

AGENDA

Meeting: Trowbridge Area Board
Place: The Cotswold Space - County Hall, Trowbridge BA14 8JN
Date: Thursday 13 July 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, Trowbridge Drynham (Chairman)
Cllr Deborah Halik, Trowbridge Lambrok
Cllr Ernie Clark, Hilperton
Cllr Horace Prickett, Southwick (Vice Chairman)
Cllr Edward Kirk, Trowbridge Adcroft
Cllr Stewart Palmen, Trowbridge Central
Cllr Steve Oldrieve, Trowbridge Paxcroft
Cllr David Halik, Trowbridge Grove
Cllr Peter Fuller, Trowbridge Park

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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	Chairman's Welcome and Introductions	7:00pm
2	Apologies	
3	Minutes (<i>Pages 5 - 16</i>) To approve the minutes of the meeting held on Thursday 1 June 2017.	
4	Declarations of Interest To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.	
5	Chairman's Announcements (<i>Pages 17 - 22</i>) To receive any announcements through the Chairman, to include: <ul style="list-style-type: none"> • Consultation on Draft Wiltshire Housing Site Allocation Plan 	7.15pm
6	Partner and working group updates (<i>Pages 23 - 50</i>) To note the written reports and receive any updates from the following: Partners: <ul style="list-style-type: none"> i. Wiltshire Police ii. Dorset and Wiltshire Fire and Rescue Service iii. Trowbridge Community Area Future (TCAF) iv. Town and Parish Councils v. Local Youth Network Working groups: <ul style="list-style-type: none"> vi. Health and Wellbeing Centre Working Group vii. Local Youth Network Management Group viii. Trowbridge Health and Wellbeing Group ix. Safer Communities Group 	7.25pm
7	Health and Wellbeing Campus - update Tim Martiensen, Head of Economic Development, and Simon Yeo, Wiltshire CCG, will provide an update on the progress on the East Wing site development.	7.40pm

8	<p>Area Board Funding</p>	8.00pm
8a	<p>Community Area Grants <i>(Pages 51 - 64)</i></p> <p>Members are asked to consider the following two applications to the community grants scheme:</p> <ul style="list-style-type: none"> • £2207.00 : TCAF - Community Hub • £498.87 : College Estate RA - Printer and gazebo 	
8b	<p>Youth Grants <i>(Pages 65 - 68)</i></p> <p>Members are asked to consider the following two applications to the youth grant scheme:</p> <ul style="list-style-type: none"> • £2667.00 : Trowbridge DoE Open Award Centre - leader training and resources • £5000.00 : Longmeadow TARA - running costs 	
8c	<p>Councillor-led Initiative <i>(Pages 69 - 72)</i></p> <p>Members are asked to consider the following Councillor-Led Initiative:</p> <ul style="list-style-type: none"> • £800 : West Wilts Special Needs Activity Scheme Summer Holiday Fun Days - Cllr Graham Payne 	
9	<p>Community Area Transport Group (CATG) <i>(Pages 73 - 80)</i></p> <p>To receive the notes of the meeting of the CATG held on 22 June 2017 and to consider the following recommendation:</p> <ul style="list-style-type: none"> • To award £250 to implement a verge marker post scheme in Newhurst Park, Hilperton (issue 5261) 	8.40pm
10	<p>Urgent items</p> <p>Any other items of business which the Chairman agrees to consider as a matter of urgency.</p>	
11	<p>Close</p>	9.00pm

MINUTES

Meeting: TROWBRIDGE AREA BOARD
Place: The Cotswold Space - County Hall, Trowbridge BA14 8JN
Date: 1 June 2017
Start Time: 7.00 pm
Finish Time: 9.20 pm

Please direct any enquiries on these minutes to:

Becky Holloway 01225 718063 becky.holloway@wiltshire.gov.uk, 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 Deborah Halik, Cllr Horace Prickett (Vice Chairman), Cllr Edward Kirk, Cllr Stewart Palmen, Cllr Steve Oldrieve, Cllr David Halik and Cllr Peter Fuller

Wiltshire Council Officers

Tim Martienssen, Wiltshire Council
Martin Aldam, Highways
Mary Cullen, Community Engagement Manager
Becky Holloway, Democratic Service Officer

Town and Parish Councillors

Trowbridge Town Council – Bob Brice
Hilperton Parish Council – K.Jackson,
North Bradley Parish Council – Roger Evans

Partners

Wiltshire Police – Sgt Gill Hughes, Pc Scott Hill
Dorset and Wiltshire Fire and Rescue Service – Mark Unwin
Trowbridge Community Area Future - Lindsey Millen

Total in attendance: 31

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
33	<p data-bbox="336 342 935 376"><u>An Introduction to Trowbridge Area Board</u></p> <p data-bbox="336 409 1485 479">Mary Cullen, the Community Engagement Manager, introduced herself and her role and welcomed new members to their first meeting.</p> <p data-bbox="336 517 1485 846">The CEM explained that her role was to: help build stronger communities and support members of the Trowbridge Community Area to do more for themselves; to encourage public participation in decision making and consultative processes; and to support the Area Board to identify and address local priority areas. Examples of this included setting up the Men’s Shed in Trowbridge to tackle social isolation and recent litter picks across the community area. The CEM’s role also included administration of the community issues system and management of the weekly blog site and e-newsletter as well as sign posting members of the public to other council services where appropriate.</p> <p data-bbox="336 884 1485 1249">The CEM explained that the Area Board (with its associated working groups) was responsible for helping to support local projects, agreeing local priorities, and influencing local service delivery including that of partners like the police and fire service. Key priorities and suggestions for addressing them had been identified at the Area Board’s Community Conference held at the end of 2016 and these would be addressed by the board over the coming four years. £130k had been allocated to Trowbridge Area Board for the financial year 2017/18 and this would be allocated through four different funds including: the Community Area Transport Group (CATG), youth fund, community area grant fund, and health and wellbeing fund.</p> <p data-bbox="336 1288 1485 1395">The CEM brought to the attention of the meeting a longer video available online at the link below, which described in more depth and role and history of Wiltshire’s Area Boards.</p> <p data-bbox="336 1433 1294 1467">https://www.youtube.com/watch?v=Iti0nwmWIPk&feature=youtu.be</p> <p data-bbox="336 1505 1485 1612">She also recommended that anyone interested in receiving the weekly newsletter or in becoming a community reporter for the blog site, should get in touch.</p>
34	<p data-bbox="336 1650 903 1684"><u>Chairman's Welcome and Introductions</u></p> <p data-bbox="336 1718 1485 1787">The Chairman, Councillor Graham Payne, welcomed everyone to the meeting of the Trowbridge Area Board, and asked new members to introduce themselves.</p>
35	<p data-bbox="336 1825 483 1859"><u>Apologies</u></p> <p data-bbox="336 1892 1485 1962">Apologies for absence were received from Cllr Ernie Clark, and Andy Green, Dorset and Wiltshire Fire and Rescue Service.</p>

36	<p><u>Minutes of previous meeting</u></p> <p>Cllr Horace Prickett, seconded by Cllr Steve Oldrieve, moved that the minutes of the meetings held on Thursday 9 March 2017 and Tuesday 16 May 2017 be approved and signed as a correct record.</p> <p>Resolved:</p> <p>To approve and sign the minutes of the meetings of Trowbridge Area Board held on 9 March 2017 and 16 May 2017 as correct records.</p>
37	<p><u>Declarations of Interest</u></p> <p>Cllr Peter Fuller, Cllr Steve Oldrieve, Cllr Stewart Palmen, Cllr Graham Payne, Cllr David Halik, Cllr Deborah Halik, and Cllr Edward Kirk declared a non-pecuniary interest by virtue of their membership of Trowbridge Town Council.</p> <p>Cllr Edward Kirk declared a non-pecuniary interest in agenda item 9.a.vi due to knowing the grant applicant.</p>
38	<p><u>Chairman's Announcements</u></p> <p>The Chairman acknowledged the recent break-ins at Holbrook primary school and the theft and damage that had been caused. He reported that he had written to the school's headteacher to express the Area Board's sympathies.</p> <p>A petition was received from residents of the Sparrow Street area of Trowbridge, regarding road safety issues. The Chairman agreed to pass the residents' concerns to the Trowbridge CATG.</p> <p>The Chairman announced the launch of a new service provided by Wiltshire Bobby Van Trust to tackle cybercrime. People over 60, or over 18 and disabled, were now able to request a visit from an Online Safety Advisor. More information is included with these minutes.</p>
39	<p><u>Partner and working group updates</u></p> <p>Members of the Area Board noted the written partner updates provide in the agenda pack and the following partners provided a verbal update in addition to these.</p> <p>Wiltshire Police</p> <p>Sgt Gill Hughes presented the written report and highlighted the following points: that there had been a spate of opportunist theft of car keys from houses in the Trowbridge area and residents were reminded to keep their doors locked even</p>

when they were at home; and that the local police team met regularly to discuss local issues to be addressed so members of the public were encouraged to continue reporting any issues through the 101 system to ensure the police could prioritise resources appropriately.

The Chairman thanked Sgt Hughes for her report and for the recent police work to reduce instances of aggressive begging in the town.

Dorset and Wiltshire Fire and Rescue Service

Mark Unwin presented the written report and highlighted the following points: that the combined service between Dorset and Wiltshire had celebrated its first year and the work put in to make it a successful transition; that the visibility of the service should become higher with more focus being put on community engagement work; that the Safe and Well team were continuing with their programme of home visits to advise residents on staying safe; and that the Community Safety plan for the next four years was available online.

The Chairman thanked the officer for his report and reminded councillors that a member of Trowbridge Area Board, Cllr Ernie Clark, was a member of the Dorset and Wiltshire Fire Authority.

Trowbridge Community Area Future (TCAF)

Lyndsey Millen presented the written report and TCAF's annual report, and highlighted the following points: that a new community hub was to be opened in The Shires shopping centre on 7 July and that around 25 community and voluntary groups had been involved in its development; that 15 community groups had signed up for slots in the hub and councillors were invited to get in touch about arranging to hold their surgeries there; that youth work sessions continued on Monday and Tuesday nights and with John of Gaunt School, and work was underway to increase participation in the Wednesday night session at the Seymour Hub. A youth support network had been established with a number of providers, in order to better understand the gaps in provision within the community area.

The Chairman thanked the representative for her update

Town and Parish Councils

North Bradley Parish Council - following the election, one new councillor had joined the parish council and the neighbourhood plan was progressing well.

Trowbridge Town Council - the written report was presented and it was highlighted that work was underway to transfer several play-area leases from the unitary to the town council.

The Chairman thanked both councillors for their updates and reported that he'd been updated by Wiltshire Council officers that the lease transfer was underway and that it was hoped this would be completed within the next few months

40	<p><u>Trowbridge Health and Wellbeing Centre.</u></p> <p>Tim Martienssen, Head of Economic Regeneration, gave an update on the Trowbridge Health and Wellbeing Centre development.</p> <p>Work was ongoing to obtain outline planning permission for the East Wing site by summer 2017, which involved addressing the relevant environmental, highway, and other considerations. Work was also continuing to ensure the right proportion of space was allocated to the CCG for their requirements now and in the future.</p> <p>Completion of a needs assessment by Alliance Leisure and Max Associates to look at the leisure elements of the site was ongoing and included assessing the financial viability of any options. Consultation with the public and key community groups was being undertaken with input being sought particularly from less-active groups in the community area. Consultation had taken the form of surveys and questionnaires but other methods would be employed should this be required. The consultants had been tasked with keeping the Town Council and Area Board Steering Group involved throughout the whole process, and Sport England continued to be an important partner. It was hoped that a draft report on the leisure needs assessment would be available at the end of June and would enable Wiltshire Council to articulate to external funding bodies why something new was needed.</p> <p>A review of the Savilles Report had been completed and the consultants had concluded that there had been some weaknesses with it due to its focus on commercial viability rather than on the town needs and the potential for grant funding and investment in a community facility.</p> <p>In response to questions, it was clarified that the report would include core data on the options considered most suitable for the site and that the steering group would be invited to have sight of the report at the end of June so that they could comment on the proposed options. In order to access external funding for the leisure element, any proposal would need to be based on clear, strong, and well-articulated evidence, and good quality engagement with key stakeholder groups.</p> <p>At the request of the chairman and board members, it was agreed that a representative from the CCG would be invited to the next meeting of Trowbridge Area Board to report on their progress.</p>
41	<p><u>Funding</u></p> <p><u>Community Area Grants</u></p> <p>The Area Board considered 10 applications to the Community Area Grant Scheme 2017/18.</p>

Applicants were present to answer questions on their applications.

