

# AGENDA

**Meeting:** Trowbridge Area Board  
**Place:** The Cotswold Space - Wiltshire Council Offices, County Hall,  
Trowbridge  
**Date:** Thursday 8 November 2018  
**Time:** 7.00 pm

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

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**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 .**

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Please direct any enquiries on this Agenda to Kieran Elliott direct line 01225 718504 or email [kieran.elliott@wiltshire.gov.uk](mailto:kieran.elliott@wiltshire.gov.uk)

All the papers connected with this meeting are available on the Council's website at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

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

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## 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

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

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## **Public Participation**

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

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

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

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

	<b>Items to be considered</b>	<b>Time</b>
1	<b>Apologies</b>	<b>7.00pm</b>
2	<b>Minutes</b> ( <i>Pages 7 - 12</i> )  To approve the minutes of the meeting held on 13 September 2018.	
3	<b>Declarations of Interest</b>  To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.	
4	<b>Chairman's Announcements</b>  To include the following:  i. Balloon and Lantern Releases ii. Focusing on the Future events	
5	<b>Deputy Police and Crime Commissioner</b>  Jerry Herbert, Deputy Police and Crime Commissioner, will be in attendance for an update.	<b>7.05pm</b>
6	<b>Petition - Mr Dennis Kidd - Elm Grove Farm</b>  To receive a petition from Mr Dennis Kidd in relation to Elm Grove Farm and the Housing Site Allocations Plan DPD.	<b>7.15pm</b>
7	<b>Partner Updates</b> ( <i>Pages 13 - 34</i> )  To note the written reports and receive any updates from the following:  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. TCAF vii. Safer and Supportive Communities Group viii. Health and Wellbeing Group	<b>7.45pm</b>
	<b><u>Funding</u></b>  Grant Summary	
8a	<b>Community Grants</b> ( <i>Pages 37 - 42</i> )	<b>8.00pm</b>
8b	<b>Youth Grants</b> ( <i>Pages 43 - 50</i> )	<b>8.10pm</b>
8c	<b>Health and Wellbeing Grants</b> ( <i>Pages 51 - 68</i> )	<b>8.20pm</b>

8d	<b>Member-Led Projects</b> ( <i>Pages 69 - 72</i> )	<b>8.30pm</b>
8e	<b>Community Area Transport Group</b> ( <i>Pages 73 - 82</i> )  Issue 5166 Frome Road/Manor Road - £5000 subject to £2500 contribution from town council  Issue 6203 Obstruction of footway, Sycamore Grove - £750 subject to £250 contribution from town council	<b>8.35pm</b>
9	<b>Bath and North East Somerset (BaNES Clean Air Zone</b> ( <i>Pages 83 - 86</i> )  To note the update in relation to the proposed BANES Clean Air Zone and potential impacts upon West Wiltshire.	<b>8.45pm</b>
10	<b>East Wing, County Hall and Bowyers Site</b>  To receive any updates on the development sites in the community area.	<b>8.55pm</b>
11	<b>Urgent items</b>  Any other items of business which the Chairman agrees to consider as a matter of urgency.	<b>9.00pm</b>

# MINUTES

**Meeting:** TROWBRIDGE AREA BOARD  
**Place:** The Cotswold Space - Wiltshire Council Offices, County Hall,  
Trowbridge  
**Date:** 13 September 2018  
**Start Time:** 7.00 pm  
**Finish Time:** 8.10 pm

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Please direct any enquiries on these minutes to:

Kieran Elliott 01225 718504 or [kieran.elliott@wiltshire.gov.uk](mailto:kieran.elliott@wiltshire.gov.uk)

Papers available on the Council's website at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

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**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: 22**

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<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
30	<p><u>Apologies</u></p> <p>There were no apologies.</p>
31	<p><u>Minutes</u></p> <p>The minutes of the meeting held on 13 July 2018 were presented for consideration and it was,</p> <p><b><u>Resolved:</u></b>  <b>To approve and sign the minutes as a true and correct record.</b></p>
32	<p><u>Declarations of Interest</u></p> <p>Councillor Graham Payne declared an interest in the requested grant from the Trowbridge White Ensign Association by virtue of being a member of the association. He declared he would vacate the chair during the item and not participate in the debate vote.</p>
33	<p><u>Chairman's Announcements</u></p> <p>Through the Chair there was announcements on the following as detailed in the agenda pack.</p> <ul style="list-style-type: none"> <li>i. Electoral Review</li> <li>ii. Localised Labour Market Intelligence</li> <li>iii. Animal Licensing</li> <li>iv. Annual Electoral Canvass</li> <li>v. Celebrating Age</li> </ul>
34	<p><u>Funding</u></p> <p>The Area Board considered the following applications to the Community Area Grant Scheme 2018/19:</p> <p><i>For the first item Councillor Graham Payne vacated the Chair. The Vice-Chairman, Councillor Horace Prickett, presided over that item.</i></p> <ul style="list-style-type: none"> <li>i. <u>Trowbridge White Ensign Association</u>  The sum of £685.00 was requested for a display of the HMS Avon Vale. After discussion, and on the motion of Councillor Ernie Clark, seconded by Councillor Stewart Palmen, it was, <p><b><u>Resolved</u></b>  <b>To award the sum of £685.00.</b></p> </li> </ul>

ii. Trowbridge Debt Advice Service

The sum of £2583.00 was requested to expand the service. On the motion of Councillor David Halik, seconded by Councillor Deborah Halik, it was,

**Resolved**

**To award the sum of £2583.00.**

iii. Halve Friends Residents; Association

The sum of £180.00 was requested for Neighbourhood Watch Signage. On the motion of Councillor David Halik, seconded by Councillor Stewart Palmen, it was,

**Resolved**

**To award the sum of £180.00.**

iv. West Wilts Gymnastics Fitness

The sum of £3000.00 was requested for parkour and safety pits. A motion to approve the full amount was moved by Councillor Steve Oldrieve, seconded by Councillor David Halik. An amendment was moved by Councillor Ernie Clark, seconded by Councillor Edward Kirk, to award the grant subject to Bradford on Avon and Westbury Area Boards contributing to the project as they had been requested. Following a vote the amendment was lost, and after a vote on the substantive motion it was,

**Resolved**

**To award the sum of £3000.00.**

v. Trowbridge Town Football Club

The sum of £4750.00 was requested for ground improvements. On the motion of Councillor Ernie Clark, seconded by Councillor Deborah Halik, it was,

**Resolved**

**To award the sum of £4750.00.**

vi. The Mead Teaching School

The sum of £4727.89 was requested for a community skills support project. On the motion of Councillor Steve Oldrieve, seconded by Councillor Stewart Palmen, it was,

**Resolved**

**To award the sum of £4727.89.**

**Youth Grant Funding**

As detailed in the agenda following a recommendation from the Local Youth Network a grant was approved under delegated authority following discussion

	<p>with the Chairman for £3000.00 for the 2018 Forest Camps project. The Area Board noted the action taken.</p> <p>vii. <u>Brighter Aspirations</u> The sum of £3141.92 was requested for Sexual Health Training. On the motion of Councillor Ernie Clark, seconded by Councillor Stewart Palmen, it was,</p> <p><b><u>Resolved</u></b> <b>To award the sum of £3141.92.</b></p>
35	<p><u>Partner Updates</u></p> <p>Updates from partners were received as follows:</p> <p><b>i. Wiltshire Police</b> The written update was noted. Details were provided of an initiative to raise awareness of modern slavery, operations to reduce anti-social behaviour and a rise in thefts in two areas during August. It was noted that some parishes had not had police representation in some months as a result of staffing issues.</p> <p><b>ii. Wiltshire Fire and Rescue Service</b> The written update was noted. Details were provided of the usage of fire engines over the summer period, that new recruits were being sought for the on-call service, and a reminder of the facility for using the station's meeting rooms for the council and other partners.</p> <p><b>iii. Town and Parish Councils</b> The written update from Trowbridge Town Council was noted. Further updates were received as follows:</p> <p>North Bradley – The neighbourhood plan was moving forward and hoped to reach the next stage shortly. The parish was also concerned at the electoral review of Wiltshire Council potentially seeing the parish represented by a predominantly urban area.</p> <p>Hilperton – It was noted the Marshmead area had just celebrated 60 years since beginning a self build scheme. The neighbourhood plan had been signed off by the inspector and a referendum would be held on 1 November to confirm it.</p> <p>Trowbridge – It was reported the town council was considering a response to the electoral review of Wiltshire Council which would not include any proposals to join parishes with sections of the town.</p> <p><b>iv. Local Youth Network</b> Apologies were provided from the Community Engagement Manager.</p>



	<p><b>v. Trowbridge Wellbeing Centre Development Group</b> An update was provided under Minute 37.</p> <p><b>vi. Safer and Supportive Communities Group</b> It was requested a note be made for the Community Engagement Manager to look into the issue of housing associations looking after residents.</p> <p><b>vii. Health and Wellbeing Group</b> It was reported the outing to Weston Super Mare for older people had been very successful, but that there had been limited interest in arranging the minibus driver training, and no applications for funding had been received.</p>
36	<p><u>Youth Funding</u></p> <p>It was stated that a report from the Community Engagement Manager would be circulated to councillors after the meeting.</p>
37	<p><u>Bowyers Site</u></p> <p>Tim Martiennssen, Director of Economic Development and Planning, was in attendance and provided an update on the Bowyers site and other areas of the town.</p> <p>In respect of County Hall East Wing it was stated that in order to receive the next tranche of necessary funding for a health centre project the Clinical Commission Group was required to check to see if other sites were suitable, however officers stated the East Wing site remained the intended location. Work had been ongoing with the Environment Agency and Wessex Water to resolve flooding issues for the site.</p> <p>In respect of the Bowyers site meetings had been had with the developers and their agent. It was hoped that a pre-application would be made before the new year, but it was noted that there had been significant delays already.</p> <p>Details were also sought generally on traffic issues at the Shires Gateway, and if these could be resolved or if a resolution was needed on the Bowyers site first.</p> <p>The Trowbridge Health and Wellbeing Centre Development Group hoped to meet with the consultants to the East Wing site and be able to report back at the next meeting.</p>
38	<p><u>Community Area Transport Group</u></p> <p>No recommendations for funding had been made at the last meeting. The next meeting was to be held on 11 October.</p>

39	<u>Urgent items</u> There were no urgent items.
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## **Trowbridge Area Board Report**

### **November 2018**

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

#### Child Safety Online

A practical guide for parents and carers whose children are using social media.

Social networking is hugely popular. Many young people are sophisticated in the way they use social media apps and websites, tailoring their communication for different audiences, and accessing them from a range of devices including smartphones, tablets and games consoles.

But social media like all forms of public communication comes with some risks. Not all of these risks turn into actual problems, and if children never face any risks, they never learn how to deal with them. By helping your child understand what the risks are, you can play a big part in preventing them from turning into problems.

#### Understand the risks children may need to deal with

What they could see or do :

- Seeing or sharing of violent, sexual and pornographic content
- Inaccurate or false information and extreme views
- Promotion of harmful behaviours including self-harm, eating disorders and suicide
- Over-sharing of personal information
- Actively or unintentionally getting involved in bullying or hurtful behaviour

Who they might meet :

- People who might bully, intimidate or frighten
- People posing behind fake profiles for mischief making, sexual grooming or identity theft

How this could affect them :

- Fear of missing out leading to excessive use or exaggeration
- Getting upset by things they have seen and being uncertain about what to do
- Engaging, or being pressured into engaging in more risky behaviour either by accident or by design

- Developing unrealistic, and perhaps depressing ideals of body image and gender
- Becoming subject to peer pressure or interactions that are intense or too difficult to handle
- Creating an online reputation that may create problems for them in the future

#### Practical tips to minimise the risks your child might face

It's good practice for apps and websites to have safety advice and well-designed safety features which can make a real difference to how safe your child will be when using them.

Work through safety and privacy features on the apps that your child is using, or might use. Make sure they understand the point of these and how to use them. Don't be put off by believing your child knows more than you, the tools are actually quite easy to manage.

- **Ask them to show you** which social media apps they use and what they like about them. Talk about how they use them and what makes them to engaging.
- **Explain** how you can use privacy settings to make sure only approved friends can see posts and images.
- **Check if any of their apps have 'geo-location'** enabled, sharing their location unintentionally.
- **Show them how to report offensive comments** or block people who upset them.
- **Check 'tagging' settings** so that when others are posting or sharing photos online, your child's identity is not revealed. Also, get people's consent before sharing photos.
- Encourage your child to **come and talk to you** if they see anything that upsets them.

#### Keep talking and stay involved

In a mobile age, children can't be completely protected, even by the best privacy controls; another child may use different settings. So it's important to keep talking to your child about the implications of social media. Getting a sense of what they think is a useful place to start; you might be surprised by how much thought they may have given to the issues.

Encourage your child to think carefully about the way they, and others behave online, and how they might deal with different situations.

- People may **not always be who they say they are** online, how can this create problems?
- Why is it **unwise to meet** anyone in the real world that you've only ever met online?
- Even if you think your messages are private, remember that words and images can always be **captured and broadcast**
- People **present themselves differently online** – do they really look like that? Are they always having that good a time?
- Be aware that screens, and especially being anonymous, can lead people to say things they wouldn't say to someone's face
- What does being a good friend and a likeable person online look like?
- There can be **pressure to be part of a particular group** online or to be seen to be following a certain set of ideas. How can you take a step back and make your own decisions?

For more information

You can find out more about how children use social media, the apps they use, the risks they face, how to use privacy settings and advice and tips about how to talk to your children at :

[www.childnet.com/sns](http://www.childnet.com/sns)  
[www.internetmatters.org](http://www.internetmatters.org)

[www.nspcc.org.uk/onlinesafety](http://www.nspcc.org.uk/onlinesafety)

[www.parentzone.org.uk](http://www.parentzone.org.uk)

[www.thinkyouknowhow.co.uk/parents](http://www.thinkyouknowhow.co.uk/parents)

[www.askaboutgames.com](http://www.askaboutgames.com)

If you are concerned about online grooming or sexual behaviour online contact CEOP –  
[www.ceop.police.uk](http://www.ceop.police.uk)

If you stumble across criminal sexual or obscene content on the internet you should report it to the Internet Watch Foundation – [www.iwf.org.uk](http://www.iwf.org.uk)

## **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

September showed 86 crimes for this beat area, against the average of 86.7 for this same month over the last two years. The largest four crime groups that accounted for 86% of ET11 crime are as follows :

Theft showed 38 reported crimes, compared to an average of 23.3 offences. This crime type is showing as a crime exception, as the number of offences is higher than we would expect to see.

When broken down further, only three of these incidents do not relate to shopliftings from commercial premises.

Violence against the person showed 23 reported crimes, compared to an average of 29 offences.

Criminal Damage showed 8 reported crimes, compared to an average of 9.2 offences.

Public Order showed 5 reported crimes, compared to an average of 6.5 offences.

