

AGENDA

Meeting: Trowbridge Area Board
Place: The Cotswold Space - Wiltshire Council Offices, County Hall,
Trowbridge
Date: Thursday 13 September 2018
Time: 7.00 pm

Including the Parishes of Hilperton, North Bradley, Southwick and West Ashton

**The Area Board welcomes and invites contributions from members of the public.
The chairman will try to ensure that everyone who wishes to speak will have the
opportunity to do so.**

If you have any requirements that would make your attendance at the meeting easier,
please contact your Democratic Services Officer.

Refreshments and networking opportunity from 6:30pm .

Please direct any enquiries on this Agenda to Kieran Elliott committee@wiltshire.gov.uk,
direct line or email committee@wiltshire.gov.uk

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

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

Wiltshire Councillors

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

Recording and Broadcasting Information

Wiltshire Council may record this meeting for live and/or subsequent broadcast on the Council's website at <http://www.wiltshire.public-i.tv>. At the start of the meeting, the Chairman will confirm if all or part of the meeting is being recorded. The images and sound recordings may also be used for training purposes within the Council.

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

The meeting may also be recorded by the press or members of the public.

Any person or organisation choosing to film, record or broadcast any meeting of the Council, its Cabinet or committees is responsible for any claims or other liability resulting from them so doing and by choosing to film, record or broadcast proceedings they accept that they are required to indemnify the Council, its members and officers in relation to any such claims or liabilities.

Details of the Council's Guidance on the Recording and Webcasting of Meetings is available on request. Our privacy policy can be found [here](#)

Parking

To find car parks by area follow [this link](#). The three Wiltshire Council Hubs where most meetings will be held are as follows:

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

County Hall and Monkton Park have some limited visitor parking. Please note for meetings at County Hall you will need to log your car's registration details upon your arrival in reception using the tablet provided. If you may be attending a meeting for more than 2 hours, please provide your registration details to the Democratic Services Officer, who will arrange for your stay to be extended.

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

Items to be considered		Time						
1	<p>Apologies</p> <p>To receive any apologies for the meeting.</p>	7.00pm						
2	<p>Minutes (<i>Pages 7 - 18</i>)</p> <p>To approve the minutes of the meeting held on 19 July 2018.</p>							
3	<p>Declarations of Interest</p> <p>To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.</p>							
4	<p>Chairman's Announcements (<i>Pages 19 - 30</i>)</p> <p>To include the following:</p> <ul style="list-style-type: none"> i. Electoral Review ii. Localised Labour Market Intelligence iii. Animal Licensing iv. Annual Electoral Canvass v. Celebrating Age 							
5	<p>Partner Updates (<i>Pages 31 - 50</i>)</p> <p>To note any written reports and receive any updates from the following:</p> <ul style="list-style-type: none"> i. Wiltshire Police ii. Dorset and Wiltshire Fire and Rescue Service iii. Town and Parish Councils iv. Local Youth Network v. Trowbridge Wellbeing Centre Development Group vi. Safer and Supportive Communities Group vii. Health and Wellbeing Group 	7.10pm						
6	<p>Funding (<i>Pages 51 - 98</i>)</p> <table border="1" data-bbox="263 1601 1212 2027"> <thead> <tr> <th>Applicant</th> <th>Amount requested</th> </tr> </thead> <tbody> <tr> <td> Applicant: Trowbridge White Ensign Association Project Title: Trowbridge White Ensign - HMS Avon Vale Display View full application </td> <td>£685.00</td> </tr> <tr> <td> Applicant: Trowbridge Debt Advice Service Project Title: Trowbridge Debt Advice </td> <td>£2583.00</td> </tr> </tbody> </table>	Applicant	Amount requested	Applicant: Trowbridge White Ensign Association Project Title: Trowbridge White Ensign - HMS Avon Vale Display View full application	£685.00	Applicant: Trowbridge Debt Advice Service Project Title: Trowbridge Debt Advice	£2583.00	7.35pm
Applicant	Amount requested							
Applicant: Trowbridge White Ensign Association Project Title: Trowbridge White Ensign - HMS Avon Vale Display View full application	£685.00							
Applicant: Trowbridge Debt Advice Service Project Title: Trowbridge Debt Advice	£2583.00							

Service View full application	
Applicant: Friends of John of Gaunt School Project Title: Neighbourhood Watch Signage for The Halve and Local Area View full application	£180.00
Applicant: West Wilts Gymnastics and Fitness Project Title: West Wilts Gymnastics and Parkour Safety Pits View full application	£3000.00
Applicant: Trowbridge Town Football Club Project Title: Trowbridge Town FC Ground Improvements View full application	£4750.00
Applicant: The Mead Teaching School Project Title: Community Skills Support Project View full application	£4727.89

7 **Youth Funding** (Pages 99 - 106)

8.00pm

i) Organisation: Vulnerable Young People from Trowbridge Youth Adventure Programme Amount Requested: £3,000
Project title: 2018 Forest camps
Awarded under delegation – to note

ii) Organisation: Brighter Aspirations
Amount Requested: £3141.92
Project title: Sexual Health Training

The Community Engagement Manager will also make a presentation in relation to Youth Funding.

8 **Bowyers Site**

8.15pm

To receive any updates regarding the Bowyers Site development.

9	Community Area Transport Group (<i>Pages 107 - 116</i>)	8.25pm
	To receive the notes from the latest CATG meeting	
10	Urgent items	8.30pm
	Any other items of business which the Chairman agrees to consider as a matter of urgency.	

This page is intentionally left blank

MINUTES

Meeting: TROWBRIDGE AREA BOARD
Place: The Cotswold Space - County Hall, Trowbridge BA14 8JN
Date: 19 July 2018
Start Time: 7.00 pm
Finish Time: 8.30 pm

Please direct any enquiries on these minutes to:

Kieran Elliott committee@wiltshire.gov.uk, Tel: or (e-mail) committee@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 Horace Prickett (Vice-Chairman), Cllr Edward Kirk, Cllr Stewart Palmen,
 Cllr Steve Oldrieve, Cllr David Halik and Cllr Peter Fuller

Total in attendance: 21

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
19	<p><u>Apologies</u></p> <p>There were no apologies.</p>
20	<p><u>Minutes</u></p> <p>The minutes of the meeting held on 24 May 2018 were presented for consideration, and it was,</p> <p><u>Resolved:</u> To approve and sign the minutes as a true and correct record and signed by the Chairman.</p>
21	<p><u>Declarations of Interest</u></p>

	<p>Councillor Ernie Clark drew attention to his published register of interests in relation to items on this agenda.</p>
22	<p><u>Chairman's Announcements</u></p> <p>It was announced that a petition had been received, which was handed in by Councillor Edward Kirk, in relation to resurfacing St Thomas' Road.</p> <p>Attention was also drawn to the Wiltshire Council consultation in relation to special schools, with particular interest to the Area Board for Larkrise School, which was to conclude on 31 July 2018.</p>
23	<p><u>Visiting Cabinet Representative</u></p> <p>Councillor Jane Davies, Portfolio Holder for SEND and Safeguarding, was in attendance to discuss her work in assistance to the Cabinet Member for Children, Education and Skills, Councillor Laura Mayes.</p> <p>She outlined work that had taken place over the last few years with the special schools in Wiltshire, with a recognition that more spaces were needed, some in areas with sites that were already overcrowded. Agreements had been reached with three of the county's special schools, and a consultation was underway to discuss future arrangements regarding the other three, which included Larkrise.</p> <p>Councillor Davies explained that the Cabinet was to agree to borrow around £30million in order to properly finance any changes that were necessary to secure a solution for all the schools, which required a thorough process and detailed case. The schools and the parent and carers council had been spoken to, and the public consultation on potential options was the last phase before a decision could be reached.</p> <p>In response to queries it was stated the options for the remaining three school sites was to have a single site school, reduce to two schools, or keep all three schools open following some extension or rebuilding. It was also stated that if a single school option were chosen various sites in Trowbridge, Chippenham and other areas were being assessed, but no site had been identified at the present time.</p> <p>The Area Board discussed the presentation from the Portfolio Holder, noting the increased transport times that would likely occur if Larkrise were closed, and that this was a particular concern with many children with special needs. The Area Board also questioned the stated estimate on the minimal cost increase for transport that was provided and requested that full details be provided in the forthcoming Cabinet paper. It was also confirmed that depending on how many sites were to be operated, the nature of provision on offer at the schools would also be assessed, and that it was intended that full solutions would be provided from 2022.</p> <p>The Area Board thanked Councillor Davies for her attendance and requested</p>

	everyone contribute to the consultation.
24	<p><u>Partner Updates</u></p> <p>Updates from partners were received as follows:</p> <ul style="list-style-type: none"> <li data-bbox="363 454 1495 674"> <p>i. Wiltshire Police The written update was noted. James Williams was in attendance and drew attention to recent work regarding ‘county lines’ drug networks, anti-social behaviour, which had reduced following an operation in coordination with the Youth Offending Team, and questions were raised regarding boy racer incidents that had taken place.</p> <p>Queries were also made regarding enforcement on cars parked on junctions, and it was explained that this was not a criminal offence and therefore the police were not able to address this matter. The Board were advised to contact the council with any such concerns.</p> <li data-bbox="363 898 1495 1037"> <p>ii. Dorset and Wiltshire Fire and Rescue Service The written update was noted. Larsson Taylor was in attendance, and provided details on community engagement, fire cadet programme and local resourcing.</p> <li data-bbox="363 1081 1495 1220"> <p>iii. Trowbridge Community Area Future (TCAF) Colin Kay provided an update that a new coordinator was taking up post from September. It was agreed updates could be provided every other meeting.</p> <li data-bbox="363 1265 1495 1516"> <p>iv. Town and Parish Councils The written update from Trowbridge Town Council was noted. Attention was drawn to the recent decision of the Town Council to contribute further funds to the Town Hall Arts. Hilperton Parish Council reported that the response of the council to the Inspector for the neighbourhood plan had been made, and it was hoped that a referendum on the plan would take place in October 2018.</p> <li data-bbox="363 1561 1495 1664"> <p>v. Local Youth Network The LYN met last in May, but had discussed its budget and some future ideas by email.</p> <li data-bbox="363 1709 1495 1883"> <p>vi. Trowbridge Wellbeing Centre Development Group The group had still not been provided the consultant’s report on the proposals, and so had not yet met with the consultants. Contact would be made with Councillor John Thomson seeking access to the necessary information to move events forward.</p> <li data-bbox="363 1928 1495 1991"> <p>vii. Safer and Supportive Communities Group A meeting was being arranged for September.</p>

	<p>viii. Health and Wellbeing Group The written update was noted.</p>
25	<p><u>Funding</u></p> <p>The Area Board considered the grants as detailed in the agenda, and after discussion resolved the following:</p> <p><u>Resolved:</u></p> <p><u>Community Area Grants</u> Hilperton Village Hall – New Tables - £930.82 - Awarded 1st Hilperton Rainbows Storage Shed - £789-94 - Awarded</p> <p><u>Youth Grants</u> Trowbridge Arts – Music for young people BY young people - £3060.00 - Awarded</p> <p><u>Community Area Transport Group</u> Issue 6185 – Trowbridge Rugby Club – New Road markings - £350.00 subject to parish council contribution of £100.00 – Awarded</p> <p><u>Reason:</u> The applications met the grant criteria.</p>
26	<p><u>Bowyers Site</u></p> <p>It was announced that unfortunately matters had not progressed to the point that a representative of the owners of the site could make a presentation to the Area Board. The Chairman had been contacted stating that the owners of Innox Mills were close to exchanging with their development partner, and have requested a meeting with senior officers at Wiltshire council to discuss a new planning process.</p> <p>The Area Board would continue to seek further information between and at future meetings.</p>
27	<p><u>Wiltshire Walking Project and CEM Updates</u></p> <p>An update was provided by the Community Engagement Manager, as detailed in the presentation attached to the minutes. Details were provided on a new blog site, poetry project and social trip to Weston Super Mayor for some local elderly people.</p> <p>Particular attention was drawn to a piece of collaborative work with the Wiltshire History Centre, Wiltshire Ramblers, Public Health Wiltshire and the Open University regarding a mobile app to create local history walks in the community areas. £1000 was requested as a contribution to the project.</p>

	<p>The Area Board thanked the Community Engagement Manager for all the work she was undertaking in the community.</p> <p><u>Resolved:</u></p> <p>To award £1000 toward the Wiltshire Walking Project and note the updates from the Community Engagement Manager</p>
28	<p><u>West Ashton Road</u></p> <p>The Area Board discussed the recent road works, which had lasted longer than anticipated. There was some discussion as to whether it could have been single carriageway, and it was requested the Community Area Transport Group discuss the matter further.</p> <p><u>Resolved:</u></p> <p>To approve the CATG notes, with the West Ashton Road to be discussed at the next meeting</p>
29	<p><u>Urgent items</u></p> <p><u>Electoral Review</u></p> <p>The Area Board were informed that the additional submission to the Local Government Boundary Commission for England had now been made, and it was expected a decision would be made as to the future council size in late August. A public consultation on proposed division boundaries would then follow.</p>

This page is intentionally left blank



Community Engagement Update
Mary Cullen, Community Engagement
Manager

CEM update

Pages 8



- Savings targets and proposed restructure
- Supporting Celebrating Age Project- arts and activities for older people, poetry in library June, Trio Florence Court July, Sept event planned
- Saturday Social Club ongoing, trip to WSM for older people July 21st,
- Junior Good Citizen Project
- Big Pledge complete, Trowbridge 2nd place
- Fun in the Sun –will be supporting this year at Studley Green
- Recruitment of LAC
- New OCM site
- WW1 Tree Planting Project

New OCM site <https://ocm.wiltshire.gov.uk/trowbridge>

Our community matters **Trowbridge**

EVENING MENTAL HEALTH SUPPORT .. NEWS
18th July 2018, 12:32pm | by **Mary**
Are you struggling at work?
Are you in need of Mental Health support? At some point in our lives we are all likely to struggle and things may reach breaking point. At Wiltshire Mind we want to reach people at the earliest point to provide help and support. Wiltshire Mind, ...[more](#)

Wiltshire Council Get Active H...
18th July 2018, 9:57am | by **David**
With the summer holidays only a few weeks away, Wiltshire Council's Get Active holiday sport programme offers young people a huge range of opportunities to keep active this summer, with activities being delivered across 61 venues in the county. Sport Camps in athletics, basketball, ...[more](#)

mind | Wiltshire
for better mental health

Council
where everybody matters

Walking App Proposal

- The Community Engagement team, working in partnership with the Wiltshire History Centre, Public Health Wiltshire, Wiltshire Ramblers and the Open University, is seeking to develop a mobile phone application to enable local people to create their own healthy, local history walks in the Trowbridge area. The Application will be available to download on smartphones and it will list local walks and walking groups in the area..

Walking App deliverables

- Delivery of a mobile walking app – developed by Ramblers GB in collaboration with WC. Available free of charge to users.
- The inclusion of existing local walks
- The facility for users to create local walks
- A toolkit for use by local community groups
- Access to historical resources for groups creating history walks
- Promotion, marketing and support available to local groups and parish councils
- A funding bid has been made to the Heritage Lottery Fund to support the cost of developing the application and a contribution of £1000 is now sought from Trowbridge area board.

