

AGENDA

Meeting: TROWBRIDGE AREA BOARD
Place: Council Chamber - County Hall, Trowbridge BA14 8JN
Date: Thursday 19 January 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

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

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

Wiltshire Councillors

Cllr Chris Auckland, Trowbridge Grove
Cllr Nick Blakemore, Trowbridge Adcroft
Cllr Ernie Clark, Hilperton
Cllr Dennis Drewett, Trowbridge Park
Cllr John Knight, Trowbridge Central
Cllr Stephen Oldrieve, Trowbridge Paxcroft
Cllr Helen Osborn, Trowbridge Lambrok
Cllr Graham Payne, Trowbridge Drynham (Chairman)
Cllr Horace Prickett, Southwick (Vice Chairman)

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

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1	Apologies	7.00pm
2	Minutes (<i>Pages 7 - 16</i>) To approve the minutes of the meeting held on Thursday 10 November 2016	
3	Declarations of Interest To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.	
4	Chairman's Announcements	7.10pm
5	Partner Updates (<i>Pages 17 - 32</i>) To note the written reports and receive any updates from the following: <ul style="list-style-type: none"> i. Police and Crime Commissioner (PCC) ii. Wiltshire Police iii. Dorset and Wiltshire Fire and Rescue Service iv. Trowbridge Community Area Future (TCAF) v. Town and Parish Councils 	7.15pm
6	Funding (<i>Pages 33 - 74</i>) <ul style="list-style-type: none"> a. Community Area Grants To consider the following applications: <ul style="list-style-type: none"> i. College Estate Residents Association: Brush cutter for community garden £596.50 ii. Trowbridge Carnival Committee: Trowbridge Carnival Procession £998.00 iii. Alzheimers' Support: Singing for the Brain £3,000.00 b. Area Board Projects To consider the following applications: <ul style="list-style-type: none"> i. Trowbridge Park Sports Development Facilities £20,000.00 ii. Restoration of the Town Hall's Supper Room £9279.00 	7.30pm
7	Local Youth Network Update and Applications for Youth Funding (<i>Pages 75 - 82</i>) To receive an update on the Local Youth Network (LYN) and for the Area Board to consider five youth grants as follows: <ul style="list-style-type: none"> a) Go Fish: Employment skills project £3150.00 b) Trowbridge Sea Cadets: Venue hire £5000.00 c) Wiltshire YFC: Mobile youth work £2500.00 d) TCAF: National Theatres Connections Project £4814.30 e) Trowbridge Wanderers FC: Equipment costs £963.50 	7.50pm

8	Community Area Transport Group <i>(Pages 83 - 84)</i>	
	The Area Board will be asked to ratify the funding recommendations from the Trowbridge Community Area Transport Group (CATG) meeting of the 5 January 2016	
9	Police and Crime Commissioner update	8.05pm
	A short video on the precept proposals for 2017/18 will be shown, to include information on how to get involved in the consultation. The Police and Crime Commissioner will then speak about his work and the Police and Crime Plan	
10	Wiltshire College	8.20pm
	Amanda Burnside, Principal of Wiltshire College will deliver a presentation to give an insight to Wiltshire college and their work with apprenticeships.	
11	Strategic Healthcare Planning and Strategic Outline Case	8.40pm
	NHS Wiltshire Clinical Commissioning Group will deliver a presentation on a Strategic Healthcare Planning and Strategic Outline Case being undertaken in Trowbridge, as part of an exercise to determine projected service need through to 2026 and the accommodation needed to provide this.	
12	One Public Estate/Health and Wellbeing centre <i>(Pages 85 - 86)</i>	8.50pm
	An update will be provided on the Trowbridge Health and Wellbeing Centre	
13	Update from Community Engagement Manager, and feedback from JSA event <i>(Pages 87 - 112)</i>	9.00pm
	The Community Engagement Manager will provide an update of her recent work in Trowbridge Community Area and feedback the outcomes of the Trowbridge Joint Strategic Assessment (JSA) event held on 5 December 2016 and will show a short video.	
14	Urgent items	9.10pm
	Any other items of business which the Chairman agrees to consider as a matter of urgency.	

MINUTES

Meeting: TROWBRIDGE AREA BOARD
Place: The Cotswold Space - County Hall, Trowbridge BA14 8JN
Date: 10 November 2016
Start Time: 7.00 pm
Finish Time: 9.05 pm

Please direct any enquiries on these minutes to:

Kieran Elliott (Senior Democratic Services Officer), Tel: 01225 718063 or (e-mail) becky.holloway@wiltshire.gov.uk

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

In Attendance:

Wiltshire Councillors

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

Cllr Alan MacRae (Portfolio Holder for Waste) and Cllr Philip Whitehead (Cabinet Member for Highways and Transport)

Total in attendance: 32

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
69	<p><u>Apologies</u></p> <p>Apologies for absence were received from Councillors Helen Osborn and Chris Auckland.</p>
70	<p><u>Minutes</u></p> <p>The minutes of the meeting held on 15 September 2016 were presented for consideration. It was agreed to amend Minute 64 to clarify that the Board's formal approval of £3840 for gull egg and nest removal proposed in September would take place at the present meeting with the endorsement of the minutes.</p> <p><u>Resolved:</u> That subject to the amendment detailed above to approve and sign the minutes as a true and correct record.</p> <p>And Approve £3840 for Regular gull egg and nest removal from all accessible roof areas as identified and agreed by landowners during April, May, June and July.</p>
71	<p><u>Declarations of Interest</u></p> <p>Councillor John Knight declared a non-pecuniary interest as a trustee of Trowbridge Community Area Future, the applicants for a grant at Minute 73. He would not speak or vote on the application.</p> <p>Councillor Dennis Drewett declared a non-pecuniary interest as a member of the Trowbridge Men's Shed group, the applicant's for a grant at Minute 74. He would not speak or vote on the application.</p> <p>Councillor Ernie Clark drew attention to his register of interest as published on the council's website.</p> <p>Councillors Graham Payne, Nick Blakemore and John Knight declared non-pecuniary interests in the grant application for Christmas lights enhancement by virtue of being members of Trowbridge Town Council, and would consider the matter with an open mind.</p>
72	<p><u>Chairman's Announcements</u></p> <p>Through the Chair the Board was informed at the next meeting updated would be received from Angus Macpherson, Police and Crime Commissioner, and representatives from Wiltshire College to speak about their schemes and apprenticeships.</p>

	<p>The Board was informed Councillor John Thomson, Deputy Leader of the Council, had initially be planned to be in attendance but had been unable to, and the business had been rearranged when he said he was then able to attend. Councillor Thomson would be invited to attend in January or March 2017.</p>
73	<p><u>Local Youth Network (LYN) Applications</u></p> <p>The Area Board considered the following applications, taking account of the recommendations and assessment of the Local Youth Network as detailed in the agenda.</p> <p>i. <u>Trowbridge Community Area Future</u> The sum of £7138.08 was requested to enhance existing youth services provided by TCAF and provide cover for the loss of the Community Youth Officer.</p> <p>A motion to approve was moved by Councillor Steve Oldrieve, seconded by Councillor Ernie Clark.</p> <p><u>Decision</u> The Area Board awarded the sum of £7138.08 to TCAF, subject to the conditions recommended by the LYN management group. <i>Reason: The application met the Grant Criteria</i></p> <p>ii. <u>Active Trowbridge</u> The sum of £6488.00 was requested for sporting provision for 13-19 year olds during the April 2017 half term in particular to cover the rural parts of the community area.</p> <p>A motion to approve was moved by Councillor Steve Oldrieve, seconded by Councillor Ernie Clark.</p> <p><u>Decision</u> The Area Board awarded the sum of £6488.00 to Active Trowbridge. <i>Reason: The application met the Grant Criteria</i></p>
74	<p><u>Community Area Grant Applications</u></p> <p>The Area Board considered the following applications, taking account of the details in the report and online.</p> <p>i. <u>Monday Wednesday Club</u> The sum of £700.00 was requested for purchase of a defibrillator to be stored in the church hall used by the club, but available to the public.</p> <p>A motion was to approve moved by Councillor Nick Blakemore, seconded by Councillor Dennis Drewett.</p> <p><u>Decision</u></p>

The Area Board awarded the sum of £700.00 to the Monday Wednesday club

Reason: The application met the Community Area Grant Criteria.

ii. Trowbridge Town Council

The sum of £5000.00 was requested for enhance of the town's Christmas lights displays.

A motion to approve was moved by Councillor Dennis Drewett, seconded by Councillor John Knight.

Decision

The Area Board awarded the sum of £700.00 to the Monday Wednesday club

Reason: The application met the Community Area Grant Criteria.

Councillor Nick Blakemore requested his abstention from the approval be recorded.

iii. The Big Community Grow

The sum of £1000.00 was requested for a new storage shed.

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

Decision

The Area Board awarded the sum of £1000.00 to The Big Community Grow.

Reason: The application met the Community Area Grant Criteria.

iv. Alzheimer's Support

The sum of £719.00 was requested for support room training equipment.

A motion to approve was moved by Councillor John Knight, seconded by Councillor Steve Oldrieve.

Decision

The Area Board awarded the sum of £719.00 to Alzheimer's Support

Reason: The application met the Community Area Grant Criteria.

v. Hilperton Parish Council

The sum of £446.00 was requested for phase two of the community orchard project.

A motion to approve was moved by Councillor Dennis Drewett, seconded by Councillor Steve Oldrieve.

Decision

	<p>The Area Board awarded the sum of £446.00 to Hilperton Parish Council. <u>Reason:</u> The application met the Community Area Grant Criteria.</p> <p><i>Councillor Ernie Clark requested his abstention from voting be recorded.</i></p> <p>vi. <u>Trowbridge Men’s Shed</u> The sum of £946.72 was requested for development of the Men’s Shed project.</p> <p>A motion to approve was moved by Councillor Ernie Clark, seconded by Councillor Steve Oldrieve.</p> <p><u>Decision</u> The Area Board awarded the sum of £946.72 to the Trowbridge Men’s Shed <u>Reason:</u> The application met the Community Area Grant Criteria.</p> <p><i>Councillor Dennis Drewett requested his abstention from voting be recorded.</i></p> <p>vii. <u>West Wiltshire Multi Faith Forum</u> The sum of £800.00 was requested for three laptops for class tuition.</p> <p>A motion to approve was moved by Councillor Steve Oldrieve, seconded by Councillor Ernie Clark.</p> <p><u>Decision</u> The Area Board awarded the sum of £800.00 to the West Wiltshire Multi Faith Forum <u>Reason:</u> The application met the Community Area Grant Criteria.</p> <p>The Area Board also noted an award of £150.00, not £300.00 as listed in the agenda, made under delegated authority by the Community Engagement Manager to support delivery of the Dementia Conference in Trowbridge on 23 November 2016, following consultation with the Chairman and Vice-Chairman.</p>
75	<p><u>Councillor Led Project Applications</u></p> <p>Councillor Graham Payne presented his proposal for a councillor-led grant, following discussions with Holbrook Primary School on developing their outdoor space project. It was explained that much of the space had been designed by young people, and it would be open to the community and not just the school.</p> <p>Following discussion, Councillor Payne moved approval of £8332.38 for the Holbrook PTA Community Outdoor Space Project, seconded by Councillor Horace Prickett.</p>

	<p><u>Decision</u> To award £8332.38 for the Holbrook PTA Community Outdoor Space Project</p> <p><u>Reason</u> For the benefit of the school and wider community.</p>
76	<p><u>Partner, Outside Body and Working Group Updates</u></p> <p>Updates from partners were received as follows:</p> <ul style="list-style-type: none"> i. Wiltshire Police The written update was noted. The Board noted that they would request further detail from the local reporting, in particular in relation to high instances of anti-social behaviour and measures undertaken to address the issue. ii. Dorset and Wiltshire Fire and Rescue Service A verbal update was provided on recent activity in relation to home safety visits, fitting monoxide detectors free of charge and canal safety. iii. Trowbridge Community Area Future (TCAF) A verbal update was provided. The progression of the youth element of the service was discussed along with work with other partners in the town to develop projects. iv. Local Youth Network A verbal update was provided, and the robust nature of examination of bids for funding by the young people was noted. v. Town and Parish Councils The written update from Trowbridge Town Council was noted. In response to queries it was confirmed funding for sports pitch provision would be for a pitch located within Hilperton. Further updates were received as follows: Hilperton – the neighbourhood plan was progressing, with a housing survey being distributed. It was also stated an application for a skate park in Paxcroft Mead had been withdrawn. <p>Working Groups An update was received from the Campus Working Group. It was detailed that in July 2016 issues had been brought to the Board in respect of lack of consultation on bids for government funding, and this still had not been shared with the Campus Working Group although the funding was allocated in October 2016. Concerns were also raised that the Cabinet Capital Assets Committee was meeting on 15 November 2016 to determine actions on the County Hall East Wing site where any campus might be located, and Trowbridge Councillors</p>

	<p>had not been informed or involved.</p> <p>The Board discussed the update. It was unanimously agreed that the development of the East Wing site was the most fundamental development opportunity for the town for decades to come, and it was imperative it be handled correctly, and that the Board was disappointed the community and its representatives had not been consulted or kept informed in a timely manner of plans for the site, given the level of work the Campus Working Group had undertaken. The Board noted that the local division member had not been informed of the paper to be taken to Cabinet regarding the site, and that while they had expressed their wish to the Cabinet Member in July 2016 for matters to be progressed without delay, it had been on the understanding they would be kept informed of progress, and had set up a Campus Working Group as recommended in order to be informed.</p> <p>The Board requested the Chairman write a letter on their behalf expressing their concerns with the Cabinet paper and their dissatisfaction at the level of communication received.</p> <p><u>Health and Wellbeing Group</u> Preparations for the Dementia Conference on 23 November 2016 were provided, with 350 Dementia Friends signed up and discussions with local organisations on how they could assist ongoing.</p>
77	<p><u>South West Ambulance Service - Defibrillation</u></p> <p>Julia Doel from the South West Ambulance Service was in attendance to provide an explanation and demonstration of portable defibrillators as used in the Community Response Schemes. The importance of quick action with heart concerns was emphasised, and it was highlighted that the devices were very easy to use, with clear, broadcast instructions for each step, and that they were entirely safe, as they would not provide a shock if the sensors did not detect the heart rhythm did not require the action. They could therefore be used without training.</p>
78	<p><u>Streetscene and Littering</u></p> <p>The Cabinet Member for Highways and Transport, Councillor Philip Whitehead, was in attendance with his portfolio holder, Councillor Alan MacRae, to hear concerns from the community area in relation to matters under his remit.</p> <p>Statements were received from residents of Paxcroft Mead, supported by the local member Councillor Oldrieve, who were asking for speed cameras and traffic calming measures on the Leap Gate road, stating there had been many incidents with cars on the route and it was crossed by many school children daily.</p> <p>Councillor Whitehead responded that the initial recommendation of the speed limit at the built up area had been 40mph, but he had requested a further look</p>

	<p>and determined it should be 30mph. However, the 50mph section was currently undeveloped, and until it was the speed limit there could not be reconsidered. He also noted that visual cues and circumstances played a larger role in controlling speed than merely the official limit, and that if they were already speeding, reducing the official limit would not impact that. In terms of enforcement, that was a police matter, though it was planned to do a formal measurement of speeds in the new year, as currently use of the road was abnormal due to road closures elsewhere.</p> <p>Following discussion the Chairman, with agreement of the Board, noted the Cabinet Member had said investigative action would be undertaken when it could, and the Board would set aside time to discuss at greater length, but that everyone needed to publicise concerns as much as possible to ensure the problems were known.</p> <p>The Board then discussed the state of streetscene and littering in the town, in particular areas of the town centre, leading to a poor impression of the town. In response to examples raised the Cabinet Member stated the budget for litter picking had been increased in the last budget, but that such costs meant other services were curtailed, and that educating people to not litter was the only solution. It was also vital that people report instances of littering, or else officers did not know where to respond.</p> <p>It was also raised in debate that that the town council was in discussion with Wiltshire Council over the possibility of taking on responsibility for street cleaning in the town centre. Councillors Knight and Drewett also drew attention to a litter pick they were organising in their divisions on 4 December 2016. The legal obligation for businesses to keep the areas outside their premises clean was noted, and the problems of relying on volunteers to do the work.</p>
79	<p><u>Minor Injury Unit</u></p> <p>Representatives from the Wiltshire Clinical Commissioning Group were in attendance to explain to the Board the recent decision to reduce the opening hours of the Trowbridge Minor Injuries Unit.</p> <p>It was explained that very few people used the service overnight, less than 2 a night on average, and that it had become increasingly difficult to staff the service without an impact during the day, when it was used far more. Other MIUs already closed at night, the hours of opening would remain longer than in many areas, and any money saved would be put into other community services. It was requested and agreed that the Board be updated which services would be the focus of any relocated monies, from around March 2017.</p> <p>During discussion it was confirmed that many who made to use the MIU did so for problems that were not minor injuries and should be dealt with by other services such as 111 or GP out of hours, and that emergencies in the night would continue to go to Bath RUH, as they would now. Concerns were raised</p>

	<p>generally about reduced health provision in the area, and the CCG informed the Board the NHS had approved funding for an urgent primary care centre in the county and work was progressing</p> <p>Reassurance was also sought the maternity unit would remain open, and it was stated a response would be sought from the responsible team.</p>
80	<p><u>Community Engagement Update</u></p> <p>The Community Engagement Manager provided an update on recent work in the community, including the Studley Green Intergenerational Project, Safe Places Scheme and the weekly newsletter updates.</p>
81	<p><u>Delegation</u></p> <p><u>Resolved:</u></p> <p>In order to expedite the work of the Area Board and to deal with urgent matters that may arise between meetings, the Community Engagement Manager, in consultation with the Chairman (or in their absence, the Vice-Chairman) of the Area Board, may authorise expenditure to support community projects from the delegated community grants budget of up to £5,000 in total, youth projects of up to £5,000 in total, and health and wellbeing projects of up to £1,000 in total, between meetings of the Area Board.</p> <p>Decisions taken between meetings will be reported to the next meeting of the Area Board explaining why the matter was considered urgent or necessary to expedite the work of the Board and the Cabinet Member for Communities, Campuses, Area Boards and Broadband will also be kept informed of any such decisions.</p> <p>Reason for Proposal</p> <p>In order to expedite the work of the Area Board and to deal with urgent matters that may arise between meetings.</p>
82	<p><u>Urgent Items</u></p> <p>There were no urgent items.</p>

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Trowbridge Area board Report

Hello and welcome to this Community Policing report.

