

AGENDA

Meeting: Trowbridge Area Board
Place: The Cotswold Space - County Hall, Trowbridge BA14 8JN
Date: Thursday 28 September 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 Democratic Services Officer, direct line 01225 718063 or email becky.holloway@wiltshire.gov.uk

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

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

Wiltshire Councillors

Cllr Graham Payne, Trowbridge Drynham (Chairman)
Cllr Deborah Halik, Trowbridge Lambrok
Cllr Ernie Clark, Hilperton
Cllr Horace Prickett, Southwick (Vice Chairman)
Cllr Edward Kirk, Trowbridge Adcroft
Cllr Stewart Palmen, Trowbridge Central
Cllr Steve Oldrieve, Trowbridge Paxcroft
Cllr David Halik, Trowbridge Grove
Cllr Peter Fuller, Trowbridge Park

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

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Public Participation

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

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

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

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

1	Chairman's Welcome and Introductions	7:00pm
2	Apologies	
3	Minutes (<i>Pages 7 - 12</i>) To approve the minutes of the meeting held on Thursday 13 July 2017.	
4	Declarations of Interest To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.	
5	Chairman's Announcements (<i>Pages 13 - 18</i>) To receive any announcements through the Chairman, to include the following: i. Town and parish emergency plans ii. Assertive outreach with rough sleepers iii. Household Recycling Centre changes iv. Update on work to remove gulls in Canal Road, Trowbridge	7:05pm
6	Partner and Outside Body Updates (<i>Pages 19 - 50</i>) To note the written reports and receive any updates from the following: Partners: i. Wiltshire Police ii. Dorset and Wiltshire Fire and Rescue Service iii. Healthwatch iv. Wiltshire CCG v. Trowbridge Community Area Future (TCAF) vi. Town and Parish Councils vii. Local Youth Network Outside Bodies: vi. Health and Wellbeing Centre Working Group vii. Trowbridge Health and Wellbeing Group viii. Safer Communities Group	7.10pm
7	East Wing Re-development To receive an update on the development of the County Hall East Wing site.	7.35pm

8	Funding (<i>Pages 51 - 58</i>)	7.40pm
	To consider the following applications:	
	a. Youth Grants	
	i. £5000.00 Moroccan Community Association - British Moroccan Youth Project	
	b. Community Area Grants	
	i. £3670.00 North Bradley Peace Memorial Trust - Hall kitchen refurbishment	
	ii. £3100.00 Trowbridge Debt Advice Services - Delivery of advice service	
	iii. £580.00 HELP Counselling Services - Upgrade of data recording systems	
9	Town and Country Planning Regulations 2017 (<i>Pages 59 - 60</i>)	7.50pm
	To receive a response to a question submitted by Cllr Ernie Clark with regards to the Town and Country Planning Regulations 2017 and Town and Country Planning Order 2017.	
10	Waste Management Strategy	8.00pm
	To receive a presentation on the Wiltshire Council Waste Management Strategy and associated consultation.	
11	Traffic Management in Trowbridge	8.15pm
	To receive a presentation from residents of Castlemead regarding traffic management in the Castlemead area of Trowbridge.	
12	Trowbridge Street Sweeping and Weed Clearance	8.30pm
	To discuss the maintenance of verges and public areas and the recent incidences of flooding in the Trowbridge Community Area.	
13	Community Engagement Update (<i>Pages 61 - 64</i>)	8.45pm
	To receive an update on the work of the Community Engagement Manager.	
14	Community Area Transport Group (CATG) (<i>Pages 65 - 72</i>)	
	To consider the update and any recommendations arising from the CATG meeting held on 6 September 2017.	
15	Urgent items	
	Any other items of business which the Chairman agrees to consider as a matter of urgency.	
16	Close	9.00pm

MINUTES

Meeting: TROWBRIDGE AREA BOARD
Place: The Cotswold Space - County Hall, Trowbridge BA14 8JN
Date: 13 July 2017
Start Time: 7.00 pm
Finish Time: 8.15 pm

Please direct any enquiries on these minutes to:

Becky Holloway 01225 718063 becky.holloway@wiltshire.gov.uk, Tel: 01225 718063
or (e-mail) becky.holloway@wiltshire.gov.uk

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

In Attendance:

Wiltshire Councillors

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

Wiltshire Council Officers

Mary Cullen, Community Engagement Manager
Emma Drage, Locality Youth Facilitator
Becky Holloway, Democratic Services Officer

Town and Parish Councillors

Trowbridge Town Council – Bob Brice
Hilperton Parish Council – K. Jackson

Partners

Dorset and Wiltshire Fire and Rescue Service – Guy Tadman
Trowbridge Community Area Future
Wiltshire CCG – Simon Yeo

Total in attendance: 28

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
48	<p><u>Chairman's Welcome and Introductions</u></p> <p>The Chairman welcomed everyone to the meeting.</p>
49	<p><u>Apologies</u></p> <p>Apologies for absence were received from Cllr Horace Prickett, Lindsey Millen, and Colin Kay.</p>
50	<p><u>Minutes</u></p> <p>The minutes from the previous meeting were presented and Cllr Steve Oldrieve, seconded by Cllr Peter Fuller, moved that they be accepted as an accurate record.</p> <p>Resolved:</p> <p>To approve and sign the minutes of the meeting of Trowbridge Area Board held on Thursday 1 June 2017.</p>
51	<p><u>Declarations of Interest</u></p> <p>Cllr Peter Fuller declared a non-pecuniary interest in item 8b with regards to the grant application from Long-meadow TARA.</p> <p>The following councillors declared a non-pecuniary interest as members of Trowbridge Town Council: Cllr Graham Payne, Cllr Deborah Halik, Cllr Edward Kirk, Cllr Stewart Palmen, Cllr Steve Oldrieve, Cllr David Halik, and Cllr Peter Fuller</p>
52	<p><u>Chairman's Announcements</u></p> <p>The Chairman announced the start of the consultation period on the Draft Wiltshire Housing Site Allocation Plan and that four public exhibitions of the plans would be held across the county in July. It was reported that there had been several requests made to councillors by members of the public to hold an additional exhibition in Trowbridge outside of school holidays and after discussion it was</p> <p>Resolved:</p> <p>To write to the Leader of the Council to request an additional public exhibition to be held in Trowbridge in September 2017.</p>

Partner and working group updates

The Chairman drew Members' attention to the written partner updates in the agenda pack and invited those partners present to speak to their reports. Members asked that a written report from Wiltshire Police be included with future agendas.

Dorset and Wiltshire Fire and Rescue Service

Guy Tadman, substituting for Andy Green, tabled a written report (appended) and highlighted the following issues: that Cllr Spencer Flower had been elected as the new Chairman of the fire authority; that work was underway to check the safety of tower blocks in the fire authority area following the recent events in Kensington; that fire teams had been trained in using defibrillators and these were now carried on-board; and that Trowbridge Fire Station was recruiting part-time firefighters and information could be found online.

At the request of the Chairman it was agreed that a presentation would be given at the next meeting of the Area Board on recent rescues from the mines in Corsham.

Trowbridge Community Area Future (TCAF)

Bob Brice gave an update on the ongoing youth work activities in Seymour, and reported that the new Community Hub in The Shires had now opened. It was confirmed that Cllr Stewart Palmen had been made a trustee of TCAF.

Trowbridge Town Council

It was reported that the community asset transfers of play areas were still being processed and that the refurbishment of the tennis courts had been completed and parishes would be invited to the official opening.

Hilperton Parish Council

Cllr Clark reported that the Neighbourhood Plan consultation had closed and that analysis of the responses was underway.

Local Youth Network

The LYN continued to meet to assess applications to the youth fund and was supported by a young person whose work was much appreciated.

Trowbridge Health and Wellbeing Group

Mary Cullen, the Community Engagement Manager, presented the notes from the last meeting of the group and highlighted the following points: that the Celebrating Age partnership had been launched and would be undertaking some consultation on what services would be most well received; that the Dementia Action Alliance (DAA) was attracting new members; that social isolation had been highlighted as a key issue in Trowbridge and that plans were being developed to hold monthly social events had been set up in response to this; and that preparation of the Carers Survey was in its final stages.

Health and Wellbeing Campus - update

Tim Martienssen, Head of Economic Development, gave a presentation on the draft outline planning application for the East Wing site, due to be submitted by the end of the summer. He explained that the application had been driven by the Trowbridge Masterplan and set out key design development principles. One purpose of obtaining the permission was to make the site more attractive for potential developers, by undertaking the surveys and structural changes required by planners, for example flood mitigation, water course diversion, and ecological surveying.

It was explained that the outline application did not give a definitive blueprint for the development, guarantee developer interest, or specify the end users, but it was intended that the site would include a combination of commercial, leisure, and residential developments, in addition to the health facility.

Representatives from NHS Wiltshire, were in attendance with Tim Martienssen to take questions.

In response to questions, the following points were clarified:

The plan included accessible routes through the site for pedestrians and cyclists and the creation of a bridge crossing.

The submission of the application would be followed by a consultation phase and, should permission be granted, it was likely that work would start mid-2018.

The proposed footprint had been based on previously discussed concepts and the Trowbridge masterplan and a priority was to ensure the site would be a high quality development, given its prominence in the town.

Traffic flow had been a key issue in the proposed plans and a detailed travel impact assessment would be submitted as part of the bid. Parking had been considered but specific arrangements had not been detailed at this stage of the process. Considerations were being made regarding the impact of losing carparking spaces for County Hall.

CIL and section 106 conditions on any development would be dependent on the types of residential and commercial property in the final plan, and the perceived impact of these on the local area.