Councillor Briefing Note No. 366

Service: Legal and Democratic
Further Enquiries to: Maggie Mulhall
Date Prepared: 28 August 2018
Email: committee@wiltshire.gov.uk

Electoral Review of Wiltshire Council – Update Consultation on New Division Boundaries

Background

1. This briefing note is a follow up to [Briefing Note No. 337](#), and [Briefing Note No. 348](#).
2. As detailed in those notes the Local Government Boundary Commission for England (‘the Commission’) is undertaking an electoral review of Wiltshire Council. The review is to consider the total number of councillors on the council, and then the numbers and boundaries of electoral divisions within the council, for implementation at the next elections in May 2021. The decision on the number of councillors, and pattern of divisions, is taken by Parliament following the recommendation of the Commission.
3. Wiltshire Council made a submission for the preliminary phase of the review, regarding overall council size, in April 2018. That submission argued that the most appropriate council size moving forward would be 99, an increase of 1 from the current position. In particular, the fundamental role of community area boards was highlighted. The final version, as submitted to the Commission, can be found at [this link](#)
4. Briefing Note 348 had explained that the Commission was due to make its decision on council size by the end of April 2018, with a public consultation on the next phase, a pattern of division boundaries, to run from 1 May – 9 July 2018. Between 26 April 2018 and 7 June 2018 Area Boards received presentations and updates on how to respond to that consultation.
5. However, the Commission informed the council that it was not in a position to make a decision and proceed to the next stage, and sought additional information from the Council. That further information was sent to the Commission in July and can be found at [this link](#).
6. **The Council has now been informed by the Commission that after consideration of the submissions and further evidence it has received, it is minded to approve a council size of 98 councillors from May 2021.**
7. **This would mean an average elector to councillor ratio of 4291 per councillor, using projected figures for 2024 as required by the review.**

Next Phase

8. The next phase of the Electoral Review, which is officially the first stage of the formal review process, is for the Commission to seek representations on new electoral division boundaries for Wiltshire Council, based on the total number of councillors being proposed.
9. As part of this process there will be public consultation on the new division boundaries for the Council. This will be to allow the Council, other organisations and members of the public, to make representations and provide evidence on the most appropriate pattern of divisions moving forward. The Commission will use that evidence to assist in drawing up their draft recommendations for electoral divisions, on which they will consult early in 2019.
10. The Commission have created a consultation portal for the Wiltshire Council review on [their website](#), on which they will include all relevant materials and instructions for organisations and the public to construct a suitable submission. This will include detailed figures, provided by the Council, on the projected electorate for each polling district and parish within the council's area. This calculation includes projected population increases and predicted housing development.
- 11. Any submissions to the Commission will be required to seek to create divisions as close as possible to the figure of electors per division (not total population per division) identified by the Commission's 'minded to' decision as detailed in paragraph 7, whilst also seeking to reflect community identities and provision of convenient and effective local government. Local submissions from organisations and communities may justify a certain level of variance from the figure of 4291, but they will need to provide evidenced justification for any such variance.**
- 12. The consultation for the next phase will begin on 28 August 2018 and run until 5 November 2018. Any parties interested in making a submission on division boundary patterns should submit this directly to the Commission using their consultation portal.**

Wiltshire Council Submission

13. Although any interested parties should submit any representations directly to the Commission, the Committee would also welcome any views from organisations, communities or the public, as it prepares a submission on behalf of the Council. **Any representations to the council should be sent to committee@wiltshire.gov.uk in September 2018.**
14. The Council has also prepared a webpage at [this link](#) showing all the information it has provided for the Electoral Review. Other information is found on the [Wiltshire](#) page of the LGBCE site.

Additional Stages

15. From 5 February 2019 to 15 April 2019 the Commission will consult upon its draft recommendations on new divisions, published after consideration of the submissions provided in the preceding stage.
16. In July 2019 the final recommendations of the Commission will be published. At this stage they will no longer be able to be amended – a draft order will be prepared for laying in Parliament, where the recommendations will be accepted or rejected, but not amended.

17. Should the recommendations be accepted, they will then be implemented for elections in May 2021.

Summary

The Local Government Boundary Commission for England has decided up on a future council size for Wiltshire Council of 98.

A consultation on a pattern of electoral divisions for that council size will run from 28 August 2019 to 5 November 2019. Any person or organisation can access the consultation portal at [this link](#).

Any proposals must align as closely as possible to an electorate size of 4291 per division, reflect community identity, and provide convenient and effective local government.

Wiltshire Council will be making a submission on a pattern of divisions, and welcomes any representations from any person or organization to assist it in preparing that submission. Any representations should be sent to committee@wiltshire.gov.uk

This page is intentionally left blank

Chairman's Announcements

Subject:	Localised Labour Market Intelligence (LMI)
Web contact:	https://workwiltshire.co.uk/

The Employment and Skills service have produced labour market intelligence documents broken down by parliamentary constituencies which are now available to view on the [Work Wiltshire website](https://workwiltshire.co.uk/).

They have been published as easy-to-read, user-friendly documents; providing advice and tips about breaking into a range of industries. Each section has been produced as an infographic which can be used separately from the rest of the document.

The Local Market Intelligence documents offer inside knowledge on trends and facts on the job market so people can understand what types of employment opportunities are around and to help plan for the future.

They include sections on:

- Demographics - who is employed, what type of employment they have, what qualifications residents in the area have and average earnings
- Employment breakdown - industry sectors in your area
- Destinations – highlighting where Key Stage 4 and 5 pupils went after finishing their education
- Local businesses - links to interactive maps showing a selection of local businesses
- Employers in Wiltshire - how firms hire staff in the county
- Apprenticeships vacancies and opportunities
- Future jobs - employment and industry sector projections
- Definitions
- Comparison data

Also available on the website is a separate LMI series focusing in on priority industry sectors in the County, these include:

- Business and finance
- Construction
- Digital and creative
- Agriculture, environmental and animal care
- Health and life sciences
- Manufacturing and engineering

Laura Mayes, Wiltshire Council Cabinet Member for Children, Education and Skills, said: "These documents are a valuable resource, especially for newcomers to employment and training.

"They explain what industry sectors there are in your local area, what qualifications are needed to work in those industries, relevant apprenticeships,

Chairman's Announcements

how they recruit, examples of salaries, growth prospects, masses of information about Wiltshire employers, and where you can study.

"They are incredibly useful in giving young people and the wider public a better understanding of the labour market in their area."

Chairman's Announcements

Subject:	Animal Licensing
Web contact:	http://www.wiltshire.gov.uk/licences-permits-animal

A new licensing regime for Animal licensing is taking effect from 1 October 2018, with significant implications for Wiltshire Council's Licensing Team and new and existing licence holders

Links to the new regulations and DEFRA guidance documents are available on Wiltshire Council's website

<http://www.wiltshire.gov.uk/licences-permits-animal>

Below is a brief summary of the implications of the new regulations:

The Animal Welfare (Licensing of Activities Involving Animals)(England) Regulations 2018 define the animal based activities that require licences as follows:

- Selling animals as pets (or with a view to their being later resold as pets) in the course of a business including keeping animals in the course of a business with a view to their being so sold or resold.
- Providing or arranging for the provision of accommodation for other people's cats or dogs in the course of a business on any premises where the provision of that accommodation is a purpose of the business. (This includes home boarding)
- Hiring out horses in the course of a business for either riding, instruction in riding, or both.
- Breeding three or more litters of puppies in any 12-month period; or breeding dogs and advertising a business of selling dogs.
- Keeping or training animals for exhibition in the course of a business for educational or entertainment purposes, either to any audience attending in person, or by the recording of visual images of them by any form of technology, or both.

All four existing types of licence, together with the additional activity of keeping and training animals for exhibition, will be encompassed by one new 'Animal Activity licence'. If an applicant is running more than one licensable animal related activity, each activity will be assessed separately and set out in one licence. The length of licence (previously one year in most cases) may be anything between one and three years dependent on the outcome of their inspection, and the type of licence

Local Authorities current arrangements include locally set conditions. The new provisions contain nationally set regulations for each animal based activity, which cannot be changed in any way and form the basis for conditions on the new licences going forward.

The fees are now to be split into two parts – the application fee, payable at the time of submission to cover the Council's costs in considering and determining the application, and the licence fee, which covers ongoing enforcement and compliance requirements. Ahead of the implementation date, revised fees will be set to accommodate the changes.

Chairman's Announcements

Wiltshire currently has 269 licensed animal licensed premises and most licences under the existing legislation with the majority of licences expiring on 31st December 2018.

The Licensing Team are planning to hold information seminars for new applicants and existing licence holders early in October 2018.

Please direct any questions on the new regulations to
Publicprotectionnorth@wiltshire.gov.uk / or 01249 706555

Chairman's Announcements

Subject:	Council urges electronic answer to electoral roll inquiries
Web contact:	http://www.wiltshire.gov.uk/elections-register-to-vote

Between August and November 2018, we will be sending out around 220,000 Household Enquiry Form (HEF) one to every residential property in Wiltshire. This form is used to collect information to ensure anyone who is eligible to register at the property is actually registered.

It is a legal requirement to provide the information requested to ensure it is still current and accurate.

It is important that you respond to this form to avoid reminders being sent.

The quick and easy way to respond to your form

Using the security codes printed at the top of your Household Enquiry Form

- Online at: www.householdresponse.com/wiltshire
- Telephone: (Freephone) 0800 197 9871
- Text: NOCHANGE to 80212

If you add anyone to the form they will still need to register individually by going on **www.gov.uk/register-to-vote**. They will need to provide their date of birth and national insurance number to complete their registration.

If you are unable to use the automated options, you can complete and return the form in the envelope provided.

For more information on electoral registration and voting, visit <http://www.wiltshire.gov.uk/elections-register-to-vote>

Electoral Services
Wiltshire Council

This page is intentionally left blank



Afternoon tea and dancing with Raggle Taggle: gypsy folk band

Come and join us for an afternoon of music, dancing, tea, cake & friendship, with the fabulous Raggle Taggle; local gypsy folk band.



Where: Studley Green Community Centre, Lambrok Rd, Trowbridge, BA14 9HA

When: Wed 12 Sept 2.00—4.00pm

Free event, but please book by calling Rebecca: 07955 249288

Celebrating Age: bringing live music, theatre, dance & art to your local community



Supported using public funding by
ARTS COUNCIL ENGLAND



Page 29



This page is intentionally left blank



Trowbridge Area Board Report

September 2018

Hello and welcome to this month's Community policing report.

Modern Slavery

Modern Slavery is the recruitment, movement, harbouring or receiving of children, women and men through the use of force, coercion, deception, and abuse of vulnerability or other means for the purpose of exploitation.

Modern Slavery can take many different forms.

Labour Exploitation

Vulnerable victims are exploited for labour and are forced to work against their will under the threat of some form of punishment often in isolated locations. Victims can live on offenders' property and are often subjected to repeated abuse and are very rarely paid.

Victims can work directly for the offenders in businesses or sites that they own or control, or work for others and have their wages 'taxed' for living expenses by the offender.

The main method of exploitation is not paying or illegally underpaying victims. It can be very difficult for victims to leave, for example because of threats, the perpetrator holding their passport or using a position of power over the victim.

Sexual Exploitation

Victims can be forced, or appear willing, to work in the sex industry in a variety of locations. Sexual Exploitation often involves the use of the internet and can involve both adults and children.

Victims may be brought to the UK on the promise of legitimate employment, or moved around the UK to be sexually exploited. Victims are typically female, but can also be male.

Forced sex work can occur in fixed or changing locations. Fixed location is where victims are trafficked and exploited in established locations set up specifically for sex work. This can include brothels or rooms in legitimate business premises (e.g. a massage parlour).

Forced sex work in changing locations is where victims are forced into sex work where the location of exploitation frequently changes. Locations include streets, clients' residence, hotels or 'pop-up' brothels in short-term rented property. Victims are frequently advertised online.

Victims can be trafficked to residential sites controlled by offenders and sexually exploited for the offenders' own gratification. Some victims may be confined to the site for a long period of time.

Child sexual exploitation (CSE) can be by an individual or group of offenders. CSE carried out by a group of offenders is usually for personal gratification, but sometimes the exploitation involved forced sex work in a fixed or changing locations. Offenders frequently transport victims to different locations to abuse them.

CSE carried out by a single exploiter often involves the grooming of children and transporting them for the purposes of sexual exploitation with the offending carried out by one individual.

Forced Criminality

Forced Criminality is where victims are forced or coerced into criminal activities for someone else's gain. For example victims could be coerced into begging, shoplifting, benefit fraud, drug cultivation or forced marriage.

A growing phenomenon is the use of children and young people to transport drugs and money between cities and rural areas on behalf of crime gangs, known as county lines.

Domestic Servitude

Victims are forced to carry out household tasks and their movements are often restricted. Victims can be exploited by their own partner and forced to undertake household chores for their partner and often their partner's relatives. If married, the marriage may have been arranged or forced and the servitude sadly often occurs alongside domestic abuse and sexual exploitation.

Victims can also be exploited by their own relatives and exploited for household chores and childcare by family members, usually extended family. Many victims are children.

Some case see victims exploited by people they are not related to. Victims live with offenders who are often strangers and forced to undertake household chores are mostly confined to the house.

It is very difficult for them to leave, for example because of threats, the perpetrator holding their passport, or using a position of power over the victim.

Signs of exploitation

There are many potential signs of exploitation – it's really important to be aware of what these are and to report any concerns you may have. Here are some examples :

- Their appearance may offer clues; they might have physical signs of abuse such as bruising or cuts
- They might be unkempt, have poor personal hygiene and appear to wear the same (often dirty or damaged clothes) everyday

- They may have unsuitable or no protective equipment for the job they are doing or may appear to lack skills or training in the job they are doing
- They may be chaperoned or accompanied everywhere they go or appear to have someone speaking on their behalf
- They may be disorientated and not know where they are. They may also get picked up from and dropped off at a location several times a day
- They may appear malnourished or dehydrated
- They may appear withdrawn
- They may have no access to money or might have someone controlling their money for them
- Their passport may be being held by someone else
- They may appear fearful, anxious or withdrawn and may avoid eye contact
- They may appear exhausted

Reporting Modern Slavery

Information from the public is vital in the fight against modern slavery. Together as a community we can eradicate slavery and trafficking in Wiltshire, and reduce the exploitation of vulnerable people.

To report concerns call us on 101. If you or someone else is in immediate danger call 999 straight away.

You can also report anonymously via :

- The National Modern Slavery Helpline on 08000 121 700
 - Or Crimestoppes on 0800 555 111

CRIME EXCEPTIONS DATA

These figures are based on an evaluation of data, over a two year rolling period. Using this data we can predict what figure is the average that should be reported in a specific month, and what are the higher and lower parameters that we may expect. Figures outside of these parameters are classed as 'Crime Exceptions'.

Trowbridge Town Centre – ET11

August showed 86 crimes for this beat area, against the average of 86.5 for this same month over the last two years. The largest four crime groups that accounted for 85% of ET11 crime are as follows:

Violence against the person showed 27 reported crimes, compared to an average of 29 offences.

Theft showed 23 reported crimes, compared to an average of 22.7 offences.

Criminal Damage showed 14 reported crimes, compared to an average of 9.3 offences.

Public Order showed 9 reported crimes, compared to an average of 6.5 offences.

Adcroft and Paxcroft – ET12

August showed 55 crimes for this beat area, against the average of 60.3 for this same month over the last two years. The largest four crime groups that accounted for 95% of ET12 crime are as follows:

- Theft showed 21 reported crimes, compared to an average of 15.2 offences.
- Violence against the person showed 17 reported crimes, compared to an average of 18.2 offences.
- Criminal Damage showed 7 reported crimes, compared to an average of 7.9 offences.
- Burglary showed 7 reported crimes, compared to an average of 7 offences.

Trowbridge Park and Longfield – ET13

August showed 68 crimes for this beat area, against the average of 48 for this same month over the last two years. The largest four crime groups that accounted for 79% of ET13 crime are as follows:

Theft showed 30 reported crimes, compared to an average of 16.2 offences. This crime type is showing as an exception for ET13 for August. When broken down further, twenty of these offences are theft by shopliftings.

- Violence against the person showed 11 reported crimes, compared to an average of 14.2 offences.
- Public Order showed 7 reported crimes, compared to an average of 2.8 offences.
- Criminal Damage showed 6 reported crimes, compared to an average of 5 offences.

Drynham and College – ET14

August showed 40 crimes for this beat area, against the average of 38.2 for this same month over the last two years. The largest four crime groups that accounted for 88% of ET14 crime are as follows:

- Violence against the person showed 15 reported crimes, compared to an average of 12.7 offences.
- Theft showed 12 reported crimes, compared to an average of 9.2 offences.
- Criminal Damage showed 5 reported crimes, compared to an average of 5.1 offences.
- Burglary showed 3 reported crimes, compared to an average of 3.3 offences.

Studley and Broadmead – ET15

August showed 21 crimes for this beat area, against the average of 23.5 for this same month over the last two years. The largest three crime groups that accounted for 81% of ET15 crime are as follows:

- Violence against the person showed 9 reported crimes, compared to an average of 10.4 offences.
- Criminal Damage showed 5 reported crimes, compared to an average of 4.5 offences.
- Theft showed 3 reported crimes, compared to an average of 2.3 offences.

