council to borrow around £888,000 over 25 years (1.94% fixed October 2016 rates). This would enable all of the works to be completed in a single phase, including a new lift. We are in discussion with the HLF about increasing our grant request to cover

a contribution towards the lift and our fundraising consultants have indicated that there are funds available from others specifically for access improvements.

4.2 LEISURE SERVICES - The next committee meeting is 6th December at 7pm.

4.2.1 Sports Pitches Project (AGENDA ITEM 18) – Further work on the five year financial plan shows that the town council could sustain an annual contribution towards the Sports Pitch development project, increasing from £10,000 (2017/18) to £50,000 (2021/22). An annual contribution of £50,000 would enable the town council to borrow around £1,472,000 over 50 years (2.33% fixed October 2016 rates). This would facilitate a contribution towards the purchase of the land and development of the land to provide grass and all-weather pitches, car-parking and changing rooms. Other funding is secured from S106 contributions and will come from grants funding via sports such as the Football Foundation.

Please see a separate PRIVATE & CONFIDENTIAL report and **RECOMMENDATION:**

Due to reasons of commercial confidentiality this item will be considered during closed session.

4.3 DIRECT SERVICES – The committee next meets on 29th November.

4.3.1 Civic Centre – The Civic Board next meets on 14th February 2017.

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.

4.3.3 St George's Works – Officers have agreed the detailed design of the access and storage areas following approval at the last meeting.

4.3.4 Play Areas, transfer from Wiltshire Council – The Head of Direct Services (Bill Austin) has negotiated the best available deal for the transfer of the 24 play areas from Wiltshire Council which was approved at the last meeting. The 21 play areas and the whole of Elm Grove Recreation Ground will transfer to the town council's responsibility during March 2017. The three play areas in the boundary change land will transfer on 1st April 2017 (Painter's Mead, Paxcroft Brook and Old Farm). Between now and transfer, Wiltshire Council will ensure that they are all safe, working and grass and shrubs maintained and cut-back. The town council will be paid £50,000 to enable it to invest in improving the facilities as part of a planned programme over five years, including contributions from existing S106 funding, grants and an annual contribution from the town council of £10,000 to £60,000. In total the five year financial plan shows an investment in play areas of £375,000

4.3.5 Closed Churchyards – Following the resolution at the last meeting we are in discussion with Wiltshire Council regarding the arrangements for transfer of responsibility for maintenance of the three closed churchyards.

4.3.6 Longfield Community Centre (AGENDA ITEM 9) - is currently used two days per week as the local Driving Test Centre and the council has received representation from local driving schools that due to the length of the waiting list at Longfield for tests they would like to engage with the appropriate authorities to extend to a third day. This may necessitate a change of use planning application, which the council should support to ensure we retain this valuable service for the community.

RECOMMENDATION: That the committee approves the addition of a third day at Longfield Community Centre for Driving Tests due to the pressure of waiting times currently being experienced. If necessary the Town Council would seek to obtain change of use planning permission for extension of this activity at Longfield to a third day.

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 have completed the Autumn edition September – December. The Spring edition for 2017, due to be published in December will cover the period January – April 2017 and should include information about the forthcoming elections.

6. **TOWN DEVELOPMENT** – Committee meets 22nd Nov, 13th Dec & 3rd January 2017

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, Pizza Express Delivery, Greggs, parking for 150, two further retail units and cycle/footbridge are under construction and due to open in early 2017.

Bowers – www.innoxmills.co.uk are expected make a mixed use application in 2017.

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

6.2 Housing – These sites are being developed or coming forward for development.

Southview Park wainhomes.net/developments/Southview+Park+-+Trowbridge/ Have submitted a revised application 16/00547/FUL for 91 houses of Drynham Lane. Town Council – no objection.

Castle Mead persimmonhomes.com/castle-mead-2206 Application 16/03420/FUL is in for 272 more homes up to Green Lane Woods.
<http://unidoc.wiltshire.gov.uk/UniDoc/Document/Search/DSA,862496>

The Pastures abbeynewhomes.co.uk/PASTURES%20Trowbridge/home.html nearing completion.

Ashton Road East of the Pastures Taylor Wimpey have made an application for 250 homes
<http://unidoc.wiltshire.gov.uk/UniDoc/Document/Search/DSA,863509>

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.

