

# AGENDA

**Meeting:** Trowbridge Area Board

**Place:** Council Chamber - County Hall, Trowbridge BA14 8JN

**Date:** Thursday 15 March 2018

**Time:** 7.00 pm

Please advised that there is another event taking place in the Atrium on the same evening as the Area Board. Please can all those attending the Area Board use the side entrance of County Hall as approached from the Asda direction. A sign will direct people to that entrance and staff will be on hand to take attendees to the Council Chamber. There is sufficient parking for both events, but due to the other event attendees may find that they park slightly further from the building than usual, in the East Wing Car Park.

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

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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 [committee@wiltshire.gov.uk](mailto:committee@wiltshire.gov.uk), direct line or email [committee@wiltshire.gov.uk](mailto:committee@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

## **RECORDING AND BROADCASTING NOTIFICATION**

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

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

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

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

Details of the Council's Guidance on the Recording and Webcasting of Meetings is available on request.

### **Parking**

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

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

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

### **Public Participation**

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

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

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

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

Items to be considered	Time
<p>1     <b>Apologies</b></p> <p>To receive any apologies for the meeting.</p>	7.00pm
<p>2     <b>Minutes</b> (<i>Pages 7 - 12</i>)</p> <p>To approve the minutes of the meeting held on 11 January 2018.</p>	
<p>3     <b>Declarations of Interest</b></p> <p>To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.</p>	
<p>4     <b>Chairman's Announcements</b></p> <p>To receive any announcements through the Chair, including the following:</p> <ol style="list-style-type: none"> <li>1) The Scouts and Larkrise Community Farm – Correspondence has been received regarding traffic issues around the new road impacting upon these bodies. The matter has been referred to officers with the request that reports be prepared for the meeting of CATG in April.</li> <li>2) Provision of Information to Division Members – To update members and to seek information regarding adherence to <a href="#">Protocol 1</a> of the Council's Constitution in relation to division members being informed of matters affecting their division.</li> </ol>	
<p>5     <b>Partner Updates</b> (<i>Pages 13 - 48</i>)</p> <p>To note the written reports and receive any updates from the following partners or Outside Bodies:</p> <ol style="list-style-type: none"> <li>i.    Wiltshire Police</li> <li>ii.   Dorset and Wiltshire Fire and Rescue Service</li> <li>iii.   NHS and CCG</li> <li>iv.    Trowbridge Community Area Future (TCAF)</li> <li>v.     Town and Parish Councils</li> <li>vi.    Local Youth Network</li> </ol> <p>Other Bodies</p> <ol style="list-style-type: none"> <li>vii.   Campus Working Group</li> <li>viii.  Safer and Supportive Communities Group</li> </ol>	7.05pm

**a. Community Area Grants**

To consider the following applications:

- i. Trowbridge Community Area Future (TCAF) - Town Hall Arts Café and Community Space - £2504.80
- ii. West Wilts Multi Faith Forum - Computers for Growing English Classes and Expansion of Project - £900.00
- iii. Friends of John of Gaunt School - John of Gaunt, Forest School - £950.00
- iv. Larkrise Community Farm - Sesory Classroom Project - £3875.00
- v. 1<sup>st</sup> Hilperton Scout Group - Hilperton Community Garden - £617.50
- vi. Bethesda Baptist Church - Bethesda Church Community Project - £3415.00
- vii. Hope Nature Centre - Community Learning Bus in the Animal Park - £2000.00
- i. North Bradley WW1 Commemoration Group – North Bradley WW1 Commemoration Group - £544.00
- ii. Member project - Cllr David Halik – Neighbourhood Watch Signs – 500.00

Details of each application can be accessed via the links in the report.

**b. Health and Wellbeing Grants**

To consider the following applications:

- i. Celebrating Age – programme of arts activities - £1500.00
- ii. Arts Together – extension of arts activities with vulnerable older people - £2000.00
- iii. Carers Support Wiltshire Connecting Communities – Campaign to reach isolated lonely older people and link into services with support for carers - £3230.00
- iv. Trowbridge Town Council – Programme of walking sports for older people - £4140.00
- v. Member project – Cllr Deborah Halik – Training community minibus drivers - £500.00
- vi. Community Engagement Manager – 2 outing for older people - £770.00

**c. Community Area Transport Grants**

- i. **Issue 5589 The Halve** – Increase allocation by £320.00
- ii. **Issue 5677 Crossing Point British Row** - £400.00

- iii. **Issue 5272** Frome Road/Manor Road/Westfield Road - £2000.00
- iv. **Issue 5657 St Michael's Close Hilperton** - £9212.00 subject to Parish contribution
- v. **Issue 5837 Dropped Kerbs Riverway/Hill Street, Trowbridge** - £667.00 subject to town council contribution
- vi. **Issue 5859 Green Lane/Paxcroft Way** - £2000.00 subject to town council contribution.

7	<p><b>County Hall East Wing and Bowyers Site</b> (<i>Pages 115 - 116</i>)</p> <p>An update from the Economic Regeneration team is attached</p>	<b>8.10pm</b>
8	<p><b>Parking Capacity at Trowbridge Railway Station</b></p>	<b>8.30pm</b>
9	<p><b>Brownfield Land Register</b> (<i>Pages 117 - 120</i>)</p> <p>A written update will be provided in a supplement. Attached is a copy of a briefing note on the register.</p>	<b>8.45pm</b>
10	<p><b>Urgent items</b></p> <p>Any other items of business which the Chairman agrees to consider as a matter of urgency.</p>	<b>9.00pm</b>

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# MINUTES

**Meeting:** TROWBRIDGE AREA BOARD  
**Place:** The Cotswold Space - County Hall, Trowbridge BA14 8JN  
**Date:** 11 January 2018  
**Start Time:** 7.00 pm  
**Finish Time:** 8.50 pm

Please direct any enquiries on these minutes to:

Kieran Elliott, Senior Democratic Services Officer Tel: 01225 718504 or (e-mail) [committee@wiltshire.gov.uk](mailto:committee@wiltshire.gov.uk)

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

**In Attendance:**

**Wiltshire Councillors**

Cllr Graham Payne (Chairman), Cllr Deborah Halik, Cllr Ernie Clark,  
 Cllr Horace Prickett (Vice-Chairman), Cllr Edward Kirk, Cllr Steve Oldrieve,  
 Cllr David Halik and Cllr Peter Fuller

Cllr Trevor Carbin

**Total in attendance: 27**

<b><u>Agenda Item No.</u></b>	<b><u>Summary of Issues Discussed and Decision</u></b>
1	<p><u>Apologies</u></p> <p>An apology was received from Councillor Stewart Palmen.</p>
2	<p><u>Minutes</u></p> <p><b><u>Decision</u></b>                      The minutes of the meeting held on 16 November 2017 were agreed a correct record and signed by the Chairman.</p>
3	<p><u>Declarations of Interest</u></p> <p>Councillors Payne, Oldrieve, Fuller, Kirk, David Halik and Deborah Halik declared their membership of Trowbridge Town Council.</p>

4	<p><u>Chairman's Announcements</u></p> <p>Through the Chair there were announcements on the CleanUpWiltshire campaign and Public Space Protection Orders, as detailed in the agenda papers.</p>
5	<p><u>Partner Updates</u></p> <p>Updates from partners were received as follows:</p> <ul style="list-style-type: none"> <li data-bbox="363 595 1495 815"> <p><b>i. Wiltshire Police</b></p> <p>The written update was noted. Inspector Andy Fee reported on recent developments, including that West Wiltshire would be the pilot for a Drone operation scheme, details on weekly meetings on Community Speedwatch, and encouraged as many as possible to sign up to the team's community messaging service.</p> </li> <li data-bbox="363 853 1495 1072"> <p><b>ii. Dorset and Wiltshire Fire and Rescue Service</b></p> <p>The written update was noted. Andy Green provided details on staffing and response levels in the previous year, as well as the work of other teams such as the Safe and Wellbeing team and the Salamander Team. Details were also sought on the Fire Cadet Scheme, now running every Wednesday evening at Trowbridge Fire Station.</p> </li> <li data-bbox="363 1111 1495 1178"> <p><b>iii. NHS and CCG</b></p> <p>The written updates were noted. There were no further updates.</p> </li> <li data-bbox="363 1216 1495 1402"> <p><b>iv. Trowbridge Community Area Future (TCAF)</b></p> <p>The written update was noted. Lindsey Millen from TCAF provided further updates on work that had been achieved in the previous year, as attached to these minutes, detailing engagement with approximately 250 young people, 60 on a regular basis, though 5 part time staff.</p> </li> <li data-bbox="363 1440 1495 1951"> <p><b>v. Town and Parish Councils</b></p> <p>The written update from Trowbridge Town Council was noted. Attention was drawn to the report on the Trowbridge Campus, and that the Town Council's Policy and Resources Committee had now responded to Wiltshire Council. Further updates were received as follows:</p> <p>Hilperton Parish Council detailed that the closing date for the regulation 16 consultation on their Neighbourhood Plan was 2 February, and they welcomed any supportive comments from fellow parishes and the town.</p> <p>North Bradley Parish Council detailed ongoing work on their own Neighbourhood Plan, although it had been noted significant new housing was planned for in Wiltshire Council's assessments. There was also a new member on the Parish Council.</p> <p>West Ashton Parish Council updated the Board, and thanked the</p> </li> </ul>



	<p>Community Area Transport Group for the installation of new speed bumps.</p> <p><b>vi. Campus Working Group</b>  Tim Martienssen, Interim Director of Economic Development and Planning, provided an update on recent developments on the East Wing Site, intended location for the Trowbridge Health and Wellbeing Centre (Campus). The latest report from the consultants for the project was being analysed, and the detailed figures they had provided indicated that to include a swimming pool within the facilities would be very challenging.</p> <p>Colin Kay, Chair of the Working Group, welcomed the update, although the group was still awaiting sight of the final report from the consultants. He also emphasised that the final decision on any campus option was a political one and that it was important that all options, even the challenging ones, be presented to the Wiltshire Council Cabinet. He noted the importance of investing in the county town, and how the provision of a swimming pool would be a key asset for an area in need of regenerations.</p> <p>In response, it was confirmed all options would be presented to the Cabinet, and that it was hoped the consultant's report would be available in February.</p> <p><b>vii. Safer and Supportive Communities Group and Health and Wellbeing Group</b>  Mary Cullen, Community Engagement Manager, provided an overview of the last safer group meeting at which local policing, dementia action and homelessness were discussed. It was noted that the Police weapons surrender programme had seen 50 weapons handed in, that the PSPO had seen 100 tickets issued to date. With regard to dementia, 12 members of the NPT had recently been trained as dementia champions. In relation to homelessness, rough sleepers were of concern in the cold weather and breakthrough Trowbridge were continuing their search for premises.</p>
6	<p><u>Visiting Cabinet Representative</u></p> <p>Councillor Jerry Wickham, Cabinet Member for Adult Social Care, Public Health and Public Protection was in attendance to talk about his portfolio. He noted that as the councillor for Ethandune, his division bordered Trowbridge Area Board, and so he was aware and affected by issues within its area.</p> <p>Councillor Wickham discussed the importance of adult social care in particular, comprising a third of the council's discretionary budget, and provided local figures regarding delayed transfers of care, how Wiltshire was third highest payer to carers, and the significant impact on life expectancy and healthy age in areas of deprivation. He also discussed integrated teams at the council and</p>

	<p>health partners to provide places and appropriate care for vulnerable persons, and provided details of 'reablement', a process wherein people coming out of hospital are assisted such that they do not need extended care facilities for many years on average.</p> <p>The Board discussed local and other issues with Councillor Wickham, including mental health and the establishment of 'places of safety' for the police to take vulnerable people rather than custody suites, as well as partnership working with the CCG and other bodies.</p> <p>The Board thanked Councillor Wickham for updating them on his portfolio.</p>
7	<p><u>Office of the Police and Crime Commissioner- Precept Consultation</u></p> <p>The Board discussed the proposals publicised by the Officer of the Police and Crime Commissioner to increase the precept by £12 for the forthcoming year, and after discussion,</p> <p><b><u>Decision</u></b></p> <p><b>For the Board to respond to the consultation in support of the proposal.</b></p>
8	<p><u>Joint Strategic Assessment</u></p> <p>Mary Cullen, Community Engagement Manager, delivered a report and presentation on progress that had been achieved against the community priorities agreed by the Board in December 2016.</p> <p>Details were provided on projects and developments regarding Children and Young People, Community Safety, Culture, Economy, Environment, Health and Wellbeing, Housing, Transport and Older People. Full details are attached to these minutes, but included mentoring projects for young people, new youth clubs, IT and skills courses, the police weapons surrender programme, details on metro counts and speedwatch schemes to improve road safety, arts and sports projects funded by the Board and more.</p> <p>The Board requested its thanks to Mary Cullen for coordinating the work to achieve progress on the JSA priorities be recorded.</p> <p><b><u>Decision</u></b></p> <p><b>To note the progress on the JSA priorities.</b></p>
9	<p><u>Funding</u></p> <p>The Area Board considered the following Youth Grant Applications:</p> <p>i. <u>Longmeadow Tenants and Residents Association</u> The sum of £2500.00 was requested for the support of running costs.</p>