Trowbridge Rural – ET16

August showed 28 crimes for this beat area, against the average of 35.1 for this same month over the last two years. The largest four crime groups that accounted for 81% of ET15 crime are as follows:

- Theft showed 8 reported crimes, compared to an average of 4.8 offences.
- Violence against the person showed 7 reported crimes, compared to an average of 12.6 offences.
- Burglary showed 5 reported crimes, compared to an average of 5.1 offences.
- Public Order showed 2 reported crimes, compared to an average of 2.1 offences.

CHARGES TO NOTE

On the 2nd August a Trowbridge Police Officer was assaulted, when a male punched him to the face. Kyle TREDREA, 21 year old male from an address in Trowbridge was charged with a public order offence and Assaulting a police officer. He appeared before court on the 24th August where he given a community order and ordered to pay compensation.

On the 6th August, damage was caused to furniture at County Hall, Bythesea Road. Ben HALFORD, 33 year old male of No Fixed Abode was charged with Criminal Damage and Theft from a shop. He has been bailed to appear before Salisbury Magistrates Court on the 14th September 2018.

In the early hours of the 11th August, officers stopped and searched a male Mill Street. He was found to be in possession of Class A Drugs. Matthew DUNN, a 27 year old male from Melksham was arrested and charged with Possessing a controlled drug. He appeared before Magistrates Court on the 31st August where he received a fine.

On the 13th August, a theft occurred at JD Sports, The Shires. Zoe BELL, 29 year old female, Debra DUNN, 38 year old female and Christopher FORD, 25 year old male, all from the Trowbridge area were arrested and charged with Theft.

Following a stop search on the 13th August, a 23 year old male from Trowbridge received a Cannabis Street Caution, having been found in possession of a small amount of Cannabis.

A 55 year old male received an Adult Caution relating to a theft from Marks and Spencers.

Jason SHANLEY, 44 year old male of No Fixed Abode was charged with a theft from Marks and Spencers. He has been bailed to appear before Salisbury Magistrates Court on the 21st September.

Simon PARKER, 33 year old male of No Fixed Abode was charged with four offences of theft from Tesco. He was remanded to appear before Magistrates Court on the 21st August, where he was sentenced to 18 weeks imprisonment.

A 21 year old female from the Melksham area received an Adult Caution for theft from a shop that occurred on the 23rd August at JD Sport, The Shires.

A 16 year old and a 14 year old male have been charged with offences under the Forgery and Counterfeiting Act, having been found trying to pass counterfeit notes at stores within Trowbridge.

There were a further 6 charges relating to domestic incidents, as such specific information will not be provided.

COMMUNITY POLICING PRIORITIES WITHIN YOUR AREA

WEEKLY TASKING MEETING

Inspector Andy FEE chairs a weekly internal “tasking meeting” where emerging community issues and concerns are raised and discussed for the whole West Wiltshire CPT area. From this meeting, priorities and actions are set and a tasking document produced. This involves developing strategies and the targeting of resources (including partner agencies) into tackling the issue or concern.

Dwelling Burglaries - The beginning of August saw a couple of Dwelling Burglaries (to homes) reported, whereby entry had been gained to properties via insecure doors, and car keys were stolen, which were subsequently used to steal the cars. As a result, the West Wiltshire Community Policing Team were asked to conduct patrols in three areas of Trowbridge. 23 patrols were recorded as having been conducted, and we are pleased to provide the following update :

A 17 year old male has been charged with 2 x Burglary and Taking a motor vehicle without consent. He has been remanded into custody awaiting trial.

Op Albatross – This operation has focussed on preventing and dealing with antisocial behaviour (ASB) throughout the West Wiltshire Policing area. 32 recorded patrols have been conducted within the Trowbridge area, with many more being recorded for Melksham, Bradford on Avon, Westbury and Warminster.

The Youth Offending Team (YOT) continue to work closely with young people who have been identified as being involved in ASB.

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

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

Sector Inspector – Inspector James Williams – james.williams@wiltshire.pnn.police.uk

Sector Deputy – Sergeant Jeff Rice – jeff.rice@wiltshire.pnn.police.uk

Community Coordinator – Pc Charly Chilton – charlotte.chilton@wiltshire.pnn.police.uk

Trowbridge Area Board Report – 13th September 2018.

Automatic fire alarms



Responding to automatic fire alarm (AFA) activations that subsequently turn out to be unwanted fire signals has been identified as a major draw on our resources, resulting in an inappropriate use of emergency crews and equipment.

Such activations cause resources to be diverted away from other, more important, activities, making them potentially unavailable to respond to genuine emergency calls.

Unwanted fire signals have a major impact on the Service and cause concern, as they:

- Render fire crews unavailable, creating the possibility of delayed attendance to genuine emergency calls.
- Create unnecessary risk to fire crews and members of the public when fire appliances respond under emergency conditions.
- Are disruptive to planned work, particularly training and community fire safety activities.
- Can cause a false expectation amongst personnel, especially those attending high numbers of false alarms.
- Impose significant financial burdens on the Service.
- Have a negative impact on employers who release on-call firefighters working the retained duty system.
- Cause problems for the occupiers of affected premises through lost production and general disruption to business continuity.
- Cause complacency among employees, reducing the effectiveness of automatic fire alarms by delaying the initiation of emergency procedures.
- Indicate other failings may exist within the premises' fire safety management.

A properly designed and maintained automatic fire detection system provides early warning of fire. However, a badly designed or poorly maintained system can become a potential hazard due to inappropriate or unwanted activations.

Management procedures should be set in place as part of an emergency plan. Suitably trained personnel should investigate the cause of the alarm activation before calling the fire

and rescue service (with the notable exception of residential care providers who should not allow these procedures to cause undue delay in calling 999).

Chinese lanterns



Chinese lanterns (also known as wish, sky or flying lanterns) have origins that go back thousands of years, and they have become increasingly popular as a way of celebrating weddings, birthdays, anniversaries or other special events.

However, there is a high risk of fire from using such lanterns, either through incorrect handling, unspent fuel cells or unexpected flight patterns.

The lanterns are generally made from paper, supported by a wire or card frame that incorporates a holder at the bottom for a solid fuel cell. The paper outer may or may not be fire retardant. Flying times suggested by manufacturers vary from 6-8 minutes and up to 20 minutes, with achievable heights claimed to be up to one mile.

Whilst lighting and launch are largely in the control of the user, the actual flight path and ultimate destination are generally not. There is also no guarantee that the fuel cell will be fully extinguished and cooled when the lantern eventually descends, and any subsequent contact with a combustible surface could result in a fire developing.

It is best to avoid using Chinese lanterns if you are near:

- Areas with standing crops.
- Buildings with thatched roofs.
- Areas of dense woodland.
- Areas of heath or bracken, especially in dry conditions.

Top tips

- Lanterns should be used by responsible adults only.
- Adults should not be under the influence of alcohol or any substance that could affect their level of responsibility.
- When launching the lanterns, make sure you have a water supply to hand in case something goes wrong.
- Keep the launch area clear of combustible materials.
- Don't try and launch damaged lanterns – and be aware that writing messages on the paper can cause damage.

- Don't smoke whilst handling lanterns.
- Ensure that there is sufficient clearance for the lanterns to avoid obstacles such as trees, power lines or buildings.
- Avoid launching lanterns near roads, especially major roads or motorways, as they can be off-putting to drivers.
- Don't try and launch lanterns if it is windy, and be sure of the wind direction as this will affect the flight path.

Fireworks



Fireworks are safe if you use them properly. 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.

Download further information on [giving your own firework display](#) or for display organisers and operators [working together on a firework display](#).

Did you know?

- It is against the law to carry fireworks in public if you're under 18.
- Fireworks must not be sold to anyone who is under 18.
- It is an offence to let off fireworks during night hours (11pm to 7am), except on Bonfire Night (midnight), Diwali, New Year, and Chinese New Year (1am).
- It is an offence under the Explosives Act 1875 to tamper with or modify fireworks.
- Sparklers can reach temperatures more than 15 times as hot as boiling water!

After the event

- Never put fireworks, even those which are fully spent, on the bonfire.
- Never dispose of fireworks by burying them.
- Safely dispose of fully spent fireworks.
- Soak misfired or partly spent fireworks in a container of water in an area where they cannot be tampered with (preferably away from the display site) and contact the manufacturer or supplier for advice on disposal.

We have the following guide available to download:

- [Bonfire and firework safety](#)

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; 01/07/18 – 29/08/18.

DWFRS have responded to 93 incidents in the Trowbridge area between the dates above.

Trowbridge Fire Station Responded to a total of 143 incidents County wide in the mentioned time period. Details are listed in the table below.

Category	Incidents in Trowbridge	Off of Station Ground incidents	Total
False Alarm	43	21	64
Fire	15	16	31
Special Service	24	24	48
Total	82	61	143
1st Pump Availability	100%		
2nd Pump Availability	70.4%		

Recent Notable Incidents

The Service has been busy throughout this reporting period. The extended period of hot weather resulted in a large number of open space fires. These are resource intensive, take a long time to extinguish and can be extremely challenging. Trowbridge crews attended many of these across the Service.

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 2018-2022 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/>

Andy Green

Station Manager, Wiltshire West. Trowbridge, Bradford, Melksham & Devizes.

Email: andy.green@dwfire.org.uk

Tel: 07734 483886/01722 691247

www.dwfire.org.uk

This page is intentionally left blank

Town Clerk's Report to Policy & Resources Committee 4th September 2018

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

POLICY

1.1 Community Governance Review (CGR) – The Town Council Strategy says;

Trowbridge Town Council will continue the campaign to ensure that Trowbridge can have A TOWN COUNCIL FOR ALL OF THE TOWN, including all the built up urban areas which are not connected to their respective villages and if necessary will seek a further Community Governance Review when Ashton Park urban extension is being built-out or if other areas of development take place on the edges of the current town boundary, but recognises that this is unlikely to take effect before 2025.

When it concluded the review in 2016 Wiltshire Council indicated that it would reconsider areas once development had taken place. When the new Wiltshire Council divisions are established in 2021 the town council may request a Community Governance Review to include areas into which the town has grown.

1.2 Review of Wiltshire Council Electoral Divisions – The Local Government Boundary Committee for England (LGBCE) is reviewing the electoral arrangements for Wiltshire Council. The LGBCE is minded to conclude that Wiltshire Council should retain 98 councillors, as present. The initial consultation commenced on 28th August and ends on 5th November. The consultation on the draft warding proposals will be ongoing when the March meeting of the Policy & Resources Committee is held. It has also been confirmed that for wards which are expected to grow significantly in the period 2016 to 2024 then the 2024 electorate figures should dictate the necessary electorate within the required 10% above or below the council average. Whichever ward includes North Bradley and West Ashton will grow significantly and warding arrangements around Trowbridge will need to accommodate this. It is anticipated that Trowbridge will retain seven wards, but there may be some pressures for parts of town to be included with neighbouring parishes. The Town Clerk will assess the parish electorate forecasts and present a potential solution to the Full Council on 18th September 2018 so that the council can formulate and agree a response to the initial consultation.

1.3 Policies – (AGENDA ITEM 14) - The Data Protection Policy was approved at Full Council on 15th May and our Privacy Notices were published.

The following are presented for approval in September:

- a) Redundancy Policy
- b) Home Working Policy
- c) Vehicle Policy
- d) Equal Opportunities Policy Part B Disclosure & Barring Services Checking Policy & Procedure

2. RESOURCES – Delegated to the Head of Service: Resources & Venues, Juliet Weimar.

2.1 Financial Resources

2.1.1 Accounts (AGENDA ITEM 12) - The Council produces quarterly accounts (April-June, July-Sept, Oct-Dec & Jan-March), reported to each spending committee and collectively to the Policy & Resources Committee. The first quarter accounts for 2018/19 are presented to this committee for consideration.

Policy & Resources 1st Quarter Accounts (April '18 – June '18)

	Actual £'000	Budget £'000	Variance £'000
Gross Expenditure	111	111	0
Income	25	15	10
Net Expenditure	86	96	10

The excess income for the first quarter relates to additional Community Infrastructure Levy receipts in the April payment.

2.1.2 Risk & Audit Panel (IAGENDA ITEM 10) – The Panel met on 28th August, unfortunately the meeting was once again inquorate. The agenda items for that meeting are therefore brought to the Policy & Resources Committee for consideration. (copies attached). The committee will also be asked to increase the membership of the Panel to seek to avoid issues in future.

Insurance - Our annual insurance policy has been renewed with effect from 1st September 2018. Our broker is WPS Brokers and Risk Services, we currently have another 2 years in contract with them which also means another 2 years with Aviva. If we remain with WPS in year 3 then the new council guard insurer is Royal Sun Alliance. The annual premium is expected to remain close to the total last year, there have been some changes made to this year's policy. Annually we need to update our total income, precept total, cash-handlings and staff totals which all have some impact on the premium. The main topic for conversation this year is the employment of a groundsman who is classed as a Manual worker and not mainly clerical. This often adds a premium or additional excess to the policy.

Risk Management - We have previously used LCRS (Local Council Risk System) which is a generalised risk scoring system provided at a relatively small cost per year. The historical problem with this system is that it's very generalised and it's without doubt just a tick-box exercise. We are using Richards Riley's Excel and Macro skills to create our own system which links with our own asset register. It's likely to take some time to get right but there will then be a system that actually suits our own requirements, by doing it in-house we are only using our officer time and not committing any other budget. We aim to start looking into this in October for completion in the New Year.

2.1.3 Grants – The Council adopts a Grants Policy annually, including consideration of previously approved and new Core Grants applications. A small number of grants were deferred in June and are re-presented to the committee in September. Additionally, the council has provided a grant for WAFVC to organise a two-day event for Armed Forces Day in Trowbridge Park. Given the Wiltshire Council position regarding the 2019 event, it is appropriate for the council to consider the position for 2019 at an early stage. The National Event is being held in Salisbury on Saturday 29th June. Wiltshire Council have offered to provide £25,000 to WAFVC if they move the Trowbridge event to the 22nd & 23rd June, giving a week-long event across Wiltshire with other events in the military bases during the week.

Wiltshire Armed Forces & Veterans (AGENDA ITEM 7)

RECOMMENDATION: That Trowbridge Town Council offer a grant to WAFVC to organise a weekend event in Trowbridge Park on Saturday 22nd and Sunday 23rd June 2019 to supplement the significant funding offered by Wiltshire Council (£25,000) for WAFVC to run an event on this weekend, as part of the celebrations across Wiltshire, culminating in the National Armed Forces Day event in Salisbury on Saturday 29th June 2019. And that if WAFVC decide not to hold their event in Trowbridge on 22nd and 23rd June then no grant will be made available by either Wiltshire Council or Trowbridge Town Council for 2019.

2.1.4 Interim Internal Audit Report 2018-2019 (copy attached)

We are in receipt of the First Interim Internal Audit Report carried out by our new internal auditor Alistair Morrison, AM Financial Services Ltd.

2.2 Human Resources

2.2.1 Leavers

- Jake Redsull, Civic Centre Supervisor left on 31st July.
- Craig Rose left on 24th August 2018.

2.2.2 Starters:

- Jason Henley, starting on 1st September as a 30 hour Sports Coach
- Jack Miller, starting on 1st September as a 30 hour Sports Coach
- Oliver Castleman, starting on 1st September as a 37 hour Civic Centre Supervisor
- Devon Oldknow, starting on 1st September as Civic Centre Supervisor.

2.2.3 Job Changes:

- Chelsey Murden, 30hr Sports Coach, following completion of her apprenticeship on 1st July
- Sammie Dicks 30 hr Sports Coach, on 1st September following completion of her apprenticeship
- Chloe Johnson 25 hr Sports Coach on 1st September
- Mandi Edwards 15 hour fixed term contract Community Play Worker 1st Sept – 31st July 2019

2.2.4 Ongoing recruitment: There are no current vacancies

3. SERVICES

Heads of Services make detailed reports to their respective committees which are published the week before the committee meeting. Trish Carpenter is the Council Secretary responsible for administering these committees.

3.1 CULTURAL & NEIGHBOURHOOD SERVICES – Delegated to Head of Service: Cultural and Neighbourhoods, Clare Lyall

Full updates will be available in the reports to committees which both meet on 25th September 2018.

3.1.1 MUSEUM – The award-winning museum located in the Shires Shopping Centre tells the story of west of England woollen cloth manufacturing and its influence on the town. We work closely with The Friends of Trowbridge Museum and in partnership with other cultural organisations including Town Hall Arts and Drawing Projects at Bridge House to develop cultural aspects of the community. The Museum closed in June for two years for the expansion project to be implemented.