#### Adcroft and Paxcroft – ET12

September showed 60 crimes for this beat area, against the average of 57 for this same month over the last two years. The largest five crime groups that account for 85% of ET12 crime are as follows :

- Theft showed 20 reported crimes, compared to an average of 15.7 offences.
- Violence against the person showed 19 reported crimes, compared to an average of 18 offences.
- Public Order showed 4 reported crimes, compared to an average of 2.7 offences.
- Criminal Damage showed 4 reported crimes, compared to an average of 8.1 offences.
- Vehicle Offences showed 4 reported crimes, compared to an average of 4.6 offences.

#### Trowbridge Park and Longfield – ET13

September showed 54 crimes for this beat area, against the average of 48.6 for this same month over the last two years. The largest four crime groups that account for 94% of ET13 crime are as follows :

- Theft showed 31 reported crimes, compared to an average of 17 offences.
- Violence against the person showed 10 reported crimes, compared to an average of 13.9 offences.
- Public Order showed 4 reported crimes, compared to an average of 2.7 offences.
- Burglary showed 3 reported crimes, compared to an average of 3.7 offences.

#### Drynham and College – ET14

September showed 43 crimes for this beat area, against the average of 38.8 for this same month over the last two years. The largest four crime groups that account for 81% of ET14 crime are as follows :

Violence against the person showed 22 reported crimes, compared to an average of 12.9 offences. This crime type is showing as a crime exception, as the number of offences reported is above what we would expect to see. When broken down further, six relate to incidents that have occurred in an open space, the other 16 incidents have occurred within a dwelling (home).

Criminal Damage showed 6 reported crimes, compared to an average of 5.1 offences.

Theft showed 4 reported crimes, compared to an average of 9.1 offences.

Public Order showed 3 reported crimes, compared to an average of 1.9 offences.

#### Broadmead and Studley – ET15

September showed 30 crimes for this beat area, against the average of 23.6 for this same month over the last two years. The largest four crime groups that accounted for 83% of ET15 crime are as follows :

Violence against the person showed 12 reported crimes, compared to an average of 10.3 offences.

Criminal Damage showed 10 reported crimes, compared to an average of 4.8 offences.

Public Order showed 2 reported crimes, compared to an average of 2.1 offences.

Drugs showed 1 reported crime, compared to an average of 1.5 offences.

#### Trowbridge Rural – ET16

September showed 43 crimes for this beat area, against the average of 35.2 for this same month over the last two years. The largest four crime groups that accounted for 84% of ET16 crime are as follows :

Violence against the person showed 19 reported crimes, compared to an average of 35.2 offences.

Criminal Damage showed 7 reported crimes, compared to an average of 12.9 offences.

Burglary showed 6 reported crimes, compared to an average of 5.2 offences.

Theft showed 4 reported crimes, compared to an average of 4.8 offences.

### **COMMUNITY POLICING PRIORITIES WITHIN YOUR AREA**

#### Burglaries

In recent weeks we have continued to see burglaries across the West Wiltshire sector, with entry being gained to many properties via insecurities.

- Most burglaries are opportunistic.
- Always close and lock doors and windows when you go out – even if just for a short time – and when you go to bed at night. Don't forget doors into garages and conservatories.
- Make sure your locks and security measures comply with your insurance requirements.
- Join or start a Neighbourhood Watch scheme. Membership of a scheme is a proven deterrent to burglars.
- Keep keys, including shed and car keys, in a place where they're not visible to anyone looking in. Don't leave keys in the door, and never hide a spare key outside.
- Keep valuables hidden and not visible from windows.
- Take photographs of your valuable items for insurance purposes and keep them with your policy.
- Window locks and visible burglar alarms can act as a deterrent to criminals.
- Never leave packaging from new goods visible with your general rubbish. Criminals may see it and target your property.
- Draw curtains in the evening and leave your lights on a timer switch if you're going out.
- Never give your keys to anyone you do not know well. Change locks in a new property so that you know exactly who has the keys.
- Never keep large amounts of cash in the house.
- Consider keeping expensive jewellery, house deeds and other important items in a home safe, anchored to the brick work.

#### 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.

### **COMMUNITY SPEEDWATCH (CSW)**

Every 2 weeks, 4 Community Speedwatch Schemes across West Wiltshire are selected by Leanne Homewood for CPT support (additional targeting, enforcement and patrols) to supplement the CSW team planned sessions. These are included in our weekly tasking document for action and update. All the results from the supplementary speed checks conducted are fed back to the relevant town and parish Councils in their individual Police Reports. The current Speedwatch Schemes being supported are as follows;

There have been no target locations within the ET11 beat area throughout September.

There have been no target locations within the ET12 beat area throughout September.

There have been no target locations within the ET13 beat area throughout September.

There have been no target locations within the ET14 beat area throughout September.

There have been no target locations within the ET15 beat area throughout September.

ET16 - Hilperton – Three checks were completed during September, all vehicles were travelling within the speed limit.

Southwick – One check was completed during September, all vehicles were travelling within the speed limit.

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

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

**Sector Inspector – Inspector Andy Fee – [andy.fee@wiltshire.pnn.police.uk](mailto:andy.fee@wiltshire.pnn.police.uk)**

**Sector Deputy – Sergeant James Williams – [james.williams@wiltshire.pnn.police.uk](mailto:james.williams@wiltshire.pnn.police.uk)**

**Community Coordinator – Pc Charly Chilton – [charlotte.chilton@wiltshire.pnn.police.uk](mailto:charlotte.chilton@wiltshire.pnn.police.uk)**



## Town Clerk's Report to Policy & Resources Committee 6<sup>th</sup> November 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.

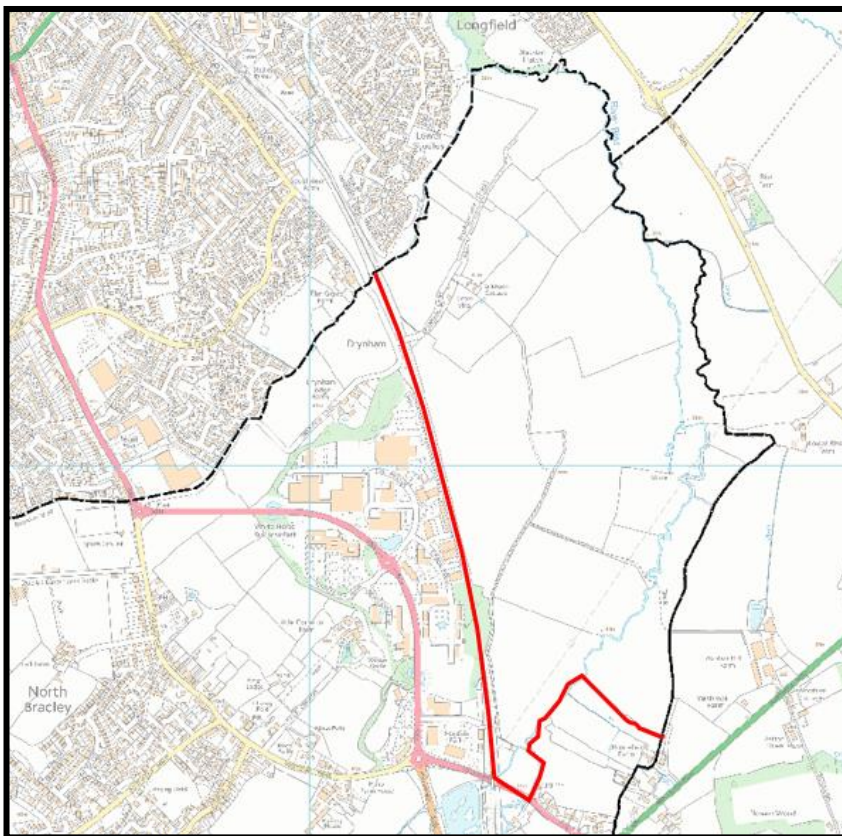
### **POLICY**

**1.1 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 that Wiltshire Council should retain 98 councillors. The initial consultation ran 28<sup>th</sup> August to 5<sup>th</sup> November. The Town Council considered the Town Clerk's recommendation at its meeting on Tuesday 18<sup>th</sup> September and approved it as the basis for the Trowbridge Town Council response to the LGBCE initial consultation. Further consultation on the draft warding proposals will be ongoing when the March 2019 meeting of the Policy & Resources Committee is held.

The Town Council is proposing a 98-member arrangement for the whole Wiltshire Council area so that it can be sure that its proposals for the Trowbridge area and for the town are robust. In the Trowbridge Area the proposal is based upon retaining the integrity of the town boundary as the basis for seven electoral divisions and therefore seven wards for the town council. In the Community Area the proposal is for three further electoral divisions:

- Hilperton
- Southwick and most of North Bradley
- The Ashton Park area of North Bradley with the parishes of West Ashton, Steeple Ashton, Great Hinton, Semington, Keevil and Bulkington.

The warding arrangement for North Bradley Parish is proposed as per the diagram shown here:



**1.2 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.

## 1.3 Policies – (AGENDA ITEM 7) - The following are presented for approval in November:

- a) Accident & Near Miss
- b) Grievance Procedure – JW
- c) Leavers procedure - JW
- d) Recruitment Procedure - JW
- e) Smoking Policy
- f) Whistle Blowing – LA
- g) Work Life Balance/Flexible Working/Home Working (combined into one policy)

**1.3.1 Vehicle Policy** - Following a deferral from the last meeting, this policy is still under review in respect of the possible inclusion of drug and alcohol testing. It is proposed that any amendment in respect of drug and alcohol testing is inserted in the town council's Drug & Alcohol Misuse Policy, with specific cross referencing to the Vehicle Policy. In view of this the committee is asked to consider the following

**RECOMMENDATION to adopt the Vehicle Policy in its current format, subject to a cross reference to the Drug & Alcohol Misuse Policy, in respect of possible drug and alcohol testing.**

**1.4 Bath Clean Air Zone.** – Bath & North East Somerset Council is currently consulting on the proposal to introduce a clean air charging zone in Bath City Centre which would include the junction of the A36 and A4 to the north of Cleveland Bridge, such that older vehicles not meeting more stringent emissions criteria would be charged a daily fee. A detailed briefing from Wiltshire Council has been circulated with this report, this indicates that the number of vehicles impacted by the charge will be minimal and that the likelihood of vehicles finding alternative routes via Bradford on Avon and Staverton would be negligible.

**1.5 FAIRTRADE (AGENDA ITEM 14)** – To consider the renewal 3-year Action Plan 2019-2021 to ensure Trowbridge maintains its Fairtrade Town accreditation.

**RECOMMENDATION: That Trowbridge Town Council adopts the renewal of the 3-year action plan for Fairtrade to maintain the town's Fairtrade Town status.**

**1.6 MARKETS (AGENDA ITEM 8)** – To consider a proposal that the Town Council supports, through its powers to hold markets, under the Food Act 1984 as amended by the Food Safety Act 1990 and in accordance with the adopted Markets Policy, the establishment of a monthly market on one Saturday each month. Cllr Palmen to report.

**RECOMMENDATION: That Trowbridge Town Council supports in principle the proposal to establish a monthly Saturday Market in Trowbridge and works with those promoting the proposal to progress towards implementation.**

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

### 2.1 Financial Resources

**2.1.1 Accounts (AGENDA ITEM 18) - 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 second quarter accounts for 2018/19 are presented to this committee for consideration.

#### **Policy & Resources 2<sup>nd</sup> Quarter Accounts (July '18 – Sept '18)**

The following figures exclude precept income but include CIL income.

	<b>Actual £'000</b>	<b>Budget £'000</b>	<b>Variance £'000</b>
<b>Gross Expenditure</b>	<b>203</b>	<b>208</b>	<b>5</b>
<b>Income</b>	<b>25</b>	<b>30</b>	<b>(5)</b>
<b>Net Expenditure</b>	<b>86</b>	<b>96</b>	<b>0</b>

Notes: The fee for the 2017/18 External Audit was accrued at the end of 2017/18. The fee for 2018/19 will be accrued at the end of the financial year to pay the fees in 2019 when the external Audit is completed.

The draft results for the other committees are available for consideration along with a summary of all departments. This shows an overspend for the council to the end of the second quarter of over £50k. This includes the costs of the management restructure which were incurred in the first quarter, spend on the Bandstand project and the Doric Park which will both be recovered from S106 funding, Additional grant award to the Trowbridge Town Hall Trust and refurbishment works to the Civic Foyer. Together these total more than the overspend and will be recovered through phasing of the budget or future income.

**2.1.2 Risk & Audit Panel (AGENDA ITEM 16)** – The Panel met on 30<sup>th</sup> October. The notes of the meeting are circulated separately.

**RECOMMENDATION:** That the Council approves a 50/50 split on the insurance claim and liability with respect to the drains on the boundary between the Town Park and Castle Place Shopping Centre for the outstanding claim and seeks to reach an agreement on any future liability and ownership of the drains.

**2.1.3 Grants – (AGENDA ITEM 19) The Council adopts a Grants Policy annually, including consideration of previously approved and new Core Grants applications.**

**To consider** a recommendation from the Policy & Resources Committee meeting held on 26<sup>th</sup> June 2018 to consider in the Budget for 2019/20 the following additional Core Grant requests:

- a) Cyber Café for disabled people (Disabled online)
- b) Back on Track Stroke Rehab Service
- c) Wiltshire Mind

**Grants Policy – to defer the review and adoption of the Grants Policy for 2019/20 until the next Policy & Resources meeting on 8<sup>th</sup> January 2019.**

**2.1.4 DRAFT BUDGET 2019/20 (AGENDA ITEM 20)** (to follow).

**To consider** this committee's draft Budget for 2019/20.

**To consider the preparations for the 2019/20 budget for the Council as a whole.**

**Council Tax Base** – This is expressed as 'Band D' equivalents, any changes account for new houses built in the past year, single person discounts and other adjusting factors, the draft figure is due to be published in the first week of November.

**Inflation** – September Consumer Prices Index (CPI) was +2.2% and Retail Prices Index (RPI) was +3.3%.

**Excessive Council Tax Increases, Referendum Principles** – The government has confirmed it will not extend these to Parish & Town Councils in 2018, 2019 or 2020. Localisation of Council Tax Support Grant – Wiltshire Council does not pass on any of this on to town and parish councils, ensuring we are financially independent.

**Community Infrastructure Levy** – Around £45k will be received this year against the budget of £58,077. Based upon 50% of the pipeline of new developments being delivered in 2019/20 we will include £65,000 in the budget which off-sets our expenditure and therefore reduces the precept requirement.

**Salary Award** – The employers and unions agreed last year a two-year deal, including a restructure of the salary scales in the lower half, a 2% increase on all grades and higher increases for lower grades. This has a significant impact on departments employing the most people, such as Leisure Services, where we have not been able to keep costs within the current year net-cost envelope.

We anticipate being able to keep the Council Tax increase below the government's £5.00 threshold.

