

AGENDA

Meeting: Trowbridge Area Board
Place: The Cotswold Space - County Hall, Trowbridge BA14 8JN
Date: Thursday 1 June 2017
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 Becky Holloway 01225 718063
becky.holloway@wiltshire.gov.uk, direct line 01225 718063 or email
becky.holloway@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 Graham Payne, Drynham (Chairman)
CLlr Deborah Halik, Lambrok
CLlr Ernie Clark, Hilperton
CLlr Horace Prickett, Southwick (Vice Chairman)
CLlr Edward Kirk, Adcroft
CLlr Stewart Palmen, Central
CLlr Steve Oldrieve, Paxcroft
CLlr David Halik, Grove
CLlr Peter Fuller, Park

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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County Hall, Trowbridge
Bourne Hill, Salisbury
Monkton Park, Chippenham

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Public Participation

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

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

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

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

1	An Introduction to Trowbridge Area Board Mary Cullen, Community Engagement Manager, will deliver a session on the role and functions of the Area Board.	7.00pm
2	Chairman's Welcome and Introductions	7:20pm
3	Apologies	
4	Minutes of previous meeting (<i>Pages 7 - 18</i>) To approve the minutes of the meetings of Trowbridge Area Board held on Thursday 9 March 2017 and Tuesday 16 March 2017 .	
5	Declarations of Interest To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.	
6	Chairman's Announcements	
7	Partner and working group updates (<i>Pages 19 - 54</i>) To note the written reports and receive any updates from the following: Partners: <ul style="list-style-type: none"> i. Police and Crime Commissioner (PCC) ii. Wiltshire Police iii. Dorset and Wiltshire Fire and Rescue Service iv. Trowbridge Community Area Future (TCAF) v. Town and Parish Councils vi. Local Youth Network Working groups: <ul style="list-style-type: none"> i. Health and Wellbeing Centre Working Group ii. Local Youth Network Management Group iii. Trowbridge Health and Wellbeing Group iv. Safer Communities Group 	7.30pm
8	Trowbridge Health and Wellbeing Centre. Tim Martienssen, Head of Economic Regeneration, will provide an update on the Trowbridge Health and Wellbeing Centre.	7.40pm

a. Community Area Grants

To consider the following applications to the Community Area Grant fund:

- i. £1000.00 for Bratton Recreation Ground for maintenance equipment
- ii. £900.00 for Gloucester Road Allotment Association for two new raised beds
- iii. £500.00 for Friends of Southwick Country Park for a replacement entrance gate
- iv. £958.99 for Light and Lark CIC for a young people's language project
- v. £839.00 for Wiltshire Rural Music School for a portable piano
- vi. £990.00 for The Friends of North Bradley School for a large storage shed
- vii. £5000.00 for Paxcroft School Association towards an adventure trail and play equipment for the school
- viii. £4901.00 for Trowbridge Town Football Club for new equipment
- ix. £605.00 for Trowbridge Cultural Festival of Food for food preparation equipment
- x. £5000.00 for St Michael and All Angels Church towards the cost of replacing the central heating system

b. Youth Grants

To consider the following applications to the youth fund.

- i. £4750.00 for Wiltshire Youth Arts Partnership (WYAP) for a "Fabric of Life in Trowbridge" project
- ii. £526.00 for Characters Stage Company for their REACT project
- iii. £3245.00 for Trowbridge Arts for the "Unsigned – Inside and Out" project
- iv. £4976.00 for TCAF for Brighter Aspirations Youth Club

10 **Traffic management in Leapgate, Trowbridge**

Martin Aldam, Senior Transport Planner, will provide an overview of the key findings of the travel survey conducted in the Leapgate area of Trowbridge.

11	<p>Community Area Transport Group (CATG) update (<i>Pages 107 - 116</i>)</p> <p>Members are asked to note the progress updates provided in the notes of the CATG meeting held on 24 February 2017 and to consider the following recommendations:</p> <ul style="list-style-type: none"> • To award £3000 for waiting restrictions in various locations in Trowbridge. • To award £1000 for alternations to the junction between Dursley Road and County Way, subject to match funding being agreed by Trowbridge Town Council. • To award £600 for a pedestrian survey on Hilperton Drive/Helpswell Road. 	8.35pm
12	<p>Appointments to outside bodies and working groups (<i>Pages 117 - 140</i>)</p> <p>To appoint an Area Board representative to each of the following Outside Bodies:</p> <ul style="list-style-type: none"> • Trowbridge Community Area Future (TCAF) • Trowbridge Local Youth Network (LYN) <p>To appoint members of the following Area Board working groups</p> <ul style="list-style-type: none"> • Trowbridge Community Area Transport Group (CATG) • Health and Wellbeing Centre Working Group • LYN Management Group • Trowbridge Health and Wellbeing Group • Safer Communities Group <p>To appoint an Older Person's Champion</p> <ul style="list-style-type: none"> • Sue Chilton 	8.45pm
13	<p>Community Engagement Manager update</p> <p>Mary Cullen, the Community Engagement Manager, will provide an update of her recent work in the Trowbridge Community Area, and will provide information on the following upcoming projects:</p> <ul style="list-style-type: none"> • WW1 Commemorative Tree Planting • London Calling – Active challenge 	8.50pm
14	<p>Urgent items</p> <p>Any other items of business which the Chairman agrees to consider as a matter of urgency.</p>	
15	<p>Close</p>	9.00pm

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MINUTES

Meeting: TROWBRIDGE AREA BOARD
Place: Council Chamber - County Hall, Trowbridge BA14 8JN
Date: 9 March 2017
Start Time: 7.00 pm
Finish Time: 8.30 pm

Please direct any enquiries on these minutes to:

Becky Holloway Democratic Services Officer, Tel: 01225 718063 or (e-mail) becky.holloway@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)

Wiltshire Council Officers

Mary Cullen, Community Engagement Manager
Emma Drage, Locality Youth Facilitator
Peter Binley, Head of Highways Asset and Commissioning
Becky Holloway, Democratic Services Officer
Kieran Elliott, Senior Democratic Services Officer

Town and Parish Councillors

Trowbridge Town Council – Bob Brice, Lance Allan, Hayley Bell
Hilpertown Parish Council – K Jackson

Partners

Wiltshire Police – Paul Harvey
Dorset and Wiltshire Fire and Rescue Service – Andy Green
Trowbridge Community Area Future – Colin Kay, Lindsey Millen

Total in attendance: 37

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
15	<p><u>Chairman's Welcome and Introductions</u></p> <p>The Chairman, Cllr Graham Payne, welcomed everyone to the meeting of the Trowbridge Area Board.</p>
16	<p><u>Apologies</u></p> <p>Apologies for absence were received from Cllr Dennis Drewett</p>
17	<p><u>Minutes</u></p> <p>Resolved:</p> <p>To approve and sign the minutes of the meeting held on Thursday 19 January 2017 as a true record.</p>
18	<p><u>Declarations of Interest</u></p> <p>Cllr Ernie Clark declared a non-pecuniary interest in item 8.a.i</p> <p>Cllr Steve Oldrieve declared a non-pecuniary interest in item 8.a.iii, as a member of the applicant organisation</p> <p>Cllr Graham Payne declared a non-pecuniary interest in item 8.a.iv and declared that he would be replaced in the Chair for that item by Cllr Horrace Prickett</p>
19	<p><u>Chairman's Announcements</u></p> <p>The Chairman paid tribute to Cllr Helen Osborn who had recently retired from Wiltshire Council. He described how Helen was a tour de force who had served on Trowbridge Town Council and West Wiltshire District Council as well as on Wiltshire Council, and that all who knew her would miss her quiet but enthusiastic input into local affairs and her considered opinion during debate. The Chairman concluded by stating how much he had enjoyed working with her on Trowbridge Area Board and that he wished her all the best in retirement. This sentiment was endorsed by all members of Trowbridge Area Board.</p> <p>The Chairman announced that there would be a public meeting held at 6.30pm on 14 March at County Hall to discuss the future arrangements for Trowbridge Area maternity services and provide an opportunity for members of the public to put forward their ideas and comments.</p>

Partner Updates

The Chairman drew the meeting's attention to the written updates in the agenda pack and invited partners to speak to their reports as follows:

Wiltshire Police

The written update was noted. A question was asked about the success of the recently implemented alcohol exclusion zone in Trowbridge and it was confirmed that this would come to a later Area Board after a longer period of time had elapsed in which to test the zone's effectiveness.

Dorset and Wiltshire Fire and Rescue Service

Andy Green, of DWFRS, presented the written update and highlighted the following points: that a new fire safety advisor had been employed to support residents with health and safety advice in their homes and those in rental accommodation in particular; that the Community Safety Plan was available to view on the fire services' website www.dwfire.org.uk; and that the details for requesting fire detector installation and checks and were available in the report and online.

Trowbridge Community Area Future (TCAF)

Lindsey Millen, of TCAF, presented the written update and highlighted: that a new youth club had been opened in Studley Green with support from a number of partners and was proving popular; that work had been undertaken with the Seymour residents' association to open The Hub for young people; and that work continued to take place within John O'Gaunt school to provide lunch time drop-in support for students.

Town and Parish Councils

Lance Allan, of Trowbridge Town Council, presented the written report and highlighted: that the transfer of ownership of the old football ground to the town council had been very welcome; and that the dismissal by Wiltshire Council of some of the waiting restriction zones proposed by the town council had been disappointing. It was confirmed that no formal notification had been made with regard to restrictions on Leapgate.

Cllr Ernie Clark, on behalf of Hilperton Parish Council, reported that the parish council had not raised their precept and that work on the neighbourhood plan was going well. Cllr Clark also put on record his thanks to Trowbridge Town Council for their help with the neighbourhood plan.

Cllr Horrace Prickett, on behalf of North Bradley Parish Council, reported that the parish council had made a small increase to their precept and that development of a neighbourhood plan was progressing well with public meetings being very well attended.

	<p>Local Youth Network (LYN) Emma Drage, Locality Youth Facilitator, reported that four grant applications had been made since the previous Area Board meeting and that before these were determined the youth budget stood at £11,000.28.</p>
21	<p><u>Outside Bodies and Working Groups</u></p> <p>These reports were presented elsewhere in the agenda.</p>
22	<p><u>Trowbridge Health and Wellbeing centre</u></p> <p>Tim Martienssen, Head of Economic Regeneration at Wiltshire Council, provided a progress update on the Trowbridge Area Health and Wellbeing Centre development. He reported that consultants had been procured from Alliance Leisure and Max Associates, and that their work would include a review of the 2015 Pick Everard and Saville Report on development options for the East Wing site, to enable any concerns to be addressed regarding its accuracy and relevance to the new development. The report of this review would be circulated to the Area Board for their comments.</p> <p>The officer reported that ongoing positive discussion was taking place with the working group and that a meeting would be held with Sport England to discuss a forthcoming scoping exercise/needs assessment. Work was also on-going with NHS England to ensure all strands of the project would fit well together. The officer reported that it was anticipated the needs assessment would be available by the end of May 2017, with outline planning permission to be in place by the end of August 2017.</p> <p>Colin Kay, the Area Board working group representative, welcomed the progress and work done to date, and reported that he remained keen that the leisure aspect of the development stayed on the agenda.</p> <p>In response to comments, Tim Martienssen confirmed that he had explicitly requested that the consultants worked closely with the town and parish councils in their work going forward, and agreed that a copy of the review would be available for the Area Board meeting on 1 June 2017.</p> <p>The Chairman thanked Tim for his presentation and ongoing work and reminded members that the health and wellbeing centre would continue to be a standing item on future Area Board meeting agendas.</p>
23	<p><u>Funding</u></p> <p>a. Community Area Grants</p> <p>The Area Board considered six applications to the Community Area Grant Scheme. Applicants were in attendance to answer questions on their applications. After discussion around each application, it was</p>

Resolved:

To award £2528.40 to Hilperton Village Hall towards the cost of a fire alarm system and emergency lighting.

Note: Cllr Clark abstained from this vote

To award £5000.00 to Avon Valley Runners towards the creation of a running track at Trowbridge Rugby Club.

To award £5000.00 to St Thomas Church towards a kitchen refit and dishwasher for Holy Trinity chapel of ease.

Cllr Graham Payne left the chair and Cllr Horace Prickett chaired.

The representative from Trowbridge White Ensign Association was invited to speak in support of their application and it was

Resolved:

To award £813.59 to Trowbridge White Ensign Association for an exhibition tent.

Cllr Graham Payne returned to the chair.

In response to a question it was confirmed that the Friends of the Down Cemetery had been established in January 2017 and that the equipment would be stored in an un-consecrated chapel already in use for other storage.

It was

Resolved:

To award £310.00 to the Friends of the Down Cemetery for the purchase on maintenance equipment.

To award £2058.17 to The Mead Community Primary School towards the construction of a new art studio.

b. Youth Grants

The Area Board considered four applications to the youth fund. Emma Drage, the locality youth facilitator, presented the Local Youth Network's (LYN) recommendations for each application and explained that the recommended funding for each project had been reduced in order to allow all projects to be funded from the remaining 2016/17 funds. Applicants were in attendance to take questions.

After discussion, it was

Resolved:

To award £2600.00 to the Duke of Edinburgh Award for Trowbridge Open Award Centre.

To award £3500.00 to the Moroccan Association for their Youth Inspiration volunteering project

To award £2000.00 to Youth For Christ for an academic and personal mentoring project

To award £3200.00 to TCAF for a youth zone at the Trowbridge Active Festival.

c. Member-Led Projects

Two applications were presented under the Councillor-Led Initiative grant scheme: access equipment for the reduction of the gull population on Canal Rd Industrial Estate, Trowbridge; and a new-build for Hilperton Pre-school. Cllr Blakemore and Cllrs Clark and Oldrieve presented their projects and took questions.

The Chairman explained that both applications could be determined at the meeting but that due to insufficient funds in the Area Board's 2016/17 budget, should members wish to grant the full amount, the remainder could be taken from the Area Board's 2017/18 budget on 1 April 2017, subject to the funding being available. He advised that should the funding not be available, the decision would not be implemented.

Cllr Clark confirmed that the Department for Education would contribute £3 for every £1 raised locally for Hilperton pre-school and that because this scheme was due to finish, determination of the application was urgent.

It was

Resolved:

To award £1200.00 for the hire of access equipment to reduce the number of gulls on Canal Rd Industrial Estate, Trowbridge.

To award £20,000 to Hilperton pre-school towards the construction of their new building, at least £17,623.66 of which to be awarded on or after 1 April 2017, subject to the funding being available in the 2017/18 financial year.

	<p style="text-align: center;">d. Health and Wellbeing Fund</p> <p>Mary Cullen, Community Engagement Manager, presented two applications to the Health and Wellbeing Fund.</p> <p>The officer explained that social isolation had been identified as an important issue at the Joint Strategic Assessment (JSA) event and that the projects would help to unpick this issue and support people at risk in the Trowbridge community area.</p> <p>Resolved:</p> <p>To award £1590.00 for a consultation project with older people and carers to find out more about the issue of social isolation and options for tackling it.</p> <p>To award £1500.00 for the Cultural Age Partnership’s “Celebrating Age” arts project.</p>
24	<p><u>Local Highways Investment Fund 2014 - 2020</u></p> <p>Peter Binley, Head of Highways Asset and Commissioning at Wiltshire Council, presented a list of proposed highways improvement works in the Trowbridge Area, as outlined in Appendix two of the Local Highways Investment Fund report.</p> <p>The officer reported that the amount of highway in bad condition had halved since 2009 but that there was still work to do and any small areas of road in need of attention could be reported to the local highways engineer. In response to a question, the officer confirmed that requests had for streetlighting to be reinstated in areas where they had been turned off, had reduced.</p> <p>It was noted that the Community Area Transport Group (CATG) had made comments around the wording of some parts of the report and that these would be picked up and fed back through the notes of the CATG meeting held on 24 Feb 2017.</p> <p>The Chairman thanked Peter for his attendance and reported that the board was grateful for the good working relationship they had with the local highways engineer, and it was</p> <p>Resolved:</p> <p>To note the progress report on the Local Highways Investment Fund 2014-17.</p>

	<p>To approve the proposals for future works as laid out in Appendix two of the Local Highways Improvement Fund report.</p>
25	<p><u>Travel survey of Leapgate, Trowbridge.</u></p> <p>The Chairman drew member's attention to the results of the three metro-counts undertaken in the Leapgate area of Trowbridge in January and February 2017.</p> <p>Leap Gate, north of Soprano Way, had been found to be applicable for a Community Speedwatch scheme, and arrangements were being made for this.</p> <p>Cllr Oldrieve reported that a larger piece of work was currently being done into speeding and road use in the area and it was therefore agreed that further discussion on the reports would be deferred to the June meeting of Trowbridge Area Board where it would form a substantive agenda item.</p>
26	<p><u>Cyber Crime Prevention</u></p> <p>Pc Paul Harvey, of Wiltshire Police, delivered a presentation on Cyber Crime in Wiltshire. The officer described what was meant by cybercrime and explained that it was any crime committed using online technology and did not only take place on computers. He reported that the annual cost of cybercrime to the nation was £1billion, and around £10million to Wiltshire specifically.</p> <p>The officer reported that cybercrime was being taken very seriously by Wiltshire police and that there was often a significant crossover with victims of other kinds of crime. Victims were those of all ages and that males were slightly more likely than females to be affected.</p> <p>The officer explained that cybercrime often went unreported and that it was important that people were aware of how to prevent it and protect themselves. He offered to visit any groups who would like support with protecting themselves or who would like to receive further information. Interested groups should get in touch at paul.harvey@wiltshire.pnn.police.uk.</p> <p>Following the presentation, it was noted by members that cybercrime had been recognised in the past as an issue by the Area Board and that it had been useful to learn more about its impact locally.</p>
27	<p><u>Community Engagement Manager Update</u></p> <p>Mary Cullen, the Community Engagement Manager, gave an update of her work in the Trowbridge Area</p> <p>There had been continued engagement with the local community around the Keep Britain Tidy campaign, most notably during the Great British Spring Clean</p>

	<p>which had taken place over the weekend of 3-5 March and which had been attended by over 175 people and had culminated in 124 bags of rubbish being collected in the Trowbridge area. The officer reported that she could provide the necessary equipment to groups interested in organising litter picks at other times.</p> <p>A Dementia Friends workshop had been held at Trowbridge town hall on 28 February 2017 to report on progress and share good practice form around the county. A Singing For The Brain project had been set up in Trowbridge with support from an Area Board grant, and Dementia Awareness week was due to take place between 14 and 20 May 2017.</p> <p>An older person's champion had been appointed and was undertaking a mapping exercise to establish what current activities were on offer in the Trowbridge Area and to identify gaps in service provision.</p> <p>The Safer and Supportive Communities group which had been formed from representatives from the Area Board, town council, fire and police service, NHS, and other community partners, was currently re-visiting the Safe Places scheme with a view to relaunching it in the near future.</p> <p>The CEM reported the work coming up which included: the Big Pledge, a county-wide health and wellbeing challenge; planning for commemorative activities to mark the centenary of the end of world war one in 2018; and the roll out of the Healthy Schools award scheme which had been shown to make big differences to children's health and wellbeing. She then showed a short video of local community activity over the previous year.</p> <p>The Chairman thanked Mary Cullen for her continued hard work in the Trowbridge Area.</p>
28	<p><u>Urgent items</u></p> <p>There were no urgent items.</p>
29	<p><u>Close</u></p> <p>The Chairman thanked everyone for their attendance and wished members not standing in the upcoming council election a happy retirement. He reminded members that the next meeting would be held on 1 June 2017.</p>

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MINUTES

Meeting: TROWBRIDGE AREA BOARD
Place: The Kennet Room - County Hall, Trowbridge BA14 8JN
Date: 16 May 2017
Start Time: 12.30 pm
Finish Time: 12.40 pm

Please direct any enquiries on these minutes to:

Becky Holloway Democratic Services Officer, Tel: 01225 718063 or E-mail:
becky.holloway@wiltshire.gov.uk

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

In Attendance:

Wiltshire Councillors

Cllr Graham Payne (Chairman), Cllr Ernie Clark, Cllr David Halik, Cllr Deborah Halik, Cllr Steve Oldrieve, Cllr Stewart Palmen, Cllr Horace Prickett (Vice Chairman), Cllr Peter Fuller and Cllr Edward Kirk

Also in Attendance

Cllr Gavin Grant

Wiltshire Council Officers

Becky Holloway, Democratic Services Officer

Total in attendance: 11

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
30	<p data-bbox="336 376 485 414"><u>Apologies</u></p> <p data-bbox="336 443 879 481">There were no apologies for absence.</p>
31	<p data-bbox="336 548 643 586"><u>Election of Chairman</u></p> <p data-bbox="336 616 1487 689">Becky Holloway, Democratic Services Officer, sought nominations for the position of Chairman.</p> <p data-bbox="336 725 491 763">Resolved:</p> <p data-bbox="336 799 1487 873">To elect Cllr Graham Payne as Chairman of Trowbridge Area Board for the 2017/2018 municipal year.</p>
32	<p data-bbox="336 943 715 981"><u>Election of Vice-Chairman</u></p> <p data-bbox="336 1010 1487 1084">Cllr Graham Payne, as chairman sought nominations for the position of Vice-Chairman.</p> <p data-bbox="336 1120 491 1158">Resolved:</p> <p data-bbox="336 1193 1487 1267">To elect Cllr Horace Prickett as Vice-Chairman for the municipal year 2017/2018</p>

Update Report to Area Board May 2017

The Town Clerk produces a report every two months for consideration at the Policy & Resources Committee with an edited version presented to the Area Board. Issues included on the agenda are highlighted in the report and normally include an officer's recommendation. Other matters are provided as report items only. This report is provided as an update for the new council. The next full report will be available prior to the next Policy & Resources Committee meeting on 27th June.