	<p><b><u>Decision</u></b>  <b>The Area Board awarded the sum of £2500.00 to Longmeadow Tenants and Residents Association.</b></p> <p>ii. <u>Friends of John of Gaunt School</u>  The sum of £2585.00 was requested for the Ten Tors Challenge. It was noted that following the previous grant award, only £2113.17 remained to be awarded.</p> <p><b><u>Decision</u></b>  <b>The Area Board awarded the sum of £2113.17 to the Friends of John of Gaunt School.</b></p>
10	<p><u>Community Area Transport Group</u></p> <p>The notes from the Community Area Transport Group were received. It was corrected that only £400 was being requested from the Board to go toward a pedestrian survey in The Halve.</p> <p>At the conclusion of discussion,</p> <p><b><u>Decision</u></b></p> <p><b>To award £400 for pedestrian survey Issue 5589 The Halve; and</b></p> <p><b>To award £1250 for speed limit assessment 5835 Wingfield Road;</b></p> <p><b>Subject to the receipt of contributions of £200 and £1250 respectively from Trowbridge Town Council.</b></p>
11	<p><u>Urgent items</u></p> <p>There were no urgent items.</p>

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## Trowbridge Area Board Report – 15<sup>th</sup> March 2018.

### Driving in adverse conditions



The best way to be safe in extremely bad weather is to avoid driving at all. However, that's not always possible. In addition, bad weather can be unpredictable and it's common to get caught out while on the road.

These basic safe driving principles apply in all adverse conditions:

- Slow right down – if visibility is poor or the road is wet or icy, it will take you longer to react to hazards and your speed should be reduced accordingly. If you have a temperature gauge in your vehicle that is showing zero degrees or below, then presume that the roads will be icy.
- Maintain a safe gap behind the vehicle in front – stopping distances are double in the wet and ten times greater in icy weather. The gap between you and the vehicle in front is your braking space in a crisis.
- Look out for vulnerable road users – be aware that people on foot, bicycles, motorbikes and horses are harder to spot in adverse weather and in the dark. Drive as though someone could step out in front of you at any time.
- Look out for signs warning of adverse conditions – including fixed signs, such as those warning of exposure to high winds, and variable message signs on motorways that warn of fog, snow and which may display temporary slower speed limits.
- Stay in control – avoid harsh braking and acceleration, and carry out manoeuvres slowly and with extra care.
- Use lights – put lights on in gloomy weather or when visibility is reduced. Only use front and rear fog lights in dense fog.
- Listen to travel news on local radio so you know where problem areas are.



## What to do in a road traffic collision



Many people are unsure of what to do when they are involved in a road traffic collision. Here are the essential details to remember should you experience a road traffic collision.

### **If you are involved in a crash or stop to give assistance**

- Use your hazard lights to warn other drivers.
- Ask drivers to switch off their engines and stop smoking.
- Arrange for the emergency services to be called immediately with full details of incident location and casualties (see below on how to identify your location on a motorway).
- Move uninjured people away from vehicles to safety. On a motorway, this should, if possible, be well away from traffic, the hard shoulder and the central reservation.
- Do not move injured people from their vehicles unless they are in immediate danger from fire or explosion.
- Never remove a motorcyclist's helmet unless it is essential to do so.
- Be prepared to give first aid if possible.
- Stay at the scene until the emergency services arrive.

### **When calling the emergency services, R.E.A.C.T.**

- **R**- Ring 999
- **E**- Exact location
- **A**- All vehicles involved
- **C**- Casualty numbers
- **T**- Anybody trapped

## Fire Cadet Scheme

Trowbridge Fire Cadets launched in September 2017. Held at Trowbridge Fire Station, this pilot course follows the National Fire Cadet model, a new national initiative supported by the Chief Fire Officers Association. This 38 week programme enables young people aged 13-18 to take part in weekly sessions to help develop their confidence, communication, leadership and problem solving skills as well as give them experience of the functions and role the fire service plays in the community. A mix of theory and practical sessions allows the cadets to work towards gaining a National Fire Cadet Level 1 certificate and a BTEC Level 2 Award in Fire and Rescue Services in the Community as well as take part in practical firefighting tasks using the exact same kit our operational teams use on a daily basis.

Currently 13 young people aged 13-18 are engaging in the weekly sessions and whilst the course is held at Trowbridge, the programme is for young people across Wiltshire, however this year's current cohort is providing positive activity to 9 young people living in the Trowbridge area. The cadets have also been heavily involved in the local community. Examples of this include being at the head of the carnival procession, volunteering at the station Charity Car Wash, raising £213 for the Trowbridge Alzheimer's Support group and also spending a morning with the service users of this charity at their weekly activity morning.

This pilot programme is funded from our Youth Intervention reserves however to maintain this exciting opportunity for local young people, we need to secure sponsorship or grants to help with the running costs for the 2018 / 2019 cohort.

### Safe and Well Visits- Home safety

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

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

- Using electricity safely
- Cooking safely
- Making an escape plan

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

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

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

### **Response**

#### **Total Incidents attended by DWFRS for Trowbridge Area; 01/01/18 – 28/02/18.**

DWFRS have responded to 60 incidents on Trowbridge’s station ground between the dates above.

Trowbridge Fire Station Responded to a total of 89 incidents County wide in the mentioned time period. Details are listed in the table below.

<b>Category</b>	<b>Incidents in Trowbridge</b>	<b>Out of Station Ground incidents</b>	<b>Total</b>
False Alarm	30	11	41
Fire	8	8	16
Special Service	22	10	32
<b>Total</b>	<b>60</b>	<b>29</b>	<b>89</b>
<b>1<sup>st</sup> Pump Availability</b>	<b>100%</b>		
<b>2<sup>nd</sup> Pump Availability</b>	<b>97.9%</b>		

### **Recent Notable Incidents**

Significant house fire in Trowbridge, 1 person rescued, 6 pumps and aerial ladder attended.

Heavy Rescue unit continues to provide enhanced support to incidents within the Service.





## **Community Engagement**

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

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

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

## **Community Safety Plan**

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

Andy Green

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

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Tel: 07734 483886/01722 691247

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

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## Trowbridge Community Area Future November 2017

Trowbridge Community Area Future (TCAF) is an independent Wiltshire Charity supporting some of the most vulnerable people in our community. Established in 1998, yet registered as a Charitable Incorporated Charity in January 2016 our aims are to develop the capacity and skills of our residents to enable them to better identify and help meet their needs and to participate more fully in society. TCAF now runs a growing number of weekly youth cafes in which we provide non-formal education and life-long learning skills (drug / alcohol / sex). We currently operate three drop in Cafes, two in the neighbourhoods of Studley and Seymour and one in the school of John of Gaunt, plus neighbourhood outreach, with on average some 60 young people use one or more of our facilities/services every week.

Registered Charity No:1165254

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### Staff Contracts

All staff contracts; LM, SH, FB, ZC and LW to be EXTENDED by 6 months from 1<sup>st</sup> April - 30<sup>th</sup> September 2018.

Sarah Holland will increase from 24 hours pw to 30 hours to enable the partnership with Longfield Youth group to be supported on Fridays 3.30 – 5pm

### Training

Make Every Customer Count (MECC) - SH to deliver free accredited training for youth and community volunteers

Book your place via [www.eventbrite.co.uk](http://www.eventbrite.co.uk) search for TCAF. Please book both days: March 20<sup>th</sup> and 27<sup>th</sup> Course 1, or March 21<sup>st</sup> and 28<sup>th</sup> for Course 2. There are only 10 spaces each course For further information on the course please contact Sarah Holland, Youth Worker, [TCAFYouth@trowbridge.gov.uk](mailto:TCAFYouth@trowbridge.gov.uk)

FREE TO ATTEND

### Charity Commission RETURN

Accounts have been prepared by A. Millen and audited and signed off by P. Smith

### Strategy

Approved in draft format.

### P & P

Completed.

### **PLEASE NOTE**

GDPR; deadline and enforcement 25<sup>th</sup> May 2018

It's a replacement of Data Protection Act 1998 – this page from the Information Commissioner's Office (ICO) explains the obligations of a charity;

<https://ico.org.uk/for-organisations/charity/charities-faqs/>

The above link should explain in more detail, but basically the whole premise of GDPR is that you shouldn't retain data that you no longer have a justifiable use for.

First Aid box and Accident book purchased for each club. 4 in total.

### The Community Hub at BA14

Year 2 Lease – APPROVED. Await contracts

Meeting of partners 26<sup>th</sup> March 10.30 at the Community Hub. All welcome

Funding to be sought for Year 2 staff member – 10 hours a week to develop events, volunteering recruitment and community engagement.

### TCAF Website

SP and SH working together to improve the youth pages.

FACEBOOK PAGE - @trowbridgecommunityareafuture PLEASE SIGN UP (Click Like) and promote to your networks.

### Neighbourhoods Meeting

March 19<sup>th</sup> . AGM 6.30 Pitman Room at Civic ALL WELCOME

Police will attend 19<sup>th</sup> June to present and Q & A session.

### Youth Project – MIGHTY GIRLS.

Joint funding being sought for project at JOG to promote well- being and positive body image for young girls. Project already delivered at St Laurence with great success.

### Funding

Trust	Amount & purpose	Date sent	By	Response
Awards for All	£ Apprentice	Jan	Colin	
Alec Van Bercham	£	16/02/18	Colin	Will consider at April meeting
Hedley Foundation	£ equipment and storage	17/02/18	Colin	
Singer Foundation	£ extra hours for SH and venue hire	18/02/18	Colin	Will consider at march meeting
Fedor Trust	£ per year for 3 years to cover SH on 34 hours per week,			
Wiltshire and Swindon Community Foundation	Foundation grant over 3 years £10,952.00	28 <sup>th</sup> Feb	Lindsey	
St James Trust	£ for Youth support wage for Seymour delivery	Deadline 15 <sup>th</sup> March	Lindsey	
Trowbridge Town Trust	£ for Youth support for Studley delivery	Deadline 26 <sup>th</sup> March	Lindsey	
Tesco – Bags for Help	TBC	Deadline 26 <sup>th</sup> March	Lindsey	
Apititoe	Staff referral; £500 – activities for Seymour	March 2018	Sarah	
#iwill campaign	£2500 for Skatepark development	March	Sarah	

### TCAF Marketing and Promotion

TCAF has invested in marketing and promotion; leaflets designs for monthly activities at Studley and general TCAF promotion – to be printed.

The designs give a branding and all social media posts will have #CHILL! #CHAT! And #CONNECT!