The health element of the site should enable frontline services for patients to be more streamlined, and available services would be in addition to those provided by existing town surgeries. The intention would be to move services over from the existing community hospital and to create a building that could adapt to the town's demographic trends and changes to the health requirements of future populations.

	<p>Negotiations were ongoing with NHS England around timescales for pulling down grant funding. The original deadline had been March 2019.</p> <p>Members were encouraged to send in comments, and it was explained that after the application had been submitted, formal recommendations could be made via the usual planning consultation channels at http://www.wiltshire.gov.uk/planning-new</p> <p>The Chairman thanked the three officers for the update and presentation.</p>
55	<p><u>Area Board Funding</u></p>
56a	<p><u>Community Area Grants</u></p> <p>Members considered one application to the Community Area Grant Fund, from the College Estate Residents' Association, for the purchase of a printer and a gazebo. It was suggested that it would be helpful to keep a register of community-owned gazebos in the local area to aid with the sharing of community resources. Cllr David Halik, seconded by Cllr Edward Kirk, moved that the grant be awarded, and it was:</p> <p>Resolved:</p> <p>To grant £498.87 to College Estate Residents' Association for the purchase of a printer and gazebo.</p>
56b	<p><u>Youth Grants</u></p> <p>Two applications to the Youth Grant Fund were presented and applicants were present to answer questions.</p> <p>Trowbridge Duke of Edinburgh Open Award Centre had applied for £2667.00 to train new leaders and for Award resources. Cllr Steve Oldrieve, seconded by Cllr Stewart Palmen, moved that the requested grant be awarded.</p> <p>The second application received was from Longmeadow TARA for £5000 towards venue hire associated with running a youth group. It was reported that the cost of their usual venue had recently increased and the grant would cover a year's hire and help to provide the group with stability through the period of transition. The Locality Youth Facilitator suggested she could also offer the group support with structural and training aspects of their work. It was suggested that work should be done to look for alternative venues or to negotiate hire costs. Cllr Peter Fuller, seconded by Cllr Steve Oldrieve, moved the LYN's recommendation to award the group £2500.00 to cover six months of venue hire.</p>

	<p>Resolved:</p> <p>To award £2667.00 to Trowbridge DoE Open Award Centre for leader training and resources</p> <p>To award £2500.00 to Longmeadow TARA for six months of venue hire.</p>
56c	<p><u>Councillor-led Initiative</u></p> <p>Cllr Graham Payne presented his Councillor-Led Initiative application to the Community Area Grant Fund for £800 to fund two summer holiday fun days for young people with special educational needs. These would be delivered by West Wilts Special Needs Activity Scheme. In previous years a full two-week programme had been delivered, providing a very good respite break for parents ties, but the scheme had been unable to find a sponsor for 2017. Members suggested that the cabinet member for children and families be contacted in relation to the scheme's future funding arrangements. Cllr Payne explained the application was to cover the hire of a venue with good disability access for the two days. Cllr Ernie Clark requested that his disappointment be noted regarding the charges made by the venue.</p> <p>Cllr Graham Payne, seconded by Cllr David Halik, moved that the grant be awarded, and it was:</p> <p>Resolved</p> <p>To award £800 to West Wilts Special Needs Activity Scheme to run two Summer Holiday Fun Days.</p>
57	<p><u>Community Area Transport Group (CATG)</u></p> <p>The notes of the CATG meeting held on 22 June 2017 were presented and in line with the group's recommendation, it was</p> <p>Resolved:</p> <p>To award £250 to implement a verge marker post scheme in Newhurst Park, Hilperton (issue 5261).</p>
58	<p><u>Urgent items</u></p> <p>It was agreed that members should send any future agenda items to the Chairman and Mary Cullen, the Community Engagement Manager, and draft agendas would be sent out for comments prior to their publication.</p>
59	<p><u>Close</u></p> <p>The Chairman thanked everyone for their attendance and reminded members that the next meeting of the Area Board would be held at 7pm on 28 September 2017.</p>

Chairman's Announcements

Subject:	Community Resilience- Emergency Plans
Officer Contact Details:	Sarah Kelly (Emergency Plan Resilience and Response Officer) Sarah.Kelly@wiltshire.gov.uk

Planning for emergencies is an important job for the organisations who respond to incidents, but it is also important for local communities to think about how you may be able to assist the emergency services and other responders.

The main way of doing this is to create a community emergency plan. This can be as simple as a contact list for key people within the community, or a more comprehensive plan which covers the emergencies which are most likely to occur in your area (rather than just the absolute worst-case scenarios), and how your community would respond to them. Your local knowledge is also very important to the organisations who will be responding to the situation. Information such as where floods most often, what roads could be made inaccessible by snow, how badly a power cut would affect your community and where the nearest places of safety are (village/community hall etc) can greatly help the emergency services, council and other groups. Having this recorded beforehand could potentially save a lot of time if the information is needed in response.

Keeping your plans flexible is also important; they should be able to be picked up for almost anything, even if you only use the contact details and information on the nearest community centre for most events.

Getting started with these plans can be difficult, and knowing what to include even harder. If you are stuck with where to begin, there is a template available to get you started with writing an emergency plan for your area. Please contact Sarah Kelly, Emergency Planning Officer, Wiltshire Council, if you would like a template, or advice about writing your plan. There is also a Community Risk Register Available on the Wiltshire & Swindon Local Resilience Forum (LRF) website (<http://wiltshireandswindonprepared.org.uk/community-risk-register/>). This details the different risks to the Wiltshire and Swindon area, and how likely they are to happen. This document should be adapted to your area if you wish to use its information, as not all risks are relevant to each part of Wiltshire.

It is recommended that to keep your plan in its best condition, it should be exercised with everyone who has a role in it once a year, and contact details should be updated at least once a year, or when there has been a change. There is an exercise template available if you would like to exercise your plan, it is available as a PowerPoint presentation or a Word document, again please contact Sarah Kelly if you would like to discuss the exercise or be sent a template.

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Chairman's Announcements

Subject:	Assertive Outreach with Rough Sleepers
Officer Contact Details:	Sarah Johnson
Weblink:	Sarahh.johnson@wiltshire.gov.uk

Sarah is employed by Wiltshire Council to support those who identified as sleeping rough throughout the County. This is part of a wider strategy by the Housing Options Team who work in partnership with other agencies to address this issue.

She attends the various third sector drop in centres that take place each week at Devizes, Trowbridge, Chippenham and Salisbury. Her role is to work with service users at the drop in and to engage them sufficiently to address the barriers that prevent their housing being addressed, as well as supporting them to access other services that would support sustaining a change in lifestyle.

This often involves assisting them to engage with the Council's Housing Options Team to look at housing solutions suitable to their circumstances and helping them be aware of what they can do to help themselves.

Most of those sleeping rough have a variety of problems that compound their situation and these problems need to be worked on, often before housing can be considered as otherwise they won't be able to sustain accommodation. Sarah will arrange registration with Drs and banks, attend with individuals at the surgeries, Substance Misuse Services, Mental Health Teams and where else an individual may need help.

There is no formal referral route to take but if you are concerned about someone you see sleeping rough in Wiltshire you can make a report through the STREETLINK site: <http://www.streetlink.org.uk/tell-us-about-a-rough-sleeper> or alternatively email Sarah at sarahh.johnson@wiltshire.gov.uk

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Chairman's Announcement

Subject:	Information regarding your local Household Recycling Centre
Officer Contact Details:	wasteandrecycling@wiltshire.gov.uk

Following the award of a contract, nine household recycling centres (HRCs) will be operated by FCC from 2 October 2017. We would like to update the area boards about the changes that residents will see at their local sites.

There will be no changes or closures at the HRCs at Purton and Lower Compton near Calne as these will continue to be operated by Hills Waste Solutions.

The change in contractor has allowed the council and FCC to review the current site layouts to make some changes. Where possible, we are making improvements to the traffic management in and out of the sites to help reduce the queuing issues that occur at some of the sites.

The sites will have their white lining repainted and new containers will be placed on the sites. The site signage and staff uniforms will be updated.

To allow for the refurbishment works to take place each site will be closed, one at a time, for a short period of time between 2 October and 17 December 2017

Please see below for your area board's local site(s), the closure date of that site(s), and the closest alternative site(s) which can be used during the closure period.

We would encourage all residents to check online before they travel as sites will be closed on their usual days in addition to the dates below.

Chairman's Announcement

Area Board	Local HRC(s)	Closure Dates	Alternative HRC(s)
Chippenham	Stanton St Quintin	4 December 2017 (Reopens on 18 December)	Lower Compton
Melksham	Melksham	30 October 2017 (Reopens on 11 November)	Trowbridge / Devizes
Malmesbury	Stanton St Quintin	4 December 2017 (Reopens on 18 December)	Purton
Warminster	Warminster	11 October 2017 (Reopens on 20 October)	Trowbridge / Amesbury
Pewsey	Everleigh	23 October 2017 (Reopens on 28 October)	Marlborough / Devizes
Marlborough	Marlborough	2 October 2017 (Reopens on 14 October)	Devizes / Everleigh
Bradford on Avon	Trowbridge	13 November 2017 (Reopens on 26 November)	Melksham
Salisbury	Salisbury	9 November 2017 (Reopens on 17 November)	Amesbury
Amesbury	Amesbury	21 November 2017 (Reopens on 1 December)	Salisbury / Everleigh
Devizes	Devizes	29 November 2017 (Reopens on 9 December)	Melksham / Lower Compton / Everleigh
Tidworth	Everleigh / Amesbury	Everleigh - 23 October 2017 (Reopens on 28 October) Amesbury - 21 November 2017 (Reopens on 1 December)	Everleigh / Amesbury
Calne	Lower Compton	No Closure	
Corsham	Stanton St Quintin	4 December 2017 (Reopens on 18 December)	Melksham / Lower Compton
RWB and Cricklade	Purton / Stanton St Quintin	Purton - No Closure Stanton - 4 December 2017 (Reopens on 18 December)	Purton
Southern	Salisbury	9 November 2017 (Reopens on 17 November)	Amesbury
Trowbridge	Trowbridge	13 November 2017 (Reopens on 26 November)	Melksham / Warminster
South West	Salisbury / Warminster	Salisbury – 9 November 2017 (Reopens on 17 November) Warminster – 11 October 2017 (Reopens on 20 October)	Salisbury / Warminster
Westbury	Warminster / Trowbridge	Warminster – 11 October 2017 (Reopens on 20 October) Trowbridge - 13 November 2017 (Reopens on 26 November)	Warminster / Trowbridge

For more information or if you have any queries, the team can be contacted at wasteandrecycling@wiltshire.gov.uk or on 0300 456 0102.