1. POLICY – The Town Clerk is delegated responsibility for managing policy matters.

1.1 Community Governance Review (CGR) – Three areas transferred to the civil parish of Trowbridge on 1st April following decisions by Wiltshire Council in 2016 resulting from a CGR;

- 28 houses in Shore Place, Kingsley Place and Chepston Place on the Broadmead Estate transferred from Wingfield.
- 259 houses, the pub, businesses, shops, Mead school and Community Centre in Paxcroft Mead to the South of the A361 and west of Ashton Road transferred from Hilperton.
- 105 houses in the Old Farm estate and the employment land north of the new Leap Gate extension, West Ashton Rd transferred from West Ashton.

1.2 Ashton Road - Steeple Ashton Parish Council and the Town Council support a further change to the boundary along Ashton Road, to bring proposed development in the town boundary. We await a response from Wiltshire Council regarding the implementation of this.

1.3 Free Parking Days – Wiltshire Council allow each town Free Parking Day allocations equivalent to two times the number of spaces in Wiltshire Council public car-parks. Trowbridge has allocated: Saturday 24th June 2017 (Armed Forces Day), Saturday 15th July 2017 (Play Day), Saturday 25th November (Christmas Lights switch-on) and Saturday 2nd December 2017 (Christmas shopping) in the charged for car-parks. Local businesses have been advised.

2. FINANCE – The Responsible Finance Officer (RFO) is responsible for managing the council's finances. Head of Finance, Richard Mills retires in June and the council has appointed Town Clerk, Lance Allan as RFO. Finance Apprentice, Georgia Shanahan supports production of Annual Accounts, Quarterly Management Reports and Budget 2018/19.

2.1 Risk and Audit Panel – The Panel reviews all matters relating to finance, audit, insurance and risk, prior to the Policy & Resources committee. It next meets on 13th June 2017 at 15:30.

2.2 Council Tax in Wiltshire 2017/2018 – Trowbridge Town Council raises a precept on the Council Tax as do the other local government services. Wiltshire Council confirmed all Council Tax precept requests on 21st February as follows:

Wiltshire Council - an increase of 4.99% on the 'Band D' Charge from £1,271.20 to £1,334.63.

Wiltshire Police - an increase of 1.90% on the 'Band D' Charge from £167.10 to £170.27

Dorset & Wiltshire Fire & Rescue - an increase of 1.99% on 'Band D' from £69.21 to £70.59

Trowbridge Town Council - an increase of 3.58% on 'Band D', from £139.64 to £144.64

Trowbridge Town Council – Five-Year Investment Plan - 2017/18 to 2021/22 includes investment in the following services and facilities in addition to continuation of existing services:

£100,000	Contribution to Community Area Transport Group (CATG) projects
£2,433,000	Museum Expansion Project 'Onwards & Upwards' part funded by HLF grant
£2,962,000	Sports pitch purchase and development part funded by S106 and grants
£364,000	Play area investment part funded by Wiltshire Council
£95,000	Investment in other assets transferred from Wiltshire Council
£67,000	Increase in street cleaning activity following transfer from Wiltshire Council
£36,000	Maintenance of closed churchyards transferred from Wiltshire Council
£310,000	Maintenance of play areas transferred from Wiltshire Council
£6,367,000	Total investment

Wiltshire Town and Parish Councils - Precepts for 2017/2018 total £16,954,100 an increase in the average 'Band D' Council Tax Charge of 9.35% from £87.20 to £95.35. The average for Town Councils (including Salisbury) is £141.66. Households in Trowbridge pay around 5.7p/week more than the average for town and city councils across Wiltshire. The following table provides details of the 'Band D' Council Tax Charges for 2017/18 and the increase from 2016/17 for all town and city councils and parish councils which are above the Wiltshire average.

Town/Parish/City Council	Band D Charge	increase
Calne Town Council	£210.31	0.00%
Royal Wootton Bassett Town Council	£194.81	2.63%
Malmesbury Town Council	£194.59	2.64%
Marlborough Town Council	£182.67	16.55%
Cricklade Town Council	£178.73	2.66%
Chippenham Town Council	£169.13	8.00%
Corsham Town Council	£149.46	3.45%
Devizes Town Council	£148.04	3.50%
Trowbridge Town Council	£144.64	3.58%
Bradford on Avon Town Council	£140.37	18.07%
Tidworth Town Council	£124.95	2.98%
Wilton Town Council	£123.48	7.52%
Salisbury City Council	£123.00	17.14%
Melksham Town Council	£115.49	21.45%
Westbury Town Council	£113.58	12.03%

Purton Parish Council	£109.47	1.50%
Mere Parish Council	£107.23	4.24%
Maiden Bradley Parish Council	£106.55	1.98%
Ludgershall Town Council	£99.49	5.75%
Warminster Town Council	£93.80	7.61%
Amesbury Town Council	£87.20	21.50%
Durrington Town Council	£52.63	0.61%

2.3 Accounts; The Town Council produces quarterly accounts (April-June, July-September, October-December & January-March), reported to each spending committee and collectively considered by the Policy & Resources Committee. The End of Year accounts for 2016/17 will be considered on 27th June for sign off by Full Council, prior to publication and external audit.

2.3.1 End of Year 2016/17 – Draft results indicate that total net expenditure at the end of the year was £1,521k which was (£44k) 2.97% over budget.

Museum - Net expenditure was over budget by (£16k).

Leisure Services – Net expenditure exceeded budget by (£56k), due to pension enrolment and implementation of the Pay & Grading Review during the year. Income was £21k ahead of budget.

Resources - Net expenditure was £6k under budget.

Direct Services - Despite the additional expenditure on the pump station fire, the total net expenditure for Direct Services was £1k under budget.

The Civic Board - Total net expenditure was £22k under budget. This was mainly due to the transfer of the Civic Centre Maintenance Reserve to General Reserves. Operating expenditure was 79k lower than budget and income was (97k) lower.

Reserves - Following the recommended movement in Earmarked Reserves, the total has reduced from £94k to £47k. The General Reserve at the 1st April '16 was £186k. This reduces to £172k following the deficit at the end of 2016/17.

3. PERSONNEL – Personnel matters are delegated to the Town Clerk, Lance Allan and in turn to the Human Resources Manager, Juliet Weimar.

3.1 New Starters – Paul Weimar, (Civic Centre Supervisor) commenced on 8th May.

A number of vacancies in Leisure Services are currently being advertised.

3.2 Leavers: Brendan O Neill (Civic Centre Supervisor) left on Friday 5th May.

Aisha Baker, temporary Assistant Learning & Outreach Officer left on Friday 12th May.

4. TOWN COUNCIL SERVICES - Department Managers make detailed reports to their respective committees which are published the week before the committee meeting. Trish Carpenter is the Council Secretary responsible for administering these committees.

4.1 MUSEUM & TOURISM – This area of service is delegated to the Museum Curator, Clare Lyall. The next committee meeting is 6th June 2017 at 6.30pm.

4.2 LEISURE SERVICES – This area of service is delegated to the Leisure Services Manager, Hayley Bell. The next committee meeting is 6th June 2017 at 7pm.

4.3 DIRECT SERVICES – This area of service is delegated to the Head of Direct Services, Bill Austin. The next committee meeting is 30th May 2017 at 7pm.

4.3.1 Civic Board – The Civic Board (which reports to the Direct Services Committee) next meets on 23rd May 2017.

4.3.2 Facilities - Information Technology – We have retendered our ICT support contract and expect it to be implemented in August, including new servers and terminals.

4.3.3 St George's Works – The council rents storage in St George's Works. TC Sports have made an application for redevelopment to provide 30 residential apartments overlooking the Park, including parking, bin and cycle storage. The proposals also include a new storage facility behind the bandstand and new access gates to the storage area and Park from the Post Office Access Road which will also act as the construction access for part of the redevelopment.

4.3.4 Play Areas, Transfer from Wiltshire Council – Bill Austin negotiated the best available deal for the transfer of the 24 play areas from Wiltshire Council. 24 play areas and the whole of Elm Grove Recreation Ground were due to transfer to the town council's responsibility during March 2017 at the moment there are legal issues at Wiltshire Council which is delaying the transfer. Wiltshire Council have ensured that they are all safe, working and grass and shrubs maintained and cut-back. The town council will be paid £50,000 to invest in improving the facilities as part of a planned programme over the five-year financial plan, with contributions from existing S106 funding (over £50,000), grants and an annual contribution from the town council of £10,000 to £50,000. In total the five-year financial plan shows an investment in play areas of £364,000

4.3.5 Closed Churchyards – The Town Council agreed to the transfer of responsibility for maintenance of the three closed churchyards (St James', Holy Trinity and St John's Upper Studley).

4.3.6 Brook Road Multi-Use Games Area – Walwayne Court School and Wiltshire Council are now dealing with this area following surrender of the town council's lease.

4.3.7 CCTV – Renewal of agreement with the Shires was approved at the Full Council meeting on 16th May. The monitoring fees cover the cost of providing the security staff who are Security Industry Authority (SiA) trained and licensed. The equipment and transmission costs are all covered by the Town Council through our agreements with suppliers and maintenance contractors. A new four year agreement is at an annual cost of £35,000 for 2017/18 and 2018/19 rising to £36,000 for 2019/20 and 2020/21. The increases take into account the significant cost inflation for wages experienced by the security industry to reflect the introduction of the National Living Wage and the upward pressure on other jobs paid in the lower quartile of earnings. The increase from the level of the National Minimum Wage in 2015 (£6.50) to the expected level of the National Living Wage in 2020 (£9.00) is over 30%.

5. TOWN COUNCIL PROJECTS

5.1 Museum Project – The town council has been committed to the expansion of the Museum for many years, subject to securing significant external grant funding. Since 2015

we have been progressing a plan to double the Museum by extending into the upper floor of our current location at Home Mills in the Shires. We achieved a round 1 pass from the Heritage Lottery Fund (HLF), securing £100,000, in anticipation of a round 2 application for just over £1million towards the project of £2.49 million. The five-year plan shows that the Council can fund the Project from grants and borrowing. The level of borrowing will be around £900,000 funded from a £50,000 per annum contribution from Council Tax over 25 years. A decision from the HLF is expected mid-September. The planning and listed building applications, submitted by our architectural consultants Architecton were granted with standard conditions on 25th April. In order to satisfy the HLF requirements for the application the Town Council has confirmed that it will underwrite the external third party funding element of the project. This amounts to £201,600 and our fundraising consultant is confident that this figure will be exceeded. We have so far received over £97,000 towards this figure including £40,000 from The Garfield Weston Foundation.

5.2 Sports Pitches Project – We borrowed £175,000 from the Public Works & Loans Board towards the purchase of Woodmarsh. The loan is being financed from the rent charged to Trowbridge Town Football Club over a new 30-year lease. Wiltshire Council released the remaining funding, including Stamp Duty and fees, from S106 funds and we completed the purchase at the beginning of February. The five-year financial plan shows that the town council can sustain an annual contribution towards further new sports facilities, increasing to £50,000 (2021/22), enabling the town council to borrow a further circa £1.4million over 50 years. This would facilitate a contribution towards the purchase of additional land and development of the land at Doric Park to provide an all-weather pitch, car-parking and changing rooms. Other funding is available from S106 and from grants such as the Football Foundation. We are in discussion with the Rugby Club and also with Trowbridge Squash Club and will seek to realise additional developments in conjunction with them and others as appropriate.

5.3 Town Park – Refurbishment of Tennis Courts – We received funding from the Lawn Tennis Association (LTA) £50,000 and Area Board £20,000 towards refurbishment of three tennis courts and the Multi-Use Games Area (MUGA) in the Park. Work is expected to be complete during May. The courts will be controlled by an internet app and charges are expected to raise sufficient funding to cover maintenance and future refurbishment. The total cost of the project will be circa £170,000 with the remaining £100,000 requirement funded from Section 106 funds.

6. TOWN DEVELOPMENT – Committee Meets 23rd May and 13th June. The committee considers all regulatory matters consulted on by Wiltshire Council including planning, listed building and tree applications, highways issues and licensing matters. Alison-Nina Ward is Council Secretary (Town Development) responsible for administering this committee.

6.1 Town Centre Developments –

Cradle Bridge – Toby Carvery and Greggs now open. M&S, Firezza, Subway and Dominos soon.

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

6.2 Housing – These sites are being developed or coming forward for development. Many are delayed pending resolution of mitigation measures associated with Biss Wood and Green Lane Wood colonies of Bechstein Bats. Measures will include reduced public access to the woods and provisions of flight paths of appropriate green cover from there to other feeding and roost sites.

Southview Park [Wain Homes](#) existing development is nearing completion, The cycle/footway link to Drynham Rd, should be done before completion. A revised application [16/00547/FUL](#) for an additional 91 homes off Drynham Lane to the East of the railway line is under consideration.

Charterhouse - [McCarthy & Stone](#) have completed demolition work on [16/03974/FUL](#) for development of the site on Seymour Rd to provide 40 apartments.

The Pastures [Abbey New Homes](#) 174 new homes nearing completion.

Castle Mead [Persimmon](#) the existing development is nearing completion and an application [16/03420/FUL](#) for 272 more homes up to Green Ln Wood is under consideration.

Biss Farm - A new application is expected from Persimmon later this year for the land to the north of Leap Gate and East of West Ashton Road which is currently allocated for employment uses. A public consultation is being held at the Civic Centre on Thursday 25th May 3pm to 7pm.

Bradley Road – The former District Council office site has been bought by [Newland Homes](#) who undertook public consultation on 25th January with plans to provide around 80 new homes.

Ashton Road - (currently in Steeple Ashton – see item 1.2 above) [Taylor Wimpey](#) have made an application for 250 homes [16/04468/OUT](#) which is under consideration.

Ashton Park - (mainly in West Ashton and North Bradley Parishes), application [15/04736/OUT](#) for 2,500 houses, employment, 2x local centres, 2x primary and a secondary school, ecological visitor facility, open space and A350 West Ashton improvement is being assessed.

Hilperton Gap - (Hilperton Parish) [Framptons](#) submitted a revised application [16/00672/OUT](#) for 180 houses on land in the Gap, accessed off Elizabeth Way. The Town Council has objected.

Southwick Court – (Southwick and North Bradley Parishes) Savills on behalf of Waddeton Park advised the town council in January that they would be bringing forward proposals for the land between the town boundary and Southwick Court to the east of the Frome Road.

White Horse Business Park - (North Bradley Parish) following a Prior Approval application to convert The Pavillions to residential the owners agreed a plan of action to seek a commercial use for the building. If this is not successful, the residential conversion will be allowed.

Elm Grove Farm – (partly in North Bradley Parish) – The town council has been involved in discussions with the owners of Elm Grove Farm and land adjacent to Drynham Lane, West of the railway line with a view to bringing the site forward through the Housing Site Allocations process.

6.3 Wiltshire Local Development Framework - The adopted Wiltshire Plan allocates Ashton Park (including Wain Homes' Drynham Lane interests) as the largest site in the period up to 2026, with a further C2000 homes required to be identified through applications coming forward or new site allocations. The Housing Land supply figures now show the North and West of Wiltshire now meet 5.25 years of land supply (South 5.69 and East 8.27). This should allow Wiltshire Council to resist speculative applications in areas not considered suitable or sustainable.

6.3.1 Housing Site Allocations Plan – Further delays mean that the process will not now recommence (with full public consultation by Wiltshire Council) until mid-2017. This will bring forward further sites for development to meet the requirement outlined in the Core Strategy.

6.4 Neighbourhood Plans

Holt Neighbourhood Plan has been 'made' by Wiltshire Council. It now forms part of the Wiltshire Council Development Plan and the policies will be given full weight when assessing planning applications that affect land in the Holt Neighbourhood Area.

Bradford on Avon Wiltshire Council formally consulted on the proposed Neighbourhood Plan submitted by Bradford on Avon Town Council from 16 Jan to 27 Feb

North Bradley, and Southwick have each been designated as a Neighbourhood Plan areas.

Hilperton Hilperton Parish Council are now seeking designation of a revised area excluding the areas of Paxcroft Mead transferred to the Town on 1st April. The Town Development committee will consider this on 23rd May. The council previously agreed that the area transferred from Hilperton to Trowbridge should remain part of the Hilperton Neighbourhood Plan area.

West Ashton The council also previously agreed that the area transferred from West Ashton to Trowbridge should continue to be included in the West Ashton Neighbourhood Plan Area.

6.6 St Thomas Passage – I am aware that Wiltshire Council has been approached by a potential purchaser with an offer for land adjacent to St Thomas Passage, part of which is accessed from Arch Yard off Timbrell Street and includes the badger sett plot behind the St Thomas' vicarage. Alternative bidders were given until 20th April to submit bids.

7. **TROWBRIDGE PARTNERSHIPS**

7.1 [Transforming Trowbridge](#) – The Town Council is the accountable body for TT, which works with businesses to develop economic activity and support facilities and services which help to create a community which attracts employers and quality jobs.

7.2 [Trowbridge Town Team](#) – The Town Council is the accountable body for TTT. The organisation concentrates on developing the entrepreneurial skills of Young People under the GOFISH programme. Funding from the Local Youth Network and Chamber of Commerce has been transferred to TTT, to support these activities.

7.3 [Trowbridge Community Area Future \(TCAF\)](#) – a charity providing community support in the town, originally established by the town council and others as a Community Partnership. Lindsey Millen is the TCAF officer, supported by the Youth Work Team headed by Sarah Holland, with Fadwa Bakali and Zoe Copper. They work with partners to address

priorities in the Joint Strategic Assessment in the nationally most deprived communities; Studley Green (10%), Seymour/Adcroft (20%) and Longfield (20%). TCAF has received grants including the Local Youth Network (LYN) to provide youth work as well as an annual grant from the town council. They utilise the Town Council's Cabin at Seymour Recreation Ground on a peppercorn rent to undertake some of this work. TCAF's Julie Baptista is now also working to open a community hub in the Shires, which is offering empty shop units to charities. A number of charities and community groups are working with TCAF to set-up the hub with each offering to provide volunteers support of 2 hours per week, to have the hub open for 6 hours across three days per week from June.