## 2.2 Human Resources

### 2.2.1 New Starters:

- Martha Drane, starting as a Sports Coach on 1<sup>st</sup> November
- Megan Trollope, starting as a Sports Coach on 1<sup>st</sup> November
- Laura Grey, starting as a Customer Service Advisor on 1<sup>st</sup> December

### 2.2.2 Staff Changes

- Georgia Shanahan was appointed Accounting Officer, following completion of her apprenticeship on 1<sup>st</sup> September.
- Ben Deadman is joining the TIC team as a full time Customer Service Advisor from 1<sup>st</sup> December

### 2.2.3 Leavers

- Penny Taylor – left on 9<sup>th</sup> October
- Emy-Louise Cox- leave date is 10<sup>th</sup> November

- Richard Riley, Facilities Support Officer leaves on 25<sup>th</sup> November. Recruitment will start for his position in the near future.

There are no current recruitment 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 11<sup>th</sup> December 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) is due to meet on 20<sup>th</sup> November 2018. It is responsible for overseeing the commercial operation of The Civic.

#### 3.2.2 CONCESSIONARY TICKETS FOR CARERS & THE DISABLED (AGENDA ITEM 9) -

We have received a request from Cath Pilling of Friends Link, to reconsider making available concessionary tickets for Carers and the disabled at events held at the Civic. Whilst we have the ability to discount tickets for our 'Own Events' at the discretion of The Civic Manager, when external promoters book The Civic they pay for the hire of the hall and full capacity seating, therefore we have no authority to be able to discount or compliment any tickets for their events; this decision would lie solely with the promoters.

**RECOMMENDATION** that Friends Link continue to discuss their requirements with The Civic Manager in respect of discounts available for our 'Own Events' and suggest that they consider applying in writing directly to the promoters, requesting concessionary tickets for carers and the disabled.

**3.3 LEISURE & INFORMATION SERVICES – Delegated to Head of Service: Leisure & Facilities, Hayley Bell.** A full update will be circulated in the Head of Service report to committee for meeting on 27<sup>th</sup> November.

#### 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 first half of the loan for the Museum was advanced to the Town Council on Tuesday 30<sup>th</sup> October. This £450,000 is on a fixed interest rate of 2.63% payable over 25 years. Repayments are due on 30<sup>th</sup> April and 30<sup>th</sup> October each year from 2019 onwards and will be £12,337.64 each six months, making an annual total of £24,675.28 – less than the budget figure of £25,000 for half of the loan. The second half will be taken during 2019/2020. If the interest rate for the second half increases to 2.69% the overall repayments will be in line with the budget of £50,000 per annum.

The HLF has made a grant of £1,172,500 towards the £2.45million project. The Friends of Trowbridge Museum has contributed £150,000 towards the project so far. The Museum is closed and packing, transporting and storage of the collection is now complete prior to construction works being tendered and commencing in 2019. 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.**

**4.2.1 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 are detailing 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 prior to submitting a planning application.

**4.2.2 GRASS PITCH DEVELOPMENT - ASHTON PARK (AGENDA ITEM 10)** - Following consultation by Wiltshire Council's Leisure & Play Strategy Officer, Colin Brown, with West Ashton PC and North Bradley PC about future management and maintenance of proposed sports pitches, changing accommodation and car-park at Ashton Park, it is uncertain when the facilities will be constructed. Whilst both parishes wish to be involved in negotiations they are happy to let Trowbridge TC lead and make a decision on which council will take up the mantle later in the process, rather than a Management Company taking on this role. The facility is due to be located on the West side of the West Ashton Road and will be provided by the developer with additional maintenance funding.

**RECOMMENDATION:** That Trowbridge Town Council offer to be the lead local council and transferee in any negotiations with the developer with regards to a Section 106 agreement relating to the provision of grass pitches, changing rooms, car-parking and associated infrastructure as part of the Ashton Park development, in conjunction with West Ashton Parish Council and North Bradley Parish Council. And, as a result the Town Council enters into an agreement with West Ashton Parish Council and North Bradley Parish Council which ensures that the other two councils are fully involved in and consulted, with in regards to the S106 agreement and any subsequent arrangements for the management and use of the sports facility and any agreements to hire, lease, licence or dispose of the facility for a period not exceeding 30 years from transfer or until the facility is no longer located within the boundaries of the other parishes, whichever is the sooner.

**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 2018/19.

**4.4 St George's Works** – Gaiger Bros. subsidiary Tresco Ltd are developing 30 residential apartments. The application also includes a new town park storage facility and access gates from the Post Office Access Road. 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 13 <sup>th</sup> November	Town Development	
Tuesday 20 <sup>th</sup> November	Full Council	
Tuesday 27 <sup>th</sup> November	Leisure & Information Services	
Tuesday 4 <sup>th</sup> December	Town Development	
Tuesday 11 <sup>th</sup> December	Museum (6.30pm)	Neighbourhoods (7pm)
Tuesday 18 <sup>th</sup> December	Town Hall T&F (6pm)	Town Development (7pm)
Tuesday 25 <sup>th</sup> December	CHRISTMAS HOLIDAY	
Tuesday 1 <sup>st</sup> January	NEW YEAR	

**5.2 Dates for your diary:** Remembrance Sunday – Sunday 11<sup>th</sup> November 2018

**5.3 Twinning** - Trowbridge is twinned with four communities:

**5.3.1 Leer** in Ostfriesland, Germany – Town Crier; Trevor Heeks, Doug Ross and Roger Newman attended the Ostfrieslandschau with an ‘English Pub’ selling local beer. Trevor and Doug returned a few days later with 27 twinning association members, including the Mayor, on a 5-day visit, enjoying the hospitality extended to them for the 510<sup>th</sup> Gallimarkt. Discussions were held with regard to the 30<sup>th</sup> anniversary of the twinning and a delegation from Leer visiting Trowbridge next summer.

**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 13<sup>th</sup> November, 4<sup>th</sup> & 18<sup>th</sup> December 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 Trowbridge Neighbourhood Plan – (AGENDA ITEM 11)** – The Steering Group met on 2<sup>nd</sup> October and Graham Hill was appointed as its Chair. The Group considered progress so far and the priorities for further work at this stage. Armour Heritage Ltd is undertaking a Heritage Appraisal at a cost of £3725 as agreed at the Council meeting on 18<sup>th</sup> September 2018. Initial Public Consultation commenced on Saturday 8<sup>th</sup> September at the Carnival Country Fayre in the Town Park and at the same time the questionnaire was released on Survey Monkey. The consultation period closes on 9<sup>th</sup> November and has also included a session at the Market in Fore Street on 31<sup>st</sup> October. We have also circulated links to the 800 people on our circulation list, in the newsletter and via Social Media.

The Steering Group met again on 23<sup>rd</sup> October and it was reported to the Group that the consultant who had been working with us to develop the plan – David King from Planning Street had decided not to pursue the work with Trowbridge beyond this first phase. The Group also considered the latest information from Wiltshire Council about how best the plan for Trowbridge could proceed in order to achieve a robust long-term plan for the town. As a result, the Steering Group makes the following RECOMMENDATION to the Policy & Resources Committee:

**RECOMMENDATION: That the Steering Group recommends the Policy & Resources Committee of the town council that we do not commence any further stages of the Trowbridge Neighbourhood Plan until the Steering Group has been able to reflect on the progress so far, completed the work on the Scoping Report, including the Conservation Area Appraisal and the Housing Needs Analysis and also completed the first phase community engagement. And that consideration is given to recommencing the NP in line with the timescale for the review of the Wiltshire Local Plan for the period up to 2036 to ensure that the NP for Trowbridge is robust, meaningful and serves the community for a significant period.**

The Steering Group also met with representatives from other parishes on 23<sup>rd</sup> October and decided to continue such joint discussions in future.

**6.2 Housing Sites Allocation Plan (HSAP) (AGENDA ITEM 12)** – The Planning Inspector, Steven Lee has requested that Wiltshire Council undertake a further period of consultation on the Proposed Changes to the HSAP which were approved by Wiltshire Council on 10<sup>th</sup> July. The consultation commenced on 27<sup>th</sup> September and runs until 9<sup>th</sup> November. The Proposed Changes included minor revisions to the Settlement Boundary to include the amenity space between Lambrok Road and Lambrok Brook and between Sandringham Road and the town boundary as being associated with the urban area. These are not controversial. The Proposed Changes also increased allocations at; H2.1 Elm Grove Farm from 200 to 250 dwellings; H2.2 Land off the A363 at White Horse Business Park from 150 to 175 dwellings; H2.3 Elizabeth Way from 205 to 355 dwellings; and Upper Studley from 20 to 45 dwellings.

The Town Council is not opposed to the development of Elm Grove Farm and Upper Studley. The Town Council is opposed to the developments at Land off the A363 and at Elizabeth Way.

**RECOMMENDATION: That Trowbridge Town Council responds to the consultation on the Proposed Changes to the Housing Sites Allocation Plan of Wiltshire Council as follows: Trowbridge Town Council does not support the proposed allocation at Southwick Court nor the following sites, all of which are contrary to the Wiltshire Core Strategy:**

<b>H2.3 Elizabeth Way</b>	<b>355</b>
<b>H 2.2 Land off the A363 at White Horse Business Park</b>	<b>175</b>

**And is equally opposed to the increased allocation at the above two sites as per the Proposed Changes PC51, PC55 and PC60. The Wiltshire Core Strategy says at paragraph 5.150 page 181.**

- it is recognised that the villages surrounding Trowbridge, particularly Hilperton, Southwick North Bradley and West Ashton, have separate and distinct identities as villages. Open countryside should be maintained to protect the character and identity of these villages as separate communities. The local communities may wish to consider this matter in more detail in any future community-led neighbourhood planning

**Trowbridge Town Council agrees that open countryside should be maintained and contends that the now proposed ‘strategic landscape buffer between Trowbridge and the village of North Bradley’ (PC60) will fail to maintain open countryside and is therefore unsound.**

**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. The Town Clerk, Cllr Oldrieve and representatives from the Steering Group attended a meeting at County Hall to discuss the next stage on Monday 29<sup>th</sup> October.

## 6.4 Other 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** – Referendum due to be held on Thursday 1<sup>st</sup> November, following Regulation 14 consultation.

**6.4.3 North Bradley and West Ashton** – Are both awaiting confirmation from Wiltshire Council before they can progress to Regulation 14 consultation and referendum.

**6.4.4 Southwick** has been designated as Neighbourhood Plan area.

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

## 6.5 Development Sites

### 6.5.1 Commercial/Mixed-use sites

**Bowers** – [www.innoxmills.co.uk](http://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)

**6.5.2 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** – Promoted in the 'One Public Estate' bid by Wiltshire Council and partners as a site for up to 200 houses including Charterhouse (above) and the:

**Former Margaret Stancomb School** – this has now been purchased by Selwood Housing to provide 21 new residential properties including 3 in the converted school building.

## 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/](http://www.landsouthoftrowbridge.co.uk/) indicating road access off Frome Rd, 180 houses. North Bradley Neighbourhood Plan is indicating acceptance of this site (only small part in North Bradley).

**Land off the A363 White Horse Business Park (East of Woodmarsh) 298** – (North Bradley Parish) Proposed for 175 houses. A plan put forward by North Bradley to allocate only small areas on the edge of the village and the Business Park, could achieve a satisfactory open countryside buffer.

### 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. Wiltshire Council are now seeking to use the Recreation Ground to provide the new school in a shorter timescale and provide enhanced recreation facilities as part of the wider development.

**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.

**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 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](mailto: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 & Mya Wootten – TCAF Youth Support Workers

**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** - the main social housing provider in Trowbridge.

**7.5 Trowbridge Town Hall - Task & Finish Group – (AGENDA ITEM 13)** The group met with representatives of the Sensory Garden on Monday 29<sup>th</sup> October and met again on Tuesday 30<sup>th</sup> October 2018 (including a meeting with representatives of Trowbridge Town Hall Trust and Trowbridge Arts. The committee is asked to consider any implications for the town council's budget for 2019/20 and beyond, so that a recommendation can be made to full council. They have set 18<sup>th</sup> December to reach a conclusion.

## 8. WILTSHIRE

### 8.1 Wiltshire Council

**8.1.1 Area Board** – Next meeting Thursday 8<sup>th</sup> November, (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 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 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 had not received a response to these requests and I have therefore progressed this request to Jane Scott, including a Freedom of Information request to Wiltshire Council in respect of the cost and income generated by their car parks in Trowbridge for the most up to date 12 month period.

**8.1.4 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 and the management and control of car-parks. 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. We have received £25,000 which is half of the £50k transfer fee and as a result have taken responsibility for inspections. We will receive the second half and the S106 maintenance funds once the agreements are signed, hopefully before the end of the financial year.

**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. At the last Full Council meeting in September it was **RESOLVED that the town council considers the enhancement of street cleansing services by the purchase of a mechanical sweeper, the appointment of an operative, and that the necessary funds approved be made available in the Budget for 2019/20.**

Officers are now working to bring forward this service enhancement and we are also in discussion with Wiltshire Council regarding improvements to the south stairwell of the multi-storey car-park.

**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 20<sup>th</sup> November 2018.

**8.3 Dorset & Wiltshire Fire & Rescue Service** – Information available at [www.dwfire.org.uk](http://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** – The last meeting was held on 4<sup>th</sup> October in 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 attended 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**  
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[www.trowbridgecivic.co.uk](http://www.trowbridgecivic.co.uk)  
[www.trowbridgemuseum.co.uk](http://www.trowbridgemuseum.co.uk)

TCAF has been busy delivering a full programme of youth and community work across Trowbridge.

- ❖ **Brighter Aspirations:** TCAF are continuing to work to increase local aspirations and reduce social isolation through the delivery of youth clubs in three deprived communities of Trowbridge: Seymour, Studley Green and Longfield. TCAF hosted a successful Halloween party at the Seymour Cabin attended by over 25 young people. TCAF are continuing to deliver detached youth work on the Stallards Skate Park attracting lots of young people despite the cold and are providing a lunchtime drop-in session and 1:1 mentoring programme at John of Gaunt, the local secondary school.

TCAF's Senior Youth Worker, Sarah Holland, has recently delivered a series of assemblies to promote the youth clubs across Trowbridge and to launch TCAF's new sexual health programme which will deliver sexual health workshops using a 'living baby model', alongside other educational resources. As part of the youth provision, three times a week TCAF distributes leftover food from Greggs the Bakers to the young people, this has been particularly popular at the Skate Park where young people appear to be becoming increasingly dependent on this food as their evening meal.

- ❖ **TCAF youth apprentice:** From November a new TCAF youth apprentice will be starting who will be trained up to support the youth delivery across Trowbridge, alongside accessing training support from Trowbridge College.
- ❖ **B14 Community Hub:** TCAF have successfully established the B14 Community Hub, a partnership of 15 local charities and support services have come together to occupy a vacant shop in the Shires Shopping Centre in the centre of Trowbridge. TCAF are in the process of recruiting a Community Activities Coordinator to oversee the development of the Hub activities and other community activities. TCAF are currently looking to expand their support services around health and social care, particularly for older residents.
- ❖ **The Mayors Charity:** TCAF has been nominated as one of the Mayor's Charities of the Year as a celebration of their work with the local community.
- ❖ **Spirit of Community Civic Award:** The young people of TCAF's Seymour Youth Club won The Spirit of Community Civic Award for the outstanding work they have done to develop the youth club.