Hello and welcome to this Community Policing report.

I would like to take this opportunity to talk about a new proactive team that has recently been introduced in to the Community Policing model.

The team consists of a Detective Sergeant, nine Police Officers and two Local Crime Investigators, that are responsible for the Central hub, which covers the north and west areas of the county.

Whilst assisting the Community Policing Team, their core responsibilities include :

- Proactively tackling any ongoing crime / antisocial behavior series, which are highlighted within the weekly tasking meeting that is chaired by Inspector Andy Fee. These series are raised by the local officers on the front line, and proactively targeted to prevent any escalation
- Locate and arrest outstanding offenders
- Manage any local enquiries relating to our serial perpetrators, also referred to as SWITCH nominals
- Following on from the matters raised in the weekly tasking meeting, gather intelligence which will facilitate in obtaining warrants from the court relating to drugs, stolen property and other issues
- Carry out drug warrants with assistance from the Community Policing Team
- Tackling ongoing community issues

The Proactive Team has been in place since the beginning of August 2017, and have already produced some fantastic results. Across the Central hub they have made 39 arrests which has assisted us in being able to charge a number of offenders.

Examples of some of their great work include :

Members of the Proactive Team assisted in the investigation and arrest of a male who was arrested and charged with theft, having stolen a large quantity of cash from a person within the town centre.

Members of the Proactive Team located a caravan that had been stolen from the Dorset area, and brought to West Wiltshire. The perpetrator was arrested and the caravan was recovered. Dorset Police are currently investigating the theft.

COMMUNITY MESSAGING

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

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

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

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

CURRENT SECTOR SERIES

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

The crime rate for Trowbridge over the month of August was the average we would normally expect for this time of year. We recorded 272 crimes, which is lower than what we recorded in July 2017 (305) and August 2016 (284). We had no specific crime exceptions, and all crime types recorded were the average we would expect. In August we charged 7 people: 2 for possession of Cannabis, 1 for Theft, 2 for Shoplifting, 1 for possession of a class A substance, and 1 for assault on a police constable in execution of their duty. We hope to continue to keep the crime rate for Trowbridge as low as possible, and rely on the support of our community groups and members to identify offenders and bring them to justice.

OTHER INFORMATION

For those looking to organize an even within the community, please have a look at the toolkit available from Wiltshire Council, which gives guidance and advice with regards to most types of events, including information about traffic management and which agencies / departments need to be contacted when applying for various licenses / road closures.

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

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

Sector Inspector Andy Fee

Trowbridge Area Board - Report 28th September 2017

Fire Cadets

Dorset & Wiltshire Fire and Rescue Service has selected 15 young people from the Trowbridge area to join their new Fire Cadet program.

The aim of Fire Cadets is to support the development of young people by providing a positive role model and giving them opportunities to participate in a wide range of activities.

The Service has recruited young people between the ages of 12 and 18 to take part in this rewarding training scheme, which will not only be fun and enjoyable but will also give the cadets the chance to learn new personal and social skills, and also obtain a BTEC qualification.

Christine Sharma, who will oversee the scheme, said: “The programme, which is linked to the National Fire Cadet model, will be delivered by firefighters and volunteers and will last for 38 weeks within the academic year of 2017/18. Drills will take place one evening a week at a local fire station and will involve practical and theory elements along with community based social action projects.”

The course is designed to be fun, but it also challenges and develops the participants by getting them to:

- Work co-operatively within a team environment;
- Gain self-esteem and self-confidence, and improve communication skills;
- Adopt a new set of personal values;
- Understand the importance of safety issues and the consequences of anti-social behaviour; and
- See the advantages of improving their learning and performance.

Benefits to the participants include:

- Team building skills
- Portfolio of achievements
- BTEC accreditation
- Increased fire and safety awareness
- Development of practical skills
- Community awareness
- Increased levels of fitness

Chimney Fires

As autumn and Winter approaches our focus moves to Chimney Fires. Trowbridge Fire Station attended 7 of these incidents in 2016.

A clean chimney can help prevent fires and structural damage to your property. Regular cleaning of your chimney or flue will eliminate the build-up of soot and clear obstructions such as bird or animal nests, leaves and debris.

It is not enough to use a vacuum cleaner and you should make sure that your chimney or flue is inspected regularly.

Chimneys should be swept:

- At least once a year when using smokeless fuels
- At least once a year when using bituminous coal
- Every three months when burning wood
- Once a year when using oil
- Once a year when using gas

The following safety advice should always be followed when lighting an open fire or wood burning stove:

- Don't use flammable liquids such as petrol or paraffin to light your fire.
- Don't burn excessive amounts of paper or rubbish.
- Don't overload the fire with fuel.

When the fire is alight, check the loft space occasionally to make sure there is no smoke leaking from cracks, defective brickwork or mortar joints.

Fireworks

Moving into November we turn our attention to the safe use of Fireworks. If you're putting on a home display, you should follow some simple steps to make sure that everyone has a good time without getting hurt:

- Plan your firework display to make it safe and enjoyable.
- Keep fireworks in a closed box and use them one at a time.
- Read and follow the instructions on each firework, using a torch if necessary.
- Light the firework at arm's length with a taper and stand well back.
- Keep naked flames, including cigarettes, away from fireworks.
- Never return to a firework once it has been lit.
- Don't put fireworks in pockets and never throw them.
- Direct any rocket fireworks well away from spectators.
- Never use paraffin or petrol on a bonfire.
- Make sure that the fire is out and surroundings are made safe before leaving.

UK law says you must not set off or throw fireworks (including sparklers) in the street or other public places. You must not set off fireworks between 11pm and 7am, except for: Bonfire Night, when the cut off is midnight. New Year's Eve, Diwali and Chinese New Year, when the cut off is 1am.

Pinpoint

'Safe and Well' and 'Health and Well-Being'

The Service is looking to work with the Group to supply information on vulnerable households through our software programme '**Pinpoint**'. This will identify the high risk premises, within the Trowbridge Community Area, and allow both the Service and local groups to engage in joint working and information sharing in order to protect the most vulnerable members of our community.

Safe and Well Visits- Home safety

The Trowbridge area has a dedicated Fire Service '**Safe and Well**' advisor who can visit people, within their own homes, advising on home safety and wellbeing.

A Safe and Well visit is **FREE** and normally lasts about one hour covering topics such as:

- Using electricity safely
- Cooking safely
- Making an escape plan
- What to do if there is a fire
- Keeping children safe
- Good practice – night time routine and other points relevant to you
- Identifying and discussing any further support the occupier may need

If you have thatch property, are living alone, have a young family, are over 65 or a smoker please get in contact with us. We want to help make you safer in your own home. If you or someone you know has mobility or sight and hearing impairments, please suggest a Safe and Well visit.

Visit <http://www.dwfire.org.uk/news/new-name-new-contact-details-same-service/> to book one.

Response

Total Incidents attended by DWFRS for Trowbridge Area; 01/07/17 – 01/09/17.

DWFRS have responded to 79 incidents on Trowbridge station ground between the dates above.

Trowbridge Fire Station Responded to a total of 133 incidents County wide in the mentioned time period. Details are listed in the table below.

Category	Incidents in Trowbridge	Out of Station Ground incidents	Total
False Alarm	39	21	60
Fire	18	20	38
Special Service	22	13	35
Total	79	54	133
Pump Availability	1st Pump 100%	2nd Pump 82%	

Recent Notable Incidents

There was a Four Pump fire in Marsh Road, Hilperton involving a shed fire spreading to a House. Cause was found to be accidental.

Community Engagement

Dorset & Wiltshire Fire and Rescue Service provides a free service called a Safe and Well visit. We will visit a person's home by appointment and discuss any safety issues in the home. We will also have a conversation about improving an individual's health and well-being.

If you or someone you know need a smoke alarm, some advice or are worried about what to do in an emergency, contact us for a free Safe and Well visit;

<http://www.dwfire.org.uk/safety/safe-and-well-visits/>



Community Safety Plan

DWFRS Community Safety Plan 2016 – 2020 outlines our plans for the future. It explains the diverse services we provide and how we plan to improve and deliver them over the four-year period. The plan can be found on the DWFRS website <http://www.dwfire.org.uk/community-safety-plan/>

On-Call Recruitment

Trowbridge Fire Station is partially staffed by a compliment of part time “On-Call” Fire fighters.

To maintain the availability of the Fire engine at the station we are recruiting for On-Call Fire fighters. We are particularly interested in people who could provide availability on week days and at weekends. If you are interested or know anyone who might be interested, please visit our website (check the link below) or contact our HR team on 01722 691444.