TCAF receives an annual grant and in-kind support from the town council. The 2017/18 budget includes a £10,000 cash grant from the town council for TCAF and in kind support of; office space and IT services £3978, Payroll £840, pension set-up £127 and pension admin £336. In the past TCAF has utilised more room hire and less admin support, they now use rooms in other buildings.

7.5 Chamber of Commerce – Tracey Parker (Leykers) is President of Trowbridge Chamber.

7.6 Trowbridge Talking News – service for the visually impaired, TIC is the drop off point.

7.7 Selwood Housing is the main social housing provider in Trowbridge. Their winter newsletter is available by following the link.

8. WILTSHIRE

8.1 Wiltshire Council

8.1.1 Area Board – Next meeting is Thursday 1st June 7pm at County Hall. Community Engagement Manager for Trowbridge, Mary Cullen compiles the [Community Area Web Site](#) and manages grant applications for community grants.

8.1.2 Local Youth Network – Local Youth Facilitator, Emma Drage manages grant applications for youth projects in Trowbridge, Melksham & Bradford on Avon. The LYN Management Group considers grant applications and makes recommendations to the Area Board.

8.1.3 Trowbridge Area Wellbeing Centre (Campus) – Wiltshire Council is progressing options and timetable, with health services wishing to make early progress. This is reflected in the One Public Estate funding from government. Consultants Max Associates in conjunction with Alliance Leisure have been engaged to consider the leisure element and met with the working group and other stakeholders on 24th February.

8.1.4 Market Towns Network – Nothing to report.

8.1.5 Asset & Service Delegation – In addition to 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 seeks to include recreation grounds, amenity grass, open spaces, bus shelters, the management and control of car-parks and street cleaning services. These have been factored in to the five-year financial plan. The Town Council would also be interested in the delegation of street trading licensing. It is expected that discussions will commence following the elections and appointment of Cabinet members.

8.1.6 Community Area Transport Group (CATG) – Next meets on 22nd June 2017. There is a budget of £10,000 allocated for 2017/18. The majority of schemes have been funded on a 50%/50% basis by the CATG. The Town Council provided funding for schemes in 2016/17:

Budget 2016/17	£10,000.00
<i>Dropped Kerb Green Lane</i>	<i>£464.32</i>
<i>College Road 20mph zone</i>	<i>£1,250.00</i>
<i>Cycle Paths Paxcroft Mead</i>	<i>£1,000.00</i>
<i>Waiting Restrictions</i>	<i>£500.00</i>
<i>Grove School</i>	<i>£1000.00</i>
<i>PSPO Signage</i>	<i>£1,000.00</i>
<i>Yeoman Way nameplate</i>	<i>£150.00</i>
TOTAL	£5064.32
Remainder	£4,935.68

Dropped Kerbs – Requests for further dropped kerbs on Green Lane can be included in the list for consideration in 2017. If councillors have any other requests they can also be considered.

20mph Zones - The town council has allocated £1,250 for the College Estate project.

Cycle Paths – The town council contributed to; Hulbert Close to Faverole Way, Quarterway Lane, the south side of Paxcroft School and Ashton St to Paxcroft Brook and has allocated £5,000 for John of Gaunt to Lambrok Road along the south side of Wingfield Rd, with other funding from Wiltshire Council's major project fund. This will be completed in Summer 2017/18.

Waiting Restrictions – Wiltshire Council published the order for waiting restrictions on **Leap Gate** in Castle Mead in April. The Order for our **top ten 2015 list** was subject to consultation from 25th November to 19th December. Wiltshire Council received a small number of comments relating to some of the schemes and decided not to implement some of them as a result. This was very disappointing for councillors and those members of the public who had made the requests. The **list for 2016** was considered at Town Development on 13th December and includes; Ashton St/Larkdown/Heathershaw, Barons Ct/Green Ln, Gloucester Rd, Hungerford Ave, Orchard Ct, Springfield Pk and West Ashton Rd/Broadcloth Ln. The Council approved a recommendation at the meeting on 16th May as follows:

That the Town Council asks Wiltshire Council to change the procedure for considering Waiting Restriction changes in accordance with;

- All waiting restriction changes should be approved by and funded through the CATG process.
- The annual review of some towns should be scrapped.
- Initially CATG should consider if requests have merit in being progressed further – some may be dismissed immediately, those that are worthy are passed to the parish/town council for consideration.

- Any progressed request should be the subject of informal consultation by the parish/town council and local members – a standard consultation document could be produced for the parish or town council to circulate to residents via local members.
- Once the informal consultation has received the views of the local residents then the town/parish council should decide if it considers a proposal has sufficient merit/support/lack of objections to be put to CATG for development into a supported proposal for funding and implementation.
- Formal consultation would then take place (the prior informal consultation should ensure that there are not overwhelming objections at the formal stage) and the order implemented.

The Town Council will be writing to Councillor Bridget Wayman accordingly.

8.1.7 Parish Steward – the scheme was reintroduced in October with contractor Ringway. The Town Council puts forward a priority list from which five are completed each month.

8.2 Health Services

8.2.1 Bradcroft Surgery - Construction is ongoing at Hammersmith Fields, it will be one of two premises, with Widbrook surgery and closure of Bradford Rd.

8.2.2 Wiltshire Clinical Commissioning Group (WCCG) - Responsible for commissioning 'Primary Care' services to people in Wiltshire and registered with Wiltshire GPs.

8.3 Dorset & Wiltshire Fire & Rescue Service – Information available at www.dwfire.org.uk

8.4 Police and Community Safety – Our new Sector Inspector Andy Fee has recently taken over, deputised by Sgt Gill Hughes. They report regularly to Council. Councillors and the public are urged to sign up for [Community Messaging](#) which includes details of charges and crimes reported. Allesandro Trombetta (Alex) compiles the daily reports and attends community engagement events. Alex is based at Trowbridge Police Station and can be contacted on:

- Mobile : 07825 656248 (do not make crime reports to this number, use 101)
- alessandro.trombetta@wiltshire.pnn.police.uk
- Trowbridge Police Station, Polebarn Road, Trowbridge, BA14 7EP.

8.5 Wiltshire Association of Local Councils - WALC is the county association for town & parish councils, affiliated to NALC the National Association. Trowbridge Town Council is a member of both. The Council also pays the fee for the Clerk to be a member of the Society of Local Council Clerks (SLCC), which provides training and advice.

9. **CIVIC & DEMOCRATIC ACTIVITIES**

9.1 [Council Meeting Dates](#) - Council and committee meetings for the next few months are:

Tuesday 30 th May	Direct Services
Tuesday 6 th June	Museum & Tourism (18:30)
Tuesday 6 th June	Leisure Services (19:00)
Tuesday 13 th June	Town Development
Tuesday 27 th June	Full Council Extra (Annual Accounts)

Tuesday 27 th June	Policy & Resources
Tuesday 4 th July	Town Development
Tuesday 18 th July	Full Council
Tuesday 25 th July	Town Development
Tuesday 22 nd August	Town Development
Tuesday 29 th August	Direct Services
Tuesday 5 th September	Policy & Resources

9.2 Dates for your diary

Annual Civic Service at St James' Church on Sunday 16th July at 6pm.

Annual Remembrance Service (St James' Church 9:45am) **and Parade** (War Memorial, Town Park 10:45am) Sunday 12th November.

Civic Dinner 2018 at the Civic Centre on Saturday 24th March.

Annual Town Meeting and Town Gathering at the Civic Centre on Tuesday 8th May 2018.

9.3 Twinning

Trowbridge is twinned with four communities:

Leer in Ostfriesland, Germany

Charenton-le-Pont on the outskirts of Paris in France

Elblag in Poland is twinned with the five towns in West Wiltshire

Oujda in Morocco

10. MARKETING & EVENTS

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

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

10.3 Magazine – Our marketing contractor; Brightside Marketing Solutions provide a range of print and media solutions including the Town Council's Discover TROWBRIDGE magazine which is produced three times a year. The Summer edition, was published in April covering the period May to August 2017. The next edition will be the Autumn edition, published in August to cover the period September to December including a full list of the new council and Mayor for 2017-18. The Spring edition will be published in December to cover the period January – April 2018.

If you receive this report electronically the links in each section will take you to the relevant web page for more information about that organisation or project. If you want to be added to the e-mail circulation list, please contact the Town Clerk. The full report is published six times per year prior to

meetings of the Policy & Resources committee held in January, March, May, June, September and November.

Lance Allan, Town Clerk

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01225 765072

info@trowbridge.gov.uk

@Trowbridgegov

#DiscoverTROWBRIDGE

www.trowbridge.gov.uk

www.trowbridgecivic.co.uk

www.trowbridgemuseum.co.uk

Calendar of Events 2017

For further details, visit
www.trowbridge.gov.uk



JUNE

1	Active Trowbridge Youth Roadshow	Chapmans Field
1	Active Trowbridge Youth Roadshow	Lambrok PF
1	Magic Beans	Sensory Garden
2	Whizzy Windmills	Museum
3/10/17	Enjoyable Jewellery	Museum
5, 12, 19, 26	Ginger Jive	Civic Centre
7, 14, 28	Blood Donor Sessions	Civic Centre
7/14/21	Enjoyable Jewellery	Museum
8	Roy Chubby Brown	Civic Centre
17	The Upbeat Beatles	Civic Centre
24/25	WAFVC Armed Forces Weekend	Town Park
24	Soul Train – Northern Soul and Motown	Civic Centre
30	The Ultimate Garth Brooks Experience	Civic Centre

JULY

3, 10, 17, 24, 31	Ginger Jive	Civic Centre
5, 26	Blood Donor Sessions	Civic Centre
14	Back To Tac – School's Out	Civic Centre
15	Sports Festival	Town Park
22	Sci-Fi South West	Civic Centre
22	Active Trowbridge Great British Tennis Weekend	Town Park
24-28 & 31	Active Trowbridge Holiday Activities	TBC

AUGUST

1-31	Active Trowbridge Holiday Activities	TBC
7, 14, 21	Ginger Jive	Civic Centre
10	Jethro	Civic Centre
11	The Bon Jovi Experience	Civic Centre
13	Carnival Soapbox Derby	Castle Street
18	The Live Aid Experience	Civic Centre
23	Blood Donor Sessions	Civic Centre
25	Barry Steele & Friends – The Rock 'n' Roll Years	Civic Centre
27/28	Tattoo Blast 2017	Civic Centre

SEPTEMBER

2	Carnival Country Fayre	Town Park
3	Cow Parsley presents Wiltshire Weddings	Civic Centre
4, 11, 18, 25	Ginger Jive	Civic Centre

9	The Illegal Eagles	Civic Centre
13, 20	Blood Donor Sessions	Civic Centre
16	'70s & '80s Disco Party	Civic Centre
17	Raging Falcon Pro Wrestling	Civic Centre
29	A Beautiful Noise – The Neil Diamond Story	Civic Centre

All event information is correct as at May 5th 2017. All event dates, timings and locations are subject to change.



Hello and welcome to this Community Policing Team report.

Over the last month Wiltshire Police has been running a survey, collecting feedback about the Community Policing Team model. We thank you all for your help in generating this important information, which will help us to ensure that we are providing the high quality of service that the people of Wiltshire and Swindon deserve and expect.

Police use of Taser and Body Worn Video Cameras

Wiltshire Police currently has 160 Tasers and is offering instruction to officers who successfully apply for additional training in an effort to help maintain public and officer safety by making a greater number of the existing devices able to be deployed at any one time.

Tasers are used by trained Police Officers in a number of ways, many of which involve no direct physical force to be used on a person.

They can be drawn from the holster, aimed at the subject, have the 'red dot' pointed at the subject with the laser sight or activated so that an electric current is 'arced' at the front of the device, all of which can resolve incidents.

Home Office figures released last week showed a drop in the number of times Tasers were discharged nationally.

Chief Constable Mike Veale said: **"The use of Taser has been widely debated and I have carefully considered the options.**

"I feel that by giving officers the option to carry Taser we are giving them the choice to use the tools available to us at this time to keep both keep the public and themselves safe.

"However, let me make it clear that I see the rollout of Tasers as a preventative measure not an aggressive tool.

"I also want to make it clear that it is not a tool to default to at the earliest opportunity; it needs to be used with precision, wisdom, proportionality and measure.

"I want to have the right resources in the right place at the right time with the right skills and accreditation to deal with the threat, risk and harm faced within communities.

"We have, geographically, a very large force with a huge degree of rurality which often leaves officers and staff working single crewed and on occasions feeling vulnerable to the dangers they may be facing.

"This decision is something which I hope will give our colleagues more confidence and courage to remain on the front foot so that we are able to protect our communities.

“We constantly assess the current risk and threat in the county and I believe that it is the right time to increase the training in Taser and in turn, increase our capacity.

“Although Wiltshire is one of the safest counties in the country, we still face a rise in violent crime and the threat of terrorism remains very real throughout the UK.

“Taser can be used effectively as a deterrent or as a way of ending a violent situation where someone is at risk of harm.”

In addition to increasing Taser capability, Wiltshire Police is rolling out body-worn cameras to front line officers and staff. Many of you may have already seen a number of our officers sporting the new body worn video cameras.

Mr. Veale said: **“This new investment in body-worn video cameras will help us transform the way we work, allowing our officers and staff to do their jobs serving the communities of Wiltshire and Swindon with greater confidence and security.**

“Our police officers and staff put themselves into volatile and dangerous situations every day and these cameras should not only act as a deterrent to those who may wish to cause them harm, but can also be used as valuable evidence when officers and staff are subjected to violence and abuse.

“It should also give the public greater confidence in our professionalism and, on the rare occasions where our service does not live up to our high standards, allow us to take action and learn from any errors or mistakes.

“These cameras are as much about the officer behind the camera as the person in front of it. They will help ensure Wiltshire Police continues to provide the high standards of service that both the Force and the people they serve expect.”

Thank you for your continued support to Wiltshire Police.

Please follow us on:

Twitter <https://twitter.com/wiltshirepolice>

Facebook <https://www.facebook.com/wiltshirepolice/>

Or sign up to Community Messaging <https://www.wiltsmessaging.co.uk/>

COMMUNITY MESSAGING

Working with our local communities, we have been developing ways to reach out to all our communities and keep everyone up to date with the latest information that matters to you in your area.

Through feedback and working with our local communities, we have developed the use of <https://www.wiltsmessaging.co.uk/> and are now sending out daily updates around crimes that matter to you in your area. This is enabling us to reach as much of our community as possible, as quickly as possible and impart any new crime prevention advice or information about incidents that may affect you in your community that we feel you need to know about.

We have received some very positive feedback around this and encourage you to speak to all members of your community and encourage them to sign up to Wiltshire Messaging. It is free and a very good way of keeping all our communities connected.

<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 SECTOR 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.

We recorded 289 crimes for the whole of the Trowbridge area over the month of April. This is slightly above the average we would expect for this time of year, though it is a decrease from the number of crimes recorded in March (313). The only crime Exception for all Trowbridge areas combined was an unusually high rate of Vehicle Crime, 27 reports compared to the average of . This is largely due to a spate of offences overnight on the 19th in the Westbury Road area. Nonetheless, the rate of Vehicle Crime has also decreased compared with March, which is indicative of the positive work we are doing in investigating offences, and the positive steps members of the public are taking to keep their property and vehicles secure.

The crime rate for Trowbridge Town Centre of the month of April was exceptionally low. We recorded 73 crimes, with the expectation for this month being around 87. This is also a sharp decrease compared with March, when we recorded 95 crimes. There is no single type of offence that has contributed to this decrease, in fact there were no Crime Exceptions for the month of April. We recorded slight decreases across the board, which contributed to the overall reduction in our crime rate. Of note, we had noticeable decreases in Shoplifting, Violent Crime, and Public Order Offences.

OTHER INFORMATION

EVENTS... Don't forget that a toolkit is available from Wiltshire Council which gives fantastic guidance and advice for organizing most types of events, including topics ranging from traffic management to toilets, and gives contact details for which agencies and departments need to be contacted when applying for various licences or road closures.

It can be found at <http://www.wiltshire.gov.uk/public-events-toolkit.pdf>

In essence, all organisers must be responsible for identifying any risks and putting in measures to remove or reduce them.

SPRING IS HERE... As the warmer weather starts to appear it is tempting to throw open the windows and leave doors ajar to allow for the fresh air to flow through, BUT, this is often an open invitation to opportunistic burglars. Please do be mindful about keeping windows closed, many modern windows allow you to lock them whilst slightly ajar and I would urge you to do this if you have the capability to do so. Even if you are only in the back garden having out the washing or mowing the lawn, please ensure that your front door remains locked. Don't give these opportunists any excuse to try their luck at your property.

VEHICLE CRIME... I cannot urge people enough to keep their valuables with them or to simply not take them out when walking through our beautiful countryside. Thieves are frequenting car parks and side roads all over the County and looking out for unattended vehicles. They are notoriously difficult to catch because of the speed they work at and the distance they travel. If you leave your valuables in your car, hidden in a foot well or under a coat they will see it. And we have had recent reports of car boots being broken into and handbags having been taken. This indicates to me that the thieves have watched the owners secure their valuables before heading off on what should be an enjoyable walk. Please strongly consider taking your valuables with you on your walk, or leaving

them at home. Police will do all they can, but prevention is often the most successful way to reduce these thefts from occurring.

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

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

Community Coordinator Police Staff Alex Trombetta : alessandro.trombetta@wiltshire.pnn.police.uk

Deputy Sector Head PS 1629 Gill Hughes : gill.hughes@wiltshire.pnn.police.uk

Sector Head Insp 41 Andy Fee : andy.fee@wiltshire.pnn.police.uk

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We're making a difference

Trowbridge Community Area Future MAY 2017

Trowbridge Community Area Future (TCAF) is an independent Wiltshire Charity supporting some of the most vulnerable people in our community. Established in 1998, yet registered as a Charitable Incorporated Charity in January 2016 our aims are to develop the capacity and skills of our residents to enable them to better identify and help meet their needs and to participate more fully in society.

TCAF now runs a growing number of weekly youth cafes in which we provide non-formal education and life-long learning skills (drug / alcohol / sex). We currently operate three drop in Cafes, two in the neighbourhoods of Studley and Seymour and one in the school of John of Gaunt, plus neighbourhood outreach, with on average some 60 - 100 young people use one or more of our facilities/services every week.

Projects

The CABIN, Seymour

- The Princes Trust chose The Cabin, Seymour as their practical project. The Cabin has been secured as gift in kind by Trowbridge Town Council for the community base of Brighter Aspirations; youth element of TCAF.
- The Princes Trust and 12 volunteers; fundraised, painted, secured donations, and made signs to ensure this base is approachable and friendly for young people.
- Two week donations of time and commitment from 12 Princes Trust volunteers. The result is wonderful.
- Further work needs to be completed to ensure health and safety
- Current use; Staff and Trustee meetings.
- Open day for Launch - July 10th.

Loan Shark

- Funding has been secured to engage with young people and deliver key messages through art and drama peer to peer.
- To raise awareness in young people of the dangers and pitfalls of illegal money lenders.
- Promotion at John of Gaunt: WC 8th May, every year group assemblies, to promote TCAF youth activities and secure volunteers for this project.
- Target reach - 500 young people, project delivered by 15 key young people.
- Key dates - Arc Theatre June TBC

Staff Training

- All TCAF staff First Aid trained
- Youth Support worker - Secured Level 2 Youth Work
- Wiltshire College offering free training to SMEs funded by European Social Fund; TCAF registered all staff. Dates of courses TBC.