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## **Minutes of the Trowbridge Health and Wellbeing Group meeting held on 23<sup>rd</sup> October 2018 at 2pm at Goodson Lodge, Trowbridge**

### **Present**

Cllr Deborah Halik (Chair), Mary Cullen (WC Community Engagement Manager), Annette Ayles (Goodson Lodge Manager), Alison Millar (Carers Support Wiltshire), Caroline Heaven (NHS Care Co-ordinator), Nicola Applegate (OT, WC Reablement Service), Rebecca James (OSJT Goodson Lodge), Amanda Girdler (NHS Elderly Care Facilitator), Angie Hulin (SeAp advocacy service), David Payne (WC health Trainer), Julie (Health Watch Wiltshire)

### **Apologies**

Farzana Saker (WWMMF), David Breen (Trowbridge Street Pastors), Stephen Dale (Dorothy House), Jane Milton (NHS CCG), Rebecca Seymour (Celebrating Age), Sue Chilton (OP champion), Chris Maple (Alzheimer's Support).

**Minutes of previous meeting-** agreed

### **Matters arising-**

**Update on Summer outings-** MC reported that a successful outing had taken place to Weston Super Mare, however this required significant time in planning, developing risk assessments and recruiting volunteers. In discussion with the Chairman of the board and others it was agreed that a less time consuming approach would be for other organisations e.g. luncheon clubs to deliver future outings with the remaining funding. MC to ascertain remaining budget and to liaise with luncheon clubs to share this out.

**Budget position statement-** The budget for this financial year is £6,700 with funding of £1,000 also allocated towards the older person's Champion expenses. However, this was unlikely to be claimed in full therefore £500 of it could go back into the grants pot leaving a total budget of £7200 for grants.

### **Grant applications received and recommendations to the area board**

There were 2 grant applications received. MC reminded the group of the health and wellbeing groups grants criteria. Projects should support older people/vulnerable adults in the community, helping prevent social isolation and loneliness, promoting healthier lifestyles, supporting independence and helping to prevent hospital and care admission.

The grant applications are outlined below along with comments and recommendations to Trowbridge area board.

## HWB Grant Applications

Applicant	Project	Positives	Negatives	Recommendation to area board
<p>TCAF Total Cost £3,934.60</p> <p><b>Requested £2,934.60</b></p>	<p>Kindness Café- fortnightly peer support 'café' at HUB designed to support older people in the community with health advice and information, workshops on key health topics and support to access information on health and care services</p>	<p>*There is an identified need for better health and wellbeing information and support *Builds upon use of the HUB to date and gives it a more proactive role *Has a team of volunteers and supporting agencies in place to support *Project idea has support of other organisations *Good central/accessible venue</p>	<p>*HUB not that well known, needs more promotion *will it achieve target number of users *Is venue big enough if it takes off</p>	<p><b>Award in Full £2,934.60</b> subject to following conditions</p> <p>*applicant to actively promote activities on offer through press, leaflets, posters in key locations e.g surgeries. And via contacts with members of HWB group *Applicant to work towards longer term sustainability by fundraising and by linking in with developments on East Wing/other opportunities to relocate to bigger venue in future.</p>
<p>Alzheimer's Support Total Cost £2013</p> <p><b>Requested £1,290</b></p>	<p>Garden café for people with Dementia and Carers, Palmer Gardens. Gardening, workshops and talks, reminiscence work</p>	<p>*Helps complement activities already of offer for people with dementia locally *Provides opportunities for carers to get out and about also, to benefit from peer support and positive activities * Good venue, disabled friendly *Café already on site</p>	<p>* Client contribution might put some people off * People with dementia may not be able to attend without carers but there are volunteers</p>	<p><b>Award in Full £1,290</b></p>

**Health Watch Mental Health Survey-** A mental health survey is currently underway asking people for their top priority areas in terms of mental health services. Partners were asked to help promote it and to complete it on behalf of themselves and their own organisations. MC to circulate the link to the survey, all partners to promote. Health Watch are also interested in hearing directly from service users who would like to share their stories. Please refer anyone interested to Julie.

**Connecting Communities Project roll out-** MC reported that the Carers Support Connecting Communities project supported by HWB group funding, is now underway, piloting in Melksham before being rolled out across Trowbridge. AM reported that she was relatively new to Carers Support but would provide an update to the next meeting.

**Celebrating Age events-** Two events coming up- 14<sup>th</sup> November, a Wiltshire Tale at County Hall in the library and an Intergenerational Christmas Party at Studley Green Community Centre on 12<sup>th</sup> December. MC to circulate leaflets. These events are all free to older people and are designed to tackle loneliness and social isolation and to bring people together. They have been extremely well received across Trowbridge area so far. All to help promote.

### **Updates from partners**

**SeAp-** SeAp supports people with NHS complaints advocacy and also provides advocacy specifically for veterans in Wiltshire. Mental health is a particular area of high demand at present with concerns about early discharge and lack of community services.

**Health Trainers-** DP reported a busy caseload at present in Trowbridge area. He has made good links with GP surgeries now thanks to the HWB group. Issues he is dealing with include loneliness and isolation, stopping smoking, diabetes management, weight management etc. The approach is to meet people out in the community in cafes and community centres, to broaden their outlook and help introduce them to new activities.

**Reablement Service-** NA reported that following social services transformation work, a new reablement team was in place with an emphasis on supporting people to regain skills and independence at home rather than looking at provision of services. It is a therapy led service with OT's and assistants and a reablement agency supporting people to retain independence with provision of OT aids and adaptations, advice and community support. However, people can still be referred to ongoing services wherever needed.

**Carer's Support-** A new Chief executive Judy walker has been appointed. The Community Connector team is currently being established and rolled out. There is a new contract with WC for supporting young carers into adulthood. A new Volunteer Co-ordinator Lindsey Millen has also been appointed.

**OSJT-** RJ welcomed members to Goodson Lodge. The capacity is 64 residents, split into 4 communities of 16, each with their own living space, shared space and gardens. The facility has shops on the ground floor including hairdresser, general

shop soon to be selling cards, sweets etc, a postbox which the postman comes in and services, along with a cinema open daily for residents and families.

RJ's role is as part of marketing team aiming to build relationships with local communities and encourage people to get to know the home and view it as a community resource. Future activities planned include antiques valuation day, Halloween Party and Christmas Fayre. MC to help promote in newsletter.

A question was raised regarding local authority beds at Goodson Lodge. RJ confirmed that there were no local authority purchased beds at Goodson Lodge but there were at other OSJT homes.

**NHS-** Mental health worker is in place at the health centre, this helps with complex referrals and supports GP's. CH and AG reported Elderly Care referrals increasing now. They are doing a lot of proactive work in identifying those at risk of becoming frail and offering early support and a point of contact for the future. There is an increasing need for bereavement support. Carers Support have been discussing bereavement support for Carers. CSW and health centre reps to link outside the meeting to explore possibilities.

**A.O.B-** MC highlighted a new nail cutting service- to circulate flyers and contact details to the group.

#### **Date next meeting**

The next meeting will be on **Tuesday 8<sup>th</sup> January 2019 at 2pm at Goodson Lodge.**

In closing the meeting everyone thanked Goodson Lodge one again for their hospitality.



<b>Report to</b>	Trowbridge Area Board
<b>Date of Meeting</b>	08/11/2018
<b>Title of Report</b>	Community Area Grant funding <b>Summary</b>

### Area Board Budget Position

Provisional Figures	Area Board Grants Budget	H&WB Fund	LYN Fund	CATG
Opening balance 2018/19	£62,438.63	£7,700.00 (£6700 plus £1000 OP)	£31,227.41	£16,784.00 plus £9212.29 pavement improvements budget
Grant Applications Awarded to date	£34,990.22	£1362.00	£18,201.92	£1704.00
Current Balance	£27,448.41	<b>£6338.00</b>	<b>£13,025.49</b>	£15,050 N/A
Balance if all grants are agreed at this meeting	<del>£26,174.41</del> <b>£25,274.41</b>	<del>£4,693.40</del> <b>£2,113.40</b>	<del>£10,818.44</del> <b>£10,818.44</b>	<b>£9,300.00</b>

### Purpose of the report:

To consider the applications for funding listed below

### Community Grants

Applicant	Amount requested
<b>Applicant:</b> HELP Counselling Services <b>Project Title:</b> New Printer  <a href="#">View full application</a>	£229.00

### Youth Grants

<b>Applicant:</b> The Pound Arts Trust Ltd <b>Project Title:</b> Wiltshire Voices Trowbridge	Amount Requested £2,207.05	<b>LYN Recommendation</b> <b>Award in Full</b>
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### Health and Wellbeing Grants

Applicant	Amount requested	HWB Group Recommendation
<b>Applicant:</b> TCAF <b>Project Title</b> BA14 Kindness Cafe	£2,934.60	<b>Award in Full with conditions that</b> a) Project is advertised widely b) Long term sustainability is planned for
<b>Applicant:</b> Alzheimer's Society <b>Project Title:</b> Gardening Project	£1,290	<b>Award in Full</b>

### Member-led Projects

<b>Applicant:</b> Cllr Steve Friends of Biss Meadows Storage Container	<b>Project Title:</b> Amount Requested £1945.00	Area board to determine
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### Friends of Biss Meadows- Storage facilities- Cllr Steve Oldrieve £1,945

This is a councillor led project supported by Cllr Oldrieve to provide secure container storage for Friends of Biss Meadows to enable them to effectively carry out their work to protect, maintain and safeguard the environment of the River Biss. The provision of secure storage will help meet important work cleanliness requirements separating land and water based tooling and also support the storage of project equipment and safety PPE enabling bigger groups to be involved. It is hoped to build a close partnering relationship with a local school and extend opportunities for waterside studies. The wider community will benefit from a well maintained river and access to equipment for future project opportunities.

The total project cost is £3,945, match funding of £2,000 is identified, leaving a shortfall of £1,945 which is the amount applied for to the area board.

### Report Author:

Mary Cullen, Community Engagement Manager

01225 718608

<b>Report to</b>	Trowbridge Area Board
<b>Date of Meeting</b>	08/11/2018
<b>Title of Report</b>	Community Area Grant funding

**Purpose of the report:**

To consider the applications for funding listed below

Applicant	Amount requested
<b>Applicant:</b> HELP Counselling Services <b>Project Title:</b> New Printer  <a href="#">View full application</a>	£229.00

**1. Background**

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

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

**2. Main Considerations**

2.1. Councillors will need to be satisfied that funding awarded in the 2018/2019 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
<a href="#">3075</a>	HELP Counselling Services	New Printer	£229.00
<p><b>Project Description:</b> We need a new printer to be able to continue the administration of the work we do with those suffering from mental health difficulties</p> <p><b>Input from Community Engagement Manager</b> The application meets the Community Grant criteria. The applicant is a not-for-profit community organisation, this is a Capital project and match funding is in place, although not a requirement for projects under £1,000.</p> <p>The project is to provide a new printer for HELP Counselling Service in Trowbridge, the previous printer which lasted for 12 years is now irreparable.</p> <p>The total cost is £385.99, the applicant is funding toner cartridges themselves, leaving a shortfall of £229.00 which is the amount applied for to the area board.</p>			
<p><b>Proposal</b> That the Area Board determines the application.</p>			

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

### Report Author:

Mary Cullen  
Community Engagement Manager  
01225 718608  
mary.cullen@wiltshire.gov.uk

Grant Applications for Trowbridge on

ID	Grant Type	Project Title	Applicant	Amount Required
3075	Community Area Grant	New Printer	HELP Counselling Services	£229.00

ID	Grant Type	Project Title	Applicant	Amount Required
3075	Community Area Grant	New Printer	HELP Counselling Services	£229.00

**Submitted:** 16/10/2018 10:23:23

**ID:** 3075

**Current Status:** Application Appraisal

**To be considered at this meeting:**

tbc contact Community Area Manager

**1. Which type of grant are you applying for?**

Community Area Grant

**2. Amount of funding required?**

£0 - £500

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

No

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

**5. Project title?**

New Printer

**6. Project summary:**

We need a new printer to be able to continue the administration of the work we do with those suffering from mental health difficulties

**7. Which Area Board are you applying to?**

Trowbridge

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

BA14 8BE

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

Health, lifestyle and wellbeing

If Other (please specify)

**10. Finance:****10a. Your Organisation's Finance:****Your latest accounts:**

04/2017

**Total Income:**

£52097.00

**Total Expenditure:**

£4461.00

**Surplus/Deficit for the year:**

£7317.00

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

£5000.00

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

This is our working capital running the service. Our free reserves are presently very low.

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

**10b. Project Finance:**

Total Project cost		£385.99		
Total required from Area Board		£229.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
HP Printer	229.00	Trowbridge Area Board		229.00
Toner Cartridges	156.99	Our reserves	yes	156.99

Total	<b>£385.99</b>	<b>£385.99</b>
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**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?**

Disadvantage is extremely harmful to mental health with research showing adults in our poorest communities are twice as likely to be at risk of developing mental health problems. Equally poor mental health can be a trigger for poverty affecting peoples ability to participate in work or access the benefits they may be entitled to. Without intervention people can become trapped in a cycle of exclusion from economic and social life that produces a downward spiral into poorer physical and mental health. Our base in the market town of Trowbridge has areas listed in the top 20 of deprivation across the whole country and has a large ageing population with a significant number of people living on low incomes. As the only counselling charity in the area to provide support across a wide range of issues our clients also come from the surrounding area including Melksham Westbury Devizes Frome and many other small towns and villages across West Wiltshire and Kennet. Accessing support is also difficult with statistic showing that only 1 in 4 people get the help they need. Private counselling is unaffordable for people on low incomes and support through the NHS remains extremely limited with long waiting lists and few and irregular sessions offered leaving people who are already in crisis desperate for help. Our counselling helps people move on from experiences such as childhood or domestic abuse family dysfunction long-term or life-limiting illness relationship breakdown or bereavement and loss. Events that often result in chaotic lives addictive behaviours depression self-neglect isolation self-harm and low self-esteem as well as physical symptoms such as sleeping problems chronic fatigue and panic attacks. Counselling is provided by 12 professionals who volunteer their time enabling us to offer free sessions to the people that need it most. We aim to offer timely support with an assessment within 2 weeks followed by up to 16 one-to-one counselling sessions. We also run group sessions particularly for those experiencing long-term depression who need ongoing support. Our Counsellors create a confidential non-judgemental space in which people can face difficult issues and discuss them for perhaps the first time ever. It is the start of alleviating distress anxiety trauma or overwhelm and a process through which they build self-awareness confidence and the resilience to deal with difficult situations. They gain new understanding and the skills to manage feelings adapt to change build stronger relationships and recover from set-backs. Many of our counsellors bring a valuable specialism such as in childhood abuse or bereavement and loss but will work across all issues a client presents. By sharing their expertise with other volunteer counsellors they support skills development and build the strength of our whole team continually raising the quality of service. Our ResultsHelp Counselling has been delivering

support to the community for over 30 years and has a board of actively engaged Trustees who help monitor and evaluate our effectiveness maintain quality standards and adapt to meet ever changing needs. We gather feedback from clients to measure their improvement over the course of counselling sessions. Last year on average clients felt their self-esteem had improved by almost 33 and that anxiety and depression reduced by 43 showing large improvements over a short 3 or 4-month period and creating a solid base to continue the momentum. In all areas of personal and family relationships work health and enjoyment of life there were also significant improvements. People felt more in control of their life and were more active healthy and engaged.