<https://www.dwfire.org.uk/working-for-us/on-call-firefighters/>

Guy Tadman

Temp District Commander, Trowbridge, Bradford and Westbury.

Email: guy.tadman@dwfire.org.uk

Tel: 01722 691041

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New report reveals not all dementia patients receive same level of care in Wiltshire



People being diagnosed with dementia in Wiltshire are not getting consistent care from their GP surgeries – according to a report published by the county’s independent health and care champion.

Healthwatch Wiltshire spoke to 195 people - including those who have been diagnosed with dementia, their families, volunteers and professionals - to find out about their experience of being diagnosed with dementia at their local GP surgery and mixed results were found.

Some people said their GPs were dismissive of their concerns about their memory; they didn’t get a clear diagnosis and they weren’t referred on to other services or offered reviews.

Others reported GPs who listened to people’s concerns and carried out memory tests, gave a clear diagnosis, prescribed medication, referred their patients to other support services and reviewed regularly.

One carer said: “The quality of dementia care can depend on your surgery – there are some positive experiences.”

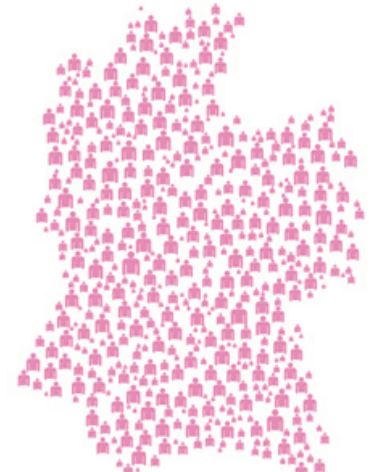
Another said: “My father was diagnosed last July by his GP. I found it very isolating. The GP didn’t inform us about what we could do and didn’t explain everything to me. Later on, the GP casually mentioned Dementia Advisers and said they would refer us. No one got in touch but I made direct contact and the services offered by the Alzheimer’s charities are great.”

The Healthwatch Wiltshire report *Talking to people about dementia: a focus on primary care*, first published in March this year, found other key themes, including:

- People said they valued a clear, direct dementia diagnosis – not everyone had this with some saying their GP had hinted it could be dementia but was not direct.
- Unpaid carers said the approach of their health care centre had an impact on their quality of life. Those who were recognised as a carer at their GP practice and given priority appointments reported a positive experience.
- Many people were concerned about the lack of ongoing support from their health care centre for people living with dementia. Some people reported they had not talked to their health care centre for a number of years.

Lucie Woodruff, Healthwatch Wiltshire manager, said: “With an estimated 6,624 people living with dementia in Wiltshire, we have made it a top priority to talk to people in the county about their experiences of dementia care and support.

“Our role at Healthwatch is to ensure we gather views both good and bad from members of the public and then pass these on to the decision-making bodies who plan, pay for and provide services in



6,624 estimated number of people in Wiltshire living with dementia

Wiltshire. It's important that people have a say in how their local health and care service is run, so they can help shape it for the better."

The report's findings have been presented to the Wiltshire Health and Wellbeing Board, the Dementia Delivery Board and the commissioners and providers of dementia services in the county.

Wiltshire Clinical Commissioning Group (Wiltshire CCG) and Wiltshire Council say work has and continues to be planned, delivered and reviewed around each area that has been commented on by the public in the Healthwatch Wiltshire report.



9 Dementia Advisers in Wiltshire

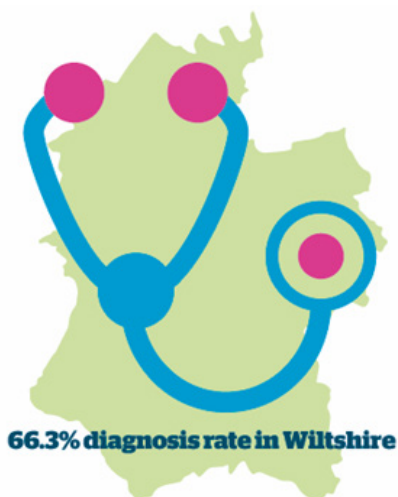
They say 256 practice staff across the county have received Dementia Friends training and the CCG's dementia lead has provided more training to GPs across the county. The feedback from Healthwatch reports has and will be sent to each GP practice and the key themes in the report have been identified and included in the Wiltshire Dementia Strategy Action Plan.

Ted Wilson, Director of Community Services and Joint Commissioning for Wiltshire CCG, said: "We work closely with our service providers and are using the feedback provided through the Healthwatch report to inform continuous improvement in services for those living with and affected by dementia.

"Dementia diagnosis rates for Wiltshire are above the national average and this is something we are really proud of. Our dementia advisers are doing a great job in supporting patients and their families post-diagnosis, at home and in their local communities. They provide confidential advice and information to help improve understanding about dementia, what might happen in the future and to make informed decisions about care and treatment.

"None of us can be complacent about the care available for people living with dementia; we must continuously strive to deliver the best services possible."

The full *Talking to people about dementia: a focus on primary care* report is available to download at: healthwatchwiltshire.co.uk/reports-publications



Contact us:

Tel 01225 434218

info@healthwatchwiltshire.co.uk

healthwatchwiltshire.co.uk

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

September 2017

Overview

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

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

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

New One You Campaign encourages adults across the country to get more active by building just 10 minutes of brisk walking into their daily lives.

Modern day life makes it hard to be healthy, so it's not surprising that most of us are not fitting enough physical activity into our days. Sitting down at work and commuting by car or public transport means we're not active for a lot of the working day and technology allows us to shoe and stay in touch without ever having to leave the sofa.

However, a brisk ten minute walk can make a huge difference to your health – it gets the heart pumping faster, can make you feel better, more energetic and improve your mood. Over time, brisk walking can help to lower the risk of serious illness like heart disease and type 2 diabetes.



The **One You** campaign is encouraging adults to start improving their health by walking briskly for 10 minutes each day and to help people are being encouraged to download the '**Active 10**' app. This free app shows how much brisk walking you're doing, when you can increase your pace and how you can fit more brisk walking into your day. It also sets goals and provides hints and tips to keep you going, and has been endorsed by the Royal College of General Practitioners (RCGP).

50,000 people have already downloaded the app and are on their way to a healthier lifestyle, so why not join them?

New prescription ordering service for Wiltshire

A new prescription ordering service run by Wiltshire Clinical Commissioning Group means local patients can order repeat prescriptions over the phone from the comfort of their own home and then collect them a UK pharmacy of their choice.

Prescription Ordering Direct (POD) is run by a dedicated team of trained prescription coordinators supported by experienced pharmacists who are on hand for medicines advice and complex queries. The Wiltshire based telephone team is currently available for five of Wiltshire's GP Practices covering a population of 78,000 – with plans to roll the service out across the county.

The POD has been up and running for 12 weeks and during that time the teams have taken more than 7,000 calls from patients and have ordered 18,000 prescription items.

The POD is being introduced to Wiltshire GP Practices on a town-by-town basis and our aim is to roll it out to all of the county's practices over the next couple of years. Next to benefit from the service from 15 September will be surgeries in Royal Wootton Bassett.

Prescription Ordering Direct is currently available for patients at:

- Lovemead Group Practice, Trowbridge
- Giffords Surgery, Melksham
- Castle Practice, Ludgershall and Tidworth
- White Horse Health Centre, Westbury
- Avenue Surgery, Warminster

The POD is open Monday – Friday (except on Bank Holidays) from 9am – 5pm. Patients do not need to register for the service and should call when they have seven days left of their medication.

Missed appointments



Forgotten something?!

76,402
Missed appointments in Wiltshire in one year

Forgetting to cancel your appointment if you no longer need it prevents someone else from being seen.

NHS
Wiltshire
Clinical Commissioning Group

Trowbridge Community Area Future



Who Are We?

- TCAF is an independent Wiltshire Charity supporting some of the most vulnerable people in our community, Studley, Seymour and Longfield neighbourhoods.
- Established in 1998, yet registered as a Charitable Incorporated Charity in January 2016 our aim *“develop the capacity and skills of our residents to enable them to better identify and help meet their needs and to participate more fully in society.”*

REGISTERED CHARITY NUMBER: 1165254

What Do We Do ?

TCAF encourages resilient active communities in Trowbridge.

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

Current Focus - YOUTH and the BROADER COMMUNITY



Brighter Aspirations

The main focus for this 2016/18 has been to develop and sustain a youth project called 'Brighter Aspirations'. We aspire to deliver youth clubs across neighbourhoods; providing safe places for young people to talk, gain advice, make friends and engage in activities that will improve confidence, empower and encourage brighter aspirations

With our partners we aim to;

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

What is our Impact - YOUTH

PROVISION

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

TAKE UP

CURRENT REACH 145 young people per week

REGULAR ENGAGEMENT 61 young people per week

Engagement



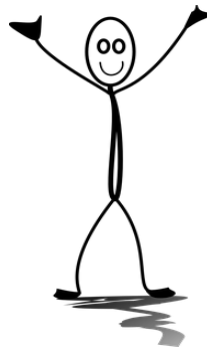
Impact - Studley

Regularly attended by 20 young people 13 – 19 years olds at a cost of
£48.00 per young person per month

For 3 hours of Youth delivery at Studley x £78.13 (average hours cost for all TCAF staff team) x 4 weeks (month) = £937.56 per month which supports 20 young people who regularly attend. £937.56 staffing costs/20 young people= £48.00 per young person per month

Me on Monday

Mad, Tired, hungry,
 Don't want to give up,
 Too tired to function,
 Sad as no youth club,
 Nothing to do
 Bored, Un-Active,
 Un-sociable,



Me on Tuesdays - Club night

Happy, Active, Jolly,
 Sociable, Less Mad, Chilling, Seeing
 friends, Club night and happy to see
 friends.