TCAF - Trustees

- TCAF welcomes Rachel Amor as its new Treasurer. Rachel is a Management Accountant working locally.

Community Hub @ BA14

- TCAF was offered a shop in the Shires; Gift in Kind, initially for one year. Donation of £34K.
- TCAF has co-ordinated over 25 local charities, community and statutory groups to develop a community HUB for members of the public to engage, sign post, offer advice and secure volunteers.
- 15 groups have signed up and will have joint use week by week of the shop.
- TCAF has donated staff time to secure this resource for the town.
- All donations of furniture and maintenance has been free.
- LAUNCH 31st MAY on a 3 month pilot.

Rural Youth Delivery – Holiday

TCAF are supporting Active Trowbridge in the delivery of school holiday neighbourhood youth provision. TCAF focused on two areas: Town Park 16.30 – 18.00 and Studley 16.30 – 18.00. Two sessions delivered in the Easter Holidays; Reach 25 young people. Next May half term.

Youth Support Network

TCAF has developed a constituted group: members whom all work and engage with young people. The focus on the group is better joined up working, developing initiatives to support the young people of Trowbridge and understand where gaps exist.

Members: Selwood Housing, Active Trowbridge, Go Fish, The Princes Trust, Trowbridge Museum, Tesco's, TCAF, NCS, Youth For Christ, Trowbridge Town Hall and Trowbridge Arts and Wiltshire Council Youth Facilitator

Funding

Over 100 Letters have been issued to Trust and Foundations, nationally, whose key focus is young people and hard to reach communities.

Response from Trowbridge Town Trust to fund one worker, 6 hours, for a year for Studley: Rejected

Applied to LYN for the two Youth Support Workers; 6 hours each for 9 months July 2017 – March 2018 TBC

Deadline for Wiltshire Community Foundation - Foundation Grant 24 May. Target £5k

BRIGHTER ASPIRATIONS TARGET GROUP – YOUNG PEOPLE

SERVICE - STUDLEY YOUTH

RESP.	FUNDING	AIMS & OBJECTIVES	Update
SH/FB	LYN WCF TTC In kind support; Selwood housing and Tesco's	<p>Aims:</p> <ul style="list-style-type: none"> • Provision for youth project • Safe environment to meet, support, guidance and information during transition into adulthood. <p>Objectives:</p> <ul style="list-style-type: none"> • Provide non formal education and life-long learning skills (drug / alcohol / sex). • Raise motivation <p>TUESDAYS - The Peoples Place 18.30-21.00</p>	<ul style="list-style-type: none"> • Stud Youth has a reach of 40 young people ranging from 14 - 19 years, and attended by 15- 20 young people each week. • Two activity based weeks, T-Shirt tie dye: delivered by a Volunteer from Trowbridge Cultural Diversity group. • The young people from Stud Youth were successful in securing £500 fund from Selwood Housing to be spent on what they choose. • Free use of the People Place: no rent incurred. • TCAF supported one young person from Stud Youth to attend an Emergency First Aid Course. This young person is also supported to volunteer at the Yuffies Club in Seymour on a Monday after school at the HUB • Promotion at John of Gaunt: WC 8th May, every year group assembles (1200 pupils), to promote TCAF youth activities

SERVICE – SEYMOUR YOUTH

RESP.	FUNDING	AIMS & OBJECTIVES	Update
SH/ZC	LYN WCF TTC In kind support; Selwood Housing and the Hub Management Committee and Tesco's	<p>Aims:</p> <ul style="list-style-type: none"> Establish and sustain community based youth provision. <p>Objectives:</p> <ul style="list-style-type: none"> Establish and build relationships with young people in the area through detached. Establish local resident and community leaders. Host a regular meeting place for young people in their neighborhood. <p>WEDNESDAYS - The Seymour Hub 18.30-21.00</p>	<ul style="list-style-type: none"> Launched 4th February. Reach of 4 young people at present and regular attended by 3 young people each week: aged 13 and 14 years. Promotion at John of Gaunt: WC 8th May to all year groups to promote TCAF youth activities Free use of the building; no costs incurred for rent. The young people attending have a particular interest in Art; funding sought to secure an activity.

SERVICE – NEWTOWN DETACHED AND YOUTH CLUB

RESP.	FUNDING	AIMS & OBJECTIVES	Update
LM/SH	LYN WCF TTC	<p>Aims:</p> <ul style="list-style-type: none"> Support the local residents in developing a suitable youth café and provision in Newtown 	Continuing to discuss with committee.

SERVICE – OPLINE MAINTANCE (Skate Group)

RESP.	FUNDING	AIMS & OBJECTIVES	Update
LM/SH	LYN WCF In Kind donation from Coffee 1	Aims: <ul style="list-style-type: none"> • Develop a safe, user friendly skate park at Stallards Park. Objectives: <ul style="list-style-type: none"> • Build relationships with users and owners. • Develop understanding of current issues from users and owners. • Act on these concerns to improve, working relationships and experiences for all stake holders. <p>MONDAYS evening regular meetings 19.00 Coffee No 1</p>	<ul style="list-style-type: none"> • Reach of over 50 - 80 young people; regular attended by 5- 10 young people aged 16 years – to – 19 years. • Maintenance has been completed at the skate park; Holes filled, corners rounded off and grind rail fitted: funded by the LYN, Town Council and TCAF • Feedback has been mixed with a desire for an extension on the skatepark. However the maintenance has ensured a smother surface for improved performance.

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SERVICE – OPLINE MASH UP (Skate Group)

RESP.	FUNDING	AIMS & OBJECTIVES	Update

LM/SH	LYN WCF In Kind donation from Dorothy House and Tesco	<p>Aims:</p> <ul style="list-style-type: none"> Develop a skater community who facilitate and ensure the sustainability of the Stallards Skate Park. <p>Objectives:</p> <ul style="list-style-type: none"> Engage young people and motivate in design and creation of Mash Up Event. Young people to be involved in re-design, facilitation and fundraising of improvements to the existing skate park and encourage and build skating community. Secure skate park design company to work collaboratively with young people to develop user friendly skate park. 	<ul style="list-style-type: none"> As maintenance completed a date for an event at the park is to be set. The users group meet regular to discuss the future of the park and hope the event will secure more volunteers to help continue to improve the skatepark. MASH UP date TBC
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SERVICE – JOHN OF GAUNT (JOG) DETACHED

RESP.	FUNDING	AIMS & OBJECTIVES	Update
SH/ZC	LYN WCF TTC	<p>Aims:</p> <ul style="list-style-type: none"> Investigate the need for drop-in at JOG, initially during lunchtime period <p>Objectives:</p> <ul style="list-style-type: none"> Initiate pilot project in JOG. Engage with young people at JOG and find out their needs. Build relationship with JOG and Youth Council <p>MONDAY lunchtimes - John of Gaunt School</p>	<ul style="list-style-type: none"> The Drop in Youth Service started on 27th March. Promotion has been done through leaflets and lunchtimes walk arounds. No one to one meetings as yet. Service still to embed at the school. Currently building trust and awareness of drop in to young people. Promotion at John of Gaunt: WC 8th May, every year group assemblies, to promote TCAF youth activities 15th May – 15 young people attended the drop in

SERVICE – Central – Detached

RESP.	FUNDING	AIMS & OBJECTIVES	Update
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SH/ZC/FB	LYN WCF TTC In kind donations from Tescio	<p>Aims: Form relationships with young people who are present on the street.</p> <p>Objectives:</p> <ul style="list-style-type: none"> To assess need, build trust and inform all of new youth provision on offer in Trowbridge 	<ul style="list-style-type: none"> • Reach 50 - 80 young people. • Opportunity to understand needs of young people and to offer advice and sign posting.
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Trowbridge Community Area Future (TCAF)
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Registered Charity Number: 1165254

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We're making a difference

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We're making a difference



Trowbridge Community Area Future

Annual Report 2016 - 2017

Trowbridge Community Area Future (TCAF) is an independent Wiltshire Charity supporting some of the most vulnerable people in our community. Established in 1998, yet registered as a Charitable Incorporated Charity in January 2016 our aims are to develop the capacity and skills of our residents to enable them to better identify and help meet their needs and to participate more fully in society.

Overall Purpose

TCAF works with targeted groups in the community to bring about improvements impacting on quality of life and to promote a sense of belonging within that community for all its residents. It does this through a range of services in partnership with other local organisations.

TCAF's strength lies in its consultation with local residents, and their involvement in and ownership of the project. The services offered are in reaction to real need within the community. It tackles issues raised by local people, such as; improving communication with the neighborhoods to reduce isolations and improve access to services, developing understanding and awareness of our multi-cultural population, providing advice and consultations services, and bettering provision of facilities for young people.

'To develop the capacity and skills of the residents of the socially and economically disadvantaged community of Trowbridge, in such a way that they are better able to identify, and help meet, their needs and to participate more fully in society.' REGISTERED CHARITY NUMBER: 1165254

Objectives 2016-2018

TCAF aims to create resilient active communities in Trowbridge and present opportunities to work with statutory, voluntary and community groups to improve deliver improvements. This cohesive approach, working with residents, assets and agencies in the neighbourhoods will produce an open and informed discussion leading to successful and sustainable action.

Objective 1 - To develop regular well-attended neighbourhood events; Cultural Food festivals, Neighbourhood Clean up days and Monthly advice surgeries,

Objective 2 - To create a sustained open access Youth provision with secure premises

Objective 3 - Develop a network of informed and trained volunteers

Objective 4 - Create and develop youth provision in focus neighbourhoods with a high level of youth attendance; reduction in teenage pregnancy

Objective 5 - To widen access to services and aid improved residents knowledge; effective communication will all provides and community leads.

Objective 6 - To increase the sense of community and civic pride within the focus neighbourhoods

2016 - Key Focus Objective

Objective 4 - Create and develop youth provision in focus neighbourhoods with a high level of youth attendance; reduction in teenage pregnancy.

The main focus for this financial year has been to develop and sustain a youth project named 'Brighter Aspirations'. We aspire to deliver youth clubs across neighbourhoods, working with groups in the community area;

With our partners our aim to;

- Improve and expand these youth services
- Tackle Social mobility
- Improve youth employment
- Improve youth health and well -being
- Raise young peoples aspirations
- Develop community cohesion in the neighbourhoods

Government statistics show areas of Trowbridge to be amongst the 10% most deprived in the country and has a much higher proportion of children within certain areas than that of the national average. The majority of the young people who TCAF reach come from broken homes, single parent families, and a background of social deprivation. We seek to achieve the improvement in education and increase in self-esteem, confidence and motivation, which young people of a deprived background invariably lack.

Funding was secured from the Local Youth Network to employ; a part time, qualified youth worker 18 hours, and further funding from the Wiltshire Community Foundation extended the staff team to include two, part time youth support worker, 6 hours each. to help developer club nights in the neighbourhoods; Studley, Seymour, Longfield and Newtown. Our commitment also extends to outreach work, approaching young people who assemble on the streets and in areas with outdoor leisure facilities.

Activities and Achievements

Outlined below are key achievements in meeting our objectives for this year; 2016-2017, contributing to the impact we make in the Trowbridge community area.

Youth Clubs and Outreach

Development of 2 youth clubs and 2 outreach projects; over 50 young people regularly involved with TCAF

- Monday lunchtimes at John of Gaunt School, advice surgeries where young people can access one to one support/ sign posting.
- Monday evenings outreach in and around the central town areas of Trowbridge.
- Tuesday evenings, 18.30-21.00 at The Peoples Place, Manor Road, Studley
- Wednesday evenings, 18.30-21.00 at Hub, Seymour.

Youth Focused Projects

2 Youth projects; over 50 young people regularly involved with TCAF

- Monday evenings there are regular meetings with the Skate group 'Opline' to aid facilitation of the Stallards skate park maintenance, development and fundraising initiative.
- The Loan Shark initiative is a short term project to help communicate the dangers to young people of borrowing money outside the formal banking process and the long term and negative affects is can have on you, your family.

Wider Communities Objectives and Operational Achievements

Community Groups and Network

Continuation of a community group and the creation of a new constituted group; over 80 regular volunteers reache

- Facilitation and co-ordination of the Neighbourhoods Group; Eight Resident Associations in Trowbridge, whose volunteers contribute in advising TCAF on the need in the neighbourhoods and help deliver actions from the ground up.
- Facilitations and co-ordination of the Youth Support Trowbridge; A newly constituted group of community, voluntary, statutory and commercial businesses with the key aim on working together strategically to ensure gaps in youth provision across the board are minimal.
- Support and facilitation of the Cultural Food Festival at the Sports Roadshow in Trowbridge Park
- Group member of the Local Youth Network Committee
- Group member of the Trowbridge Town Team Committee

Project Management

Continued formation of a new charity; developing policies, procedures, safety manuals and business plans

- Development of a Business Plan. The Project Officer and Chair of the trustees visited two similar sized charities who have gone through a similar transition from community led to a registered charity.
- Development of Policies and Procedures, signed off September 2016 and reviewed annually.
- Recruitment and development of a youth team
- Structure of monthly team meetings, staff appraisals, reviews and training plan.

Finance

Secured volunteers to manage the accounts.

Development of True costs analysis to aid fundraising and forward planning.

Funding

Secured over £35k in funding; Reserved and unreserved.

Secured gift in kind; premises for youth clubs, arts and crafts, consumables, furniture, training for staff and volunteers and a community youth office base.

Consultant fundraiser on a 6 month contract; over 100 letters to local, regional and national trusts and foundations.

Staff Training

Over 50 hours of staff training undertaken, some training their own time; Level 2 Youth Work, Safeguarding Vulnerable Adults and Young People, Food Safety, Fundraising, Accounts and First Aid.

Community Partners

Trowbridge Town Council; Active, Direct Services, Selwood Housing Association, Trowbridge Arts, Neighbourhoods Group and the Residents Associations, Go Fish, Tesco's, Wiltshire Council; Community Engagement and Local Youth Network, The Princes Trust, The Learning Curve, Youth Network Wiltshire and the Lions of Trowbridge.

A Summary of the year.

2016 - 2017 has been a pivotal year in the development of a newly formed charity; Trowbridge Community Area Future. This year has seen a transition from an established community led partnership to a charitable incorporated organisation. Establishing TCAF into a charity and business in its own right, has meant investing in operational policies, a new staffing structure, developing skills in fundraising and researching new community partners and opportunities and finding new ways of working. The charity has welcomed three new trustees all with specific skills that will be harnessed. This year has witnessed real achievements all round.

Looking forward TCAF needs to focus on its governance, secure sustainable funds and continue to manage and develop relationships in the community. Developing strong governance and securing long term, unreserved funds are vital.

REGISTERED CHARITY NUMBER: 1165254

Trowbridge Community Area Future

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Report to	Trowbridge Area Board
Date of Meeting	01/06/2017
Title of Report	Community Area Grant funding

Purpose of the report:

To consider the applications for funding listed below.

Provisional Figures	Area Board Grants Budget	H&WB Fund	LYN Fund	CATG
Opening balance 2017/18	£66,601.00	£7,700.00	£31,145.00	£24,566
Grant Applications Awarded to date	£20,000.00	-	-	-
Current Balance	£46,601.00	£7,700.00	£31,145.00	£24,566
Balance if all grants are agreed at this meeting	£25,907.01	-	£17,648.00	-

Applicant	Amount requested
Applicant: Bratton Recreation Ground Project Title: Bratton Recreation Ground Equipment Improvements View full application	£1000.00
Applicant: GLOUCESTER ROAD ALLOTMENT ASSOCIATION Project Title: Community Plot Urgent Repairs View full application	£900.00

Applicant: Friends of Southwick Country Park Project Title: Southwick Country Park - replacing Mobility Kissing Gate at entrance View full application	£500.00
Applicant: Light and Lark CIC Project Title: Zofias Voice Language Friendship Project View full application	£958.99
Applicant: Wiltshire Rural Music School Project Title: WRMS musical equipment View full application	£839.00
Applicant: The Friends of North Bradley School Project Title: Friends of North Bradley School Shed View full application	£990.00
Applicant: Paxcroft School Association Project Title: Adventure Trail and Play Equipment Project View full application	£5000.00
Applicant: Trowbridge Town Fc Project Title: Trowbridge Town Football Club Equipment View full application	£4901.00
Applicant: Trowbridge Cultural Festival Of Food Project Title: Trowbridge Cultural Festival Of Food View full application	£605.00
Applicant: St Michael and All Angels Church Project Title: St Michaels Church Hilperton replacement central heating system View full application	£5000.00

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
2235	Bratton Recreation Ground	Bratton Recreation Ground Equipment Improvements	£1000.00
Project Description: Bratton Recreation Ground is now used regularly by four local cricket and football clubs. It is largely maintained by volunteers. The equipment that the maintenance team use is old and inadequate. We wish to buy 1. A ride-on rotary mower to replace the existing worn-out mower which is very old and no longer cuts grass effectively despite several repairs. 2. A cricket square mower to replace our very old mower which no longer cuts grass well enough. 3. A towed roller to be used on the football pitches and cricket outfield. We have no suitable roller for this purpose.			

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 and match funding is in place. The applicant states that the equipment used by the maintenance team use at Bratton Recreation Grounds is now old and inadequate. The project is to buy a ride-on rotary mower to replace the existing worn-out mower which no longer cuts grass effectively despite several repairs, a cricket square mower also currently ineffective and a towed roller to be used on the football pitches and cricket outfield. Whilst Bratton is outside of Trowbridge community area, the applicant states that the grounds are well used by Trowbridge teams and this is the reason for the application to Trowbridge area board also. Bratton Rec Ground is the home ground of Trowbridge FC Youth U13 teams x3 Bratton CC Westbury CC 3rd XI and Trowbridge CC 3rd XI. The applicant estimates that usage of the grounds will increase to around 130 home players and nearly 900 visitors when Trowbridge FC Youth U12 teams x2 also use the Ground from the 17/18 season onwards. The Ground is open to the community and is often used by youth groups, families and young people. Players using the grounds will benefit from higher quality surfaces with a reduced chance of injury due to uneven ground. The project will enable the volunteer team to cut grass to a better more consistent standard even after wet weather and to ensure that pitch surfaces are more even thereby improving safety. The total project cost is £4,059, the applicant has applied for £1,000 to Westbury area board and is also contributing £2,059 from reserves. This leaves a shortfall of £1,000 which is the amount applied for to the Trowbridge area board.

Proposal

That the Area Board determines the application.

Application ID	Applicant	Project Proposal	Requested
2279	GLOUCESTER ROAD ALLOTMENT ASSOCIATION	Community Plot Urgent Repairs	£900.00

Project Description:

We were very surprised at the end of 2016 when the raised beds built in 2011 by a well-researched builder had begun to rot and were becoming unsafe. We have since established that most treated wood these days doesn't have the life span of wood used in the pre-2000s. We intend to rebuild beds ourselves as our gardeners are sad and upset at the thought they might not be able to garden on site. We have taken advice from Batsford Timber at Longleat and intend to use a harder wood from them treated with Tanalith E live span 12-15 years. They will be lined with a heavy duty liner.

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 and match funding is not a requirement for projects under £1,000. The project is to replace rotted raised beds in the Community Plot at the allotments. Gloucester Road Community Plot is set up to provide free gardening facilities for gardeners with disabilities whether groups or individuals. The plot consists of 5 large raised beds storage facilities disabled toilet and use of club hut with heating kitchen facilities. There is a paved area around the beds car park area and paved access to the bottom of site. There

is support and help on site to enable people to participate fully and enjoy gardening and being part of the local community. The total project cost is £900 for two new raised beds which is the amount applied for to the area board. Fundraising is ongoing to replace the others. The applicant has sought specialist advice on choice of timbers and will ensure that in future beds are well treated to preserve lifespan.