3.1.2 NEIGHBOURHOODS – Our Neighbourhoods team look after play areas, recreation grounds and support the activities of Wiltshire Council in looking after our streets.

3.2 VENUE SERVICES – Delegated to Head of Service: Resources & Venues, Juliet Weimar.

3.2.1 CIVIC BOARD - The Board (which reports to the Policy & Resources Committee) met on 24th July 2018. It is responsible for overseeing the commercial operation of the Civic Centre.

3.3 LEISURE & INFORMATION SERVICES – Delegated to Head of Service: Leisure & Facilities, Hayley Bell. A full update was circulated in the Head of Service report to committee for meeting on 28th August.

3.3.1 ACTIVE TROWBRIDGE

3.3.2 INFORMATION SERVICES

3.3.3 FACILITIES

4. TOWN COUNCIL PROJECTS

4.1 Museum Project – The Town Council Strategy says;

Trowbridge Town Council will; complete the project 'Onwards and Upwards' to expand Trowbridge Museum; secure funding from the HLF and other funders and; will contribute around £900,000, funded from borrowing at a cost of up to £50,000 per annum. The new Museum will reach out from its base in Home Mills in The Shires, to encompass the whole town, through visual links from the top floor, interpretation and signage at key locations and significant buildings linked to the museum.

The town council has applied for borrowing approval for up to £900,000 towards the project at an annual cost of around £50,000. The HLF has made a grant of £1,172,500 towards the £2.45million project. Around £150,000 of the loan finance will be required during 2018/19. The Friends of Trowbridge Museum made a presentation of £150,000 towards the project at the Council meeting on 17th July. The Museum is closed to allow for the logging, cleaning, packing, transporting and storage of the collection prior to construction works being tendered and commencing next year. The new Museum, expanded to cover two floors with a new lift shaft is due to open in 2020.

4.2 Sports Pitches Project – The Town Council Strategy says;

Trowbridge Town Council will support and if necessary be actively involved in:

a. Provision of an all-weather pitch at Doric Park in conjunction with national sports funders and other organisations.

b. Development of the Health & Well-being Centre by Wiltshire Council in the town centre.

DORIC PARK: We are now progressing the development of the land at Doric Park to provide an all-weather pitch, car-parking, changing rooms and possibly squash courts (in conjunction with Trowbridge Squash Rackets Club). Other funding is available from S106 and grants such as the Football Foundation and the Rugby Football Union. Framework consultants RLF and QMP have detailed proposals and we have engaged Carter Jonas as our agents. We will now seek to negotiate an agreement with the Rugby Club on access and land transfer.

4.3 Town Park – Refurbishment of Tennis Courts – Main works were completed in 2017, with a new two-tone green and fencing. We have now obtained planning permission for the new low energy floodlights which will be installed using further S106 funding during 2018.

4.4 St George's Works – Gaiger Bros. subsidiary Tresco Ltd are developing 30 residential apartments. The application also includes a new town council storage facility and new access gates to the storage area and Park from the Post Office Access Road, which will also act as the construction access for part of the St George's Works redevelopment. Preliminary works have been undertaken to allow access to the development site and when completed next year the town council will be able to build its new storage facility. Full Council confirmed that it wishes to seek borrowing approval for up to £300,000 towards the project, at an annual cost of around £15,000 (which was the previous budget annual expenditure on our storage facility at St George's Works). The developer is making a contribution of £43,752.35 via a S106 agreement and the development will generate around £13,000 of Community Infrastructure Levy.

5. **CIVIC & DEMOCRATIC ACTIVITIES**

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

Tuesday 4 th September	Policy & Resources
Tuesday 11 th September	Town Development
Tuesday 18 th September	Full Council
Tuesday 25 th September	Museum (6.30pm)
Tuesday 25 th September	Neighbourhoods
Tuesday 2 nd October	Neighbourhood Plan Steering Group (4pm)
Tuesday 2 nd October	Town Development
Tuesday 9 th October	Neighbourhood Plan Steering Group
Tuesday 16 th October	NO MEETING
Tuesday 23 rd October	Town Development
Tuesday 30 th October	NO MEETING
Tuesday 6 th November	Policy & Resources

5.2 Dates for your diary: The town council will have a stand at the Carnival Country Fayre on Saturday 8th September and will be undertaking Neighbourhood Plan Public Consultation, if you can help for an hour or so between 10am and 4pm please let Lance or Aby know.

5.3 Twinning - Trowbridge is twinned with four communities:

5.3.1 Leer in Ostfriesland, Germany – the Association is planning a visit for the Gallimarkt.

5.3.2 Charenton-le-Pont on the outskirts of Paris, France.

5.3.3 Elblag in Poland (with the other four towns in West Wiltshire).

5.3.4 Oujda in Morocco.

6. TOWN DEVELOPMENT – Committee meets 11th September, 2nd & 23rd October 2018. The committee considers all regulatory matters consulted on by Wiltshire Council including planning, listed building and tree applications, road closure, traffic regulation orders and licensing matters.

6.1 Commercial/Mixed-use sites

Bowers – www.innoxmills.co.uk are close to agreement with a developer with a track record of developing mixed use sites including significant residential and expect to make an application in 2018. The town council supports at least 300 houses on this site.

County Hall East – Wiltshire Council have made a mixed use outline application including the new health facilities to replace the hospital and new leisure facilities as well as 54 apartments (also see 8.1.3 below)

6.2 Housing Sites – Some were delayed pending resolution of mitigation measures associated with Bechstein Bats at Biss and Green Lane Woods. The following provides a summary of the situation.

A. Ashton Park and associated sites.

Ashton Park – Persimmon (mainly in West Ashton and North Bradley Parishes), [15/04736/OUT](#) for 2,500 houses, employment, facilities, schools and A350 improvement was permitted in April.

Southview Park - Wain Homes development complete, except cycle/footway to Drynham Rd. Applications [16/00547/FUL](#) [17/12509/FUL](#) for up to 121 new dwellings. Concerns about access links to the rest of Ashton Park, the LEAP at Southview Park and the cycling and walking network were raised.

B. Sites within the settlement boundary

B1. Under Construction

Charterhouse - [McCarthy & Stone](#) are building at Seymour Rd to provide 40 apartments. [16/03974/FUL](#)

Court Mills – [18/03020/FUL](#) Being converted to 7 town houses overlooking the Town Park.

St George's Works –30 apartments [18/02924/VAR](#) overlooking the Town Park (see 4.5 above).

B2. Permitted

Bradley Road – Former District Council site [Newland Homes](#) permission [17/05669/FUL](#) for 79 homes.

White Horse Business Park - (North Bradley Parish) Application to convert offices to 104 new homes.

B3. Applications Submitted

Courtfield House – Ashford Homes [18/04656/FUL](#) conversion with a further 16 houses in the grounds.

United Church Buildings – [18/03856/LBC](#) for conversion into 25 apartments.

McDonogh Court – [18/02099/FUL](#) for construction of 20 houses and flats off Polebarn Road.

Clark's Mill – [18/00200/FUL](#) for conversion to 19 dwellings next to the Town Bridge.

B4. Potential

Ashton Street Centre – To be disposed of by Wiltshire Council should accommodate 70 dwellings.

Homefield House – Owned by E J Shanley, expect an application for residential conversion.

Hospital & former Margaret Stancomb School – Promoted in the 'One Public Estate' bid by Wiltshire Council and partners as a site for up to 200 houses.

C. Promoted by Wiltshire Council in the Housing Site Allocations Plan (HSAP):

C1. Opposed by the Town Council (contrary to the Core Strategy, 'maintain open countryside')

South West of Elizabeth Way (Hilperton Gap) 263/297 - (Hilperton Parish) [Framptons](#) application [16/00672/OUT](#) 170 houses, access off Elizabeth Way, Town Council objected. Hilperton Neighbourhood Plan reluctantly accepted the principle of development in part of the Gap, whilst retaining an open character close to Hilperton Rd near Fieldways. The HSAP has increased the capacity of the site to 355.

Southwick Court 3565 – (Southwick and North Bradley Parishes) Savills on behalf of Waddeton Park are promoting development on land between the town boundary and Southwick Court, east of Frome Road. www.landsouthoftrowbridge.co.uk/ indicating road access off Frome Rd, 180 houses. North Bradley Neighbourhood Plan is indicating acceptance of this site.

South West of the White Horse Business Park (East of Woodmarsh) 298 – (North Bradley Parish) This sit, south of the A363 is proposed for 175 houses. A plan has been put forward by North Bradley to allocate small areas on the edge of the village and of the Business Park, but excluding most of the site. This proposal could achieve a satisfactory open countryside buffer around the village.

C2. Supported by the Town Council

Elm Grove Farm 613/248 – (partly in North Bradley Parish) Coulston Estates, are promoting development at Elm Grove Farm and land adjacent to Drynham Lane and west of the railway line with a view to bringing the site forward to provide 250 houses and a new school.

Church Lane 1021 – Accessed directly off Frome Road is in the town boundary; 45 houses.

Spring Meadows 3260 – Accessed off Frome Rd is inside the town boundary; 45 houses.

D. Sites Discounted by Wiltshire Council.

Castle Mead Extension – Persimmon - Application [16/03420/FUL](#) for 272 more homes up to Green Lane Wood was withdrawn. The Bat reports indicate this site cannot proceed in the foreseeable future.

Ashton Road - (Steeple Ashton Parish) [Taylor Wimpey](#) 200 homes north of Green Lane Wood [16/04468/OUT](#) refused. The Bat reports indicate that this site cannot proceed in the foreseeable future.

Biss Farm - Application for 267 houses [17/09961/OUT](#), primary school, pub and care-home submitted by Persimmon north of Leap Gate and east of West Ashton Road, currently allocated for employment uses.

6.2.1 Housing Sites Allocation Plan (HSAP) – The town council attended the Council meeting at Wiltshire Council on 10th July.

6.3 Wiltshire Core Strategy Review – The Town Council considers that in order for Trowbridge to continue to grow in the period beyond 2026, without compromising the integrity of our neighbouring villages of Hilperton, West Ashton, North Bradley and Southwick then a review of the Green Belt to the North West and West of the town will be required, potentially removing Greenbelt status from some areas close to the town for future housing development.

6.4 Neighbourhood Plans

6.4.1 Holt and Bradford on Avon - Both 'Made' by Wiltshire Council. Now form part of the Wiltshire Council Development Plan and the policies will be given full weight when assessing planning applications that affect land in the areas.

6.4.2 Hilperton – Awaiting referendum following consultation.

6.4.3 West Ashton - Has designated a revised area excluding the areas transferred to the town in 2017.

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

6.4.5 Staverton, Steeple Ashton and Wingfield have not commenced the process.

6.4.6 Trowbridge Neighbourhood Plan – (AGENDA ITEM 8) – In order to update the Town Centre Conservation Area Appraisal we need to appoint a consultant. The cost of this work can be covered from the additional Community Infrastructure Levy received this year.

To consider the Town Clerk's RECOMMENDATION:

That the town council appoint Armour Heritage Ltd to undertake a Heritage Appraisal at a cost of £3725

7. **TROWBRIDGE PARTNERSHIPS** - The Council Strategy says:

Building partnerships to ensure that others are also investing in our town.

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

7.2 Trowbridge Town Team – The Town Council is the accountable body for TTT. The organisation concentrates on developing the entrepreneurial skills of Young People under the GOFISH programme.

7.3 Trowbridge Community Area Future (TCAF) – A charity, originally established as a Community Partnership and supported by the Youth Work Team headed by Sarah Holland. They work with partners to address priorities in the Joint Strategic Assessment in the nationally most deprived communities (Studley Green-10%, Seymour/Adcroft & Longfield-20%). TCAF has received grants from funders as well as an annual grant from the town council. They utilise the Town Council's Cabin at Seymour Recreation Ground on a peppercorn rent and operate a Community Hub in the Shires. Councillors interested in using the hub for surgeries should contact tcaf@trowbridge.gov.uk . Staff:

Meg Aubrey – TCAF Project Manager Youth and Community Development

Julie Baptista – TCAF Community Project Co-ordinator

Louise Williams – TCAF Community Administrator – Maternity leave

Sarah Holland – TCAF Youth Work Coordinator

Emma Heath – TCAF Youth Support Worker

Mya Wootten – TCAF Youth Support Worker

7.4 Cock Hill Solar Community Fund. Support local applicants with grants from a £15k/annum fund. Applications should be made to the [Wiltshire Community Foundation](#).

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

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

7.7 Selwood Housing is the main social housing provider in Trowbridge.

7.8 Trowbridge Town Hall Arts Task & Finish Group – (AGENDA ITEM 9)

The town council has agreed to provide additional financial support to secure the future of the organisation's activities in the Town Hall. An additional £20k is being provided this year in tranches as well as the £10k in the budget. The council will also establish a working group to assess the future viability of the Town Hall before considering funding for 2019 and beyond.

The committee to consider the following;

a) To receive nominations from 6 councillors, as per the resolution at Full Council on 17th July 2018, to report to Policy & Resources Committee on a number of issues; these to include:

1.To assess the resilience and achievability of the existing TH Arts budget and projections.

2.The ability to identify new income streams both commercially and in grant form for TH Arts

3.To encourage ways in which the Friends of Trowbridge Town Hall and TH Arts can be reunited to work together towards a common goal.

4. To identify ways in which greater community use of the Town Hall could be achieved thereby retaining the Town Hall, in public ownership, as Sir Roger Brown intended.
 5. To produce a written report to P & R so that a recommendation be made to council (before the budget for 2019/20 is finalised) as to whether or not longer term grant support be considered and at what level.
- b) that the Task & Finish Group establish terms of reference and identify a strict timetable for reporting back**

8. **WILTSHIRE**

8.1 **Wiltshire Council**

8.1.1 Area Board – Next meeting Thursday 13th September, (6.30 for 7pm Cotswold Space County Hall). Community Engagement Manager for Trowbridge, Mary Cullen compiles the [Community Area Web Site](#) and manages grant applications for community grants.

8.1.2 Local Youth Network – The LYN Management Group considers grant applications from Youth activity and support organisations and makes recommendations to the Area Board.

8.1.3 Community Area Transport Group (CATG) – this is now considered by the Neighbourhood Services Committee.

8.1.4 Waiting Restrictions & Car-parking – Wiltshire Council has confirmed that Trowbridge is one of the towns which will be progressed through the waiting restriction review during 2018/19. All outstanding requests for changes to waiting restrictions were sent to Wiltshire Council, including all the requests related to a potential wide area Residents' Parking Zone (RPZ). The town council discussed with the cabinet member (Bridget Wayman) the town council's suggestion that all such requests are progressed by CATG rather than the annual review process in future.

The town council has also asked Wiltshire Council to consider transferring the Bradford Rd car-park (a non-strategic WC asset) to the town council and also the Broad Street Cres. And Upper Broad St car-parks (strategic assets). We have not received a response to these requests.

8.1.5 Parish Steward – The Town Council puts forward a priority list each month. Councillors should contact report@trowbridge.gov.uk with any requests for minor maintenance including pot-holes ensuring that the town council can coordinate a priority list. Wiltshire Council has also introduced an additional gully clearing service for those locations not deemed a priority by them for the Town Council to nominate. Gullies which are silted, weed infested or flooded should be reported as above.

8.1.6 Asset & Service Delegation – In addition to play areas, the Town Park, allotments, closed churchyards and grit bins already transferred, the council may consider in future taking over recreation grounds, amenity grass, open spaces, bus shelters, the management and control of car-parks and street cleaning services. These have been factored in to the remaining four-year financial plan. The Town Council would also be interested in the delegation of street trading licensing. No funding is available for town and parish councils taking on additional assets and services.

Play Areas – The town council is now responsible for maintaining play equipment on the 24 WC play areas. We have not received the management agreements and until such time we will not be responsible for grass cutting at the play areas and will not receive the £50k transfer fee or S106 maintenance funds.

Street Cleaning - Wiltshire Council undertakes the statutory minimum utilising the barrow operative and the mechanical sweepers, there is no value proposition available to the town council to take on these activities. The alternative option is to leave these activities with Wiltshire Council and their contractors, whilst the town council secures resources to improve the outer areas and undertake activities not deemed necessary by Wiltshire Council; such as cleaning of the multi-storey car-park. This approach will be coordinated by the town council to ensure reports are being made on the App system and town centre resources applied to priorities.