BRIGHTER ASPIRATIONS TARGET GROUP – YOUNG PEOPLE SERVICE - STUDLEY YOUTH

RESP.	FUNDING	AIMS & OBJECTIVES	Update
SH/FB	LYN WCF TTC In kind support; Selwood housing and Tesco's	<p><b>Aims:</b></p> <ul style="list-style-type: none"> <li>• Provision for youth project</li> <li>• Safe environment to meet, support, guidance and information during transition into adulthood.</li> </ul> <p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>• Provide non formal education and life-long learning skills (drug / alcohol / sex).</li> <li>• Raise motivation</li> </ul>	<ul style="list-style-type: none"> <li>✓ Stud Youth has a reach of 40 young people ranging from 14 - 19 years, and attended by 15- 20 young people each week.</li> </ul> <p>Studley Community Centre – Monthly activities to further promote youth provision and appeal to a wider age range. New venue for different activities.</p> <p>February 24 - Circus Skills, Only 4 young people turned up. 2 were members of the club and the other 2 friends of theirs. Great afternoon but numbers far too low to justify the cost.</p> <ul style="list-style-type: none"> <li>- March 24<sup>th</sup> - Film afternoon, Further promotion planned</li> <li>- April 28<sup>th</sup> - Pool, Games and Craft activities</li> </ul>

SERVICE – SEYMOUR YOUTH

RESP.	FUNDING	AIMS & OBJECTIVES	Update
SH/ZC	LYN WCF TTC In kind support; Selwood Housing and the Hub Management Committee and Tesco	<p><b>Aims:</b></p> <ul style="list-style-type: none"> <li>• Establish and sustain community based youth provision.</li> </ul> <p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>• Establish and build relationships with young people in the area through detached.</li> <li>• Establish local resident and community leaders.</li> <li>• Host a regular meeting place for young people in their neighborhood.</li> </ul> <p>WEDNESDAYS – The Cabin 18.30-21.00</p>	<ul style="list-style-type: none"> <li>• Reach of 7 young people at present and regular attended by 7 young people each week: aged 13 and 14 years.</li> <li>• Once leaflets are printed, the TCAF team will distribute around the neighbourhood of Seymour and ensure posters are at all supermarkets, local shops and fast food stores. Also promoted through JOG school.</li> <li>• SH to work with a group from JOG, who all live in Seymour, to help understand what can be done to increase low numbers.</li> </ul>

**SERVICE – JOHN OF GAUNT (JOG) DETACHED**

RESP.	FUNDING	AIMS & OBJECTIVES	Update
SH/ZC	LYN WCF TTC	<p><b>Aims:</b></p> <ul style="list-style-type: none"> <li>Investigate the need for drop-in at JOG, initially during lunchtime period</li> </ul> <p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>Initiate pilot project in JOG.</li> <li>Engage with young people at JOG and find out their needs.</li> <li>Build relationship with JOG and Youth Council</li> </ul> <p>MONDAY lunchtimes - John of Gaunt School</p>	<ul style="list-style-type: none"> <li>The Drop in Youth Service started on 27th March. Promotion has been done through leaflets and lunchtimes walk arounds.</li> <li>SH met with SH and TCAF will move the day of the drop in and have access to walk abouts in lunchtime.</li> <li>Each week drop in attracts 10 young people TCAF meet through youth clubs and a further 10 young people who are their friends.</li> <li>The drop in is now extended into tutorial time. SH facilitates 10 young people who are helping plan and organize the Skate Jam – April 15<sup>th</sup> Stallards skate park.</li> </ul>

**SERVICE – OPLINE ( Skate Group)**

RESP.	FUNDING	AIMS & OBJECTIVES	Update
LM/SH	LYN WCF In Kind donation from Coffee 1	<p><b>Aims:</b></p> <ul style="list-style-type: none"> <li>Develop a safe, user friendly skate park at Stallards Park.</li> <li>Develop a skater community who facilitate and ensure the sustainability of the Stallards Skate Park.</li> </ul> <p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>Build relationships with users and owners.</li> <li>Develop understanding of current issues from users and owners.</li> <li>Act on these concerns to improve, working relationships and experiences for all stake holders.</li> <li>Engage young people and motivate in design and creation of Mash Up Event.</li> <li>Young people to be involved in re-design, facilitation and fundraising of improvements to the existing skate park and encourage and build skating community.</li> </ul>	<ul style="list-style-type: none"> <li><b>Weekly reach of over 30 - 40 young people- 13 – 19 years.</b></li> <li>The drop in is now extended into tutorial time. SH facilitates 10 young people who are helping plan and organize the Skate Jam – April 15<sup>th</sup> Stallards skate park.</li> </ul>

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		<ul style="list-style-type: none"> <li>Secure skate park design company to work collaboratively with young people to develop user friendly skate park.</li> </ul>	
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**SERVICE – LONGFEILD**

RESP.	FUNDING	AIMS & OBJECTIVES	Update
	TTC	<p><b>Aims:</b></p> <ul style="list-style-type: none"> <li>Establish and sustain community based youth provision.</li> </ul> <p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>Establish and build relationships with young people in the area through detached.</li> <li>Establish local resident and community leaders.</li> <li>Host a regular meeting place for young people in their neighborhood.</li> </ul>	<ul style="list-style-type: none"> <li>Start date April 6<sup>th</sup> 3.00 – 4.30.pm. Booking until July 20<sup>th</sup> 2018. Trial run and funding limit.</li> <li>Roseanna – TCAF volunteer from Bath university is able to cover these sessions as a casual staff members <u>TBC with trustees.</u></li> <li>Free training for Mac and team; First Aid, Safeguarding and intro to youth work and Make every Customer Count.</li> </ul>





*We're making a difference*

## FREE ACCREDITED TRAINING

MECC is about supporting you to make the most of every opportunity you have with the people you come into contact with.

Everyone who interact with the public is able to make a difference to the health and well-being of the populations by encouraging and supporting individuals to change behaviours that may be damaging to their health. Telling people what to do is not the most effective way to help them change. MECC is a skills based training opportunity that encourages a different way of working and interesting to address poor health and inequalities.

**Training Includes.....** Two half day sessions.

- The opportunity to reflect on your practice and how to make a difference.
- Four MECC e-learning modules are to be completed between the two session. This will take approximately an hour and can be accessed at [www.e-lfh.org.uk](http://www.e-lfh.org.uk)

**Training Outcomes...**

- Improved confidence in deliver brief and very brief interventions to encourage long term behavioural change
- Better awareness of how and when to use opportunities to talk to people about their health and wellbeing
- Being able to use effective language to get people to think about their choices and support behaviour change plan.

Book your place via [www.eventbrite.co.uk](http://www.eventbrite.co.uk), search TCAF. For further information on the course please contact Sarah Holland, Youth Worker, [TCAFYouth@trowbridge.gov.uk](mailto:TCAFYouth@trowbridge.gov.uk)

Course 1	Dates	Venue	Time
	20 <sup>th</sup> & 27 <sup>th</sup> March	The Pitman Room, The Civic Centre, St Stephens Place , Trowbridge	10.00 – 2.00pm
Course 2	21 <sup>st</sup> & 28 <sup>th</sup> March	The Bowyers Room, The Civic Centre, St Stephens Place , Trowbridge	10.00 – 2.00pm



*This training is accredited by the Royal Society for Public Health On-line modules and attendance of both sessions to receive.*

*Free lunch and refreshments for attendees*

ARE YOU AGED  
**11 - 18?**

MAKE NEW FRIENDS  
GRAB A DRINK  
RELAX & CHAT  
GET ADVICE

**Mondays**

**Tuesdays**

**Wednesdays**

**Outreach - Trowbridge Centre & Stallards Skate Park**

**Stud Youth - The People's Place, Studley**

**NBY - The Cabin, Seymour Recreational Grounds**

**6.30pm - 9.00pm**

**#CHAT!**

**#CHILL! #CONNECT!**



**Feel like volunteering? CALL US NOW!**

**TCAFYouth@trowbridge.gov.uk**  
**01225 765072 or 07469 212696**  
**trowbridgefuture.org.uk**

**GET INVOLVED**

**ONLY £2\***

\*Includes drinks/snacks

**ARE YOU AGED  
11-18?**

**2.30pm - 5.30pm**

**Studley Green  
Community Centre**

**Saturday 24 February  
Saturday 24 March  
Saturday 28 April**

**Circus  
Film  
Games & Crafts**

**#CHILL!**

**#CHAT! #CONNECT!**



CHILL • CHAT • CONNECT



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CHILL • CHAT • CONNECT



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**GET INVOLVED**



CHILL • CHAT • CONNECT

# #CHAT!

## #CHILL! #CONNECT!

Make new friends • Grab a drink • Relax & Chat

### #CHILL! @Outreach

Meet up with others, chat with youth workers and grab a hot drink in Studley, Seymour, Longfield and Central Trowbridge.

**Mondays 6.30pm - 9.00pm**  
**Trowbridge Centre & Stallards Skate Park**

### #CHAT! @Stud Youth

Want to socialise, chat, make plans and see friends?

**Tuesdays 6.30pm - 9.00pm**  
**The People's Place, Manor Road, Studley**

### #CONNECT! @NBY

Hang out and meet new friends, relax, chat and have fun.

**Wednesdays 6.30pm - 9.00pm**  
**The Cabin, Seymour Recreational Ground**

## FEEL LIKE VOLUNTEERING?

We offer free training in safeguarding, food hygiene and youth work  
**Contact us for more information**

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**01225 765072 or 07469 212696**  
**trowbridgefuture.org.uk**

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**GET INVOLVED**

**ONLY £2\***

\*Includes drinks/snacks

**ARE YOU AGED  
11 - 18?**



CHILL • CHAT • CONNECT



**#CHILL!**

**#CHAT! #CONNECT!**

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01225 765072 or 07469 212693  
trowbridgefuture.org.uk

**GET INVOLVED**



CHILL • CHAT • CONNECT

# #CHILL!

# #CHAT! #CONNECT!

## Get involved @ Studley Green Community Centre

### #CHAT! @Circus Skills

Join in, meet others, be creative...

Learn circus skills with trained experts. Includes demos, juggling, poise, balancing boards, plate spinning, feather balancing and more...

**Saturday 24 February**  
2.30pm - 5.30pm

### #CHILL! @Film Time

Time to laze and relax...

Listen to music, meet others and share with friends. Enjoy a film with snacks and drinks. For further details about the film, contact us.

**Saturday 24 March**  
2.30pm - 5.30pm

### #CONNECT! @Games & crafts

Love games, crafts and pool?

Join our mixed activities, in teams and individually, to win prizes. Take your pick from obstacle courses, problem solving, giant Jenga and more...

**Saturday 28 April**  
2.30pm - 5.30pm

## FEEL LIKE VOLUNTEERING?

We offer free training in safeguarding, food hygiene and youth work

Contact us for more information

TCAFYouth@trowbridge.gov.uk  
01225 765072 or 07469 212696  
trowbridgefuture.org.uk

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**GET INVOLVED**

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## Town Clerk's Report to Policy & Resources Committee 6<sup>th</sup> March 2018

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

### I. POLICY

I.1 Community Governance Review (CGR) – The Town Council Strategy says;

#### 14. A TOWN COUNCIL FOR ALL OF THE TOWN

*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 made a decision on the boundary review in July 2016 Wiltshire Council clearly indicated that it would consider areas again once substantial development had taken place.

**1.1.1 Ashton Road** – The conclusions of the Bat Mitigation reports appear to dismiss the option of building on this site (and the Castle Mead extension which is in the town boundary) for a significant period and therefore it would be appropriate to shelve the suggestion of a boundary change to include this area.

**1.1.2 Hilperton Gap** – As the Draft Hilperton Parish Neighbourhood Plan has reluctantly accepted the principle of development to the South of Elizabeth Way, councillors may take the view that the town council should include this area again in any future request for a parish boundary review.

**1.1.3 Ashton Park** – As the revised planning applications are progressing, the town council will need to consider its position with regard to this area, as well as the adjoining areas of Drynham Lane and the White Horse Business Park, in any future review of parish boundaries.

**1.1.4 Southwick Court** – The Town Council objects to this site, which is contrary to the Core Strategy, it is therefore not currently being considered actively as part of a future boundary review.

**1.1.5 Green Belt** - The Town Council supports, and the review of the Wiltshire Plan is likely to consider, a review of the Green Belt to the North and West of the town. It is therefore appropriate to be considered as part of a future boundary review, although development is unlikely within ten years.