Proposal

That the Area Board determines the application.

Application ID	Applicant	Project Proposal	Requested
2387	Friends of Southwick Country Park	Southwick Country Park - replacing Mobility Kissing Gate at entrance	£500.00

Project Description:

The existing entrance gate is broken. The entrance is now open for motor bikes to enter the Park. Also, there is no restraint for children or dogs to leave the Park without supervision. We want to replace the previous gate with a metal kissing gate to make it easier for mobility vehicles and pushchairs etc.

Input from Community Engagement Manager:

The application meets the community grants criteria. The applicant is a not-for-profit community group, this is a Capital project and match funding is not a requirement for projects under £1,000. The project is to replace the existing entrance gate at Southwick Country Park which is broken enabling people with motor bikes to enter the Park. There is also no longer any restraint for children or dogs to leave the Park without supervision. The Friends want to replace the previous gate with a metal kissing gate to secure the entrance whilst also making it easier for mobility vehicles and pushchairs etc. to access the facilities. The project has been discussed and agreed with Wiltshire Council. The total project cost is £650. Voluntary labour is being given as an in-kind contribution to the project. This leaves a shortfall of £500 which is the amount applied for to the area board.

Proposal

That the Area Board determines the application.

Application ID	Applicant	Project Proposal	Requested
2368	Light and Lark CIC	Zofia's Voice Language Friendship Project	£958.99

Project Description:

We are developing a new piece of theatre that focuses on children's friendships that transcend language barriers encompassing verbal and non-verbal language. It will be mainly non-verbal with music physical theatre and animation. Any language used will be bilingual English and Polish and supported by Makaton. Initially we are undertaking an RD phase that will explore the experiences of children in Wiltshire with a focus on Polish Migrant families in the town of Trowbridge. We will also be working with local SEN school Larkrise to explore how children with different levels of language communicate and develop friendships.

Input from Community Engagement Manager:

The application meets the Community Grants criteria, the application is from a not-for-profit Community Interest Company, the application is for Capital equipment and match funding is in place. The project is to support the development of a theatre project to explore the experiences of children in Wiltshire with a focus on Polish Migrant families in the town of Trowbridge. The project will also work with local SEN school, Larkrise, to explore how children with different levels of language communicate and develop friendships.

Overall outcomes for this project are

- To learn about the experiences of young people for whom spoken English is not a native language,
- To explore how language barriers affect young people in schools and other social situations.
- To start developing a mainly non-verbal production with bilingual Polish-English elements and integrated Makaton.
- To contribute positively to the integration of children and young people within a variety of environments.
- Overall to improve the mental health and well-being of children who may be experiencing challenges with integrating in social environments.

The total project cost is £8,048, funding of £7,090 has been secured from the Arts Council and Trowbridge Town Hall, leaving a shortfall of £958.99 which is the amount applied for to the area board.

Whilst the CIC is young, it is known to the arts officer at Wiltshire Council and has successfully delivered a previous arts project in the area.

The project links to JSA priorities around diversity and inclusion and supporting community cohesion.

Proposal

That the Area Board determines the application.

Application ID	Applicant	Project Proposal	Requested
2305	Wiltshire Rural Music School	WRMS musical equipment	£839.00

Project Description:

We need a portable piano to further our work taking music courses and workshops out into the community. We will also be able to hire it out as part of our instrument hire scheme. It will be beneficial to our musical fundraising initiatives in other locations. We currently must hire a portable piano when needed.

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 for the purchase of a portable piano to further the schools work taking music courses and workshops out into the community. The school will also be able to hire it out as part of their instrument hire scheme and it will benefit musical fundraising initiatives in other

locations. The school currently must hire a portable piano when needed. The total project cost is £989 and the applicant is contributing £150 leaving a shortfall of £839 which is the amount applied for to the area board. Match funding is not a requirement for projects under £1000. The applicant shows high levels of reserves however states that these are earmarked for the Bursary Scheme assisting lower income families with music costs, expanding service delivery, managing an operating deficit, upkeep and maintenance of their Victorian building and provision of further instruments and equipment.

The project links to JSA priorities around widening participation in, and access to, the arts.

Proposal

That the Area Board determines the application.

Application ID	Applicant	Project Proposal	Requested
2360	The Friends of North Bradley School	Friends of North Bradley School, Shed	£990.00

Project Description:

The friends of North Bradley school wish to fund a large shed which can provide storage for the fundraising equipment so it can be kept all in one place. Currently the equipment is being kept at a committee member's garage and this isn't a long term solution for the friends. It also will allow us to ensure equipment is insured.

Input from Community Engagement Manager:

The application meets the community grants criteria. The applicant is a not for profit community organisation and this is a Capital project. The friends of North Bradley school wish to fund a large shed which can provide storage for their fundraising equipment so it can be kept all in one place. Currently the equipment is being kept at a committee members garage which is not sustainable. The provision of a storage shed will also ensure equipment can be insured. The total project cost is £990 which is the amount applied for to the area board. Match funding is not a requirement for projects under £1,000. The Friends will clear the site, lay foundations and erect the shed if the application is successful.

Proposal

That the Area Board determines the application.

Application ID	Applicant	Project Proposal	Requested
2302	Paxcroft School Association	Adventure Trail and Play Equipment Project	£5000.00

Project Description:

Creating distinct adventure trails and play areas for infants and juniors surrounded by artificial grass to allow for use all year around. To increase the amount of physical activity during school playtimes and to vary the range of challenging physical activities the school environment offers. Also, to improve facilities available for the Active Trowbridge fun days which are hosted at the school serving children across the Trowbridge area including areas of deprivation.

Kiddiwinks nursery which is located on the school site has open access to the facilities. We also hold community open days for the wider Trowbridge Community.

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 and match funding is in place. The project is to provide an adventure trail and play equipment for Paxcroft school to include creating distinct adventure trails and play areas for infants and juniors surrounded by artificial grass to allow for use all year around. The aim is to increase the amount of physical activity during school playtimes and to vary the range of challenging physical activities the school environment offers. The project will also improve facilities available for the Active Trowbridge fun days which are hosted at the school serving children across the Trowbridge area including areas of deprivation. Kiddiwinks nursery which is located on the school site has open access to the facilities. The school also holds community open days for the wider Trowbridge community. The total project cost is £28,082.00 for which quotations have been received. The school and PTA are contributing £23,082.00 leaving a shortfall of £5,000 which is the amount applied for to the area board.

The project links to JSA priorities around promotion of healthy lifestyles and tackling childhood obesity.

Proposal

That the Area Board determines the application.

Application ID	Applicant	Project Proposal	Requested
2381	Trowbridge Town FC	Trowbridge Town Football Club Equipment	£4901.00

Project Description:

Trowbridge Town Football club would like to apply for a grant to support us in purchasing new equipment to support the growing club. Trowbridge Town Council have now provided us with a 30-year lease of Woodmarsh which now provides us security for our club. We are now seeking your support to help with both football equipment and ground maintenance equipment.

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 and match funding is in place. Trowbridge Town Football club would like to apply for a grant to purchase new equipment to support the now growing club. The applicant states that Trowbridge Town Council has now provided a 30-year lease of Woodmarsh and supports the Club with rental costs, these factors now provide security for the club and enables it to plan more effectively for the future. The project is to provide a range of both football equipment and ground maintenance equipment. The total project cost is £9,802.00; the Club is contributing £4,901.00 leaving a shortfall of £4,901.00 which is the amount applied for to the area board.

The project links to JSA priorities around promoting healthier lifestyles and physical activity.

Proposal

That the Area Board determines the application.

Application ID	Applicant	Project Proposal	Requested
2348	Trowbridge Cultural Festival Of Food	Trowbridge Cultural Festival Of Food	£605.00

Project Description:

Our main objectives are as per below Promote Culture Help create Harmony Encourage and promote education about ethnicity Help to prevent and reduce Hate Crime and Anti - Social Behaviour. We do this through holding food festival inviting people from diverse backgrounds to come together to make food from their respective cultures display information, organise performances and games from their diverse backgrounds. The target audiences in the main are local people via Housing associations schools sport clubs community groups as well as representatives from statutory bodies. There will be between 15 to 17 different ethnic groups coming together to supply their food to the public. This kind of activities sharing food and participating in activities helps people to engage make friends and build community cohesion.

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 and match funding is in place. The project is to provide equipment to support delivery of the Trowbridge Cultural Food Festival which aims to celebrate diversity, bring communities together and increase community cohesion. Additional aims are to contribute towards reducing hate crime and anti-social behaviour and to educate the community about different ethnic groups and cultures in our area. Up to 17 different ethnic groups participate in the Food festival which is a key attraction in the town. The total project cost is £2,105 which includes costs of Capital items such as soup kettles, microwave and hot trays. Match funding of £1,500 is being applied for leaving a shortfall of £605 which is the amount applied for to the area board.

The project links to JSA priorities around diversity and inclusion and supporting community cohesion.

Proposal

That the Area Board determines the application.

Application ID	Applicant	Project Proposal	Requested
2364	St Michael and All Angels Church	St Michaels Church Hilperton, replacement central heating system	£5000.00

Project Description:

The central heating boiler supplying heating to the church and church room as well as hot water to the toilets and sink is unreliable subject to frequent break downs and is obsolete. Therefore it needs to be replaced.

Input from Community Engagement Manager:

The application meets the Community Grants Criteria. Whilst the application is from a church, the applicant states that the building is widely used for community

events including meetings of Hilperton Gardening Club, The Laughter Club a luncheon club and the Guide Senior section. In addition, the local pre-school and primary school also make use of the space available for various activities and art exhibitions are also held in the church. The applicant states that the Church is an essential part of village life and a key amenity even for those who do not attend services. This is a Capital project to replace the central heating system at the church and church rooms, match funding is in place. The total project cost is £14,535.00, fundraising, reserves and a grant from Hilperton PC has raised £9,535.00 leaving a shortfall of £5,000 which is the amount applied for to the area board. Following questions, the applicant advises that no funding is available from the diocese to support this project.

Proposal

That the Area Board determines the application.

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

Grant Applications for Trowbridge on 01/06/2017

ID	Grant Type	Project Title	Applicant	Amount Required
2235	Community Area Grant	Bratton Recreation Ground Equipment Improvements	Bratton Recreation Ground	£1000.00
2279	Community Area Grant	Community Plot Urgent Repairs	Gloucester Road Allotment Association	£900.00
2387	Community Area Grant	Southwick Country Park – replacing Mobility Kissing Gate at entrance	Friends of Southwick Country Park	£500.00
2368	Community Area Grant	Zofias Voice Language Friendship Project	Light and Lark CIC	£958.99
2305	Community Area Grant	WRMS musical equipment	Wiltshire Rural Music School	£839.00
2360	Community Area Grant	Friends of North Bradley School Shed	The Friends of North Bradley School	£990.00
2302	Community Area Grant	Adventure Trail and Play Equipment Project	Paxcroft School Association	£5000.00
2381	Community Area Grant	Trowbridge Town Football Club Equipment	Trowbridge Town FC	£4901.00
2348	Community Area Grant	Trowbridge Cultural Festival of Food	Trowbridge Cultural Festival of Food	£605.00
2364	Community Area Grant	St Michaels Church Hilperton replacement central heating system	St Michael and All Angels Church	£5000.00

ID	Grant Type	Project Title	Applicant	Amount Required
2235	Community Area Grant	Bratton Recreation Ground Equipment Improvements	Bratton Recreation Ground	£1000.00

Submitted: 04/01/2017 18:00:02

ID: 2235

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£0 - £500

3. Are you applying on behalf of a Parish Council?

No

4. If yes, please state why this project cannot be funded from the Parish Precept

5. Project title?

Bratton Recreation Ground Equipment Improvements

6. Project summary:

Bratton Recreation Ground is now used regularly by four local cricket and football clubs. It is largely maintained by volunteers. The equipment that the maintenance team use is old and inadequate. We wish to buy 1. A ride-on rotary mower to replace the existing worn-out mower which is very old and no longer cuts grass effectively despite several repairs. 2. A cricket square mower to replace our very old mower which no longer cuts grass well enough. 3. A towed roller to be used on the football pitches and cricket outfield. We have no suitable roller for this purpose.

7. Which Area Board are you applying to?

Trowbridge

Electoral Division

8. What is the Post Code of where the project is taking place?

BA13 4RF

9. Please tell us which theme(s) your project supports:

Children & Young People

2012 Olympic Legacy

Health, lifestyle and wellbeing

Sport, play and recreation

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

03/2016

Total Income:

£3250.50

Total Expenditure:

£3648.50

Surplus/Deficit for the year:

£-398.00

Free reserves currently held:

(money not committed to other projects/operating costs)

£2575.00

Why can't you fund this project from your reserves:

Cost exceeds free reserves. Also due to the likelihood of increased organised use of the Ground we are planning to extend the existing car parking area and to improve its surface with tarmac in phases. We also need to install drainage around the pavilion and garage to prevent water ingress. We also need to maintain a reserve to guard against reduced income due to bad weather affecting the number of fixtures. In the longer term say 5 years we would like to install a multi-use games area and we need to build our reserves significantly for this even though the majority of the funding would come from grants.

We are a small community group and do not have annual accounts or it is our first year:

10b. Project Finance:

Total Project cost		£4059.00		
Total required from Area Board		£1000.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Ride-on Rotary Mower	2700.00	Our reserves	yes	2059.00
Cricket square mower	925.00	Westbury Area Board		1000.00

Towed Roller 434.00

Total £4059

£3059

11. Have you or do you intend to apply for a grant from another area board within this financial year?

Yes

12. If so, which Area Boards?

Trowbridge

Westbury

13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?

This project primarily supports the Wiltshire Council Key Issue to maintain and improve sports facilities. It will also enable us to comply with national governing bodies guidelines for sports pitches. Many of the regular users of Bratton Rec Ground are young people from age 11 upwards. By maintaining high quality pitches two for football and one cricket square with 6 wickets which already attract very favourable comments from all users we will also help to meet both Olympic legacy and health improvement aims. Bratton Rec Ground is the home ground of Trowbridge FC Youth U13 teams x3 Bratton CC Westbury CC 3rd XI and Trowbridge CC 3rd XI. In total therefore about 95 home players use the Ground regularly mostly 10 times per year and an estimated 600 members of visiting teams use it at least once a year. This will increase to about 130 home players and nearly 900 visitors when Trowbridge FC Youth U12 teams x2 also use the Ground from the 1718 season onwards. The Ground is open 247 to all villagers and is often used by three organised Bratton youth groups families and groups of young people. All these players will benefit from higher quality surfaces with a reduced chance of injury due to uneven ground. By obtaining new and refurbished grounds maintenance equipment the project will enable the volunteer team to cut grass to a better more consistent standard even after wet weather and to ensure that pitch surfaces are more even thereby improving safety.

14. How will you monitor this?

We maintain a booking record for the Rec Ground into which all organised games are listed when booked and whether the game was played postponed or cancelled is noted. The volunteer maintenance team visit the Ground several times per week and are therefore likely to observe occasional use by villagers.

15. If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?

We charge a hire fee for all organised games. This together with an annual grant from Bratton Parish Council and two annual fund raising events a stall at Bratton village fete and a quiz night covers regular running costs.

16. Is there anything else you think we should know about the project?

NA

17. DECLARATION

Supporting information - Please confirm that the following documents will be available to inspect upon request:

Quotes:

yes I will make available on request 1 quote for individual project costs over £500 & 2 quotes for project costs over £1000 (Individual project costs are listed in the expenditure section above)

Accounts:

yes I will make available on request the organisation's **latest accounts**

Constitution:

yes I will make available on request the organisation's Constitution/Terms of Reference etc.

Policies and procedures:

yes I will make available on request the necessary and relevant policies and procedures such as Child Protection, Safeguarding Adults, Public Liability Insurance, Access audit, Health & Safety and Environmental assessments.

Other supporting information (Tick where appropriate, for some project these will not be applicable):

yes I will make available on request evidence of ownership of buildings/land

And finally...

yes The information on this form is correct, that any award received will be spent on the activities specified.

2279	Community Area Grant	Community Plot Urgent Repairs	GLOUCESTER ROAD ALLOTMENT ASSOCIATION	£900.00
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Submitted: 27/01/2017 15:09:57

ID: 2279

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£0 - £500

3. Are you applying on behalf of a Parish Council?

No

4. If yes, please state why this project cannot be funded from the Parish Precept

5. Project title?

Community Plot Urgent Repairs

6. Project summary:

We were very surprised at the end of 2016 when the raised beds built in 2011 by a well-researched builder had begun to rot and were becoming unsafe. We have since established that most treated wood these days doesn't have the life span of wood used in the pre-2000s. We intend to rebuild beds ourselves as our gardeners are sad and upset at the thought they might not be able to garden on site. We have taken advice from Batsford Timber at Longleat and intend to use a harder wood from them treated with Tanalith E live span 12-15 years. They will be lined with a heavy duty liner.

7. Which Area Board are you applying to?

Trowbridge

Electoral Division

8. What is the Post Code of where the project is taking place?

BA14 0AP

9. Please tell us which theme(s) your project supports:

Children & Young People

Countryside, environment and nature

Health, lifestyle and wellbeing

Inclusion, diversity and community spirit

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

08/2016

Total Income:

£7805.28

Total Expenditure:

£8155.06

Surplus/Deficit for the year:

£349.78

Free reserves currently held:**(money not committed to other projects/operating costs)**

£6483.95

Why can't you fund this project from your reserves:

Our Community Plot is provided by the members of the Gloucester Road Allotments Association and was built and now maintained by grants and fund raising at our allotments. The association is committed to running the allotments completely and cover all and any expenditure required. So a reserve is always needed to cover any large expenses that might occur over the year. There are no costs at all for the work needed to completely rebuild these beds as the committee and volunteers will be working to complete this project.

We are a small community group and do not have annual accounts or it is our first year:

10b. Project Finance:

Total Project cost		£900.00		
Total required from Area Board		£900.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Wood screws and paint treatment	820.00			
Plastic	30.00			
Top up compost and manure	50.00			
Total	£900			£0

11. Have you or do you intend to apply for a grant from another area board within this financial year?

No

12. If so, which Area Boards?

Trowbridge

13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?

Gloucester Road Community Plot is set up to provide free gardening facilities for gardeners with disabilities whether groups or individuals. The plot consists of 5 large raised beds storage facilities disabled toilet and use of club hut with heating kitchen facilities. There is a paved area around the beds car park area and paved access to the bottom of site. There is support and help on site if needed and we hope to encourage them to garden despite their disability.

14. How will you monitor this?

The enjoyment our gardeners get from being on site is there for all to see. They also support our show and open days joining in with our allotment community.

15. If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?

We have repaired the first bed successfully used by Medley Day Opportunity Centre and have a grant in to St James Trust for a second bed. We are planning on doing the next 2 with this grant application. The fifth bed is much newer and will be monitored for repair in the future. Obviously this is now going to be an ongoing project in the future. We will ensure that beds are treated regularly to help preserve them and money will be put away each year so that in 10 years plus time the committee will be able to look at these beds for damage.

16. Is there anything else you think we should know about the project?

no

17. DECLARATION

Supporting information - Please confirm that the following documents will be available to inspect upon request:

Quotes:

yes I will make available on request 1 quote for individual project costs over £500 & 2 quotes for project costs over £1000 (Individual project costs are listed in the expenditure section above)

Accounts:

yes I will make available on request the organisation's **latest accounts**

Constitution:

yes I will make available on request the organisation's Constitution/Terms of Reference etc.

Policies and procedures:

yes I will make available on request the necessary and relevant policies and procedures such as Child Protection, Safeguarding Adults, Public Liability Insurance, Access audit, Health & Safety and Environmental assessments.

Other supporting information (Tick where appropriate, for some project these will not be applicable):

yes I will make available on request evidence of ownership of buildings/land

And finally...

yes The information on this form is correct, that any award received will be spent on the activities specified.