Former District Council Offices, Bradley Road – Is under offer from Newland Homes subject to planning.

Hilperton Gap Framptons submitted a revised application 16/00672/OUT for 180 houses on land in the west of the Gap, accessed off Elizabeth Way. The Town Council has objected.

Charterhouse – McCarthy Stone have permission for the redevelopment of the site.

6.3 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, subject to Secretary of State decision.

6.4 **Wiltshire Local Development Framework**

6.4.1 Housing Site Allocations Plan – The process will recommence and include a full public consultation by Wiltshire Council in late 2016. The latest Housing Land supply figures show that in the North and West areas Wiltshire is still failing to meet the 5.25 years' of housing land supply. The figure is 5.13 years (with the south at 5.69 and the East at 8.27). Wiltshire Council says, "Additional sites will therefore need to come forward in suitable locations between now and 1 April 2017, in order to maintain sufficient supply."

6.5 Neighbourhood Plans: Hilperton – The application for a Neighbourhood Plan for Hilperton has been approved by Wiltshire Council.

6.6 Trowbridge Hospital – Opening hours at Trowbridge Minor Injuries Unit were cut by 56 hours a week from 1st November. The decision to reduce the 24-hour service to 7am-11pm, is put down to lack of patients and difficulty maintaining staffing levels. Wiltshire Health & Care – an NHS partnership of the RUH, GWH and Salisbury Trusts – who are responsible for the delivery of adult community health services in MIUs, presented their decision on Tuesday to councillors and the Clinical Commissioning Group. They said the average number of patients visiting the Trowbridge MIU from January to March between 11pm and 7am was 2.3 while the unit was forced to close 28 times from April to September due to lack of suitable staffing cover. Douglas Blair, managing director of Wiltshire Health & Care, told members of the health select committee at Wiltshire Council: "There has not been a sudden drop or anything but these numbers have remained low. What has also changed is that we are struggling to fill the number of posts we need. This is not a cost-cutting exercise. This is about not having staff available and we are committed to providing a good service." The CCG and Wiltshire Health & Care also told the committee that while savings would be made in terms of the cost per patient, where between 7am-11pm is £21 as opposed to £117 overnight, the money would be reinvested into community services. A review of the changes, which come into force on November 1, will be carried out at the start of the next financial year.

7. TROWBRIDGE PARTNERSHIPS

7.1 Transforming Trowbridge – www.transformingtrowbridge.co.uk/ The Town Council is the accountable body for TT.

7.2 Trowbridge Town Team – The Town Council is the accountable body for the Town Team.

7.3 Trowbridge Community Area Future (TCAF) <http://tcafuture.wordpress.com/> Lindsey Millen and Julie Baptista are the TCAF officers, assisted by Sarah Holland, Fadwa Bakali and Zoe Copper. They are working with partners 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) nationally most deprived communities. 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. TCAF has also received funding from the LYN via the Area Board to provide youth workers in these communities.

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

7.5 Chamber of Commerce – Andy Barlow is the Chairman of the Executive. Following the success of the Business Expo which was part of the Magna Carta event in 2015 the Chamber has completed their accounts for 2015/16 and as a result has agreed to make a donation of £2,000 towards the town council's 2016 Christmas Lights event.

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

7.7 Town Centre Chaplaincy – Reverend Rees James will be giving a brief presentation to members at the Full Council meeting on 15th November 2016.

7.8 West Wilts Credit Union - has merged with Wiltshire Savings & Loans, providing services as one for the whole of Wiltshire.

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 10th November 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 – Our new Local Youth Facilitator is Emma Drage, looking after grant applications for youth projects in Trowbridge, Melksham & Bradford on Avon. The LYN Management Group then considers grant applications.

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. This is reflected in the One Public Estate bid from Wiltshire Council to government, which was circulated recently discussed at the area board. Demolition is progressing on the County Hall East site.

8.1.4 Market Towns Network – Next Meeting in Melksham on 17th November.

8.1.5 Asset & Service Delegation – In addition to the play areas and closed churchyards covered elsewhere, the expectation is that Wiltshire Council will discuss in 2017/18 a cost-neutral package of assets and services for transfer to the town council. The town council expects this to include recreation grounds, amenity grass, open spaces, bus shelters, the management and control of car-parks and street cleaning services.