**1.2 Review of Wiltshire Council Electoral Divisions** – The Local Government Boundary Committee for England (LGBCE) has commenced a review of electoral arrangements for Wiltshire Council. WC's committee has concluded that WC should have 99 councillors, which will go forward to the LGBCE for consideration. The second stage will be to draw division boundaries to ensure that each division has a similar electorate. Any changes to division boundaries will impact the wards for Trowbridge Town Council and the council may need to consider how many town councillors there should be, if there are, for example five, six or eight wards in the town rather than the current seven. The changes would be implemented at the next elections in 2021. In addition, the size and growth rates at Ashton Park may necessitate the divisions for the town including parts of Ashton Park, to achieve electoral equality in both 2017 and 2024

**1.3 Department for Transport consultation on the creation of a Major Road Network (AGENDA ITEM 7)** - The Government is consulting on the creation of a Major Road Network (MRN) as a second tier, with the Trunk Roads and Motorways at the first tier, which are maintained by Highways England. The MRN would remain as maintained by the Local Highway Authorities such as Wiltshire Council but would receive greater levels of government funding for improvement schemes which assist with economic development and house building. Locally the proposals include the A350 from the M4 to Warminster, the A361 from Semington to Beckington and beyond and the A363 from Batheaston to Yarnbrook. Inclusion is based upon both quantitative and qualitative factors. Responses are required by the deadline of Monday 19<sup>th</sup> March 2018. Full details are available in the consultation document (first link) and the map (second link): <http://maps.dft.gov.uk/major-road-network-consultation/>

[www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/670527/major-road-network-consultation.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/670527/major-road-network-consultation.pdf)

P:\MEET - Council and Committee Meetings\Policy\_& Resources Committee\2018\180306\180306 04 Report to Policy & Resources Committee

**RECOMMENDATION:** That Trowbridge Town Council welcomes the introduction of a Major Road Network and the inclusion of the A350, A361 and A363 in and around Trowbridge in the proposed network, recognising the importance of Trowbridge to the growth of the local economy and house building. The town council hopes that this will enable investment in local roads, provide significant improvement to the A46 from the M4 to Bath and a replacement for the A36 between Bath and Beckington, as well as further improvements to the A350 between the M4 and the A36.

**1.4 Wiltshire Council Brownfield Sites register (AGENDA ITEM 8)** - The Core Strategy identifies Settlement Boundaries, within which development proposals would normally be acceptable. Outside the Settlement Boundaries it allocates new areas of development, which includes the largest allocation in the Wiltshire Council Area, Ashton Park on the edge of Trowbridge. The result of this is that specific sites within the Settlement Boundary for Trowbridge are not identified or allocated as development sites.

The Core Strategy did not identify sites to accommodate all of the housing requirements in the plan period and the Ashton Park allocation has not yet received planning permission and is therefore behind schedule. This low rate of housing growth in the Trowbridge Area means that the Housing Site Allocations Plan (HSAP), currently being considered by Wiltshire Council has sought to allocate a number of controversial housing sites in the Trowbridge Area to meet the currently unmet requirement. The HSAP is also proposing to revise the Settlement Boundaries. The HSAP fails to provide an opportunity to allocate specific sites which are in either the current or proposed Settlement Boundary.

The Brownfield Land Register is in two parts and part one is being concluded currently, but this also fails to allocate specific sites such as Bowyers and County Hall East because they are not identified through the Strategic Housing Land Availability Assessment (SHLAA). [www.wiltshire.gov.uk/planning-brownfield-register](http://www.wiltshire.gov.uk/planning-brownfield-register) Therefore, as the Core Strategy, HSAP and Brownfield Land Register all fail to adequately identify such sites, Wiltshire Council should include in the HSAP an opportunity to ensure that brownfield sites within the Settlement Boundary are specifically allocated and not treated as part of the wider Housing Market Area (HMA) Windfalls figure.

**RECOMMENDATION:** That Trowbridge Town Council asks Wiltshire Council to confirm how sites such as Innox Mills and County Hall East can be added to the Brownfield Land Register if they cannot be included in the Housing Sites Allocation Process due to being already within the Settlement Boundary and have not been identified as SHELAA sites even though Wiltshire Council is aware of the owners intention to develop the sites for at least in part housing and in one case is the owner.

**1.5 Free Parking Days** – Wiltshire Council allow each town a Free Parking Day allocation equivalent to two times the number of spaces in Wiltshire Council public car-parks. Wiltshire Council has now decided that the offer will exclude November and December. The proposed dates therefore are: Saturday 5<sup>th</sup> May (May Fayre), Saturday 30<sup>th</sup> June (Armed Forces), Saturday 14<sup>th</sup> July (Active Festival), Saturday 4<sup>th</sup> September (Country Fair) and Saturday 20<sup>th</sup> October (Carnival).

**1.6 Data Protection – (AGENDA ITEM 9)** New regulations called the General Data Protection Regulations (GDPR) are now coming into force and will have significant implications for all local councils. Officers are undertaking training and will advise the council of requirements in due course. The Town Council will need to ensure that the central contacts database is managed and controlled. Members will also need to consider whether they individually need to register with the Information Commissioner's Office (ICO). The town council is also required to appoint a Data Protection Officer (DPO). It would be most appropriate given the necessary expertise required and workload that we appoint an external organisation to act as the DPO. Audit West is a trading arm of a number of unitary authorities in Bath and North Somerset and they are able to provide the necessary service to the town council.

**RECOMMENDATION:** That Audit West are appointed as the Data Protection Officer for Trowbridge Town Council for a three year period 2018/19 – 2020/21.

**1.7 Policies – (AGENDA ITEM 14)** The Risk Management Policy which was due for review in November 2017 has been held over awaiting the commencement of the new internal auditor. A number of other policies are presented for renewal with minor drafting amendments.

With the exception of one or two anomalies with policies and procedures on the website, which are currently being actioned, all policies, procedures and strategies are now fully accessible on the website.

## 2. RESOURCES

### 2.1 FINANCIAL RESOURCES

**2.1.1 Accounts (AGENDA ITEM 14)** - The Council produces quarterly accounts (April-June, July-Sept, Oct-Dec & Jan-March), reported to each spending committee and collectively considered by the Policy & Resources Committee. The third quarter accounts for 2017/2018 will be considered at this meeting of the committee. (Copy attached).

The third quarter shows a net surplus of £41397 and with Community Infrastructure Levy receipts in the final quarter exceeding budget we are expecting to have an additional £60,000 to contribute to earmarked reserves or to general reserves at year end.

**2.1.2 Council Tax 2018/2019** - The Council approved the Band D Council Tax Charge at the January meeting as £148.99. A 3% increase in line with CPI Inflation, lower than the £5 maximum applied by government to District Councils and better than set-out in the Council Strategy 2017-21.

#### Other Local Councils:

The increase in the average for all town and parish councils in Wiltshire is 13.68% giving a parish and town council Band D Council Tax average of £108.39 (up from £95.35 for 2017/18): Other town councils in the Wiltshire area have approved their Council Tax Charges as follows,

Council	2017/18	2018/19	Change	
Calne	£210.31	£210.31	£0.00	0%
Salisbury	£123.00	£208.00	£85.00	+69.11%
Royal Wootton Bassett	£194.81	£199.81	£5.00	+2.57%
Malmesbury	£194.59	£199.51	£4.92	+2.53%
Marlborough	£182.67	£187.97	£5.30	+2.90%
Cricklade	£178.73	£185.47	£6.74	+3.77%
Bradford on Avon	£140.37	£174.42	£34.05	+24.26%
Chippenham	£169.13	£174.20	£5.07	+3.00%
Devizes	£148.04	£153.77	£5.73	+3.87%
Corsham	£149.46	£153.52	£4.06	+2.72%
<b>Trowbridge</b>	<b>£144.64</b>	<b>£148.99</b>	<b>£4.35</b>	<b>+3.01%</b>
Melksham	£115.49	£140.78	£25.29	+21.90%
Tidworth	£124.95	£135.29	£10.34	+8.28%
Westbury	£113.58	£129.58	£16.00	+14.09%
Wilton	£123.48	£128.28	£4.80	+3.89%
Warminster	£93.80	£124.13	£30.33	+32.33%
Ludgershall	£99.49	£100.97	£1.48	+1.49%
Amesbury	£87.20	£88.21	£1.01	+1.16%
Durrington	£52.63	£54.21	£1.58	+3.00%
<b>Wiltshire Council towns AVERAGE</b>	<b>£139.28</b>	<b>£152.50</b>	<b>£13.21</b>	<b>+9.49%</b>
Stratton St Margaret	£168.11	£189.96	£21.85	+13.00%
Swindon South	£114.90	£114.90	£0.00	+0.00%
Swindon North	£112.03	£114.83	£2.80	+2.50%
West Swindon	£93.11	£93.11	£0.00	+0.00%

This means that the Town Council has achieved a position (below the mid-point) relative to other town councils in Wiltshire which is better than that set-out in the Council Strategy 2017-2021.

**Wiltshire Council** - approved its 2018/19 budget with an increase of 5.99% or £79.94 (2.99% plus 3% social care levy addition, at the government limit for Unitary Authorities) on its Band D Council Tax Charge from £1,334.63 to £1,414.57

**Wiltshire Police** - The Police & Crime Commissioner set a Council Tax with an increase of £12.00 per annum or 7.05% on its Band D Council Tax Charge from £170.27 to £182.27

**Dorset & Wiltshire Fire & Rescue** - Dorset & Wiltshire Fire & Rescue Authority set their Council Tax with an increase of 2.99% or £2.11 on their Band D Council Tax Charge from £70.59 to £72.70

This makes the total Council Tax charged to Trowbridge households as follows:

Band	Ratio	Wiltshire C	Police	Fire & Rescue	Town Council	TOTAL
A	6/9	£943.05	£121.51	£48.47	£99.33	£1,212.36
B	7/9	£1,100.20	£141.77	£56.54	£115.88	£1,414.39
C	8/9	£1,257.40	£162.02	£64.62	£132.44	£1,616.48
D	9/9	£1,414.57	£182.27	£72.70	£148.99	£1,818.53
E	11/9	£1,728.92	£222.77	£88.86	£182.10	£2,222.65
F	13/9	£2,043.27	£263.28	£105.01	£215.21	£2,626.77
G	15/9	£2,357.62	£303.78	£121.17	£248.32	£3,030.89
H	18/9	£2,829.14	£364.54	£145.40	£297.98	£3,637.06

**2.1.3 Community Infrastructure Levy** – Around £45k will be received this year vs a budget of £7,590. Based upon 50% of the pipeline of new developments being delivered in 2018/19 we have included £58,077 in the budget for 2018/19 which off-sets expenditure and therefore reduced the Council Tax requirement.

**2.1.4 Reserves (AGENDA ITEM 13):** The planned contribution to reserves is increased to £34,235 for 2018/19, (with higher contributions planned for 2019/20 through to 2021/22, to bring General Reserves up to 25% of net revenue expenditure. The position at the end of the third quarter and the expected position at the end of current financial year is shown below, prior to any end of year adjustments.

Reserves	31 <sup>st</sup> March 2017	31 <sup>st</sup> Dec 2017	Expected 1 <sup>st</sup> April 2018
Museum Project	£33,752	£18,387	£18,387
Recreational Play Areas	£6,000	£6,000	£6,000
Civic Centre	£0	£15,750	£21,000
Sports Pitch Development	£7,000	£7,000	£7,000
<b>Earmarked Reserves</b>	<b>£46,752</b>	<b>£47,137</b>	<b>£52,387</b>
<b>General Reserve</b>	<b>£172,341</b>	<b>£172,341</b>	<b>£175,892</b>
<b>Total Reserves</b>	<b>£219,093</b>	<b>£219,478</b>	<b>£228,279</b>

Based upon the third quarter results and the forecast end of year results the town council should be in a position to set aside an amount greater than budget to the General Reserve at 31<sup>st</sup> March and in addition set aside the following amounts to Earmarked Reserves, including contributions from Community Infrastructure Levy:

**RECOMMENDATION:** That subject to funds being available at the year end the sums indicated below should be set aside as contributions to Earmarked Reserves for ongoing projects and potential maintenance and replacement requirements.

<b>Museum Project</b>	£0
<b>Civic Centre Maintenance and Repairs</b>	£21,000 as shown in 3Qtr
<b>Play Areas</b>	£15,000
<b>Sports Pitches</b>	£20,000
<b>Park Storage Facility</b>	£15,000
<b>Other Assets (Bus Shelters, Signs, Seats, Litter Bins etc)</b>	£10,000

**2.1.5 Internal Audit Review** – Following the review we have now appointed AM FS to undertake our internal audit for 2018/19.

**2.1.6 External Audit** – Our External Audit for 2018/19 will be undertaken by PKF Littlejohn, appointed by the new sector led body; Smaller Authorities' Audit Appointments (SAAA).

**2.1.7 Risk and Audit Panel** – Reviews matters relating to finance, audit, insurance and risk prior to the Policy & Resources committee. It met on 27<sup>th</sup> February 2018 and next meets on 24<sup>th</sup> April at 15:00.