**14. How will you monitor this?**

Feedback forms and Wheel of Life client self appraisal model

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

This is however a one off purchase. We desperately need to buy a new printer as our current is unrepairable the parts are no longer made to repair. Our last printer lasted us 12 years.

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

17. DECLARATION

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

**Quotes:**

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

**Accounts:**

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

**Constitution:**

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

**Policies and procedures:**

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

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

**And finally...**

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



Report to	Trowbridge
Date of Meeting	08/11/2018
Title of Report	Community Youth Grants

### 1. Purpose of the report:

To ask Councillors to consider the following applications seeking funding from the Trowbridge Area Board.

Application	Grant Amount	
<b>Applicant:</b> The Pound Arts Trust Ltd <b>Project Title:</b> Wiltshire Voices Trowbridge	£2,207.05	

### 2. Main Considerations

Councillors will need to be satisfied that grants awarded in the 2018/19 year are made to projects that can realistically proceed within a year of the award being made.

Area Boards have authority to approve Area Grants under powers delegated to them by the Cabinet member for Communities, Campuses, Area Boards, Leisure, Libraries and Flooding. Under the Scheme of Delegation Area Boards must adhere to the Area Board Grants Guidance 2018/2019.

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

Community Youth Grants give all local community and voluntary groups, Town and Parish Councils an equal opportunity to receive funding towards community based projects and schemes.

### 3. The applications

Applicant: The Pound Arts Trust Ltd Project Title: Wiltshire Voices Trowbridge	Amount Requested £2,207.05	LYN Recommendation Award in Full
This application meets the LYN grants criteria.		
<p><b>Project Summary:</b> Wiltshire Voices Trowbridge is one of four branches of an innovative exciting new county-wide Youth Choir Programme. These are high-end singing ensembles for 12-18-year olds in coming together for special events with a wide-ranging repertoire that is responsive to participants. The opportunity to work towards Arts Award is offered to all. In addition, we will establish a BSL signing choir. Existing choir's schools and community youth groups across Wiltshire will be offered performance opportunities in inspiring locations such as Salisbury Cathedral WOMAD</p>		

Festival and Longleat. CPD will be offered to school and community singing leads strengthening singing opportunities county-wide.

## **Input from Community Engagement Manager**

### **Questions raised on the application and answers provided**

How have young people in Trowbridge area specifically been engaged and involved in developing the project idea? We are building provision across the county, and Trowbridge has been selected as one of four key areas for delivery. The consultation has involved young people through Pound Arts' takeover and youth theatre teams, and we have spoken to Trowbridge Town Hall Arts who engage extensively with young people; there was also a consultation process led in various locations by Wiltshire Music Connect.

What strategies will you use to engage young people in our most deprived areas given that they may not be engaging well at present? We are starting to recruit through schools, to ensure that all young people, regardless of their situation, are aware of the opportunity and can engage. We are setting a very low price for participation, with up to 1/3 of the places offered free to ensure that cost is not a barrier to engagement. As the project progresses, we will monitor engagement and adapt our approach to ensure that anyone can engage.

Who will be the choir leader? We have appointed Tim Gilvin, who is a Wiltshire-based music leader with extensive experience and training. He will be supported by the team at Pound Arts and the wider Wiltshire Music Connect team and their training opportunities.

There are already several choirs locally, why is there a need for this project and how will it complement existing activity and not duplicate it? This is a new county youth choir; which Wiltshire does not currently have. There will be a number of high profile and exciting performance opportunities. However, part of the remit of the wider project is to engage with and support existing singing provision across the county, so we are contacting existing choirs for young people to see how they might want to engage and what we can do to strengthen singing opportunities for young people.

How will it work for young people on the ground- e.g., a weekly choir practice? Or less often? How often will the branches of the choir come together?

The Trowbridge branch of the county choir will meet fortnightly at Town Hall Arts for two hours. The branches will come together at least once a term, but will also have their own distinct identity – the young people who participate in Trowbridge will influence the repertoire for their group.

## Wiltshire Council Arts Officer provided the following observations

– I can confirm that I am aware of this work and that Trowbridge area is one of four branches of a new county-wide Youth Choir Programme which is only part funded by Wiltshire Music Connect. Instrumental music opportunities have been a national and local focus for a very long time e.g. West of England Youth Orchestra and Wiltshire Youth Jazz Orchestra. This vocal initiative encourages young people for the first time to get involved in countywide singing ensembles rather than orchestras. Young people can work towards the Arts Award which inspires young people to grow their arts and leadership talents and enables them to achieve a nationally recognised qualification. This project also brings development and training opportunities for local existing choirs in schools and community youth groups and their leaders which will help to strengthening singing opportunities and standards in Trowbridge and across the county. In addition, there is a whole load of evidence that indicates that singing and being involved in music (and the arts generally) has a positive impact on health and wellbeing; Arts and Health South West cite many case studies on their [website](#).

The total project cost is £5,044.55, match funding of £2,837.50 is in place leaving a shortfall of £2,207.05 which is the amount applied for to the area board.

**The grant application was considered by Lyn Members in October 2018 and the recommendation is for the area board to Approve in Full £2,207.05**

### Report Author:

Mary Cullen  
Community Engagement Manager  
01225 718608

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Grant Applications for Trowbridge on 08/11/2019

ID	Grant Type	Project Title	Applicant	Amount Required
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ID	Grant Type	Project Title	Applicant	Amount Required
611	*grant_type_disp PLACE HOLDER*	Wiltshire Voices Trowbridge	The Pound Arts Trust Ltd	£2207.05

**Submitted:** 31/08/2018 16:32:49

**ID:** 611

**Current Status:** Application Appraisal

**To be considered at this meeting:**

tbc contact Community Area Manager

**1. Which type of grant are you applying for?**

\*grant\_type\_disp PLACE HOLDER\*

**2. Amount of funding required?**

£501 - £5000

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

\*parish\_council PLACE HOLDER\*

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

\*parish\_precept PLACE HOLDER\*

**5. Project title?**

Wiltshire Voices Trowbridge

**6. Project summary:**

Wiltshire Voices Trowbridge is one of four branches of an innovative exciting new county-wide Youth Choir Programme. These are high-end singing ensembles for 12-18 year olds in coming together for special events with a wide-ranging repertoire that is responsive to participants. The opportunity to work towards Arts Award is offered to all. In addition we will establish a BSL signing choir. Existing choirs schools and community youth groups across Wiltshire will be offered performance opportunities in inspiring locations such as

Salisbury Cathedral WOMAD Festival and Longleat. CPD will be offered to school and community singing leads strengthening singing opportunities county-wide.

**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 8EQ

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

Informal education

Youth work/development

Arts/Culture

1:1/group work

Community Project

Volunteering

If Other (please specify)

**10. Finance:**

**10a. Your Organisation's Finance:**

**Your latest accounts:**

03/2017

**Total Income:**

£410320.00

**Total Expenditure:**

£432747.00

**Surplus/Deficit for the year:**

£-22427.00

**Free reserves currently held:**

**(money not committed to other projects/operating costs)**

£66811.00

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

Pound Arts is providing 1000 of in kind support from the core budget but is unable to meet the entire costs. As part of The Pound Arts Trusts national statutory funding the organisation is required to hold three months reserves of running costs so these funds cannot therefore be used for projects.

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

**10b. Project Finance:**

Total Project cost		£5044.55		
Total required from Area Board		£2207.05		
Expenditure (Itemised £ expenditure)		Income (Itemised income)	Tick if income confirmed	£
Hire of Trowbridge Town Hall Arts for Rehearsals	750.00	Wiltshire Music Connect funding	yes	1500.00
Choir Leader Fee	1550.00	Pound Arts in kind	yes	1000.00
Travel for Choir Leader	44.55	Participant Fees (subsidised)		337.50
Resources for Sessions	500.00			
Project Management Support	1000.00			
Marketing and Recruitment	500.00			
Young People travel to county event	750.00			
<b>Total</b>	<b>£5094.55</b>			<b>£2837.5</b>

**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?**

Pewsey  
Salisbury

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

\*project\_beneficiary PLACE HOLDER\*

**14. How will you monitor this?**

\*project\_monitor PLACE HOLDER\*

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

\*project\_future PLACE HOLDER\*

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

\*project\_additional PLACE HOLDER\*

17. DECLARATION

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

**Quotes:**

\*over1k\_disp PLACE HOLDER\* 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)

**Project/Business Plan:**

yes I will make available on request a **project or business plan** (including estimates) for projects where the **total project cost** (as declared in the financial section above) exceeds £50,000 (tick only when total project cost exceeds £50,000).

**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.



<b>Report to</b>	Trowbridge Area Board
<b>Date of Meeting</b>	08/11/2018
<b>Title of Report</b>	Health and Wellbeing Funding

**Purpose of the report:**

To consider the applications for funding listed below

<b>Applicant</b>	<b>Amount requested</b>
<b>Applicant:</b> TCAF <b>Project Title</b> BA14 Kindness Cafe	£2,934.60
<b>Applicant</b>	<b>Amount requested</b>
<b>Applicant:</b> Alzheimer's Society <b>Project Title:</b> Gardening Project	£1,290

**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 and HWB Guidelines](#).

**2. Main Considerations**

2.1. Councillors will need to be satisfied that funding awarded in the 2018/2019 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 HWB grants criteria.

**3. Environmental & Community Implications**

Grant Funding will contribute to the continuance and/or improvement of health and wellbeing of older/vulnerable people in the community area, aiming to prevent social isolation and loneliness and work towards prevention of care admissions, 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 and HWB 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

To consider the applications for funding listed below

Applicant	Amount requested
<b>Applicant:</b> TCAF <b>Project Title</b> BA14 Kindness Cafe	£2,934.60

The application was considered by the October meeting of Trowbridge Health and Wellbeing group and the following recommendations made;

Applicant	Project	Positives	Negatives	Recommendation to area board
TCAF Total Cost £3,934.60  <b>Requested                      £2,934.60</b>	Kindness Café- fortnightly peer support 'café' at HUB designed to support older people in the community with health advice and information, workshops on key health topics and support to access information on health	*There is an identified need for better health and wellbeing information and support to access services *The project builds upon use of the HUB to date and gives it a more proactive role in community *The HUB has a team of volunteers and supporting agencies in place	*HUB is maybe not all that well known, needs more promotion *Is venue big enough if it takes off?	<b>Award in Full                      £2,934.60                      subject to following conditions;</b>  *applicant to actively promote activities on offer through press, leaflets, posters in key locations e.g. surgeries. And via contacts with members of HWB group *Applicant to work towards longer term sustainability

	and care services	to support the project *Project idea has the support of other organisations *Good central/accessable venue		by fundraising and by linking in with developments on East Wing/other opportunities to relocate to bigger venue in future.
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The total project cost is £3,934.60 to include staffing costs, resources and materials. Match funding of £1,000 is shown from partner and volunteer contributions, leaving a shortfall of £2,934.60 which is the amount applied for to the area board.

**The Health and Wellbeing Group recommended approval of this application for the Full Amount subject to the conditions that**

- **the service is well advertised across Trowbridge area**
- **that TCAF looks to the longer-term sustainability of the project, linking in with developments on East Wing/other opportunities to relocate to bigger venue in future.**

TCAF has confirmed that the lease on the HUB has been signed for the next year.

Applicant	Amount requested
<b>Applicant:</b> Alzheimer's Society <b>Project Title:</b> Gardening Project	£1,290

The monthly Trowbridge Gardening Café at Palmer Gardens, being piloted at present, will bring people with dementia and their carers together to chat about plants and gardens in a supportive social setting. A garden expert will give a short seasonal talk or lead an activity and group members will be able to discuss gardening tips and techniques and reminisce about gardens they have known. This group brings together a much-loved hobby and important social interaction, along with the sights, textures, colours and smells of nature that are so beneficial for people with dementia.

- The Gardening Club Supports people with dementia and their carer's, and this is an identified local priority.
- Trowbridge is a major centre of population in Wiltshire but has historically had limited dementia-specific services, and for a long time the Mill Street Day Club was the only service available. This has started to be addressed in the past few years with Music for the Mind and the Trowbridge Health Centre Memory Café being established. The Gardening Café complements these existing services, providing choice and variety of services to the people of Trowbridge.

- Many dementia-specific activities are perceived by men with a diagnosis of dementia as being more 'female', such as exercise, art or singing groups. People with dementia are just as diverse and have just as many differing interests as the rest of the population, so it is important that the activities offered to them reflect this. The Gardening Club is part of our commitment to offering a range of activities so that there is something for everyone who has dementia.
- Family carers often feel isolated and overwhelmed by the responsibility of looking after their loved one who has dementia. They tell us that it is good to be out of the house, meeting other people and doing something different. They also appreciate the opportunity to share their experiences and seek expert advice.

The total project cost is £2,013 to include costs of resources/materials and co-ordinator. Match finding of £690 is shown in donated venue costs and volunteer time, leaving a shortfall of £1,290 which is the amount applied for to the area board.

This application was considered by the Trowbridge health and Wellbeing group in October 2018 and the following observations made

Alzheimer's Support Total Cost £2013  <b>Requested                  £1290</b>	Garden café for people with Dementia and Carers, Palmer Gardens. Gardening, workshops and talks, reminiscence work	*Helps complement activities already of offer for people with dementia locally *Provides opportunities for carers to get out and about also, to benefit from peer support and positive activities * Good venue, disabled friendly *Café already on site	* Client contribution might put some people off ? * Can people with dementia attend without carers? there are volunteers	<b>Recommendation to area board</b>  <b>Award in Full                  £1,290</b>
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**The recommendation from Health and Wellbeing Group to the area board is to Award in Full.**

**Report Author**  
 Mary Cullen  
 Community Engagement Manager  
 01225 718608

## Health and Wellbeing projects and activities FUNDING APPLICATION

**1. Applicant:**

Name	
Organisation	TCAF Trowbridge Community Area Future
Address	St Stephen's Place Trowbridge BA14 8AH
Phone number	01225 765072
Email address	tcaf@trowbridge.gov.uk

**2. Amount of funding required from the Area Board:**

£0 - £1000	
£1001 - £5000	£2934.60
Over £5000 (please note – our grants will not normally exceed £5000)	

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

Yes	
No	No

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

**5. Project title?**

B14 Kindness Cafe

**6. Project summary: (100 words maximum)**

The **B14 Kindness Café**, in The Shire Shopping Centre in the centre of Trowbridge, will be a 'support and share' meet-up group focused on developing peer support to meet local health and wellbeing needs, alongside tailored professional support and guidance led by the needs of local people accessing the café. The café will be targeted at supporting older residents through intergenerational support, building social connections and supporting their identified health and wellbeing needs. By increasing social support locally older people will stay independent in their homes for longer and have increased confidence to access support from new friends and online.