Cllr Steve Oldrieve moved that £1000.00 be awarded to Bratton Recreation Ground for the purchase of maintenance equipment. Upon failure to secure a seconder, the motion fell.

Cllr Stewart Palmen, seconded by Cllr Oldrieve, moved that £900.00 be awarded to Gloucester Road Allotment Association for two new raised beds.

Resolved:

To award £900.00 to Gloucester Road Allotment Association for two new raised beds.

Cllr Horace Prickett, seconded by Cllr Edward Kirk, moved that £500.00 be awarded to the Friends of Southwick Country Park for a replacement entrance gate. Cllr Prickett stated that the Country Park had become an outstanding success with wide community use and many well attended events.

Resolved:

To award £500.00 to the Friends of Southwick Country Park for a replacement entrance gate.

Cllr Steve Oldrieve, seconded by Stewart Palmen, moved that £958.99 be awarded to Light and Lark CiC for a young people's language project. In response to questions, the applicant explained that Light and Lark was a youth theatre company with a remit to improve mental health and that this project would support young polish people in the Trowbridge community.

Resolved:

To award £958.99 to Light and Lark CiC for a young people's language project.

Cllr Stewart Palmen, seconded by Cllr Steve Oldrieve, moved that £839.00 be awarded to Wiltshire Rural Music School for a portable piano.

Resolved:

To award £839.00 to Wiltshire Rural Music School for a portable piano.

Cllr Horace Prickett, seconded by Cllr Edward Kirk, moved that £990.00 be awarded to the Friends of North Bradley School for a large storage shed. Cllr Prickett reported that the Friends had a lot of equipment which was currently stored around the community in private storage facilities and that this was creating problems with access.

Resolved:

To award £990.00 to the Friends of North Bradley School for a large storage shed.

Cllr Steve Oldrieve, seconded by Cllr Peter Fuller, moved that £5000.00 be awarded by Paxcroft School Association towards an adventure trail and play equipment.

Resolved:

To award £5000.00 to Paxcroft School Association towards an adventure trail and play equipment for Paxcroft School.

Cllr Horace Prickett, seconded by Cllr Edward Kirk, moved that £4901.00 be awarded to Trowbridge Town Football Club for new equipment. The applicant spoke to the application and explained that the grant would be spent on replacing the club's equipment that needed replacing every five to ten years.

Resolved:

To award £4901.00 to Trowbridge Town Football club for new equipment.

Cllr Steve Oldrieve, seconded by Cllr David Halik, moved that £605.00 be awarded to Trowbridge Cultural Festival for food preparation equipment. Cllr Oldrieve reported that the festival was well received and popular within the area.

Resolved:

To award £605.00 to Trowbridge Cultural Festival of Food for food preparation equipment.

Cllr Edward Kirk, seconded by Cllr David Halik, moved that £5000.00 be awarded to St Michael and All Angels Church towards the cost of replacing their central heating system. A representative from the church spoke to the application. A query was raised by members regarding the community benefit of the application, and it was reported that the church was a focal part of the community and that it was used by a wide range of secular groups for social and community activities. Following a debate, it was

Resolved:

To award £5000.00 to St Michael and All Angels Church towards the cost of replacing the central heating system.

Youth Grants

The Area Board considered four applications to the Youth Grant Scheme 2017/18. In the absence of the locality youth facilitator, Lyndsey Millen provided an overview of each of the applications

Cllr Steve Oldrieve, seconded by Cllr Stewart Palmen, moved that £4750.00 be awarded to Wiltshire Youth Arts Partnership for a "Fabric of Life in Trowbridge" project.

	<p>Cllr David Halik, seconded by Cllr Steve Oldrieve, moved that £526.00 be awarded to Characters Stage Company for their REACT project.</p> <p>Cllr Steve Oldrieve, seconded by Cllr Stewart Palmen, moved that £3245.00 be awarded to Trowbridge Arts for their “Unsigned – Inside and Out” project.</p> <p>Cllr David Halik, seconded by Cllr Steve Oldrieve, moved that £4976.00 be awarded to TCAF for their Brighter Aspirations youth club.</p> <p>After a brief discussion around each of the applications, it was</p> <p>Resolved:</p> <p>To award £4750.00 to Wiltshire Youth Arts Partnership for a “Fabric of Life in Trowbridge” project.</p> <p>To award £526.00 to Characters Stage Company for their REACT project.</p> <p>To award £3245.00 to Trowbridge Arts for their “Unsigned – Inside and Out” project.</p> <p>To award £4976.00 to TCAF for their Brighter Aspirations Youth Club</p>
42	<p><u>Traffic management in Leapgate, Trowbridge</u></p> <p>Martin Aldam, Senior Transport Planner, delivered a presentation on the travel surveys undertaken in Trowbridge in spring 2017.</p> <p>The officer explained that in 2009, around 40 sites had been surveyed during morning and evening peak times, and that repeat travel surveys had been completed in 19 sites in March 2017.</p> <p>The purpose of the surveys was to collect information on the flows and speeds of vehicles along key roads in the town, along with the type of vehicles using the roads. The results of the surveys were presented and it was agreed that these would be circulated to members.</p> <p>The results of the travel surveys showed that the number of Heavy Goods Vehicles (HGVs) driving through the town centre had reduced, following the opening of the Hilperton Relief Road and the weight restrictions placed on several of the town’s main roads. The officer presented a rank of the survey sites and how they compared with regards to the volume and type of vehicles travelling through them.</p> <p>Out of the 19 sites, three had met the criteria for Community Speed Watch schemes. This meant volunteers could receive the training and equipment required to monitor the speed of vehicles in those areas and pass details of</p>

	<p>speeders on to Wiltshire Police to follow up with letters and, for repeat offenders, home visits.</p> <p>In response to questions, it was explained that it was likely that the volume of traffic around Staverton had reduced following a new signage strategy implemented at the Farmers roundabout encouraging drivers to take a route via the A350 and A361 to the motorway.</p> <p>It was acknowledged that the proposed parking regulations in Leap Gate, and the opening of a new doctors' surgery, could change the flow, speed, and volume of traffic in the area and that further metro counts may be required in the future.</p> <p>The Chairman thanked Martin Aldam for his presentation, and following comments from Castlemead residents, requested that the issue be brought back to the September meeting of the Area Board for a progress report.</p>
43	<p><u>Community Area Transport Group (CATG) update</u></p> <p>The Area Board received the notes of the CATG meeting held on 24 February 2017 and the recommendations for funding that they made. Cllr Horace Prickett, seconded by Cllr Edward Kirk, moved that the progress reports be noted and the recommendations be accepted and it was</p> <p>Resolved:</p> <p>To note the progress updates provided in the notes of the CATG meeting held on 24 February 2017</p> <p>To award £3000 for waiting restrictions in various locations in Trowbridge.</p> <p>To award £1000 for alternations to the junction between Dursley Road and County Way, subject to match funding being agreed by Trowbridge Town Council.</p> <p>To award £600 for a pedestrian survey on Hilperton Drive/Helpswell Road.</p>
44	<p><u>Appointments to outside bodies and working groups</u></p> <p>Cllr Peter Fuller, seconded by Cllr Edward Kirk, moved that the working groups of the Area Board be reconstituted with the membership laid out in Appendix B of the report with the amendments below, and that the Area Board Representatives on outside bodies should be as follows:</p> <p><u>Outside Bodies</u> Trowbridge Community Area Future – Cllr Stewart Palmen Trowbridge Local Youth Network – Cllr Stewart Palmen</p>

	<p><u>Working Groups</u></p> <p>Health and Wellbeing Centre Working Group – Cllr Steve Oldrieve, Cllr David Halik, and Cllr Peter Fuller LYN Management Group – Cllr Stewart Palmen Trowbridge Health and Wellbeing Group – Cllr Deborah Halik</p> <p>Resolved:</p> <p>To reconstitute the working groups of Trowbridge Area Board</p> <p>To appoint members of the working group as laid out in Appendix B of the report with the above amendments</p> <p>To appoint Area Board representatives to the outside bodies as laid out in Appendix A of the report with the above recommendations.</p> <p>To appoint Sue Chilton as the Trowbridge Older Person’s Champion</p>
45	<p><u>Community Engagement Manager update</u></p> <p>Mary Cullen, the Community Engagement Manager, gave a presentation on her recent work and on two upcoming projects in the Trowbridge Community Area.</p> <p>The Dementia Friends initiative continued to develop with more friends recruited and new projects being set up. A session was due to take place to recruit members for a new Dementia Alliance for the Trowbridge community area.</p> <p>Other recent work included promoting healthy schools, developing a new “Gadget Busters” session, supporting TCAF with opening a new community hub in The Shires shopping centre, consultative work with unpaid carers, and supporting projects to tackle social isolation.</p> <p><u>London Calling – Big Pledge active challenge</u></p> <p>The CEM encouraged everyone to sign up to Wiltshire’s Big Pledge; an online challenge to log physical activity between 5 June and 30 July in the lead up to World Athletics Championships coming to London. More details could be obtained by visiting Wiltshire Council’s website.</p> <p><u>WWI Commemorative Tree Planting</u></p> <p>A project was in early planning stages to plant 10,000 trees in Wiltshire to commemorate the centenary of the end of World War One. Area Board Members were asked to share their thoughts on where these could be planted and how (or if) they should be distributed between the Community Areas. Suggestions from the board included: that the trees could form one memorial wood in the Trowbridge community area rather than being distributed between parishes; that the trees could be incorporated into other commemorative war</p>

	<p>monuments; and that it would be poignant for each tree to be named for an individual soldier.</p> <p>The Chairman agreed to bring an update on the project to the next meeting of the Area Board.</p>
46	<p><u>Urgent items</u></p> <p>There were no urgent items.</p>
47	<p><u>Close</u></p> <p>The chairman thanked everyone for coming and reminded members that the next meeting of the Area Board would be 13 July 2017.</p>

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Agenda Item 5

Chairman's Announcements

Subject:	Formal Consultation on the Draft Wiltshire Housing Site Allocations Plan
Contact Details:	Sophie Davies 01225 713429
	<p>Draft Wiltshire Housing Site Allocations Plan – Advance notice of consultation</p> <p>Wiltshire Council's Cabinet, on 20 June, approved the draft Wiltshire Housing Site Allocations Plan for consultation to commence in July.</p> <p>The draft Wiltshire Housing Site Allocations Plan, a formal Development Plan Document, has been prepared in accordance with the Wiltshire Core Strategy. It will allocate new sites for housing and amend, where necessary, settlement boundaries at the Principal Settlements of Salisbury and Trowbridge, Market Towns, Local Service Centres and Large Villages.</p> <p>Although the consultation will not start until Friday 14 July 2017 (and continue for 10 weeks) the Council are seeking to raise awareness through the Area Board network of the consultation period and drop in events being held as part of the consultation.</p> <p>The drop-in events will be open between 12 noon and 7pm as follows:</p> <p>Neeld Community & Art Centre, High Street, Chippenham SN15 3ER -Monday 17 July 2017</p> <p>Guildhall, Market Place, Salisbury SP1 1JH - Wednesday 19 July 2017</p> <p>Town Hall, St Johns Street, Devizes SN10 1BN - Monday 24 July 2017</p> <p>Atrium, County Hall, Trowbridge BA14 8JN - Wednesday 26 July 2017</p> <p>Officers from the Council will be available during the day to answer questions about the draft Plan and we would encourage people to attend to find out more about what the draft Plan proposes in their area.</p> <p>From the start of consultation on Friday 14 July, the draft Plan and the supporting evidence will be available during normal opening hours at the Council's main offices (Monkton Park, Chippenham; Bourne Hill, Salisbury; and County Hall, Trowbridge) and in all Wiltshire Council libraries. It will also be available on the Council's web site via this link:</p> <p>http://www.wiltshire.gov.uk/wiltshsgsiteallocationsplan</p> <p>Information about how to comment on the draft Plan will be circulated via the area board networks closer to this time.</p>