8.1.6 Street Cleaning (AGENDA ITEM 10) – Cllr Brice, Cllr Knight, Bill Austin and the Town Clerk met on 31st October with cabinet member Cllr Phillip Whitehead, Bill Parks and Adrian Hampton from Wiltshire Council. Discussion centred around the reduced levels of street cleaning activity since 2010, particularly the barrow operative and the mini-sweeper. The current levels of service were confirmed as a mechanical sweep once a fortnight and a barrow operation every day for four hours. It was stressed that activity is guided by reports to the app and that reports coordinated by town council officers to the app are given the same weight and priority as members of the public. It is clear that Wiltshire Council would be happy to see town councils take over all of the services currently covered by their contract with The Landscapes Group and possibly also some other street sweeping which is part of the highways contract. The Town Council representatives said that the town council was keen to see such activities transferred to the town council and would therefore seek to commence discussions as soon as possible. Cllr Whitehead said he would pursue an early start to discussions.

RECOMMENDATION: That the committee notes the report and the actions of officers and the leader in pursuing this matter and requests Wiltshire Council to commence discussions on the transfer of a cost neutral package of facilities and services as soon as possible including street cleaning services.

8.1.7 Community Area Transport Group (CATG) – Meets on 14th November 2016.

20mph Zones, College Estate - The formal consultation is expected to commence in early 2017. The town council has allocated a contribution of £1,250 for this project.

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.

Dropped Kerb, Green Lane – The Town Council contributed to this which is now complete. Cllr Oldrieve has requested further dropped kerbs in the area which will be included in the list for consideration in 2017.

Waiting Restrictions - The top ten list, including Residents Parking Zones is being progressed (for implementation in 2017). Changes at Grove School are being introduced under an experimental order.

Cycle Path, Hulbert Close – The link between Hulbert Close and Faverole Way has been completed in addition to improvements at Quarterway Lane, the south side of Paxcroft School and the link from Ashton Street to Paxcroft Brook. The town council contributed to these.

| Budget 2016/17 | £10,000.00 |
|--|-------------------|
| <i>Dropped Kerb Green Lane</i> | £464.32 |
| <i>Wingfield Road Cycle scheme</i> | £5,000.00 |
| <i>College Road 20mph zone</i> | £1,250.00 |
| <i>Waiting Restrictions</i> | £500.00 |
| <i>Grove School</i> | £750.00 |
| <i>PSPO Signage</i> | £1,000.00 |
| <u><i>Cycle Path Hulbert Close</i></u> | <u>£1,000.00</u> |
| <i>Remainder</i> | £35.68 |

8.1.8 Parish Steward – the scheme was reintroduced in October with contractor, Ringway. The Town Council is putting forward a top fifteen priority list from which five will be completed each month.

8.1.9 Joint Strategic Assessment (JSA) Event – Will be held at County Hall on Monday 5th December at 6.30pm and all councillors and members of the public are asked to attend to contribute to setting priorities for the future of the Trowbridge Community Area.

8.2 Health Services – Construction of the Bradcroft surgery has commenced. The combined surgery will be one of two premises, with the additional merger with Widbrook surgery.

8.3 Dorset & Wiltshire Fire & Rescue Service – Further information is available from www.dwfire.org.uk/.

8.4 Police and Community Safety – Inspector James Brain and Sgt Louis McCoy report regularly to Full Council. Councillors and the public are urged to sign up for the Community Messaging system: www.wiltsmessaging.co.uk/

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

8.6 Breakthrough Trowbridge, one of the Mayor's charities, held their AGM at the Civic Centre on Monday 17th October 2016 at which Nick Blackwell gave an inspirational and motivating talk about his career and plans for the future.