'Happy because there's something to do in
 the evening after college.'

'My friends now come from school too so I
 see them twice in one day.'

What is Our Impact - COMMUNITY

PROVISION

- Co-ordination of the Neighbourhoods Group
- Co-ordination of the Youth Support Trowbridge; A newly constituted group of community, voluntary, statutory and commercial businesses with the key aim on working together strategically to ensure gaps in youth provision across the town are minimal.
- Group member of the Local Youth Network Committee and Trowbridge Town Team Committee
- Support of Community Litter Picks
- Development of a community base in the neighbourhoods; The Cabin, Seymour
- *Management of The Community Hub at BA14, The Shires Shopping Centre, Trowbridge*



What is Our Impact - COMMUNITY

TAKE UP

- Co-ordination of the Neighbourhoods Group; 10 Resident Associations..
- Co-ordination of the Youth Support Trowbridge; 8 Members
- Support of Community Litter Picks; 15 this year.
- *Management of The Community Hub at BA14; in partnership with 14 charities.*

What is Our Impact - COMMUNITY

IMPACT

- TCAF is engaging young people neighbourhoods where there is a higher proportion of young people than the national average .
- TCAF hope to reduce the pressure on the community. *Refer to Appendix.*
- TCAF is one of the partners helping to achieve engagement with young people in a positive way.

“Its great to come to one place and meet so many local charities and get help”

“I found a local group to volunteer with and help me be part of my local area, making new friends and meeting like minded people”

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Who Do TCAF Work With

<i>Breakthrough</i>	<i>Go Fish</i>	<i>The Learning Curve</i>	<i>Seymour HUB</i>
<i>Collaborative Schools</i>	<i>Selwood Housing Association</i>	<i>The Princes Trust</i>	<i>Victim Support</i>
<i>Carer Support Wiltshire</i>	<i>Trowbridge Town Council</i>	<i>Wiltshire and Swindon Users Network</i>	<i>Greggs, Tesco's</i>
<i>Community First</i>	<i>Trowbridge Hall Arts</i>	<i>Wiltshire Sight</i>	<i>Youth for Christ</i>
<i>Friends of Community Sensory Garden</i>	<i>Trowbridge LIONS</i>	<i>Wiltshire Council</i>	<i>Men's Shed</i>

20 Local Partners; Statutory, Charitable, Corporate and Community
Target for 2017 / 8; Increase local Corporate partners; Gifts in Kind, Corporate Volunteers and support

Funding

2016/ 17	2017 /18
6 x Local Grants 1 x National Grants and Charitable Trusts	5 x Local Grants 10 x National Grants and Charitable Trusts
Reserved £34,836.85 Unreserved £3,650.00	Reserved £15,650.00 Unreserved £20,500.00
TOTAL £38,486.85	Total £36,150.00

A strategic aim of 2017/18 has been to diversify our funding and ensure funding is sought regional nationally and ideally unreserved to reduce TCAFs dependence on local funders.

On target; 10 National grants in 2017/18 opposed to 1 National Grant in 2016/17

On target; Unreserved in 2017/18 = £20,500.00 opposed to Unreserved £3,650.00 in 2016/17.

Value for Money

Weekly Activity	Staff Hours for Youth provision ONLY	Reach (Young People)	Regular Attendance (Weekly)
JOG Lunchtime Drop IN	1 hour	20	8
Detached	3 hours	80	30
Studley	3 hours	40	20
Seymour	3 hours	5	3
	10 hours	145	61

TCAF reach 145 young people in 40 hours per month and regularly support 61 young people per week

TCAF staff costs £3125.00 per month

[This buys 10 hours of youth provision per week for Trowbridge = 40 hours per month.](#)

[This equates to £78.13 per hour for staff cost per week.](#)

[Therefore £3125.00/ 144 Young people per month](#)

[Staffing costs £21.70 to support each young person per month.](#)

What about the future?

YOUTH

- Consolidate at Studley
- Expand Seymour
- Support and develop Longfield

COMMUNITY

- Continue to work with all our partners to ensure increased participation, well being and civic pride in our targeted neighbourhoods.
- Secure the long term of the Hub at BA14

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What support do we need?

Volunteers

Treasurer, Trustees

Youth support on club nights

Fundraisers

Office Administration, Marketing and Promotion

Funding

Staff time on fundraising is time spent away from activities and delivery

Spread the Word

Promote Club nights in your neighbourhoods; new members, increased engagement.

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APPENDIX

1 . Alex Trombetta Community Policing Coordinator - Trowbridge, Bradford & Melksham

Appendix 1
Alex Trombetta
Community Policing Coordinator - Trowbridge, Bradford & Melksham

I am a Community Coordinator for Wiltshire Police. As such, I have oversight of our anti-social behaviour procedures under the Anti-Social Behaviour, Crime & Policing Act 2014. I attend a monthly meeting called ASBRAC (Anti-Social Behaviour Risk Assessment Conference), at which several different partner agencies come together to discuss current specific issues and perpetrators of ASB in Trowbridge, Bradford-on-Avon and Melksham.

The exact same process is replicated for other areas of the county, with the respective partner agencies. Any individual may stay on the process for as long as six months, even longer if needs be, and in between each meeting we will have constant meetings and communications between myself, PCSO, Wiltshire Council (several different departments within), Health services, Children's services, charities, Social care and Housing services, among several others.

This takes up an enormous amount of time and resources, which cannot be quantified due to the varying number of people dedicated to each case, and the varying length of time these cases can last for. The shortest amount will be a 10 minute partner agency discussion where the case is rejected, and on the longer side of the spectrum will be a 5-6 month case with regular meetings and updates between different members of the ASBRAC panel. I hope the above gives you an accurate picture of the ASB process within Wiltshire Police and the impact it has on our resources. If you have any further questions please do not hesitate to contact me on Alessandro.trombetta@wiltshire.pnn.police.uk

Appendix 1
Alex Trombetta
Community Policing Coordinator - Trowbridge, Bradford & Melksham

Please find below a brief analysis of recent ASB figures.

Between Aug 2016 – Aug 2017, we recorded 151 ASB incidents

Please find on the following pages two tables: Table A and Table B.

Table A gives a yearly comparison of all recorded ASB incidents in the Studley Green area from 2014 – 2017 (to date).

As we can see, incidents of Anti-Social Behaviour have been on the rise between 2014 and 2016. We believe that 2017, although not yet complete, will see a decrease in incidents, which we are pleased to see. We have so far recorded around 80 incidents this year.

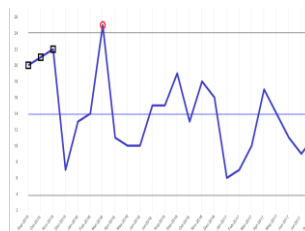
Table B gives a breakdown of recorded ASB for each month from September 2015 to Aug 2017

As we can see, the crime rate for the past 6 months is considerably lower than the preceding 6 months.

Table A



Table B



We're making a difference

Trowbridge Community Area Future
 The Civic Centre
 St Stephens Place
 Trowbridge, Wiltshire
 BA14 8AH

01225 764 072
tcaf@trowbridge.gov.uk
www.trowbridgefuture.org.uk

Facebook
 Instagram
 Twitter

Registered Charity; 1165254



Trowbridge Area Board Campus Working Group TABCWG Report to the Area Board September 2017

Meetings with

On 24th July Steve Oldrieve, Martin Cooper Kendrick Jackson, Colin Kay and Lance Allen met with, Lisa Forsyth (Max Associates), Julia Goddard (Alliance Leisure), Tim Martienssen, Jubilee Lorne, Louise Woollen. Notes of the meeting are attached and copies of the presentation can be supplied if required.

TABCWG from the meeting and the presentation that

- A detailed feasibility study was now being undertaken into all relevant aspects.
- Interesting proposals were being developed taking account of existing facilities for a significant leisure provision on the East wing site that could meet the chronic need for high quality leisure provision in Trowbridge
- The proposals are in some ways significantly different from the aspirations for the original Campus but deserve serious consideration in light of the current leisure, health and financial situation.
- TABCWG welcomed this as a significant move forward and waits for the publication of the final report with detailed costings of the different alternatives.
- It is a pity that such a feasibility study was not carried out in 2015 and a shame that 2 years has been lost in moving the project towards realisation.

Following the last meeting on 24th July, the next steps for this work were to:

- Finish consultation and review behavioural insights work
- Develop design concepts based on group feedback and consider site feasibility
- Undertake capital and revenue cost modelling (including ongoing costs of existing facilities)
- Arrive at a net position for new facilities in Trowbridge – to inform council decision making
- TABCWG would value the opportunity to discuss the final report and interrogate its conclusions before it is presented to TAB. The

On 08/09 2017 TABCWG received the following update on progress towards the completion of the final report



“Having completed the consultation stage, the current focus is on gathering available cost and site specific information which can help to refine the design concepts and cost modelling exercise. To help inform this stage of the work we have arranged a further meeting with Alliance Leisure, the consultant team and Leisure Services colleagues. We therefore expect to be able to update timescales at the September Area Board. With this in mind we envisage the next meeting of the working group to follow once the final draft report/outputs are available and can be discussed in consultation with Leisure Services. “

TABCWG, therefore, anticipates a further update during the meeting on 28/09/17

Colin Kay
September 2017

Notes from Leisure Update Meeting – 24th July 2017

Attendees: Lance Allan, Colin Kay, Martin Cooper, Kendrick Jackson, Cllr Bob Brice, Mary Cullen, Cllr Steve Oldrieve, Lisa Forsyth (Max Associates), Julia Goddard (Alliance Leisure), Tim Martienssen, Jubilee Lorne, Louise Woollen.