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Summary of proposed allocations in the draft Wiltshire Housing Site Allocations Plan

East Wiltshire Housing Market Area

Relationship to Community Area (CA)	Parish Area	Allocation Reference	Site Name	Approximate dwellings	SHLAA reference
Tidworth CA	Ludgershall	H1.1	Empress Way	270 ^[1]	553
Devizes CA	Market Lavington	H1.2	Underhill Nursery	50	2055/530
Devizes CA	Market Lavington	H1.3	Southcliffe	15	1089
Devizes CA	Market Lavington	H1.4	East of Lavington School	15	3443

^[1] This total includes 109 dwellings that already have planning permission

North and West Wiltshire Housing Market Area

Relationship to Community Area (CA)	Parish Area	Allocation Reference	Site Name	Approximate dwellings	SHLAA reference
Trowbridge CA	North Bradley / Trowbridge	H2.1	Elm Grove Farm	200	613
Trowbridge CA	North Bradley	H2.2	Land off the A363 at White Horse Business Park	150	298
Trowbridge CA	Hilperton / Trowbridge	H2.3	Elizabeth Way	205	297/263
Trowbridge CA	Trowbridge	H2.4	Church Lane	45	1021
Trowbridge CA	Trowbridge	H2.5	Upper Studley	20	3260
Trowbridge CA	Southwick	H2.6	Southwick Court	180	3565
Warminster CA	Warminster	H2.7	East of the Dene	100	603
Warminster CA	Warminster	H2.8	Bore Hill Farm	70	302/1032
Warminster CA	Warminster	H2.9	Boreham Road	30	304
Warminster CA	Chapmanslade	H2.10	Barbers Farm Nurseries	35	316
Chippenham CA	Hullavington	H2.11	The Street	50	690
Chippenham CA	Yatton Keynell	H2.12	East of Farrells Field	30	482
Malmesbury CA	Crudwell	H2.13	Ridgeway Farm	50 ^[2]	3233
Westbury CA	Bratton	H2.14	Court Orchard / Cassways	40	321

South Wiltshire Housing Market Area

Relationship to Community Area (CA)	Parish Area	Allocation Reference	Site Name	Approximate dwellings	SHLAA reference
Salisbury / Wilton CA	Netherhampton	H3.1	Netherhampton Road	640	S1028
Salisbury CA	Salisbury	H3.2	Land at Hilltop Way	10	S61
Salisbury / Wilton CA	Netherhampton	H3.3	North of Netherhampton Road	100	S1027
Salisbury CA	Salisbury	H3.4	Land at Rowbarrow	100	3272
Amesbury CA	Durrington	H3.5	Clover Lane	45 ^[3]	3154/S98
Amesbury CA	Durrington	H3.6	Land off Larkhill Road	15	3179

^[2] This total includes 10 dwellings that already have planning permission

^[3] This total includes approximately 15 dwellings that already have planning permission

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Report to Area Board 13th July 2017

The Town Clerk reports every two months to the Policy & Resources Committee with an edited version presented to the Area Board. Issues included on the agenda are highlighted and normally include an officer's recommendation. Other matters are provided as report items only.

1. POLICY

1.1 Community Governance Review (CGR), Ashton Road - Steeple Ashton Parish Council support a change to the boundary along Ashton Road. The Town Council has agreed that a sum equivalent to any Community Infrastructure Levy (CIL) received will be paid to Steeple Ashton. This is one of the sites which had been subject to a planning application and is not being put forward by Wiltshire Council through the Housing Site Allocations process.

1.2 Free Parking Days – Wiltshire Council allow each town a Free Parking Day allocation 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.

1.3 Town Council Strategy 2017-2021 - The Town Council Strategy is currently being developed for final approval by Full Council. The Policy & Resources Committee discussed it on 27th June. A separate Strategy workshop is being held for councillors and officers on the evening of 11th July in the hope that the final document will be approved by Council on 18th July.

2. RESOURCES – Head of Finance, Richard Mills retired in June. On 16th May Council appointed the Town Clerk as Responsible Finance Officer (in addition to his existing responsibilities). Juliet Weimar became Head of Resources from 1st July managing the finance staff in addition to HR. Finance Apprentice, Georgia Shanahan supports production of Annual Accounts, Quarterly Management Reports and the 2018/19 Budget, prepared from October 2017.

2.1 FINANCIAL RESOURCES

2.1.1 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 were signed off by Full Council on 27th June, prior to publication and external audit. 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) at the end of quarter 3. Gross expenditure was (£75k) over budget, of which salaries and associated costs were

(£44k) over budget, resulting from the changes to pension enrolment and implementation of the Pay & Grading Review during the year. Total income was £21k ahead of budget.

Resources - Net expenditure was £6 under budget (see details below).

Direct Services - Net expenditure was £1k under budget.

Civic Board - Net expenditure was £22k under budget. This was mainly due to the transfer of the Civic Centre Maintenance Reserve to General Reserves.

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.

2.1.2 Council Tax – The government has now published data for all parish and town councils in England. The increase in Council Tax average 2016/17 to 2017/18 charged by first tier councils was 6.3% (Trowbridge was 3.6%). Over the period from 2013/14 to 2017/18 the total increase for England was 21.5% (17.9% in Trowbridge).

2.1.3 Grants – The Town Council has an adopted Grants Policy, reviewed yearly in line with budget setting. The Policy identifies organisations which receive annual awards and others who receive a set amount subject to application (core grants). There is also an annual budget against which other organisations can make applications, (general grants) with a deadline of 30th. On 27th June Grants were awarded to: Trowbridge Guild of Community Service £5000, Help Counselling Services £1000, Seymour Hub £1000, Larkrise Multi-Sensory Art Project £500, Wiltshire MIND £500, Citizens' Advice Bureau £5000, Trowbridge Cultural Festival of Food £500, Monday Wednesday Club £1000, Victim Support £100, Group Five £1000, Multiple Sclerosis Therapy Centre £500, Alzheimer's Support £1000, Avon Valley Runners £1000, West Wilts Special Needs Activity Scheme £500, Relate Mid-Wiltshire £575, Revitalise Respite Holidays £500 and College Estate resident's Association £100.

2.2 HUMAN RESOURCES

2.2.1 Changes to Management Responsibilities. To deliver the Strategy and as a result of the retirement of Richard Mills, the council has implemented management responsibility changes from 1st July.

Resources. Our Resources are our people and our finances. Finance falls into two areas of activity; transactions (paying bills and raising invoices) and; accounting (budgets, quarterly reports and the annual return). Lin Goodenough, supported by Elaine Perry is responsible for our transactions. The key commercial departments; Leisure Services and Civic Centre now also have their own administration staff (Christina Connor and Karen Reeves) who are responsible for ensuring financial transactions are completed and for liaising with the Finance Officer. Richard has been responsible for accounting and whilst I am taking on the role of RFO, much of the preparation of budgets, quarterly reports and annual returns will be undertaken by Georgia Shanahan. Juliet Weimar has delivered some significant HR changes, supporting department managers, as well as managing Georgia through her initial training period. Juliet becomes the Head of Resources and will be the line manager of both Georgia and Lin as well as continuing to manage HR. We will need to consider some additional part time HR support in the future.

Strategic Delivery. The Facilities Manager (Karl Buckingham) has taken responsibility for some of the other non-financial elements previously managed by Richard, such as accident reporting, procurement, asset control, insurance and risk, which sit alongside his existing health & safety, technology and project management responsibilities. The town council's relationship with Wiltshire Council will be key to delivering significant elements of the Strategy. A relationship which needs to be nurtured at different levels in both councils. Councillors and I will develop the relationship with senior directors and Cabinet members. Bill Austin has developed very good relationships with the service officers at Wiltshire Council, progressing asset and service transfers. This will take even more time and need more focus in the coming years. My own role is retitled as Town Clerk & Chief Executive and Bill Austin's role becomes Deputy Chief Executive.

Services. In addition, responsibility for Information Services and therefore line management of the Customer Services Manager (Aby Cooper) transfers to Hayley Bell, so that Hayley's role becomes Head of Leisure and Information Services. Bill Austin will retain responsibility for the Civic Centre, Facilities and Neighbourhood Services. Clare Lyall retains responsibility for the Museum Project, with Hannah Lyddy returning from maternity leave in September as Museum Manager. There will be no changes to committee structure, as Information Services, like Facilities, Finance, HR and other elements are cross-departmental and it is important that we build these cross-departmental links to ensure that managers work together in partnership, for the benefit of the whole council. Additional support will need to be considered for Neighbourhood Services, both administrative and operational, with the transfer of further facilities from Wiltshire Council.

2.2.2 New Starters

Civic Centre Supervisor - Paul Weimar

Casual Bar and Venues Assistant – Thomas Graham

Casual Sports Coaches – Jason Henley, Aaron Holloway & Chelcie Woods.

Apprentice Sports Coaches: Dean Goddard and Chelsey Murden

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

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

Thomas Bowen Hall, Sports Coach has resigned and leaves on Friday 21st July 2017.

3.0 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.

3.1 CULTURAL SERVICES This area of service is delegated to the Museum Curator, Clare Lyall. The next Museum and Tourism committee meeting is 26th September 2017 at 6.30pm.

3.1.1 MUSEUM – Trowbridge Museum is an award-winning museum located in the Shires Shopping Centre telling the story of west of England woollen cloth manufacturing and its

influence on the town. We are seeking to expand the museum into an additional floor – see below. We work closely with The Friends of Trowbridge Museum.

Collections Management Questions were asked regarding the cost of supporting collections management to achieve the necessary standards for our forthcoming accreditation and to undertake the work associated with the project, in response to a recommendation regarding additional staff/consultant support required to complete this work. Some of the detail regarding sources of funding were not clear and the committee asked that the Policy & Resources Committee consider the matter further. **RESOLVED: That Collections Management work is enhanced through the engagement of consultant or additional staff resources. In the short term to September this will be covered from savings within the salaries budget. In the medium term; September to March, the additional cost of £10,819 will be covered from the budgeted allocation (£25,000) for Museum Projects. In the longer term (2018/19 onwards) the committee and the council will need to consider the requirements of the museum and the project set against the resources available from the budget and the project funding to meet the requirements and establish roles and responsibilities within the budget to meet those requirements.**

The requirements and resources will be different during the delivery phase when the museum is closed and following the opening of the new museum (expected in 2020). In addition some of the museum's requirements will be met from staff in other departments of the council which provide cross-council services including the Museum, such as Facilities Management (Utilities, Information technology, Maintenance) and Information Services (Marketing, Promotion and media).

3.1.2 Tourism – The Museum, Civic Centre and Town Hall Arts work together and have a joint membership of Visit Wiltshire.

3.1.3 Culture – We also work in partnership with other cultural organisations including Drawing Projects at Bridge House to develop the cultural aspects of the Trowbridge community.

3.2 LEISURE & INFORMATION SERVICES – This area of service is delegated to the Head of Leisure and Information Services, Hayley Bell. The next Leisure Services Committee meeting is 26th September 2017 at 7pm.