**2.1.8 Business Charge Card** - The council has obtained a Business Charge Card for internet purchases.

## 2.2 **HUMAN RESOURCES**

### 2.2.1 **Leavers**

- Rebecca Mellars, Service Delivery Manager. Leave date 22<sup>nd</sup> January 2018
- Zoe Copper, Sports Coach. Leave date 23<sup>rd</sup> February 2018
- Jack Hurley, Sports Coach. Leave date 16<sup>th</sup> March 2018

### 2.2.2 **New Starters**

- Emy-Louise Cox, Customer Service Advisor
- Mandi Edwards, Community Play Worker
- Georgia Clark, Sports Coach (from a casual contract)
- Imogen Davis, Sports Coach. 25 hours per week. Start date 1<sup>st</sup> March 2018
- Marcus Almadi, Groundsman Operative. 37 hours per week. Start date 1<sup>st</sup> March 2018

**2.2.3 Facilities Support Officer** - Interviews on 22<sup>nd</sup> awaiting decision. 37 h/week. Start date 1<sup>st</sup> April.

**2.2.4 Apprentice Sports Coach** - Interviews on 27<sup>th</sup> February, 30 h/week. Proposed start 1<sup>st</sup> April.

## 3. **SERVICES**

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

**3.1 CULTURAL SERVICES** - **This area of service is delegated to the Museum Curator, Clare Lyall. The next Museum and Tourism committee meeting is 27<sup>th</sup> February 2018 at 6.30pm.**

**3.1.1 MUSEUM** – Trowbridge Museum, an 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 are expanding the museum into an additional floor and work closely with The Friends of Trowbridge Museum.

**3.1.2 Culture** – We also work in partnership with other cultural organisations including Town Hall Arts and Drawing Projects at Bridge House to develop the cultural aspects of the Trowbridge community.

**3.1.3 Henry de Bohun Heritage Festival** – The Friends of the Museum are holding a Henry de Bohun Conference in October 2018.

**3.2 LEISURE & INFORMATION SERVICES** – **This area of service is delegated to the Head of Leisure and Information Services, Hayley Bell. The next Leisure Services Committee meeting is 27<sup>th</sup> March 2018 at 7pm.**

**3.2.1 ACTIVE TROWBRIDGE** – Provides sports coaching programmes to local schools throughout the term, Fun Days during the school holidays as well as free Summer Roadshows and the annual Active Festival which will be held on Saturday 14<sup>th</sup> July in Trowbridge Park. [www.activetrowbridge.co.uk](http://www.activetrowbridge.co.uk)

**3.2.2 MARKETING & EVENTS** – **We use many ways to communicate with those who live in, work in and visit Trowbridge. Social media, Trowbridge Information Centre, Web-sites: [www.trowbridge.gov.uk](http://www.trowbridge.gov.uk) information about council services and links to other local web-sites; [www.trowbridgemic.co.uk](http://www.trowbridgemic.co.uk) for Civic Centre, events and activities & [www.trowbridgemuseum.co.uk](http://www.trowbridgemuseum.co.uk) for the Museum, and**

**Discover Trowbridge Magazine (produced by Brightside Marketing Solutions).** The Spring edition will be published in March covering April – June 2018. A **Calendar of Events** is on the web-site.

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

### **3.3 NEIGHBOURHOOD & VENUE SERVICES** – This area is delegated to the Deputy Chief Executive, Bill Austin. The next Direct Services committee meeting is 27<sup>th</sup> February at 7pm.

**3.3.1 Civic Board** – The Civic Board (which reports to the Direct Services Committee) met on 13<sup>th</sup> February 2018, next meeting 15<sup>th</sup> May 2018. It is responsible for overseeing the operation of the Civic Centre as a commercial conference and entertainment venue.

**3.3.2 Driving Test Centre** – This currently operates two days per week from Longfield Community Centre and there are issues with the waiting times at both Trowbridge and Westbury. The DVLA are currently looking at options to resolve the issue; Councillor Payne has also raised the issue with Andrew Murrison, MP who has in turn written to the Rt Hon Chris Grayling MP, Secretary of State, requesting he investigate it further in order to provide a better resource driver testing in our area.

**3.3.3 CCTV** – We have received a reply recently to a long standing request to the Police & Crime Commissioner to make a contribution towards CCTV. Angus Macpherson has replied to the effect that he will not make contributions to CCTV but will fund the cost of linking the system to Police HQ.

## **4. TOWN COUNCIL PROJECTS**

**4.1 Museum Project ONWARDS & UPWARDS** – 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.**

We expect to finalise the lease and licence for works by early March.

**4.2 Sports Pitches Project DORIC PARK 3G** – 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.**

**WOODMARSH:** We borrowed £175,000 from the Public Works & Loans Board to purchase Woodmarsh, financed from the rent to be charged to Trowbridge Town Football Club over a new 30-year lease. Wiltshire Council released the remaining funding, from S106 funds and we completed the purchase in February. The new lease is being finalised prior to signing.

**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. We have appointed framework consultants to detail proposals and have engaged Carter Jonas as our agents. Once we have firm plans we will be able to negotiate an agreement with the Rugby Club on access and land transfer and with the Squash Club over their element of the proposal.

**4.3 Town Park – Refurbishment of Tennis Courts** – We received funding from the Lawn Tennis Association (LTA) £50,000 and Area Board £20,000 for refurbishment of the tennis courts and Multi-Use Games Area (MUGA). Main works have been completed, with the two-tone green surface applied in June. Access is controlled by an internet app and charges should raise sufficient funding to cover maintenance and future refurbishment. The total cost of the project is circa £170,000 with the remaining £100,000 funded from Section 106 funds. We have now obtained planning permission for the new low energy floodlights which will be installed using further S106 funding.

## 4.4 Play Areas, Transfer from Wiltshire Council – The Town Council Strategy says;

**Trowbridge Town Council will take a proactive approach to asset and service transfer from Wiltshire Council; Recreation Grounds, Play Areas and Open Spaces, Public Car-Parking, Bus Shelters, Litter Bins, Seats, Grit Bins and Street Cleaning and will seek to simplify and speed up the transfer process.**

Deputy Chief Executive, Bill Austin, has negotiated the best available deal for the transfer from Wiltshire Council. Following legal delays, councillors and officers from both sides met on 21<sup>st</sup> November and agreed a way forward based upon management agreements (not leases) for all of the play areas currently managed by Wiltshire Council. The 24 play areas will transfer to the town council's management by 31<sup>st</sup> March 2018 with the possibility of freehold transfer for the majority in future. The town council will be paid a transfer fee of £50,000 to invest in improving and maintaining the facilities and will be paid contributions from existing S106 funding for maintenance (over £45,000) and will be able to apply for S106 contributions for new equipment (over £90,000). Funding to invest in the play areas will also come from Community Infrastructure Levy, grants and further contributions from the town council.

**4.5 St George's Works** – The town council previously rented storage in St George's Works. The owners (TC Sports) have now received planning permission for the redevelopment of the site to provide 30 new residential apartments overlooking the Town Park, including parking, bin and cycle storage. The proposals also include new town council storage facilities behind the bandstand and new access gates to the storage area and Park from the Post Office Access Road which will also act as the construction access for part of the redevelopment. Alternative storage arrangements are now in place during construction. The Town Council is party to the S106 agreement and has engaged professional support for the project.

## 5. **CIVIC & DEMOCRATIC ACTIVITIES**

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

Tuesday 13 <sup>th</sup> March	Town Development
Tuesday 20 <sup>th</sup> March	Full Council
Tuesday 27 <sup>th</sup> March	Museum & Tourism
Tuesday 27 <sup>th</sup> March	Leisure Services
Tuesday 3 <sup>rd</sup> April	Town Development
Tuesday 10 <sup>th</sup> April	NO MEETING
Tuesday 17 <sup>th</sup> April	NO MEETING
Tuesday 24 <sup>th</sup> April	Town Development

### 5.2 **Dates for your diary**

**5.2.1 Civic Dinner 2018** at the Civic Centre on Saturday 24<sup>th</sup> March.

**5.2.2 Annual Town Meeting and Town Gathering** at the Civic Centre on Tuesday 8<sup>th</sup> May 2018.

**5.2.3 Civic Service** – Sunday 8<sup>th</sup> July 2018

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

**5.3.1 Leer** in Ostfriesland, Germany – the Trowbridge/Leer Twinning Association is planning a visit to Leer for the Gallimarkt 2018. A small delegation will be attending this year's Civic Dinner.

**5.3.2 Charenton-le-Pont** on the outskirts of Paris, France – the Mayor, Cllr Deb Halik and Cllr David Halik joined the Mayor of Charenton for the New Year's celebrations at the beginning of January 2018.

**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>, 3<sup>rd</sup> and 24<sup>th</sup> April. The committee considers all regulatory matters consulted on by Wiltshire Council including planning, listed building and tree applications, highways issues and licensing matters. Alison-Nina Ward is Council Secretary (Town Development) responsible for administering this committee.

### 6.1 **Town Centre Developments** –

**Bowers** – [www.innoxmills.co.uk](http://www.innoxmills.co.uk) are expected to make an application in 2018. Latest news is that they are close to agreement with partners and expect to make a further announcement in April/May.

**United Church Buildings** – Are SOLD subject to contract [www.onthemarket.com/details/3752103/](http://www.onthemarket.com/details/3752103/) The new owners' agents are attending the Town Development Committee on 13<sup>th</sup> March to present proposals.

**County Hall East** – see 8.1.3 below

**Court Mills** – It is understood that Wiltshire Council has a buyer for Court Mills who intends to bring forward proposals for conversion to residential. Further details should be available next week.

**6.2 Housing** – Many sites have been delayed pending resolution of mitigation measures associated with colonies of Bechstein Bats at Biss Wood and Green Lane Wood.

**A. Current developments/sites within the settlement boundary & at Ashton Park:**

**Southview Park** - Wain Homes existing development is now complete, The cycle/footway link to Drynham Rd, has not been completed. A new application [17/12509/FUL](#) has been submitted by Wain Homes for part of Ashton Park to the south of Southview Park. Concerns about the access via Southview Park, links to the rest of Ashton Park, to the LEAP at Southview Park and to the cycling and walking network have been raised.

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

**Bradley Road** – The former District Council office site is being bought by [Newland Homes](#) who have submitted a revised application [17/05669/FUL](#) to provide around 80 new homes.

**White Horse Business Park** - (North Bradley Parish) following a Prior Approval application to convert The Pavillions to residential, the owners agreed a plan of action to seek a commercial use for the building. If this is not successful, the residential conversion will be allowed to provide around 140 new homes.

**Ashton Park** – Persimmon et al. - (mainly in West Ashton and North Bradley Parishes), a revised application [15/04736/OUT](#) for 2,500 houses, employment, 2x local centres, 2x primary and a secondary school, ecological visitor facility, open space and A350 West Ashton improvement is being assessed. Bat mitigation measures, include moving the employment land from adjacent to the railway line to adjacent to Biss Woods and a change to the road elevation to provide bat tunnels under the road close have been incorporated. The town council responded on 15<sup>th</sup> February with no objection, but raising issues regarding footway/cycleway links to Steeple Ashton and the the town centre.

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

**Hilperton Gap** - (Hilperton Parish) [Framptons](#) submitted a revised application [16/00672/OUT](#) for 180 houses in the Gap, accessed off Elizabeth Way. The Town Council has objected. The Hilperton Neighbourhood Plan which has been consulted on reluctantly accepted the principle of development in this part of the Gap, whilst retaining the open character close to Hilperton Road near Fieldways.

**Southwick Court** – (Southwick and North Bradley Parishes) Savills on behalf of Waddeton Park advise that they will be making an application for land between the town boundary and Southwick Court, east of Frome Road. [www.landsouthoftrowbridge.co.uk/](http://www.landsouthoftrowbridge.co.uk/) indicates road access off Frome Rd and a new school. The town council is opposed to this allocation.

**Elm Grove Farm** – (partly in North Bradley Parish) – The town council has been involved in discussions with Coulston Estates, the owners of Elm Grove Farm and land adjacent to Drynham Lane, west of the railway line with a view to bringing the site forward. The town council supports part of this allocation.

**Church Lane** – This site potentially accessed directly off Frome Road is in the town boundary. The town council supports this allocation.

**Spring Meadows** – This site also accessed off Frome Rd is inside the town boundary. The town council supports this allocation.