**7. Which Area Board are you applying to?**

**Trowbridge**

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

BA14 8AT

**9. Please tell us which themes best describe your project:**

<input checked="" type="checkbox"/> Intergenerational projects <input checked="" type="checkbox"/> Older People Support/Activities <input checked="" type="checkbox"/> Carers Support/Activities <input checked="" type="checkbox"/> Promoting physical and mental wellbeing <input checked="" type="checkbox"/> Combating social isolation <input type="checkbox"/> Promoting cohesive/resilient communities <input type="checkbox"/> Arts, crafts and culture <input type="checkbox"/> Safer communities	<input type="checkbox"/> Heritage, history and architecture <input checked="" type="checkbox"/> Inclusion, diversity and community spirit <input type="checkbox"/> Environment, recycling and green initiatives <input type="checkbox"/> Sport, play and recreation <input type="checkbox"/> Transport <input checked="" type="checkbox"/> Technology & Digital literacy <input type="checkbox"/> Other
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If Other (please specify)

**10. About your project**

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

How does your project support local needs and priorities?

In July 2017 The B14 Community Hub first opened in a empty retail premises in The Shires Shopping Centre, as a community venue for the people of Trowbridge, with the support of fifteen local charities and voluntary organisations that run open advice and support sessions for local people to access. The **B14 Kindness Café** will **provide a weekly two-hour session at The B14 Hub**, where local people will come together to help support each other's health and wellbeing needs. The café will be targeted at supporting older residents to encourage them to develop relations with other local people to build social connections. Each session will focus on a specific health and wellbeing topic, such as introducing people to the Your Care Your Support Information Service, a guest session from Alzheimers Support or other existing and new Hub partners, or a social session focused on developing relaxation skills. The café concept it to encourage local residents to support each other and create a social network using The Hub as a place to meet. The café aims to increase social support locally to enable older people to stay independently in their homes for longer. The B14 Kindness Café has been developed in line with the Wiltshire Health and Wellbeing Joint Strategic Needs Assessment for Older People to provide opportunities for older people to support the growing population of elderly people in Trowbridge. It responds to specific local needs around social isolation and the need to reduce GPs appointments and admissions to hospital, that aligns with the Council's corporate objectives around stronger communities: community wellbeing (localisation) and personal wellbeing (prevention). The B14 Kindness Café also links to Joseph Rowntree's Neighbourhood strategy to respond to loneliness by creating a stronger information, advice and advocacy system for older people and helping them navigate digitalised primary care. The B14 Kindness Café will be an opportunity to share experiences around issues of health and wellbeing support and TCAF staff will facilitate the opportunity to get professional guest speakers that directly respond to the needs of the participants. This will in turn meets the strategic objectives of the Local Area Board by building effective collaboration with public, voluntary and private sector partners and increasing local engagement.

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

The B14 Kindness Café will target at least 50 older people and older carers over one year to access the weekly sessions. This will build on the existing network of local people who are already accessing the Hub.

How will you encourage volunteering and community involvement?

The B14 Kindness Café will be based in the Hub that already encourages community engagement through the recruitment of volunteers to support local initiatives and charities. The B14 Kindness Café will be able to build on the success of the current 20 dedicated volunteers that support the Hub's activities to encourage more local people to get involved in their local community. The café will be based on a model of helping others and by doing so will encourage community involvement and volunteering.

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

The B14 Community Hub is an accessible building, with an accessible toilet. It is an open access space which it has the benefit of being in the centre of Trowbridge with access to many vulnerable and socially isolated people who choose to come into The Shopping Centre as an opportunity to connect with other people. TCAF work across the three most deprived areas of Trowbridge: Studley Green, Seymour and Longfield as outlined in the JNSA, therefore will be able to use their wider social and professional networks to be able to promote the Kindness Café to residents of these areas. TCAF have strong professional networks across Trowbridge and the environs and will use these to further promote the work.

How will you work with other community partners?

The B14 Kindness Café will work with the other community partners to offer professional advice and guidance and signposting to people who attend the café, based on the participant's identified needs. The B14 Hub already successfully works with Trowbridge Sensory Garden, Town Hall Arts, Trowbridge Lions, Wiltshire Centre for Independent Living, The Royal British Legion, Victim Support, Wiltshire and Swindon Users Network, Independent Living Centre, Trowbridge, Carer Support Wiltshire and Working Links. TCAF will look at actively engaging new organisations who meet the users needs as a way of further extending the support available to local people, through the advertisement of the Kindness Café concept. TCAF have already made some further partnerships with Alzheimers Support and Dementia Friends personal alarms for the home, as a direct response to local needs. Carers Support Wiltshire are fully supportive of this bid and will offer their professional guidance from the experience of setting up and delivering carers café across the county. They highlighted the value of promoting and supporting peer to peer support which they have seen directly improved local health and wellbeing and reduced isolation. Trowbridge Lions also actively support this project as they value the personal support that the Hub can give to a local people on a wide range of health and wellbeing issues. Wiltshire and Swindon Users Network have agreed to act as a signposting organisation to support participants around the Your Care Your Support website.

## 11. Safeguarding

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

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

Robust safeguarding is an integral part of TCAF’s policies and procedures. TCAF have a comprehensive safeguarding policy which is reviewed annually. All staff, volunteers and trustees undertake annual safeguarding training and DBS checks are undertaken. Hayley Bell is the nominated designated safeguarding officer who is the first point of contact when there is a safeguarding concern, there are two deputy officers who can be contacted when she is not available. Colin Kay TCAF’s chair of trustees is the trustee responsible for safeguarding. He works with Hayley to ensure TCAF are kept abreast of any changes in policy and procedures. Each trustee’s meeting safeguarding is a standard agenda item where we discuss and review any safeguarding issues since the last meeting. TCAF’s board of trustees includes representation of older people and carers who provide us valuable insights in promoting and supporting the welfare of older/vulnerable people and their carers. TCAF have additional policies that support the welfare of vulnerable adults: working with vulnerable adults and equality and diversity policy.

**12. Monitoring your project.**

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

The café will have a clear evaluation and monitoring plan with older volunteers who currently support the Hub playing an integral part in the delivery of the planned activities to ensure TCAF can successfully measure the success of the project. The project will collect both quantitative and qualitative data. The former will consist of collecting data on key outcomes such as: the numbers of people engaged in the project, the number of returners, the number of new volunteers recruited, the number of new organisations participating in the Hub to meet the needs of the Kindness Café members, the number of people who report a reduction in GP visits, the number of new people accessing the Your Care Your Support Information Service. TCAF will also use The New Economic Foundation University-evidenced and NHS endorsed 5 steps to wellbeing model. The model identified 5 steps to measure people’s increased wellbeing based on the following: to connect, be active, give, keep learning and take notice. These will be used to create a baseline and outcome questionnaire for participants in the café to show their increased wellbeing and reduced loneliness as a result of the project. Case studies will be collected and created by older volunteers to be used to support the marketing and promotion of the group as well as ongoing fundraising.

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

TCAF are working to develop a sustainable business model where all organisations participating in using and supporting the B14 Hub make a donation to the overall running costs and the costs of a Hub Manager. These donations are currently covering the utilities, insurance and day to day overheads. TCAF need some additional support to ensure it is meeting the needs of local people to provide support and advice services. TCAF is confident the Kindness Café will provide an additional impetus and exposure to increase the Hub activities to full capacity that will in turn provide the additional income from partner organisations to make it self sustainable.

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

**15. Finance:**

**15a. Your Organisation’s Finance:**



**Your latest accounts:**

Month March Year 2018

**Total Income:**

£ 43,617

**Total Expenditure:**

£ 57,063

**Surplus/Deficit for the year:**

£ -13,446

**Free reserves currently held:**

**(money not committed to other projects/operating costs)**

£ 28,180

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

TCAF is a small local charity that operates with small reserves with all its funds supporting direct project delivery to benefit the local community. The free reserves from 2017/18 are set aside to cover staff salaries, consumables and equipment to support our ongoing core activities, which we need to find additional funding to extend our work.

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

**15b. Project Finance:**

Total Project cost £3934.60

Total required from Area Board £2934.60

<b>Expenditure</b>	<b>£</b>	<b>Income</b>	<b>£</b>	<b>Tick if income confirmed</b>
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NB. If your organisation reclaims VAT you should exclude VAT from the expenditure (Planned project costs [help](#)) (Planned Income [help](#))

Staff Costs	1934.60	Hub Partners support	750	confirmed
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Resources	1000	Volunteer support	250	confirmed <input type="checkbox"/>
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<u>Utilities &amp; insurance</u>	1000	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Total	3934.60	Total	1000
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16. Have you or do you intend to apply for a grant for this project from another area board within this financial year? \*required field

Yes

No

**17. Please list which area boards you are intending to apply, including this one (You can apply to a maximum of 3 Area Boards for the same project in a financial year) \*required field, if Yes to Q11.**

Trowbridge

## **18. DECLARATION**

**Supporting information - Please confirm that the following documents will be available to inspect upon request (You DO NOT need to send these documents to us):**

### **Quotes:**

**X** 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)

### **Project/Business Plan:**

For projects over £50,000: I will make available on request a **project or business plan** (including estimates) for projects where the **total project cost** (as declared in the financial section above) exceeds £50,000 (tick only when total project cost exceeds £50,000).

### **Accounts:**

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

### **Constitution:**

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

### **Policies and procedures:**

**X** 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):**

- I will make available on request evidence of ownership of buildings/land
- I will make available on request the relevant planning permission for the project.
- I will make available on request any other form of licence or approval for this project has been received prior to submission of this grant application.

### **And finally...**

**X** I confirm that the information on this form is correct, any award received will be spent on the activities specified

## Health and Wellbeing projects and activities FUNDING APPLICATION

### 1. Applicant:

Name	
Organisation	Alzheimer's Support
Address	Park House, 1 Park Rd, Trowbridge, BA14 8AQ
Phone number	01225 776481
Email address	

### 2. Amount of funding required from the Area Board:

£0 - £1000	
£1001 - £5000	£1,290
Over £5000 (please note – our grants will not normally exceed £5000)	

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

Yes	
No	✓

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

### 5. Project title?

Gardening Café - Trowbridge

### 6. Project summary: (100 words maximum)

The monthly Trowbridge Gardening Café at Palmer Gardens is a social group bringing people with dementia and their carers together to chat about plants and gardens in a supportive social setting. A garden expert will give a short seasonal talk or lead an activity and group members will be able to discuss gardening tips and techniques and reminisce about gardens they have known. This group brings together a much loved hobby and important social interaction, along with the sights, textures, colours and smells of nature that are so beneficial for people with dementia.

### 7. Which Area Board are you applying to?

Trowbridge

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

BA14 8QJ

**9. Please tell us which themes best describe your project:**

<input type="checkbox"/> Intergenerational projects	<input type="checkbox"/> Heritage, history and architecture
<input checked="" type="checkbox"/> Older People Support/Activities	<input checked="" type="checkbox"/> Inclusion, diversity and community spirit
<input checked="" type="checkbox"/> Carers Support/Activities	<input type="checkbox"/> Environment, recycling and green initiatives
<input checked="" type="checkbox"/> Promoting physical and mental wellbeing	<input type="checkbox"/> Sport, play and recreation
<input checked="" type="checkbox"/> Combating social isolation	<input type="checkbox"/> Transport
<input checked="" type="checkbox"/> Promoting cohesive/resilient communities	<input type="checkbox"/> Technology & Digital literacy
<input type="checkbox"/> Arts, crafts and culture	<input type="checkbox"/> Other
<input type="checkbox"/> Safer communities	

If Other (please specify)

**10. About your project**

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

How does your project support local needs and priorities?

It is estimated that by 2020, 8,500 people in Wiltshire will be living with dementia. Faced with this growing need, it is essential that there is continued investment in infrastructure, and it is Alzheimer's Support's strategic aim to provide access to dementia-support within five miles of all centres of population.

Community groups such as the Trowbridge Gardening Café are vital to delivering this goal:

- The Gardening Club Supports people with dementia and their carers, and this is an identified local priority.
- Trowbridge is a major centre of population in Wiltshire but has historically had limited dementia-specific services, and for a long time the Mill Street Day Club was the only service available. This has started to be addressed in the past few years with Music for the Mind and the Trowbridge Health Centre Memory Café being established. The Gardening Café complements these existing services, providing choice and variety of services to the people of Trowbridge.
- Many dementia-specific activities are perceived by men with a diagnosis of dementia as being more 'female', such as exercise, art or singing groups. People with dementia are just as diverse and have just as many differing interests as the rest of the population, so it is important that the activities offered to them reflect this. The Gardening Club is part of our commitment to offering a range of activities so that there is something for everyone who has dementia.
- Family carers often feel isolated and overwhelmed by the responsibility of looking after their loved one who has dementia. They tell us that it is good to be out of the house, meeting other people and doing something different. They also appreciate the opportunity to share their experiences and seek expert advice.

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

The Gardening Café will meet monthly at Palmer Gardens in Trowbridge. Its concept and format are tried and tested and are very simple: a regular social gathering with gardening-related talks and activities, tea and cake...but the impact is huge:

1. Engaging people with dementia, and their carers, in activities that improve health and wellbeing, is a priority for Alzheimer's Support and the Gardening Café offers a stimulating and therapeutic activity based around an interest in plants and gardening. For some this will offer an opportunity to reminisce about gardening they have done in the past, while others will enjoy learning about aspects of gardening.
2. The Garden Café also provides regular social interaction. A key issue for people affected by dementia is loneliness; friends and acquaintances often fall away following a diagnosis and the changes that the disease can bring severely impact confidence. People with dementia and their carers can quickly become isolated. Based on our previous experience, lasting friendships will be made at the Gardening Café, with people sharing knowledge and experience and offering mutual support.
3. Alzheimer's Support works to create resilience for the person with dementia, and their family carers, as their life changes. The café is a doorway to accessing specialist support, advice and additional services, from home support, day clubs, counselling and training for carers, to accessing benefits that may be available.

The Trowbridge Gardening Café is being trialled from October to December, in response to a request from local people with dementia and their carers. Already accessing some of Alzheimer's Support's services, they felt that there was a need for more varied groups, including activities for men, and it is from this discussion and feedback that the Gardening Café evolved.. These people will form the initial core of the group, but it will be open to all who wish to attend and the venue at Palmer Gardens has capacity for up to 20 people.

How will you encourage volunteering and community involvement?

Alzheimer's Support has a comprehensive volunteering programme and our community groups attract significant volunteer support, partly due to the enjoyable activities but also because of the caring and supportive environment our groups offer.

The Trowbridge Gardening Café will be no exception; it is co-ordinated by one of our dementia-specialist support staff and we will recruit trained volunteers to support the running of the group.

Our volunteers come from all walks of life, but we see a higher number of older people taking up this opportunity; they have often had experience of dementia and cared for a loved one and therefore have a deep understanding of the disease, bringing valuable knowledge to the groups. Some are experiencing

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

Accessibility is a key feature of our Community Groups because they are vital for reaching out to people affected by dementia and enabling them to access the specialist support and services they require and this can be demonstrated in a number of ways:

Palmer Gardens is accessible for people with mobility issues, and, because of its nature, is a place where many people feel

Alzheimer's Support's Dementia Advisers support people in the Trowbridge community area who are living with dementia, and will be a key link to tell people with dementia about the project and ensure that they are able to come if they wish.