3.2.1 ACTIVE TROWBRIDGE – Provides sports coaching programmes to local schools throughout the term, Fun Days during the school holidays as well as free Summer Roadshows and an annual Play day on Saturday 15h July in Trowbridge Park.

3.2.2 MARKETING & EVENTS – We use a variety of ways to communicate with those who live in, work in and visit Trowbridge. Social media, Trowbridge Information Centre, Websites:

www.trowbridge.gov.uk information about council services and links to other local websites;

www.trowbridgecivic.co.uk for Civic Centre, events and activities &

www.trowbridgemuseum.co.uk for the Museum, and **Discover Trowbridge** Magazine provided by Brightside Marketing Solutions. The Autumn edition will be published in August covering the period September - December 2017. The **Calendar of Events** is at the end of the report.

3.3 NEIGHBOURHOOD & VENUE SERVICES – This area is delegated to the Deputy Chief Executive, Bill Austin. The next Direct Services committee meeting is 29th August 2017 at 7pm.

3.3.1 Civic Board – The Civic Board (which reports to the Direct Services Committee) next meets on 18th July 2017. It is responsible for overseeing the operation of the Civic Centre as a commercial conference and entertainment venue. The committee queried arrangements for letting available space at discounted rates or for free to charity and community groups and asked that the Policy & Resources Committee considered this matter. **RESOLVED: That the existing Grants Policy covers discounts available to charity and community groups through delegation to officers and no changes are necessary.**

3.3.2 Facilities – The Facilities Manager (Karl Buckingham) is responsible for managing the Civic Centre and other buildings, all of the utilities and services on behalf of occupiers including our external tenants, as well as health & safety, procurement, project management, insurance and the relationship with promoters for entertainments.

Information Technology – We have retendered our ICT support contract and Oakford Technology will be implementing the new computer and telephone services in August.

3.3.3 Neighbourhoods – We manage the Town Park, play and recreational facilities, CCTV and a range of other environmental activities.

CCTV – Full Council on 16th May approved the terms for renewal of the CCTV monitoring arrangement with the Shires Shopping Centre. Inspector Andy Fee has been asked to provide evidence of the use of CCTV in securing convictions.

4. TOWN COUNCIL PROJECTS

4.1 Museum Project – The town council is committed to the expansion of the Museum, 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 successfully achieved a round 1 pass from the Heritage Lottery Fund (HLF), securing a £100,000 grant to undertake the Development Phase. The planning and listed building applications, submitted by architectural consultants Architecton were granted with standard conditions on 25th April. We are finalizing details of the new 25-year lease from our landlord. We have submitted our round 2 application for funding of just over £1million towards the £2.49 million project. The five-year financial plan shows that the Town Council can fund the Project from the HLF grant, grants from other funders and borrowing. The level of borrowing will be around £900,000 funded from a £50,000 per annum contribution from the Council Tax over 25 years. We have so far received over £100,000 towards the project in donations from third party funders and the public.

4.2 Sports Pitches Project – We borrowed £175,000 from the Public Works & Loans Board to purchase Woodmarsh, financed from the rent charged to Trowbridge Town Football Club over a new 30-year lease. Wiltshire Council released the remaining funding, from S106 funds and we completed the purchase in February. The five-year financial plan shows that the 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 development of the land at Doric Park to provide an all-weather pitch, car-parking, changing rooms and squash courts (in conjunction with Trowbridge Squash Club) and the purchase of additional land in the future. Other funding is available from S106 and grants such as the Football Foundation. Officers have held meetings with representatives of Trowbridge Rugby Club to discuss our plans for Doric Park and we now need to consider appointing consultants to detail proposals and reach agreement with the Rugby Club on access and other aspects.

4.3 Town Park – Refurbishment of Tennis Courts – We received funding from the Lawn Tennis Association (LTA) £50,000 and Area Board £20,000 for refurbishment of the tennis courts and Multi-Use Games Area (MUGA). Main works have been completed, with the two-tone green surface due to be applied by the end of June. Access is controlled by an internet app and charges should 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 funded from Section 106 funds.

4.4 Play Areas, Transfer from Wiltshire Council – Bill Austin negotiated the best available deal for the transfer from Wiltshire Council. 24 play areas and the whole of Elm Grove Recreation Ground were due to transfer in March 2017. Wiltshire Council have ensured that they are all safe and grass and shrubs maintained and cut-back, although faulty items of play equipment are not being replaced. The town council will be paid £50,000 to invest in improving the facilities, with contributions from existing S106 funding (over £50,000), grants and an annual contribution from the town council of £10,000 to £50,000. The five-year financial plan shows a total investment in play areas of £364,000. Having initially believed that the areas were being transferred freehold, this became too

complicated and leases have been drafted for the majority. The proposed 30-page leases for each area are considered onerous and unacceptable by officers. Officers are now seeking simpler management agreements or Agency Arrangements. **RESOLVED: That the town council: Reiterates the view that local facilities should be managed and controlled locally, so that they can be maintained to the standards expected by the community and invested in for the future: Supports the negotiating position taken by officers, which seeks to establish a simple Agency Arrangement for the transfer of the 24 play areas from Wiltshire Council to Trowbridge Town Council: Seeks reassurances from Wiltshire Council that such arrangements will be put in place to complete the transfer without imposing unnecessary and unacceptable conditions on Trowbridge Town Council, and: Delegates to officers the task of reaching agreement with Wiltshire Council on this basis.**

4.5 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) Draft agreements are in place ready for formal approval at the Full Council meeting in July.

4.6 St George's Works – The town council currently rents storage in St George's Works. The owners (TC Sports) have now made a planning application for the redevelopment of the site to provide 30 new 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. We are awaiting a decision on the application.

5. **CIVIC & DEMOCRATIC ACTIVITIES**

5.1 Council Meeting Dates - Council and committee meetings for the next few months are:

Tuesday 18 th July	Full Council
Tuesday 25 th July	Town Development
Tuesday 1 st August	NO MEETING
Tuesday 8 th August	NO MEETING
Tuesday 15 th August	NO MEETING
Tuesday 22 nd August	Town Development
Tuesday 29 th August	Direct Services
Tuesday 5 th September	Policy & Resources

5.2 Dates for your diary

Annual Play Festival in Trowbridge Park, Saturday 15th July 11am to 4pm

Annual Civic Service at St James' Church on Sunday 16th July at 6.30pm.

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.

5.3 Twinning - Trowbridge is twinned with four communities: **Leer** in Ostfriesland, Germany, **Charenton-le-Pont** on the outskirts of Paris, France, **Elblag** in Poland (with the other four towns in West Wiltshire) and **Oujda** in Morocco

5.4 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 29th August 2017 at 15:30.

6. TOWN DEVELOPMENT – Committee Meets 4th & 25th July, and 22nd August. 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 – M&S, Toby Carvery, Papa Johns, Greggs, Subway, Dominos; all open by end July.

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

United Church Buildings – These are now for sale www.onthemarket.com/details/3752103/

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 changes to public access to the woods and provisions of flight paths from there to other feeding and roost sites.

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.

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 *.

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 - An application for residential, primary school and some retail is expected from Persimmon for land north of Leap Gate and east of West Ashton Road, currently allocated for employment uses. A consultation was held at the Civic Centre on Thursday 25th May *.

Bradley Road – The former District Council office site has been bought by [Newland Homes](#) application [17/05669/FUL](#) plans to provide 82 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. A meeting was held at County Hall at the end of May with an update on the changes to the proposals to accommodate bat mitigation measures, including moving the employment land from adjacent to the railway line to being adjacent to Biss Woods and a change to the road elevation to provide bat flight paths under the road close to the river Biss.

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 making 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.

6.4 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 C1600 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.

6.4.1 Housing Site Allocations Plan – A separate report was circulated following the meeting of Wiltshire Council's Cabinet on Tuesday 20th June. The town council will consider this issue again at the meeting of the Policy & resources Committee on 5th September.

6.5 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 The Parish Council is progressing designation of a revised area excluding the areas of Paxcroft Mead transferred to the Town on 1st April.

West Ashton The Parish Council are progressing designation of a revised area excluding the areas transferred to the Town on 1st April.

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, 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 from funders including the Local Youth Network (LYN) as well as an annual grant from the town council. They utilise the Cabin at Seymour Recreation Ground on a peppercorn rent to undertake some of this work. Julie Baptista is also working to open a community Hub in the Shires. Councillors may be interested in using the hub for councillor surgeries. TCAF receives an annual grant and in-kind support from the town council.

7.4 Cock Hill Solar Farm Community Fund. I reported the following in October 2014:

Following the approval of planning permission, meetings have been held with their representatives to discuss how the majority of the community fund from this site will be administered. A total of £20,000 per annum, index linked has been proposed by Gaiger Solar. One quarter will go directly to Holt Parish Council, as the majority of the site is in their current boundaries. The other three quarters will be for the benefit of the residents of Trowbridge. We agreed in our meetings with them that it should apply to the whole town, not just specific areas, as ward boundaries are prone to change. Gaiger Solar agreed to this. They will be paying the funds to the Wiltshire Community Foundation, which administers charity funds on behalf of Wiltshire Council, the Police and Crime Commissioner, individuals and companies. The Community Foundation will establish a committee to deal with this particular fund and distribute grants. The Town Council will need to appoint some of the members of this committee, initially at the January meeting, and then via the regular appointment of representatives at the annual meeting. This committee will consider grant applications and make recommendations to the Board of Trustees of the Foundation. It is expected that applications will be invited from individuals and organisations to support community activities, facilities and educational opportunities.

It was agreed that the committee would be formed of three councillors appointed by the town council and no others. The site was sold by Gaiger to a Danish company which proposed a rolled-up lump sum, but Wiltshire Community Foundation www.wiltshirecf.org.uk (WCF) and the town council agreed that it was less favourable than the annual index linked payment. The site is now owned by NextEnergy Solar Fund

<http://nextenergysolarfund.com/project/cock-hill-farm> . The council and WCF have no powers to change the amount or the share between Holt and Trowbridge. The council has no power to change the arrangement whereby WCF control the Trowbridge funds. The town council and individual councillors can promote the opportunity for local groups to make applications to WCF. WCF also make available other funds to Trowbridge applicants so that funds distributed should be greater than the index linked £15,000 per annum.

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.

8. WILTSHIRE

8.1 Wiltshire Council

8.1.1 Area Board – Next meeting is Thursday 13th July 7pm at County Hall. The 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. If the town council is asked to take a greater role in this project by Wiltshire Council it will have to consider the implications of this and how the whole of the Trowbridge community is able to share in the responsibilities.

8.1.4 Market Towns Network – Next meeting in Ludgershall on 7th September.

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.

RESOLVED: That the council delegates to officers consideration of the decisions of Wiltshire Council regarding changes to their *Asset and Service Devolution and Community Asset Transfer Policy* and *Wiltshire Local Transport Plan (LTP) 2011-2026 – Car Parking Strategy* and to consult with the Leader, Mayor and Chairman of the Direct Services Committee prior to responding to Wiltshire Council in line with the aims of the town council to take greater control of those services and facilities which are local.

8.1.6 Community Area Transport Group (CATG) – Met on 22nd June 2017. The town council has a budget of £10,000 in 2017/18 for joint funding with Wiltshire Council for

CATG projects. The Town Council had previously allocated £5,000 to the cycle-path from John of Gaunt School to Lambrook Road along Wingfield Road, which leaves £5,000 for projects which come forward this year. It should be noted that many of the projects which are identified in 2017/18 will take some time to make progress through survey, consultation, proposal etc and can therefore be budgeted for in 2018/19. CATG has asked if the town council would consider allocating 50/50 funding to the following two schemes:

Issue 4908 – County Way, Trowbridge. 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 to visually tighten the exit from Dursley Road. CATG agreed to approach the Town Council for 50% match funding of £1000. **RESOLVED; That improving signage at the junction of County Way and Dursley Road is a safety issue and the Town Council should support this with £1000 match funding from the budget.**

The Croft, Trowbridge. Damage to verges. Site meeting undertaken. Cost of installing verge marker posts 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.