Apologies: David Baker, Cllr Graham Payne, Paul Cluett (Alliance Leisure)

1. Update on the East Wing site

- Outline Planning Application due for submission early August
- Includes block for health facility, leisure centre, other mixed uses (residential, retail and food and drink) to establish principles of development
- Period of 13 weeks for application to be determined

2. Project update (see presentation for detail)

Developing a Strategic Vision:

- Understanding strategic priorities through consultation with partners and stakeholders
- Aligning with Sport England facility development / investment approach
- Focusing on outcomes
- Looking beyond fitness facilities at ways to encourage physical activity

Identifying outcomes:

e.g. levels of obesity, activities outside of school, perception of opportunities for young people, anti-social behaviour, activities for older people

+ addressing mental health issues and dementia are also priorities identified in the Trowbridge JSA.

Current performance:

- Benchmarked against Sport England national data
- Support costs / Central costs (e.g. marketing) – performance shown as proportion of total costs
- Secondary spend / income per visit - not considered to be area for concern
- Sport England – greater interest in need / outcomes and response to this through facility mix, rather than historic performance of existing facility.

Meeting the demand:

- population growth forecast includes planning figures
- sources will be set out in the detailed report

Demand for indoor facilities:

- Swimming pools – no demand for another pool. West Wilts area already well served – some additional capacity required within existing pools.
- Some issues with quality of provision not quantity.
- Need business plan to inform economic decision on existing facility and provision of new facility.
- Merit to retaining current diving due to lack of facilities at regional level

- Latent demand for fitness c.3000 members.

- Introduce permanent physical activity installations that can promote use into the evening.
- Catering / café provision needs consideration of appropriate scale.

+ multi-purpose space could include Short Mat Bowls – check dimension of space

3. Feedback

Option to link buildings (health and leisure)

- Conceptually makes sense but will prove very difficult in practice.
- NHS will be first phase on the site, need to have space for future expansion and have specific operational requirements for the building.
- There will be opportunities to promote links within public realm and landscaping of site etc.

Anything that is currently not proposed to be re-provided from current mix?

- Existing pool needs to be considered
- Squash and Sports hall not provided - proposal to retain traditional sports practice space in school setting and have multi-purpose activity space in new facility.

Be flexible on options for the pool, current perception is that facility is not a 'public pool'

Pool may move to new site at a later date – therefore make provision in current plans for future incorporation

4. Actions and Next Steps

- Finish consultation and review behavioural insights work
- Develop design concepts based on feedback and consider site feasibility
- Capital and revenue cost modelling
 - Will consider ongoing costs of existing facilities (e.g. condition surveys)
- Arrive at net position for new facilities in Trowbridge – inform council decision making

Group requested sight of final (draft) report ahead of September Area Board (28th September)

Will need to be reviewed by Leisure services and timetable to be set in consultation with Louise Cary and team.

Information to be shared:

- Presentation, draft layout examples, floor area estimates, concept examples for activity space
- Draft report to be circulated to group ahead of next meeting

**DRAFT Minutes of Trowbridge Health and Wellbeing Group held on Wednesday 6th
September 2017 at Dorothy House, Trowbridge**

Present

Mary Cullen (WC CEM), Alan Docherty (Carer's Support Wilts), Stephany Bardzil (Alzheimer's Support), Cllr Deborah Halik (WC), Barbara Smith (WC Adult Social Care), Jane Milton (NHS, Bradford Rd Surgery), David Breese (Trowbridge Street Pastors), Sally Maynard-Smith (WC Health Trainer), Farzana Saker (Trowbridge Mosque), Sarah Ash (seAp NHS Advocacy Service), John Stanwix (seAp Advocacy for Veterans)

Apologies

Sue Chilton (OP Champion), Tom Ward (WC Public health), Chris Maple (Dementia Advisor, Alzheimer's Support), Rebecca Seymour, (Celebrating Age project co-ordinator), Stephen Dale (Dorothy House)

Minutes of last meeting -agreed

Matters arising- on agenda.

SeAp Advocacy Services

Sarah Ash introduced herself and SeAp Advocacy Services, SeAp have the contract for Independent Health Complaints Advocacy in Wiltshire, formerly delivered by Swan Advocacy service. They provide a variety of advocacy services for customers with issues concerning NHS services or treatment. The advocacy service is free and the aim is to resolve issues and prevent problems recurring. The service supports people in the short or longer term depending on need and vulnerability. Support is available with letter writing, liaison with the NHS complaints department and signposting to other services such as Cruse bereavement care

FS queried whether translation services were available to support speakers of other languages. There is a language translation service available, although it was acknowledged that further discussion between FS and SA would be useful to explore how the service can be promoted and made accessible to BAME communities. **ACTION SA/ FS**

It was agreed that the service would be promoted locally by members of the HWB group and on the OCM blogsite.

Action on Addiction-

No speaker present

Trowbridge Dementia Action Alliance update

At the last meeting CT from Alzheimer's Support reported that her current post was coming to an end and that the group needed to give some consideration as to how the dementia friendly work would be sustained in the area.

Over the last two years the following achievements had been made

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

Following discussion, it was agreed that-

- MC would continue to deliver monthly dementia friends sessions in the library at county hall
- MC and BS will set up a Dementia Champions meeting to find a small group to steer the work going forward.

ACTION: MC/BS

Celebrating Age Partnership project

MC provided an update on behalf of Rebecca Seymour who was on annual leave. Rebecca has spent that past two months developing links and networks in the local area. She has visited agencies such as Carers Support, adult social care, care homes, day centres etc., with a view to finding out more about the needs of older people in our area and the best approach to delivering the Celebrating Age arts project. From October, Rebecca will be starting the arts based activities with older people out in the community. She intends to take activities around the community area including small venues such as day centres, sheltered and residential care schemes. The project will tie in with the Saturday Social project to be launched this month by MC and SC, to help prevent social isolation of older people in our area.

Saturday Social Club

This is a new club to be piloted by MC and SC the Older Peoples Champion. The aim is to deliver a social club once a month on Saturdays, for older people facing social isolation.

SC has found volunteers to help run the club, a bus and driver and Tesco have offered use of their community room with free tea and coffee.

There will be a soft launch on Saturday 16th September to test out the venue and talk to older people about what they might want from the club.

The official launch will be towards the end of October to link in with the Celebrating Age project.

Unpaid carers survey

The unpaid carers survey is in its second draft and has been circulated to key partners for comment including Age Up, Healthwatch and Carers strategy team at Wiltshire Council. It has also been piloted by 4 carers.

Some minor amendments have been suggested and incorporated into the survey which is now nearing completion. Cllr DH suggested a further amendment which will also be considered.

MC sought views from the group on ideas for getting the survey out to older people over 50yrs old and crucially getting completed surveys back.

Ideas suggested, to be followed up, include, paper copies in GP surgeries with a box to put completed surveys in, paper copies in library with support to complete, paper copies in Community Hub, day centres, care homes, churches. Electronic copies to all partner agencies, town and parish Councils, elected members, residents' associations, social care teams, as well as promotion in newsletters and Twitter. All partners need to offer help to people to complete surveys if needed.

There will be a briefing session on completing the survey for volunteers from the BAME community and interested others- date to be advised.

It is anticipated that the survey will be launched on 6th October and run over a six-week period with a closing date of 17th November.

It was discussed and agreed that a prize draw would act as incentive and has already been budgeted for. M+S gift vouchers of £20 will be made available to the first 5 completed surveys drawn.

Support to sustain tenancies

BS introduced the item in relation to the Care Act 2014 which provides that if customers are at risk of losing their homes, the Local Authority will provide support to them to help sustain tenancies and help prevent homelessness.

The group was asked to liaise with Barbara if there were any concerns about anyone facing these issues, related to hoarding tendencies or other problems in keeping up with rent payments.

BS and team had met with housing associations to discuss individual cases previously, however these were already at a serious level, it was acknowledged that earlier knowledge of potential issues might have resolved matters without things moving towards eviction. It was agreed that a more strategic approach would be beneficial to agree ways of joint working going forward. BS to arrange a meeting with housing and other key partners.

ACTION BS

Updates from partners

Health Trainers

SMS gave an overview of the work of WC Health Trainers who work across Wiltshire helping people to make positive lifestyle changes, with 1-2-1 support over six sessions.

The work is focused on behavioural change to support people with stopping smoking, losing weight, improving levels of exercise. The work is client led and clients need to be motivated to make the changes for themselves.

There are 3-4 health trainers covering the Trowbridge area and the service is very well used.

Referrals can be made by agencies on behalf of clients or they can self-refer.

See leaflets for more information.

Carers Support- Carers Support provide a range of service to support unpaid carers in the community and have been instrumental in development of the carers survey.

Surgeries- JM reported that surgeries have now merged and that Bradford Rd medical centre will close on 22nd September. Staff and services will move to Trowbridge health centre on Seymour Rd. Widbrook will remain open as part of the merger. There will be a single number for contacting surgeries. Lovemead surgery will however remain separate. A key focus is on the needs of older people which fits well with the remit of the HWB group. Elderly care facilitators are now also in place.

Trowbridge Street Pastors

DB gave an overview of the work of Trowbridge Street pastors. There are 21 active street pastors mostly volunteers from local churches. They work on Saturday nights between 10pm and 3am, patrolling the town centre handing out lollipops, water and flipflops to support those under the influence of alcohol who may need assistance with getting home safely. They come across a variety of people in a variety of different situations and have even helped in suicidal cases. DB and team were commended for their work supporting the local community.