9. **CIVIC & DEMOCRATIC ACTIVITIES**

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

| | |
|-----------------------------------|---------------------------|
| Tuesday 15 th November | Full Council |
| Tuesday 22 nd November | Town Development |
| Tuesday 29 th November | Direct Services |
| Tuesday 6 th December | Museum & Tourism (6:30pm) |
| Tuesday 6 th December | Leisure Services |
| Tuesday 13 th December | Town Development |
| Tuesday 20 th December | CHRISTMAS HOLIDAY |
| Tuesday 27 th December | CHRISTMAS HOLIDAY |
| Tuesday 3 rd January | Town Development |
| Tuesday 10 th January | Policy & Resources |

9.2 Dates for your diary:

2016

- Christmas Appeal for Breakthrough – please donate warm clothing and toiletries by 26th November for Breakthrough Trowbridge – trolley in Civic Centre Reception
- Sponsored Silence by Cllr Ann Ball in aid of Mayor’s Charities – Sat 5th November, The Shires 10am – 3pm
- Charity Bag Pack – Tesco’s – Saturday 10th December 2016

2017

- Cow Parsley Charity Fundraiser 60s Night in aid of the Mayor’s Charity – Sat 4th March
- Mayor’s Civic Dinner & Dance – Saturday 18th March
- 3 Peaks Challenge – 27th April – 1st May in aid of Mayor’s charities – please sponsor Staff are funding themselves and taking annual leave to attend. Eight employees from the Town Council are taking part.

www.justgiving.com/crowdfunding/TrowbridgeTeds3peaks

9.3 Twinning

9.3.1 Leer/Germany – Councillor Brice, Trevor Heeks, Doug Ross and Roger Newman took the English Pub to the Ostfriesland Show for 5 days in September (and sold out!!!), and joined the coach trip for the Gallimarkt celebrations. The Mayor also made an official visit to Leer for the Gallimarkt 11-15th October, along with members of the Twinning Association. Representatives from Dorothy House joined the trip to further their link with Hospiz Leer.

9.3.2 Charenton/France – Monsieur Herve Gicquel is the new Mayor of Charenton, following the resignation of Monsieur Bretillon.

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
#DiscoverTROWBRIDGE
www.trowbridge.gov.uk
www.trowbridgecivic.co.uk
www.trowbridgemuseum.co.uk



Trowbridge Town Council Events

Please call reception on 01225 765072 with any questions or for booking information

Friday 4th

Civic Centre

[Talents of Britain Autumn To 2016](#)

Suitable for all ages
£16 adult/£12 young person/£45 family ticket
Doors open 18:45
Book in advance

Saturday 12th

Civic Centre

[Pro Evo Wrestling](#)

Suitable for all ages
£15 front row/ £10 other/ £35 family
Doors open 19:00
Tickets available on the door or in advance

Wednesday 16th

Trowbridge Museum

[Introduction to Mono-Printing](#)

Adult workshop
£10
17:30 – 20:30
Book in advance

Friday 18th

Civic Centre

[Simon and Garfunkel Story](#)

Suitable for all ages
£19.50 ticket
Doors open at 18:45
Book in advance

Wednesday 23rd

Civic Centre

[Christmas Craft and Food Fair](#)

Suitable for all ages
Free admission
10:30 – 16:00

Saturday 26th

Fore Street

Christmas Lights Switch-On

Christmas activities followed by light switch on at 18:00
Free admission
10:00 – 18:30

Every Monday

Civic Centre

[Ginger Jive](#)

All welcome
20:00 – 23:00
Pay on the door £7

Every Monday

Civic Centre

[Fit Steps](#)

All welcome
19:00 – 20:00
Pay on the door

Every Monday

Active Trowbridge

[Active Tots \(term time\)](#)

Civic Centre
Ages 16 months – 2.5 years
09:30 – 10:15
Book in advance

Every Monday

Active Trowbridge

[Active Kickers \(term time\)](#)

Civic Centre
2.5 years – 4 years
10:30 – 11:15
Book in advance

Every Monday

Active Trowbridge

[Football Frenzy \(term time\)](#)

John of Gaunt School
5-15 years
17:00 – 18:00
Book in advance

Every Tuesday

Active Trowbridge

[@Dance \(term time\)](#)

John of Gaunt School
9-16 years
17:00 – 18:00
Book in advance

Every Wednesday

Civic Centre

[Zumba](#)

All welcome
18:00 – 19:00
Pay on the door £5.50

Every Wednesday

Active Trowbridge

[Back to Netball \(term time\)](#)

Walwayne Court
16+ years
09:30 – 10:30
Book in advance

Every Wednesday

Active Trowbridge

[Netball \(term time\)](#)

John of Gaunt School
9-14 years
17:00 – 18:00
Book in advance

November 2016

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A secure, sustainable and consistent Minor Injuries Unit service for Wiltshire

What happens at Wiltshire's Minor Injuries Units?