Over the last few months Wiltshire Police has rolled out its Community Policing Team (CPT) model across Wiltshire and Swindon.

Any large scale restructuring is naturally likely to have its teething problems but I am delighted to say that so far the response has been positive. I extend my thanks to everybody within the community for their assistance and valuable feedback, which helps us to continuously improve the way we work and ultimately helps us provide the high quality of service you all deserve and expect.

Partnership work has been incredibly important in this process and we are keen to continue, where possible, working in a joined up approach to deliver that high standard of service.

As we head in to the New Year we can look forward to seeing the results of ongoing innovation and investment within Wiltshire Police. Senior leaders within the organisation have made a clear commitment to ensuring the workforce is fit and well for work and have outlined their dedication to embracing innovation and technology so that officers and staff are able to do their jobs serving and protecting the people of Wiltshire and Swindon confidently, effectively and efficiently.

I would like to reassure you that we are working to improve our 101 system. We have made efforts to ensure the service you can expect to receive when calling for non-emergencies is high quality and we are continuing to work to reduce the time it takes to get through to us.

Going forward, as ever, we welcome and encourage your feedback. Wiltshire Police is here to serve you and we always want to know where you think we can improve and of course where you think we have done well. I wish you all a safe and happy 2017.

COMMUNITY MESSAGING

We are constantly reviewing our visibility and how we can develop this and work with our communities.

We cannot physically be everywhere all of the time and we want to ensure consistent information with our communities and to be able to provide the information that matters to you when you need it.

There has been some good feedback from our new way of working using Community Messaging so please sign up and use it.

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

CONTROL STRATEGY

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

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



CURRENT SECTOR SERIES, PRIORITIES & EXCEPTIONS

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

There are no current exceptions in the Trowbridge area. This is of course good news as for the previous couple of months we had seen increases in dwelling and non-dwelling burglaries. This issue had been prioritised and a specific operation, OP Saffron had been initiated. Patrols were increased in key areas and suspects were identified. As a result four local youths were arrested and charged with a number of offences. Some of these have already been dealt with in court with referral orders having been made. We will of course continue to monitor the issue and the individuals concerned, but things for now appear to have been addressed.

There has also been an increase in complaints with regard to Anti-social driving in the Leap gate area of Castlemead. OP Speedway was instigated and a number of action evenings were put in place. The

results of this operation were varied due to inclement weather on some of the days but nevertheless a number of (mostly local) drivers were stopped and educated. We will continue to patrol the area proactively and deal with any offences appropriately. We are still awaiting the results of the requested metrocount in the 30mph zone.

There are no other current priorities in the area and there are no current series.

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

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

Community Coordinator Pc 1140 Mark Hough : mark.hough@wiltshire.pnn.police.uk

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

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

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Trowbridge Area Board- Report, 19th January 2017

Community Engagement

Staff have now started carrying out Safe & Well visits in Trowbridge and the surrounding areas. A Safe & Well Advisor has been appointed for the Trowbridge area.

The station personnel are supporting educational events at local primary schools, run by DWFRS Education Advisors.

The importance of fire safety is a message that can't be delivered too soon, which is why we have a team of education advisors who work with young people across Wiltshire, Bournemouth, Dorset, Poole, Swindon.

At primary school level, Key Stage 1 & 2, education advisors visit classes with structured lesson plans that focus on issues such as the work of the Fire & Rescue Service, the dangers of playing with matches, the importance of smoke alarms, having a fire plan, and dialling 999 in an emergency. Older children are also taught why you should never make hoax calls.

For Key Stage 3 & 4, we deliver Road Safety and Consequences of Deliberate Fire Setting.

We can also arrange visits to our fire stations or one of our safety centres. For more information or to make a booking for your school or pre-school, please visit our webpage; <https://www.dwfire.org.uk/school-visits/> or email enquiries@dwfire.org.uk

If you need a smoke alarm, some advice or are worried about what you would do in an emergency, contact us for a free Safe and Well visit; <http://www.dwfire.org.uk/safety/safe-and-well-visits/>

Response

Total Calls for Trowbridge Fire station; 10/11/16 – 09/01/17 – 160.

P1 = first pump. P2 = second pump. R1 = Heavy Rescue Unit. R2 = water/rope rescue.

<u>Call Sign</u>	<u>Fires</u>	<u>False Alarms</u>	<u>Special Service</u>	<u>Others</u>	<u>Total</u>
P1	27	57	12	12	108
P2	9	11	5	6	31
R1	3	0	12	0	15
R2	0	0	6	0	6



Appliance Availability, November/December 2016

First Pump- 100%

Second Pump- 90%

On-Call Recruitment

We are looking for additional On Call Firefighters able to provide daytime and weekend cover.

If anyone is interested in becoming an On Call Firefighter, visit the webpage; <https://www.dwfire.org.uk/working-for-us/> or pop in the station for a chat on Monday evenings between 7pm and 9pm.

Recent Notable Incidents attended by the Trowbridge crews

Six pump workshop fire

Six pump fire in old Bowyers site

Three house fires (one cooking related, two due to smoking materials), two people and one dog rescued, one person treated for significant burns.

12 pump thatch fire in the Devizes area.

Community Safety Plan

DWFRS Community Safety Plan can be found on the DWFRS website; <http://www.dwfire.org.uk/community-safety-plan/>

Andy Green

District Commander, Trowbridge, Bradford on Avon & Westbury.

Email: andy.green@dwfire.org.uk

Tel: 01722 691247 | Mobile: 07734 483886

Town Clerk's Report 4th January 2017 to Policy & Resources Committee 10th January 2017

1. POLICY

1.1 Community Governance Review (CGR) – Steeple Ashton Parish Council and Trowbridge Town Council support a change to the boundary along Ashton Road, to include new development within the town boundary. We await a response from Wiltshire Council regarding the implementation of this change. The other changes are being implemented on 1st April 2017.

1.2 Government Proposal to Extend Referendum Principles for Excessive Council Tax Increases to Parish & Town Councils – In a statement to the House of Commons on 15th December, Secretary of State for Communities & Local Government, Sajid Javid announced that referendum principles WILL NOT be extended to Town and Parish Councils in 2017/18.

1.3 Free Parking Days (AGENDA ITEM 7)– Wiltshire Council have confirmed that the arrangements will be the same in 2017 as 2016, an allocation of 1548 free day spaces, the following is suggested:

CAR PARK	Sat 24 th June	Sat 15 th July	Fri 20 th Oct	Sat 21 st Oct	Sat 25 th Nov	Sat 2 nd Dec
Bradford Rd	24	24	24	24	24	24
Broad St	33	33			33	33
Church St	36	36			36	36
Court St	78	78	78	78	78	78
Lovemead	165	165			165	165
Sub-total	336	336	102	102	336	336
TOTAL						1548

RECOMMENDATION:

- a) That the Committee approves Saturday 24th June 2017 (Armed Forces Day) and Saturday 15th July 2017 (Play Day) as free parking days in the Bradford Road, Broad Street, Church Street, Court Street and Lovemead car-parks, making all council car-parks free of charge on these days.
- b) That the committee approves the allocation of Bradford Rd and Court Street car-parks for two days for the Carnival fun fair on Friday 20th and Saturday 21st October 2016.
- c) That the committee approves Saturday 25th November (Christmas Lights switch-on) and Saturday 2nd December 2017 (Christmas shopping) as free parking days in the Bradford Road, Broad Street, Church Street, Court Street and Lovemead car-parks, making all council car-parks free of charge on these days.

1.4 Draft Public Service Ombudsman Bill – The National Association of Local Councils (NALC) reported that on Tuesday 6th December the Cabinet Office (CO) published a draft Public Services Ombudsman Bill which will abolish the Parliamentary and Health Service Ombudsman and the Local Government Ombudsman (LGO) and create a new Public Services Ombudsman; the new body will bring existing functions together with the aim of improving access to the Ombudsman's services by allowing for all complaints to be made with or without the help of a representative and in a variety of formats to meet the digital age, provide simpler access to individuals who believe that they have suffered injustice or hardship and share the learning from failures to improve services for everyone. While the current LGO does not cover parish and town councils, it has long been NALC policy that its remit should be extended to cover our sector and the Bill proposes to do

just this! NALC are in touch with both the CO and DCLG about the proposals especially the timescale as there are no details on this.

2. FINANCE

2.1 Risk and Audit Panel (AGENDA ITEM 13) – Met on 3rd January 2017 (copy attached).

2.2 Budget 2017/18 (AGENDA ITEM 8) - The proposals show an increase in total net expenditure of £116,559 from £1,507,174 (2016/17) to £1,624,251 (2017/18)

2.2.1 Localisation of Council Tax Support Grant – Wiltshire Council has advised that this will reduce from £16,898 (2016) to £0 in 2017.

2.2.2 Community Infrastructure Levy – Although no CIL has been received yet, there have been some recent developments in the town which are CIL chargeable and therefore the budget includes a forecast income of £7,590 for 2017/18 from CIL.

2.2.3 Council Tax Base – This is expressed as 'Band D' equivalents, any changes account for new houses built in the past year, transfers due to the boundary change being implemented on 1st April 2017, single person discounts and other adjusting factors, it has increased by 522.77 (4.9%) from 10671 (2016) to 11195. This generates an additional £73,000 of council tax at 2016/17 rates.

2.2.4 Inflation – The September Consumer Prices Index (CPI) was +1.0% and the Retail Prices Index (RPI) was +2.0%.

2.2.5 Government Referendum Principles for Excessive Council Tax Increases – The government has decided not to impose these restrictions on Parish & Town Councils in 2017/18. The limits applicable to; District Councils are the higher of £5.00 or 2% on the Band D Council Tax Charge and to Wiltshire Council is 5%, (2% general increase and 3% Social Care Precept.)

2.2.6 Departmental Ongoing Activities Revenue Budgets: An overall increase of £96k.

100 MUSEUM – An increase of £2k.

200 LEISURE SERVICES – An increase of £75k accounted for by the implementation of the Pay & Grading Review and the take up of the pension following auto enrolment.

400 POLICY & RESOURCES – A decrease of £21k; a decrease of £13k on 401 Democratic, an increase of £1k on 402 Mayor accounting for the purchase of new robes, an increase of £13k on 403 Grants to account for additional support for TCAF, Trowbridge Arts and the restatement of Trowbridge In Bloom Grant and a decrease of £23k on 410 Finance and Admin accounting for staff changes and the restatement of Postage and Printing (now in Civic Centre Building).

500 DIRECT SERVICES – A decrease of £2k, accounting for the freehold purchase of Woodmarsh, improved income at Longfield, offset by increased costs of maintaining the Park.

600 CIVIC BOARD – An increase of £42k includes maintenance, information technology, Bowyer Room conversion and restatement of Printing and Postage. The costs of running the building are shared between those departments using the building based upon their office space.

2.2.7 Project Budgets – An increase of £5k.

Museum Project – Remains at £25k for 2017/18 (rising to £50k by 2021/22).

Sports Pitch Project – A £5k allocation for 2017/18 (rising to £50k by 2021/22).

CATG Projects – Remains at £10k for 2017/18 (rising to £30k by 2021/22).

Investment in Play Areas – Allocation planned from 2018/19. Costs in 2017/18 covered by Wiltshire Council payments, reserves and S106 contributions.

Investment in other street assets – Allocation planned from 2018/19.

Park Storage – Funded from savings in revenue budget.

2.2.8 Additional Revenue Activity – An increase of £45k.

Street Cleaning – An allocation of £5k to allow for increased activity levels and transfer from Wiltshire Council.

Closed Churchyards – An allocation of £7k for grass cutting, tree and wall maintenance.

Car Parks – No allocation, as expected to be break even or make a net contribution.

Asset Transfers – An allocation of £33k to cover grass cutting and other maintenance.

2.2.9 Reserves - The planned contribution to reserves is reduced to £3,551 for 2017/18, with higher contributions to reserves planned for 2018/19 through to 2021/22, to bring General Reserves up to 25% of net revenue expenditure.

	31st March 2016	30th Sept 2016
Museum Project	£61,000	£36,000
Recreational Play Areas	£6,000	£6,000
Civic Centre	£20,000	£30,000
Sports Pitch Development	£7,000	£7,000
Earmarked Reserves	£94,000	£79,000
General Reserve	£186,000	£179,000
Total Reserves	£280,000	£258,000

RECOMMENDATION:

a. BUDGET

- i. That the Committee approves the Revenue Expenditure Budgets for 2017/18 as detailed on the budget spreadsheets, totalling £1,538,290
- ii. That the Committee approves the Project Budgets for 2017/18 totalling £40,000
- iii. That the Committee approves that the contribution to General Reserves for 2017/18 be £3,551
- iv. That the committee approves additional Revenue Activities Budgets for 2017/18 as detailed on the budget spreadsheets, totalling £45,000
- v. That the Committee recommends to Council therefore a total budget requirement of £1,626,841
 And that this is funded in part through estimated income for 2017/18 from Community Infrastructure Levy of -£7,590
 Leaving a net precept requirement for 2015/16 of £1,619,251
 Which results in an increase of £5.00 (within the government's limit for District Councils) on the Trowbridge Town Council 'Band D' Council Tax Charge, to £144.64
 Which is less than £2.79 per week.

b. FIVE-YEAR FINANCIAL PLAN:

That the committee notes the five-year financial plan which accompanies the budget.

3. PERSONNEL

3.1 New Starters:

Rachel Holtham, Collections Assistant (Museum) part time. Started 1st December.

Aisha Baker, Assistant Learning and Outreach Officer part time. Started 1st January.

3.2 Leavers:

Rebecca Pierce, Sports Coach, leaves January 2016

3.3 Contract changes:

Karen Reeves, from Direct Services Administrator to Civic Centre Admin Officer in December.

3.4 HR Policies – No changes this month.

3.5 Job Evaluation – The Pay and Grading Review has now been implemented and is fully factored in to budget for 2017/18 and the five-year financial plan.

3.6 Investors In People – I am pleased to report that the Town Council has once again be reaccredited for a further three years as an Investor In People.

4. TOWN COUNCIL SERVICES

4.1 MUSEUM & TOURISM – The next committee meeting is 28th March 2017 at 6.30pm.

4.1.1 Museum Project – The mid-term review meeting was held with the Heritage Lottery Fund on 1st December and they confirmed that the project can move to a second-round bid in Spring 2017, with an increase to cover a contribution towards the new lift shaft. The five-year financial plan shows that the Town Council can fund the Museum Expansion Project from an 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.

4.2 LEISURE SERVICES - The next committee meeting is 28th March 2017 at 7pm.

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

4.3 DIRECT SERVICES – The committee next meets on 28th February 2017.

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

4.3.2 Town Park – Refurbishment of Tennis Courts – We have received confirmation of funding from the Lawn Tennis Association (LTA) of £36,200 towards the refurbishment of the three tennis courts in the Park as well as the Multi-Games court. A Business Plan for this project was presented to the committee at the December meeting. Match funding is now being sought from the Area Board and other funders. Work is expected to be complete during the Spring. The courts will be controlled by an internet app and charges are expected to raise sufficient funding to cover maintenance and future refurbishment.

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

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

and an annual contribution from the town council of £10,000 to £50,000. In total the five-year financial plan shows an investment in play areas of £340,000

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

4.3.6 Brook Road Multi-Use Games Area (AGENDA ITEM 9) – Last year Walwayne Court asked us to close the MUGA to reduce anti-social behaviour and damage to school property. The school has now asked that we close it permanently by ending our lease with Wiltshire Council.

RECOMMENDATION: That the Town Council requests that we end our lease for the Brook Road Multi-Use Games Area to allow it to revert to school use.

5. MARKETING & EVENTS

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

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

5.3 Magazine – Our marketing partners RACS completed the Spring edition, published in December covering the period January – April 2017 including information about the forthcoming elections. Further editions will be Summer, published in April to cover the period May – August and Autumn, published in August to cover the period September – December.

6. TOWN DEVELOPMENT – Committee Meets 24th January and 14th February.

6.1 Town Centre Developments

Cradle Bridge – MRMU Ltd M&S Food, Toby Carvery, Firezza, Greggs, Subway, Dominos and parking for 150; due to open in February. The cycle/footbridge from St Stephen's Place was installed in November.

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

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

Southview Park Wain Homes revised application 16/00547/FUL for 91 houses off Drynham Lane.

Castle Mead Persimmon application 16/03420/FUL for 272 more homes up to Green Lane Wood

The Pastures Abbey New Homes 174 new homes nearing completion.

Ashton Road Taylor Wimpey have made an application for 250 homes 16/04468/OUT

Ashton Park Mainly in West Ashton and North Bradley Parishes, application 15/04736/OUT for 2,500 houses, employment, 2x local centres, 2x primary schools, secondary school, ecological visitor facility, open space and A350 West Ashton & Yarnbrook improvement is being assessed.

Bradley Road – The former District Council office site is under offer from Newland Homes subject to planning permission, potentially providing around 80 new homes.

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

Charterhouse - McCarthy & Stone now have permission 16/03974/FUL for development of the site on Seymour Rd to provide 40 apartments.

6.3 White Horse Business Park – Following the Prior Approval application to convert The Pavillions to residential the owners and Wiltshire Council have agreed a plan of action to seek a commercial use for the building. If this is not successful, the residential conversion will be allowed.

6.4 Wiltshire Local Development Framework

6.4.1 Housing Site Allocations Plan – Further delays mean that the process will not now recommence (with full public consultation by Wiltshire Council) until mid-2017. The latest Housing

Land supply figures show that in the North and West areas Wiltshire is still failing to meet 5.25 years of housing land supply. The figure is 5.13 years (with the south at 5.69 and the East at 8.27). Wiltshire Council says, "Additional sites will therefore need to come forward in suitable locations between now and 1 April 2017, in order to maintain sufficient supply."