2387	Community Area Grant	Southwick Country Park - replacing Mobility Kissing Gate at entrance	Friends of Southwick Country Park	£500.00
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Submitted: 18/04/2017 16:26:06

ID: 2387

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£0 - £500

3. Are you applying on behalf of a Parish Council?

No

4. If yes, please state why this project cannot be funded from the Parish Precept**5. Project title?**

Southwick Country Park - replacing Mobility Kissing Gate at entrance

6. Project summary:

The existing entrance gate is broken. The entrance is now open for motor bikes to enter the Park. Also there is no restraint for children or dogs to leave the Park without supervision. We want to replace the previous gate with a metal kissing gate to make it easier for mobility vehicles and pushchairs etc.

7. Which Area Board are you applying to?

Trowbridge

Electoral Division**8. What is the Post Code of where the project is taking place?**

BA14

9. Please tell us which theme(s) your project supports:

Countryside, environment and nature

Health, lifestyle and wellbeing

Inclusion, diversity and community spirit

Safer communities

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

03/2017

Total Income:

£690.76

Total Expenditure:

£750.00

Surplus/Deficit for the year:

£216.47

Free reserves currently held:

(money not committed to other projects/operating costs)

£216.47

Why can't you fund this project from your reserves:

We need to have a reserve to cover the cost of materials to install the Gate. The installation will be undertaken by volunteers from The Friends of Southwick Country Park supervised by Wiltshire Council Countryside Team.

We are a small community group and do not have annual accounts or it is our first year:

10b. Project Finance:

Total Project cost		£650.00		
Total required from Area Board		£500.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
large metal gate vat	500.00	fixing materials	yes	30.00
fixing materials	30.00	voluntary In kind contributions	yes	120.00
labour in kind	120			

Total

£650

£150

11. Have you or do you intend to apply for a grant from another area board within this financial year?

No

12. If so, which Area Boards?

Trowbridge

13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?

Following communication between Alison Rasey of Countryside Team Wiltshire Council and Mary Cullen in February 2017 it was agreed The Friends of Southwick Country Park should purchase a replacement gate with a grant from the Area Board if possible. The gate will be installed by the volunteers. Since the original gate came off its hinges motor bikes have already gone into the Park.

14. How will you monitor this?

The Friends and Volunteers of Southwick Country Park are frequent visitors and will be aware of the advantages of the gate.

15. If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?

Apart from routine maintenance with support from volunteers no additional funding should be required.

16. Is there anything else you think we should know about the project?

17. DECLARATION

Supporting information - Please confirm that the following documents will be available to inspect upon request:

Quotes:

yes I will make available on request 1 quote for individual project costs over £500 & 2 quotes for project costs over £1000 (Individual project costs are listed in the expenditure section above)

Accounts:

yes I will make available on request the organisation's **latest accounts**

Constitution:

yes I will make available on request the organisation's Constitution/Terms of Reference etc.

Policies and procedures:

yes I will make available on request the necessary and relevant policies and procedures such

as Child Protection, Safeguarding Adults, Public Liability Insurance, Access audit, Health & Safety and Environmental assessments.

Other supporting information (Tick where appropriate, for some project these will not be applicable):

And finally...

yes The information on this form is correct, that any award received will be spent on the activities specified.

2368	Community Area Grant	Zofias Voice Language Friendship Project	Light and Lark CIC	£958.99
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Submitted: 28/03/2017 22:47:00

ID: 2368

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£0 - £500

3. Are you applying on behalf of a Parish Council?

No

4. If yes, please state why this project cannot be funded from the Parish Precept

5. Project title?

Zofias Voice Language Friendship Project

6. Project summary:

We are developing a new piece of theatre that focuses on children's friendships that transcend language barriers encompassing verbal and non-verbal language. It will be mainly non-verbal with music physical theatre and animation. Any language used will be bilingual English and Polish and supported by Makaton. Initially we are undertaking an RD phase that will explore the experiences of children in Wiltshire with a focus on Polish Migrant families in the town of Trowbridge. We will also be working with local SEN school Larkrise to explore how children with different levels of language communicate and develop friendships.

7. Which Area Board are you applying to?

Trowbridge

Electoral Division

8. What is the Post Code of where the project is taking place?

BA14 0DJ

9. Please tell us which theme(s) your project supports:

Children & Young People

Arts, crafts and culture

Inclusion, diversity and community spirit

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

Total Income:

£

Total Expenditure:

£

Surplus/Deficit for the year:

£

Free reserves currently held:

(money not committed to other projects/operating costs)

£

Why can't you fund this project from your reserves:

We are a small community group and do not have annual accounts or it is our first year: yes

10b. Project Finance:

Total Project cost		£8048.99		
Total required from Area Board		£958.99		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Project Manager/Producer	2250.00	Donation from Trowbridge Town Hall Arts	yes	200.00

- 15 days @ 150 per day			
Creative Intern - 10 days @ 100 per day	1000.00	Grant from Arts Council England	6890.00
Facilitators for workshops and interview sessions - 16 days @ 150 per day	2400.00		
Production of short film to record and share findings	800.00		
Sharing event costs - Polish Buffet - 80 x 5 per head	400.00		
Camera for filmmaking with full HD capacity	899.00		
Item - Area Board Grant			
Tripod to support above	59.99		
Item - Area Board Grant			
Materials for workshops	200.00		
Venue hire reduced rate	40.00		
Total	£8048.99		£7090

11. Have you or do you intend to apply for a grant from another area board within this financial year?

No

12. If so, which Area Boards?

Trowbridge

13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?

The project will directly benefit its participants - these include children and young people in the Polish Saturday School and Larkrise SEN school. They will have the opportunity to share their experiences in a safe creative environment - expressing themselves through the creative arts. This will also benefit the families of these young people who will also be invited to participate in interviews on film with their young people thereby sharing their thoughts alongside their children. We will also be recording these interviews to use with permission as part of the short film we are creating. Indirectly this will then benefit the wider community to help integration of those who might have difficulties in communication and thus making friends. The film can be shown in schools online in targeted staff training workshops and more. Ideally we would also love it to be shown in the foyer at County Hall which has an enormous and diverse footfall. Our overall outcomes for this project are To learn about the experiences of young people for whom spoken English is not a native language. To explore how language barriers affect young people in schools and other social situations. To start developing a mainly non-verbal production with bilingual Polish-English elements and integrated Makaton. To contribute positively to the integration of children and young people within a variety of environments. Overall to improve the mental health and well-being of children who may be experiencing challenges with integrating in social environments.

14. How will you monitor this?

The production of a short film with integrated animation that will record share and celebrate the experiences of participants. This can be used in a variety of ways including being accessible online used in schools and youth services. Written and verbal feedback will be monitored recorded and analysed as part of a wider evaluation. Quantitative and qualitative data will be collated and analysed. Participants will have a vested interest in the future of the project will be invited to the sharing and invited to contribute further when the theatre production is developed. This helps participants to own the work and ensures that we can monitor and analyse our outcomes. We hope that this will also help to build lasting relationships with local communities that can extend beyond the life of this project.

15. If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?

After the initial RD phase has finished in approximately Feb 2018 we plan on taking the project to a further state of development culminating in a full touring theatre production - which will be subject to further funding from a variety of sources including charitable funds crowdfunding Arts Council England donations and philanthropy.

16. Is there anything else you think we should know about the project?

The project and the monies requested forms part of a larger development of a full-scale theatre production aimed at helping improve cross-cultural and disability integration in primary schools across Wiltshire. This project is likely to cost in the region of 30000 to produce and will again be a mixture of capital and revenue funding. Once ready for touring

the project should be financially self-supporting and thus will have legacy beyond the initial tour.

17. DECLARATION

Supporting information - Please confirm that the following documents will be available to inspect upon request:

Quotes:

yes I will make available on request 1 quote for individual project costs over £500 & 2 quotes for project costs over £1000 (Individual project costs are listed in the expenditure section above)

Constitution:

yes I will make available on request the organisation's Constitution/Terms of Reference etc.

Policies and procedures:

yes I will make available on request the necessary and relevant policies and procedures such as Child Protection, Safeguarding Adults, Public Liability Insurance, Access audit, Health & Safety and Environmental assessments.

Other supporting information (Tick where appropriate, for some project these will not be applicable):

And finally...

yes The information on this form is correct, that any award received will be spent on the activities specified.

2305	Community Area Grant	WRMS musical equipment	Wiltshire Rural Music School	£839.00
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Submitted: 11/02/2017 16:35:37

ID: 2305

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£0 - £500

3. Are you applying on behalf of a Parish Council?

No

4. If yes, please state why this project cannot be funded from the Parish Precept

5. Project title?

WRMS musical equipment

6. Project summary:

We need a portable piano to further our work taking music courses and workshops out into the community. We will also be able to hire it out as part of our instrument hire scheme. It will be beneficial to our musical fundraising initiatives in other locations. We currently have to hire a portable piano when needed.

7. Which Area Board are you applying to?

Trowbridge

Electoral Division

8. What is the Post Code of where the project is taking place?

BA14 OAE

9. Please tell us which theme(s) your project supports:

Children & Young People

Arts, crafts and culture

Economy, enterprise and jobs

Festivals, pageants, fetes and fayres

Health, lifestyle and wellbeing

Inclusion, diversity and community spirit

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

03/2016

Total Income:

£29967.00

Total Expenditure:

£33424.00

Surplus/Deficit for the year:

£3457.00

Free reserves currently held:

(money not committed to other projects/operating costs)

£64623.00

Why can't you fund this project from your reserves:

Some reserves are kept for the Bursary Scheme assisting hard up families with music costs. We are growing in our delivery which currently runs on a large deficit. We receive no core funding at present so our reserves are currently funding our deficit. We own an old Victorian building which requires substantial investment and we also want to spend further on our instrument hire scheme. We intend to purchase a hard case piano stand and portable PA system from our reserves amounting to 600.

We are a small community group and do not have annual accounts or it is our first year:

10b. Project Finance:

Total Project cost		£989.00		
Total required from Area Board		£839.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Roland RD-300NX Stage Piano	989.00	local fundraising	yes	150.00
Total	£989			£150

11. Have you or do you intend to apply for a grant from another area board within this financial year?

No

12. If so, which Area Boards?

Trowbridge

13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?

We take musical activities into the community targeting rural villages around Trowbridge offering workshops and courses to all ages and abilities. These are often free or heavily subsidised making them accessible to everyone. These workshops may take place in care homes village halls or schools pubs or churches where there often isn't a good piano for us to use. The equipment will also be available to hire from our scheme and this will benefit other local groups and individuals from whom we often receive enquiries from. Our hire rates are very competitive. We will also be able to use the piano in a second room at our premises making the space more versatile for rehearsals teaching and practice.

14. How will you monitor this?

We will keep records of when the piano has been used for our events and services and also how often it has been hired out.

15. If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?

The project is the purchase of equipment and therefore won't continue.

16. Is there anything else you think we should know about the project?

17. DECLARATION

Supporting information - Please confirm that the following documents will be available to inspect upon request:

Quotes:

yes I will make available on request 1 quote for individual project costs over £500 & 2 quotes for project costs over £1000 (Individual project costs are listed in the expenditure section above)

Accounts:

yes I will make available on request the organisation's **latest accounts**

Constitution:

yes I will make available on request the organisation's Constitution/Terms of Reference etc.

Policies and procedures:

yes I will make available on request the necessary and relevant policies and procedures such as Child Protection, Safeguarding Adults, Public Liability Insurance, Access audit, Health & Safety and Environmental assessments.

Other supporting information (Tick where appropriate, for some project these will not be applicable):

And finally...

yes The information on this form is correct, that any award received will be spent on the activities specified.

2360	Community Area Grant	Friends of North Bradley School Shed	The Friends of North Bradley School	£990.00
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Submitted: 20/03/2017 09:36:46

ID: 2360

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£0 - £500

3. Are you applying on behalf of a Parish Council?

No

4. If yes, please state why this project cannot be funded from the Parish Precept

5. Project title?

Friends of North Bradley School Shed

6. Project summary:

The friends of North Bradley school wish to fund a large shed which can provide storage for the fundraising equipment so it can be kept all in one place. Currently the equipment is being kept at a committee member's garage and this isn't a long term solution for the friends. It also will allow us to ensure equipment is insured.

7. Which Area Board are you applying to?

Trowbridge

Electoral Division

8. What is the Post Code of where the project is taking place?

BA14 0TA

9. Please tell us which theme(s) your project supports:

Children & Young People

Inclusion, diversity and community spirit

Sport, play and recreation

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

08/2016

Total Income:

£14560.44

Total Expenditure:

£10858.53

Surplus/Deficit for the year:

£3701.91

Free reserves currently held:**(money not committed to other projects/operating costs)**

£4102.74

Why can't you fund this project from your reserves:

The current fundraising is being allocated for interactive white boards for the whole school which will cost 16000 so every penny raised is going directly to this essential project and therefore we have no additional fund. The Parish Council have no available funds to assist with this project.

We are a small community group and do not have annual accounts or it is our first year:

10b. Project Finance:

Total Project cost		£990.00		
Total required from Area Board		£990.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Large Shed	990.00			
Total	£990			£0

11. Have you or do you intend to apply for a grant from another area board within this financial year?

No

12. If so, which Area Boards?**13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?**

The local school pre-school and community will benefit as the friends provide many events to bring our whole community in North Bradley together.

14. How will you monitor this?

There are annual events which the friends are always part of or who run solely i.e. north

Bradley scarecrow trail. We are also part of the community calendar and join up with other groups to put on at least one large community event per year.

15. If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?

The friends is fundamental within the school to help raise additional funds

16. Is there anything else you think we should know about the project?

17. DECLARATION

Supporting information - Please confirm that the following documents will be available to inspect upon request:

Quotes:

yes I will make available on request 1 quote for individual project costs over £500 & 2 quotes for project costs over £1000 (Individual project costs are listed in the expenditure section above)

Accounts:

yes I will make available on request the organisation's **latest accounts**

Constitution:

yes I will make available on request the organisation's Constitution/Terms of Reference etc.

Policies and procedures:

yes I will make available on request the necessary and relevant policies and procedures such as Child Protection, Safeguarding Adults, Public Liability Insurance, Access audit, Health & Safety and Environmental assessments.

Other supporting information (Tick where appropriate, for some project these will not be applicable):

yes I will make available on request evidence of ownership of buildings/land

yes I will make available on request the relevant planning permission for the project.

yes I will make available on request any other form of licence or approval for this project has been received prior to submission of this grant application.

And finally...

yes The information on this form is correct, that any award received will be spent on the activities specified.

2302	Community Area Grant	Adventure Trail and Play Equipment Project	Paxcroft School Association	£5000.00
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Submitted: 10/02/2017 15:23:53

ID: 2302

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£501 - £5000

3. Are you applying on behalf of a Parish Council?

No

4. If yes, please state why this project cannot be funded from the Parish Precept

5. Project title?

Adventure Trail and Play Equipment Project

6. Project summary:

Creating distinct adventure trails and play areas for infants and juniors surrounded by artificial grass to allow for use all year round. To increase the amount of physical activity during school playtimes and to vary the range of challenging physical activities the school environment offers. Also to improve facilities available for the Active Trowbridge fun days which are hosted at the school serving children across the Trowbridge area including areas of deprivation. Kiddiwinks nursery which is located on the school site has open access to the facilities. We also hold community open days for the wider Trowbridge Community.

7. Which Area Board are you applying to?

Trowbridge

Electoral Division

8. What is the Post Code of where the project is taking place?

BA14 7EB

9. Please tell us which theme(s) your project supports:

Children & Young People
2012 Olympic Legacy
Health, lifestyle and wellbeing
Sport, play and recreation

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

07/2016

Total Income:

£12842.29

Total Expenditure:

£4001.62

Surplus/Deficit for the year:

£8840.67

Free reserves currently held:**(money not committed to other projects/operating costs)**

£5500.00

Why can't you fund this project from your reserves:

The total project is estimated at 27000.00 which exceeds our reserves by a considerable amount. The school is contributing its sports premium to the project but all other school budget is ring fenced for meeting the children's basic educational needs. The school is running at an effective deficit due to these constraints and further burden cannot be added. The additional reserves held by the Association are earmarked for introducing seating areas in the main playgrounds and improving the outdoor play equipment in other ways. We also need to hold a minimum amount in the bank account to allow for expenditure leading up to large events and floats for stalls to raise future funds. Additionally we have a yearly commitment to fund the Christmas events for the children and leavers gifts for the current Year Six pupils.

We are a small community group and do not have annual accounts or it is our first year:

10b. Project Finance:

Total Project cost		£28082.50		
Total required from Area Board		£5000.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Artificial Grass	23000.00	School funds/ our reserves	yes	18000.00
Play Equipment	5082.50	PTA reserves	yes	5082.50
Total	£28082.5			£23082.5

11. Have you or do you intend to apply for a grant from another area board within this financial year?

No

12. If so, which Area Boards?

Trowbridge

13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?

Paxcroft Primary School services its surrounding community and currently approximately 30 per cent of pupils attending attract the Pupil Premium funding based on the Free School Meals eligibility. This is significantly higher than the national average and places the school in the second highest quintile. Following on from the last health screening of both Reception and Year Six pupils both year groups were rated at risk of obesity. This was despite the schools continued emphasis on physical education sports and healthy lifestyles. The existing play equipment is only partially complete due to a lack of funds and only useable during continued dry weather but encourages adventurous play from the children when available. When they are open use has to be timetabled by staff as they cannot service all the children who wish to make use of them concurrently. Even children who are least likely to use the running fast playground to exercise look forward to using the equipment and are keen to take their turn. The school is happy to allow Active Trowbridge use of the facilities during their holiday club Fun Days and aside from two weeks one during Christmas shut down and one in the summer for essential site maintenance all of these will be hosted at the school. These days are fully inclusive and are accessed from pupils across all local primary schools and younger secondary children with over 5000 places taken up each year. The improved equipment will allow different physical activities to be incorporated into their work. Kiddiwinks nursery are based within the school grounds and are able to access the outside spaces. The KS1 equipment is perfect to help with the nursery children's growing confidence and abilities. The wider community are invited to our larger events and this will allow a further breadth of children the chance to enjoy the facilities. As a side note it is worth noting that there has been significant and rapid growth in housing surrounding the school but without additional play areas spaces. By having these areas fully completed the children can access our outside area throughout the year both growing their physical abilities and encouraging and developing their risk management.

14. How will you monitor this?

The school will monitor the use of the two play areas by assessing the needs of the year groups and risk assessing the numbers that are allowed on at any one time. The school has an active and involved School Council and will listen to the views of the children about how they feel regarding the finished project. With Active Trowbridge working closely with the school this year due to the Fun Days the school will ask them to record how they use it and what their attending children think of areas. Ideally the most positive measure will be to see an improvement in the schools health screening results.

15. If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?

As this is not a revenue grant request the benefits of developing this asset will be long

lasting with appropriate annual maintenance and safety checks that are necessary for a school to carry out ensuring continued use.

16. Is there anything else you think we should know about the project?

17. DECLARATION

Supporting information - Please confirm that the following documents will be available to inspect upon request:

Quotes:

yes I will make available on request 1 quote for individual project costs over £500 & 2 quotes for project costs over £1000 (Individual project costs are listed in the expenditure section above)

Accounts:

yes I will make available on request the organisation's **latest accounts**

Constitution:

yes I will make available on request the organisation's Constitution/Terms of Reference etc.

Policies and procedures:

yes I will make available on request the necessary and relevant policies and procedures such as Child Protection, Safeguarding Adults, Public Liability Insurance, Access audit, Health & Safety and Environmental assessments.

Other supporting information (Tick where appropriate, for some project these will not be applicable):

And finally...

yes The information on this form is correct, that any award received will be spent on the activities specified.