Litter Bins - We are currently considering the costs associated with the emptying of litter bins if we were to provide additional bins over and above those provided by Wiltshire Council.

Bus Shelters – We will consider transfer of the remaining shelters later in the year.

8.2 Health Services – Wiltshire Clinical Commissioning Group (WCCG) is responsible for commissioning 'Primary Care' services to people in Wiltshire and registered with Wiltshire GPs. Dr Richard Sandford-Hill, Chair; Linda Prosser, Chief Officer and Sarah MacLennan, Associate Director of Communications & Engagement will make a presentation at Full Council on 18th September 2018.

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

8.4 Police and Community Safety – Inspector Andy Fee reports regularly to Full Council meetings. Councillors and the public are urged to sign up for [Community Messaging](#) which includes details of charges and crimes reported.

8.5 Wiltshire Association of Local Councils - [WALC](#) is the county association for town & parish councils, affiliated to NALC the National Association. Trowbridge Town Council is a member of both.

8.6 Swindon & Wiltshire Local Enterprise Partnership (SWLEP) – at the Area Board Paddy Bradley confirmed that Trowbridge is very much part of the A350 Growth Corridor, positioned in the centre of the corridor and should receive equal weight with respect to investment into the area

8.7 Enterprise Wiltshire – No meetings recently.

8.8 Market Towns Network – Next meeting 4th October, Bradford on Avon with a food & drink theme.

8.9 Society of Local Council Clerks (SLCC) – The Council pays the fee for the Clerk to be a member of the Society of Local Council Clerks (SLCC), which provides training and advice. The Town Clerk will be attending the National Conference in October in Lincolnshire.

If you receive this report electronically the links in each section will take you to the relevant web page for more information about that organisation or project. If you want to be added to the e-mail circulation list, please contact the Town Clerk. The report is published six times per year prior to meetings of the Policy & Resources committee held in January, March, May, June, September and November.

Lance Allan, Town Clerk
Trowbridge Town Council,
The Civic Centre,
St Stephen's Place,
TROWBRIDGE,
Wilts,
BA14 8AH

01225 765072
info@trowbridge.gov.uk
@Trowbridgegov
#DiscoverTROWBRIDGE
www.trowbridge.gov.uk
www.trowbridgecivic.co.uk
www.trowbridgemuseum.co.uk

Report to	Trowbridge Area Board
Date of Meeting	13/09/2019
Title of Report	Community Area Grant funding

Provisional Figures	Area Board Grants Budget	H&WB Fund	LYN Fund	CATG
Opening balance 2018/19	£62,438.63	£7,700.00	£31,227.41	£16,784.00 plus £9212.29 pavement improvements budget
Grant Applications Awarded to date	£19,064.33	£1,362.00	£12,060.00	-
Current Balance	£43,374.30	£6,338.00	£19,167.41	£16,117.00
Balance if all grants are agreed at this meeting	£27,448.41	£6,338.00	£13,025.49	N/A

Purpose of the report:

To consider the applications for funding listed below

Applicant	Amount requested
Applicant: Trowbridge White Ensign Association Project Title: Trowbridge White Ensign - HMS Avon Vale Display View full application	£685.00
Applicant: Trowbridge Debt Advice Service Project Title: Trowbridge Debt Advice Service View full application	£2583.00

Applicant: Friends of John of Gaunt School Project Title: Neighbourhood Watch Signage for The Halve and Local Area View full application	£180.00
Applicant: West Wilts Gymnastics and Fitness Project Title: West Wilts Gymnastics and Parkour Safety Pits View full application	£3000.00
Applicant: Trowbridge Town Football Club Project Title: Trowbridge Town FC Ground Improvements View full application	£4750.00
Applicant: The Mead Teaching School Project Title: Community Skills Support Project View full application	£4727.89
Youth Grants	
Applicant- Youth Adventure Trust Project Title- Adventure Camp vulnerable young people	£3000 LYN Recommendation Approve in Full PAID under delegated authority. Area Board to note
Applicant TCAF Project- Sexual health Project	£3141.92 LYN Recommendation Approve in Full

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 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
3011	Trowbridge White Ensign Association	Trowbridge White Ensign - HMS Avon Vale Display	£685.00

Project Description:

Trowbridge and District White Ensign Association as a registered local charity has been keen to expand its educational activities by holding exhibitions and participating in local events to widen public knowledge of naval history and in doing so have identified an opportunity to acquire significant display items with an important historical local connection namely a large scale model of the warship HMS Avon Vale which was sponsored by the Trowbridge local area during Warship Week 1942 and also the ships plaque both of which are well suited to become the focus of the Associations future exhibitions. Significant interest was shown at two recent local events for which the model ship was on loan to the Association and displayed. An increase in funds raised was experienced.

Input from Community Engagement Manager:

The application meets the community grants criteria, the applicant is a registered

charity, this is a Capital project and match funding is not a requirement for projects under £1000. The project is to acquire a large- scale model of the Warship HMS Avon Vale along with the ships plaque to support the charities fundraising and benevolent activities along with its educational functions. The total project cost is £685 which is the amount applied for to the area board.

Proposal

That the Area Board determines the application.

Application ID	Applicant	Project Proposal	Requested
2975	Trowbridge Debt Advice Service	Trowbridge Debt Advice Service	£2,583.00

Project Description:

To expand the free Debt Counselling and budget service to all who reside in Trowbridge and surrounding area who are unable for various reasons to manage their income and now face possible eviction, bailiffs or court orders. Since opening 50 per cent of referrals are from Wiltshire Council, predominately Safeguarding and Social Services Council Tax and housing.

Input from Community Engagement Manager:

The application meets the community grants criteria. The applicant is a not -for -profit organisation, a charity, this is a capital project and match funding is in place. Trowbridge debt advice service was set up to provide free confidential debt advice and support to local people in need. The service is now well used and is expanding with referrals from a range of agencies including Wiltshire Council. The demand for debt advice and support services is growing in line with the roll out of Universal Credit and with low income families in our area struggling to make ends meet. This can result in rent arrears and potential evictions for some of the most vulnerable families. It also puts extreme stress on families affected.

The project is to provide additional equipment to support growth in demand for the debt advice service and the training of new advisors. There is a need to deliver a safe, efficient and effective service and equipment is required to support this. The equipment required includes secure storage cupboard, multi drawer cabinet, laptops, leaflets and signage. The total project cost is £8,900. Match funding of £6,417 is in place, leaving a shortfall of £2,583 which is the amount applied for to the area board.

The project links to JSA priorities around Child Poverty and support for deprived communities in the local area.

Proposal

That the Area Board determines the application.

Application ID	Applicant	Project Proposal	Requested
2954	Halve Friends Residents' Association	Neighbourhood Watch Signage for The Halve and Local Area	£180.00

Project Description:

The Halve Friends Residents Association has joined the national Neighbourhood

Watch Association and in order to publicise and further promote this initiative in our area we need to purchase signs for erection in our area.

Input from Community Engagement Manager:

The application meets the community grants criteria. The applicant is a not-for-profit organisation, this is a Capital project and match funding is shown although not required for projects under £1000.

The Halve Friends Residents Association has joined the national Neighbourhood Watch Association and they require signage to be erected in the local area to raise awareness of the scheme. This funding is not available via Wiltshire Police. The total project cost is £280 to include the cost of 6 signs and fitting. Match finding of £100 is shown in kind to erect the signage, leaving a shortfall of £180, which is the amount applied for to the area board. The project links to JSA priorities around tackling anti-social behaviour and promoting safe neighbourhoods.

Proposal

That the Area Board determines the application.

Application ID	Applicant	Project Proposal	Requested
2840	West Wilts Gymnastics and Fitness	West Wilts Gymnastics and Parkour Safety Pits	£3,000.00

Project Description:

We are looking to fund the installation of safety pits filled with foam for safe Parkour Gymnastics and Trampolining training. This new installation will also make Gymnastics more accessible for people with specialist needs due to the increased safety it will give participants.

Input from Community Engagement Manager:

The application meets the community grants criteria. West Wilts Esprit Gymnastics Club is a company limited by Guarantee and designated not for profit. The club aims to provide a sustainable and inclusive gymnastics and fitness club to serve Trowbridge and surrounding West Wiltshire area, growing the club and facilities and investing all surplus back into the local programmes and the training of staff. This is a capital project and match funding is shown, to include contributions from Westbury and BOA area boards.

The project is to install safety pits filled with foam for safe Parkour Gymnastics and Trampolining training. This will also make Gymnastics more accessible for people with specialist needs due to the increased safety it will give participants.

The total project cost in £10,000 for which quotations have been received. Match funding of £7,000 is shown, leaving a shortfall of £3,000 which is the amount applied for to the area board.

The project links to JSA priorities around promotion of physical activity and healthy lifestyles.

Proposal

That the Area Board determines the application.

Application ID	Applicant	Project Proposal	Requested
2895	Trowbridge Town Football Club	Trowbridge Town FC Ground Improvements	£4,750.00
<p>Project Description: A new lease has been signed which safeguards the playing future of ALL TTFC teams which totals at present approx. 350 youth/ adults. Improvements are needed at the ground. An FA report has been received and considerable money is needed to improve the playing surface and drainage service to increase usage and reduce cancellations of training sessions and matches.</p> <p>Input from Community Engagement Manager: The application meets the community grants criteria. The applicant is a not-for-profit organisation, this is a Capital project and match funding is shown. The project is to improve drainage at the ground of Trowbridge Town FC. A new lease has been signed which safeguards the playing future of all TTFC teams which totals at present approx.350 youth/ adults. An FA report (attached) has been received which shows a need for improving the playing surface and drainage service to increase usage and reduce cancellations of training sessions and matches.</p> <p>The total project cost is £9,940 which includes the cost of pitch aeration, sanding and fertilization. Match funding of £5,190 is shown, leaving a shortfall of £4,750 which is the amount applied for to the area board.</p> <p>The applicant has confirmed that no additional permissions are required to undertake the works, either in terms of planning or within the terms of the lease. The written quotations received are slightly higher than costs applied for, however, the club will make up any shortfall.</p>			
<p>Proposal That the Area Board determines the application.</p>			

Application ID	Applicant	Project Proposal	Requested
2943	The Mead Teaching School	Community Skills Support Project	£4,727.89
<p>Project Description: This project will provide vulnerable families with access to skills training and support and information about other services. We will be working with Children's Centres and schools to identify the most vulnerable families in the town and invite them to take advantage of the services available. We are asking for capital funding to furnish and equip a room that will be welcoming and comfortable for adults and children. In the first year the project will offer 3 hours a week of workshops and mentor support.</p> <p>Input from Community Engagement Manager:</p>			

The application meets the community grants criteria. The applicant is a not-for-profit organisation, a school, this is a Capital project and match funding is shown.

The project is to equip a safe space for individuals and small groups to meet confidentially and for the delivery of skills and knowledge based interventions to support vulnerable families. Parents from all local schools will be able to access community based support for increasing specific knowledge and skills. This includes those who have children with special educational needs and those who require support from advisers to access benefits or employment. The aim is to work with schools, Children's Centres and other agencies to respond to need. Topics planned for 2018-19 include an Entering Employment Programme which would include a CV Writing Workshop as well as a session focusing on Interview Techniques and a Job Application Review. There will also be sessions on Positive Parenting which will feature external visitors where appropriate as well as a programme of digital literacy covering the basics of Excel Word Outlook and using the internet.

The Mead School will provide space in a new build facility to deliver the project, the need for which has been identified by parent support advisors as well as by parents themselves. Offering the activities in a familiar setting yet outside the main school building will encourage parents who might otherwise not have the confidence to come forward to participate. The premises will be offered free of charge for the project and the utility bills and maintenance to support the project will be covered. The community space will also be available to parents and community groups to hire for group activities outside of school use, such as knitting clubs etc. Staff from The Mead School will coordinate and administer the project. The trust consists of 3 schools with a variety of staff with different skills sets, including teaching staff, teaching assistants, administrative staff, parent support advisors, HR staff etc. In Kind project delivery costs have been worked out taking an average hourly cost by number of hours of expected delivery over the school year.

The Mead has a successful track record of working in close partnership with Collaborative Schools Ltd an alliance of all local primary special and secondary schools to provide a range of professional development and support services for schools in Trowbridge and the surrounding area. These existing relationships will support effective delivery and communication of the offer to families most in need. There will also be promotion of the project and engagement with parents at regular community events and activities organised by the schools.

The total project cost is £17,897.89, match funding of £13,170.00 is shown including the in-kind teaching/project co-ordination contributions. This leaves a shortfall of £4,727.89 for the Capital equipment which is the amount applied for to the area board.

The project links to JSA priorities around tackling child poverty by supporting vulnerable families.

Proposal

That the Area Board determines the application.

LYN Grant Applications

Youth Adventure trust- Summer camps 2018

The applicant is a charitable organisation.

The Forest Camp is the final residential adventure camp on the Youth Adventure Programme and continues the aims of building confidence self-esteem resilience and aspiration. It is a 6-day camp held in the summer holidays in between Year 8 and Year of school. It takes place in the Forest of Dean where the children camp on a river bank taking part in group living. They take part in lots of different activities including archery, an overnight river canoe journey, a ropes challenge, course rock climbing and traversing as well as building their own shelter and cooking over a campfire. The overall aim is to develop confidence and self-esteem, to challenge young people and support them through challenges to develop their resilience, coping skills and teamworking or leadership abilities.

Last year the Trowbridge Area Board provided a grant to help vulnerable young people from Trowbridge on the 2nd year of the programme. The application is to support young people on their final camp of the Youth Adventure Programme.

Many young people who attend are struggling at school hate being in the classroom have no positive role models no aspirations or chaotic and unstable home lives. Some are young carers looking after a parent they may be in foster care on the brink of getting an ASBO or being excluded from school. The project aims to help young people escape this cycle of disadvantage and inspire them to reach their full potential by taking them at a key stage of their educational and social development and introducing them to outdoor adventure through the Youth Adventure Programme a combination of outdoor residential adventure camps and day activities over a 3 school year period.

YAT Operations Team have close relationships with the schools who recommend the children they think would benefit most from the Youth Adventure Programme based on their circumstances and background their specific problems and the potential benefit the programme could have for them The Operations team go into the schools and speak to the children about the programme what it involves and what benefits it can have for them. They often take a volunteer and or a past participant who can give direct feedback on the impact the programme has had on their life.

The programme is entirely free of charge to the young people and their families.

Comprehensive safeguarding arrangements are in place and feedback is gained for participants to enhance delivery of future programmes.

The applicant has confirmed that no application was made to Swindon this year as their grants scheme is not currently running. The applicant has also confirmed that the young people participating are a different group to last year. The applicant has provided audited accounts as requested.

The total project cost is £37,064.00, match funding of £33,500 is shown, including contributions from Westbury and Chippenham area boards, leaving a shortfall of £3,000 which is the amount applied for to Trowbridge area board.

LYN recommendation

The application was discussed and scored by the LYN on 22nd August and the LYN recommendation was to Approve in Full.

The grant was subsequently paid under delegated authority with the approval of the Chairman of the area board.

Proposal- Area Board to note

TCAF

Brighter Aspirations is a project delivered by local youth charity TCAF, that provides informal education for young people in the deprived areas of Trowbridge by running youth activities on Studley Green and Seymour as well as at John of Gaunt School and Stallard's Skate Park. This request which has arisen from discussions with the young people on Seymour and Studley Green is to deliver a sexual health programme in those two areas between October 2018 and March 2019. The funding will help provide the training, staff- time and materials to support this project.

The total project cost is £4,089.58, match funding of £947.66 is shown, leaving a shortfall of £3,141.92 which is the amount applied for to the area board.