**D. Sites Discounted by Wiltshire Council. (All supported by the town council).**

**Castle Mead Extension** – Persimmon - An application [16/03420/FUL](#) for 272 more homes up to Green Ln Wood was withdrawn. Discounted due to proximity to Green Lane Wood. The Bat reports indicate that if Ashton Park proceeds this site cannot proceed on the foreseeable future.

**Ashton Road** - (currently in Steeple Ashton – see item 1.2 above) [Taylor Wimpey](#) have made a revised application for around 200 homes [16/04468/OUT](#). Discounted due to proximity to Green Lane Wood. The Bat reports indicate that if Ashton Park proceeds this site cannot proceed on the foreseeable future.

**Biss Farm** - An application for 267 houses [17/09961/OUT](#), primary school, pub and care-home has been submitted by Persimmon for land north of Leap Gate and east of West Ashton Road, currently allocated for employment uses. Discounted in the HSAP as already allocated for employment.

**6.3 Wiltshire Core Strategy Review** – The Town Council responded to the consultation following resolution at the meeting of the Town Development committee on 5<sup>th</sup> December. The Town Clerk has submitted the town council's response on the Wiltshire Council online consultation portal.



## 6.4 Neighbourhood Plans

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

**6.4.2 Hilperton** – The consultation closed on 2<sup>nd</sup> February and we await the next steps. The town council comments were:

Whilst Trowbridge Town Council welcomes the additional protection for the area bounded by Fieldways Hotel, Middle Lane, Elizabeth Way and Trowbridge Road, due to its proximity to the Conservation Area and to preserve its Parkland setting, the town council cannot support the development of any of the Hilperton Gap.

Trowbridge Town Council's adopted Strategy says:

**The Town Council does not support development in the open countryside between the urban envelope and the neighbouring villages of Hilperton, North Bradley and Southwick.**

Trowbridge Town Council responded to the Housing Site Allocations Plan (HSAP) with regard to the sites in the Gap as follows:

- **Trowbridge Town Council opposes the allocation of site 263/297 between Victoria Road/Albert Road in Trowbridge and Elizabeth Way in Hilperton, as being contrary to the WCS aim to maintain open countryside to protect the character and identity of Hilperton as a separate community.**

Trowbridge Town Council therefore does not support the Hilperton Neighbourhood Plan.

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

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

**6.4.5 Trowbridge – (AGENDA ITEM 10)** – Given the concerns expressed by the town council with regard to the failure of the Housing Sites Allocation Plan (HSAP) the Wiltshire Core Strategy Review and the Wiltshire Brownfield Land Register to satisfactorily identify and/or allocate sites such as the former District Council Offices, the former Bowyers site and the County Hall East site it would be appropriate for the town council to re-consider the potential for a Neighbourhood Plan for the town to be developed. In addition to site allocations, particularly brownfield sites and other sites within the current planning policy Settlement Boundary a Neighbourhood Plan for Trowbridge could consider suitable designation policies to protect local green spaces and trees, as well as appropriate community action policies, including the needs to improve sustainable travel routes for walking and cycling to suburbs and local villages including signage. In addition, the town council would receive 25% (rather than 15%) of any Community Infrastructure Levy receipts following a Neighbourhood Plan adoption. (This could be £20,000 to £40,000 per annum extra). Grants of up to £17,000 are also available for communities undertaking Neighbourhood Plans.

**RECOMMENDATION: That the town council explores the potential for a Trowbridge Neighbourhood Plan, timescale and costs.**

**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 help to create a community which attracts employers and quality jobs.

**7.2 Trowbridge Town Team** – The Town Council is the accountable body for TTT. The organisation concentrates on developing the entrepreneurial skills of Young People under the GOFISH programme. Chairman of the Town Team, David Baker has reported the following: *“The appropriate funding that the Area Board donated to GOFISH has now been invested and spent on the GOFISH Project. I have returned my submission on the outcomes to the relevant parties. As from now the sponsorship and donations for GOFISH will be independent of the Area Board. We would ask that Trowbridge Town Council remain the body who will manage the financial accounts on behalf of The Town Team. The sponsors and donations at this moment are Office Evolution, David Halik and Howard Travel.”*

**7.3 Trowbridge Community Area Future (TCAF)** – A charity, originally established by the town council and others as a Community Partnership. Lindsey Millen is the TCAF officer, supported by the Youth Work Team headed by Sarah Holland. They work with partners to address priorities in the Joint Strategic Assessment in the nationally most deprived communities (Studley Green-10%, Seymour/Adcroft-20% and Longfield-20%). TCAF has received grants from funders including the Local Youth Network (LYN) as well as an annual grant from the town council. They utilise the Town Council's Cabin at Seymour Recreation Ground on a peppercorn rent to undertake some of this work. A Community Hub is now operating in the Shires. Councillors may be interested in using the hub for councillor surgeries and should direct interest to Lindsey on [tcaf@trowbridge.gov.uk](mailto:tcaf@trowbridge.gov.uk)

**7.4 Cock Hill Solar Community Fund.** Support local applicants with grants.

**7.5 Chamber of Commerce** – Tracey Parker (Leykers) is President of Trowbridge Chamber. They are interested in developing a bottom-up Business Improvement District (BID), one which is not externally sourced, potentially run in partnership with the town council. Areas including cleanliness, events and parking are high on their agenda. They understand this is a lengthy process that has been on the Town Council agenda for a long time.

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

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

## 8. WILTSHIRE

### 8.1 Wiltshire Council

**8.1.1 Area Board** – Next meeting is Thursday 15<sup>th</sup> March 2018, (6.30pm for 7pm Cotswold Space County Hall). The Community Engagement Manager for Trowbridge, Mary Cullen compiles the [Community Area Web Site](#) and manages grant applications for community grants.

**8.1.2 Local Youth Network** – Local Youth Facilitator, Emma Drage leaves the post in March 2018. The LYN Management Group considers grant applications and makes recommendations to the Area Board.

**8.1.3 Trowbridge Area Well-being Centre (Campus)** – At the previous meeting of this committee on 9<sup>th</sup> January 2018 the following resolution was made:

***That Trowbridge Town Council welcomes the proposals for the redevelopment of County Hall East at Bythesea Road, incorporating a health facility, retail and residential elements, new footways and bridges linking the site to the town centre and proposals for a new indoor active leisure facility providing gym, activity spaces and youth facilities as well supporting the inclusion of a swimming pool within the development, and will work with Wiltshire Council and others to realise the opportunity and ensure that once developed the facility is managed for the benefit of the local community in conjunction with other local leisure facilities, both indoor and outdoor.***

If the town council is asked to take a greater role in this project by Wiltshire Council, either now or in the future, it will have to consider the implications of this and how the whole of the Trowbridge community is able to share in the responsibilities and benefit from a joint membership.

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

## 8.1.5 Community Area Transport Group (CATG) (AGENDA ITEM 11)

The budget for CATG support projects for 2017/2018 is £10,000 and is allocated as follows:

20mph College Road (completed December 2017)	£1,250	paid
Yeoman Way street sign (Completed November 2017)	£100	paid
Waiting Restrictions (Completed late 2016)	£2000	paid
Wingfield Road Cycle Path (completed Summer 2017)	£5,000	paid
County Way/Drynham Rd signs (4908)	£1,000	accrued
The Croft bollards	£650	paid
<b>TOTAL</b>	<b>£10,000</b>	

The budget for CATG support projects for 2018/2019 is £15,000 and is currently allocated as follows:

The Halve Pedestrian Crossing Survey (5589)	£350
Wingfield Rd speed limit reduction 40-30mph London Bridge - Hungerford Ave	£500
Plus potential contribution towards implementation costs	£3,333
Dropped Kerbs at Riverway	£333
Dropped Kerbs Green Lane & Paxcroft Way	£1,000
Drynham 20mph (excluding Holbrook Lane)	£4,000
<b>TOTAL</b>	<b>£9,516</b>
<b>Leaving an available fund of</b>	<b>£5,848</b>

Other projects which the town council has supported but have not been costed yet and will probably need funds allocating in 2018/19 are:

- Cycleway/Footway along County Way from Ashton Street to Hilperton Road.
- Pedestrian direction signs in the town centre including White Hart Yard and St George's Works.
- Bus shelter in Manor Road.
- Footway resurfacing in Bellfield Cres, Polebarn Rd and Wingfield Rd.
- Extension of 20mph scheme for Studley Green.

Longfield Gyratory is being assessed for alterations to the lights and sequencing and so the following requests are being included in this bigger scheme:

- Footway from the Lamb Car Park to the pedestrian crossing at Mortimer Street junction.
- Footway from the entrance to Longfield House to the pedestrian crossing at Longfield Gyratory.

**RECOMMENDATION:** That the committee approves provisional CATG match funding allocations for 2018/19 totalling £9,516 for the following schemes.

The Halve Pedestrian Crossing Survey (5589)	£350
Wingfield Rd speed limit reduction 40-30mph London Bridge - Hungerford Ave	£500
Plus potential contribution towards implementation costs	£3,333
Dropped Kerbs at Riverway	£333
Dropped Kerbs Green Lane & Paxcroft Way	£1,000
Drynham 20mph (excluding Holbrook Lane)	£4,000

**8.1.6 Waiting Restrictions** – All outstanding requests for changes to waiting restrictions have been sent to Wiltshire Council, including all the requests related to a potential wide area Residents' Parking Zone (RPZ) in the hope that they will be assessed for implementation in 2018. We have discussed with the cabinet member (Bridget Wayman) the town council's suggestion that all such requests are progressed by CATG rather than the annual review process in future.

**8.1.7 Parish Steward** –reintroduced in 2016 with contractor Ringway. The Town Council puts forward a priority list each month. Councillors should contact [bill.austin@trowbridge.gov.uk](mailto:bill.austin@trowbridge.gov.uk) with any requests for minor maintenance including pot-holes ensuring that the town council can coordinate a priority list.

**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.

**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** – Following the transfer of Chief Constable Mike Veale to Cleveland Police, the Police & Crime Commissioner Angus Macpherson has appointed Kier Pritchard as acting Chief Constable. 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. The Council also pays the fee for the Clerk to be a member of the Society of Local Council Clerks (SLCC), which provides training and advice.

**8.6 Councillors training** – Katie Fielding from WALC provided a training session on Tuesday 31<sup>st</sup> January 2018 covering Roles and Responsibilities, Law and Procedures (inc. Code of Conduct) and Quality Council at the Civic Centre attended by 9 town councillors.

**8.7 Swindon & Wiltshire Local Enterprise Partnership (SWLEP)** – SWLEP were asked if they would attend this meeting or the meeting of full council, but have not responded. I understand that they are scheduled to attend the Area Board on 15<sup>th</sup> March. I have asked Tim Martiensen, Director of Economic Development at Wiltshire Council, to clarify Wiltshire Council's understanding and expectation with respect to Trowbridge's position within the A350 Growth Corridor. I expect this issue will be explored further with SWLEP at the Area Board.

**8.8 Enterprise Wiltshire** – No meetings recently.

**8.9 Market Towns Network** – Met in Malmesbury on 1<sup>st</sup> March where the area of discussion was Arts and Culture the Museum, Town Hall Arts and Drawing Projects @ Bridge House were in attendance.

*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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#DiscoverTROWBRIDGE

[www.trowbridge.gov.uk](http://www.trowbridge.gov.uk)

[www.trowbridgecivic.co.uk](http://www.trowbridgecivic.co.uk)

[www.trowbridgemuseum.co.uk](http://www.trowbridgemuseum.co.uk)



**Trowbridge Area Board Campus Working Group TABCWG  
Report to the Area Board March 2018**

**Meeting of TABCWG**

TABCWG held a meeting on Wednesday 24<sup>th</sup> January. Notes of the meeting are attached.

**Change of Name**

As the term 'Campus' is essentially defunct TABCWG would like to propose to the Trowbridge Area Board that the group's name should be changed to Trowbridge Area Board Wellbeing Centre Development Group.

**Proposal**

TABCWG believes that it is essential for all groups in Trowbridge should be united in pursuing the facilities which the town needs. It invites the Area board to adopt the following proposal already agreed by Trowbridge Town Council.