7. TROWBRIDGE PARTNERSHIPS

7.1 [Transforming Trowbridge](#) – The Town Council is the accountable body.

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

7.3 Trowbridge Community Area Future (TCAF) Lindsey Millen is the TCAF officer, supported by the Youth Work Team head by Sarah Holland, with Fadwa Bakali and Zoe Copper. They are working with partners to address priorities identified in the Joint Strategic Assessment in localities in the 10% (Studley Green) and 20% (Seymour/Adcroft and Longfield) nationally most deprived communities. TCAF has also receives funding from a range of funders including the LYN via the Area Board to provide youth workers as well as an annual grant from the town council.

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

7.5 [Chamber of Commerce](#) – Andy Barlow is Chairman of the Chamber executive.

7.6 [Trowbridge Talking News](#) – service for the visually impaired, TIC is the drop off point.

7.7 [Selwood Housing](#) is the main social housing provider in Trowbridge. Their winter newsletter is available by following the link.

8. WILTSHIRE

8.1 Wiltshire Council - The [parish newsletter](#) is published weekly and circulated to members.

8.1.1 Area Board – Next meeting is Tuesday 10th January 7pm at County Hall. Community Engagement Manager for Trowbridge, Mary Cullen compiles the [Community Area Web Site](#)

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.

8.1.4 Market Towns Network – Was held in Melksham on 17th November.

8.1.5 Asset & Service Delegation – In addition to play areas and closed churchyards covered elsewhere, the expectation is that Wiltshire Council will discuss in 2017/18 a cost-neutral package of assets and services for transfer to the town council. The town council seeks to include recreation grounds, amenity grass, open spaces, bus shelters, the management and control of car-parks and street cleaning services. These have been factored in to the five-year financial plan. The Town Council would also be interested in the delegation of street trading licensing. It is expected that discussions will commence following the elections in May.

8.1.6 Community Area Transport Group (CATG) – Meets on 5th January 2017.

The Town Council provided funding for schemes in 2016/17:

Budget 2016/17	£10,000.00
Dropped Kerb Green Lane	£464.32
College Road 20mph zone	£1,250.00
Waiting Restrictions	£500.00
Grove School	£1000.00
PSPO Signage	£1,000.00
<u>Cycle Path Hulbert Close</u>	<u>£1,000.00</u>
Remainder	£4,785.68

20mph Zones, College Estate - The town council has contributed £1,250 for this project. This Order is being advertised from 16th December to 16th January and will then be implemented.

Cycle Paths – The town council contributed to links from Hulbert Close to Faverole Way, Quarterway Lane, the south side of Paxcroft School and Ashton St to Paxcroft Brook. The Town Council has also allocated £5,000 for a cycle path from John of Gaunt to Lambrook Road along the south side of Wingfield Rd, with other funding from Wiltshire Council's major project fund. This will not now be completed until 2017/18 so any remaining funds from this year will be carried forward. Town Development committee recently reviewed the plans.

Dropped Kerb, Green Lane – Cllr Oldrieve has requested further dropped kerbs on Green Lane which will be included in the list for consideration in 2017.

Waiting Restrictions – The Order for the implementation of the council's top ten 2015 list has been published for consultation from 25th November to 19th December. This includes; Baydon Close, Westcroft St and Charles St, Upper Conigre, Keats Close, Seymour Rd, St James' Gdns, The Down, The Moldens, Waterworks Rd and Wingfield Rd. The order for the experimental changes in **Hazel Grove**, went operational on 19th December and lasts until June, when a permanent order is expected to be implemented. The list for 2016 was considered at Town Development on 13th December and includes; Ashton St/Larkdown/Heathershaw, Barons Ct/Green Ln, Gloucester Rd, Hungerford Ave, Orchard Ct, Springfield Pk and West Ashton Rd/Broadcloth Ln.

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

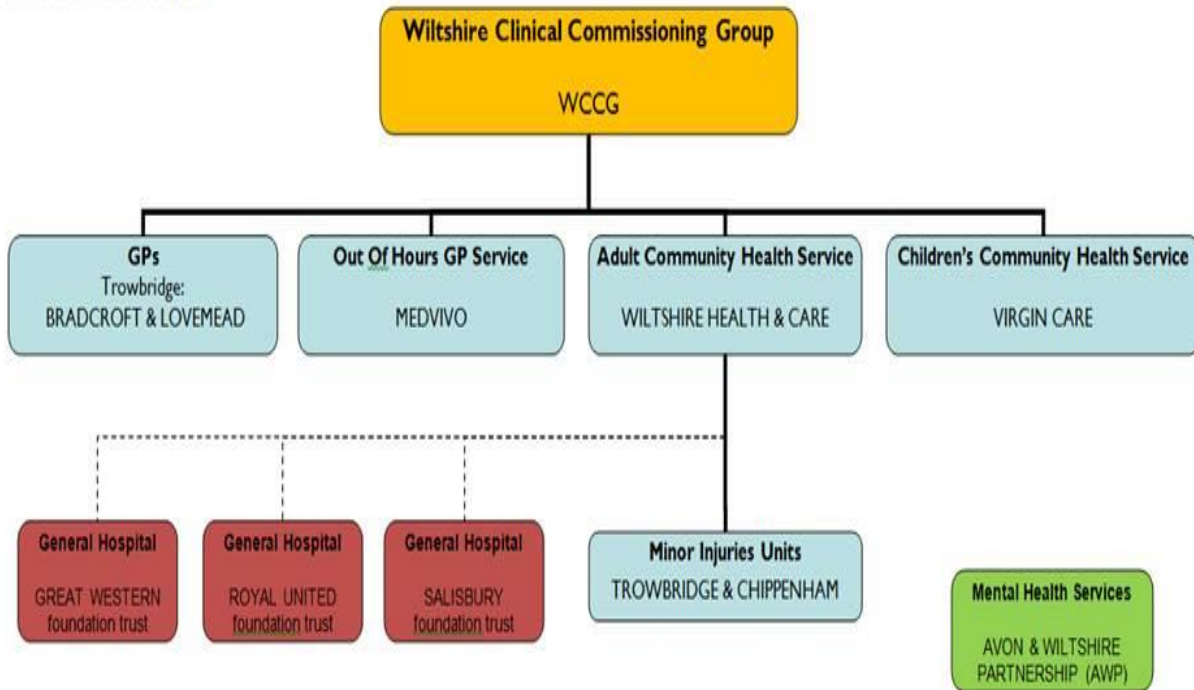
8.1.8 Joint Strategic Assessment (JSA) Event – Was held at County Hall on Monday 5th December to set priorities for the future of the Trowbridge Community Area.

8.2 Health Services

8.2.1 Bradcroft Surgery - Construction is ongoing, it will be one of two premises, with the additional merger with Widbrook surgery and closure of Bradford Rd.

8.2.2 Wiltshire Clinical Commissioning Group (WCCG) - Is responsible for deciding which organisations provide 'Primary Care' services (this is 'commissioning') to people living in Wiltshire and registered with Wiltshire GPs. Services include GPs, Out of Hours GPs, Community Hospitals, Community nursing, and in effect WCCG also funds referrals to General Hospital and other 'Secondary' care) services for those patients, via their GPs. Members were circulated with information and a brochure produced by WCCG and Wiltshire Health & Care (WH&C) following overnight closure of the Minor Injuries Unit (MIU) at Trowbridge Hospital. Andy Milroy and I recently met with representatives of [Wiltshire Health & Care](#). The brochure explains the arrangements for 24hour community services which are commissioned by the WCCG, some of which (adult health services in the community) are provided by WH&C. WH&C is a limited liability not for profit partnership of the three local Foundation Trusts (GWH, Swindon; RUH, Bath and Salisbury Hospital), copies are available in the TIC. Opening hours at Trowbridge Minor Injuries Unit were cut by 56 hours a week from 1st December. The decision to reduce the 24-hour service to 7am-11pm, is put down to lack of patients and difficulty maintaining staffing levels.

Health Services in Wiltshire



(The above is my own interpretation and may not be 100% accurate). Adult and Children's Community Services are split, with VIRGIN contracted to provide Children's and WH&C contracted for Adult services. WH&C runs the MIUs at Trowbridge and Chippenham, whilst MEDVIVO runs the Out Of Hours GP service which is accessed via telephoning 111.

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

8.4 Police and Community Safety – Inspector James Brain and Sgt Louis McCoy report regularly to Council. Councillors and the public are urged to sign up for [Community Messaging](#)

8.5 Wiltshire Association of Local Councils WALC – Newsletters are regularly circulated.

9. CIVIC & DEMOCRATIC ACTIVITIES

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

Tuesday 10 th January	Policy & Resources (Budget)
Tuesday 17 th January	Full Council (precept setting)
Tuesday 24 th January	Town Development
Tuesday 31 st January	NO MEETING
Tuesday 7 th February	NO MEETING
Tuesday 14 th February	Town Development
Tuesday 21 st February	NO MEETING
Tuesday 28 th February	Direct Services
Tuesday 7 th March	Policy & Resources (Third quarter accounts)

9.2 Dates for your diary 2017.

Cow Parsley Charity Fundraiser 60s Night in aid of the Mayor's Charity – Sat 4th March

Mayor's Civic Dinner & Dance – Saturday 18th March

Three Peaks Challenge – 27th April – 1st May in aid of Mayor's charities – please sponsor eight of our staff who are funding themselves and taking annual leave to participate.

www.justgiving.com/crowdfunding/TrowbridgeTeds3peaks

9.3 Twinning

9.3.1 Leer/Germany – Trevor Heeks, our Town Crier, was presented with the official Herold of Leer by the Mayor of Leer, Beatrix Kuhl during the visit in October, which hit the press in Leer!

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

9.3.3 Eblag, Poland – Councillor Brice and Sylvia Zukowska visited Eblag recently at their invitation for a few days to participate in an annual event which encourages children with learning disabilities to participate in activities and theatre productions.

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 at the end of December, February, April, June, August and October.

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



Trowbridge Town Council Events

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

Every Monday

Civic Centre

Ginger Jive

All welcome

20:00 – 23:00

Pay on the door £7

Every Monday

Civic Centre

Fit Steps

All welcome

19:00 – 20:00

Pay on the door

Every Monday

Civic Centre

Zumba

All welcome

18:30 – 19:15

Pay on the door £5

Every Monday

Active Trowbridge

Active Kickers (term time)

Civic Centre

2.5 years – 4 years

10:30 – 11:15

Book in advance

Every Monday

Active Trowbridge

Football Frenzy (term time)

John of Gaunt School

5-15 years

17:00 – 18:00

Book in advance

Every Monday

Active Trowbridge

Active Tots (term time)

Civic Centre

Ages 16 months – 2.5 years

09:30 – 10:15

Book in advance

Every Tuesday

Active Trowbridge

@Dance (term time)

John of Gaunt School

9-16 years

17:00 – 18:00

Book in advance

Every Wednesday

Civic Centre

Zumba

All welcome

18:00 – 19:00

Pay on the door £5.50

Every Wednesday

Active Trowbridge

Back to Netball (term time)

Walwayne Court

16+ years

09:30 – 10:30

Book in advance

Every Wednesday

Active Trowbridge

Netball (term time)

John of Gaunt School

9-14 years

17:00 – 18:00

Book in advance

Every Thursday

Active Trowbridge

Extreme Trowbridge (term time)

John of Gaunt School

11 – 16 years

17:00 – 18:00

Book in advance

Every Friday

Active Trowbridge

Active Ruggas (term time)

Longfield Community Centre

2-4 years

09:30 – 10:15

Book in advance

Every Friday

Active Trowbridge

Mini movers (term time)

Longfield Community Centre

16 months – 4 years

10:30 – 11:30

Book in advance

Report to	Trowbridge Area Board
Date of Meeting	19/01/2017
Title of Report	Community Area Grant funding

Purpose of the report:

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

	Area Board Grants Budget	H&WB Fund	LYN Fund	CATG
Opening balance 2016/17	£89,728.60 <small>(Incl. £9850.00 Carry Forward.)</small>	£6,700.00	£48890.00	£15,354 (plus £650 carry forward) £16,004.00
Grant Applications at Jan ABM	£33,873.50	<small>(Deductions to date 498.25)</small> £3,000	£16427.80	£5850.00
Remaining balance.	£23,126.53	£3,201.75	£11,136.12	£ 1804.00

Applicant	Amount requested
Applicant: College estate resident assn. Project Title: brush cutter for community garden View full application	£596.50
Applicant: Trowbridge carnival committee Project Title: Trowbridge Carnival Procession View full application	£998.00
Applicant: Cllr Steve Oldrieve and Cllr Graham Payne Project Title: Trowbridge Park Sports Development Facilities	£20,000.00
Applicant: Restoration of the Town Hall's Supper Room Project Title: Cllr John Knight	£9279.00
Applicant: Alzheimers' Support Project Title: Singing for the Brain To be reported to the Area Board for decision on 19 th January	£3,000.00

1. Background

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

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

2. Main Considerations

2.1. Councillors will need to be satisfied that funding awarded in the 2015/2016 year is made to projects that can realistically proceed within a year of it being awarded.

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

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

3. Environmental & Community Implications

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

4. Financial Implications

Financial provision had been made to cover this expenditure.

5. Legal Implications

There are no specific legal implications related to this report.

6. Human Resources Implications

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

7. Equality and Inclusion Implications

Community Area Boards must fully consider the equality impacts of their decisions in order to meet the Council's Public Sector Equality Duty.

Community Area Grants will give local community and voluntary groups, Town and Parish Council's equal opportunity to receive funding towards community based projects and schemes, where they meet the funding criteria.

8. Safeguarding Implications

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

9. Applications for consideration

Application ID	Applicant	Project Proposal	Requested
2171	College estate resident assn.	brush cutter for community garden	£596.50
Project Description: Need to replace a Bush cutter for our community wildlife garden with accessories.			
Input from Community Engagement Manager:			

The application meets the community grants criteria. The applicant is a not for profit community organisation and the project is a Capital project to provide equipment to maintain the community garden on College Estate. A Brush Cutter and grass trimmer are required in order for the garden to be maintained effectively. The total project cost is £596.50, match funding is not a requirement for projects under £1,000. The residents' association has very limited resources and is unable to fund the project itself. Given the nature of the equipment requested, it is suggested that any award made is conditional on the applicant taking responsibility for safe use, insurance and maintenance of the equipment.

Proposal

That the Area Board determines the application.

Application ID	Applicant	Project Proposal	Requested
2069	Trowbridge carnival committee	Trowbridge Carnival Procession	£998.00

Project Description:

to organise a carnival procession safely through Trowbridge Town Centre

Input from Community Engagement Manager:

The application meets the community grants criteria. The applicant is a not for profit community organisation and the project is a Capital project to provide safety equipment to support delivery of the annual town carnival. Increased regulation of such events by the Highways authority and Police has led to a need for more signage for traffic control and public safety. There is also a need for high visibility vests for event marshalls. The total project cost is £998.00 for which a quotation has been provided. Match funding is not a requirement for projects under £1,000.

Proposal

That the Area Board determines the application.

Application ID	Applicant	Project Proposal	Requested
Cllr Led	Cllr Steve Oldrieve and Cllr Graham Payne	Trowbridge Park Sports Development Facilities	£20,000.00

Project Description:

Trowbridge Town park hard courts are now 60 years old and have not been invested in for many years. The Town Council believe that the redevelopment of the courts in Trowbridge Park as a real opportunity to increase participation in tennis and other sports in the area. It believed that it has the capacity to manage, maintain and promote the facility to a high standard. The project will be developed in partnership with the Lawn Tennis Association.

Both Wiltshire Council and Wiltshire and Swindon Sport (CSP) have provided letters of support for this project on the back of success of the St Marks Tennis facility in nearby Swindon.

Input from Community Engagement Manager:

This is a member project brought forward by Cllrs Payne and Oldrieve for redevelopment of Trowbridge Town Tennis Courts in Trowbridge park for the benefit of the local community. (see business plan included in papers)

The tennis courts are around 60 years old and were owned and operated by Wiltshire Council until an asset transfer to Trowbridge Town Council in 2015. Since 2015, 335k funding has been invested into the park to turn it into a safe, engaging environment for the local community. New park equipment, outdoor gym, pond investment and a mural to celebrate the Olympics have all been completed by the close partnership between the Friends of Trowbridge Park and Trowbridge Town Council. An overall master plan for the future development of the park has also been developed and included in the business plan provided.

The aims of the tennis court redevelopment project are outlined as follows;

- Provision of high quality tennis and multi sports facilities including resurfacing of the three tennis courts and MUGA along with the replacement of all fencing and gates.
- To have a clear technological based customer journey for access to the Tennis Courts.
- To work closely with local partners to bring tennis to groups of people who have not tried playing before including those living in areas of deprivation.
- To use public events in Trowbridge Park as an opportunity to expose tennis opportunities to the public.
- Try new LTA products for community settings e.g. Cardio Tennis, Mini Tennis, Tennis Tuesdays.
- Run free open days to promote the site e.g. Great British Tennis Weekend.
- Be creative in how to use modified forms of tennis to give the community a positive experience – e.g. mini tennis, touch tennis and family events.
- Continue to develop, manage and promote tennis programmes for all age group and abilities including links to local schools
- Development of a team of Level 1 and Level 2 coaching assistants to help on delivery of the programme and events.
- Market the facilities and opportunities offered as widely as possible.

The tennis courts in the park are currently owned and maintained by Trowbridge Town Council and the general public has 24/7 access. The access is currently free of charge, although no floodlighting is provided and the condition of the facilities is considered unsatisfactory due to surface deterioration, wearing of court lines and intermittent patches of flooding.

Studies undertaken by Sport England and the Lawn Tennis Association (outlined in the business plan) concluded that the site in Trowbridge has the potential to increase usage and make a profit above its expenses following redevelopment.

It demonstrates that whilst there are a sufficient number of courts in the Trowbridge area, the condition of courts and ease of booking have been demonstrated to have an impact generally on numbers of people playing the sport and using local facilities. The LTA regional teams have also shared with the Town council a number of case studies in the South West Region of where use of new access technology has been used to improve the customer experience and increase participation and usage of facilities. Use of new access technology would therefore also form a key part of the redevelopment project.