Sprains and strains

Wound infections

Insect and animal bites

Broken bones

Minor burns and scalds

Minor injuries to the:

- eye
- head
- back/shoulder
- chest

What can MIUs treat?

Minor Injuries Units (MIU) offer a facility for treating injuries that are not serious, providing a real alternative and a more suitable setting for the care and treatment of less serious injuries to local Accident and Emergency departments.

The two MIUs in Wiltshire, at Trowbridge and Chippenham, are experiencing challenges with maintaining appropriate skilled staffing levels during the night.

Patient attendance overnight is also very low and it has been difficult to ensure the MIUs can be staffed properly, because of a shortage of staff with the right training to be able to treat minor injuries and deliver safe patient care.

The impact of this has been greatest at Trowbridge MIU and has resulted in an increase in the number of necessary overnight closures.

To make sure we can staff the unit in the day time when most minor injuries occur, it's essential that we now review the operational effectiveness of MIUs in Trowbridge and Chippenham so we can provide fair access to high quality care for the greatest number of people.



2.3 Trowbridge MIU

0.6 Chippenham MIU

Average number of patients visiting Wiltshire MIUs between 11pm and 7am from January – March 2016



Trowbridge

Current time
24-hours

Revised time
7am – 11pm

Chippenham

Current time
7am – 1am

Revised time
7am – 11pm

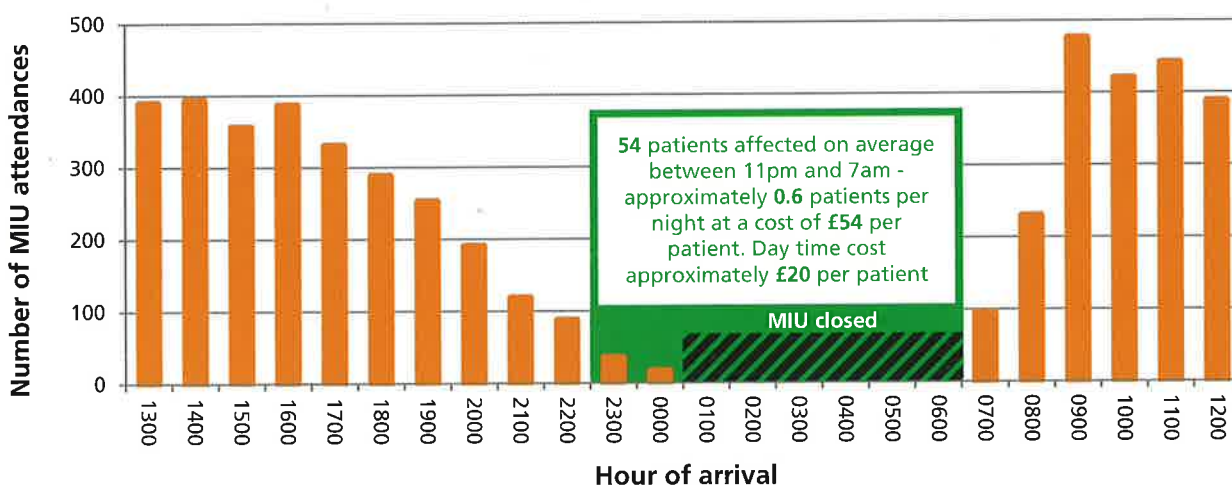
MIU opening times

Who uses the Minor Injuries Units?