2381	Community Area Grant	Trowbridge Town Football Club Equipment	Trowbridge Town Fc	£4901.00
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Submitted: 11/04/2017 10:40:29

ID: 2381

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£5001+

3. Are you applying on behalf of a Parish Council?

No

4. If yes, please state why this project cannot be funded from the Parish Precept

Trowbridge Town Council supports Trowbridge Town football club with a 2000 grant for their rent costs at Woodmarsh.

5. Project title?

Trowbridge Town Football Club Equipment

6. Project summary:

Trowbridge Town Football club would like to apply for a grant to support us in purchasing new equipment to support the growing club. Trowbridge Town Council have now provided us with a 30 year lease of Woodmarsh which now provides us security for our club. We are now seeking your support to help with both football equipment and ground maintenance equipment.

7. Which Area Board are you applying to?

Trowbridge

Electoral Division

8. What is the Post Code of where the project is taking place?

BA14 0SZ

9. Please tell us which theme(s) your project supports:

Children & Young People

2012 Olympic Legacy

Festivals, pageants, fetes and fayres

Health, lifestyle and wellbeing

Inclusion, diversity and community spirit

Sport, play and recreation

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

05/2016

Total Income:

£42890.72

Total Expenditure:

£56567.19

Surplus/Deficit for the year:

£13676.47

Free reserves currently held:**(money not committed to other projects/operating costs)**

£16930.00

Why can't you fund this project from your reserves:

Our reserves are going to be invested into developing the new ground as part of grant applications to Wiltshire FA and the Football Foundation.

We are a small community group and do not have annual accounts or it is our first year:

10b. Project Finance:

Total Project cost		£9802.00		
Total required from Area Board		£4901.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Leaf Blower and Tools	475.00	Trowbridge Town	yes	4901.00
Battery Charger	101.99			
Tables and Chairs	440.30			
Padlocks	170.77			
Extension Leads				
Cornor Flags	360.00			
Training Cones				
Youth Training Equipment - static - Coca cola goals rebound nets rebound wall	4100.00			
Respect Barriers	320.00			

1st Aid trainer kits	367.20	
Boot Cleaner Pitch Feather	366.93	
Trailer	3100.00	
Total	£9802.19	£4901

11. Have you or do you intend to apply for a grant from another area board within this financial year?

No

12. If so, which Area Boards?

Trowbridge

13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?

Trowbridge Town Football club has currently over 500 members from Trowbridge and surrounding areas this includes 430 Youth players 82 Adult players and 28 Adult Ladies players as well as Youth Girls teams and a vibrant Kids Club Age 3-5. In addition we have over 500 non playing adult members. All of the players will benefit in their football progression and enjoyment of the sport with improved training equipment and better pitch surfaces. Adult members will benefit from seeing players across the Club being able to access better training facilities and achieving more on match days.

14. How will you monitor this?

The club will continue to look at the finer details of where our members are coming from feedback forms to both parents and children to gain their views about the club and any feedback given will allow us to strive towards providing a club for all.

15. If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?

We are currently working with Wiltshire FA and Trowbridge Town Council to apply for grants to develop the club and also provide future sustainability.

16. Is there anything else you think we should know about the project?

NA

17. DECLARATION

Supporting information - Please confirm that the following documents will be available to inspect upon request:

Quotes:

yes I will make available on request 1 quote for individual project costs over £500 & 2

quotes for project costs over £1000 (Individual project costs are listed in the expenditure section above)

Accounts:

yes I will make available on request the organisation's **latest accounts**

Constitution:

yes I will make available on request the organisation's Constitution/Terms of Reference etc.

Policies and procedures:

yes I will make available on request the necessary and relevant policies and procedures such as Child Protection, Safeguarding Adults, Public Liability Insurance, Access audit, Health & Safety and Environmental assessments.

Other supporting information (Tick where appropriate, for some project these will not be applicable):

And finally...

yes The information on this form is correct, that any award received will be spent on the activities specified.

2348	Community Area Grant	Trowbridge Cultural Festival Of Food	Trowbridge Cultural Festival Of Food	£605.00
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Submitted: 06/03/2017 22:05:25

ID: 2348

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£0 - £500

3. Are you applying on behalf of a Parish Council?

No

4. If yes, please state why this project cannot be funded from the Parish Precept

5. Project title?

Trowbridge Cultural Festival Of Food

6. Project summary:

Our main objectives are as per below Promote Culture Help create Harmony Encourage and promote education about ethnicity Help to prevent and reduce Hate Crime and Anti - Social Behaviour. We do this through holding food festival inviting people from diverse backgrounds to come together to make food from their respective cultures display information, organise performances and games from their diverse backgrounds. The target audiences in the main are local people via Housing associations schools sport clubs community groups as well as representatives from statutory bodies. There will be between 15 to 17 different ethnic groups coming together to supply their food to the general public. This kind of activities sharing food and participating in activities helps people to engage make friends and build community cohesion.

7. Which Area Board are you applying to?

Trowbridge

Electoral Division

8. What is the Post Code of where the project is taking place?

BA14 7DZ

9. Please tell us which theme(s) your project supports:

Inclusion, diversity and community spirit

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

Total Income:

£

Total Expenditure:

£

Surplus/Deficit for the year:

£

Free reserves currently held:

(money not committed to other projects/operating costs)

£

Why can't you fund this project from your reserves:

We are a small community group and do not have annual accounts or it is our first year: yes

10b. Project Finance:

Total Project cost		£2105.00		
Total required from Area Board		£605.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Cost of ingredients 17x50	850.00	Grant from South West Foundation	yes	500.00
Active Trowbridge	130.00	Pending Grant from TTC		500.00
Henna	100.00	Pending Grant from St James Church		500.00
Face Painter	75.00			
Liability Insurance	190.00			
Hire	60.00			
Flyers	50.00			
Two Soup Kettles x100	200.00			
1 Microwave	50.00			
8 Hot Trays x 50	400.00			
Total	£2105			£1500

11. Have you or do you intend to apply for a grant from another area board within this financial year?

No

12. If so, which Area Boards?

Trowbridge

13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?

Trowbridge Diverse community. It links to Priority Culture. Culture Participation in arts crafts and culture Affordable access to cultural activities Diversity and Social Inclusion

14. How will you monitor this?

Number attending Feedback from people attending

15. If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?

1- We will be able to continue with existing capital goods. 2- Public may be requested to pay. This will be a last resort as we wish to make event accessible to all.3- We will work with businesses to seek sponsorship4- Also look to other grant providers.

16. Is there anything else you think we should know about the project?

17. DECLARATION

Supporting information - Please confirm that the following documents will be available to inspect upon request:

Quotes:

yes I will make available on request 1 quote for individual project costs over £500 & 2 quotes for project costs over £1000 (Individual project costs are listed in the expenditure section above)

Constitution:

yes I will make available on request the organisation's Constitution/Terms of Reference etc.

Policies and procedures:

yes I will make available on request the necessary and relevant policies and procedures such as Child Protection, Safeguarding Adults, Public Liability Insurance, Access audit, Health & Safety and Environmental assessments.

Other supporting information (Tick where appropriate, for some project these will not be applicable):

And finally...

yes The information on this form is correct, that any award received will be spent on the activities specified.

2364	Community Area Grant	St Michaels Church Hilperton replacement central heating system	St Michael and All Angels Church	£5000.00
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Submitted: 26/03/2017 15:53:43

ID: 2364

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£501 - £5000

3. Are you applying on behalf of a Parish Council?

No

4. If yes, please state why this project cannot be funded from the Parish Precept

5. Project title?

St Michaels Church Hilperton replacement central heating system

6. Project summary:

The central heating boiler supplying heating to the church and church room as well as hot water to the toilets and sink is unreliable subject to frequent break downs and is obsolete. Therefore it needs to be replaced.

7. Which Area Board are you applying to?

Trowbridge

Electoral Division

8. What is the Post Code of where the project is taking place?

ba14 7rj

9. Please tell us which theme(s) your project supports:

Children & Young People

Arts, crafts and culture

Festivals, pageants, fetes and fayres

Heritage, history and architecture

Safer communities

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

03/2016

Total Income:

£44644.00

Total Expenditure:

£42250.00

Surplus/Deficit for the year:

£2394.00

Free reserves currently held:**(money not committed to other projects/operating costs)**

£6448.00

Why can't you fund this project from your reserves:

The income shown includes 6535 raised specifically for this project. Some reserves are being used but will not cover all of the proposed expenditure as it is necessary to retain some funds to cover future emergencies

We are a small community group and do not have annual accounts or it is our first year:

10b. Project Finance:

Total Project cost		£14535.00		
Total required from Area Board		£5000.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
total cost of boiler replacement and water heating	14535.00	funds raised by church	yes	5535.00
		grant received from Hilperton Parish council	yes	1000.00
		reserves to be used		3000.00
Total	£14535			£9535

11. Have you or do you intend to apply for a grant from another area board within this financial year?

No

12. If so, which Area Boards?

Trowbridge

13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?

The church of St Michael and all Angels Hilperton is not used solely for religious worship. Together with church room it occupies a very useful place in village life. The Church is used for weddings christenings and funerals by the local community but in addition it is used for other activities. These include- meetings of Hilperton Gardening Club The Laughter Club a luncheon club the Guide Senior section. In addition the local pre-school and primary school make use of the space available for various activities. Art exhibitions are held in the church and a ladies keep fit group have met in the church room. All in all the Church is an essential part of village life as one villager said I may not attend church but it is still my Church. The place of the church in village life is supported by Hilperton Parish Council which has given a grant towards the project.

14. How will you monitor this?

By continuous monitoring of bookings by the Parish Administrator

15. If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?

By income coming to the Church

16. Is there anything else you think we should know about the project?

17. DECLARATION

Supporting information - Please confirm that the following documents will be available to inspect upon request:

Quotes:

yes I will make available on request 1 quote for individual project costs over £500 & 2 quotes for project costs over £1000 (Individual project costs are listed in the expenditure section above)

Accounts:

yes I will make available on request the organisation's **latest accounts**

Constitution:

yes I will make available on request the organisation's Constitution/Terms of Reference etc.

Policies and procedures:

yes I will make available on request the necessary and relevant policies and procedures such as Child Protection, Safeguarding Adults, Public Liability Insurance, Access audit, Health & Safety and Environmental assessments.

Other supporting information (Tick where appropriate, for some project these will not be applicable):

yes I will make available on request evidence of ownership of buildings/land
yes I will make available on request the relevant planning permission for the project.

And finally...

yes The information on this form is correct, that any award received will be spent on the activities specified.

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Report to Trowbridge Area Board
Date of meeting Thursday 1st June
Title of report Youth Grant Funding

Purpose of the Report:

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

Applicant	Amount requested	LYN Management Group recommendation
WYAP - Fabric of Life in Trowbridge project	£4750.00	
Characters Stage Company – REACT project	£526.00	
Tracy Sullivan - Unsigned - Inside and Out project	£3245.00	
T-CAF – Brighter Aspirations Youth Clubs	4976.00	

1. Background

Due to the local election and the consequent necessity to re-constitute the LYNMG at the first Area Board meeting, the LYNMG has not been able to formally meet to make recommendations on the grant applications presented in this report. However, due to the time-sensitive nature of the projects involved, the Area Board are still asked to consider and determine the applications at their meeting on 1 June 2017. The LYNMG have met to discuss these youth applications and fully support the youth applications below:

2. Main Considerations

- 2.1. Councillors will need to be satisfied that Youth Grant Funding awarded in the 2017/2018 year are made to projects that can realistically proceed within a year of it being awarded.
- 2.2. Councillors will need to decide and be assured that young people and the community will benefit from the funding being awarded and the project/positive activity proceeding. The application should meet the identified needs, priorities and outcomes for young people in the areas, as identified in the LYN Needs Assessment and Strategic Plan.
- 2.3. Councillors will need to ensure measures have been taken in relation to safeguarding children and young people.
- 2.4. Councillors will need to ensure that young people have been central to each stage of this Youth Grant Funding application.

3. Environmental & Community Implications

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

4. Financial Implications

Financial provision had been made to cover this expenditure.

5. Legal Implications

There are no specific legal implications related to this report.

6. Human Resources Implications

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

7. Equality and Inclusion Implications

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

8. Safeguarding Implications

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

9. Applications for consideration

Application ID	Applicant	Project Proposal	Requested
ID 441 WYAP	Emily Malcolm	Fabric of Life in Trowbridge	£4750.00
Project description The majority of the young people involved in the project have identified as being a part of the LGBT community and attend a well being support group. This project supports their needs and aims to help them feel safer and happier in our community. The project also aims to identify allies and help them understand LGBT issues. The project is free for young people to attend and takes place in fully accessible buildings. The work the young people will produce with the artist will be for a public audience and will further develop allies for the LGBT community. Our aim is for the local community to engage with this work and deepen their understanding of LGBT issues.			
Recommendation: <ul style="list-style-type: none">• That the application meets the grant criteria and is partly approved for £4750.00 subject to the following conditions• The group must complete an evaluation form online when it is requested• The group must come to a LYNMG meeting or an Area Board meeting to provide an update• All those directly working with young people are DBS checked• All those working with the young people adhere to WYAP policies and procedures			

Application ID	Applicant	Project Proposal	Requested
ID 460 (hyper link) Characters stage company	Moira Townsend Williams	REACT	£526.00
Project description Characters has received its funding for the project from other sources, however some young people are unable to pay the fees, the area board funding is to support those young people			

that due to circumstances cannot pay the fees. The project Title is REACT because it will explore in detail our young people's reaction to the world in which they find themselves living and will explore highly relative topics such as the relationship between humans and the natural world and what might happen if we continue to exploit it or the effect different parenting techniques can have on young people growing up for example. For the first time we will not only explore our chosen theme through devising and acting but also through song music and perhaps even Rap or other music genres that they young people suggest. They will also be given the opportunity to write scenes characters and lyrics for the piece FAR. The project supports young people in their journey to extend beyond their immediate surroundings and to make a difference to many people in different localities. Before deciding to embark REACT we consulted with all the young people taking part in our last project CONNECTING PLAYS and determined that there is a definite need for our next project. Most importantly the ideas for both the style and content of the proposed REACT project have come directly from the participants

Recommendation:

That the application meets the grant criteria and is partly approved for the amount of £526.00 subject to the following conditions:

- The group must complete an evaluation form online when it is requested
- The group must come to a LYNMG meeting or an Area Board meeting to provide an
- All those directly working with young people are DBS checked
- All those working with the young people adhere to all the Characters Stage Company policies and procedures

Application ID	Applicant	Project Proposal	Requested
ID 446 Trowbridge Arts	Tracy Sullivan	Unsigned - Inside and Out	£ 3245.00
Project description			
<p>This project will enable Town Hall Arts to meet the needs of young people through supporting music making songwriting and performing and contribute to their personal and social development. We are responding to their aspirations to experience new outdoor performance platforms professionally led songwriting workshops new forms of electronic and virtual music making. The outcomes will be improved public perception of young people and music making increase in confidence and self-esteem in young people young people led activities contributing to personal and social development. We currently support over 18 young bands approximately 80 young people in total.</p>			
Recommendation:			
<p>That the application meets the grant criteria and is partly approved for the amount of £ 3245.00 subject to the following conditions:</p>			
<ul style="list-style-type: none"> • The group must complete an evaluation form online when it is requested • The group must come to a LYNMG meeting or an Area Board meeting to provide an update <ul style="list-style-type: none"> • All those directly working with young people are DBS checked • All those working with the young people adhere to all the Trowbridge Arts policies and procedures 			

Application ID	Applicant	Project Proposal	Requested
ID 455 (hyper link)	Mrs Lindsey Millen	Brighter Aspirations Youth Clubs	£4976.00
<p>Project description</p> <p>TCAFs Brighter Aspirations the focus project for young people in Trowbridge was launched in January this year. TCAFs youth team consists of 3 staff all part time 1 Qualified Youth worker 24 hours and 2 youth support workers both on 6 hours each week to aid delivery. TCAF is seeking funding for 9 months for both of the youth support workers 6 hours each whom aid delivery of weekly youth clubs nights Studley and Seymour a drop in lunch time session at John of Gaunt rural youth provision and activities in the holidays Seymour and the Town Park and detached 1 night a week. Young people have been involved with this application and have aided in guiding the project and clubs forward with a focus on what they want from the club and youth workers and how the clubs and projects can be developed to increase attendance and reach.</p>			
<p>Recommendation:</p> <p>That the application meets the grant criteria and is partly approved for the amount of £4976.00 subject to the following conditions:</p> <ul style="list-style-type: none"> • The group must complete an evaluation form online when it is requested • The group must come to a LYNMG meeting or an Area Board meeting to provide an update <ul style="list-style-type: none"> • All those directly working with young people are DBS checked • All those working with the young people adhere to all of T-CAF's policies and procedures 			

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

Report Author Name Emma Drage
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COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

	Item	Update	Actions and recommendations	Who
	Date of meeting: 24th Feb 2017			
	1. Attendees and apologies			
	Present:	Cllr Horace Prickett (Chairman), Cllr Ernie Clark, Cllr John Knight, Cllr Nick Blakemore, Cllr Graham Payne, Cllr Dennis Drewett, Cllr Steve Oldrieve, Roger Newman (Parish Rep and CoC), Pat Whyte (WC Highways) Kirsty Rose (WC Highways) Richard Covington (Parish Rep)		
	Apologies:	Lance Allan (TTC), Spencer Drinkwater (WC), Cllr Chris Auckland		
	2. Notes of last meeting			
		The minutes of the previous meeting held were agreed at the Trowbridge Area Board meeting in January 2017 <i>Link can be found at http://cms.wiltshire.gov.uk/ieListDocuments.aspx?CId=171&MIId=11269&Ver=4</i>		
	3. Financial Position			
		The remaining allocation at the start of this meeting for 2016/17 is £1804		

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

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4.	Top 5 Priority Schemes			
a)	Lambrok Road-Wingfield Road, Trowbridge cycle scheme	Scheme design is progressing. Construction programmed for summer holidays 2017. Cllr Knight requested inclusion of waiting restrictions on Hungerdown Avenue as part of the cycle way scheme. KR explained this may be difficult to tie up due to the need for a TRO but that keep clear markings would be included as required.	Area board to note the update	AB
b)	Bratton Road, West Ashton – traffic calming	The formal advert period has ended and 1 objection received. A cabinet member report will be prepared as a result. KR will recommend the scheme go ahead as advertised but the decision rests with the Cabinet Member. A number of comments in support were received. The comments also requested the consideration of an additional measure in the centre of the village. KR explained that this could be in the form of a visual measure using coloured surfacing or lining. KR to review design and funding.	KR to prepare cabinet member report. KR to review additional feature.	KR
c)	Various locations, Trowbridge – waiting restrictions	Cabinet Member Report prepared based on comments received. It is recommended that the waiting restrictions at The Moldens, Baydon Close and Conigre do not proceed as advertised based upon the objections received. All other proposals to be implemented as advertised. A £3000 allocation for this has been agreed. Cllr Knight asked if additional sites could be taken forward to replace those not proceeding. KR explained that all future restriction requests should go through the annual review process via the town/parish councils unless there is a safety critical element requiring the CATG to take action. Cllrs requested that Network Management ensure that local	KR to prepare works pack	

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

		members are aware of restriction requests/proposed restrictions prior to advert.		
d)	The Grove Primary School, Trowbridge	KR explained the comments received so far as part of the experimental TRO. It was agreed that the waiting restrictions should be extended and that this should take place in June and a further 6 months consultation period run on the experimental order.	Area board to note update. KR to make arrangements for additional lining works.	
e)	Issue 4688 20mph signage, College Road, Trowbridge	Cabinet member report prepared as one objection received. It is recommended that the 20mph limit be implemented as advertised. Funding for implementation was previously agreed.	KR to progress works package.	
5.	Other Priority schemes			
a)	Mortimer Street, Trowbridge	HP was referred to the DPD document highlighting no additional development in the Trowbridge area other than that already agreed. No further information relating to development or housing allocation will be released until after the local elections.	Area board to note the update	AB