The existing Multi Use Games Area will also be redeveloped within the project. The council views the multiuse space and the 3 dedicated tennis courts as a single facility and will hold a group sinking fund in respect of the income both uses will generate.

A technical services visit has been completed by Lee West of Sports Facility and Planning Design Limited. The design involves the resurfacing of the three tennis courts and MUGA along with the replacement of all fencing and gates. An initial review of the

options in Lee West Report estimated the broad scope of project cost at £76,000.

The business plan had been developed on the basis of this estimate and requests to external and internal funding partners including the area board to partner fund this project. The LTA deadline for bids was originally March 2017 but this was brought forward to January necessitating a bid to be submitted in late December 2016 on the basis that match funding could be secured.

A revised cost breakdown has since been provided as follows

- 1) Resurfacing three courts and muga : £ 50,000
- 2) Fencing works to tennis courts and muga £ 38,000
- 3) Ducting and drawpits £ 14,000
- 4) Preliminaries £ 3,000

This equates to a total budget of £105,000 plus V.A.T.

The town council advises that the LTA has agreed to make up the shortfall from the original estimate plus £10k in kind for the online booking system. The Town Council has invested significantly in the park over the last years and plans to invest up to £2m in provision of wider sports pitches for the town. The Town Council can contribute a further £10,000 to this project and will through its leisure arm Active Trowbridge, provide marketing, project management, free access to facilities for disadvantaged groups and outreach to encourage take up and broaden participation in the sport.

A speculative bid by Active Trowbridge to the National Lottery for £10,000 to a one off event funding stream to support this project was however unsuccessful.

This leaves a shortfall in funding of £20k which is the amount applied for to the area board.

This is a major local project and could be considered to have potentially wide community benefit and the opportunity to draw in a significant level of external funding. The project links in with key local priorities including tackling Child Poverty and Childhood Obesity. The JSA shows that in Trowbridge in 2014/15 39% of 10-11 yr olds were obese or overweight, the corresponding figure for England being 33%. JSA figures also show that 14.1% of young people in Trowbridge live in low income families, higher than the Wiltshire average of 10.6%. For low income families the cost of access to leisure facilities can be a prohibitive factor, however the project proposal includes some free access to tennis facilities and coaching for targeted groups. With physical activity and healthy lifestyles emerging as the top priority from the health and wellbeing discussion at the JSA event held on 5th December 2016, the project is timely and has the potential to contribute to improving health and wellbeing outcomes in the area.

Proposal

That the Area Board determines the application.

Application ID	Applicant	Project Proposal	Requested
Cllr Led	Cllr John Knight	Restoration of the Town Hall's Supper Room	£9279.00

Project Description:

The Supper room was subject to damage following a number of years of water ingress. The cause of this has since been solved but the damage that has been caused has not been rectified. A team of volunteers began work on the room but were unable to complete it. The room needs specialist, professional workman to complete the restoration. To fully restore the room it will cost in the region of £21,000. The amount we are requesting from the Area Board will help Trowbridge Town Hall Trust complete the first phase of this work and they will seek funds from other Trusts and Foundations for the remaining work to phase one and the subsequent phases.

Input from Community Engagement Manager:

This is a member project brought forward by Cllr John Knight for repair and redecoration work to Trowbridge Town Hall Supper room. The Supper room was subject to damage following a number of years of water ingress. The cause of this has since been solved but the damage has not been rectified. A team of volunteers began work on the room but were unable to complete it. The room now needs specialist, professional workman to complete the restoration.

The Supper room is the most used space in the Town Hall, used by many community and arts groups, over 250 people per week, as well as hosting special events for the community such as Children's public speaking and princes Trust Graduation events. It is also a space people have enjoyed for special occasions, but since the room has been in such poor order people have felt it unsuitable and business has been lost to other venues. Restoring the space will increase its use and the income generated for it helping to ensure the success of the community business.

This is a Capital project and meets the community grants criteria. Phase 1 of the restoration will cost £15778, for which quotations have been received. Funding from trusts and other sources to the value of £6500 has been secured leaving a shortfall of £9729, which is the amount applied for to the area board.

Proposal

That the Area Board determines the application.

Application ID	Applicant	Project Proposal	Requested
Grant HWB	Alzheimers' Support	Singing for the Brain	£3,000

Project Description:

A free and accessible community activity which builds on the fact that people with dementia can recall words of songs and melodies after other memories have faded. Attending groups alongside their family carers, participants experience a boost in confidence, mood and self-esteem. The group will take place weekly in our own premises in Mill Street.

Input from Community Engagement Manager:

This is a grant application to the Health and Wellbeing Group revenue budget for provision of Singing for the Brain in Trowbridge to support those living with dementia and their carers. The application will be considered by the Health and Wellbeing Group on 17th January and a recommendation made to the area board for decision.

Proposal

That the Area Board determines the application.

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

Report Author:

Mary Cullen

Community Engagement Manager

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Grant Applications for Trowbridge on 12/01/2017

ID	Grant Type	Project Title	Applicant	Amount Required
2171	Community Area Grant	brush cutter for community garden	College estate resident assn.	£596.50
2069	Community Area Grant	Trowbridge Carnival Procession	Trowbridge carnival committee	£998.00
HWB Grant	Community Area Grant	Singing for the Brain	Alzheimers' Support	£3,000.00
Cllr Led	Community Ara Grant	Trowbridge Park Sports Development Facilities	Cllrs Steve Oldrieve and Graham Payne	£20,000.00
Cllr Led	Community Area Grant	Restoration of the Town Hall's Supper Room	Cllr John Knight	£9279.00

ID	Grant Type	Project Title	Applicant	Amount Required
2171	Community Area Grant	brush cutter for community garden	College estate resident assn.	£596.50

Submitted: 13/11/2016 10:30:40

ID: 2171

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?

brush cutter for community garden

6. Project summary:

Need to replace a Bush cutter for our community wildlife garden with accessories.

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:

Countryside, environment and nature

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

11/2016

Total Income:

£00.00

Total Expenditure:

£100.00

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:

Not enough in the coffers. Cannot hold many fund raising events as we have no facilities.I.e community centrehall.

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

10b. Project Finance:

Total Project cost		£596.50		
Total required from Area Board		£596.50		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£

brush cutter engine	349.00	
brush cutter	165.00	
grass trimmer	82.50	
Total	£596.5	£0

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

No

12. If so, which Area Boards?

Trowbridge

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

The whole estate the wildlife garden is open to all.

14. How will you monitor this?

Always in and out of garden always ongoing work in progress.

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

Funding only for equipment to maintain garden.

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

no

17. DECLARATION

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

Quotes:

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

Accounts:

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

Constitution:

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

Policies and procedures:

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

Safety and Environmental assessments.

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

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

And finally...

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

2069	Community Area Grant	Trowbridge Carnival Procession	Trowbridge Carnival Committee	£998.00
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Submitted: 16/08/2016 17:27:10

ID: 2069

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£0 - £500

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

No

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

5. Project title?

Trowbridge Carnival Procession

6. Project summary:

to organise a carnival procession safely through Trowbridge Town Centre

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 8bl

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

Children & Young People

Arts, crafts and culture
Festivals, pageants, fetes and fayres
Inclusion, diversity and community spirit

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

12/2015

Total Income:

£9917.27

Total Expenditure:

£7568.22

Surplus/Deficit for the year:

£2349.05

Free reserves currently held:

(money not committed to other projects/operating costs)

£526.86

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

due to increased regulation from the Highways Authority Wiltshire Council and the Police we have to provide more road signage for traffic control and protection of the general public.

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

10b. Project Finance:

Total Project cost		£998.00		
Total required from Area Board		£998.00		
Expenditure		Income	Tick if income	
(Itemised	£	(Itemised	confirmed	£
expenditure)		income)		
road signs	833.18			
hi vis vests	166.80			
Total	£998.00			£0

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

No

12. If so, which Area Boards?

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

we attract an estimated 14000 people to view the carnival from the local area. Where possible we have always tried to share any monies raised with local charities.

14. How will you monitor this?

we are using social media to gain feedback and invite the public to our AGM.

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

we will continue to approach local businesses for funding as well as increasing our fundraising efforts held during the year and hope to recover some costs by hiring out the road signs obtained to other carnivals.

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.

HWB Grant	Community Area Grant	Singing for the Brain	Alzheimers' Support	£3,000.00
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Submitted: 04/01/2017 17:27:10

ID: HWB Grant

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?

£1001-£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?

Singing for the Brain

6. Project summary:

A free and accessible community activity which builds on the fact that people with dementia can recall words of songs and melodies after other memories have faded. Attending groups alongside their family carers, participants experience a boost in confidence, mood and self-esteem. The group will take place weekly in our own premises in Mill Street.

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 8BE

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

Older People Support/Activities

Carers Support/Activities

Promoting physical and mental wellbeing

Combating social isolation

Arts, crafts and culture

If Other (please specify)

10. About your project

Please tell us about your project (a strong application will address all of the following):

How does your project support local needs and priorities?

In our very rural county, it is difficult for older people to remain socially engaged in local communities at the best of times -

the situation worsens when you are affected by dementia and the world has become a bewildering place. A 2013 survey shows that 50% of people with dementia and their carers stated that they are lonely, 38% confirmed that they had lost friends and an alarming 70% of people with dementia have stopped doing things they used to do due to a lack of confidence.

Apart from our award winning day care centre in Mill Street, there are currently no dementia specific activities offered in Trowbridge. Singing for the Brain groups are active in Seend and Westbury, but both groups are oversubscribed and now have to operate a waiting list.

Starting a new group on our very own premises in a central location in Trowbridge will offer people with dementia and their carers access to an enjoyable activity and at the same time offer peer-support and access to expert advice.

How many older people/carers to do you expect to benefit from your project?

Our existing groups in Bradford-on-Avon, Westbury, Lockeridge and Seend attract around 40 people with dementia and their carers every week. Current groups are full to capacity and it is high time we extend our offer - not only the number of groups but also the geographical area in which they take place. Trowbridge residents who currently travel a long way to attend groups elsewhere and those individuals who are unable to travel beyond Trowbridge have urged us to create this opportunity for them in their local community. Our annual consultation showed that there is great demand for additional groups, particularly in Trowbridge. We anticipate around 40 people for this group every week. The benefit of the activity can be felt long after the actual attendance: the increase in confidence and improved mood continues long after and helps both person with dementia and family carer to live better with dementia. Carers stress levels are reduced and their health and well being improves. The positive resonance of participation is felt in the wider context of the individual, their family and their care setting.

How will you encourage volunteering and community involvement?

Singing for the Brain groups attract significant volunteer support, mainly due to the enjoyable activity of singing but also because of the caring and supportive environment these well run groups offer. The groups are led by a dementia trained singing teacher and one Alzheimer's Support facilitator, who are supported by 3 - 5 volunteers every week. Volunteers come from all walks of life, but we see a high number of older people taking up this opportunity to improve their social life and to (re)kindle abilities. Singing for the Brain groups often invite community musicians to perform and likewise take part in community events. We staged pop-up singing sessions in The Shires shopping mall in the past and most recently participated in a carol service at Bethesda church alongside Newtown Primary School choir. The sensory garden in Park Road also sees regular performances from existing groups. It is important to us to demonstrate the abilities of people with dementia to the wider community and to diminish the stigma attached to the disease.

How will you ensure your project is accessible to everyone (for example: people living with a disability or on low incomes, or vulnerable, or socially isolated etc.)?

All our community groups are free of charge and volunteer drivers and car-pools are available, enabling as many people as possible to access the group. The proposed location is also the venue for our day club and as such completely physically accessible. The facilities are easy to navigate and offer relevant support for any disabilities. Songsheets are in large print and staff and volunteers are at hand to help with unforeseen issues.

How will you work with other community partners?

Our services enjoy high regard amongst community partners and referring agencies. The Singing for the Brain project is recognised as a valuable activity to counteract loneliness and to mobilise community assets. Local supermarkets (Tesco) and shops (Greggs) donate the refreshments offered at the sessions and often engage their staff through volunteering, too. We have close ties with local schools and encourage intergenerational singing and story sharing.

11. Safeguarding

Please tell us about how you will protect and safeguard vulnerable people in your project (You must address all of the following):

- Please provide evidence of your commitment to safeguarding and promoting the welfare of older/vulnerable people and their carers.
- How do you make sure staff and volunteers understand their safeguarding responsibilities?
- Who in your organisation is ultimately responsible for safeguarding?

As a provider of registered services, we are subject to CQC inspections. In 2015 we were graded as GOOD. The responsibility for the health, safety and welfare of our service users lies with the Chief Executive but is observed by all staff and volunteers. Part of this commitment means that all colleagues are trained to Care Certificate standard. Safeguarding and a profound understanding of person centred care is at the heart of our training and indeed our organisational ethos. Our training and work practices are underpinned by robust safeguarding policies, informed by national standards and disseminated to all staff via our intranet.

12. Monitoring your project.

How will you know if your project has been successful? *required field

The Community Activities Coordinator maintains weekly spreadsheets for all groups delivered in a number of locations. This activity is reviewed by the senior management team at 6-weekly meetings and in turn by the Board of Trustees and the Finance Sub-committee at their quarterly meetings. Our target is to reach 13 people with dementia, often accompanied by their family carer for each group. We regularly exceed this target. In addition, we undertake yearly participant surveys where we gather qualitative feedback from carers and people with dementia about their experience and invite suggestions and comments to inform the improvement of our offer. Success for us means a full group delivering a positive experience to attendees week after week and a person centred service tailored to their needs.

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

Our income streams are very diverse and we vigorously fundraise in all areas. Our experience shows that, once a group is established and has made connections with the local community, we enjoy a lot of support and goodwill - which also translates into financial support.

Communities recognise the value the activity brings and the benefit it has to participants.

So prime-pumping the project with a grant will see it created and the wider community will help to sustain it after any grant funding is spent. As a final contingency, should we be unable to secure future funding, we would collect a small contribution from attendees towards the project cost (i.e £1 per session would collect over £1,500 per annum). We are situating the group in our own premises in Mill Street which achieves a saving of around £2,500 for venue hire. The singing coach is a freelance music teacher, trained by Alzheimer's Society and part of their trademarked service. Unfortunately, according to their guidelines, Singing for the Brain can only be delivered by one of their music teachers and we are subject to their pricing structure. However, only one paid member of Alzheimer's Support staff will facilitate the group, supported by a volunteer. To guarantee continuity, we do not entirely rely on volunteers but run the service with minimum staffing.

14. If this application forms part of a larger project (eg. building of new village hall), please state what this project is and approximately how much the overall project will cost

15. Finance:

15a. Your Organisation's Finance:

Your latest accounts:

04/2016

Total Income:

£1,238,563.00

Total Expenditure:

£1,078,465.00

Surplus/Deficit for the year:

£160,098.00

Free reserves currently held:

(money not committed to other projects/operating costs)

£326,631.00

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

The surplus achieved in 2015/16 was due to some unforeseen legacies and was added to our free reserves which only now have reached the recommended level at which it could sustain or business operations for a 3 month period.

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

15b. Project Finance:

Total Project cost		£7,039.00		
Total required from Area Board		£3,000.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Singing Coach	2550.00		Charitable Donations	825.00
Support Staff	1734.00		Volunteering Staffing	714.00
Volntr Travel	255.00		Use of Own Venue	2,500.00
Venue Hire	2,500.00			
Total	£7,039.00			£4,039.00

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

No

17. If so, which Area Boards?

18. DECLARATION

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

Quotes:

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:

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

Constitution:

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

Policies and procedures:

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...

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

ID	Grant Type	Project Title	Applicant	Amount Required
Cllr Led	Community Area Grant	Trowbridge Park Sports Development Facilities	Cllrs Steve Oldrieve and Graham Payne	£20,000

Submitted:

ID: Cllr Led, see attached report and business plan

Current Status: Application Appraisal

To be considered at this meeting:

19th January 2017

ID	Grant Type	Project Title	Applicant	Amount Required
Cllr Led	Community Area Grant	Restoration of the Town Hall's Supper Room	Cllr John Knight	£9,279.00

Submitted:

ID: Cllr Led

Current Status: Application Appraisal, see attached report and quotations

To be considered at this meeting:

19th January 2017

Business Plan for Redevelopment of Trowbridge Park, Wiltshire

Trowbridge Town Council

1. Project Background and Justification

1.1) Introduction

Trowbridge Park is located in the Town centre area of Trowbridge within a park that has a play area, small café kiosk, some green event space and an adjacent bowls club. It is the major green space in the Town and the Council have made investment in recent years to the park, to combat historical anti-social behaviour. The town centre park is now a destination site with multiple reasons to visit the park including a number of summer season events to attract visitors.

The Park is located adjacent to the Civic Centre building which contains a theatre and music venue, catering space and offices of a number of other local organisations. A short walk from this is a leisure park (with free parking) that contains a cinema and a number of other chain restaurants (e.g. Frankie and Benny's) and a Premier Inn. There is further charged multi story car park within a short walk to the park.

The current sports facilities on the park to be developed include three macadam tennis courts and a single court MUGA marked for football, netball and basketball. The courts, whilst still used periodically are in a unsatisfactory condition and need to be resurfaced.

The courts were originally owned and maintained by Wiltshire County Council who have recently asset transferred them to the Town Council. This is common practice across Wiltshire after the change in local government structures. The town council are very supportive of renovating these courts as they are in a poor condition when compared to the other facilities within the park. Due to the central location routed pathways into the town, the footfall is considerable.

1.2) How did the Project Arise?

Conversations between Trowbridge Town Council and the Lawn Tennis Association started in September of 2015. The Town Council was already in the process of assessing the condition of the courts and considering their future operational viability. This assessment included the condition, the ongoing mix of sports on site, how it fitted into the overall park plan and a public consultation on the future look of Trowbridge Park. The Friends of the Park group have also been investigating future Café provision within the park, although this is considered a more medium term project.

The LTA Regional Team approached us (James Deem and Colin Corline) and explained the work that the LTA had been developing around access technology and online booking with other local authorities. Trowbridge Town Council agreed that

time, support and some investment would be of benefit to change the way the courts were operated. The project has been developed on the basis that a plan could be formed to improve the facilities from current semi-derelict state, set up an improved customer experience, model a charging mechanism to financial sustainability and subsequently grow local participation in tennis.