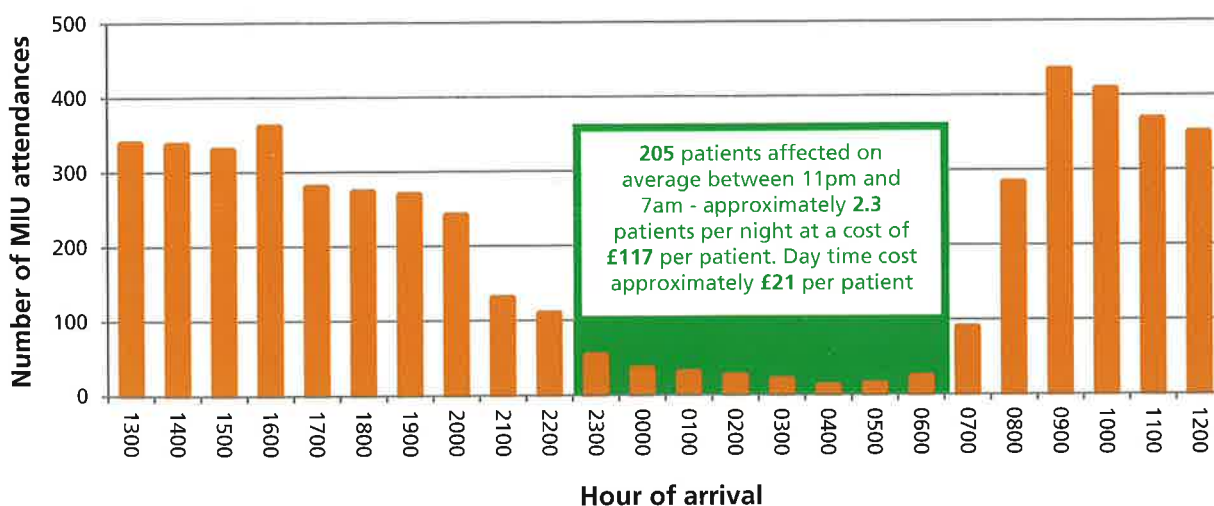
The demand for MIU services in Trowbridge and Chippenham is at its highest during the day time, between 7am and 11pm. National guidance states that providing consistent access to urgent care does not mean that MIUs must open 24-hours, but that they should be available for at least 16 hours a day.

Wiltshire Health and Care in partnership with Wiltshire Clinical Commissioning Group, proposes to adjust and align the opening hours of both Trowbridge and Chippenham MIUs. Our proposal is for both MIUs to be open between 7am and 11pm every day.

MIU Chippenham Minor Injuries Unit Attendances by arrival hour
January - March 2016 (91 days)



MIU Trowbridge Minor Injuries Unit Attendances by arrival hour
January - March 2016 (91 days)