LYN Recommendation

The application was discussed and scored by Trowbridge LYN on 22nd August and it was Recommended to Approve in Full

Proposal- Area board to determine the application

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

Report Author:

Mary Cullen

Community Engagement Manager

01225 718608

Mary.Cullen@wiltshire.gov.uk

This page is intentionally left blank

Grant Applications for Trowbridge on 13/09/2019

ID	Grant Type	Project Title	Applicant	Amount Required
3011	Community Area Grant	Trowbridge White Ensign - HMS Avon Vale Display	Trowbridge White Ensign Association	£685.00
2975	Community Area Grant	Trowbridge Debt Advice Service	Trowbridge Debt Advice Service	£2583.00
2954	Community Area Grant	Neighbourhood Watch Signage for The Halve and Local Area	Friends of John of Gaunt School	£180.00
2840	Community Area Grant	West Wilts Gymnastics and Parkour Safety Pits	West Wilts Gymnastics and Fitness	£3000.00
2895	Community Area Grant	Trowbridge Town FC Ground Improvements	Trowbridge Town Football Club	£4750.00
2943	Community Area Grant	Community Skills Support Project	The Mead Teaching School	£4727.89

ID	Grant Type	Project Title	Applicant	Amount Required
3011	Community Area Grant	Trowbridge White Ensign - HMS Avon Vale Display	Trowbridge White Ensign Association	£685.00
<p>Submitted: 27/08/2018 15:03:53</p> <p>ID: 3011</p> <p>Current Status: Application Appraisal</p> <p>To be considered at this meeting: tbc contact Community Area Manager</p> <p>1. Which type of grant are you applying for? Community Area Grant</p> <p>2. Amount of funding required? £0 - £500</p> <p>3. Are you applying on behalf of a Parish Council? No</p>				

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

5. Project title?

Trowbridge White Ensign - HMS Avon Vale Display

6. Project summary:

Trowbridge and District White Ensign Association as a registered local charity has been keen to expand its educational activities by holding exhibitions and participating in local events to widen public knowledge of naval history and in doing so have identified an opportunity to acquire significant display items with an important historical local connection namely a large scale model of the warship HMS Avon Vale which was sponsored by the Trowbridge local area during Warship Week 1942 and also the ships plaque both of which are well suited to become the focus of the Associations future exhibitions. Significant interest was shown at two recent local events for which the model ship was on loan to the Association and displayed. An increase in funds raised was experienced.

7. Which Area Board are you applying to?

Trowbridge

Electoral Division

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

BA14 8DG

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

Children & Young People

Festivals, pageants, fetes and fayres

Health, lifestyle and wellbeing

Heritage, history and architecture

Inclusion, diversity and community spirit

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

04/2018

Total Income:

£4323.50

Total Expenditure:

£5422.98

Surplus/Deficit for the year:

£-1099.48

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

By donations of members of the Association

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

It is not currently part of a larger project

17. DECLARATION

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

Quotes:

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

Accounts:

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

Constitution:

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

Policies and procedures:

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

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

And finally...

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

2975	Community Area Grant	Trowbridge Debt Advice Service	Trowbridge Debt Advice Service	£2583.00
------	----------------------	--------------------------------	--------------------------------	----------

Submitted: 18/07/2018 11:31:35

ID: 2975

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£501 - £5000

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

No

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

5. Project title?

Trowbridge Debt Advice Service

6. Project summary:

To continue providing a free Debt Counselling and budget service to all who reside in Trowbridge and surrounding area who are unable for various reasons to manage their income and now face possible eviction baliffs or court orders. Since opening 50 per cent of referrals are from Wiltshire Council predominately Safeguarding and Social Services Council Tax and housing.

7. Which Area Board are you applying to?

Trowbridge

Electoral Division

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

BA14

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

Children & Young People

Economy, enterprise and jobs

Health, lifestyle and wellbeing

Inclusion, diversity and community spirit

Other

If Other (please specify)

Anyone with a debt problem or needs help with debt advice budgeting

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

06/2018

Total Income:

£16815.00

Total Expenditure:

£8436.00

Surplus/Deficit for the year:

£8379.00

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

£2638.00

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

Reserves are held for running and operating costs as no guarantee of further income. Of the proposed 8900 expenditure 6317 is allowed for in the current bank account but balance of 2583 is the amount of grant income we require to expand and maintain the service.

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

10b. Project Finance:

Total Project cost		£8900.00		
Total required from Area Board		£2583.00		
Expenditure		Income	Tick if income	
(Itemised	£	(Itemised	confirmed	£
expenditure)		income)		
Training of	1500.00	Donations	yes	600.00
Advisors		Churches/CATA		
Premises Rent	1800.00	Donation		1000.00
		Wessex Water		
PhoneBroadband	336.00	Donation St		2000.00
		James		
Secure Storage	425.00	Donations		900.00
Cupboard		Churches		
Multi Draw	123.00	Reserves		1917.00
Cabinet				
CMA ICO	1145.00			
Licences				
2 Laptops	1500.00			
Website Domain	86.00			
Publicity	395.00			
Leaflets signage				
All extra	1590.00			
expenditure				
Total	£8900			£6417

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

No

12. If so, which Area Boards?

Trowbridge

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

Providing a free debt counselling and budget service to all ages who live in and around Trowbridge area. We will have access to data that demonstrates the areas of poverty in Trowbridge so that we can focus our resources on those with the greatest need. All volunteer debt advisors are fully trained and FCA Licensed. Through debt counselling clients will learn how to manage their income more effectively. One of the aims is to help clients start to feel in control of their lives again. Remove anxieties stress mental and emotional scars that are attributed to the damages of severe debt problems that clients will have been experiencing. We will also be a massive support to help signpost clients to other organisations.

14. How will you monitor this?

By the number of clients who we have seen through the centre and helped to become debt free

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

Support from individuals by regular monthly standing order. Local Churches in Trowbridge area CATA Christian Action in Trowbridge Area and any other grant funding organisations. Also other utility companies e.g. Wessex Water who will provide funding when we have helped clients who are in debt to Wessex Water.

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

Based on the experience of the number of clients that have engaged with the Debt Centre over the past year we have confirmed the definite need for this service to continue and expand. We therefore request full support of our financial application for capital funding in order for the service to continue and expand.

17. DECLARATION

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

Quotes:

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

Accounts:

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

Constitution:

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

Policies and procedures:

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

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

And finally...

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

2954	Community Area Grant	Neighbourhood Watch Signage for The Halve and Local Area	Friends of John of Gaunt School	£180.00
------	----------------------	--	---------------------------------	---------

Submitted: 30/06/2018 13:10:50

ID: 2954

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£0 - £500

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

No

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

5. Project title?

Neighbourhood Watch Signage for The Halve and Local Area

6. Project summary:

The Halve Friends Residents Association has joined the national Neighbourhood Watch Association and in order to publicise and further promote this initiative in our area we need to purchase signs for erection in our area.

7. Which Area Board are you applying to?

Trowbridge

Electoral Division

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

BA14 8SA

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

Inclusion, diversity and community spirit

Safer communities

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

Total Income:

£

Total Expenditure:

£

Surplus/Deficit for the year:

£

Free reserves currently held:

(money not committed to other projects/operating costs)

£

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

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

10b. Project Finance:

Total Project cost		£280.00		
Total required from Area Board		£180.00		
Expenditure			Income	Tick if income
(Itemised	£		(Itemised	confirmed
expenditure)			income)	£
Signs - 6 @ 30	180.00		Fitting in kind 2	100.00
each			days	
Fitting in kind 2	100.00			
days				
Total		£280		£100

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

No

12. If so, which Area Boards?

Trowbridge

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

Joining the Neighbourhood Watch Association NHWA will help to consolidate community spirit amongst the residents in our area. The signs are a visual reminder to residents and potential criminals that our area includes residents that care about their neighbours security and wellbeing. Residents will keep the costs to a minimum by erecting the signs themselves according to the guidelines provided by the NHWA.

14. How will you monitor this?

We will monitor take up of Neighbourhood Watch household stickers and include regular forwarding of NHWA information and news to our residents.

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

This is a one-off expenditure. The six signs requested should be sufficient to cover the residential area that is covered by our RA constitution.

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

17. DECLARATION

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

Quotes:

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

Constitution:

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

Policies and procedures:

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

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

And finally...

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

2840	Community Area Grant	West Wilts Gymnastics and Parkour Safety Pits	West Wilts Gymnastics and Fitness	£3000.00
------	----------------------	---	-----------------------------------	----------

Submitted: 04/04/2018 14:55:58

ID: 2840

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£501 - £5000

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

No

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

NA

5. Project title?

West Wilts Gymnastics and Parkour Safety Pits

6. Project summary:

We are looking to fund the installation of safety pits filled with foam for safe Parkour Gymnastics and Trampolining training. This new installation will also make Gymnastics more accessible for people with specialist needs due to the increased safety it will give participants.

7. Which Area Board are you applying to?

Trowbridge

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

BA14 0XE

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

Children & Young People

2012 Olympic Legacy

Economy, enterprise and jobs

Health, lifestyle and wellbeing

Inclusion, diversity and community spirit

Safer communities
Sport, play and recreation

If Other (please specify)
NA

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

04/2017

Total Income:

£234632.00

Total Expenditure:

£235610.00

Surplus/Deficit for the year:

£-978.00

Free reserves currently held:

(money not committed to other projects/operating costs)

£0.00

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

We dont hold sufficient reserves for this project.

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

10b. Project Finance:

Total Project cost		£10000.00		
Total required from Area Board		£3000.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Gymnova Installation	10000.00	Sponsored Tumble	yes	2000.00
		Bag Packs		500.00
		Recreational Competition	yes	1000.00
		Summer Raffle		500.00
		Summer BBQ		500.00
		Sponsorship	yes	500.00
		BOA Area Board		1000.00

	Westbury Area Board	1000.00
Total	£10000	£7000

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

12. If so, which Area Boards?
Bradford on Avon
Westbury

13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?
Many individuals will benefit from this project our existing members and those who we will recruit as a result of the project. The installation of the safe landing pits will mean that our existing gymnasts trampolinists and parkour members will be able to learn more difficult skills in a safer environment and this will increase their skill levels. This in turn will be evident at the events competitions and displays they attend which will draw new participants to these sports and to West Wilts as people see what our members can do. The new facility will mean that we can expand our Adult Programme and Pre-School Programme as it will provide a safer environment in which participants can learn. We currently have programmes both for Home Educated children and for Autistic Adults the latter in partnership with the National Autistic Society and we would also hope to expand both these provisions and reach out to other Disability groups once we can offer the soft landing pit as an additional facility for learning. As we draw more participants into the facility as a result of the publicity the new soft landing area receives we will be able to cross-sell our existing activities both to young people and to adults to increase their up-take as well Pre-School daytime and weekend classes Recreational Gymnastics and Trampolining evening and weekend Parkour sessions School daytime and after-school bookings fitness classes and fitness suite and Parties. This means we will constantly be encouraging more individuals to take up physical activity especially in our target groups of 7-16 year olds and adults.

14. How will you monitor this?
We hold a detailed database of all our members and keep records of who attends our sessions. In this way we can monitor the demographics of our membership and monitor our target age-groups to see how membership is increasing and changing.

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

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

17. DECLARATION

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

Quotes:

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

Accounts:

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

Constitution:

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

Policies and procedures:

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

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

And finally...

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

2895	Community Area Grant	Trowbridge Town FC Ground Improvements	Trowbridge Town Football Club	£4750.00
------	----------------------	--	-------------------------------	----------

Submitted: 09/05/2018 09:40:55

ID: 2895

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£501 - £5000

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

No

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

5. Project title?

Trowbridge Town FC Ground Improvements

6. Project summary:

A new lease has been signed which safeguards the playing future of ALL TTFC teams which totals at present approx. 350 youth adults. Improvements are needed at the ground. An FA report has been received and considerable money is needed to improve the playing surface and drainage service to increase usage and reduce cancellations of training sessions and matches.

7. Which Area Board are you applying to?

Trowbridge

Electoral Division

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

BA14 0QR

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

Children & Young People
Health, lifestyle and wellbeing
Inclusion, diversity and community spirit
Sport, play and recreation

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

05/2017

Total Income:

£41046.76

Total Expenditure:

£42860.92

Surplus/Deficit for the year:

£1814.16

Free reserves currently held:

(money not committed to other projects/operating costs)

£10000.00

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

Reserves required to meet annual deficit plus will part fund some of the improvements via match funding.

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

10b. Project Finance:

Total Project cost		£9940.00		
Total required from Area Board		£4750.00		
Expenditure (Itemised expenditure)	£		Income (Itemised income)	Tick if income confirmed £
Pitch Aeration	1200.00		Our Reserves	yes 5190.00
Sanding Main Pitch	2720.00			
Sanding Remainder	2720.00			
Tetrapod Grass Seed	500.00			
High Nitrogen Fertiliser	500.00			
2nd Pitch Aeration	1200.00			
Fencing Security Improvements	1100.00			
Total		£9940		£5190

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

No

12. If so, which Area Boards?

Trowbridge

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

Numerous matches and training sessions at Woodmarsh are cancelled due to poor drainage and flooding which effects many age groups from Kids club U5s all the way through to both Adult Male and Female teams. An already paid for F A Pitch Improvement Inspection has made these recommendations which they believe will solve the problem in principal due to hard compacted clay top surface which allows minimal drainage coupled with a poor quality grass surface. The expenditure will simply follow their recommendations - copy available if required. This means that the ground will be playable from Oct - Feb far more consistently than now so stop match cancellations which benefits all the players associated with the club. The work desperately needs to be done. The club will benefit which serves the whole Trowbridge community particular the youth ages keeping them actively engaged in sport focussed on a team game and developing friendships within the team. By keeping them

engaged it keeps them diverted from other less desired pursuits. The improved fencing is needed in conjunction with the pitch improvements. At the moment there are gaps in the metal fencing where people have either cut or forced their way through which will only get worse in time. These are sometimes youths playing football but can be simply people wanting to have an open BBQ in the middle of one of the pitches leaving their empty beer cans behind with scorched earth - so it is essential that the fencing is improved otherwise the improvements will be ruined. The budget for that can be in essence limitless but I have allocated a figure that will complete the essentials.

14. How will you monitor this?

The programme will be monitored by the FA based on a phase by phase completion scheduled overseen by our own groundsman Chris. Receipts will be retained by the Club Treasurer.

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

Cost will reduce as work progresses then should be met by ongoing ground maintenance budget set aside by the club on an annual basis from revenue income. The initial work involving the large expenditure is needed now.

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

As detailed above.

17. DECLARATION

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

Quotes:

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

Accounts:

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

Constitution:

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

Policies and procedures:

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

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

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

And finally...

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

2943	Community Area Grant	Community Skills Support Project	The Mead Teaching School	£4727.89
------	----------------------	----------------------------------	--------------------------	----------

Submitted: 18/06/2018 09:59:34

ID: 2943

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£501 - £5000

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

No

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

Community Skills Support Project

6. Project summary:

This project will provide vulnerable families with access to skills training and support and information about other services. We will be working with Childrens Centres and schools to identify the most vulnerable families in the town and invite them to take advantage of the services available. We are asking for capital funding to furnish and equip a room that will be welcoming and comfortable for adults and children. In the first year the project will offer 3 hours a week of workshops and mentor support.

7. Which Area Board are you applying to?

Trowbridge

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

BA14 7GN

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

Children & Young People

Economy, enterprise and jobs

Health, lifestyle and wellbeing

Inclusion, diversity and community spirit

Technology & Digital literacy

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

08/2017

Total Income:

£5526358.00

Total Expenditure:

£5834601.00

Surplus/Deficit for the year:

£-308243.00

Free reserves currently held:

(money not committed to other projects/operating costs)

£0.00

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

The schools reserves are committed to the statutory responsibilities of the school.

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

10b. Project Finance:

Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Screen and projector	483.00	Project coordination in kind at 10 days	yes	1000.00
Window blinds	500.00	Water heating and lighting (in kind)	yes	500.00
Meeting table and chairs	1302.00	Office consumables (in kind)	yes	500.00
Desks chairs and pedestals	793.94	Cleaning (in kind)	yes	1170.00

Storage cupboards	1072.98	Workshop leaders (in kind)	yes	9000.00
bookcase		Donation from school funds	yes	1000.00
Noticeboards	177.98			
Printer	258.00			
Sofa chair and table	639.99			
Teaching coordination				
cleaning consumables	12670.00			
Total	£17897.89			£13170

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

No

12. If so, which Area Boards?

Trowbridge

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

We have observed that there are a growing number of vulnerable families in Trowbridge who would benefit from support to develop additional skills and knowledge. This includes those who have children with special educational needs and those who require support from advisers to access benefits and those who need support to access employment. We will offer Digital Literacy programmes to those who would benefit from them to enter employment. Schools have limited capacity to offer this additional support. Local Headteachers share this concern. We will provide a safe space for individuals and small groups to meet confidentially. At the moment these meetings need to take place outside of school hours or meet in places that are not private. We want as many local people as possible to benefit so parents from all local schools will be able to access community based support for increasing specific knowledge and skills. The project will provide 3 hours of workshops and support sessions for individuals and small groups per week. We will work with schools and Childrens Centres and other agencies to respond to need. Topics planned for 2018-19 include an Entering Employment Programme which would include a CV Writing Workshop as well as a session focusing on Interview Techniques and a Job Application Review. We also plan a series of events looking at Positive Parenting which will feature external visitors where appropriate. In addition to this we will deliver a programme of digital literacy covering the basics of Excel Word Outlook and using the internet. The Mead School is happy to provide the space free of charge along with covering utility bills and maintenance to support this project for local families. Staff from The Mead School will coordinate and administrate the services offered. The Mead has a successful track record of working in close partnership with Collaborative Schools Ltd an alliance of all local primary special and secondary schools to provide a range of professional development and support services for schools in Trowbridge

and the surrounding area. These existing relationships will enable us to communicate effectively with the families most in need of the services provided by the project.