1.3) Trowbridge

Trowbridge current population is 39,000 residents with a predicated growth of 300 houses per year over the next five years in line with the Wiltshire Council housing strategy. Trowbridge has three areas within the top 20 National statistics of deprivation. Studley Green is in the national top 10 with current population of 3,745 and 32 % of children are living in poverty. Seymour and Longfield are both in the top 20, Seymour 2,850 current population with 21 % of children are living in poverty and Longfield poverty is 1,790 with 24 % of children living in poverty

Over an average week, Trowbridge Park will get a minimum of 6,400 visits to Trowbridge Park. Alongside this, the many events hosted within the park mean an additional 143,000 people visiting the site throughout the year. These events include the annual Play Festival and Veterans weekend, along with the summer carnival and Christmas light ceremony. All these events are organised and supported by Trowbridge Town Council.

Footfall through the park is on the increase since the construction of the St Stephens Place cinema complex which has 7 different food establishments and a hotel.

Alongside this there is also the riverside development that is estimated to be completed by Christmas 2016, which will be the location of a new Marks and Spencer along with a further 5 units awaiting occupation.

The park is also used as a walkway for shoppers as it is between 3 car parks located near to the town centre. Figure 1: Location of Trowbridge Park Courts



1.4) Brief History of Tennis Facilities in Trowbridge Park

Trowbridge Park tennis courts have been in the town since 1950's at the heart of the County town. The courts were owned and operated by Wiltshire Councils until an asset transfer to Trowbridge Town Council in 2015. Since 2015 Trowbridge Park significant funding and regeneration of the park has been made to turn it into a safe, engaging environment to the local community. New park equipment, outdoor gym, pond investment and a mural to celebrate the Olympics has all been completed by the close partnership between the Friends of Trowbridge Park and Trowbridge Town Council. An overall master plan for the future developments in the park now exists and is noted in the figure below:

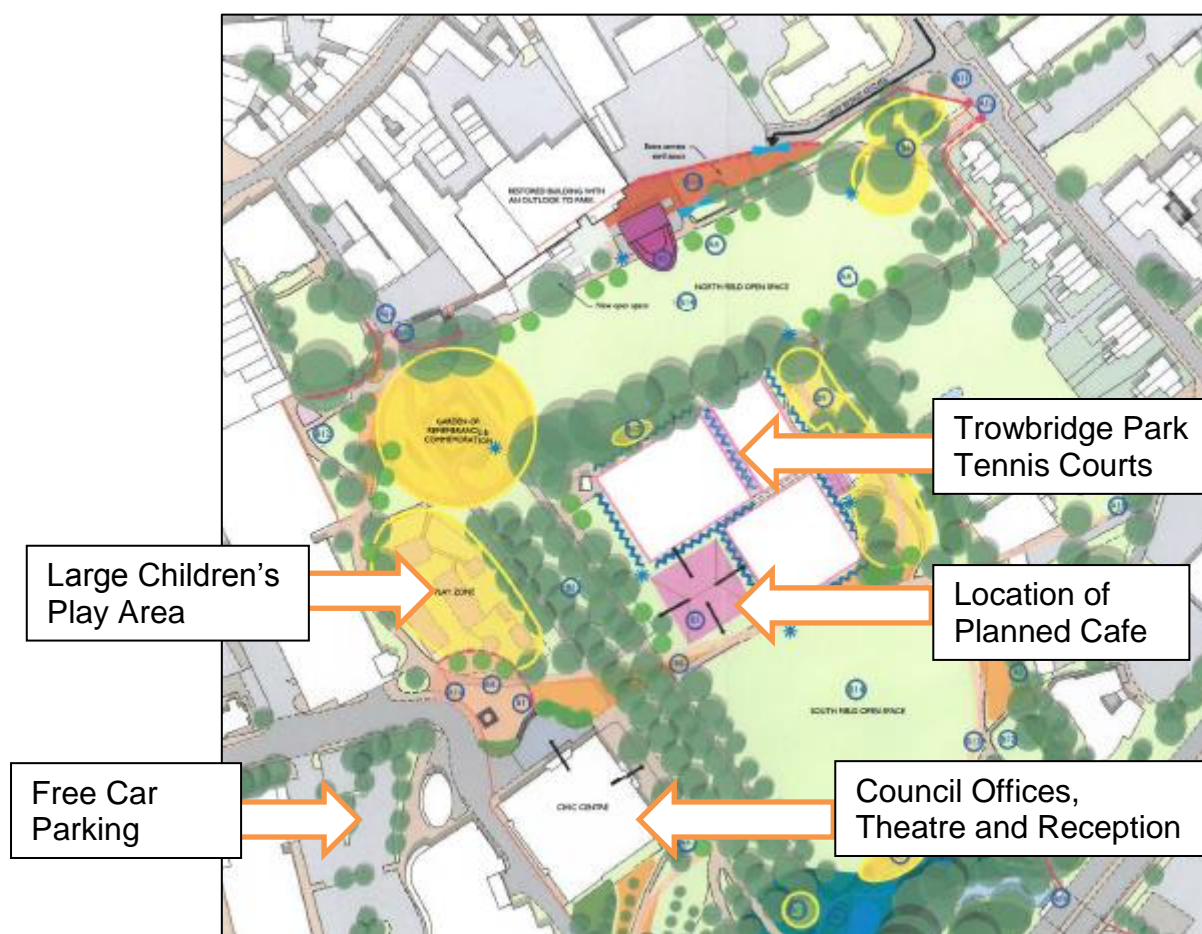


Figure 2: Exert from the Trowbridge Park masterplan

1.5) Research into Parks Tennis Landscape

The LTA Regional team has provided us with some wide ranging research to understand what the wider public feel about tennis. The primary interest to the council is and understanding of the main barriers the public see to access the courts. The research presented to us is summarised below focusing on parks specifically:

- Around 5 million people pick up a racket once a year and play – majority of this play is in parks.
- 36% of tennis played by those aged 14+ is on parks (14% Clubs and 22% Schools)
- For those that don't play tennis but would like to 80% would see a park court as their first option.
- For people who want to play tennis in parks, they are most dissatisfied with state and condition of courts, ease of booking and the number of courts available to play.
- Demand for tennis is amongst those who stopped playing in the last 5 years – but the age profile is wide ranging – from 14+ upwards demand for parks tennis is strong.
- Although there is demand amongst C2DE demographic classification the highest latent demand is for ABC 1 demographic classification

1.6) Latent Demand, Market Segmentation and Modelling

In addition to the national insight numbers the LTA have worked closely with Sport England to use the market segmentation data (generated by annual active people survey) to understand a more local view of demand for tennis. This data is drawn down to the local authority level and mapped in a radius of the postcode of the tennis facility (1km and 3km in this case).

The calculations determine if there are enough courts available to meet the demand for public use of tennis. A positive number (green) highlights not enough court capacity to meet demand for tennis. This is calculated using the number of court hours available at peak times (late afternoon, evenings and weekends) multiplied by the number of courts available at each park.

Table 1: Latent Demand for Tennis within 1 and 3km Radius of Trowbridge Park

Venue	Postcode	Radius (km)	No. of Courts	Currently	Latent	Total Demand	LA Pop.	LA Pop. Latent	% of latent demand	Average Demand)	Total Demand
Trowbridge Park	BA14 8AH	1	3	247	285	532	8428	8195	3.48	3.20	298
Trowbridge Park	BA14 8AH	3	3	718	787	1505	8428	8195	9.60	9.06	1271

The short analysis suggests that there is an appropriate supply for courts in Trowbridge. Therefore filling existing facilities with the best operating model would fit with what this project proposes to do and that exploring other sites for public use models could be considered a later date.

The LTA Regional Team also provided a recently created modelling tool to support local authorities in predicting how successful tennis within a park would be. The output of this tool is in the figure below. It is based on market segmentation data and projects the income based on annual access sales at £30 a household, Pay and Play

of £5 per court per hour and coaching rent / profit of £1000. Whilst the tool is in early stages of development, it supports the anecdotal evidence of case studies with comparable town councils. Thus the conclusion of this data is that the site has the potential to make a profit above its expenses.

Income		Expenditure	
Annual Access Income	£5,338	Sinking Fund	£3,600
Coaching Income	£1,000	Gate Maintenance	£300
Pay and Play Income	£1,250	Payment Charges	£198
		Wifi Charges	£300
Total	£7,588	Total	£4,398
		PROFIT	£3,190

Figure 3: Output from LTA Parks modelling tool.

As part of this work the Trowbridge Council and LTA regional teams discussed other local tennis facilities. The only venue of note in consideration for this project is nearby Trowbridge Westbourne Tennis Club. The club are in discussion with LTA Facility Project Manager relating to advice on their existing tennis facility.

1.8) Other Local Tennis Venues

Trowbridge Council have an existing relationship with the coaching provider and committee at Trowbridge Westbourne Tennis Club. The council have already met the club to discuss the plans for the project. Although the club had some reservations on its impact on membership – broadly the club see the redevelopment of the Trowbridge Park facility as a positive thing for tennis participation in the area.

The coaching provider has previously approached the council to work on these courts, but the council did not see this as a viable option for coaching provision in the park.

2. Site Operations

2.1) How is the site operated now?

The tennis courts are currently owned by Trowbridge Town Council and the general public have complete 24/7 access to the tennis courts. It is currently free of charge, although no floodlighting is provided and the condition of the facilities is unsatisfactory. The existing kiosk is operated by an external individual on a lease, which currently has 2 years left to run. The individual who owns this lease, has full control over the 'mini golf' that runs alongside inclusive of the hiring of clubs and balls but no involvement in the tennis and MUGA facility.

2.2) Case Studies from Other Local Authority Projects

The LTA regional teams have shared with the council a number of case studies in the South West Region of where access technology has been used to improve the customer experience and participation. The following data has been provided to us where the LTA has partnered with a local authority to redevelop park courts and use booking and access technology to improve the service offered to the public.

Table 2: Sales of Access Systems in park redevelopment projects (July 2015). All open for minimum of 1 year.

Partnership Local Authority	No of Courts	Household Access Sales	Average
Poole	9	1141	126.77
Bournemouth	20	1101	55.05
Dorchester	4	189	47.25
Swindon	10	356	35.60
Cirencester	4	185	46.25

This provides the council with increased confidence that the introduction of this model has a strong chance of being successful and viable. The LTA regional team have also made us aware of further projects in parks in the South West that are happening this year with new technology. These include parks that have similar locations and populations as Trowbridge (e.g. Fleet and Petersfield). We understand the success in particular with the project in Fleet in terms of unique users and income generated.

2.3) Trowbridge Park - Operational Options Appraisal

Trowbridge Council has sufficient staff capacity and front of house services in the Town Council building. The council have viewed the LTA booking software

clubspark and have seen the functionality it has to operate the courts. The Council do not wish to consider outsourcing of the operation of this asset.

If the Café project comes to fruition in the medium term it would be expected that this would also form a point of sale or information as well as racket and ball hire to the tennis facility. It is also anticipated that the council would operate this in conjunction with the friends of the park.

2.4) How will court access and bookings be managed?

The Town Council would add a tennis specific page to the existing town council website (see below)



Figure 4: Trowbridge Town Council Home Page

The Council is happy to work with and take advice from the LTA regional team on how clubspark bookings and management system integrate with this. We have seen some example of other projects on how this looks and are happy to have hyperlinks from our website to the LTA clubspark system.

The council will install the ACT access control system as part of the project. This will be provided by CIA Fire and Security with the power supply run from nearby floodlight columns. It is understood that the LTA parks team have a budget to support the installation of the access system. The council have seen clubspark and understand its principles and are committed to undergoing training to learn how this tool links into gate access and manages public use of the courts.

2.5) Marketing to the local public

Trowbridge Town Council work closely with a marketing company called RACS Marketing who now produce the marketing material and publications in partnership

with the Town Council. Trowbridge Town Council will ensure the production of marketing material, flyers, posters banners are all to high quality

Trowbridge Town Council also have social media accounts Face Book and Twitter which are widely used by the public to either gain information or to communicate with us. Trowbridge Town Council produces a Newsletter which is delivered to all households over a year period. Trowbridge Town Council will work closely with RACS to produce a full marketing plan in line with the timelines of the project being delivered. The LTA regional team have offered example collateral material and marketing plans from other town council led projects.

2.6) Coaching Provision

Trowbridge Town Council has a delivery arm called Active Trowbridge. Active Trowbridge was started in 2008 to provide exciting, innovative and affordable sporting opportunities for the community. Now, in 2015, we have 16 qualified Sports Coaches and the service they provide to the community has become integral. We are excited to lead the way with key partners in developing sport and healthy lifestyles and shape the future of sport for all.



Figure 5: Screenshot of Active Trowbridge Home Page

Within the community coach team there are 3 qualified tennis assistants, two of these are level 1 and one is a Level 2. The Level 2 coach is being developed to pass a Level 3 and be the lead coach for tennis in this project and be capable of delivering a community based programme as well as any relevant LTA products and events.

2.7) Trowbridge Park – Operational Model and Key Responsibilities

The operating model for the project is very simple in that Trowbridge Council have the capacity and staff to deal with all aspect of site operations and management within the existing structures. A short summary is provided below.

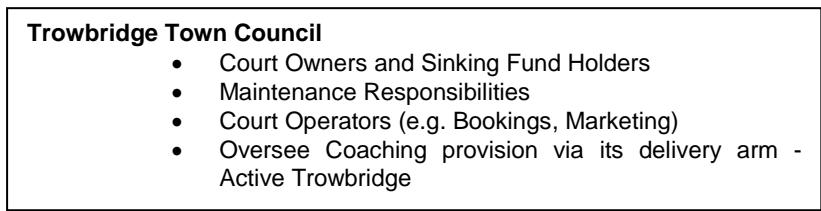


Figure 6: Operational Model for Trowbridge Park

2.8) Multi – Use Space – How will this be managed?

The existing MUGA will also be redeveloped within this project. Access will be managed and charged via the clubspark and CIA security ACT systems. The council will charge the space out at £15 per hour with the main target markets being 5-aside football and netball. It will include multi lines for tennis such that this can be a 4 court facility in the peak summer months. The council view the multiuse space and the 3 dedicated tennis courts as a single facility and will hold a group sinking fund in respect of the income both uses will generate. Thus the projected income from the multiuse games area will be included in the income stream of the financial projections.

3. Capital Works, Sustainability and Measured Outcomes

3.1) Capital Works Proposal

A technical services visit has been completed by Lee West of Sports Facility and Planning Design Limited. The design involves the resurfacing of the three tennis courts and MUGA along with the replacement of all fencing and gates. A plan is show within this document, Colin Corline (LTA Facilities Project Manager) completed an initial review of the options in Lee West Report and ascertained the follow broad scope of project cost.

- A broad total project costs of £76,000.
- LTA capital grants support of £36,000.
- £10,000 is included as cost for access system and associated power supply.
- Partnership Funding of £30,000 confirmed from Trowbridge Town Council and a letter confirming this is included in this submission.

This business plan is the basis of requests to external and internal funding partners to partner fund this project. It is understood that the LTA will view the tennis part of this project as the priority and will focus its assessment of funding on this requirement, whilst understanding the whole park project concept.

The town has a number of bids submitted to other funding partners. The outcome of these bids will not be known until January of early Feb of 2017. If the council is successful in these bids this will be declared and funding requests revised accordingly.

3.2) Project Responsibilities Trowbridge Council

The Project is being co-ordinated by Hayley Bell, the Town Council Leisure Services Manager. The Council will use the services of Lee West to project manage the facility build as an extension on the services he has provided thus far as part of the LTA technical services offer. Other project partners include Colin Brown from Wiltshire Council who is the Play and Leisure Strategy Officer. This forms a small project group alongside LTA Regional Team Members. Both Wiltshire Council and Wiltshire and Swindon Sport (CSP) have provided letters of support for this project on the back of success of the St Marks Tennis facility in nearby Swindon.

3.3) Financial Sustainability / Sinking Fund

Trowbridge Council accepts that as part of the project it will need to hold an account of the income generated from the site in respect of future maintenance. This will be spent upon future resurfacing and re-fencing and amounts placed aside will be as per guided by the LTA recommendations. The council would spend any income generated of and above this on its community projects.

3.4) What is the Vision for Trowbridge Park?

This section aims to summarise the shared vision of Tennis in Trowbridge Park. It looks briefly at each area and attempts to set out where the projects partners view the 'utopia' of these tennis facilities.

- 1) **Playing opportunities** – To have a clear technological based customer journey for Trowbridge Park Tennis Courts. Through the use of ACT technology gate and lock technology (CIA Security and Clubspark) the customer will have the choice of purchasing a key fob at £30 per household per annum and indeed choosing to pay and play if they wish for £5 per court per hour.
- 2) **Coaching Programme** – As discussed above the list below would be the broad responsibility for Active Trowbridge Lead Tennis Coach:
 - Work closely with local partners to bring tennis to groups of people who have not tried playing before.
 - To use public events in Trowbridge Park as an opportunity to expose tennis opportunities to the public.
 - Try new LTA products for community settings e.g. Cardio Tennis, Mini Tennis, Tennis Tuesdays.
 - Run free open days to promote the site e.g. Great British Tennis Weekend.
 - Be creative in how to use modified forms of tennis to give the community a positive experience – e.g. mini tennis, touch tennis and family events.
 - Continue to develop, manage and promote tennis programmes for all age group and abilities including links to local schools

- Attend meetings with the key external stakeholders (LTA, Trowbridge Council) for the project and report on project progress.
- 3) **Coach development** – It is anticipated that the site does not need a coach who has a qualification higher than Level 3. This Active Trowbridge Lead Coach will look to develop a team of Level 1 and Level 2 assistants to help on delivery of the programme and events.

As part of that, it is expected that continual professional development will take place to maintain the coach accreditation. The council would like to see this community coach delivery model as a trial for other councils who are looking at the best model for coaching provision

- 4) **Competitions and tournaments** - It is expected that Active Trowbridge Lead Coach would offer a number of competitive opportunities, a sample of which is listed below:

- Recreational Competition Opportunities for juniors and adults as part of coaching programme
- Introduction of the Trowbridge Local Tennis Leagues
- Quorn Family Cup / Benenden Tennis Festivals and other events

- 5) **Marketing and promotion** – Trowbridge Council would be committed (see plan above) to marketing and promoting the offer of tennis in Trowbridge Park. The core of this principle would be the website and site signage to ensure local people were aware of and could find quickly how to access the courts.