Wiltshire Mind

Cllr Halik reported that Wiltshire mind was the Mayors charity this year and that it was planned to run a mental health Awareness Day on May 5th in Trowbridge Park. This will be a family friendly event with a range of activities including fun dog show.

MC advised that Karen Spence at Wiltshire council provides Mental Health Awareness workshops which it might be possible to include in the day if this would be helpful.

MC to write to KS to ascertain whether this might be possible. **ACTION MC**

MC further advised that this project might be suitable for a grant application from the HWB group. **ACTION Cllr DH if appropriate.**

Grant applications received – None

Recommendations to area board- None

AOB – BS noted that there will be a local professionals meeting at Florence Court on 21st September at 2.30pm. This is an opportunity for health and social care professionals to share learning, network and work together more effectively.

Date next meeting – Jan 2018-to be advised.

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Report to	Trowbridge Area Board
Date of Meeting	28/09/2017
Title of Report	Community Area Grant funding

Provisional Figures	Area Board Grants Budget	H&WB Fund	LYN Fund	CATG
Opening balance 2017/18	£66,600.00	£7,700.00	£31,145.00	£24,566.00
Grant Applications Awarded to date	£41,092.86	£50.00	£23,764.00	-
Current Balance	£25,507.14	£7,690.00	£7,381.00	£17,508.60
Balance if all grants are agreed at this meeting	£18,157.14	£7,650.00	£2,381.00	£11,154.60

Purpose of the report:

To consider the applications for funding listed below.

Applicant	Amount requested
Applicant: North Bradley Peace Memorial Trust Project Title: North Bradley Peace Memorial Hall kitchen refurbishment View full application	£3,670.00
Applicant: Trowbridge Debt Advice Service Project Title: Trowbridge Debt Advice Service View full application	£3,100.00

<p>Applicant: HELP Counselling Services Project Title: Service provision for General Data Protection Regulation</p> <p>View full application</p>	<p>£580.00</p>
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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
2487	North Bradley Peace Memorial Trust	North Bradley Peace Memorial Hall re furnished kitchen	£3,670.00
<p>Project Description: The kitchen was installed over 20 years ago and is in constant use. All of the doors hinges kick boards are to be replaced the carcasses on the walls etc. will remain as previously installed. A new sink will be installed with work surfaces and also some new lighting. The existing flooring quarry tiles need replacing with non-slip surface as at times it is dangerously slippery.</p> <p>Input from Community Engagement Manager: The application meets the community grants criteria. The applicant is a not- for-profit community organisation, this is a Capital project and match funding is in place. The project is to refurbish the kitchen at the Peace Memorial Hall. The kitchen was installed over 20 years ago and is in constant use. It is now showing it's age due to constant wear and tear and needs refurbishment both to prolong it's life and also to bring it up to a more modern standard. The project will involve replacement of all the doors, hinges and kick boards whilst retaining the cupboard carcasses. A new sink will be installed along with new work surfaces. An upgrade to lighting is also included along with replacement of quarry tile flooring with a non-slip surface. The total project cost is £7,348.00 for which quotations have been received. The applicant has fundraised £3,678.00, leaving a shortfall of £3,670.00 which is the amount applied for to the area board. The parish Council has been approached for support with the project, outcome to be advised.</p>			
<p>Proposal That the Area Board determines the application.</p>			

Application ID	Applicant	Project Proposal	Requested
2496	Trowbridge Debt Advice Service	Trowbridge Debt Advice Service	£3,100.00
<p>Project Description: To provide a free Debt Counselling and budget advice service to all residents who reside in Trowbridge and surrounding area who are unable for various reasons to manage on their income and now face possible eviction, bailiffs or court orders.</p> <p>Input from Community Engagement Manager: The application meets the Community Grants criteria. The applicant is a not- for -profit community organisation and the application to the board is for Capital items. Trowbridge Debt Advice Service is a voluntary unincorporated association, a Christian based voluntary organisation set up to provide Debt and Budget counselling and advice to members of the public free of charge on a confidential</p>			

and unconditional basis. The organisation does not give investment advice or provide advice on any business activities.

The organisation is authorised and regulated by the Financial Conduct Authority for Debt counselling and adjusting. It is also registered with the Information Commissioner’s Office for data protection purposes and is affiliated to Community Money Advice (C.M.A.) and by its membership of that organisation Advice UK.

The project is to provide a debt advice service to the Trowbridge community, to assist residents struggling with debt issues and managing money. Funding from the area board is requested to assist with start-up costs including laptops, broadband and computer software, filing cabinets, phone and information leaflets. The total project cost, which includes rent and staff training is £7,700. The applicant has raised £4,600 from various churches in the community area, leaving a shortfall of £3,100 which is the amount applied for to the area board. The applicant did discuss the project with Town Council but had missed the application deadline for this financial year.

Proposal

That the Area Board determines the application.

Application ID	Applicant	Project Proposal	Requested
2508	HELP Counselling Services	Service provision for General Data Protection Regulation	£580.00

Project Description:

From 25 May 2018 all organisations businesses and public bodies who hold confidential data on their clients need to make sure that they are running adequate data recording procedures and have adequate security for both soft and hard information. We very much embrace the new act and it has provided us the opportunity to look at our processes and security. We recognise we should be doing more and it has highlighted areas where we must improve. Much of the improvements are resolved by having new policies to strengthen security transparency and accountability. However, some improvements will need to be purchased. We would appreciate any support you can provide.

Input from Community Engagement Manager:

The application meets the Community Grants criteria, the applicant is a not- for - profit community organisation, this is a Capital project and match funding is not a requirement for projects under £1,000.

HELP Counselling service is a charity providing free counselling to disadvantaged people in the Trowbridge area who are facing crisis and trauma in their life. HELP offers professional counselling sessions, helping people manage and move on from difficult situations in their life.

The people supported by HELP may be dealing with issues such as childhood or domestic abuse, long-term or life limiting illness, family dysfunction, relationship breakdown, bereavement and loss, or poor mental health.

Clients are often unable to access or afford counselling services elsewhere, they are often low waged, unemployed, elderly, lone parents or in poor physical health with long-term illnesses or disability.

The project is to upgrade data recording and security systems in preparation for the requirement from 25 May 2018 for all businesses and public bodies who hold confidential data to make sure that they are running adequate data recording procedures have adequate security for both soft and hard information. HELP has developed new policies and procedures in line with this however, further equipment is needed to ensure that this is carried out effectively.

This equipment required includes key safes, lockable filing cabinets, computer packages and other software and back up devices.

The total project cost is £580 for which quotations have been received. This is the amount applied for to the area board. (The Town Council provides some core funding for the applicant, so was not approached to support this project).

Proposal

That the Area Board determines the application.

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

Report Author:

Mary Cullen

Community Engagement Manager

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Report to Trowbridge Area Board
Date of meeting Thursday 28th September
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
British Moroccan Youth	£5000	The LYNMG are recommending that the Area Board do not fund this youth application.

1. Background

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

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

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

2. Main Considerations

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

3. Environmental & Community Implications

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

4. Financial Implications

Financial provision had been made to cover this expenditure.

5. Legal Implications

There are no specific legal implications related to this report.

6. Human Resources Implications

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

7. Equality and Inclusion Implications

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

8. Safeguarding Implications

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

9. Applications for consideration

Application ID	Applicant	Project Proposal	Requested
ID 484	British Moroccan Youth	Various activities	£ 5000
<p>Project description: The project is driven by the young people of Trowbridge and surrounding areas. They are looking at healthy social activities 1. Football 2. Basketball 3. Netball 4. Music and culture - workshops on Gnawa and Andalusian music performances. Young people will take part and organise community cultural activities for their friends families and general community to attend.</p>			
<p>Recommendation of the Local Youth Network Management Group The LYNMG are recommending that the Area Board do not fund this youth application. The LYNMG believe that the application and answer to the questions asked are vague and not concrete figures, the group also felt that instead of hiring sports coaches the group should get involved with the regular sports sessions already happening in and around Trowbridge. Furthermore, the group believe that their sustainability is vague they mention cultural activities where donations will be requested to make the project sustainable but don’t explain what this means and where the donations will be spent to ensure sustainability for future events. Also the applicant has not itemised any spends for these cultural activities on the expenditure spreadsheet? The LYNMG would be happy to support the application for the cultural activities if the applicant came back with a more robust application in the future but are strongly of the opinion that there are lots of sporting activities young people can get involved and this application is a duplication.</p>			

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

Report Author

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

Trowbridge Area Board 28 September 2017

Question

From: Cllr Ernie Clark – Hilperton Division

Question:

What progress is being made for the Trowbridge Area with regard to the Town and Country Planning (Brownfield Land Register) Regulations 2017 and the Town and Country Planning (Permission in Principle) Order 2017?

More specifically, what sites within the Trowbridge Area will be listed under part 2 of the register?

Response:

The Government requires the Council as local planning authority to publish a Brownfield Land Register by 31st December 2017 and thereafter review it annually. Unfortunately, the Government did not release the data standards that they require Councils to use in the compilation of the Register, and the Planning Practice Guidance on its preparation until July 28th 2017. The Department of Communities and Local Government has organised training sessions in August and officers will commence compilation of the register once the training has been under, in time for compilation of the Register by the end of the year.