RESOLVED; That verge damage in the Croft is supported with match funding of £625 from the budget.

8.1.7 Parish Steward – the scheme was reintroduced in October with contractor Ringway. The Town Council puts forward a priority list each month. Councillors should contact bill.austin@trowbridge.gov.uk with any requests for minor maintenance including pot-holes.

8.2 Health Services

8.2.1 Bradcroft Surgery - Construction is ongoing at Hammersmith Fields, it will be one of two premises for the new combined Trowbridge Practice with Widbrook surgery and closure of Bradford Rd. The other Trowbridge practice is Lovemead Group based at Roundstone Surgery.

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.

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 report is published six times per year prior to meetings of the Policy & Resources committee held in January, March, May, June, September and November.

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#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

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
25	Fossils and Dinosaurs	Museum

AUGUST

1-4	Active Trowbridge Holiday Activities	TBC
2	Finger Paint Pictures	Museum
4	Jazzy Jellyfish	Museum
4	Gemma’s Pirate Party	Civic Centre
7-11	Active Trowbridge Holiday Activities	TBC
7, 14, 21	Ginger Jive	Civic Centre
8	Fan Friends	Museum
10	Hot Air Balloons	Museum
10	Jethro	Civic Centre
11	The Bon Jovi Experience	Civic Centre
13	Carnival Soapbox Derby	Castle Street
14-18	Active Trowbridge Holiday Activities	TBC
15	Under The Sea Scene	Museum
17	‘Key-ute’ Keyrings	Museum
18	The Live Aid Experience	Civic Centre
21-25	Active Trowbridge Holiday Activities	TBC
23	Wonderful Weaving	Museum
23	Blood Donor Sessions	Civic Centre
25	Busy Bee Bunting	Museum
25	Barry Steele & Friends – The Rock ‘n’ Roll Years	Civic Centre
27/28	Tattoo Blast 2017	Civic Centre
29-31	Active Trowbridge Holiday Activities	TBC
29	Safari Masks	Museum



SEPTEMBER

1	Back To School Bookmarks	Museum
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

OCTOBER

2, 9, 16, 23, 30	Ginger Jive	Civic
Centre		
3, 18	Blood Donor Sessions	Civic Centre
5	'TJ Higgs – The Medium'	Civic Centre
6/7	Fire & Forge Festival	Civic
Centre		
13	Faith – The George Michael Legacy	Civic
Centre		
14	Mercury – Queen Tribute	Civic Centre
21	Carnival Procession	Town Route
23-27	Active Trowbridge Holiday Activities	TBC
26	Wellie Pegs	Museum
27	Pumpkin Carving	Museum
30	Hanging Bats	Museum
31	Wicked Web Weaving	Museum

NOVEMBER

1	Fierce Fireworks	Museum
2	Silhouette Scenes	Museum
1, 22	Blood Donor Sessions	Civic Centre
6, 13, 20, 27	Ginger Jive	Civic Centre
10	The Elvis Years	Civic Centre
18	Hells Bells – AC/DC Tribute	Civic Centre

25	Christmas Fayre/Lights Switch-On	Fore Street
DECEMBER		
1 Centre	The Carpenters Story	Civic
3	Bye Bye Baby – The Music of The Four Seasons	Civic Centre
4, 18	Ginger Jive	Civic Centre
12, 20	Blood Donor Sessions	Civic Centre
14 & 15	Christmas Parties	Civic Centre
30 Centre	Supersonic '70s Show	Civic
31 Centre	New Year's Eve Family Party	Civic



Young people urged to speak out about health and care in Wiltshire

A young carer from Trowbridge, who has carried out more than 200 hours of volunteering, is urging his peers to get involved in a new scheme. 19-year-old Scott Kane, from Hilperton, has helped to look after his mum, who has cerebral palsy, since the age of three and has found volunteering has boosted his confidence.



Scott is now helping to promote **YouthWatch** - a new scheme launched by Healthwatch Wiltshire, which aims to help young people have a voice on the way health and care services are run in the county.

The Lackham College student was part of a group of ten 'Young Listeners' from Healthwatch Wiltshire and Community First who spoke to hundreds of their peers about their views and experiences with health and social care over the last year. Their findings went into a report which was shared with health officials who are making changes to the way services are run.

Scott said: "As young people we often feel that we don't have any authority when talking to a doctor, but through YouthWatch we can help give other children and young people that power."

YouthWatch will train young volunteers (aged from 14-25) to listen to the views of children and young people in the county to find out what they think about health and care services. They will then feed this information back to decision-making boards to shape health services in Wiltshire.

Volunteering has helped Scott develop new skills and boosted his confidence. He explained: "When I got to my teenage years I decided to get involved in volunteering to meet new people and help others. Due to looking after my mum from a young age it has made me more caring, more understanding and I'm able to value life for what it is. I've done over 200 hours of volunteering now and this makes me happy.

"I thrive on helping others and volunteering has helped to give not only me a voice but others too. Young people often don't get heard because of their age but through YouthWatch we can make a real impact on the way services are run locally. I would highly recommend others get involved and join YouthWatch, not only for their own benefit but to give something back to the wider community and have a real impact on the way services are run."

Contact us:

Tel 01225 434218

info@healthwatchwiltshire.co.uk

healthwatchwiltshire.co.uk

YouthWatch
Speak out!
Wiltshire

Young people shaping health & care

If you, your child, or someone you support or look after would be interested in joining the YouthWatch scheme, get in touch or visit healthwatchwiltshire.co.uk/youthwatch for more details.

Healthwatch Wiltshire is a local independent organisation which exists to speak up for people on health and care. If you have used a service recently then we would like to hear from you. We use what people tell us when we meet with the commissioners and providers of services to make sure that they take account of your views and experiences.

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June 2017

Overview

NHS Wiltshire Clinical Commissioning Group (CCG) is responsible for commissioning a broad range of healthcare for the population of Wiltshire. We are led by experienced local GPs drawn from across the county, who provide clear clinical leadership to the big decisions affecting the future of healthcare provision in Wiltshire, carefully tailored to meet the differing needs of people locally.

Our vision is to ensure the provision of a health service which is high quality, effective, clinically-led and local. We are committed to delivering healthcare that meets the needs of Wiltshire people, to consult and engage with our population to enable them to be involved in decisions made about health services and to deliver those services to people in their own homes or as close to home as possible.

The right healthcare, for you, with you, near you

Annual General Meeting

Wiltshire Clinical Commissioning Group will be holding its AGM on Tuesday 20 June in the Ceres Hall, Corn Exchange, Market Place, Devizes.

The AGM is from 9.30am until noon and offers you an important opportunity to meet with the CCG to hear about the emerging NHS landscape and our plans in support of these developments.

The AGM will also feature a review of the achievements and the challenges over the past year – if you would like to attend the AGM you can register your attendance by clicking [here](#).

Mental health for children and young people in Wiltshire

As part of the local drive to transform mental health service provision, Wiltshire CCG and Wiltshire Council are working with other local authorities and Clinical Commissioning Groups in Swindon and Bath and North East Somerset to develop a new Child and Adolescent Mental Health service. This new service will go live on 1 April 2018.

Following a competitive tender process, Oxford Health NHS Foundation Trust has been selected as the preferred provider. Commissioners are now working with the Trust and key stakeholders to shape the service delivery model so that it meets the needs of children, young people and their families.

A series of engagement events are currently underway to give children, young people, parents/carers and adults who work with children the opportunity to determine what the new service should look and feel like. This is about making sure the new service puts children and young people at the heart of everything it does.

Prescription Ordering Direct (POD)

NHS Wiltshire CCG launched a NHS Prescription Ordering Direct (POD) service on Monday 8 May 2017.

This new service will provide an easy way for people to order their repeat prescription by making a simple phone call from the comfort of their own home – without the need to go into a GP practice or pharmacy.



NHS
Wiltshire
Clinical Commissioning Group

Prescription Ordering Direct (POD)

A new and convenient way to order your repeat prescription

0300 123 6242

The POD will be staffed by dedicated, experienced and fully trained repeat prescription coordinators and pharmacists from NHS Wiltshire CCG.

When you call the POD telephone line you will talk to a trained coordinator dedicated to taking repeat prescription requests and answering any repeat prescription queries.

They will be able to help you to order only the items that you need, ask you how you are getting on with your medication and alert you if a medicine review is needed.

The POD has been introduced to help reduce the amount of medicine wasted across Wiltshire, as unused prescription medicines cost the NHS in Wiltshire over £2.7million every year. By managing repeat prescriptions orders more efficiently, we can reduce waste and save valuable NHS funds.

The service will also reduce time and workload pressures for GP practices, allowing staff to focus on providing better care to patients.

Don't worry if you already use a repeat prescription service from a pharmacy, you will be able to phone the POD service to order your medicines instead and the POD will arrange for you prescription to be sent electronically to your usual pharmacy and dispensed as normal.

The POD service will be available for patients registered with Lovemead Surgery, Trowbridge from 8 May. Giffords Surgery, Melksham and Castle Surgery, Ludgershall will be joining the scheme in June 2017 and we will keep you updated when more surgeries join.

Have you consented to have additional information in your Summary Care Record

Summary Care Records is an electronic record of important patient information, created from GP medical records. We are asking patient to improve their patient experience by consenting to have additional information available on their summary care record (SCR).

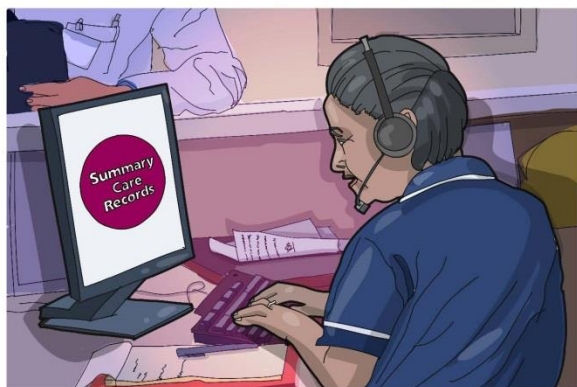
What is additional information?

Essential details about your healthcare can be very difficult to remember, particularly when you are unwell. Having additional information in your SCR means that when you need healthcare, you will be helped to recall this vital information, this includes:

- Your long term health conditions – such as asthma, diabetes, heart problems or rare medical conditions
- Your relevant medical history – clinical procedures that you have had, why you need a particular medicine, the care you are currently receiving and clinical advice to support your future care
- Your personal preferences – you may have particular communication needs, or may have made legal decisions about your care that you would like to be known
- Immunisations – details of previous vaccinations such as tetanus and routine childhood jabs



GPs use your Summary Care Record to share medical information with other healthcare staff treating you



We need your permission to add more information to help support your care.

Ask reception for a consent form.

Care professionals in Wiltshire use your Summary Care Record when they are treating you and this currently provides important information about the medicines you are taking, allergies you suffer from and any previous bad reactions to medicines you have experienced.

By consenting to have additional information included in your SCR, means more information will be available to health and care staff when they are treating you and can enhance the care your receive.

Ask reception for a consent form next time you visit your GP surgery.

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Minutes of Trowbridge Health and Wellbeing Group held on Wednesday 28th June 2017 at Dorothy House, Trowbridge

Present

Mary Cullen (WC CEM), Alan Docherty (Carer's Support Wilts), Claire Thomas (Alzheimer's Support), Sue Chilton (OP Champion), Bryan Banfield (Trowbridge Men's Shed) Geoff West (Trowbridge Men's Shed), Chris Maple (Dementia Advisor, Alzheimer's Support), Rebecca Seymour, (Celebrating Age project co-ordinator), Rose Nunn (Holbrook School), Shirley Warren (Care Watch) Barbara Smith (WC Adult Social Care), Jane Milton (NHS, Bradford Rd Surgery),

Apologies

Peter Twiggs (Adult Social Care WC), Cllr Deborah Halik (WC), Catrinel Wright (CCG), Julia Latham (Selwood Housing Assn), Farzana Saker (WWMMF), Matt Stabb (WCIL)

Minutes of last meeting -agreed

Matters arising- MC had been promoting the 'Make Someone Welcome Campaign' following the last meeting and had already had expressions of interest to pass to WCIL.