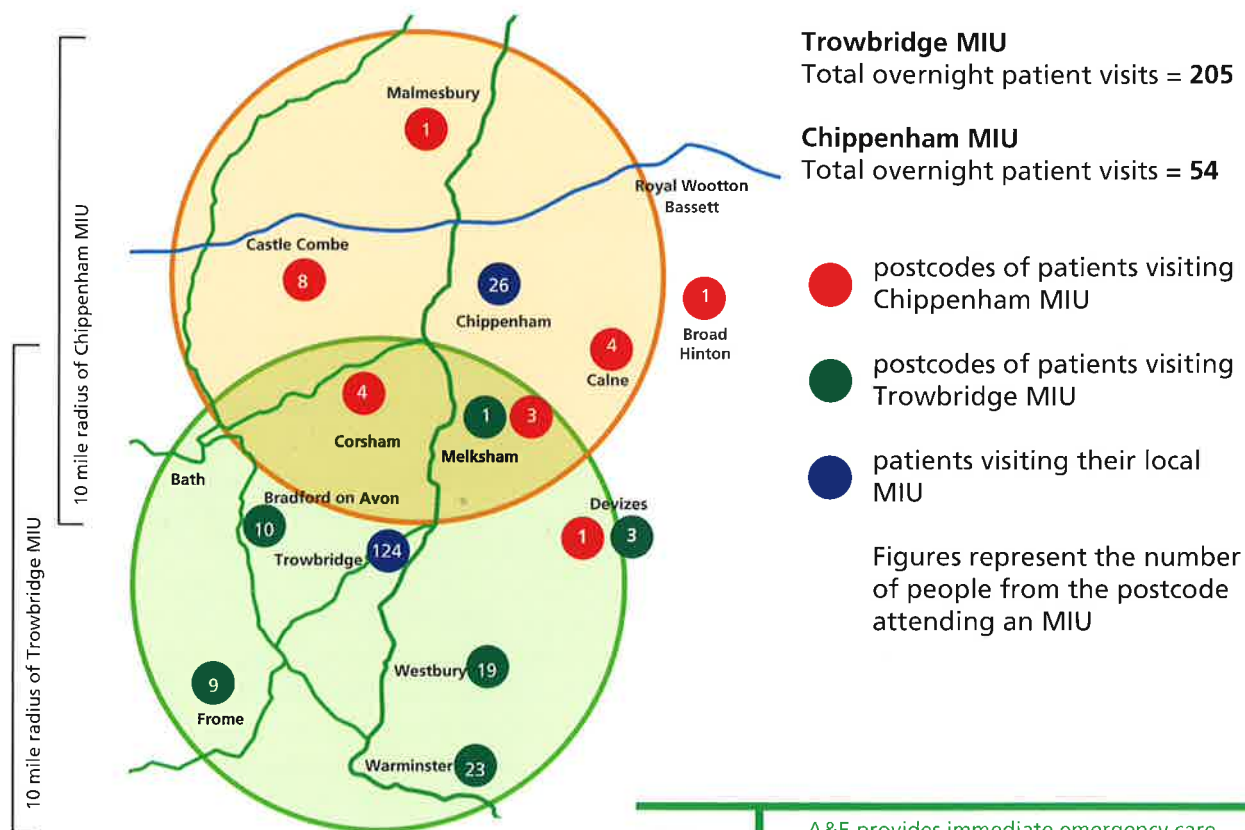


| | | |
|--------------------------------|----------------|--------------------------------|
| £21 | Trowbridge MIU | £117 |
| Cost per patient 7am – 11pm | | Cost per patient 11pm – 7am |



Who uses the Minor Injuries Units overnight?

The total overnight patient visits to Trowbridge and Chippenham between 11pm and 7am from January – March 2016 (91 days) was **259**. This is just over 3% of total attendances.



- **191 (93%)** of patients attending Trowbridge MIU were from within a 10 mile radius, of these 124 (60%) were from Trowbridge
- **48 (89%)** of patients attending Chippenham MIU were from within a 10 mile radius, of these 26 (48%) were from Chippenham
- **3** patients from Devizes went to Trowbridge MIU and 3 went to Chippenham MIU
- **3** patients from Melksham attended Trowbridge MIU and 1 attended Chippenham MIU
- Many patients attended overnight due to a minor illness. Minor Injuries Units can only treat injuries such as those listed on page 2



A&E provides immediate emergency care 24-hours a day, 365 days a year for people who show the symptoms of serious illness or are badly injured.

| From: | To RUH | To GWH |
|------------|-------------------------|--------------------------|
| Trowbridge | 13.8miles 37 minutes | 37.7miles 54 minutes |
| Chippenham | 13.7miles 34 minutes | 24.9miles 33 minutes |
| Melksham | 14.7miles 38 minutes | 32.8 miles 44 minutes |
| Devizes | 20.7miles 48 minutes | 23.5 miles 41 minutes |

In an emergency

Healthcare services, including those for minor illness or injury, are available around the clock in Wiltshire – see page 6

Reasons for change

Continuity of the existing arrangements at Trowbridge and Chippenham MIUs is not sustainable if we're to continue to provide an effective service that meets the current and future needs of local communities. The revised opening times for Trowbridge and Chippenham MIUs will have the following benefits:

No more unplanned closures at night time – the public can rely on stable, consistent MIU opening hours and make an informed decision of where to attend for healthcare if they need to be treated for minor injuries overnight.

Maintaining quality and safety – quality and patient safety is improved. We feel they are currently at risk.

Clearer public communication – clarity and consistency of opening hours across both MIUs reduces potential confusion for patients, the public and other urgent care professionals.


Better use of resources – the Care Quality Commission acceptable standard is for two highly qualified members of staff, including one Emergency Nurse Practitioner (ENP), to work every night. That means, on average, two staff are seeing one patient every 3-4 hours. With this proposal, staff who would normally be on duty overnight can be on shift during the day and evening when attendances are at their highest.