- 6) **Social Activities and Park Environment** – Trowbridge Park is the central location of a number of public events. The LTA Regional Team and Trowbridge Council view the footfall and established events in the park as the largest opportunity to expose people to the affordable tennis offer. This will include the events programme within the adjacent council building.

3.5) Measurement of Outcomes

The first table supposes the impact on participation with number being broadly drawn from case studies of other sites with similar systems, court numbers and population demographics. The unique users are projected using the average number of people living in a household from existing case studies.

Table 2: Anticipated Return on Investment Trowbridge Park

	Year 1	Year 2	Year 3	Year 4
Active Households	175	250	300	300
Unique Users (Householders)	500	675	810	810
Players on Programme	50	75	80	90
Utilisation Rate	30%	35%	40%	40%

Table 3: Draft Set of Operational Accounts – Trowbridge Park 2016 – 2021

1 Income	Year 1	Year 2	Year 3	Year 4	Year 5
Sales of Household Memberships	175	250	275	300	300
1.1 Household Membership Income - £30 per Year	£5,250.00	£7,500.00	£8,250.00	£9,000.00	£9,000.00
1.2 Coaching Profit	£1,000.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00
1.3 Pay and Play Income £5 per court x 250hrs	£1,250.00	£1,250.00	£1,250.00	£1,250.00	£1,250.00
1.4 Grants Income (other partners)	£0.00	£0.00	£0.00	£0.00	£0.00
1.5 Other Hire Groups (e.g. Schools or Events)	£500.00	£500.00	£500.00	£500.00	£500.00
1.6 Hire of MUGA (Football Netball) £15 x 300hrs	£4,500.00	£4,500.00	£4,500.00	£4,500.00	£4,500.00
Total Income	£12,500.00	£14,750.00	£15,500.00	£16,250.00	£16,250.00
2 Expenditure	Year 1	Year 2	Year 3	Year 4	Year 6
2.1 Sinking Fund	£3,600.00	£3,600.00	£3,600.00	£3,600.00	£3,600.00
2.2 LTA Registration Fees	£200.00	£330.00	£330.00	£330.00	£330.00
2.3 Gate Technology Maintenance	£350.00	£350.00	£350.00	£350.00	£350.00
2.4 Cloud Hosting Costs	£60.00	£60.00	£60.00	£60.00	£60.00
2.5 Marketing / Events	£2,000.00	£1,000.00	£500.00	£500.00	£500.00
2.6 Minor Court Cleaning (e.g. Sweeping)	£1,000	£1,000	£1,000	£1,000	£1,000
Total Expenditure	£7,210.00	£6,340.00	£5,840.00	£5,840.00	£5,840.00
Profit Loss	£5,290.00	£8,410.00	£9,660.00	£10,410.00	£10,410.00

It is anticipated that this project would be able to make profit in its first year. The location and footfall of the court area would likely cause quick sales of the household offer if the project was launched in April / May 2017. The success of the coaching programme and pay and play sales are deliberately low as it is somewhat uncertain at this stage how successful these aspects will be, other case studies would seem to indicate that coaching and pay and play sit behind sales on the household offer in terms of income generated. It is anticipated that the inclusion of the MUGA in the redevelopment project will be a significant income contributor to this project, as demand exists for these spaces in Trowbridge.

3.6) Summary

The Town Council believe that the redevelopment of the courts in Trowbridge Park as a real opportunity to increase participation in tennis in the area. It believed that it has the capacity to manage, maintain and promote the facility to a high standard. The council looks forward to developing this project with LTA regional colleagues in the coming months to bring this to fruition.

26th September 2016

Paul Pritchard
Sports & Physical Activity Team
Bourne Hill
Salisbury
Wiltshire
SP1 3UZ

To whom it may concern,

Re: Trowbridge Park – Development of Inclusive Outdoor Sporting Facility

Please accept this letter as an indication of in-principle support from Wiltshire Council's Sports Development team for the above named project.

A key target for Wiltshire Council is to increase the number of Wiltshire residents participating in sport or physical activity through increasing the number of sport participation opportunities for all residents, with a focus on ensuring that sport is accessible for all.

The planned development of the above mentioned new facilities will enable us to offer further quality opportunities to targeted groups who face barriers to participation. Wiltshire Council will support and work in partnership with Active Trowbridge (Trowbridge Town Council) through our StreetGames, This Girl Can and Disability Sports programmes ensuring that new facilities are put to good use.

Active Trowbridge are a long term key partner of Wiltshire Council's sports development service and we are happy to support the facility development and associated development plan along with other wider partners.

Yours sincerely,



Paul Pritchard
Sports Development Manager

Direct line: 01249 706452
Email: paul.pritchard@wiltshire.gov.uk

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TROWBRIDGE TOWN HALL

Quote received by Ken Biggs Builders

SUPPER ROOM, HAT ROOM

11.11.16

Description	Quantity	Rate	Amount
Preliminaries			
Allow for the general requirements, restrictions and obligations set out in the Preliminaries Document	1 Item		5,449.19
Supper room			
Windows			
Removing Sandtex masonry paint from window stonework using Peelaway or similar non-toxic paint removal system; using no metal scraping tools	1 Item		2,407.00
Pointing cracks in window frame using a mix of lime putty and stone dust to match colour of existing stone	1 Item		230.00
Floors			
Taking up wood parquet blocks and levelling screed in entrance lobby; laying new blocks, sanding and applying suitable clear finish	1 Item		1,110.00
Walls			
Strip anaglypta wallpaper	167 m2	8.00	1,336.00
Go over surfaces of plasterwork and fill small holes, indents, etc., with polyfilla	167 m2	6.10	1,018.70
Patch repair area of skim coat plaster in gypsum; some 0.3m2	1 Item		37.50
Patch repair area of skim coat plaster in gypsum in small patches (PROVISIONAL)	6 m2	58.50	351.00
Brushing surfaces of plaster to remove frass, flaking paint and the like where previously damp; washing down with biocide and applying Zinsser Bullseye 123 stain blocking primer; applied to plaster	6 m2	19.30	115.80
Ceilings			

Taking down remnants of existing cut/detaching ceiling tiles, remove loose material and applying new fibrous ceiling tiles to match existing	33 Nr	10.06	331.98
Patch repair area of skim coat plaster in gypsum in patch not exceeding 1m2	1 Item		58.50
Fixtures and fittings			
Piecing in lengths of dado rail to match existing in profile; some 120mm long	3 Nr	20.00	60.00
Removing remnants of staircase string; retaining for reuse	1 Item		20.00
Piecing in missing mouldings from skirtings using top mouldings of staircase strings previously removed; some 400mm long	2 Nr	20.00	40.00
Piecing in missing section of skirting using 25 x 175mm plain square edged softwood and planting on top moulding cut from staircase string previously removed; some 2700mm long	1 Item		40.00
New window bench seat/radiator cover some 5700mm long; comprising the following:			
44 x 44mm wrot softwood softwood framework; two sided, horizontal; plugged and screwed to masonry at top and screwed to timber at base; uprights at spacings to suit cast iron grille panels	1 Item		694.80
insulating wall behind radiator with woodfibre board with radiator reflector foil adhered one side	1 Item		130.00
38mm thick wrot pitch pine bench top; front edge bullnosed; 21 x 21mm retaining battens to underside spaced to brace between framework structure when laid in position; loose fitted to allow removal for access to radiator; in 3Nr sections; some 400mm wide	1 Item		1,055.00
21 x 21mm wrot softwood battens around framework members to retain rear side of cast iron grille panels	1 Item		126.00
fitting previously removed cast iron grilles into position	1 Item		100.00
21 x 69mm wrot pitch pine cover pieces applied to front face of vertical softwood framework; overlapping edges of cast iron grilles all round to retain in position	1 Item		340.00
Decorations			
Walls			
line walls with 1200 guage lining paper	167 m2	9.68	1,616.56

emulsion painting to lining paper	167 m2	8.68	1,449.56
Joinery			
stain and polish areas of new/pieced in dados and skirtings to match surrounding finish	1 Item		24.00
Hat Room			
Windows			
Thoroughly clean windows, inside and out	1 Item		40.00
Draughtproofing opening lights of metal windows; thoroughly cleaning and degreasing meeting elements of casement and applying a thin coat of petroleum jelly to inner face of casement frame; carefully applying a thin bead of clear silicone sealant to outer face of rebate and close casement. When sealant is set, open casement and clean off petroleum jelly; trim any excess sealant with a knife	1 Item		65.00
Clear bacony lead flat of loose matter and moss	1 Item		20.00
Walls			
Remove damaged plaster arris and bead; fit new stainless steel bead and make good plaster; som 2300mm long	1 Item		44.50
Go over surfaces of plasterwork and fill small holes, indents, etc., with Polyfilla	50 m2	6.10	305.00
Ceilings			
Boarding over hole in ceiling with 9.5mm plasterboard; overlaid over existing ceiling and fixing with screws; some 1200 x 900mm	1 Item		25.50
Patch repair area of skim coat plaster in gypsum in patch not exceeding 1m2	1 Nr		37.50
Doors			
Ease and adjust door, overhaul ironmongery and fit new rim lock ('Yale' or similar)	1 Item		98.60
Building Services			

Extending electrical power and light services from consumer units adjacent to the lift shaft head in the great hall; cable length some 25m overall (route to be agreed with TTHT)	1 Item		673.55
120cm 40W LED striplights and associated cabling; surface mounted in white plastic conduit	2 Nr	146.50	293.00
White plastic surface mounted 13A double sockets and associated cabling	2 Nr	75.68	151.36
Fixtures and fittings			
Boxing over existing water storage tank; 50 x 50mm sawn softwood framework and 12mm thick birch faced plywood cladding; some 1650 x 1250 x 625mm high	1 Item		615.00
Decorations			
Walls			
Clean down plaster wall surfaces with sugar soap and apply two full coats white emulsion paint	50 m2	12.43	621.50
Ceiling			
Clean down plaster ceiling surfaces with sugar soap and apply two full coats white emulsion paint	30 m2	12.83	384.90
Daywork/contingency			
This Section is for daywork executed by the Contractor and Subcontractors other than Nominated Subcontractors. Only dayworks approved by the Contract Administrator will be reimbursed.			
Labour			
The under mentioned number of hours are provided for such works as may be executed by daywork and are to be omitted in part or in whole if not required.			
Carpenter	8 Hrs	22.50	180.00
Joiner	16 Hrs	25.00	400.00
Plasterer	16 Hrs	22.50	360.00
Painter	16 Hrs	22.50	360.00
General Labourer	16 Hrs	18.50	296.00

Materials			
Include the following sum for materials and goods	1 Item	1,000.00	1,000.00
Add for incidental costs and profit (insert percentage required and extend the amount into the amount column)	15% %		150.00
Plant			
Include the following sum for plant as defined in Section 5 of the above "Definitions" calculated in accordance with the "Schedule of Basic Plant Charges for use in connection with Daywork under a Building Contract" current at the date of tender published by the RICS.	1 Item	500.00	500.00
Add for incidental costs and profit (insert percentage required and extend the amount into the amount column)	15% %		75.00
TOTAL			#####

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Trowbridge Town Hall – Supper Room and Hat Room

Photographs - as existing

Supper Room



Hat Room



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Report to Trowbridge Area Board
Date of AB meeting 12th January 2017
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
Mr David Baker	£3150.00	Approve
Trowbridge Sea Cadets	£5000.00	Approve
Mr Steven Dewar	£2500.00	Approve
Mrs Tracy Sullivan	£4814.30	Approve
Mr Gary Bratherton	£963.50	Approve

Grants total =	£16,427.80
Youth budget remaining =	£11,136.12

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
388 (hyper link)	Mr David Baker	Go Fish	£ 3150.00
Project description The ability to continue to work with and support young people in achieving their career ambitions through practical workshops that encompasses the World of Work becoming an Entrepreneur and having the opportunity to develop and participate in running their own business through Young Talent Markets in Trowbridge.			
Recommendation of the Local Youth Network Management Group That the application meets the grant criteria and is approved for the amount of £3150.00 subject to the following conditions: . The applicant must attend an area board meeting in the future to produce a presentation of how the work has supported young people. . The applicant must adhere to the terms and conditions set out by the grants system.			

Application ID	Applicant	Project Proposal	Requested
ID 383 (hyper link)	Trowbridge Sea Cadets	Rent for temporary premises	£5000
Project description Trowbridge Sea Cadets have had to move out of their current building on Frome Road due to			

the site being redeveloped. After a lot of searching for suitable and available temporary accommodation where the cadets could meet twice a week and follow the National Cadet Training programme we have now found somewhere. Unfortunately we will now have to pay approximately 5000 hire fees for the year which will use all our current funds. This would lead to the Sea Cadets having to disband after 50 plus years in Trowbridge.

Recommendation of the Local Youth Network Management Group

That the application meets the grant criteria and is approved for the amount of £5000, subject to the following conditions:

- The applicant must attend an area board meeting in the future to produce a presentation of how the work has supported young people.

. The applicant must adhere to the terms and conditions set out by the grants system.

Application ID	Applicant	Project Proposal	Requested
369 (hyper link)	Mr Steven Dewar	Mobile youth work	£2500

Project description

YFC will deliver community based Mobile Youth Work engaging with young people. We assist young people in their current stage of life and during their transition to adulthood and encourage them to make a full and positive contribution to the communities in which they live. Other activities such as a Youth Cafe Gazebo with other activities will also be run. Wiltshire YFC will organize the activity week linking with other local agencies such as Police and community groups to support and encourage local young people within the Trowbridge area. There will be no charge for those young people attending and there for open to all. The area to be used is suitable for all including those with disabilities.

Recommendation of the Local Youth Network Management Group

That the application meets the grant criteria and is approved for the amount of £2500, subject to the following conditions:

- . The applicant must attend an area board meeting in the future to produce a presentation of how the work has supported young people.

. The applicant must adhere to the terms and conditions set out by the grants system.

Application ID	Applicant	Project Proposal	Requested
ID 358 (hyper link)	Mr Gary Bratherton	Trowbridge Wanderers Football Club	£963.50

Project description

We are being asked to set up a brand new girls only team. The initial outlay of equipment is currently outside of our means, many girls travel to Melksham or Chippenham for Football training games. We currently have 11 girls on our waiting list who have received some basic training already without kit. We expect these numbers to grow as the word spreads. We will be asking the parents and TWFC coaches to volunteer their time in making this a success. This project will be open to all abilities and everyone in the community. The aim is to provide a positive healthy sporting experience that the girls will follow through to our adult ladies team.

Recommendation of the Local Youth Network Management Group

That the application meets the grant criteria and is approved for the amount of £963.50, subject to the following conditions:

- . The applicant must attend an area board meeting in the future to produce a presentation of how the work has supported young people.
- . The applicant must adhere to the terms and conditions set out by the grants system.

Application ID	Applicant	Project Proposal	Requested
355 (hyper link)	Mrs Tracy Sullivan	Trowbridge Community Area Future	£4814.30

Project description

Our project supports local needs and priorities by providing positive aspirational opportunities to and with young people from Trowbridge. It will provide an amazing opportunity to take part in the National Theatres Connections Project through which they will create a performance experience working with their local festival partner. The flooring and lighting that we want to purchase for the project will provide huge benefits. It will make the venue feel more like a proper theatre space for the young people to perform in. The dance floor will enable the group to explore more physical types of theatre and dance. We have had problems with people getting splinters from the floor in our main space whilst using it for rehearsals and at present no floor work at all is possible for dancers. As part of the project the youth theatre will present two performances at the Town Hall. We will be able to offer low ticket prices of 3 to their families and friends to see their home performance. We currently have 14 Youth Company members aged between 13 and 16 with a support leader who is 19. Many of our participants are from low income families and we have 2 members in the care system. All the participants will be offered and supported through the Arts Award a recognised accredited qualification through this project too. Our fees are kept low 60 per term and we also give bursaries to support those for whom this is difficult. When the group met with Sarah Holland from the LYN last term they expressed a wish to go to London to see a larger scale show. This project with the LYNs funding will enable them to do this. The Youth Theatre meets weekly to rehearse and on a monthly basis the Youth Theatre Council meets to review and make plans.

Recommendation of the Local Youth Network Management Group

That the application meets the grant criteria and is approved for the amount of £4814.30, subject to the following conditions:

- . The applicant must attend an area board meeting in the future to produce a presentation of how the work has supported young people.
- . The applicant must adhere to the terms and conditions set out by the grants system.

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.co.uk

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Trowbridge Youth Network Management Group Record Template

Area	Trowbridge				
Date	20.12.16	Times	16:30	Venue	Pitman Room, Civic centre
Present	Young person Emma Drage Steve Dewar David Baker Dawn Whiting – splash rep				
Apologies	Tracy Sullivan Dennis Drewett Abdel Boutarfas Amée Dewitt T-CAF				
Agenda Items					
1	Sea cadets				
2	Football club				
3	Trowbridge arts				
4	Go fish				
5	Youth For Christ				
6	Splash				
7	Budget position				
Discussions					
1	Sea Cadets youth grant – The LYNMG asked the applicant for further information regarding the premises that they will be renting.				
2	Football club – The LYNMG asked the applicant for a further breakdown of kit costs				
3	Trowbridge Arts – the LYNMG recommend that the grant is fully awarded, it meets all of the criteria and has a fantastic reputation in Trowbridge, it also reaches those that are most vulnerable and hard to reach				
4	Go Fish - Trowbridge Arts – the LYNMG recommend that the grant is fully awarded, it meets all of the criteria and has a fantastic reputation in Trowbridge				
5	Youth For Christ - Go Fish - Trowbridge Arts – the LYNMG recommend that the grant is fully awarded, it meets all of the criteria and has a fantastic reputation in Trowbridge, it also reaches those that are most vulnerable and hard to reach				
6	The LYNMG enjoyed the conversation with Dawn regarding what splash can offer, the organisation will pass on a list of activities and costings that they can pass on to the LYNMG for their next meeting. The LYNMG are keen to support, however are looking for more of a continued support of life skills for the most disadvantaged and hard to reach young people, so that they have support in trying to break the poverty cycle.				
Recommendations to Area Board					

1	Sea Cadets grant is fully awarded the requested amount		
2	The football club grant is fully awarded the requested amount		
3	The Trowbridge Arts grant is fully awarded the requested amount		
4	The Go Fish grant is fully awarded the requested amount		
5	The Youth For Christ grant is fully awarded the requested amount		
Actions			
1	LYF – email Sea Cadets		
2	LYF – email football club		
3	Splash – email LYNMG activities and costings		
Date of Next meeting 23 rd February 2017			
Notes Taken By	Emma Drage	Position	Local Youth Facilitator – Wiltshire Council

Report to	Trowbridge Area Board
Date of Meeting	19/01/2017
Title of Report	Community Area Transport Group Recommendations

Purpose of the report:

To note and approve the recommendations from the Trowbridge Community Area Transport group following a meeting on 5th January 2017, minutes to follow.