Other matters arising on agenda

Celebrating Age Partnership project

RS introduced herself as the project co-ordinator for the Celebrating Age project which will offer arts activities for older people over a three- year period, in several areas of Wiltshire, including Trowbridge. The HWB had previously agreed funding for this for the first year. Rebecca has just taken up the post of project co-ordinator and her initial focus will be on getting to know key players and organisations in each area as well as direct work with older people. The arts based activities will roll out from Autumn 2017, following consultation with agencies and older people about what is needed in the area. This could be a regular monthly event for example or smaller more frequent activities.

RS is based one day a week at Wiltshire Music Centre and works in other areas of the county on other days.

The HWB group will retain oversight of the project as it progresses and regular reports will be made to the area board.

Trowbridge Dementia Action Alliance update

CT introduced the item which was to gain overview of progress on Trowbridge Dementia Action Alliance. Several organisations in Trowbridge had attended the launch of Dementia Friendly Trowbridge and this was an opportunity to hear back on how their Dementia Friendly work and the dementia action alliance was progressing. Unfortunately, several organisations were unable to attend the meeting, however CT reported that six organisations had signed up to be members of the Dementia Action Alliance and she encouraged others to do the same.

Becoming a member of the alliance requires groups and organisations to commit to taking three actions which could be simply be undertaking dementia friends training sessions, raising awareness of dementia friends or encouraging staff to become Dementia Champions. Membership forms are available from MC, Alzheimer's Support or online at http://www.dementiaaction.org.uk/join_the_alliance/types_of_membership (DAA Local Action Plan (Short)). **ACTION: All**

RN from Holbrook School reported on activities which had taken place around promoting dementia awareness. CT had delivered DF sessions to children of various ages which RN reported had made a profound impact upon them. Over 60 children had been involved in visits to Mill St Day Centre to undertake activities with older people. This has been a great success and work is continuing.

RN and CT were congratulated on the success of the innovative work and it was agreed that this would be useful to share, perhaps through making a short film. CT indicated that she was currently in discussions regarding this.

CT reported that her current post was coming to an end and that the group needed to give some consideration as to how the dementia friendly work would be sustained in the area.

Over the last two years the following achievements had been made

- Music for the Mind set up in Trowbridge, funded by the HWB group/Trowbridge area board
- Memory café set up at Palmer Gardens by Adcroft Surgery
- Regular DF sessions at county hall and other places
- Work with Holbrook and other primary schools
- Staff support group set up at county hall
- Dementia conference held at the Civic Centre- supported by funding from the area board
- Dementia Friendly Trowbridge launched
- Trowbridge Dementia Action Alliance set up

Following discussion it was agreed that-

- MC would continue to deliver monthly dementia friends sessions in the library at county hall
- Holbrook School will continue dementia friends work including work with Mill St Day Centre
- CT will continue work with schools in her new role
- MC and BS will attempt to get dementia champions together in our area to form a small steering group for the work. CT to forward list of DF champions in our area.
- Trowbridge Men's Shed will consider running a DF session for members.
- SC will consider running a session at Studley Green luncheon club
- Care watch will offer all new starters DF training and will open their monthly training sessions to the public.
- Surgeries will refer newly diagnosed people with dementia to Alzheimer's Support's Dementia Adviser
- DF will come under the HWB group to retain an overview.

- All members of the group to work towards having at least one Dementia Champion within their organisations.

ACTION: All

Social Isolation activity

At the last meeting, it was agreed that a better approach to social isolation would be to set up an activity rather than carry out another survey.

MC and SC had been doing some exploratory work around the issue in our area.

Anecdotal evidence suggests that people find weekends most isolating if they have no family support, as there are few activities going on.

SC had since the last meeting, recruited 6 volunteers willing to run an activity on Saturdays once a month initially. She has also found a driver and bus to help get people there.

She is currently looking for a venue for this with a view to rolling something out from September. Various options were discussed including county hall atrium, Tesco community room or the Club in the park. **ACTION: SC to continue work on finding a venue.**

Carers Survey

MC presented a first draft of the Carers' Survey following some amendments by Phil Morgan Head of Consultation at Wiltshire Council. His observations included that the questionnaire was too long, so he has combined some questions. Another issue was that the questionnaire in its current form could not be carried out by telephone interview as the questions have too many aspects and multiple choice answers which could be difficult to get across by phone.

His alternative suggestion is that a multi-pronged approach is taken, the questionnaire be made available online for those able to access it in this way, paper surveys with reply paid envelopes to be distributed by Carers' Support, Alzheimer's Support, surgeries, OP champion and other agencies such as Dorothy House and multi Faith Forum, who had contact with carers. It was also acknowledged that some face to face support might be required by a few people and that this may be particularly relevant for minority ethnic communities.

MC had spoken to Farzana Saker who agreed that it would be useful to train some volunteers in how to conduct the survey.

MC highlighted some additional questions that needed to be included such as ethnic monitoring and the asset based questions agreed previously. As it was also important to have something to offer to carers, she had drafted a list of possible services/activities to ask people if they would be interested in taking them up if they were available. Despite some reservations around this in terms of raising expectations it was acknowledged, once these had been gone through, that most already existed in some form and therefore could be made available in some way.

MC presented an indicative timeline which would see the survey carried out between September/October and November 2017.

It was discussed and agreed that this was depended on the pilot phase whereby the survey would be tested out to see if it worked in it's current form or needed further revision.

ACTION: MC to ask PM to finalise questionnaire and advise on piloting

Updates from partners

Carers Support- AD reported that a carers café was in place and happening once a month. Carers Support were now basing more support staff and activity at county hall.

Surgeries- JM reported that surgeries were focusing on older people, particularly those who maybe experiencing isolation and those with early onset dementia. This fitted very well with the current focus of the HWB group.

As indicated previously, 3 surgeries in Trowbridge would be merging.

A hospital discharge pharmacist has been appointed to support people leaving hospital with appropriate medication and advice. A mental health support worker is also being appointed.

A question was raised regarding support for people at home who had difficulties managing medication. JM was not aware of any services around this but will take this back to the surgeries.

CT reminded that anyone diagnosed with dementia should be immediately referred to the dementia advisor for our area. JM asked that he contact surgeries. CT queried whether he could be based in the new health centre. JM will clarify. **ACTION: JM**

Trowbridge Men's Shed

BB and GW reported that Trowbridge Men's Shed was going well with over 20 members and regular sessions being held on Wednesday mornings and Thursday afternoons from Andil House, Court St.

The group congratulated the Men's Shed and will keep it in mind for older men in need of social support.

BS suggested that they develop a postcard that could be used to advertise their activities more widely.

Grant applications received – None

Recommendations to area board- area board to note plans to offer Saturday social event for older people rather than conduct another survey as originally planned. The Saturday Social can be used more effectively o find out more about the issue of social isolation.

AOB – BS asked if the next agenda could include discussion of people at risk of self- neglect and losing their housing tenancies.

Date next meeting 6th September, 3.30- 5 pm venue tbc

Trowbridge Youth Network Management Group – 29 June 2017

Area	Trowbridge				
Date	29/06/17	Time	17:30	Venue	The Peoples Place
Present	Young person, Emma Drage, Tracy Sullivan, T-CAF, Stewart Palmen, Hayley Bell				
Apologies	David Baker, Abdel Boutarfas, Amée Dewitt				
Agenda Items					
1	Budget position				
2	Youth Adventure Trust applications				
3	Longmeadow Tenants And Residents Association				
4	Character stage company – react youth application				
5	WYAP youth application				
Discussions					
1	The youth funding figure provided for this financial year is £31,145.00, the 1 st area board approved a number of grants leaving the remaining balance £17,648.00				
2	Youth Adventure trust are asking for £2667.00 contribution towards their 3-year package for vulnerable young people. The application talks about the vulnerability of the young people and the number of young people from Trowbridge expected to benefit. The LYNMG are very supportive of this application especially as it is only a small contribution to what they have already managed to receive from other funders. The lynmg recommend that the area board fully fund this application.				
3	Longmeadow Tenants And Residents Association are asking for £5000 to pay for their rent for the community centre they hire from the Town Council. They have had subsidised rent for their previous years this is the 1 st year they are having to pay the full amount themselves. From their application, we can see they do a lot of fundraising. We can also see that they need some support. The LYNMG sre recommending that the Area Board fund the next 6 months of rent £2500 and ask them to fund the rest once the club have worked with partner agencies including Wiltshire Council to update their policies, safeguarding and overall safety of their club and management committee structure. By funding 6 months this will give them time to put the necessary steps in place. Also We wanted to communicate with the Town Council as to why they will not subsidise the rent any more.				
Recommendations to Area Board					
1	To fully fund the asking amount from the Youth Adventure trust				
2	To half fund the Longmeadow tenant association and ring fence the other half putting conditions on the funding				
Date of Next meeting				Thursday 7 th September	
Notes Taken By	Emma Drage		Position	Local Youth Facilitator – Wiltshire Council	

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Report to	Trowbridge Area Board
Date of Meeting	13/07/2017
Title of Report	Community Area Grant funding

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	£24,566.00
Grant Applications Awarded to date	£39,693.99	£10.00	£16,097.00	-
Current Balance	£26,907.01	£7,690.00	£15,048.00	£24,566.00
Balance if all grants are agreed at this meeting	£24,201.14	-	£6,481.00 <i>To be confirmed</i>	£24,316.00 <i>To be confirmed</i>

Purpose of the report:

To consider the applications for funding listed below.

Applicant	Amount requested
Applicant: Trowbridge Community Area Future Project Title: Community Hub at BA14 View full application	£2,207.00
Applicant: college estate resident assn. Project Title: new printer and new gazebo View full application	£498.87

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
2456	Trowbridge Community Area Future	Community Hub at BA14	£2,207.00

Project Description:

To create a space a community Hub in the Shires Shopping Centre where the public can engage with 15 different groups Statutory charitable and community groups TCAF Trowbridge Lions Men’s Sheds Group 5 Wiltshire Council Trowbridge Town Council Friends of the Museum Kennet Furniture Refurb Trowbridge Town Arts Carers Support Wiltshire Victim Support Wiltshire and Swindon Users Network Wiltshire Sight The Learning Curve. Residents and the communities of Trowbridge can gain advice information about activities and events guidance and support training and opportunities in volunteering. The Hub will ensure we are all working together to benefit the Trowbridge community. This is a dynamic project which will be an asset to Trowbridge. Contributions in kind total 37k which include the lease from Zurich for one year free rent all furniture donated from Ashton Street Wiltshire Council TCAF staff time to develop and co-ordinate the project Kennet Refurb donations of time equipment and volunteers Men’s sheds volunteer’s skills and time Trowbridge LIONS volunteer time and funding of the sign for the shop and Group 5 contribution of time in setting up a moving furniture. The HUB and its development has seen all groups working together for a joint project. The members have also given time in developing the project and ensuring its effectiveness upon launch.

Input from Community Engagement Manager:

The application meets the community grants criteria in that the applicant is a not-for-profit community organisation (Registered Charity No 1165254), this is a largely Capital bid and match funding is included.

The project is to turn a vacant shop in the Shires in Trowbridge into a ‘community hub’ with the aim of affording the community the opportunity to pop in and get advice and information on a range of services and meet with providers in the statutory, voluntary and charity sectors. The applicant states that up to 15 local organisations and agencies have so far expressed an interest in the project.