14. How will you monitor this?

We will track The number of people attending each course and completing a programme The number of families reached through each programme The number of people who access employment after attending the relevant programme The number of attendees rating the course as Good or Excellent The number of referrals from Childrens Centres and other agencies The number of families from different schools accessing the services offered

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

Once the project space has been equipped appropriately The Mead School will fund the ongoing maintenance of the services offered

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

17. DECLARATION

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

Quotes:

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

Accounts:

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

Constitution:

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

Policies and procedures:

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

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

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

And finally...

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

This page is intentionally left blank

ECOSOLVE LTD.

Company Registration no.2625207

Armyn Cross Farm, Minety, Malmesbury,
Wiltshire SN16 9RJ, UK
Tel: 01666-861250
Mobile : 07768-886602
Email: info@ecosolve.co.uk

State-of-the-art Turf Care

QUOTATION

Mr Chris Bell (Groundsman)
Trowbridge Town FC
Woodmarsh
North Bradley
BA14 0SA

Quote Number: TTFC180828
Date: 28th August 2018

VAT Number: 662 0458 45

Tel. email: chrisbell6308@blueyonder.co.uk
Proposed start date (weather and breakdowns permitting): May/June 2019

<u>Autumn 2018</u> Supply / apply 6-5-10+3Fe fertiliser @ 35gm/m ² on 21,000m ²	£ 819.00
<u>Spring 2019</u> Scarify/collect on senior pitch (6,950m ²)	£ 295.00
Overseed using 3 passes with disc drill seeder (6,950m ²)	£ 300.00
Supply dwarf perennial ryegrass for seeding ops. @ 26gm/m ² (180kg 3-way blend of grass seed = 9 x 20kg bags)	£ 585.00
Supply / apply 12-6-6 fertiliser @ 35gm/m ² (21,000m ²)	£ 540.00
Supply / apply 40 tonnes med./fine top-dressing sand	£ 2,005.00
<u>Summer 2019</u> Supply / apply selective weed control (plantain, dandelion, white clover, spp.) on 21,000m ²	£ 484.00
Total (exc. VAT)	£5,028.00

TERMS:

Please note our payment terms are 3 weeks from date of invoice. If your normal bookkeeping procedure does not allow for this timing, please ensure special arrangements are made before requesting work. Late payments will incur a credit charge at 8%

All goods/services remain the property of Ecosolve Limited until full payment is received

Pallets and bulk bags remain the property of Ecosolve Ltd.

Quotation is valid for 30 days from the above date

NO VAT ON GRASS SEED

Written order confirmation is required to secure a booking & date

Written order confirmation is deemed as acceptance of Ecosolve Ltd.'s terms & conditions

For any further help, please contact Bretton King on 01666 861 250

Thank you for your valued enquiry

This page is intentionally left blank

Trowbridge Town fc



FA Pitch Improvement Programme

Initial Report

Supported by

**GROUNDS & NATURAL TURF
IMPROVEMENT PROGRAMME**

18/04/2018

Section One – Background/Objectives

Background and Visit Objectives

This report has been compiled for Trowbridge town fc and Wiltshire fa to see how support can be offered in improving the standard of football pitches and level of maintenance across the area. *Please note this report has been produced on the basis of evidence found during the initial visit and is for guidance purposes only.*

It will give:

- An overall appraisal of the site and maintenance
- To improve the playability of the football pitches
- To limit/decrease the amount of cancellations

Overall Summary/General appearance

On first impressions from a distance the overall appearance seemed to be initially very good with an high grass content but after further inspection of the whole pitch with the groundsman it became apparent that the pitch was suffering from very poor draining soil especially in the furthest half from the club house. Grass coverage was generally very good in the drier areas of the pitch but that was mainly because no games had been played on the pitch for 4/5 months throughout the winter due to waterlogging.

The overall appearance of maintenance and presentation by the groundsman was very good even with the grass species being mainly made up of Poa annua/meadow grass which is a shallow rooting grass that will easily kick out and cause divots due to the shallow roots.

Conclusions and Recommendations.

Locate drains and dig investigation holes to see if the drains are working properly or water/rainfall is not getting to them. This could also be achieved by verti-draining/aeration of the surface throughout the season and if the verti-drain holes fill with water/rainfall during the wetter months then this will conclude that the drainage system is not working properly.

End of season renovation consisting of scarifying the pitch to remove as much Poa/meadow grass as possible and the over seeding with 8/10 bags of perennial ryegrass which is a more desirable hard wearing, longer rooting sports grass.

Regular aeration program consisting of deep solid tine spiking at lest 3 times a season.



Section Two – Club/Site/Pitch Details



Club/Organisation:	Trowbridge Town FC				
Address:	Axe and Cleaver lane, Woodmarsh, Bradley road, Trowbridge			Postcode:	BA14 0SB
Active Places Site ID:	unknown				
Main contact job title / responsibility:	Kathy Crisp/1 st team secretary/Admin etc for 1 st team only				
Tel:	01225 763886	Mob:	07758001519		
Email:	kathycrisp@hotmail.co.uk				
Groundsman	Christopher Bell	Qualified:	Yes	IOG Member:	Yes

Mobile:	07922265053	Email:	Chrisbell6308@blueyonder.co.uk		
Number of groundstaff:	1	Volunteer /Professional	Professional		
Maintenance budget per season (£):	£1,200	Renovation Budget	£2,000		
In House:	Yes	Contractor:	Yes	Local Authority:	No
Site Owner:	Trowbridge Town Council	Site Size (Ha):			
RPA	"Enter details"	Site visit	Click or tap to enter a date.		

<i>NLS Step</i>	<i>Charter Standard</i>	<i>Number of teams</i>	
Select NSL Step	Select Charter Standard	Insert Categories	Insert Number
		Insert Categories	Insert Number
		Insert Categories	Insert Number
		Insert Categories	Insert Number
		Insert Categories	Insert Number

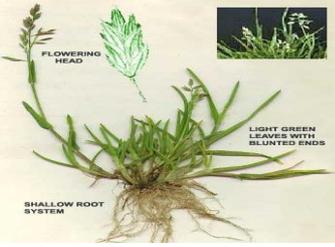


Section Three PQS – Performance Quality Standards

This report utilizes the Performance Quality Standard criteria (PQS) as endorsed by the Football Association (FA) and published by the Institute of Groundsmanship (IOG) as benchmark standards for safe, true, consistent and fit for purpose playing facilities.

IOG PQS Table - Football Pitch - Mid Season							
Add Club name			Pitch Location			Grading Results	
Assessment Criteria		Unit	Goal mouth	Centre Circle	Wing	Median	PQS Grade
1	Length of grass	mm	0	35	35	35	High
2	Total ground cover	%	0	80	90	80	Upper Basic
3	Desirable grasses	%	0	30	30	30	Inadequate
4	Weeds	%	5	5	5	5	High
5	Pests & Diseases	%	0	0	0	0	Elite
6	Thatch	mm	20	20	20	20	Lower Basic
7	Root depth	mm	0	100	100	100	High
8	Growing Medium	mm	0	70	70	70	Inadequate
9	Pitch surface levels	mm	26	10	10	10	High
10	Compaction					Standard	
11	Goal posts					Standard	
12	Line Marking					Below Standard	
13	Surface debris					Below Standard	
14	Unofficial Use					Enter Status	
Performance Quality Standard:				Intermediate			
Pitch Advisor:				Marcus Cassidy			
Date of Assessment:				18/04/2018			



<p>Mowing Height*</p> 	<p>Bare areas % *</p> 	<p>Desirable grasses</p> 
<p>Undesirable grasses</p> 	<p>Weeds</p> 	<p>Pests and disease</p> 
<p>Thatch</p> 	<p>Root depth*</p> 	<p>Growing medium*</p> <p style="text-align: center;">Insert Site Picture Here</p>  <p>Right click select Change Picture From Menu Click Browse to select existing image from your machine. Use bing image search for images on line.</p>
<p>Presentation/ appearance*</p> 	<p>Goalposts*</p> 	<p>Peak soil strength</p> 



<p>Surface levels/Evenness*</p> 	<p>Post- match divoting:</p> 	<p>Click on the link below for more information on PQS assessment</p> <p>GROUNDS & NATURAL TURF IMPROVEMENT PROGRAMME</p>
---	--	--

Section Four – Useful Links

Details	Web Address
The Football Association (FA)	www.thefa.com
The Institute of Groundsmanship (IOG)	www.iog.org
Sport England/IOG Football Groundsmanship	www.groundsmanship.co.uk/football/football-groundsmanship
IOG Pitch training	www.iog.org/winter-pitches-training-courses
Football Stadia Improvement	http://www.fsif.co.uk/
Football Foundation	http://www.footballfoundation.org.uk/

Section Five– Current Machinery

<p>Current machinery - summary:</p>	<p>The current machinery stock is inadequate and unsuitable to provide the maintenance needed in order to produce a playing surface which meets the required benchmarked standard. See recommendations section for further information</p>
--	--

Machinery Type	Operating Hours/Age/New or Second Hand	Comments reflecting suitable/unsuitable. Comment on reliability, and if relevant frequency of servicing.
----------------	--	--

Triple deck cylinder mower	Second hand	Evidence of poor/lack of maintenance
Slitter	Second hand	Unsuitable for purpose
Spray marker		In good condition and well maintained
Rotary mower	Second hand	In poor condition and needs replacing

Section Six – Recommendations

Maintenance

Outline maintenance guide

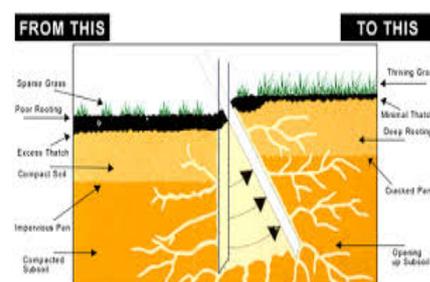
Maintenance Item	Timing/Frequency (PS = Playing Season)	Additional Comments
Mowing	Must maintained between 25-40mm	Important to alternate direction of mowing. No more than 30% removed in one operation.
Line Marking	Weekly	Approved line marking products should be used.
Aeration - slitting	PS	Deep solid Verti drain spike, Star slitter – not an agricultural slitter.
Decompaction	Renovation, Autumn	See more detailed comments In terms of machine type and operating depth e.g. 250mm.
Turf Nutrition	Spring, Summer and Autumn	Ensure appropriate formulations are used e.g. Spring Summer NPK 9:7:7.
Weed Control	NPS	Must be applied by a certified contractor.
Seeding and Over seeding	End of season and in season	End of season over seeding should ideally be undertaken using a disc/drill seeded. 35g per square metre using Dwarf Perennial Ryegrass.

Worm and Pest Control	As required	Must be applied by a certified contractor.
Top Dressing	End of season	Should budgets permit – ideally 60 tonnes per full size pitch – medium coarse sand.
Scarification	End of Season	Contractor recommended.

Key Priorities

Decompaction

A decompaction operation is essential for aeration to allow air, water and nutrients to pass into and through the profile increase drainage and improve the breakdown of organic matter (thatch). This will increase the infiltration of water through the soil profile and help the problem of waterlogging.



As soon as growth recommenced in early Spring (late March/early April) apply controlled release fertiliser of NPK 253-15 or similar to provide extended feeding program without rush of growth. Fertilisers of this type provide nutrient for up to 24 weeks and may negate the requirement for further “blanket” applications across the entire site.



To improve grass coverage and quality over seeding is required using a dwarf perennial ryegrass mix of at least three cultivars. This should be applied using either a drill seeder or disc seeder which sows the seed directly into the soil at a rate of 30-40gsm per square metre. Timing of application is key, as seed will struggle to germinate in dry hot weather without irrigation. Consider over



seeding two weeks before the conclusion of the playing season as this will allow maximum time for germination and establishment to take place. Work with seed representative to identify to best seed cultivars for your requirements. Bear in mind, the highest rated seeds require a higher input, i.e. irrigation and fertiliser etc.



Machinery Needs

Machinery Requirement	Size/Specification	Additional Comments
Combination turf grooming attachment		
Compact tractor with cutting deck		

Training

Successful sports surface management requires a committed, motivated and trained workforce to conduct operations in a timely, efficient and safe manner.

The Institute of Groundsmanship provide a full range of training and education packages, endorsed by the Football Association to suit all experience levels from volunteer to professional.

<http://ioglearning.co.uk/>

Training Need	Provider
IOG Level 1	Institute of Groundsmanship (IOG)
IOG Level 1 Online Blended Learning Football	Institute of Groundsmanship (IOG)
IOG Safe Use of Equipment	https://www.iog.org/learning/training-courses-seminars



GaNTIP Contact	RPA:	Simon Johnson
	Email:	sjohnson@iog.org
	Tel:	07934299827
County Football Association Contact	CDM	Mark Young
	Email:	m.young@wiltshirefa.com
	Tel:	07739514201
Football Foundation Contact	TPM:	Chris Davies
	Email:	Chris.davies@footballfoundation.org.uk
	Tel:	07912327660

Please note that The FA has secured two Official Suppliers to support the roll-out and implementation of the Pitch Improvement Programme. Both Official Suppliers have agreed discounted schedule of rates that are available to all FA affiliated football clubs. Details of the full product ranges and associated contact details are appended to this report.

For all funding enquiries or to discuss this report further please contact the County Football Association (CFA).

This page is intentionally left blank

Notes of the Local Youth Network Management Meeting held on 22nd August at The People's Place Studley Green, Trowbridge

Present

Cllr Stewart Palmen (WC Area Board rep), Tracy Sullivan (Trowbridge Arts), Amee Dewitt (Selwood housing) Colin Kay (TCAF)

Apologies

Mary Cullen (Community Area Manager)

Mary is away on annual leave for urgent family business. In her absence she has asked Amée to take notes and facilitate discussions where required.

Budget

Unsure in Marys absence we discussed circa £17k and scored applications based on this estimation.

Application no: 592 – Youth Adventure Programme 2018, Forest camps

Discussed whether Swindon had been approached to invest in young people as they don't appear on the funders list but heavily feature in the application form. Not sure how they are structured as they are unitary and won't have area boards.

Confirmation email read out to confirm that sources of AB funding have been awarded by Chippenham and Westbury. Curiosity over Swindon financial support to young person activities although this wouldn't sway our decision in funding.

The application states they are a newly formed group and don't have published accounts? – How have they received £910k in 1st year and raised so much money – it would be useful to see the company history of accounts if this is an amalgamation of companies.

Why has the application come in so late if it's happening in Aug and Sept. Would this happen anyway regardless of LYN money.

Clear from the application that the money applied for is for the 7 young people from Trowbridge.

Regardless of the discussions above all attending agreed to the importance of the project and agreed to support application for £3,000 IN FULL.

Additional notes on scoring paper work.

Application no: 608 – Brighter Aspirations – staff training

Stewart & Colin were both unable to take part in the grant bid.

AD & TS to discuss application. AD read out additional support questions which had been posed to TCAF and their responses. No additional questions posed to support application.

Long discussion regarding the need for sexual health and healthy relationships training and support to young people. Trowbridge obviously has a need for this given the JSA figures. Colin explained the new structure at TCAF Brighter Aspirations.

There is a hope that volunteers will also attend the free training – Tracy is keen to attend this.

Group agreed to support application for £3,141 IN FULL.

Additional notes on scoring paper work.

Tracy wanted noted her recommendation that if further funding be required for the training of staff in Sexual health and wellbeing that the LYN should support this to allow the teaching to be continued to reach more young people in the future.