How will you work with other community partners?

Alzheimer's Support is based in the communities within which it works, and working with local community partners is essential to the services we provide.

We are working closely with Palmer Gardens to establish and run this project. They are providing the room and the gardening expertise. Alzheimer's Support is providing a dementia specialist and volunteer to attend each group and will be responsible for promoting the group.

Alzheimer's Support will promote the group to other community partners, including Trowbridge Health Centre and Florence Court.

## 11. Safeguarding

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

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

As a provider of registered services, we are subject to CQC inspections. In 2017 we were once again graded as GOOD.

The responsibility for the health, safety and welfare of our service users lies with the Chief Executive but is observed by all staff and volunteers.

Part of this commitment means that all who work with people with dememntia are trained to Care Cetificate standard. Safeguarding and a profound understanding of person centred care is at the heart of our training and indeed our organisational ethos.

## 12. Monitoring your project.

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

The Community Activities Coordinator maintains weekly spreadsheets for all groups delivered in a number of locations. This activity is reviewed by the senior management team at six-weekly meetings and in turn by the Board of Trustees and the Finance Sub-committee at their quarterly meetings. Our target is to reach 10 people with dementia often accompanied by their family carer for each group. We regularly exceed this target. In addition we undertake yearly participant surveys where we gather qualitative feedback from carers and people with dementia about their experience and invite suggestions and comments to inform the improvement of our offer. Success for us means a full group delivering a positive experience to attendees week after week and a person centred service tailored to their needs.

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

Our income streams are very diverse and we vigorously fundraise in all areas. Our experience shows that once a group is established and has made connections with the local community we enjoy a lot of support and goodwill - which also translates into financial support and/or sponsorship. Communities recognise the value the activity brings and the benefit it has to participants. Seed-funding will see it created and the wider community will help to sustain it after

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

N/A

**15. Finance:**

**15a. Your Organisation's Finance:**

**Your latest accounts:**

Month  Year

**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:**

Our free reserves have not yet reached the recommended level at which it could sustain our operations for a 3 month period.

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

**15b. Project Finance:**

Total Project cost £

Total required from Area Board £

**Expenditure**      **£**                      **Income**                      **£**                      **Tick if income confirmed**

NB. If your organisation reclaims VAT you should exclude VAT from the expenditure (Planned project costs [help](#)) (Planned Income [help](#))

Garden Cafe Coordinat	630.00	Client contributions	150.00	<input type="checkbox"/>
Venue Hire	300.00	Donated venue	300.00	<input checked="" type="checkbox"/>
Volunteer time	240.00	Donated volunteer time	240.00	<input checked="" type="checkbox"/>
Volunteer expenses	120.00			<input type="checkbox"/>
Resources/materials/ac	540.00			<input type="checkbox"/>
Overheads	183.00			<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
<b>Total</b>	<b>2,013</b>	<b>Total</b>	<b>690.00</b>	

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

- Yes
- No

**17. Please list which area boards you are intending to apply, including this one (You can apply to a maximum of 3 Area Boards for the same project in a financial year) \*required field, if Yes to Q11.**



## 18. DECLARATION

**Supporting information - Please confirm that the following documents will be available to inspect upon request (You DO NOT need to send these documents to us):**

### **Quotes:**

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

### **Project/Business Plan:**

- For projects over £50,000: I will make available on request a **project or business plan** (including estimates) for projects where the **total project cost** (as declared in the financial section above) exceeds £50,000 (tick only when total project cost exceeds £50,000).

### **Accounts:**

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

### **Constitution:**

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

### **Policies and procedures:**

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

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

- I will make available on request evidence of ownership of buildings/land
- I will make available on request the relevant planning permission for the project.
- I will make available on request any other form of licence or approval for this project has been received prior to submission of this grant application.

### **And finally...**

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

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Reference no
Log no
<b>For office use</b>

## Area Board Projects and Councillor Led Initiatives Application Form 2017/2018

**To be completed by the Wiltshire Councillor leading on the project**

Please ensure that you have read the Funding Criteria before completing this form

**PLEASE COMPLETE ALL SECTIONS TO ENSURE THAT YOUR APPLICATION CAN BE CONSIDERED**

### 1. Contact Details

<b>Area Board Name</b>	Trowbridge		
<b>Your Name</b>	Councillor Steve Oldrieve		
<b>Contact number</b>	07774984262	<b>e-mail</b>	(steve.oldrieve@wiltshire.gov.uk)

### 2. The project

<b>Project Title/Name</b>	River Biss Water Quality Management Activities – Friends of Biss Meadows (FOBM)
<b>Please tell us about the project/activity you want to organise/deliver and why?</b>  <i>Important: This section is limited to 900 characters only (inclusive of spaces).</i>	<p><b>Background:</b> The River Biss is a key natural feature that runs through the heart of our County Town and has often been the subject of public concern when it has become polluted or threatened by over development.</p> <p>In the past 3 years due to licence constraints the volunteers have secured working connections and undergone training with:</p> <ul style="list-style-type: none"> <li>- the Environment Agency (EA) to obtain licences for river habit improvement work including the building of safe river access platforms, fish habitat and river bank enforcement activities</li> <li>- Freshwater Watch, Bristol Avon Rivers Trust (BART) and the Wild Trout Trust and (BART) to undertake ecology studies from the river bed including invertebrates and water quality monitoring</li> <li>- Park maintenance with Wiltshire Council including waterside activities</li> </ul> <p>The Friends of Biss Meadows are the only local resource that regularly care for the River as it approaches the Town.</p> <p><b>The project:</b> EA central funding is declining and more charitable Trust bodies taking on responsibility for local river policing, working in the river is an essential objective for water quality and ecological diversity. This work presents considerable educational and community engagement opportunity for all those wishing to participate. To do this effectively there should be a centrally managed secure store container resource, this proposal specifically for that storage.</p>
<b>Where is this project taking place?</b>	Biss Meadows though a Wiltshire Council owned asset, is maintained by the volunteers of the FOBM since Jan 2009
<b>When will the project take place?</b>	Autumn 2018
<b>What evidence is there that this project/activity needs to take place/be funded by the area board?</b>	There has been much publicity over the years of pollution incidents and issues with the river these have often taken a long time to resolve. Also the river has been raised as a key asset in strategic planning by the Area Board over the years.

<b>How will the local community benefit?</b>	By providing a specific storage facility, not only do we meet important work cleanliness requirements separating land and water based tooling, but we will also be able to store much more project equipment and safety PPE enabling bigger groups to be involved. It is hoped to build a close partnering relationship with a local school and extend opportunities for waterside studies. The wider community will benefit from a well maintained river and access to equipment for future project opportunities.		
<b>Does this project link to a current Community Issue?</b> (if so, please give reference number as well as a brief description)	River Biss pollution and regular clearance currently only to landside accessible areas.		
<b>Does this project link to the Community Plan or local priorities?</b> (if so, please provide details)	Maintenance, care and maximising the benefit from the River Biss through the Town Centre has been specified regularly in Town Plans.		
<b>Is this project supported by the Local Youth Network or Community Area Transport Group?</b> (if it relates to young people or highways and transport)	N/A		
<b>What is the desired outcome/s of this project?</b> The facility to be available by the end of 2018			
<b>Who will be responsible for managing this project?</b> FOBM contact Pete Barnett <a href="mailto:pj.barnett@btinternet.com">pj.barnett@btinternet.com</a> who has the role for projects within the Friends group.			
<b>3. Funding</b>			
<b>What will be the total cost of the project?</b>	3,945		
<b>How much funding are you applying for? Please note that only capital funding is available</b>	1,945		
<b>If you are expecting to receive any other funding for your project, please give details</b>	<b>Source of Funding</b>	<b>Amount Applied For</b>	<b>Amount Received</b>
	Big lottery River Guardian Project	600	600
	FOBM	400	400
	FOBM Mgmt. and labour resources	1000	1000
<b>Please give the name of the organisation and bank account name (but not the number) your grant will be paid in to.</b> (N.B. We cannot pay money into an individual's bank account)	Account Name: Friends of Biss Meadows Country Park Sort 30-98-75 Acc 00396505		
<b>4. Declaration – I confirm that...</b>			
<b>Yes</b> the information on this form is correct and that any grant received will be spent on the activities specified			
<b>Yes</b> any form of licence, insurance or other approval for this project will be in place before the start of the project outlined in this application			

<b>Name: Peter Barnett</b>	<b>Date: 25 July 2018</b>
<b>Position in organisation: FOBM Projects lead</b>	
<b>Please return your completed application to the appropriate Area Board Locality Team <a href="#">(see section 3)</a></b>	

## Attachments for supporting information

WC Planning consent:



Container.WCplanning.pdf

Accounts:

Last year end and current



FoBMMayaccounts.jpeg



FoBMAccounts.jpg

Quotation: [Note this is single source as the supplier has supplied numerous of this type to Wiltshire Wildlife Trust and the FOBM also have one of these]



2554 Pete Barnett  
16th June 18quote.pdf

Correspondence with the supplier:



Flatpack container  
Biss Meadows quotation



Flatpack container  
Biss Meadows delivery

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COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

	Item	Update	Actions and recommendations	Who
	<b>Date of meeting: 18<sup>th</sup> October 2018</b>			
	<b>1. Attendees and apologies</b>			
	Present:	Cllr David Halik, Cllr Deborah Halik, Roger Newman, Cllr Graham Payne, Cllr Edward Kirk, Cllr Richard Covingham, Cllr Peter Fuller, Cllr Horace Prickett, Cllr Stewart Palmen, Cllr Ernie Clark, Kirsty Rose, Pat Whyte		
	Apologies:	Mary Cullen, Lance Allan, Spencer Drinkwater, Steve Oldrieve		
	<b>2. Notes of last meeting</b>			
		The minutes of the previous meeting held were agreed at the Trowbridge Area Board meeting in September 2018  <a href="https://cms.wiltshire.gov.uk/ieListDocuments.aspx?CId=171&amp;MId=11942&amp;Ver=4">https://cms.wiltshire.gov.uk/ieListDocuments.aspx?CId=171&amp;MId=11942&amp;Ver=4</a>		
	<b>3. Financial Position</b>			
		The budget allocation at the start of this meeting for £15,150  In addition, funding for pavement improvements is £9,212.29		

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

		for Trowbridge Community Area.		
<b>4.</b>	<b>Top 5 Priority Schemes</b>			
a)	Issue <a href="#">4824</a> – Speeding Westbury Road/Woodmarsh, North Bradley	NBPC have discussed and identified their preferred option as being option 4 (pinch points). KR asked that the parish undertake consultation with residents. NBPC are considering their contribution at the next budget setting meeting. KR to progress design of option 4.	NBPC to undertake consultation with residents and determine financial contribution. KR to progress design	KR/NBPC
b)	Issue <a href="#">5422</a> 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 summarised a briefing note (circulated with these notes) outlining the results of the pedestrian crossing survey and site observations. Cllr Palmen is to send the briefing note to residents of The Halve.	Briefing note to be circulated and feedback given to residents.	KR/SP
d)	Issue <a href="#">5835</a> Speed Limit Reduction, Wingfield Road, Trowbridge	The final report has been circulated, with the costs of implementing changes to the speed limit being in the region of £18,750. It was agreed that this would form the basis of substantive CATG bid in 2019/20 financial year. The CATG is to determine its contribution at the start of the next financial year.	On hold until 19/20 financial year.	
e)	Issue <a href="#">5677</a> Crossing point British Row, Trowbridge	KR to order works for barrier relocation.	KR to order works	KR



COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

<b>5.</b>	<b>Other Priority schemes</b>			
a)	20mph speed restriction assessment, Drynham Ward	The substantive bid application for these scheme has been successful. Scheme now to be progressed to formal advert and detail design.	Scheme to be progressed to advert and detail design	KR
b)	Issue <a href="#">5166</a> Frome Road/Manor Road/Westfield Road. Trowbridge – various issues	KR outlined the results of the assessment (report circulated with these notes). The area meets the criteria for the introduction of a 20mph speed limit. The implementation costs are approx.. £7500. CATG agreed to fund subject to a contribution of £2500 from Trowbridge Town Council.	KR to progress subject to unding from Trowbridge Town Council.  Funding agreed - £5000 CATG Total required - £7500	TTC
c)	Issue <a href="#">5997</a> Request for dropped kerb, Newleaze, Hilperton	Works to provide dropped kerb to be undertaken in October half term.	Note update and await completion	
d)	Issue <a href="#">6185</a> Trowbridge Rugby Club	HPC agreed contribution of £150 (scheme total £450). KR has passed to ad-hoc lining team for works to be undertaken as part of next batch order.	Await completion .	

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e)	Issue <a href="#">6203</a> Obstruction of footway, Sycamore Grove (o/s Bargain Booze)	<p>KR circulated plan showing proposed installation of 2no bollards to prevent vehicles parking on the footway at the corner of Sycamore Grove and College Road. This will prevent delivery vehicles from parking on the footway directly outside of the shop.</p> <p>The parking occurring at the rear of the footway outside fo the hair salon is on private land, being accessed by a dropped kerb access within the parking layby. Wiltshire Council can not prevent this.</p> <p>With regard to the footway and layby condition, this is a maintenance issue and has been brought to the attention of the Area highways officer.</p>	CATG agreed to fund installation of bollards at a total cost of £750, subject to a contribution of £250 from Trowbridge Town Council.	TTC
f)	Holbrook Lane, Trowbridge	TTC have agreed to contribution £500 to this scheme. KR to progress design and order works.	Await completion of works	
g)	Issue <a href="#">6278</a> Tower Close, Trowbridge – verge parking	KR explained that the issue raiser had requested the grassed area be converted to a tarmac surface. CATG felt that this was not an appropriate use of CATG funding. KR to provide costs of installation of verge marker posts to deter parking and report back to next CATG.	KR to prepare cost of verge marker posts and report back	KR
h)	Issue <a href="#">6313</a> Speeding Westwood Road	<p>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.</p> <p>MC reported that metrocount form had been issued</p>	Results of metrocount to be reported to next meeting	KR/MC

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

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i)	Issue <a href="#">6329</a> 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	
j)	Issue <a href="#">6351</a> Speeding, Silver Street Lane, Trowbridge	<p>I wish to bring your attention to the number of motorists exceeding the 30mph speed limit on Silver Street Lane.</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 residents 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
k)	Footway improvements Bellefield Crescent	<p>PW noted that Bellefield Crescent was proposed for footway improvements and the cost would be £2917.20. TTC have agreed to contribute one third of this. PW is to progress the works.</p> <p>PW advised that the footway improvements outside Hiscocks engineering on Timbrell Street had been costed at £4600. It was agreed to discuss this at the next CATG when TTC could confirm if a financial contribution could be made.</p>	<p>PW to progress Bellefield Crescent improvements.</p> <p>TTC to confirm financial contribution to works outside Hiscocks engineering.</p>	PW/LA
<b>6.</b>	<b>New Issues</b>			

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

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	Issue <a href="#">6432</a> Speeding Wyke Road	Frequent Speeding cars along Wyke road The Down Trowbridge mostly in the school run work run time morning and late afternoon	Metrocount to be undertaken	
b)	Issue <a href="#">6452</a> Conversion FP TROW13 to allow cycling	I wanted to inquire about Footpath TROW13. I was surprised to find it was not a shared use path and that cycling is prohibited. I live on Wingfield road and would prefer to cycle to the sports centre with my son and this would be an ideal cycle route the path is very wide and there is certainly adequate room when compared to other recently added usage paths around Trowbridge.	KR to prepare costs for conversion order and sign removal and report back to next CATG.	
c)	Issue <a href="#">6453</a> Speeding Leap Gate	Speeding on the 40 M.P.H. section of Leap Gate. Firstly lower the speed limit to 30 M.P.H. and install some form of traffic calming to insure limit is adhered too. Secondly traffic calming at the entrance to the side roads especially Parsonage Road because when exiting Moyle park onto Parsonage Road it extremely dangerous due to limited vision and the speed of vehicles entering Parsonage Road. Thirdly the numerous times that I and others that use the Pelican crossing adjacent to the Red Admiral that have had near misses with cars failing to stop because of their speed.	Metrocount to be undertaken following implementation of waiting restrictions.	
d)	Issue <a href="#">6486</a> Pedestrian Crossing Request –nr Wynsome Street. Southwick	Request for pelican crossing A361 near Wynsome St Southwick. The volume of traffic including HGVs using the A361 through Southwick has increased significantly. Older people crossing the road to the Trowbridge bus stop face increasing dangers.	CATG did not support this request due to the proximity of an existing signal controlled crossing. No further action to be taken.	