The central location is viewed as advantageous, making the Hub accessible to the community and able to capitalise on town centre visibility and footfall.

The applicant indicates that the premises (Unit 19) has been leased to TCAF, for a peppercorn rent, for a period of one year, however the term of tenure is unclear from the copy of the lease agreement provided.

As the matter was unclear, a technical assessment was requested and further clarification was provided by legal services at Wiltshire Council on 04/07/17.

Term	Detailed in clause 1. The term appears to be for 1 year ending in 2018, however as the Lease has not been dated/completed yet, there is not a definite end date
Rent	£1 per month (plus VAT if demanded) payable monthly in advance on the first day of each month
Break	Both Landlord and Tenant have an option to end the Lease on 28 days written notice. The Tenant must give vacant possession of the whole of the premises.

Use	The Tenant shall not use the property except as offices within class B1 of the Town and Country Planning (Use Classes) Order 1987
Outgoings	The Tenant will be responsible for all rates and all outgoing for the property
Landlord and Tenant Act 1954	<p>The Lease is to be contracted out of the LTA 1954. The effect of this is that:</p> <ul style="list-style-type: none"> • The Tenant has no right to remain in the property at the end of the lease • The Tenant must leave the property at the end of the lease unless the Landlord chooses to offer a new lease • The Tenant has no right to compensation from the Landlord on leaving the property at the end of the lease • The Tenant has no right to ask the court to fix the rent or the terms of the lease if the Landlord chooses to offer another lease

The period of one year, if confirmed, is viewed as a good opportunity to test out the community hub model and the need for this in Trowbridge. (In other areas of Wiltshire community hubs are being sited in Libraries e.g Calne, so this is an option for the future, if the hub model proves to be successful).

The total project cost in the application is shown at over £36,736 (this includes value of rent and service charge and other small contributions). 15 organisations are stated in the application as requesting use of the facility and have been asked to contribute £100 each for the first year's use. To date £400 is shown as having been secured from these sources, (along with a donation of surplus office furniture from Wiltshire Council)

As requested by the area board, the applicant was advised to approach their town council for support prior to bringing an application to the area board. The applicant advises that a grant from Trowbridge Town Council earlier in the year, has provided staffing for the project.

Funding of £2,207.00 is being applied for from the area board, to further equip the community hub. This includes funding for printer, photocopier/scanner, digital enabling, telephones, confidentiality screens and other items. Quotations for these items have been requested.

Match funding of £1,736.00 is shown, in staff costs to co-ordinate the project, in-kind volunteer contributions to prepare the premises and the contributions from organisations planning to use the facility, as outlined above.

Proposal

That the Area Board determines the application.

Application ID	Applicant	Project Proposal	Requested
2466	College Estate Resident Assn.	New printer and new gazebo	£498.87
<p>Project Description: Old printer on last legs need new one as we produce over 2000 newsletters and posters for the community each year. gazebo req. for events to promote the residents assn.at local events</p> <p>Input from Community Engagement Manager: The application meets the community grants criteria. The applicant is a not- for-profit community organisation (Residents' Association), this is a Capital project to support community development in the College area, through provision of a printer to enable production of community newsletters and a gazebo to support community events and activities aimed at bringing the community together. There is a community event planned for the estate to be held in August 2017. The total project cost is £598.87. Match funding is not a requirement for projects under £1000 although a contribution of £100 has been secured from Trowbridge Town Council, leaving a shortfall of £498.87 which is the amount applied for to the area board.</p>			
<p>Proposal That the Area Board determines the application.</p>			

Member-led Project, Cllr Graham Payne

This is a member-led project brought forward by Cllr Graham Payne for allocation from young people's funds. West Wilts Special Needs Activity Scheme, a registered charity, supports young people with special needs across our area with a range of conditions including Asperger's, Down's Syndrome and other disabilities.

A key part of the offer for young people and families has been a two- week play scheme that takes place during school holidays. This provides positive activities for the young people and their families and gives them something to look forward to each year.

Unfortunately, sufficient funds were not secured in time to deliver the play scheme this year and the charity is unable to resource it from its reserves. As an alternative, the charity is proposing to run two fun days over the holidays and is seeking funding to help deliver these.

The project will benefit young people in many ways including

- feeling valued and supported
- improving social skills and mixing with non- disabled siblings
- making and sustaining friendships in the holidays
- learning new skills
- enjoying themselves in a safe and managed environment

The project will also benefit parents who will have activities to take their children to and the support of the charity workers and other parents. Parents have commented on the value of the summer holiday provision in terms of the support it gives to them and the siblings of special needs young people, the opportunity to meet other parents and share experiences, the opportunity for siblings to make friends with others in similar circumstances, the availability of trained staff to support the activities and the easing of pressure on the family during the long holidays.

Costs: Hire Rugby Club £400 per day for two days £800

Contribution toward bouncy castle £100

Total requested from area board £900

Other activities which will be funded by the charity and by donations include Disco, Bar B Que, Food, Entertainment- magician etc., Face painting, Arts and craft activities, Party games.

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 13/07/2017

ID	Grant Type	Project Title	Applicant	Amount Required
2456	Community Area Grant	Community Hub at BA14	Trowbridge Community Area Future	£2207.00
2466	Community Area Grant	New printer and new gazebo	College Estate Resident Assn.	£498.87

ID	Grant Type	Project Title	Applicant	Amount Required
2456	Community Area Grant	Community Hub at BA14	Trowbridge Community Area Future	£2207.00

Submitted: 22/06/2017 12:57:58

ID: 2456

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?

Community Hub at BA14

6. Project summary:

To create a space a community Hub in the Shires Shopping Centre where the public can

engage with 15 different groups Statutory charitable and community groups TCAF Trowbridge Lions Men's Sheds Group 5 Wiltshire Council Trowbridge Town Council Friends of the Museum Kennet Furniture Refurb Trowbridge Town Arts Carers Support Wiltshire Victim Support Wiltshire and Swindon Users Network Wiltshire Sight The Learning Curve. Residents and the communities of Trowbridge can gain advice information about activities and events guidance and support training and opportunities in volunteering. The Hub will ensure we are all working together to benefit the Trowbridge community. This is a dynamic project which will be an asset to Trowbridge. Contributions in kind total 37k which include the lease from Zurich for one year free rent all furniture donated from Ashton Street Wiltshire Council TCAF staff time to develop and co-ordinate the project Kennet Refurb donations of time equipment and volunteers Men's sheds volunteers skills and time Trowbridge LIONS volunteer time and funding of the sign for the shop and Group 5 contribution of time in setting up an moving furniture. The HUB and its development has seen all groups working together for a joint project. The members have also given time in developing the project and ensuring its effectiveness upon launch.

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 8AT

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

Children & Young People
Economy, enterprise and jobs
Festivals, pageants, fetes and fayres
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:

03/2016

Total Income:

£50483.71

Total Expenditure:

£23546.57

Surplus/Deficit for the year:

£0.00

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

£11584.96

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

The majority of our funds are reserved for projects. Free reserves as used for staffing costs and management administration and insurances.

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

10b. Project Finance:

Total Project cost		£36,736.00		
Total required from Area Board		£2207.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Printer Scanner Photocopier	200.00	staff member to co-ordinate	yes	1088.00
Shredder	40.00	4 x volunteers 10 hrs each (£10 ph each gift in kind	yes	248.00
2 x banners	360.00	Match funding from groups using HUB	yes	400.00
MS Office Licence	267.00	Rent, rates and service charge	yes	35000.00
Clock extension leads first aid kit fire extinguisher	270.00			
Office supplies	180.00			
Telephone line and Wi-Fi enabling	360.00			
confidentiality screens	530.00			
Total	£2207			£36736

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?

All resident living and working in Trowbridge community area and Wiltshire wide. The public have direct access to the groups who specialise in public service advice and signposting. This is one stop shop and will contribute to the engagement of the general public in developing the town themselves through training and learning and access range of information. Those residents from deprived communities will have access to a variety of providers who are all in one place. Concerns and problems can be actioned face to face reducing queries and providing a personal face to face service. Ideas can be shared the public can be consulted and improved outcomes for the wider community. Health and well-being will also be captured with access again to service providers who are not directly based in Trowbridge.

14. How will you monitor this?

Signing in sheets will confirm number and profile of users where they reside and type of query. There will be a 3 month pilot review of the project with the 15 members and improvements made where possible. All groups will also be required to keep information and feedback actions taken.

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

The lease for the project is open ended and has been gifted in kind at a cost of 35000.00 to TCAF. TCAF is the main lease holder working with 15 community partners who will support the project and have been thoroughly involved in the project development and management. The members will continue to form the management committee for the length of the time the shop remains open. It is at present a one year project and review of its success will determine its function in 2018.

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.

2466	Community Area Grant	New printer and new gazebo	College Estate Resident Assn.	£498.87
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Submitted: 27/06/2017 10:25:59

ID: 2466

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?**

new printer and new gazebo

6. Project summary:

old printer on last legs need new one as we produce over 2000 newsletters and posters for the community each year. gazebo req. for events to promote the residents assn.at local events

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 0eu

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

Other

If Other (please specify)

residents assn. supporting the whole of the college estate in Trowbridge

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

03/2017

Total Income:

£595.71

Total Expenditure:

£180.00

Surplus/Deficit for the year:

£595.71

Free reserves currently held:

(money not committed to other projects/operating costs)

£595.71

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

this is the only funds we have which we use towards raffle prizes and bingoquiz nights.

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

10b. Project Finance:

Total Project cost		£598.87		
Total required from Area Board		£498.87		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
gazebo	399.88	Trowbridge town council		100.00

printer	126.99	
printer consumables	72.00	
Total	£598.87	£100

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

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

all residents living on the college estate. newsletters posters telling residents of events on the estate and within Trowbridge town

14. How will you monitor this?

by distributing newsletters updating the notice boards

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

Quiz and bingo nights etc.

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

n/a

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.

Report to Trowbridge Area Board
Date of meeting Thursday 13th July
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
Youth Adventure Trust	£2699.50	To fully fund £2667.00
Longmeadow Tenants And Residents Association	£5000	The LYNMG are recommending that the Area Board fund the next 6 months of rent £2500 and ask them to fund the rest once the club have worked with partner agencies including Wiltshire Council to update their policies, safeguarding and overall safety of their club and management committee structure. By funding 6 months this will give them time to put the necessary steps in place. Also We wanted to communicate with the Town Council as to why they will not subsidise the rent any more.

1. Background

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

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

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

2. Main Considerations

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

2.3. Councillors will need to ensure measures have been taken in relation to safeguarding children and young people.

2.4. Councillors will need to ensure that young people have been central to each stage of this Youth Grant Funding application.

3. Environmental & Community Implications

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

4. Financial Implications

Financial provision had been made to cover this expenditure.

5. Legal Implications

There are no specific legal implications related to this report.

6. Human Resources Implications

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

7. Equality and Inclusion Implications

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

8. Safeguarding Implications

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

9. Applications for consideration

Application ID	Applicant	Project Proposal	Requested
ID 465	Mrs Nicola Jones	DofE Award - Trowbridge Open Award Centre	£ 2667.00
Project description Funding to support costs for venue hire, volunteer leader training and the purchase of maps and map cases.so the young people can carry out their Bronze, Silver or Gold Award.			
Recommendation of the Local Youth Network Management Group			
<ul style="list-style-type: none"> • That the application meets the grant criteria and is partly approved for the amount of £2667.00 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 			
:			

Application ID	Applicant	Project Proposal	Requested
ID 435 (hyper link)	Mr James McDonald	A safe space for young people	£5000

Project description

To provide a safe secure environment for the youth and other members of the community and surrounding areas to come together for a range of activities that enable those from deprived households to do as well as work with them to cut down the Anti Social Behaviour within the community

Recommendation of the Local Youth Network Management Group

That the application meets the grant criteria and is partly approved for the amount of £2500 and the lynmg are asking the Area Board to ring fence the remaining £2500 needed in order for the following conditions to be met:

They work with partner organisations in order to:

- . Up date their policies including safeguarding
- . All volunteers and DBS checked
- . All volunteers carry out the e-learning safeguarding training
- . 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 when requested

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

Report Author

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

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Area Board Project/Councillor Initiative 2017/18

1. What is the project?

West Wilts Special Needs Activity Scheme, a registered charity supports young people with special needs aged 4-18 in our area with a range of conditions including Asperger's, Downs Syndrome and other disabilities.