At this stage, it is not envisaged that any sites will be listed in Part 2 of the Register in the first publication

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Community Engagement Update Mary Cullen, Community Engagement Manager

Strategic Focus

- HWB Group-Carers Survey to run 6th Oct - 17th Nov
- Saturday Social Club set up 16th Sept, to help prevent social isolation
- Supporting Cultural Age Partnership Project- arts and activities for older people
- Liaison with Edventure Frome re Trowbridge employment/skills/regeneration project
- Liaison with Community Development Foundation re 2018 Child Poverty project
- Trowbridge DAA- encouraging member sign up
- Reporting on JSA outcomes
- Community Asset mapping



Local Focus

- Attended Active Festival in Trowbridge Park 15th July, with health information stand for young people
- Supported College Estate Car Boot sale, Sat 12th August
- Supported Seymour Residents Association Community Fayre, Sat 19th August, attending meetings, leafleting estate, performing music on the day
- Supporting TCAF Hub project in the Shires, delivering weekly drop in sessions, dealing with customer enquiries
- Piloted Gadget Busters at county hall

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Local Focus

- Helped steward Trowbridge Country Fayre in the park, 2nd September
- Joined Carnival Committee
- Supported Multi Cultural Food Festival, 16th September
- Weekly support to Studley Green Day Centre
- Supporting and attending Apple Festival, 14th October
- Supporting Wiltshire CIL Make Someone Welcome campaign

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Other....



- Grants administration, appraisals, reports and evaluations
- Weekly electronic community newsletter
- Community issues administration
- CATG minutes and reports
- Running Dementia Friends sessions
- Support to elected members/area board

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Where everybody matters

WW1 Memorial Woodland proposals

- Only two expressions of interest received
- North Bradley Parish Council
- The Mead Academy Trust
- Any other expressions of interest in planting a WW1 Memorial Woodland, to CEM asap
- Required information outlined below
- Planting planned for Nov 2018
- Area Board/parishes to mark occasion as appropriate

Wiltshire Council
Where everybody matters

WW1 Memorial Woodland proposals



Bid information required...

- Location where trees will be planted plus map and photograph
- Size of the site
- Soil type – clay, sandy, silty, peaty, chalky and loamy
- Estimated number of trees to be planted
- Responsibility for ongoing maintenance and acre
- Proposed date to plant – November 2018
- Organisation/group contact details

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For further information contact

- Mary Cullen, Community Engagement Manager
- Tel 01225 718608
- Email mary.cullen@wiltshire.gov.uk



COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

	Item	Update	Actions and recommendations	Who
	Date of meeting: 6th September 2017			
1.	Attendees and apologies			
	Present:	Cllr Horace Prickett Chair (HP), Cllr Graham Payne, (GP), Cllr Ernie Clark, Hilperton (EC), Cllr Deborah Halik (DH), Cllr David Halik (DH), Cllr Peter Fuller (PF), Cllr Edward Kirk (EK), Cllr Stuart Palmen (SP), Kirsty Rose, Highways (KR), Mary Cullen, CEM (MC), Lance Allan, CEO TTC (LA), Pat Whyte, Highways (PW),		
	Apologies:	Cllr Steve Oldrieve, Spencer Drinkwater (Highways), Alessandro Trombetta (Wiltshire Police) Richard Covington (Parish Rep).		
2.	Notes of last meeting			
		The minutes of the previous meeting held were agreed at the Trowbridge Area Board meeting in June http://cms.wiltshire.gov.uk/ieListDocuments.aspx?CId=171&MIId=11185&Ver=4		
3.	Financial Position			
		The budget allocation at the start of this meeting for 2017/18 is £17,508.60.		

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

		MC noted that CATG funding for pavement improvements had now been confirmed as £9,212.29 for Trowbridge Community Area this financial year. A briefing note has been developed and circulated. Request for pavement improvements need to come through the community issues system. Parishes requesting improvements will need to make a contribution to costs.		
Page 64	4.	Top 5 Priority Schemes		
	a)	Lambrok Road-Wingfield Road, Trowbridge cycle scheme	Construction to begin 3 rd July 2017 for 10 weeks. Work is into the final phase but 2 weeks behind schedule	Area Board to note update. AB
	b)	Bratton Road, West Ashton – traffic calming	Detailed design plans have been prepared with additional soft engineering measures. These have been agreed with the parish council and will be delivered within the scheme budget. Construction programmed to start 16 th Oct for 2 weeks. Road closures are required.	Area board to note update. KR to update RC re lighting outside village hall. AB
	c)	The Grove Primary School, Trowbridge	Lining works started. Signs to go in this week. Still subject to 6 month experimental order. Concerns raised over school bins being placed on zig zag areas. KR has previously raised with school. Cllr DH will take up with school head on forthcoming visit.	KR to monitor and review order. Cllr DH to make representation to school regarding placing bins on zig zag areas. KR Cllr DH
	d)	Issue 4688 20mph signage, College Road, Trowbridge	Works package ready to issue. Implementation within 6-8 weeks.	To note update AB
5.	Other Priority schemes			

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

a)	Issue 4801 – No through sign request, junction of Marsh mead and Hill Street, Hilperton	To be in place by mid September	Area board to note update	KR
b)	Issue 4824 – Speeding Westbury Road/Woodmarsh, North Bradley	Cllr HP requested be considered as substantive bid scheme. Following wide ranging discussion it was agreed that the Drynham scheme be put forward as discussed previously and that background work to be done towards submission of this scheme as substantive bid next year. Cost will be 5k. NBPC to contribute 1/3 i.e. £1666	Recommendation to A/B to agree contribution of £3,354 for background work to substantive bid for Westbury Rd/Woodmarsh subject to NBPC contribution of £1,666.	AB NBPC
c)	Issue 4908 – Speeding, County Way, Trowbridge	£1,000 match Funding previously agreed by TTC. KR to progress.	Area Board to note update	KR AB
d)	Yeoman Way/Centenary Court, Trowbridge	Completion by mid September	AB to note update.	KR/AB
e)	The Croft, Trowbridge – damage to verges	TTC agreed 25% match funding for the scheme.	KR to task Ringway to carry out works.	KR
f)	20mph speed restriction assessment, Drynham Ward	The majority of the Drynham ward meets the criteria for a 20mph speed limit. KR has ascertained that there are no developer monies to go towards the scheme. Agreed a substantive bid should be prepared with a view to ascertaining if there are any s106 monies available from development on site of former WWDC offices.	KR to prepare substantive scheme bid and to ascertain whether s106 monies may be available to support the 20mph scheme in the ward. CATG recommendation to A/B to approve £3k CATG contribution to substantive bid subject to £1500 contribution from TTC	KR AB TTC

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

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6.	Issues			
b)	Issue 5166 Frome Road/Manor Road/Westfield Road. Trowbridge – various issues	Various issues raised regarding speeding traffic, obstructive parking, congestion and poor driving around school opening and closing. School does not have travel plan.	Cllr DH will visit school to encourage development of this. KR will ask Ruth Durrant from TAOSJ to get in touch	KR RD Cllr DH Wilts Police
e)	Issue 5261 Newhurst Park, Hilperton – verge marker posts	Funding secured via CATG and parish Council. Works package issued.	To note update	AB
f)	Issue 5272 – Shires Gateway/Asda roundabout – road marking layout	Complaints about road markings and congestion in this area. Results of traffic flow analysis will be back early in New Year. KR to establish whether illegal parking issues will form part of this. Issues raised also about traffic signal sequencing. KR will go back to traffic signals concerning this.	KR to report back to next CATG.	KR
g)	Issue 5300 County Way, Trowbridge – new footway from Ashton Street to The Halve	SC from sustainable transport has confirmed that there are plans for new cycle way provision in this area although there is no funding available for this in the current financial year. Meeting gave full support for this proposal to be progressed next financial year.	KR to advise SC that CATG supports proposal for new cycle way.	KR
h)	Issue 5303 – Longfield Roundabout new footway from Lamb car park to pedestrian crossing	Footway required in this area for safety of pedestrians and other users. There is a possibility that responsibility for this may be covered in the terms of the transfer of the carpark to the brewery.	KR to investigate.	KR

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

i)	Issue 5304 – Longfield Roundabout new footway from Longfield House to pedestrian crossing	Footway required in this area for safety of pedestrians and others.	To be investigated as part of crossing upgrade works.	KR
l)	Issue 5422 Elizabeth Way/Hilperton Road roundabout – concerns re vehicle speeds and layout	Hilperton PC agree there is an issue with speeding at Elizabeth Way/Hilperton roundabout.	KR will investigate further and report back to next CATG.	Cllr EC
	New Issues			
	Various issues Seymour RD health centre-concerns over obstructive parking	Temporary cones in place to prevent obstructive parking. Development control will be progressing waiting restrictions in this area asap.	KR to update next meeting	KR
	Issue 5589 The Halve-various issues raised re speeding traffic, need for pedestrian crossing, speed limits	MC has issued metrocount request form to residents. TTC agree there are issues in this location. KR to investigate issues and report back to next meeting	KR to investigate and report to next meeting.	KR
7.	Other items			

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

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a)	Wingfield Road and surrounding streets – parking study request	KR to put forward for Parking Review process through network management. Wider concerns raised re increased level of parking issues across the town. Discussed and agreed that area board should write to planning department re parking quotients and criteria to address the issue within future developments.	KR to put forward for parking Review Process. AB to write to planning department.	KR AB
c)	Dropped Kerbs	Discussion Postponed	To be put on the agenda for discussion at next CATG meeting.	KR
	Footpath Improvement funding	As discussed above. Some areas in Trowbridge have already been identified. These have been circulated to members. These could be extended or new areas identified. Members to put request through issues system	Area Board to note update.	
8.	Date of Next Meeting: 12th October 2017			

Trowbridge Community Area Transport Group

Report author- Mary Cullen, Community Engagement Manager

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

1. Environmental & Community Implications

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

2. Financial Implications

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

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

3. Legal Implications

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

4. HR Implications

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

5. Equality and Inclusion Implications

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

6. Safeguarding implications

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