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

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e)	Issue <a href="#">6550</a> Bus Shelter Leap Gate	Need for bus shelter on Leap Gate at the stop between new Co-Op and post box. This stop is used by older and disabled people and mums wit pushchairs and young children. It is very exposed and cold in the winter.	<p>The land in question is not currently adopted therefor this cannot be progressed.</p> <p>CATG discussed the installation of bus shelters in general as Wiltshire Council no longer maintain shelters - this has to be taken on by the relevant town or parish council. It was agreed that all requests for new shelter installation would not be granted by CATG and issue raisers should contact their first tier authority with any requests.</p>	
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COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

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f)	Issue <a href="#">6571</a> Obstructive Parking, Beech Grove and Laburnum Grove Trowbridge	<p>Too many cars and not enough parking. when everyone is at home in the evening it would be impossible for a ambulance or fire truck to get down laburnam grove and on occasions beech grove as well. Most times you have cars parked on the path which blocks the pavement for pedestrians because there is no parking as most houses have multiple cars and you cant get 2 cars parked outside 1 house. There is times you have to park down the road as someone has a guest who parks outside your house. We have 3 cars in our house and is a struggle to park near the house. this problem of parking on the path is mainly outside number 24 and 35 beech grove.</p> <p>Increase areas of parking. A few years ago some garages were removed down the road to create more parking and there is garages next to 33 beech grove that if turned into parking would solve the issue of parking down the road and parking on the pavement. then just need to find a parking arrangement to sort out laburnum grove</p>	CATG discussed the issue. It was agreed that providing additional private parking is not within the remit of the CATG and no further action is to be taken.	
g)	Issue <a href="#">6576</a> Speeding Horse Road Hilperton	Request for traffic calming measures. Also reported registration numbers to be passed on to Police.	The issue raiser is to be informed that the location is eligible for community speed watch but volunteers are required.	
h)	Issue <a href="#">6573</a> Speeding HGV's Southwick	Residents are raising concerns about the speeding of HGVs on Southwick Road.	Metrocount to be undertaken	
7.	<b>Other items</b>			

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

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a)	Enforcement of obstructive parking at junctions (Cllr Kirk)	Cllr Kirk explained that he had a number of locations within his ward where residents have raised concerns regarding vehicles parking on or opposite junctions, causing an obstruction. Cllr Kirk has raised this with Wiltshire Police who have stated they are unable to undertake enforcement. Cllr Kirk has requested, via the annual parking review process, for all junctions concerned to be subject to No Waiting at Any Time restrictions (double yellow lines) to deal with the obstructive parking and allow enforcement by Wiltshire Council. Cllr Kirk wishes to bring this to the attention of other Councillors and urge them to follow suit.	Area board to note	
b)	Bratton Road West Ashton	RC asked that the feasibility of additional traffic calming features on Bratton Road West Ashton be investigated and cost prepared.	RC to raise as issue on area board system. KR to investigate feasibility.	RC/KR
c)	Yarnbrook Road West Ashton	RC asked that the feasibility of a footway alongside the properties fronting the A350 near to the West Ashton traffic signals be investigated. Pedestrian crossing improvements should also be considered. This is to allow those living in the properties to access the village.	RC to raise as an issue on area board system. KR to investigate feasibility.	RC/KR
d)	Bath Clean Air Zone	Cllr Kirk informed the CATG of the current consultation relating to the Bath Clean Air Zone proposal, highlighting the potential impact for Wiltshire residents and increased traffic in West Wiltshire are a result. It was agreed that an officer from Sustainable Transport would be asked to attend the next Area Board meeting to update on the consultation and Wiltshire Council's response.		
8.	<b>Date of Next Meeting: 13<sup>th</sup> December 2018, 10am, Kennet Room, County Hall</b>			

## COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

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### 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 3<sup>rd</sup> party contributions are confirmed, Trowbridge Area Board will have a remaining Highways funding balance of £9650

#### 3. Legal Implications

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

#### 4. HR Implications

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

#### 5. Equality and Inclusion Implications

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

#### 6. Safeguarding implications



**Wiltshire Council**

**Trowbridge Area Board**

**8 November 2018**

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## **Bath and North-East Somerset (BaNES) Clean Air Zone – Initial Briefing Note**

### **Introduction.**

1. Bath's air quality is poor which leads to public health issues. Due to forecast exceedances BaNES, along with another 27 local authorities were required by Government to produce a Clean Air Plan that improves air quality in the shortest possible time.
2. BaNES is currently consulting on a proposed Clean Air Zone (CAZ) as part of that plan: [CAZ Consultation](#)
3. **The information below is taken from the consultation documents produced by BaNES and has not yet been verified by Wiltshire Council.**

### **Key Points**

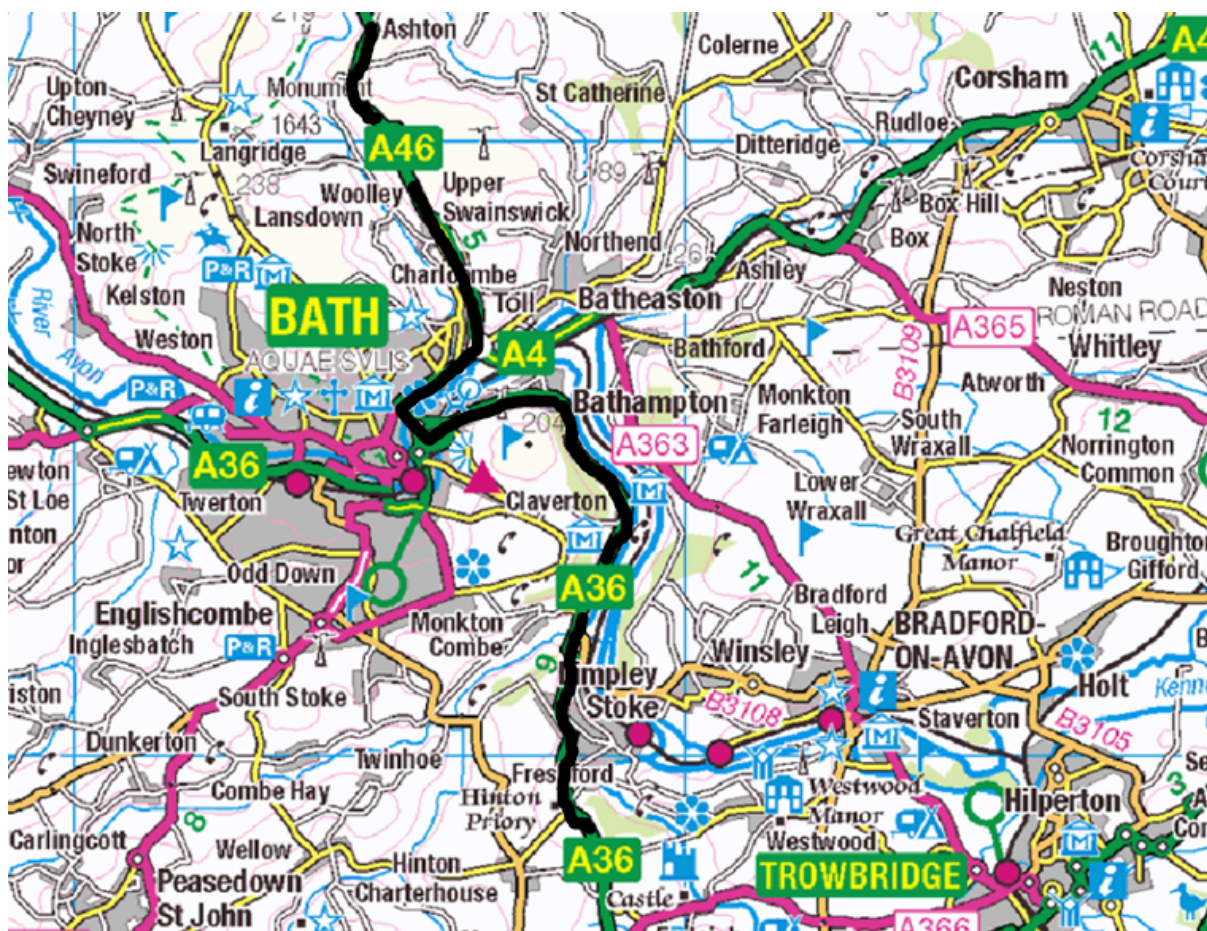
4. The CAZ is not a congestion charge. The CAZ only affects the most polluting vehicles and the proposed charges are to deter them from entering the CAZ.
5. Non-compliant vehicles are:
  - Pre-Euro 6 diesel vehicles, (older than approx. 2015)
  - Pre-Euro 4 petrol vehicles, (older than approx. 2006)
6. BaNES stated preference work suggests around:
  - 5% of cars will pay the charge and 14% of HGVs will pay the charge
7. BaNES is proposing to charge:
  - £9 for higher emission, non-compliant cars, taxis and LGVs/vans
  - £100 for higher emission, non-compliant buses, coaches and HGVs
8. Implementation is due by 2021.
9. This note is based on information from BaNES. **Additional data has been requested and further analysis will be undertaken when more information is available.**

## POTENTIAL IMPACT ON WEST WILTSHIRE

10. Of particular concern to West Wilts towns is the impact the CAZ will have on N-S through trips and those trips with an origin or destination in Bath from or to West Wilts towns. Taking each in turn:

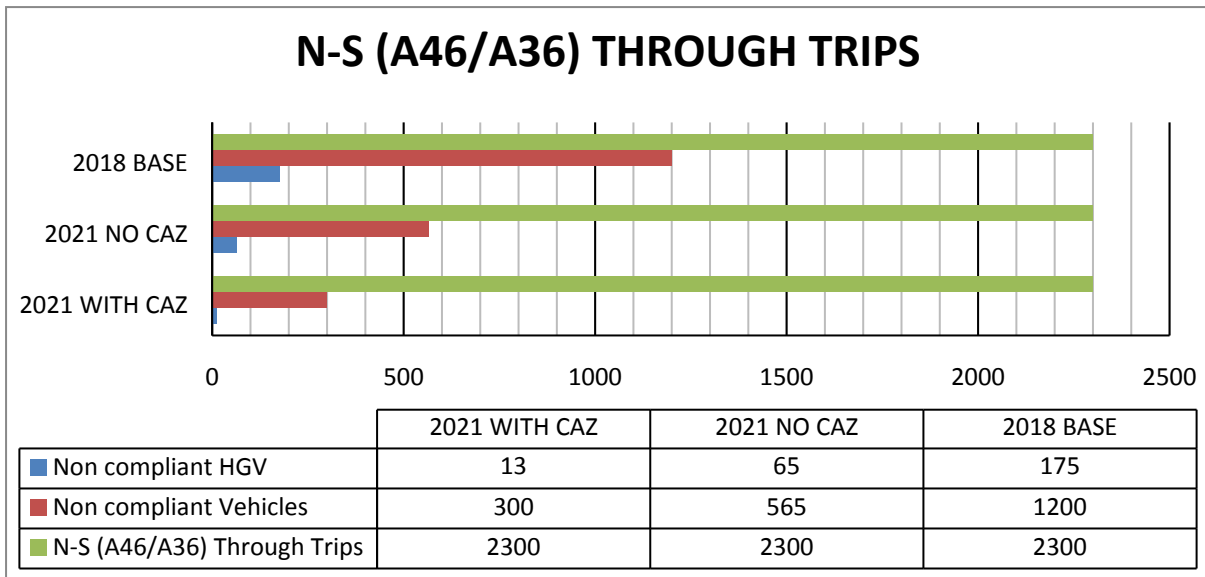
### A) N-S (A46/A36) THROUGH TRIPS (daily)

11. Long distance through trips via the A46/A36 corridor will be affected by the CAZ proposal. DfT traffic counts suggest there are around 24,000 trips on the A46 north of Bath. BaNES' data collection shows that around 2,300 of these trips can be classed as through trips using the A46/A36. As a consequence to the CAZ, a proportion of these through trips are likely to divert into Wiltshire to avoid paying the charge.



12. BaNES' data analysis suggests that by the time the proposed CAZ is introduced in 2021 there will be around 300 through trips on the A46/A36 N-S route that are non compliant, of which 13 will be HGVs.

13. The table below demonstrates the potential non compliant flows making a through trip along the A46/A36 corridor following the implementation of the CAZ.



**Note:**

14. By 2021 non compliant vehicles will have reduced due to normal fleet changes without the introduction of CAZ.
15. The introduction of the CAZ will result in fleet changes. BaNES carried out a stated preference survey which captures potential responses to the CAZ. One response to the CAZ is replacing non compliant vehicles. This detailed assessment work suggests a replacement rate of:
  - 50% cars
  - 65% LGVs
  - 80% HGVs
16. BaNES have concluded that the impact of the CAZ on roads to the east of Bath is expected to be overall neutral with individual changes in volumes making up at most 1% reductions or increases in daily traffic volume. Diversions on the A350 are forecast to be low, with around 1 vehicle diverting along this route per hour.

**B) Trips with an Origin or Destination in Bath from/to West Wilts.**

**Trips to Bath from West Wilts towns.**

17. The non compliant vehicle users making this trip are likely to either change to other modes of transport or replace with a compliant vehicle. Both outcomes are likely to be beneficial for West Wilts towns.

**Trips from Bath to West Wilt towns.**

18. The non compliant vehicle users making this trip are likely to either change to other modes of transport or replace with a compliant vehicle. Both outcomes are likely to be beneficial for West Wilts towns.

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