A key part of the support for young people and families has been a two week play scheme that takes place over the summer to provide positive activities for the young people and their families, to give them something to look forward to in the long holidays.

Unfortunately, sufficient funds were not secured in time to deliver the play scheme this year and the charity is unable to resource it from it's reserves.

As an alternative, the charity is proposing to run two fun days over the holidays and is seeking funding to help deliver these.

2. Where is the project taking place?

The fun days will be held at Trowbridge Rugby Club on 11th and 18th August to support young people and their families who would otherwise have no holiday provision this year. It is planned to have both indoor and outdoor activities to stimulate the young people and provide support for their families.

3. When will the project take place?

Summer holidays 2017

4. Please outline:

- Community benefits
- Evidence of need
- Links to Community Plan
- Community Issue

The scheme will benefit young people with special needs in our area including those with Downs Syndrome, Asperger's and other conditions. Provision for these young people

Area Board Project/Councillor Initiative 2017/18

during school holidays is limited and additional pressures can be put on families including siblings during this time.

Addressing Child poverty and supporting low income families is a priority in the JSA for Trowbridge Community area as is provision of positive activities for young people.

The project will benefit young people in a number of ways including

- feeling valued and supported
- improving social skills and mixing with non- disabled siblings
- making and sustaining friendships in the holidays
- learning new skills
- enjoying themselves in a safe and managed environment

The project will also benefit parents who will have activities to take their children to and the support of the charity workers and other parents.

5. What is the desired outcome/s of this project?

The outcome is the delivery of two days of activities for young people with special needs during the summer holidays.

Other outcomes include

- Positive activities for young people
- socialisation opportunities for young people
- Support for young people with special needs and their families

6. Who will Project Manage this project?

West Wilts Special Needs Activity Scheme

7. Please confirm costs and provide quotes

- Total project costs up to and including £5,000 - 1 quote
- Total project costs over £5,000 - 3 quotes

Area Board Project/Councillor Initiative 2017/18

**Hire Rugby Club £400 per day for two days £800 (quotation received)
Contribution toward bouncy castle £100**

Total requested from area board £900

Other activities which will be funded by the charity and by donations include

Disco

Barbeque

Food

Entertainment- magician etc.

Face painting

Arts and craft activities

Party games

8. Additional information in support of the project

Parents have commented on the value of the summer holiday provision in terms of the support it gives to them and the siblings of special needs young people, the opportunity to meet other parents and share experiences, the opportunity for siblings to make friends with others in similar circumstances, the availability of trained staff to support the activities and the easing of pressure on the family during these times.

**Cllr Graham Payne
Chairman Trowbridge Area Board
26th June 2017**

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COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

	Item	Update	Actions and recommendations	Who
	Date of meeting: 22nd June 2017			
1.	Attendees and apologies			
	Present:	Cllr Horace Prickett Chair (HP), Cllr Graham Payne, (GP), Cllr Ernie Clark, Hilperton (EC), Cllr Deborah Halik (DH), Cllr Peter Fuller (PF), Cllr Edward Kirk (EK), Cllr Stuart Palmen (SP), Kirsty Rose, Highways (KR), Mary Cullen, CEM (MC), Lance Allan, CEO TTC (LA), Pat Whyte, Highways (PW), Roger Newman (Parish Representative)		
	Apologies:	Cllr David Halik, Spencer Drinkwater (Highways), Alessandro Trombetta (Wiltshire Police).		
2.	Notes of last meeting			
		The minutes of the previous meeting held were agreed at the Trowbridge Area Board meeting in June 2017. The minutes of the Area Board meeting can be found at the following link: http://moderngov.wiltshire.council/ieListDocuments.aspx?CId=171&MId=11184		
3.	Financial Position			
		The budget allocation at the start of this meeting for 2017/18 is £17,508.60. MC noted that CATG funding this financial year would include resources for pavements although it was not yet clear how this would be rolled out.		

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

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4.	Top 5 Priority Schemes			
a)	Lambrok Road-Wingfield Road, Trowbridge cycle scheme	Construction to begin 3 rd July 2017 for 10 weeks. KR can make plans available if members want to view.	Area board to note the update	AB
b)	Bratton Road, West Ashton – traffic calming	Detailed design plans have been prepared with additional soft engineering measures. These have been agreed with the parish council and will be delivered within the scheme budget. Construction programmed to start 16 th Oct for 2 weeks. Road closures are required.	Area board to note update	AB
c)	Various locations, Trowbridge – waiting restrictions	Lining and signing works associated with implementation are now complete and the TRO sealed.	No further action.	
d)	The Grove Primary School, Trowbridge	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. Subsequently, Cllr Halik has undertaken a door-to-door survey of residents. The majority of households requested, or had no objection to, the extension of the restrictions to cover the whole of Hazel Grove. The TRO team are now progressing the legal documentation. Police will also be sending letters to parents re parking issues.	KR to make arrangements for additional lining works.	
e)	Issue 4688 20mph signage, College Road, Trowbridge	KR to progress works package for late summer/autumn 2017.	KR to progress works package.	

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

5.	Other Priority schemes			
a)	Leap Gate, Paxcroft Mead – crossing request	Pedestrian assessment undertaken and report circulated with agenda for discussion. This location does not meet the criteria for a zebra or signal controlled crossing. Suggest No Further Action	Area Board to note update	
b)	Issue 4801 – No through sign request, junction of Marsh mead and Hill Street, Hilperton	Awaiting completion	Area board to note update	KR
c)	Issue 4824 – Speeding Westbury Road/Woodmarsh, North Bradley	KR prepared cost estimate and prelim. plan for traffic calming and other measures to reduce speeding KR circulated options for traffic calming including raised sections and lighting enhancement and village gateway. KR indicated overall costs in region of £40k.	Hilperton Parish Council to consider at meeting in July.	HP
d)	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.	Trowbridge Town Council to consider £1000 match funding at Policy and Resources Committee 27/06/17.	CATG/AB /TTC
e)	Yeoman Way/Centenary Court, Trowbridge	Awaiting completion	AB to note update.	KR/AB
f)	The Croft, Trowbridge – damage to verges	Site meeting undertaken. Cost of installing verge marker posts is approximately £2500. CATG agreed to approach Trowbridge Town Council for 50% contribution. Discussed	TTC to consider match funding at Policy and Resources committee 27/06/17	TTC/ CATG

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

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6.

		and agreed that for future schemes over £2,000 Town and parish councils could be asked for 25% contributions.		
g)	Issue 5004 Hilperton Drive/Helpswell Rd	Pedestrian assessment undertaken and report circulated with agenda. The location does not meet the criteria for a signal controlled or zebra crossing.	Area Board to note update	
h)	20mph speed restriction assessment, Drynham Ward	20mph assessment has been undertaken and report circulated with agenda. The majority of the Drynham ward meets the criteria for a 20mph speed limit however Holbrook Lane requires traffic calming measures in order to be included within the 20mph limit.	KR to prepare substantive scheme bid and to ascertain whether s106 monies may be available to support the 20mph scheme in the ward.	KR
New Requests / Issues				
a)	Issue 5156 Ash Drive, North Bradley – No Ball Games sign request	Residents reporting nuisance from children playing ball games on drive. Unclear whether signage would improve the situation.		
b)	Issue 5166 Frome Road/Manor Road/Westfield Road. Trowbridge – various issues	Various issues raised regarding speeding traffic, obstructive parking, congestion and poor driving around school opening and closing. Dangerous and inconsiderate driving at roundabout from Manor Rd onto Frome Rd.	School to be encouraged to develop travel plan. Police to carry out enforcement.	KR Wilts Police
c)	Issue 5184 6 Rock Road, Trowbridge – white bar marking request	Request for White bar markings. KR advised there is a small budget for white line markings which are done on an ad hoc basis.	KR to ask for this to be included in white lining ad hoc programme	KR

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

d)	Issue 5250 Hilperton Drive, speed limit reduction	Metrocont undertaken. Shows speed limit is currently being observed. 85 th percentile of 47mph.	No Further action. Issue to be closed. Area Board to note update	MC
e)	Issue 5261 Newhurst Park, Hilperton – verge marker posts	Parish Council has agreed 50% match funding for provision of 5-6 posts up to £250.	CATG recommendation: Area board to approve £250 for implementation of this scheme.	KR
f)	Issue 5272 – Shires Gateway/Asda roundabout – road marking layout	Complaints about road markings and congestion in this area. Agreed that this would form part of wider discussions on traffic flow in this area and an awaited report from developers.	KR to chase result of traffic flow review carried out by developers and report back to next CATG.	KR
g)	Issue 5300 County Way, Trowbridge – new footway from Ashton Street to The Halve	Footway required in this area for safety of pedestrians and others.	KR to ask SC if any resources available to support this.	KR
h)	Issue 5303 – Longfield Roundabout new footway from Lamb car park to pedestrian crossing	Footway required in this area for safety of pedestrians and other users. There is a possibility that responsibility for this may be covered in the terms of the transfer of the carpark to the brewery.	KR to investigate.	KR
i)	Issue 5304 – Longfield Roundabout new footway from Longfield House to pedestrian crossing	Footway required in this area for safety of pedestrians and others.	To be investigated as part of crossing upgrade works.	KR
j)	Issue 5392 – Sparrow Street, Trowbridge – petition re vehicle speeds and traffic calming request.	Concerns raised by residents about traffic speeds and road safety. Discussed that as the road was not adopted by Wiltshire Council there was no action that CATG could take. Request for officers to press developer for faster progress to get 20mph signs put up.	KR to liaise with Hannah Jones to pressure developer on this issue.	KR

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

k)	Issue 5394 Drynham Road – white bar marking request	Request for white bar markings to prevent obstructive parking outside residents' home.	KR to take forward for inclusion in ad hoc white lining programme.	KR	
l)	Issue 5422 Elizabeth Way/Hilperton Road roundabout – concerns re vehicle speeds and layout	It was discussed and agreed that all issues needed to go to relevant parish councils for support prior to coming to CATG.	Cllr EC to take to Hilperton Parish Council.	Cllr EC	
Page 78	Other items				
	a)	Wingfield Road and surrounding streets – parking study request	Issue requires consideration from number of angles including school travel planning, availability of adjacent plots of land, parking review process.	KR to put forward for Parking Review process through network management	KR
	b)	Trowbridge Community Area – School Travel Plans	Noted that few schools had up to date travel plans. It is not compulsory for schools to have plans in place but is recommended. There is a pilot of a new travel plan software package taking place in areas of poor air quality around the county.	Schools to be encouraged to develop travel plans.	Highways Wiltshire Police Members MC

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

c)	Dropped Kerbs	Discussion Postponed	To be put on the agenda for discussion at next CATG meeting.	KR
AO B	Waste management and roads issues	Waste and recycling vehicles reporting obstructive parking on routes in a number of areas.	KR is arranging a meeting between relevant internal parties	KR
	Canal Rd recycling centre	Reported that public access is difficult on Mondays due to operatin vehicles using the facility.	MC to write to waste management	MC
	White lines Longfield roundabout	Works order raised.		
8.	Date of Next Meeting: 6th September 2017, 1-3pm North Wilts Room, County Hall			

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 £

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

3. Legal Implications

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

4. HR Implications

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

5. Equality and Inclusion Implications

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

6. Safeguarding implications