**The Trowbridge Area Board welcomes the proposals for the redevelopment of County Hall East at Bythesea Road, incorporating a health facility, retail and residential elements, new footways and bridges linking the site to the town centre and proposals for a new indoor active leisure facility providing gym, activity spaces and youth facilities as well supporting the inclusion of a swimming pool within the development, and will work with Wiltshire Council and others to realise the opportunity and ensure that once developed the facility is managed for the benefit of the local community in conjunction with other local leisure facilities, both indoor and outdoor.**

**Future Meetings**

TABCWG is seeking

1. A meeting with WC to discuss alternative approaches to the configuration of the East wing site. This will take place on Thursday 8<sup>th</sup> March
2. A meeting with Alliance Leisure once the full report is in the public domain. There has been no response to this request and there has not yet been any indication that the report has been published.

Colin Kay  
March 2018



**Trowbridge Area Board Campus Working Group**

**Notes of a meeting held at Trowbridge Civic Centre on Wednesday 24<sup>th</sup> January**

**Present**

Cllr Peter Fuller (PF), Cllr Deborah Halik (DH), Cllr David Halik (DA), Cllr Edward Kirk (EK), Cllr Steve Oldrieve (SO), Lance Allen Trowbridge Town Clerk (LA), David Baker (DB), Martin Cooper (MC), Paula Drew (PD), Kendrick Jackson (KJ), Colin Kay (CK), John Knight (JK)

**Apologies**

Hayley Bell, Cllr Stuart Palmen

**Name of the Group**

CK proposed the word campus should be removed from the group's name as it is no longer current. This was agreed although an alternative was not discussed. A proposal should be made to the next TAB.

**Draft Proposal**

- CK had circulated the presentation in advance and LA projected key slides. CK explained the final report was now with WC for internal review but had not yet been made public. It is not yet on the WC Cabinet forward plan.
- CK went through the facilities on the dry side. The main element missing from the original proposal was the lack of a large sports hall. That is because it is suggested that existing school sports halls provide sufficient capacity for badminton, basketball etc. DH and DA expressed concern about the inclusion of the fitness suite. SO explained that this was essential to generate income. DA expressed the view facilities should be provided for the benefit of the community not to generate income. There was a concern about the lack of provision of indoor facilities for the elderly who prefer to exercise during the day when school sports halls would not be available. Questions were also raised about the climbing aspect. CK explained that this was not a climbing wall. Overall the group accepted the proposal.
- There was then a discussion about whether a swimming pool should be included. Whilst in general the group felt that Trowbridge did need a new pool there were two major concerns;
  - Cost – there is a concern that the additional cost makes it unrealistic. LA's view is that part of the additional cost is because of the proposals for the site which mean the height of the building would have to be raised to accommodate the pool. He felt the site could accommodate the pool without the need for that if the site was configured differently. In addition the need to phase the build to add the pool later also makes



it more expensive. KJ felt looking at repayment over a longer period as is common in public service projects could reduce the cost.

- Impact on the Clarendon pool. If there was a new pool the financial support for the Clarendon pool would be withdrawn and it would have to close because it would be too expensive for the school to run. This would mean the loss of the diving pit. This loss would impact on swimming at the school and on the primary schools that use it. The pool is 22 years old. The refurbishment included in the proposal would prolong its life for probably another 10 years. If a new pool was needed then there would be no central site.
- There were questions about the current use of the pool and how much more use there might be if there was a new pool even if the Clarendon one closed.

### Next Steps

- CK made it clear that any proposal would require capital investment by WC in Trowbridge. This would be a political decision. To persuade Cabinet to make this investment Trowbridge would need to mount an intelligent campaign. That would depend on the WC councillors on TAB and the Town Council being united. SO proposed that the group should endorse the position taken by the Town Council and propose at the March Area Board that TAB should do the same.

The wording is

- : **The Trowbridge Area Board welcomes the proposals for the redevelopment of County Hall East at Bythesea Road, incorporating a health facility, retail and residential elements, new footways and bridges linking the site to the town centre and proposals for a new indoor active leisure facility providing gym, activity spaces and youth facilities as well supporting the inclusion of a swimming pool within the development, and will work with Wiltshire Council and others to realise the opportunity and ensure that once developed the facility is managed for the benefit of the local community in conjunction with other local leisure facilities, both indoor and outdoor.**

After some discussion proposal was put to the vote. This was approved with 11 in favour and 2 abstentions.

- CK proposed that the group should seek a meeting with Alliance Leisure once the report was made public. This was agreed.



## Trowbridge Area Board Campus Working Group

- Information was needed on the level of WC investment in other communities via the campus programme. EK submitted a freedom of information request for this.
- CK was asked to prepare a document sending out the main arguments and evidence for an integrated indoor leisure facility including swimming pool on the East Wing site. CK will produce a draft and circulate it for others to add to.

**Any Other Business** None

**Date of the next meeting** To be circulated once the final report is made public and Alliance Leisure have proposed dates.



<b>Report to</b>	Trowbridge Area Board
<b>Date of Meeting</b>	15/03/2018
<b>Title of Report</b>	Community Area Grant funding

Provisional Figures	Area Board Grants Budget	H&WB Fund	LYN Fund	CATG
Opening balance 2017/18	£66,600.00	£7,700.00	£31,145.00	£24,566.00
Grant Applications Awarded to date	£50,942.86	£80.00 £620 OPC Exs	£31,145.00	-
Current Balance	£15,657.14	£7,000	£0.00	
Balance if all grants are agreed at this meeting	£0	£0	£0.00	£3788 as advised by Highways officer

**Purpose of the report:**

To consider the applications for funding listed below.

Applicant	Amount requested
<b>Applicant:</b> Trowbridge Community Area Future <b>Project Title:</b> Town Hall Arts Cafe and Community space  <a href="#">View full application</a>	£2504.80
<b>Applicant:</b> WWMFF. (West Wilts Multi Faith Forum) <b>Project Title:</b> Computers for growing English classes and expansion of project  <a href="#">View full application</a>	£900.00
<b>Applicant:</b> Friends of John of Gaunt School <b>Project Title:</b> John of Gaunt - Forest School  <a href="#">View full application</a>	£950.00

<b>Applicant:</b> LARK RISE COMMUNITY FARM <b>Project Title:</b> Larkrise Community Farm - Sensory Classroom Project  <a href="#">View full application</a>	£3875.00
<b>Applicant:</b> 1st Hilperton Scout group <b>Project Title:</b> Hilperton Community Garden  <a href="#">View full application</a>	£617.50
<b>Applicant:</b> Bethesda Baptist Church <b>Project Title:</b> Bethesda Church Community Project  <a href="#">View full application</a>	£3415.00
<b>Applicant:</b> Hope Nature Centre <b>Project Title:</b> Community Learning Bus in the Animal Park  <a href="#">View full application</a>	£2000.00
<b>Applicant:</b> North Bradley World War I Commemoration Group <b>Project Title:</b> North Bradley WW1 Commemoration Group  <a href="#">View full application</a>	£544.00

### Member projects from Capital funding

Cllr David Halik- Neighbourhood Watch signs £500

**Note project delivered by CEM under delegated authority for remaining funding in Capital pot, in agreement with Chairman,** purchase of Community Litter picking equipment £350.84

**To Note award of LYN Youth Grant. £1,000** under delegated authority. £1,000 was returned to the LYN pot as not needed by another applicant. The Local Youth Facilitator in agreement with the Chair awarded Award £1,000 to grant number 528 [http://thematrix.wiltshire.council/areaboard\\_youth\\_grants/grant\\_get.php?gid=528](http://thematrix.wiltshire.council/areaboard_youth_grants/grant_get.php?gid=528) The application had been submitted to the LYN, however due to their not being any funding to fully support it was being carried over to the new financial year. With this available funding of £1,000 it was agreed to allocate the funding from this financial year.

### 1. Background

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

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

## 2. Main Considerations

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

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

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

## 3. Environmental & Community Implications

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

## 4. Financial Implications

Financial provision had been made to cover this expenditure.

## 5. Legal Implications

There are no specific legal implications related to this report.

## 6. Human Resources Implications

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

## 7. Equality and Inclusion Implications

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

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

## 8. Safeguarding Implications

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

## 9. Applications for consideration

Application ID	Applicant	Project Proposal	Requested
<a href="#">2743</a>	Town Hall Arts	Town Hall Arts Cafe and Community space	£2,504.80

### Project Description:

To purchase a coffee machine and set up a cafe area in Trowbridge Town Hall to serve our regular users and visitors to our exhibitions events and community groups and help us become more sustainable through income generated.

### Input from Community Engagement Manager:

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

The project is to purchase a coffee machine and set up a small cafe area in Trowbridge Town Hall to serve regular users and visitors to exhibitions events and

community activities. The project is designed to help the Town Hall become more sustainable, through generation of additional income.

The total project cost is £5,504 which includes cost of coffee machine, small tables and chairs, hot drinks machine, fridge and sundries. Match finding of £3,000 is provided from reserves leaving a shortfall of £2,504 which is the amount applied for from the area board.

The applicant was advised to also approach the town council for support.

**Proposal**

That the Area Board determines the application.

Application ID	Applicant	Project Proposal	Requested
<a href="#">2706</a>	WWMFF. (West Wilts Multi Faith Forum)	Computers for expansion of English classes project	£900.00

**Project Description:**

WWMFF runs English classes for immigrants/refugees/asylum seekers with aim of removing isolation lack of confidence loneliness barriers encouraging these disadvantaged women/men to participate in the life of their new communities e.g. by volunteering. Helps access to medical services schooling housing employment. Encourages social inclusion we educate empower engage these stigmatised vulnerable fearful new incomers into Trowbridge. Due to growing numbers in English classes we need 2 more computers speakers as sharing computers slows learning considerably and is awkward. We also need a lockable cupboard now for safe computer storage.

**Input from Community Engagement Manager**

The application meets the community grants criteria. The applicant is a not-for-profit community organisation, this is a Capital project and match funding is in place. The application addresses a key community priority as identified in the JSA for Trowbridge community area around promotion of equality and diversity, community cohesion and integration.

The project is to extend the offering of English Classes in Trowbridge through the provision of additional laptops with speakers and to provide secure storage facilities.

WWMFF runs 2 English classes and creche each week in Trowbridge, for asylum seekers and immigrants from a variety of countries including Bangladesh, Iraq, Pakistan, Lithuania, Africa, Poland, Jamaica etc. These represent some of the most stigmatised, disadvantaged and socially isolated people in our community and due to language and other barriers, often face social isolation. The project assists learners to integrate into their new communities in Trowbridge, enabling them to grow in confidence and begin to use medical facilities, help their children with homework, volunteer, use the libraries and public transport. Computer literacy also helps with job hunting and securing employment.

There are insufficient laptops available to support learners and take new learners on. Currently learners often must share computers. This is counterproductive as it is known that people learn at different rates and have different learning styles and support needs.

The total project cost for two laptops, speakers and storage facilities is £1,950. Quotations have been provided. Match funding of £1,050 is available, leaving a shortfall of £900 which is the amount applied for to the area board.

The applicant was advised to also contact their town council for support.

**Proposal**  
That the Area Board determines the application.

Application ID	Applicant	Project Proposal	Requested
<a href="#">2732</a>	Friends of John of Gaunt School	John of Gaunt - Forest School	£950.00

**Project Description:**  
The John of Gaunt school wish to establish a Forest School within the grounds of the main school. This will allow students to participate in extra-curricular based activities outside of the normal school environment. The school has identified a number of students who are struggling with the transition to secondary education and need an alternative educational opportunity to help them to be form a positive relationship with their school and staff. The Forest school requires funds for some specific equipment to facilitate the setting up of the school.

**Input from Community Engagement Manager:**  
The application meets the community grants criteria. The applicant is a not- for-profit community organisation, this is a Capital project and match funding is in place. Whilst the applicant is a school, the project is for extra- curricular activities to benefit students' social and emotional development and confidence. The project is to develop a Forest school facility at John of Gaunt school to provide additional extra-curricular learning opportunities for students, some of whom are struggling with the transition to secondary education. These students need an alternative extra-curricular educational opportunity to enable them to form a positive relationship with the school and staff. The applicant considers that a Forest School facility would benefit students with additional needs and would represent an asset to the wider school community in Trowbridge. Funds are sought for basic equipment to facilitate the setting up of the Forest school including tools, shelter-making equipment, cooking equipment and protective clothing.

The total project cost is £2,800. In- Kind and other contributions are shown for labour, donated tools, Forest School leader training and fundraising to the sum of £1,850. This leaves a shortfall of £950 which is the amount applied for to the area board.