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

b)	Leap Gate, Paxcroft Mead – crossing request	Large scale traffic survey being undertaken by Sustainable Transport. KR is organising pedestrian survey on Leap Gate to coincide with the traffic counts to address the request for a pedestrian crossing assessment	Area board to note update	AB
c)	Issue 4713 Speeding on Wiltshire Drive, Trowbridge	Additional metrocount to be undertaken in March/April 2017. GP suggested that the planning permission/application for redevelopment of the ex-Wiltshire Council offices should take into account the need to provide traffic calming measures on Wiltshire Drive.	KR to provide results at next meeting.	KR
d)	Issue 4664 Speeding on Green Lane, Trowbridge	KR to chase results of metrocount	KR to chase results of metrocount	KR
e)	Issue 4801 – No through sign request, junction of Marsh mead and Hill Street, Hilperton	Works package ready to issue for implementation in new financial year.	Area board to note update	AB
f)	Issue 4824 – Speeding Westbury Road/Woodmarsh, North Bradley	KR explained the options for improving the gateway entrances into the village as requested by the parish council. The costs of the enhancements are: Woodmarsh £1500; Southwick Rd £2100 and Westbury Road £6,600 (incl. coloured surfacing, £1500 without). HP explained that North Bradley PC had set aside £1000 to contribute to this scheme and understood that this would need to be a phased approach over a number of years. GP suggested that negotiation take place with the developer who has applied for permission to construct a filling station in order for them to contribute to the gateway enhancements. HP to liaise with the planning department. CATG to put on hold pending the outcome.	HP/NBPC to liaise with planning department/developer.	NBPC / HP
g)	Issue 4876 – Speeding, Bradley Road, Southwick	Awaiting metrocount results	KR to chase results	KR

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h)	Issue 4908 – Speeding, County Way, Trowbridge	KR explained that changes could be made to replace the existing No Right Turn sign on County Way close to the junction with Dursley Road and install an additional sign at the junction to reiterate the banned turn. In addition, alterations to the hatched and give way markings at the junction would be beneficial to visually tighten the exit from Dursley Road. CATG agreed to approach the Town Council for 50% match funding of £1000.	CATG/AB to agreed £1000 funding subject to £1000 match funding to be agreed by Trowbridge Town Council.	CATG/AB /TTC
i)	Yeoman Way/Centenary Court, Trowbridge	Works package ready to issue for implementation in new financial year subject. Match funding has been agreed by Trowbridge Town Council	KR to order. AB to note update.	KR/AB
j)	The Croft, Trowbridge – damage to verges	Site meeting undertaken. Cost of installing verge marker posts from on The Croft from junction with Holbrook Lane to junction within The Croft is approximately £2500. CATG agreed to approach Trowbridge Town Council for 50% contribution.	TTC to confirm if £1250 contribution is available.	
k)	Issue 5004 Hilperton Drive/Helpswell Rd	Pedestrian survey has been ordered. Metrocount undertaken	Metrocount to be carried out with traffic survey in March. Crossing would require a pedestrian survey costing £600. Cllr EC proposed CATG allocated £600	

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

l)	20mph speed restriction assessment, Drynham Ward	Traffic surveys have been ordered in order to begin the assessment process.	Area board to note update	
6.	New Requests / Issues			
a)	Issue 5094 Brook Road, Trowbridge – Weight Restriction request	<p>Issue raiser would like a weight limit implemented to prevent Brook Road from being used by Wessex Water lorries travelling between Trowbridge and Wingfield.</p> <p>This is not supported by Trowbridge Town Council therefore no further action to be taken by CATG</p>	Issue to be updated on area board system. Area board to note update	
b)	Issue 5115 Pitman Avenue/Rock Rd, Trowbridge	<p>Issue raiser would like H bar markings to be installed to prevent vehicles on Rock Road preventing access to rear alleyway for 1-13 Pitman Avenue.</p> <p>This was supported by the Town Council. The CATG agreed that the group supports the introduction of bar markings at this location but the cost should be funded by the residents, not CATG funded.</p>	Issue to be updated on area board system. Area board to note update	
7.	Other items			

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

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a)	Highways 16/17 Proposed Works	<p>Members discussed list of potential roads for surfacing. PW explained that the list was based on technical surveys and need. Members queried difference between retexturing and surface dressing which was explained. Members also queried the figure for surfacing. As it was unclear what the column headings were it was agreed to bring the list and costings back to the next meeting. Cllr NB asked why the Down and Timbrell St were not included. GP asked for costings for the Down and Timbrell St be provided to see if this can be added to the list.</p> <p>Update: Timbrell St and The Down/Islington have been inspected for surface treatment and timescale. Atkins report that the likely costs are £59,670.50 and £125,923.75 respectively with works in the next 2 to 3 years.</p>	Cllrs discussed and requested that Timbrell St and The Down are taken forward as part of the top priority surfacing schemes in 2018-19 financial year.	
b)	Removal of waiting restrictions in Hilperton	EC asked what the process is to remove waiting restrictions as Hilperton Parish Council have identified locations where they felt restrictions are no longer required. KR explained that a TRO is required and as such this should be progressed through the annual review process as with any other TRO request. KR agreed to meet with EC on site to look at the locations proposed in order to give advice.	KR to arrange meeting with EC	KR
c)	Frome Road/Firs Hill Southwick	HP explained that Southwick Parish Council had raised a number of concerns regarding the road between Southwick and Trowbridge in relation to vehicle speeds, collisions and parking associated with the Parkrun at Southwick Country Park. He asked that CATG give permission for investigation of options to take place as a CATG priority. This was agreed.	HP and KR to meet on site	KR/HP

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

d)	Brokerswood	Concerns have been raised regarding collisions occurring as a result of vehicles rat running/speeding through Brokerswood as a shortcut to the A36. The CATG supported that this was an issue but agreed to wait until the forthcoming holiday park has been in operation for 12months as this may have a significant impact on traffic patterns.	Area board to note update	AB
8.	Date of Next Meeting: 22nd June 2017			

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Trowbridge Community Area Transport Group

Report author- Mary Cullen, Community Engagement Manager

1. Environmental & Community Implications

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

2. Financial Implications

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

2.2. If funding is allocated in line with CATG recommendations outlined in this report, and all relevant 3rd party contributions are confirmed, Trowbridge Area Board will have a remaining Highways funding balance of £804

3. Legal Implications

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

4. HR Implications

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

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

5. Equality and Inclusion Implications

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

6. Safeguarding implications

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**TROWBRIDGE AREA BOARD
1 JUNE 2017**

Appointments to Outside Bodies and Constitution of and Appointments to Working Groups 2017/18

1. Purpose of the Report

- 1.1. To appoint representatives to Outside Bodies, and to reconstitute and appoint to Working Groups for the year 2017/18.

2. Background

- 2.1. The Area Board is invited to appoint Councillor representatives to the Outside Bodies listed at **Appendix A**. These appointments will continue for the duration of Councillors' terms of office, unless the Board determines otherwise.
- 2.2. The Area Board is also invited to reconstitute the Working Groups set out in **Appendix B**, with the Terms of Reference set out at **Appendix C**, and to make appointments to these groups. These appointments are for 2017/18.
- 2.3. Similarly, the Area Board is invited to appoint a named Champion to work with the Area Board and Health and Wellbeing Group for 2017/18, the role description is attached at **Appendix D**.

3. Main Considerations

- 3.1. In 2010 all Area Boards appointed Community Area Transport Groups (CATGs), which operated as informal working groups making recommendations to the Area Board for approval. Terms of Reference are set out in Appendix C. It should be noted that the establishment of the CATGs, along with the delegation of the relevant budget of Area Boards, was a delegation of authority from the Cabinet Member for Highways, and so the Terms of Reference for these cannot be amended.
- 3.2. In 2014 all Area Boards appointed Local Youth Network (LYN) Management Groups to coordinate wider LYNs, sub-groups of the Area Boards, to facilitate positive activities for young people in the community area. Terms of Reference are set out in Appendix C and may be reviewed by the Leader on an annual basis.
- 3.3. Some Area Boards have also established working groups to consider and facilitate the development of Health and Wellbeing Centre/Campus proposals. Where these have Terms of Reference it is for the Area Board to determine and amend where required.

- 3.4. From 2015, Area Boards have been able to establish a local Health and Wellbeing Group to consider health and wellbeing priorities in their local area. These groups are sub-groups of the Area Board and their Terms of Reference can be found in Appendix C.
- 3.5. A key role within the Health and Wellbeing Group is that of the local 'Champion' who works with the Area Board to address priorities for older people and carers. The role description is attached at Appendix D and the Area Board is asked to appoint to this position.
- 3.6. Some Area Boards have established other working groups to consider and address local issues. Where these have Terms of Reference, this is for the Area Board to determine and amend where required.

4. Financial and Resource Implications

- 4.1. None.

5. Legal Implications

- 5.1. Some appointments carry responsibilities and duties, for example, those which involve becoming a trustee. Councillors are advised to seek advice on individual appointments if required. [Protocol 3](#) of the Council's Constitution sets out Guidance to Members on Outside Bodies.

6. Safeguarding Implications

- 6.1 Processes are in place to ensure Disclosure and Barring Service (DBS) checks are undertaken as appropriate.

7. Environmental Impact of the Proposals

- 7.1 None.

8. Equality and Diversity Implications

- 8.1 None.

9. Delegation

- 9.1 Under Wiltshire Council's constitution appointments to Outside Bodies will be made by the Leader of the Council, Cabinet, Area Boards or a meeting of group leaders, as appropriate. By convention, appointments to Outside Bodies which operate within the boundary of a community area are made by the relevant Area Board.

9.2 The appointment of Councillors and other representatives to working groups operating under the Area Board is a matter for the Area Board to determine.

10. Recommendation

10.1 The Area Board is requested to:

- a. Appoint Councillor representatives to Outside Bodies as set out at Appendix A;
- b. Agree to reconstitute and appoint to the Working Group(s) as set out in Appendix B; and
- c. Note the Terms of Reference for the Working Group(s), as set out in Appendix C.
- d. Appoint an Older People's Champion, Sue Chilton, for the Area Board, in accordance with Appendix D.

Becky Holloway
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Appendices:

Appendix A – list of appointments to Outside Bodies
Appendix B – list of appointments to Working Group(s)
Appendix C – Terms of Reference for Working Group(s)
Appendix D – Champion role description

Unpublished background documents relied upon in the preparation of this report

None.

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WILTSHIRE COUNCIL OUTSIDE BODIES

Outside Body Title (A to Z)	Appointed By	Why Rep Needed	Organisation aims	Meeting schedule	Voting rights	Reps needed	Representative (s)
Trowbridge Community Area Future (TCAF)	Area Board - Trowbridge	Development of the Community Area Plan	To make Trowbridge a better place for those who live work and visit it.	Various theme groups meet over each year	Yes	1	Vacant
Trowbridge Local Youth Network (LYN)	Area Board - Trowbridge	So young people can present ideas to councillors and council	Youth issues and democracy; to enable young people to present ideas to councillors and the council.	4 meetings per year	Yes	Up to 2	Vacant

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Appointments to Working Groups Trowbridge Area Board

Nominated representative:

Community Area Transport Group:

Trowbridge Area Board	All 9 Members
Trowbridge Town Council	Lance Allan
Parish Council Representative	2 vacancies
Wiltshire Police	Alessandro Trombetta

Trowbridge Health and Wellbeing Centre Working Group

3 x Area Board Representatives	Vacant
3 x Trowbridge Town Council	Bob Brice, Hayley Bell
Hilperton Parish Council	Kendrick Jackson
Education, TCAF and Town Hall Trust	Colin Kay
Trowbridge Swimming Club	Paula Drew
GP practices in Trowbridge	Dr Toby Cookson
Clinical Commissioning Group (CCG)	Dennis Bridges
Chamber of Commerce	David Baker
Resident (speciality: Leisure industry)	David Goldstone
Resident (speciality: Sport and project management)	Martin Cooper

LYN Management Group

Area Board Representative	Vacancy
Trowbridge Town Council	Lance Allan
Trowbridge Town Hall	Tracy Sullivan
Wiltshire YFC	Steve Dewar
GO Fish	David Baker
Trowbridge Moroccan Community Association)	Abdel Boutarfas
Selwood Housing	Amée Dewitt
TCAF	Lyndsey Millen
Young people	

Trowbridge Health and Wellbeing Group

Carers Support Wiltshire	Alan Docherty
Alzheimers Support	Claire Thomas
Churches Together	Polly Andrews
Selwood Housing	Julia Latham
Older Peoples Champion	Sue Chilton
Adult Social Care	Peter Twiggs, Barbara Hearn
Public Health	Tom Ward

Trowbridge Safer Communities Group

Trowbridge Town Council
Wiltshire Police
South West Ambulance Service
Breakthrough Trowbridge
Wilts and Dorset Fire Service
Alzheimers Support
College Estate Residents Association
West Wilts Multi-Faith Forum
Trowbridge Street Pastors

Lance Allen, Bob Brice
Alessandro Trombetta
Julia Doel
Barrie Dearlove
Andy Green
Claire Thomas
Derek Adams
Wendy O'Grady, Farzana Saker
Vacant

COMMUNITY AREA TRANSPORT GROUP (CATG)

TERMS OF REFERENCE

Membership of the CATG

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

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

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

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

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

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

Appointment of CATG Members

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

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

Media Relations

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

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

Meetings

It is recommended that the CATG meet at least four times a year. Meetings are intended to be limited to the Membership set out above, and is open to other members of the Area Board who wish to attend. It can be open to public if the Area Board wishes. It should be noted that CATG is an advisory body, it does not exercise delegated decision making powers.

Officer Support

Meetings will be attended by relevant officers from Wiltshire Council including a senior transport planner, a senior traffic engineer and a local highway maintenance engineer as necessary. Additional support will be provided outside of the meeting by the Corporate Office Business Support unit, as per Area Boards.

Terms of Reference

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

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

Terms of Reference

1. Small scale transport schemes – discretionary funding

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

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

(Cabinet Member Decision HT-021-10)

2. Small scale transport schemes – substantive funding

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

(Cabinet Member Decision HT-026-11)

3. C & UC roads speed limit review

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

(Cabinet Member Decision HT-027-11)

4. Waiting restrictions

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

(Cabinet Member Decision HT-031-11)

5. 20mph speed restrictions – review and implementation

To make recommendations to the Area Board as to the priority routes/areas for review and implementation of 20mph speed restrictions in accordance with the guidance issued by the Cabinet Member for Highways.

(Cabinet Member Decision HSB-007-13)

6. Other decisions

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

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

September 2014

1. Purpose

Definition of a Local Youth Network

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

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

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

2. Membership

The LYN may include representatives of:

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

All representatives must be subject to appropriate safeguarding requirements.

The participation and involvement of young people

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

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

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

Roles of all members of the LYN

All members will be required to:

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

3. Structure and operation

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

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

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

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

The management group will be supported by:

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

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

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

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

Key responsibilities for the management group include:

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

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

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

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

4. Media Relations

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

5. Review

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

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Community Area Health and Wellbeing Group Terms of Reference

1. Purpose

Definition of a Health and Wellbeing Group (HWG)

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

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

2. Membership

The Health and Wellbeing Groups may include representatives of:

- Members of the Community Area Board,
- Older Peoples Champion,
- Carers Champion,
- People from the community,
- Town and Parish Councils,
- Health and social care commissioners,
- Community and voluntary organisations and groups,
- Community transport providers,
- Police,
- Fire and rescue services,
- GP Practices,
- Other organisations, agencies and individuals that have a genuine interest in promoting the welfare and interests of older people.

All representatives must be subject to appropriate safeguarding requirements.

The participation and involvement of people

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

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

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

Roles of all members of the Health and Wellbeing Groups

All members will be required to:

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

3. Structure

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

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

The management group will generally comprise of:

- The Chairperson
- Older Persons Champion/ Carers Champion
- Community Engagement Manager
- Commissioning representative (Community Commissioner)

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

Where required, the Chairperson and Community Engagement Manager may appoint additional people to the management group if it is felt their involvement would be important for the function of the group.

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

4. Responsibilities of the Health and Wellbeing Groups

Key responsibilities for the Health and Wellbeing Groups include:

- Awarding grants that support the priorities identified in the local Joint Strategic Needs Assessment (JSNA).
- Ensuring that any grants and activities take into account any applicable safeguarding implications.

- Making recommendations to the Community Area Board on how priorities for funding should be determined (to include evaluating opportunities for applying for grants)
- Monitoring and reporting on the quality and effectiveness of local activities and grants.
- Based on the JSNAs, local intelligence and Area Board priorities coordinating joint working to deliver these objectives.
- Addressing any conflicts of interest that may arise as part of the local decision making process.

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

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

5. Funding

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

6. Media Relations

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

7. Review

These terms of reference are subject to change and should be reviewed by the Cabinet Member for Adult Care and Health on an annual basis.

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Volunteer Role Description

Older People & Carers Champion

Purpose of the role

The Council wishes to encourage Area Boards to identify champions in each of the county's community areas who will have a key role in representing the views of older people and carers at both a local and county wide level.

Furthermore volunteers will be asked to:

- Talk to and seek the views of older people and/or carers in their local communities on matters related to services provided by the Council or NHS and represent these views at area boards.
- Work with area boards and local voluntary groups to encourage joint working and share experience to help new local groups set up.
- Advocate for older people and/or carers and be a focal point for identifying what service improvements or developments are required.
- Link with and report to the Community Engagement Manager.
- Talk to older people or carers to obtain their views about services. They will represent these views at Area Board meetings or other meetings as requested and discuss with the Council and CCG Commissioners the priorities for older people or carers and work with them on service improvements and developments.
- Provide a focus for the exchange of views and information between older people and/or carers and the Council's adult care and housing services.
- Work with the Area Boards on service improvements and developments to meet the needs of people in community areas.
- Attend area boards to report back on older people and carers issues.
- Attend meetings with other champions and the Council.
- Participate in induction training and ongoing personal development where appropriate. This will include mandatory elements essential for carrying out the role, such as safeguarding which must be completed prior to any volunteering taking place

- Use appropriate claim forms when claiming mileage or expenses
- Comply with Health and Safety Regulations.
- Register as a Wiltshire Council volunteer
- Registration with Fleet Services if the role includes driving on behalf of Wiltshire Council

Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all volunteers volunteering with these groups are asked to share a commitment to this. You will be expected to report any concerns relating to the safeguarding of children and/or young people and/or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children or young people gives cause for concern, the Council's agreed Child Protection or Adult Safeguarding procedures will be followed.

Volunteer Skills and Qualities Checklist

Older Peoples Champion:

- An ability to make a minimum commitment, as specified per role description.
- An understanding of the issues facing older people in today's society, especially loneliness and social exclusion
- An ability to comply with all relevant policy guidelines.
- An ability to maintain boundaries concerning the role and relationship with members of the community
- An ability to listen and communicate with people.
- An ability to recognise own limits of knowledge and responsibility and to be willing to seek advice and support from the Community Engagement manager or other relevant staff.
- A willingness to participate in induction training and team meetings wherever necessary.
- A commitment to non-judgemental practices.
- A willingness to undertake an enhanced disclosure check with the disclosure and barring service (DBS). The organisation will arrange to cover the cost of this.

Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all volunteers volunteering with these groups are expected to share a commitment to this. You will be expected to report any concerns relating to the safeguarding of children and/or young people and/or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children or young people gives cause for concern, the Council's agreed Child Protection or Adult Safeguarding procedures will be followed.

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