Scheme	details	Recommendation from CATG
Implementation of various waiting restrictions	List of proposed waiting restrictions agreed by CATG	£3,000
Street Name Plate, Yeoman Way/Centenary Court, Trowbridge	Residents experiencing difficulties with deliveries etc due to lack of street name plate	£150 (pending £150 contribution from TTC)
Newleaze/marshmead, Hilperton	No through sign	£100 (confirmed £100 from HPC)
Hilperton Drive	Pedestrian Survey, resident complaints re speeding traffic, request for crossing	£600
20mph speed restriction assessment	Drynham ward, already in place in College Rd	£2000

		Total CATG recommendations £5850
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Recommendation:

That the area board approves the recommendations of the Community Area Transport Group.

1. Background

Area Boards have authority to approve Community Transport Group recommendations under powers delegated to them.

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.

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.

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.

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

**Give me
your views**

My plans for
2017-2020



#TellAnguspcc

Have your say on policing in Wiltshire and Swindon

A new Police and Crime Plan, charting the course for Wiltshire Police over the next four years, is proposed by Police and Crime Commissioner Angus Macpherson.

The focus is on protecting vulnerable people, working closer with partners to improve services and harnessing the power of communities against crime.

In order to achieve these goals and protect community policing, Mr Macpherson is proposing a rise in the police part of the council tax in April 2017. This amounts to an increase of £3.17 per year or 6p per week for the average home (Band D property).

To have your say:

- Email: pcc@wiltshire.pcc.pnn.gov.uk
- Facebook: [@WiltshireandSwindonPCC](https://www.facebook.com/WiltshireandSwindonPCC)
- Twitter: [@PCCWiltsSwindon](https://twitter.com/PCCWiltsSwindon)
- Write to: OPCC London Road, Devizes, Wiltshire, SN10 2RD
- Complete the feedback form at www.wiltshire-pcc.gov.uk/transparency

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**Trowbridge Area Board Campus Working Group TABCWG
Report to the Area Board January 2017**

Meetings with Alistair Cunningham

On 20th December 2016 Graham Payne, Steve Oldrieve, Kendrick Jackson, Colin Kay and Lance Allen met with Alistair Cunningham and Tim Martiensson. A number of aspects were discussed

- The Health Aspect
Progress is being made here and it is anticipated that NHS England will make an announcement at the January Area Board.
- The Leisure Aspect
WC Leisure Department have not yet clarified what provision they believe is needed in Trowbridge. TM is to address this and the Director of Leisure is to come to the March Area Board to make a statement on this.
- Overall Costings
Concern was expressed that these were still being based on the flawed feasibility study of 2015 which the COB strongly disputes. AC agreed to undertake an independent assessment of this to be presented at the March Area Board. Members of TABCWG would like the opportunity to interrogate this assessment before the March Area Board. Understanding the extent of the funding gap is critical to deciding what is affordable and what financial strategy needs to be adopted.

Colin Kay
January 2017

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WILTSHIRE COUNCIL
TROWBRIDGE AREA BOARD

19th January 2017

**Trowbridge 'Our Community Matters'
Local priorities for action**

1. Purpose of the Report

To update members on the outcome of the 'Our Community Matters' Joint Strategic Assessment event held on 5th December and to recommend that the Area Board endorses the outcomes.

2. Background

The Trowbridge 'Our Community Matters' event was held on 5th December at County Hall. Over 90 members of the public and partner agencies attended and participated in the event, which focused on the data set out in the [Community Area Joint Strategic Assessment 2016-17](#).

The JSA brings together the results of research conducted by the major agencies and public sector bodies in Wiltshire over the last six months. The project was initiated by the Wiltshire Health and Wellbeing Board and the Wiltshire Assembly. These bodies will use the priorities emerging from the events to focus and support strategic projects, activities and services across Wiltshire.

Participants at the events used the data to inform themed roundtable discussions and to identify local priorities underpinned by the research. All participants had the opportunity to vote on the priorities and the results are set out in this report. Following agreement on the priorities, the themed roundtables then looked at practical community-led actions that could be taken to address the issues identified.

The purpose of the event was to:

- Gain a consensus around priorities for the area
- Provide the basis for community-led action and projects over the next two years
- Develop a community plan for the area
- Provide the Council and partners with a clear focus for local actions

The Area Board is now invited to review the priorities and agree how it wishes to initiate and coordinate action working with partners, community groups and the public.

3. **Priorities identified**

The following documents set out the outcomes of the meeting and the priorities identified:

- Online video - achievements over the last two years (<https://animoto.com/play/NYvU63ERFnX5mljw57StMA>)
- Appendix 1 - summary of issues identified by the research
- Appendix 2 - priorities agreed at the event
- Appendix 3 – potential projects identified

4. **Moving forward with community-led action**

To address the priorities, the Area Board will need to use its strategic influence and delegated powers to shape the delivery of local services and actions. It will also need to use its delegated resources to facilitate and support community-led projects. Some of the actions will be easier to address than others and it is important to target areas where tangible outcomes and progress can be delivered. This will help to capitalise on the enthusiasm and momentum generated by the event.

It will be up to the Area Board whether it wishes to champion a particular issue or theme over the next year and to target resources to support community-led initiatives around these themes and issues.

5. **Recommendations**

- (1) That the Area Board adopts the priorities identified by the 'Our Community Matters' event and works to facilitate local action to tackle those priorities.
- (2) That the Area Board requests the Local Youth Network, the Health and Wellbeing Group and the Community Area Transport Group (and any other local task groups established by the Board) to adopt and take forward the priorities identified in the relevant theme areas.
- (3) That the Area Board requests the Community Engagement Manager to work with key partners, agencies and community groups to coordinate action around the priorities identified.
- (4) That the Board considers whether it wishes to champion a particular theme or priority and to earmark funding to promote, initiate and support community-led action around the selected priorities.
- (5) Note priorities adopted.
- (6) That reports are submitted to the Board on progress made to address the priorities to ensure that positive outcomes are delivered and that this be

made a regular item on future Board meetings.

- (7) The Area Board expresses its thanks to the people who gave their time to participate in the event.

Report Author: Mary Cullen, Trowbridge Community Engagement Manager
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Appendix 1

Summary of Issues identified

Wiltshire Community Area JSA 2016



Health, Wellbeing and Leisure

Trowbridge Community Area

Health Improvement

In 2014/15, 39% 10-11 year olds in Trowbridge Community Area were obese or overweight. This is higher than England (33%) and equates to more than 1 in 3 children in Year 6 (1)



In 2014/15, hospital admissions as result of injury in young people aged 15-24 in Trowbridge Community Area (194 per 10,000 young persons) were higher than across Wiltshire (153 per 10,000) (2)

Only 38% of 40-74 year olds in Trowbridge Community Area offered an NHS Health Check received one 2013/14 - 2015/16 compared to 48% in Wiltshire (3)



Health Protection

In 2014/15, 91% of 5 year olds in Trowbridge Community Area received the second dose of the MMR vaccination. This is below the national coverage target of 95% (4)



In 2015/16 42% of people at particular risk from the impact flu and 37% of pregnant women in Trowbridge Community Area received the flu vaccination. (5)

Mortality (6)

The mortality rate from cancer in under 75 year olds in Trowbridge at 122 per 100,000 persons is higher than across Wiltshire (110 per 100,000 persons)

The mortality rate from cardiovascular diseases in under 75 year olds in Trowbridge at 60 per 100,000 persons is higher than across Wiltshire (53 per 100,000 persons)

Data Sources: (1) National Child Measurement Programme, 2014/15 (2) Hospital Admissions as a Result of Accidental and Deliberate Injury in 15-24 Yr Olds, Hospital Episode Statistics, HSCIC, 2014/15 (3) NHS Health Checks, 2013/14 - 2015/16 (4) MMR Vaccination Coverage, Public Health England, 2014/15 (5) Flu Vaccination Coverage, NHS England, 2015/16 (6) Primary Care Mortality Database 2013-15



Wiltshire Community Area JSA 2016



Children and Young People

Trowbridge Community Area

Children in Need

14.1% of children and young people under 20 in Trowbridge Community Area live in low income families. This is higher than the Wiltshire average of 10.6% (1)



The rate of 0-18 year olds supported by a Common Assessment Framework (CAF) in Trowbridge Community Area in 2015 was 37 per 10,000 compared to 34 per 10,000 across Wiltshire (2)

The rate of 0-25 year olds supported by Children's Social Care (CSC) in Trowbridge Community Area in 2016 was 444 per 10,000 compared with 282 per 10,000 in Wiltshire (3)

Education and Pupil Achievement



In 2015, the percentage of children achieving level 4 or above in reading, writing and mathematics at the end of primary school was slightly lower in Trowbridge Community Area (78%) to that across Wiltshire (80%) (4)

In 2015, the percentage of young people achieving 5 or more GCSE's including English and Maths at grades A*-C at the end of secondary school was lower in Trowbridge Community Area (57%) than across Wiltshire (61%) (5)



Data Sources: (1) Percentage of Children and Young People Under 20 in Low Income Families, 2013, HMRC, (2) Rate per 10,000 0-18 Year Olds Supported by a Common Assessment Framework, 2015, Wiltshire Council Childrens Services, (3) Rate per 10,000 0-25 Year Olds Supported by Children's Social Care, 2016, Wiltshire Council Childrens Services, (4) and (5) Key Stage 2 and 4 Attainment, 2015, Local Authority Interactive Tool (LAIT)





Older People Trowbridge Community Area

Older People



43% of the population over the age of 65 in Trowbridge Community Area are at a higher risk of social isolation compared to 35% across Wiltshire (1)

85+ Years

2.2% of the population of Trowbridge Community Area are over the age of 85 years. 33% are male, 67% are female (4)

58% of persons estimated to have Dementia in Trowbridge Community Area have been diagnosed with the condition compared with 67% in Wiltshire (2)

Carers



13 per 1,000 persons under 65 in Trowbridge Community Area are unpaid carers. This is higher than across Wiltshire as a whole (11 per 1,000)

In 2014/15, the rate of hospital admissions due to falls in persons over the age of 65 in Trowbridge Community Area (1,596 per 100,000 persons) was lower than in Wiltshire (1,880 per 100,000) (3)



52 per 1,000 persons over 65 in Trowbridge Community Area are unpaid carers compared with 39 per 1,000 in Wiltshire



(5)

Data Sources (1) Map of Loneliness, Age UK, 2015 (2) Dementia Diagnosis Rate, NHS Wiltshire CCG, May 2016 (3) Emergency Hospital Admissions Due to Falls in Persons Over 65 Years, Central and South West Commissioning Support Unit, 2014-15 (4) Mid Year Population Estimates, Office for National Statistics, 2014 (5) Persons Known to Carer Support Wiltshire, Carer Support Wiltshire, June 2016



Community Safety Trowbridge Community Area

Safer Communities



In 2015/16, the rate of reported anti social behaviour in Trowbridge Community Area was 29 reports per 1,000 persons. This is higher than across Wiltshire (19 per 1,000) and is the second highest rate across all 20 Community Areas (1)

In 2015/16 70 referrals to Community Resolution, a mechanism used to manage cases of anti social behaviour, were made from Trowbridge Community Area (2)



In 2015/16, the rate of reported domestic abuse in Trowbridge Community Area was 8 incidents per 1,000 persons. This is higher than Wiltshire (6 per 1,000) and the highest rate across all 20 Community Areas (3)



Substance Misuse



There are over 1,500 premises licensed to sell alcohol in Wiltshire, 6% of them (96 premises) are in Trowbridge Community Area (4)

In 2014/15, rates of alcohol related hospital admissions were similar in Trowbridge Community Area (1,936 per 100,000 persons) to that across Wiltshire (1,905 per 100,000) (5)



Road Safety

Reported road traffic collisions in Wiltshire have risen by almost 30% between 2010-2014.


In 2015, 91 road traffic collisions were reported in Trowbridge Community Area, the third highest number of RTCs reported across all 20 Community Areas (6)

Data Sources (1) Incidents of Anti Social Behaviour 2014/15 - 2015/16, Wiltshire Police, (2) Referrals to Community Resolution 2015/16, Wiltshire Council (3) Incidents of Domestic Abuse, 2014/15 - 2015/16, Wiltshire Police (4) Number of Licensed Premises, as at 1st July 2016, Wiltshire Council (5) Alcohol Related Hospital Admissions Hospital Admission Data Provided by South, Central and West CSU 2014/15 (6) Road Traffic Collisions, Department for Transport, 2015




Housing **Trowbridge Community Area**


Local Housing

 13.6% of households in Trowbridge Community Area are socially rented. This is slightly lower than Wiltshire as a whole (14.7%) (1)


In September 2016 there were 285 families in the Community Area awaiting social housing. There is a higher demand for 3 bedroom properties from persons on the housing register in this area (26% of requests) compared to Wiltshire as a whole (19%) (2)




It is estimated that the number of households affected by the 2016 Benefit Cap will be slightly lower in Trowbridge Community Area (18 per 10,000 households, than across Wiltshire (19 per 10,000 households) (3)

 Between April 2013 and March 2016, over 400 affordable homes were completed in Trowbridge Community Area (4)

Between 2014-16, over 400 homes were adapted to help older residents and persons with disabilities live independently in their own homes. Almost 10% of these were in Trowbridge Community Area (5)



Property Prices

 The average house price in Trowbridge Community Area is £189,995, lower than the Wiltshire average of £230,000 (6)


Data Sources (1) Socially Rented Accommodation, Census 2011 (2) Wiltshire Council, September 2016 (3) Wiltshire Council 2015/16 (4) Wiltshire Council April 2013 - March 2016 (5) Wiltshire Council 2014-16 (6) Land Registry Price Paid Data, 2016

Wiltshire Council
Where everybody matters




Environment **Trowbridge Community Area**

Wildlife Rich Areas

 4% of Trowbridge Community Area is classified as either as a Site of Scientific Interest or a County Wildlife Site.


Wiltshire has 168 SSIs and 1,560 County Wildlife Sites, covering 15% of the Local Authority Area (1)



Trowbridge Community Area currently has 3 Country Park Volunteer Teams (1)


River Quality

In 2015, samples taken from the monitoring stations at Paxcroft Brook and Biss Brook were rated as 'poor' by the Environment Agency (2)



Waste and Recycling

In 2015/16, over 760 kgs of waste was collected per household from the West Area Collection Zone incorporating Bradford on Avon, Melksham, Trowbridge, Warminster and Westbury Community Areas.