Greater stability in staffing and less reliance on agency staff – there is a national shortage of qualified nurses to fill the specialist ENP posts required in MIUs. We rely on a small number of staff to work additional shifts to cover the 24-hour period and also rely on expensive agency staff. This proposal will mean we can have a more suitable shift pattern, which recognises the national shortage of trained staff and provide stability.

We will continue to review the changes to ensure services remain appropriate to meet patients' needs. We recognise the increasing pressure on existing community based services and are reviewing our strategy for urgent care services provision across Wiltshire.

A key part of that is looking at plans to develop more Urgent Care Centres across the region similar to the one planned for Devizes. This will provide more flexible Primary Care services, as well as creating a hub for the integrated community health, social care and voluntary services. This proposal is not about cost cutting, it is about ensuring the limited number of qualified staff can be available when they are most needed.

Wiltshire Health and Care are committed to reinvesting any savings generated from improving the efficiency of services back into the community. Any savings from this proposal to reduce hours, will be reinvested back into providing better community services to ensure that the Minor Injuries Unit services:



| Trowbridge | |
|--------------|--------------|
| Current time | Revised time |
| 24-hours | 7am – 11pm |

| Chippenham | |
|--------------|--------------|
| Current time | Revised time |
| 7am – 1am | 7am – 11pm |

MIU opening times

- have the right capacity and skills to meet current demands and offer a resilient service
- get ready for increasing demands from growing local populations.

Around the clock healthcare



NHS 111: free non-emergency number | trained call handlers will listen to your symptoms and direct you to the best medical care for you | 24 hours a day, 365 days a year

NHS Choices: advice and symptoms checker | 24 hours a day, 365 days a year | www.nhs.uk | for information specifically for Wiltshire, visit www.yourcareyoursupportwiltshire.org.uk

GP out of hours: 6.30pm - 8am on weekdays and all day at weekends/bank holidays | call your GP to access the service | call 111 if you need medical help, but it's not life threatening

Minor Injuries Unit (MIU): treat minor injuries that are not life-threatening e.g. bites, and simple fractures

Pharmacist: experts in medicines | advice on common ailments | potential alternative to a GP visit | for your local opening times visit bit.ly/YourPharmacy

GP: see a GP if you have a condition that can't be treated with over the counter medication or advice from a pharmacist | for your local GP details visit bit.ly/My_GP

A&E: genuine life-threatening emergencies | 24/7, 365 days a year

Contact us

NHS Wiltshire Clinical Commissioning Group, Southgate House, Pans Lane, Devizes, SN10 5EQ

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communications.wiltshireccg@nhs.net
www.wiltshireccg.nhs.uk

Follow us on social media:

@NHSWiltshireCCG
www.facebook.com/NHSWiltshireCCG

Wiltshire Health and Care Chippenham Community Hospital, Rowden Hill Chippenham, SN15 2AJ

T 01249 456565
ask.wiltshirehealthandcare@nhs.net

Follow us on social media:
@WiltsHC_NHS

Wiltshire Council

Trowbridge Area Board

10 November 2016

Delegation to Community Engagement Manager

Summary

Wiltshire Area Boards have previously delegated authority to officers to grant funding from their delegated community and youth budgets in respect of urgent matters that may arise between meetings of the Area Board. It is proposed that this delegation is updated and extended to cover health and wellbeing projects.

Proposal

To consider passing the following resolution:

In order to expedite the work of the Area Board and to deal with urgent matters that may arise between meetings, the Community Engagement Manager, in consultation with the Chairman (or in their absence, the Vice-Chairman) of the Area Board, may authorise expenditure to support community projects from the delegated community grants budget of up to £5,000 in total, youth projects of up to £5,000 in total, and health and wellbeing projects of up to £1,000 in total, between meetings of the Area Board.

Decisions taken between meetings will be reported to the next meeting of the Area Board explaining why the matter was considered urgent or necessary to expedite the work of the Board and the Cabinet Member for Communities, Campuses, Area Boards and Broadband will also be kept informed of any such decisions.

Reason for Proposal

In order to expedite the work of the Area Board and to deal with urgent matters that may arise between meetings.

Libby Beale

Senior Democratic Services Officer

Elizabeth.beale@wiltshire.gov.uk

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