News and updates from partners

TCAF

Colin updated the group on current team structure and increase in staffing. Lindseys replacement is due to start on 1st September officially and has a youth and grants background.

2 bids Colin is currently working on – 1 national lottery bid is on youth loneliness for up to 80K. Thinking about commissioning a theatre group Jan 2019 – 2021. There is a report on youth loneliness to back this up. May ask Selwood to partner on this bid. Needs to be applied for by 26th September.

Building connections youth grant between 30-80k – this is deadline on Friday but might not meet this deadline. Could be an idea to look at a space in the town centre possibly.

At September Area Board there will be a discussion regarding LYN steaming and commissioning of services and how this could work in the future.

Town Hall

They have secured additional support from TTC which should give breathing space for the next 3 years with their continued support.

Additional support has been sourced for SEND students, so the programme will continue.

New brochure coming out this week – full season of work up and coming.

Taster sessions at schools for youth theatre will run in January.

IN October the YP music sessions will start thanks to LYN support.

Great success with Greatest showman outdoor cinema screening. The free tickets 'sold out' in 7 mins!

Selwood Housing

Team changes and shortages in the involvement and improvement team have meant extra work pressures on remaining staff. Should have a more permanent solution to this at the beginning of September.

AD happy to discuss TCAF national lottery bid and meet with Sarah but best to wait until late September when she has a bit more time and direction is confirmed. AD suggested in the interim Colin should speak directly with Verena Buchanan to float the idea and assess if a partnership is something that could happen.

AD thanked Tracy on behalf of Town Hall Arts for their generous offering of 30 tickets to attend the outdoor cinema. The competition we have run has been a great success and ensures those on low incomes are enjoying free arts activities on offer in the town.

Cllr Stuart Palmen

No update

Mary Cullen

Amée read update from Mary

There is no further news on the communities review, however we now have a new Head of Service so I guess they will pick it up in due course. Steve Milton will be leaving.

A.O.B

None

Date of next meeting

Mary to advise in due course. 10am on Wednesday morning works well for those in attendance. The Peoples Place is free to book at this time.

This page is intentionally left blank

Local Youth Network Grant Scoring Sheet

Organisation: Vulnerable Young People from Trowbridge Youth Adventure Programme **Amount Requested:** £3,000
Project title: 2018 Forest camps

Category:	Total mark available	Mark given:	Comments:
How well does the project/activity/programme meet local needs and priorities is there evidence of this need?	10	9	Clearly focuses on disadvantages YP
How well have young people been involved in the development of the project/ activity /programme?	10	7	They are fully involved in their individual target setting, monitored with each child. Tried and tested programme.
Will enough young people benefit from their project / activity?	10	7	Small numbers of Trowbridge YP involved but the intensity of the training and support is high and these are our most vulnerable and in need YP
How accessible is the activity/project for all (Disabled access, low incomes, vulnerable, etc.)?	10	8	Designed for vulnerable YP and referred by professional for inclusion. No mention of physical disability.
How well will the project/activity safeguard the welfare of young people?	10	9	Only slight risk is use of volunteers in delivery although they do state a full staff training programme.
How well has the applicant ensured that they will monitor and evaluate their project / activity involving young people?	10	8	Anecdotal; and physical evidence of overcoming fears and achieving joint set targets. Mental Toughness questionnaire completed, and journey travelled s mapped and noted.
TOTAL Benchmark is 30/60	60	48	

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

Decision:	IN FULL
Amount Awarded:	£3,000
Reason for part award (if applicable):	n/a
Reason for rejection:	n/a
Local Youth Network Members present:	Cllr Stewart Palmen (WC Area Board rep), Tracy Sullivan (Trowbridge Arts), Amée Dewitt (Selwood housing) Colin Kay (TCAF)
Date:	22 nd August 2018

This page is intentionally left blank

Trowbridge Local Youth Network Grant Scoring Sheet

Organisation: Brighter Aspirations

Amount Requested: £3141.92

Project title: Sexual Health Training

Category:	Total mark available	Mark given:	Comments:
How well does the project/activity/programme meet local needs and priorities is there evidence of this need?	10	9	Anecdotal evidence from YP themselves of a need. Supported data regarding teen pregnancy rates in Trowbridge and JSA need.
How well have young people been involved in the development of the project/ activity /programme?	10	8	They have mentioned in conversations that they want this training.
Will enough young people benefit from their project / activity?	10	8	Initially 20-30 YP but hopefully an additional 15-20 in the future – circa 40-50 YP. Training can be rolled out again and again.
How accessible is the activity/project for all (Disabled access, low incomes, vulnerable, etc.)?	10	9	Delivered in areas of high deprivation, free of charge – can't see any barriers.
How well will the project/activity safeguard the welfare of young people?	10	9	Works directly to safeguard and protect YP in decision making and advice
How well has the applicant ensured that they will monitor and evaluate their project / activity involving young people?	10	9	Written weekly reports, will monitor attendance, specific feedback from YP.
TOTAL Benchmark is 30/60	60	52	

05

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

Decision:	IN FULL
Amount Awarded:	£3,141
Reason for part award (if applicable):	n/a
Reason for rejection:	n/a
Local Youth Network Members present:	Tracy Sullivan (Trowbridge Arts) & Amée Dewitt (Selwood Housing) Present but did not have scoring rights: Colin Kay (TCAF) Cllr Stewart Palmen (WC Area Board rep)
Date:	22 nd August 2018

This page is intentionally left blank

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

	Item	Update	Actions and recommendations	Who
	Date of meeting: 14th June 2018			
	1. Attendees and apologies			
	Present:	Cllr Horace Prickett (WC, Chairman) HP, Cllr Ernie Clark WC (EC), Cllr Stewart Palmen (WC) SP, Kirsty Rose (WC Highways) KR, Pat Whyte (WC Highways) PW, Roger Coleman (PC rep) RC, Lance Allan (TTC) LA Mary Cullen (WC CEM) MC.		
	Apologies:	Cllr Graham Payne, Cllr Deborah Halik, Cllr David Halik, Cllr Edward Kirk, Cllr Peter Fuller		
	2. Notes of last meeting			
		The minutes of the previous meeting held were agreed at the Trowbridge Area Board meeting in May 2018 https://cms.wiltshire.gov.uk/ieListDocuments.aspx?CId=171&MId=11939&Ver=4		
	3. Financial Position			
		The budget allocation at the start of this meeting for £16,117 In addition, CATG funding for pavement improvements is		

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

		£9,212.29 for Trowbridge Community Area.		
4.	Top 5 Priority Schemes			
a)	Issue 4824 – Speeding Westbury Road/Woodmarsh, North Bradley	Traffic management design options presented, to go to parish council on July 2 nd . EC asked that PC asked for a contribution LA noted that if the scheme waited there would be CIL monies in future, up to £1m.	HP to take to NBPC to consider options and identify potential contribution.	HP
b)	Issue 5422 Elizabeth Way/Hilperton Road roundabout – concerns re vehicle speeds and layout	Concerns regarding the lack of deflection for vehicles exiting Elizabeth Way and travelling straight on resulting in high approach speeds. KR has reviewed Road Safety Audit undertaken following construction. This did not raise any concerns or require remedial works in relation to cyclists. KR to continue to visit site and observe.	KR to meet on site with EC and report back to next CATG	KR
c)	Issue 5589 The Halve- various issues raised re speeding traffic, need for pedestrian crossing, speed limits	KR has results of pedestrian survey but has not had time to analyse as yet. SP has met with residents who have carried out their own comprehensive monitoring of traffic in this area. Agreed this would be useful information for KR to see.	SP to send KR results of residents survey. KR to evaluate results of pedestrian survey. To report back to next CATG.	SP KR
d)	Issue 5835 Speed Limit Reduction, Wingfield Road, Trowbridge	KR prepared a draft repor. It is feasible and allowable to extend the 30mph zone but the costs high at @£18,750, due to need to remove existing coloured surface, plane out and resurface highway, plus electrical works required to light the signage. This could however, potentially form a substantive bid. Questions were raised as to whether this was the highest priority for a substantive bid and if the change would actually modify driver behaviour. Agreed KR to finalise report to bring to next meeting for further consideration.	KR to write up full report and bring to next CATG	KR
e)	Issue 5677 Crossing point	TTC confirmed funding of £200. KR to oder works	KR to order works	KR

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

Page 109

	British Row, Trowbridge			
5.	Other Priority schemes			
a)	The Croft, Trowbridge – damage to verges	Complete	AB to note update and remove	
b)	20mph speed restriction assessment, Drynham Ward	Design and cost estimate prepared for implementation excluding Holbrook Lane. Estimated cost is £16000 of which CATG have previously allocated £4500. KR to prepare substantive bid for remaining funding.	Substantive bid application to be submitted.	KR/MC
c)	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. Agreed to extend 20mph speed restriction assessment to these areas. Survey would cost £2000. Agreed to fund survey Awaiting Traffic survey results.	KR to bring results of traffic survey to next CATG	KR
d)	Issue 5837 Dropped Kerbs, Riverway/Hill Street, Trowbridge	Complete	AB to note update and remove	
e)	Issue 5859 Green Lane/Paxcroft Way, Trowbridge – Dropped Kerbs request	Complete	AB to note update and remove	
f)	Issue 5997 Request for dropped kerb, Newleaze, Hilperton	CATG agreed £667 funding subject to contribution of £333 from HPC (total scheme cost £1000). Match funding from HPC confirmed.	Works to be progressed, to fit in with school holidays	KR

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

Page 110

g)	Issue 6185 Trowbridge Rugby Club	<p>Motorists turning right into Trowbridge Rugby Club from the A361 despite the no right turn signs and the built-out kerb at the entrance to the club.</p> <p>CATG asked KR to determine costs for 'Ahead Only' road markings.</p> <p>KR reported cost to add road markings would be £450. It was agreed that a contribution from parish council would be required.</p>	Cllr EC to take to Hilperton PC for contribution of £150	EC
h)	Issue 6203 Obstruction of footway, Sycamore Grove (o/s Bargain Booze)	<p><i>18 tonne lorry and other smaller delivery vehicles are fully mounting driving upon and parking wholly with all tyres wholly upon the footway. Vehicle is left in a dangerous position obstructing the footway obstructing the dropped pedestrian kerb obstructing access for disabled individuals. Photo evidence already submitted is available on request.</i></p> <p>KR reported that she had not had time to look into this, to be will be rolled forward to next meeting.</p>	KR to prepare options for parking improvements, footway improvements and prevention of obstructive parking for next meeting.	KR
i)	West Ashton Relief Road	Keep Clear' marking provided as part of recent maintenance scheme.	AB to note update and remove	

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

j)	Holbrook Lane, Trowbridge	Request to investigate feasibility of dropped kerbs. KR has investigated. It is not possible to have dropped kerbs where requested but it is possible further down Holbrook Lane opposite a driveway. The cost would be £1500. A contribution from Town Council would be required.	LA to take request for £500 to TTC. Action deferred until TTC decision.	LA
6.	New Issues			
a)	Issue 6273 7.5t weigh limit request, Islington, Trowbridge	<i>Would like to see a 7.5 tonne weight limit on Islington . KR reported that Islington and The Down were both on the Freight Assessment List and that the top two from this will be taken forward. This area however would be a low priority at present. KR and MA met with Cllr Kirk to outline results of HGV count in this area and Seymour Rd. Results show significant drop in HGV usage of these areas, up to 60%. Agreed to defer the item for further observations.</i>	KR to provide comments for MC to respond to issue raiser.	KR
b)	Issue 6278 Tower Close, Trowbridge – verge parking	<i>Area out side the boundary of 21 Tower Close is grassed and belongs to council residents have taken to parking on the grass causing it to become a muddy eye sore. KR had not had time to look into this as yet.</i>	KR to visit and assess	KR
c)	Issue 6313 Speeding Westwood Road	<i>Speeding traffic Westwood Rd Trowbridge. Where road straightens out after turning onto from Bradford Rd. Speed limit 40mph should this be 30mph Residents cross road here using areas of verge. Older peoples home here also.</i> MC reported that metrocount form had been issued	Results of metrocount to be reported to next meeting	KR/MC

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

d)	Issue 6329 Speeding Brook Road Trowbridge	<p><i>Speeding along Brook Rd Trowbridge. Please place metrocount strips on Brook Rd between Lambrok Brook bridge and Bridge Avenue just after bend in the road.</i></p> <p>MC reported that metrocount form had been issued</p>	Results of metrocount to be reported to next meeting	
e)	Issue 6330 Improved warning signs, Larkspur, Trowbridge	<p><i>Vehicle crashed into house as failed to navigate sharpish corner. Owneroccupier requests improved warning signs.Potential for any similar incidents to result in serious injury to childrenelderly as close to two schools and Teazle Ground Court. Further signage not agreed as too many in situ.</i></p>	KR to investigate incident further and liaise with Police. To report back to next meeting.	KR
f)	Issue 6351 Speeding, Silver Street Lane, Trowbridge	<p><i>I wish to bring your attention to the number of motorists exceeding the 30mph speed limit on Silver Street Lane.</i></p> <p>MC reported that a metrocount form had been issued. KR noted that this area has in the past been eligible for Community SpeedWatch. The CSW co-ordinator is happy to work with residnets again should they wish to set up a group. RC queried whether school traffic might be having an impact. KR is continuing to monitor school related traffic and has some surveys underway to identify any issues in relation to this.</p>	Results of metrocount to be reported to next meeting	KR/MC

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

Page 113
7.

g)	Issue 6353 Stallard Street/Trinity Roundabout	<p><i>Traffic on the Trinity Roundabout.</i></p> <p>Discssed and agreed that this was outside scope of CATG at this time as it would link to the Bowyers development and need to be considered in line with this.</p>	To be kept under review	
h)	Issue 6300 Pedestrian Crossing Request, North Bradley Memorial Hall	<p><i>Crossing needed on Southwick Rd by Memorial Hall. This road is extremely dangerous with volume of traffic and speeding cars.</i></p> <p>The issue was discussed and it was agreed that as there was a crossing in place, residents should be encouraged to use the safe routes provided</p>	NFA. Issue to be closed	
Other items				
a)	Parking in Council car parks	<p>Cllr Kirk had asked for formal response to question of whether additional signs could be put up to advise residents that parking was available on Council car parks including East Wing, out of office hours. KR reported that this was technically outside the scope of CATG as it was not a highways matter. She has looked into whether directional signs could be put on the highway approach however, the information would be very complicated concerning hours available etc, so separate signs would be required. As the East Wing development is also coming on line this would further complicate matters. Agreed wait until after East Wing development and review.</p>	Review when East Wing development completed.	

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

Page 114

b)	Footway improvements Bellefield Crescent	<p>PW noted that Bellefield Crescent was proposed for footway improvements. EC queried whether there was much footfall in this area. It was confirmed that there was a linked footpath from Hilperton Rd which was well used. The cost would be £2917.20. A contribution would be required from TTC.</p> <p>LA asked about footway outside Hiscocks engineering. PW advised that this would likely be more expensive.</p>	PW to get costs for both schemes for LA to take to TTC asap.	PW/LA
c)	Drainage issues Wingfield Rd	PW had investigated, drain clear.		
d)	Signage Dursley Rd	EC queried whether signage at the end of Dursley Rd had been completed. KR advised that this was 99% completed.		
e)	Hill St Drainage works	EC expressed thanks to everyone involved, work is now complete.		
f)	Gully clearing	<p>PW had raised a ticket for Gully clearing at Ireland. He will look again at 3 Gables.</p> <p>Wall at old rectory, query over maintenance responsibility. PW advised that there would have been a legal agreement with resident who would be responsible. HP to check.</p>		<p>PW</p> <p>HP</p>

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

g)	Illegal parking issue	DH had raised an issue. Passed to Police.		
h)	Waiting restrictions Millington Drive	SP queried when this would be actioned. KR advised that it is in the system but would take time.		
i)	Footway Improvements/Parking Reviews	Members are reminded to submit requests for footway improvements in their area. The deadline for areas for parking review is end December.		All
8.	Date of Next Meeting: 11th October 2018. 10:00, Salisbury Room, County Hall			

Page 115

Trowbridge Community Area Transport Group

Report author- Kirsty Rose, Senior Traffic Engineer

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 £16117

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

3. Legal Implications

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

4. HR Implications

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

5. Equality and Inclusion Implications

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