 41% of this was either recycled or composted (3)

Data Sources (1) Wiltshire Council 2016 (2) River Quality Monitoring, The Environment Agency, 2015 Wiltshire Council Public Protection Service (3) Wiltshire Council 2015/16

Wiltshire Council
Where everybody matters

Wiltshire Community Area JSA 2016



Transport Trowbridge Community Area

Local Roads



In 2015/16, 1% of principal roads (motorways and A roads) in Trowbridge Community Area were identified as requiring treatment. This is lower than across Wiltshire (3%)

3% of non principal roads (B roads) in Trowbridge Community Area were identified as requiring treatment in 2015/16. This is slightly lower than across Wiltshire as a whole (4%)



In 2015/16, the cost of re-surfacing roads in Trowbridge Community Area was £4,081 per km compared to an average of £2,397 per km throughout Wiltshire

(1)

Local Traffic

Average daily traffic has decreased by 1% in Trowbridge Community Area since 2007 (2)



Parking

The usage of car parks owned by Wiltshire Council in Trowbridge Community Area was 35.2% in 2015. This is lower than the average usage across Wiltshire (52.9%) (3)



Data Sources: (1) Road Maintenance Data, Wiltshire Council, 2015/16 (2) Average Annual Daily Traffic (AADT) 2007-2015 Comparison, Wiltshire Council, 2015 (3) Parking Usage in Key Wiltshire Council Car Parks, Wiltshire Council, 2015

Wiltshire Council
When everybody matters

Wiltshire Community Area JSA 2016



Economy Trowbridge Community Area

Employment

According to a 2014 survey of local businesses, the biggest three employment sectors in Trowbridge Community Area are wholesale/retail, health and social care and public administration (1)



Retail

In 2015/16 12% of retail units in Trowbridge Community Area were vacant compared to 12.4% nationally



1.3% of people of working age in Trowbridge Community Area receive Jobseekers Allowance. This is higher than Wiltshire (0.8%) yet lower than England (1.8%) (2)

Almost half (49%) of units in Trowbridge Community Area are shops - this does not include restaurants, pubs or professional services



(3)

2.4% of people aged 18- 24 yrs in Trowbridge Community Area receive Jobseekers Allowance. This is higher than Wiltshire (1.7%) but slightly lower than England (2.5%) Almost 70% of this group are young men (2)

18-24



Local Developments

Construction work to transform the former Peter Blacks site in Trowbridge into a retail and leisure centre commenced in 2016 (4)

Data Sources: (1) Business Register and Employment Survey (BRES; excludes MOD) Data, Office for National Statistics, 2014 (2) Official Labour Market Statistics, Nomisweb, Office for National Statistics, 2014 (3) Action for Market Towns (AMT-I) Data 2015/16 (4) Wiltshire Council, 2016

Wiltshire Council
When everybody matters



Culture Trowbridge Community Area

Cultural Assets



Trowbridge Community Area is home to Trowbridge Museum, 423 listed buildings and 17 venues hosting cultural programmes including Trowbridge Town Hall



Town Hall Arts based at Trowbridge Town Hall hosts a variety of annual theatre and dance productions and has become a hub for local artists. The Town Hall Arts programme attracted over 12,000 people in 2015/16

(1)

Your Library



50% of residents in Trowbridge Community Area are currently members of the local library compared with 41% across Wiltshire. A total of 188,665 visits to Trowbridge library were recorded in 2015/16

Over 800 volunteers help out at libraries across Wiltshire including 41 in Trowbridge Community Area

(2)



Local Engagement



1% of working people in Trowbridge Community Area are employed in the arts, entertainment and recreation sector (3)

Local clubs and organisations promote cultural activities alongside news and events on the Trowbridge 'Our Community Matters' website which was accessed over 140,000 times in 2015/16. Across Wiltshire local information held on these sites was accessed almost 4 million times (4)

Data Sources: (1) Wiltshire Council, 2016 (2) Wiltshire Council Library Service, 2015/16 (3) Business Register and Employment Survey (BRES) Data, Office for National Statistics, 2014 (4) Number of Interactions with 'Our Community Matters' Websites, Community Engagement Team, Wiltshire Council 2015/16

Appendix 2 Top Priorities agreed

Older People

1. Social Isolation and loneliness
2. Independent living
3. Dementia and rates of diagnosis

Culture

1. Participation in arts, crafts and culture
2. Affordable access to cultural activities
3. Diversity and Social Inclusion

Health and wellbeing

1. Physical activity and healthy lifestyles
2. Mental Health
3. Health inequalities and healthcare facilities

Transport

1. Access to public transport
2. Speeding and road safety
3. Cycling and walking

Environment

1. Litter and fly tipping
2. Recycling rates
3. River quality

Community safety

1. Alcohol and drug abuse
2. Anti social behaviour
3. Highway safety

Economy

1. Training and skills
2. Infrastructure and planning-key sites
3. Inward investment and employment opportunities

Children and young people

1. Mental and emotional health
2. Child poverty
3. Childhood obesity

Our community and housing

1. Affordable private housing to buy or rent
2. Civic participation and volunteering
3. Social housing and secure tenancies

Appendix 3 Project ideas – existing projects excluded

Older People

First responders- volunteers trained with emergency kits, responding to emergencies to provide care until paramedics arrive

Coffee Clubs – social club aimed at preventing social isolation

Stroke Clubs- recreational and social activities for those who have had strokes

Dementia Café- drop in and self help sessions for people with dementia and their carers

Garden share- for people who cannot maintain their gardens, to allow others to use the land to grow produce which is shared

Our Lives, Our histories- local oral history projects

Singing for the Brain- Social clubs for people with dementia, singing is a social activity and sessions give carers a break

Art therapy- arts sessions aimed at older people to provide social and recreational opportunities for those recovering from stroke or having long term health conditions such as dementia, to also enable carers to take a break

Independent living- raise awareness of independent living centre

Fit for life- sessions for older people around gentle exercise like tai chi, yoga, Qigong etc.

Key ring- people in need linked by telephone to one person who can respond in times of need

Culture

Creative Quarter- creativity strategy linked to skills and employability

The Moveable museum- a peripatetic exhibition that can be staged anywhere, with objects and documents that tell a story around a local theme.

Digital village - digital maps created by volunteers to map and share all of the assets in a village/town from footpaths and bus stops to play facilities and open spaces. Held on a website.

Town map boards- information board with map to identify facilities, amenities and safe routes

River Fest- celebrating a local environmental or historical asset such as river, woodland, hill or building

Town trails- linking villages and exploring historic landscapes, local heritage, archaeology and nature

Act Up- a week of arts based activities based around performing and theatre skills for young people. Culminates with a show for family members

Other ideas

Public Art

Cultural strategy in partnership with developers i.e. Bowyers site

Trowbridge Big Sing- Bring together all local choirs, sing songs from area

Health and wellbeing/Leisure

Doorways- working with homeless people and rough sleepers to bring us their views of life and the challenges they face.

Dementia café- drop in self help session for people with dementia and their carers.

Fit for Life- sessions for older people based around gentle physical activities such as walking, indoor bowls and dance.

Gardenshare- people who cannot maintain their gardens allow others to use the land to grow produce which is shared

Little drummers- Introduction to music for young children leading to a live performance

Cycle routes- keen and social cyclists come together to work on mapping, improving access, waymarking and maintaining routes

Have a go- local sports and social clubs in a community organise taster sessions to recruit new members. This could take the form of a fayre with stalls, demonstrations and activities.

Adoption groups- Support groups for adoptive parents providing mutual support and assistance for those facing the challenges associated with adoption.

Care Swop- care swop schemes for people with learning disabilities provide work opportunities where they gain confidence and skills.

Beat the Street- Using local electronic beacons to encourage walking- fun, healthy and successful in Devizes and Calne

Singing for the Brain- Social clubs for people with dementia, singing is a social activity and sessions give carers a break

Green gyms- range of outdoor fitness equipment laid out over a course that takes in a walk or jog around the park or play area.

Family/local history- using older people as a resource to find out more about the community in times past

Memory dances- a local dance group providing dance for the over 60's, gentle dance and movement for people with dementia

Ecogym- Local outdoor conservation work for health and fitness. Involves physical tasks such as ditch clearing, footpath maintenance, decorating and gardening.

Fit village- Local community-led campaign to get a community active, can involve club start up's, cycles and walks, directories of opportunities etc.

Foodwasters- local supermarkets donate food that is approaching expiry date to allocate to families in need.

Doorstep sports- a doorstep survey of young people's sports interests that is then translated into a local sports programme on the doorstep

Boardwalk- paths and boardwalks adapted for use by wheelchairs, prams and buggies to enable more people to experience wildlife areas.

The Onion Shed- Cycle groups adopt a local school and offer after school workshops on maintenance, cycle skills, safety and navigation.

Little Superstars- Holiday schemes for younger children focusing on introduction to sports and outdoor activities

Sports Link- local sports clubs link up with schools to provide a range of after school sports activities.

Good Gym- runners, cyclists and walkers join a club that aims to help vulnerable people, collecting prescriptions, shopping, dropping in for coffee, helping in times of need. **

Other ideas- new health and wellbeing centre, new GP surgery

Transport

Lift Share- local people develop local schemes to share cars to get to work, markets, GP's ,hospital appointments etc.

DIY streets- communities come together to plan how to manage their streets and public spaces. This can produce innovative solutions to traffic, pollution and speeding.

Freebus - Community buses available for use by the local community.

Bike It- Villages and towns identify a network of safe routes for cycling and walking to school. Often involves children in mapping and improving routes.

Footpath Groups- Volunteers look after local footpaths. Work includes replacing stiles, cutting back overgrowth, surface maintenance and preparing maps for publication.

Spider Maps- Show bus routes within the town and surrounding areas.

Lorry watch- monitoring HGV movements in a community- reporting offences

Bike Kitchen- A mobile bike workshop that turns up to schools and cycle events to help people learn how to maintain their bikes.

Other ideas-

RUH Hopper bus

Cycling proficiency (Bikeability)

Police and public work together to combat anti-social driving.

Environment

Root Camp- Foraging clubs led by local expert volunteers

ReCycle- Redundant and stolen bikes are refurbished and painted by volunteers for use by the community

Food Forests- Communities utilise local space to create fruit groves where local people can help themselves to free fruit.

Green Team- young people involved in various environmental projects and fun activities in the outdoors.

Freegle- Village website that matches people's needs to things that are available, unused items, things to borrow, volunteer time, vans and cars etc.

Repair café- Somewhere to take broken belongings and work with local experts to repair them

Green Fair- Community organises an event to promote green living and sustainability.

Bee Green- wildflower areas created by the community with beehives to encourage bio-diversity and local produce. Schools could adopt beehives.

Go Wild- Villages and communities research their local wildlife and develop projects to improve and protect important habitats. Can involve nest boxes, bird hides, wildflower meadows etc.

Food Champs- Volunteer network of individuals who can help people in a community who want to start growing their own food.

Dirty Hands- Community growing project helping people with small spaces grow vegetables

Land Rangers- volunteer rangers who work within a defined area to help maintain the local environment, repairing walls, fences, ditches, ponds etc.

Community energy- a community comes together to create a low energy plan and initiate green projects.

Dog Days- campaign based action to tackle dog fouling through education and positive messages.

Swop Shop- A day of junk swapping, people clear out garages, sheds etc and place items on driveways for others to help themselves

Other ideas-

- Council to pick up bulky items more quickly and regularly
- More community litter picks
- Make recycling centre restore opening hours
- Education of young people to promote respect for the environment

Community Safety

Action on Traffic- villages and towns focus on traffic issues looking at how to tackle speeding, congestion, dangerous parking etc.

Stay Safe, Stay Alive- road traffic awareness for the community provided by the Fire and Rescue service.

Graffiti Wall- somewhere for spray can artists to display their works without fear of prosecution or annoying the neighbours.

Street Base- street based youth workers engage young people and sign post them to positive activities

Safe Cycle routes- see above

Economy

Innovation Fund- creating an innovation fund to support new ideas to start up and flourish

Business in the Community- Local businesses adopt a local group for a year with sponsorship, mentoring, in kind support. Builds reputation and custom and supports community.

Local job boards- local employers encouraged to post vacancies on local village notice boards and community blog site.

Job Club - local based support for job seekers, CV writing, interview skills etc.

Co Work Clubs- space for businesses and start ups to work together, encourages sharing of skills resources and marketing.

Entrepreneur Clubs- entrepreneurs meet up regularly to support each other as they develop and establish their business ideas or social enterprise start up.

Business challenge- Dragons Den type events where people with business ideas are able to get start up support.

Tech Club- Computer club with a social purpose. IT experts come together to find solutions to local challenges.

Skills 4 Life - workshops for young people providing help with finances, budgeting, cooking, housing etc.

Other ideas

- Co ordinate approach to deliver redevelopment of key sites to provide new services and facilities with commercial partners
- Coordinate local input working alongside council, business cases for key sites to attract investment and funding, pooling information and evidence base, point of contact for interested parties, coordination of funding bids etc.

Children and young people

Come and have a go- a menu based approach that invites young people to try different activities

A World of Difference - Subsidised activities targeted at children who would otherwise not be able to participate. This requires volunteer leaders.

School Gate Café- staffed by students with produce made on site, develops skills and provides work experience

Alt School- For children who find academic study challenging and frustrating- skills, arts, music, craft or work based activities.

Breakfast Club- Healthy breakfast for children at school, particularly aimed at free school meals recipients.

Juice bar- young people make smoothies and sell them within an organised school environment

Living History- young people talk to older people in the community, recording their memories, collecting documents, making displays.

SpringFest/Summerfest- a programme of organised activities through the school holidays involving local groups and clubs.

Breakthrough - Self confidence and personal resilience skills for young people, helps combat loneliness, health issues, family worries and bullying issues.

Project inspire- Using projects to re-introduce young people back into learning, could be environmental or work based projects.

Other ideas

- More partnership working across the area
- Young people need to lead the communication
- Need to develop long term solutions
- Need to partner with organised groups that work with the most disadvantaged.
- Revenue money needs to be put aside to ensure that ideas can get set up and run.

Your Community and Housing

Scarecrow festival- community makes scarecrows for a scarecrow trail, prizes for best scarecrows

Big Project - An idea to motivate volunteers around a big project in a town or village. People come together to complete the project.

Do Nation- willing volunteers recruited to undertake a range of tasks, clearing gardens, decorating, shopping trips, renovation of village facilities.

Community Hub- local place staffed by volunteers to give advice, support and signposting for anyone in need of assistance. Incorporating a coffee bar and seating area.

Community action groups- residents of a neighbourhood come together to agree common priorities and coordinate local action.

Local Housing Trust- Voluntary housing advice centre where people can get help with buying or renting property

Mission Possible- parishes adopt a priority for action and initiate a programme of activities to get people involved.

Community reporters - local volunteers who are trained and equipped to write/blog about local events and activities.

The Amazings- A community identifies people with skills and assets that can be called upon to help others.

Spare Share- Things not wanted are listed on community noticeboards for collection by those who need them.

The Big Lunch- an annual get together for local people to come along and share food and drink.

Other ideas

- Make it easier to build in villages- especially social housing
- Reduce section 106 waiting times, holds up building social and affordable homes
- Use empty buildings for the homeless and charities

Recommended priorities for action

Older people- dementia, social isolation and loneliness

Culture- broadening participation, more affordable access to arts and cultural activities

Health- Physical activity and healthier lifestyles

Transport- speeding traffic and road safety

Environment- promoting community litter picking and anti dog fouling campaign


Community Safety- Anti-social behaviour, road safety

Economy- training and skills, infrastructure and planning

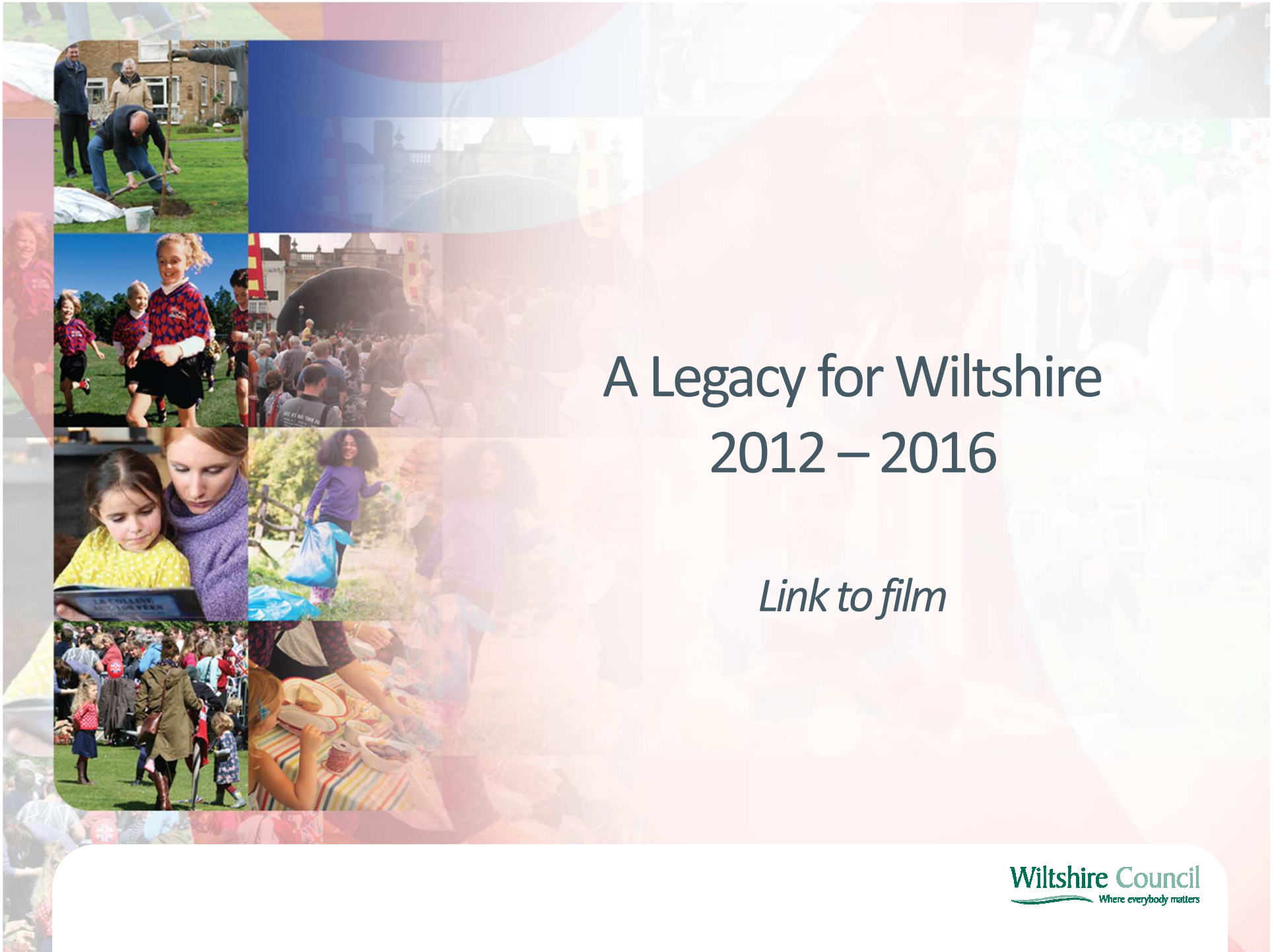
Children and Young People- child obesity mental health, access to facilities

Community and housing, diversity and equality, participation and volunteering

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Working with local communities 2012 - 2016 and looking ahead to 2017



A Legacy for Wiltshire 2012 – 2016

[Link to film](#)



CLEAN FOR THE QUEEN

Thank you for working with your communities on the Clean for The Queen litter pick events in 2016

They were a huge success

- Over 70 litter picks took place over the Clean for The Queen weekend in March 2016 across the county
- 1,400 volunteers took part
- 14 tonnes of rubbish was collected
- Wiltshire was the second most successful litter pick in the country (London was first)

The Great British Spring Clean

- Keep Britain Tidy has launched its biggest-ever litter campaign - the first Great British Spring Clean
- Communities encouraged make their neighbourhood one they can be proud of
- The Spring Clean takes place from Friday 3 - Sunday 5 March 2017
- As a area board working with our local town and parish councils how clean can we be?



How can you get involved?

- Identify the area that needs to be cleaned or cleared
- Talk to community groups and friends, family, colleagues and ask them to participate and get involved
- Confirm the date and time of your local event
- Contact your CEM to register your event and seek assistance



Your Community Engagement Manager will provide support with...

- Registering your event
- Promoting your event
- Litter picking equipment
- Event planning and preparation
- Litter collections



Other community events and activities in 2017

- The Big Pledge - London Calling
- Healthy Schools initiative
- World War One commemorations
- Details and tool kits for the above events and activities will be available shortly...

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