The applicant was advised to also approach their town council for support.

**Proposal**  
That the Area Board determines the application.

Application ID	Applicant	Project Proposal	Requested
<a href="#">2677</a>	LARK RISE COMMUNITY FARM	Larkrise Community Farm - Sensory Classroom Project	£3,875.00

**Project Description:**  
We wish to transform the classroom area of our busy animal care and agricultural

learning setting to make it a welcoming and more sensory area. The classroom area is used daily by a wide range of age groups all from our Wiltshire catchment area and is in desperate need of refurbishment and redecorating.

**Input from Community Engagement Manager:**

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

The project is to transform the classroom area of the busy animal care and agricultural learning setting to make it a welcoming and more sensory area where service users can relax and de stress. The classroom area is used daily by a wide range of groups, the project supports children, young people and adults who need additional support due to not coping in mainstream education or other situations, it also supports looked after children and families. The project works with people of all ages who have learning disabilities, physical disabilities or who may be on the autistic spectrum and also supports those with anxiety and potential self-harm. The centre offers qualifications and employability support for adults, ASDAN qualifications enable many students go on to rural or agricultural work or other jobs in the local community. There is also a busy Riding for Disabled group.

The classroom area is showing signs of age related wear and tear and is currently in need of upgrading with more appropriate furnishings and equipment.

Transforming the classroom will involve installation of sensory lighting and child proof doors and provision of appropriate furnishings. There will also be associated plastering, painting, decorating and carpentry.

The total project cost is £7,750, for which quotations have been requested. Match funding has been sought from Westbury area board £1,875 and Melksham area board £2,000, this leaves a shortfall of £3,875 which is the amount applied for from Trowbridge area board.

Westbury area board has deferred a decision until the new financial year due to lack of funds, Melksham area board has agreed to fund the project to the sum of £1500.

The applicant was also advised to contact their local town/parish council for support.

**Proposal**

That the Area Board determines the application.

Application ID	Applicant	Project Proposal	Requested
<a href="#">2707</a>	1st Hilperton Scout group	Hilperton Community Garden	£617.50

**Project Description:**

The overall aim of this project is restoring the over grown and relatively unused garden at the rear of St Marys Church Hilperton. In conjunction with the Scouting Associations Million Hands Project 1st Hilperton Cubs intend to develop a very pleasant and safe community nature garden accessible to all but especially for persons with disabilities dementia or seeking Mental well-being. A main part of the project is to replace the present patio which is in a poor state and causes a concern for persons unsteady on their feet. Hilperton Parish Council are

supporting the project agreeing to fund half the costs. All the hard labour work will be carried out by Cubs Family and friends.

**Input from Community Engagement Manager**

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

The project is to restore the overgrown and relatively unused garden at the rear of St Marys Church, Hilperton. In conjunction with the Scouting Association’s Million Hands Project, 1st Hilperton Cubs intend to develop a pleasant and safe community nature garden, accessible to all, but especially for those with disabilities, dementia or seeking a quiet reflective space. A main part of the project is to replace the present patio which is in a poor state and constitutes a risk to those who may be unsteady on their feet. The hard labour work will be carried out by Cubs family and friends.

The total project cost is £1,235.00. Hilperton Parish Council is providing match funding of £617.50, leaving a shortfall of £617.50 which is the amount applied for to the area board.

**Proposal**

That the Area Board determines the application.

Application ID	Applicant	Project Proposal	Requested
<a href="#">2726</a>	Bethesda Baptist Church	Bethesda Church Community Project	£3,415.00

**Project Description:**

To allow easier access to our buildings for the many community groups who use them.

**Input from Community Engagement Manager:**

The application meets the community grants criteria. The applicant is a not-for-profit community organisation, this is a Capital project and match funding is in place. Whilst the application is from a church organisation, the application is not for religious purposes but to support community use of the buildings, for a variety of social activities.

The project is to resurface an access slope and path and provide handrails to allow good access to the church buildings for the many community groups that use the facilities and to enable wheelchair users and those with disabilities to access the buildings safely and easily.

The church buildings are currently well used by the local community, for English classes, Multi-Cultural talks and events, music therapy and various other community activities.

The total project cost to resurface the slope and path and provide handrails is £6,830.00, quotations have been provided. Bethesda is contributing £3,415.00 from reserves, leaving a shortfall of £3,415.00 which is the amount applied for to the area board.

The applicant was also advised to approach Town Council for funding support.

**Proposal**

That the Area Board determines the application.

Application ID	Applicant	Project Proposal	Requested
<a href="#">2730</a>	Hope Nature Centre	Community Learning Bus in the Animal Park	£2,000.00

**Project Description:**

We plan to have a classroom facility bus which will provide extra undercover space within the animal park for school visits learning and a potential play area for children. We will then be able to provide learning experiences linked into curriculum activities relating to animals and nature.

**Input from Community Engagement Manager:**

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

The project is to develop a classroom facility/bus at the hope nature centre which will provide extra undercover space within the animal park for school visits and a potential play area for children. The aim is to support learning relating to animals and nature.

The total project cost is £4,000. Match funding of £2,000 is shown from sponsorship, leaving a shortfall of £2,000 which is the amount applied for to the area board.

The applicant was advised to also approach their parish council for support.

**Proposal**

That the Area Board determines the application.

Application ID	Applicant	Project Proposal	Requested
<a href="#">2739</a>	North Bradley World War I Commemoration Group	North Bradley WW1 Commemoration Group	£544.00

**Project Description:**

Since August 2014 this group have been arranging a memorial service on the anniversary of a casualty from the Great War. This is to provide a memorial long after the anniversary of the wars end. Support has come from every area of the community churches school groups both for young and elderly. The project commenced with a musical festival in 2014 with all ages contributing.

**Input from Community Engagement Manager**

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

The project is to provide a WW1 commemorative bench in North Bradley, building on work already done to research the fallen from the parish and the parishes' planned participation in the WW1 Tree Planting project.



The project is to provide a memorial bench, plaque and booklet to supplement the memorial trees to commemorate the anniversary of the end of WW1 and to involve the whole community in remembering the fallen from the village. The commemorative space will be a space for reflection and enjoyment of the natural environment.

The total project cost is £664.00. Match funding of £120 is in place leaving a shortfall of £544 which is the amount applied for to the area board.

**Proposal**

That the Area Board determines the application.

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

**Report Author:**

Mary Cullen  
Community Engagement Manager  
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## 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**

<b>1. Contact Details</b>	
<b>Area Board Name</b>	Trowbridge
<b>Your Name</b>	CLlr David Halik
<b>Contact number</b>	01225 754199 - 07596847390
<b>e-mail</b>	david.halik@wiltshire.gov.uk
<b>2. The project</b>	
<b>Project Title/Name</b>	Neighbourhood Watch Signs
<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>Residents around Pitman Avenue have setup a neighbourhood watch group and have requested that signs be placed in and around the area to indicate that the area is now such.</p> <p>One of the group contacted me as local councillor to assist and help where possible.</p> <p>Police and Highways have been informed of the group and been supportive as has Wiltshire Council.</p> <p>The group have no funding for any signage hence this request to enable signs to be purchased and placed within the area.</p>
<b>Where is this project taking place?</b>	Pitman Avenue off Frome Road Trowbridge
<b>When will the project take place?</b>	ASAP
<b>What evidence is there that this project/activity needs to take place/be funded by the area board?</b>	Neighbourhood Group request

<b>How will the local community benefit?</b>	The process of setting up a neighbourhood group has already helped. Neighbours have met who have not before spoken to each other and they are feeling better for it. It has made them feel they have a voice and can make the area safer for themselves and others. There have been a few attacks nearby so as a councillor I fully support the request in helping protect the area by requesting funds to obtain the signs they need.		
<b>Does this project link to a current Community Issue?</b> (if so, please give reference number as well as a brief description)			
<b>Does this project link to the Community Plan or local priorities?</b> (if so, please provide details)	Safer Streets - Community Resident Group Development – Police Working within the Community		
<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)			
<b>What is the desired outcome/s of this project?</b> Neighbourhood Safety and Residents Community Development			
<b>Who will be responsible for managing this project?</b>			
<b>3. Funding</b>			
<b>What will be the total cost of the project?</b>	£500		
<b>How much funding are you applying for? Please note that only capital funding is available</b>	£500		
<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>
<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)			
<b>4. Declaration – I confirm that...</b>			
<input type="checkbox"/> The information on this form is correct and that any grant received will be spent on the activities specified <input type="checkbox"/> 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:</b> Cllr David Halik	<b>Date:</b> 2/218		
<b>Position in organisation:</b>			
<b>Please return your completed application to the appropriate Area Board Locality Team (see section 3)</b>			

<b>Report to</b>	Trowbridge Area Board
<b>Date of Meeting</b>	15.03.18
<b>Title of Report</b>	Health and Wellbeing Group, Grant Application Recommendations
<b>Current Balance</b>	£7000
<b>Balance if all grants awarded</b>	£0

**Purpose of the report:**

**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 Guidance attached.

**2. Main Considerations**

2.1. Councillors will need to be satisfied that funding awarded in the 2017/2018 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 HWB 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 are. Health and Wellbeing grants will be targeted at work supporting older and vulnerable people in the community, preventing social isolation and loneliness and supporting re-ablement.

**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

Trowbridge Health and Wellbeing Group met on 22<sup>nd</sup> February 2018 and made the following recommendations on grant applications received. See agenda pack for copies of applications

Applicant	Score /100	Positives	Negatives	Recommendation to A/b	Balance £7000
<b>Celebrating Age,</b> requested £1500 for yr. 2 delivery of a programme of arts activities taken around the community area to tackle isolation and loneliness	73	*Value for money *Well planned *Inclusive *Varied *Targets JSA priorities *Evaluation shows well received to date	None	<b>Award in Full £1500</b>	£5,500
<b>Arts Together,</b> requested £2000 for extension of arts activities with frail, vulnerable older people	52	*Quality project, supporting vulnerable older people *Targets JSA objectives *Good 1-2-1 work *Safeguarding issues dealt with *Works with partners	*Limited reach *Narrow field – art	<b>Part Fund £1000</b> with recommendation to take out to other venues	£4,500

<p><b>Carers Support Wiltshire Connecting Communities,</b> Requested £3230 for campaign to reach isolated lonely older people and link into services, with support for carers</p>	63	<ul style="list-style-type: none"> <li>*Wide reach</li> <li>*Ambitious</li> <li>*Partnership working</li> <li>*Addresses JSA priority</li> <li>*Builds on Carers Survey results</li> <li>* Will sustain other projects into future</li> <li>*Transport will be provided to activities</li> <li>*Carers supported so better able to care</li> </ul>	<ul style="list-style-type: none"> <li>*reliance on mailshot</li> <li>* ? info overload</li> </ul>	<p><b>Award in Full, £3230</b></p>	£1270
<p><b>Trowbridge Town Council</b> Requested £4140 to bring older people to Trowbridge Sports Courts for programme of walking sports</p>	48	<ul style="list-style-type: none"> <li>*Increasing physical activity for older people</li> <li>*Supporting town centre devt</li> </ul>	<ul style="list-style-type: none"> <li>*Lacks evidence of need</li> <li>*Risk of duplication of existing services</li> <li>*Target group may not be able to participate as envisaged</li> <li>*Cost</li> <li>*Focus on sports courts</li> </ul>	<p>Defer</p> <p>Reason-Good idea in principle, needs further development, suggest work with older people care homes etc to establish what types of physical activities would work, level of need/demand and resubmit.</p>	
<p><b>Cllr Deborah Halik, member project</b> Request £500 of funds remaining in budget to train pool of community</p>	n/a	<ul style="list-style-type: none"> <li>*Pool of drivers available locally</li> <li>*deliver of community projects</li> <li>*support to tackle social isolation</li> </ul>	<ul style="list-style-type: none"> <li>*finding volunteers</li> </ul>	<p><b>Recommend approve £500</b></p>	770

minibus drivers via Wiltshire council		* developing community capacity *improving skills base			
<b>Community Engagement Manager</b> request funds remaining in budget £770 towards 2x outings for older people in summer 2018	n/a	*Meets an identified need * Helps tackle social isolation and loneliness		<b>Recommend approve £770</b>	0

It is proposed that the area board adopts the recommendations of the Health and Wellbeing Group.

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](mailto:Mary.Cullen@wiltshire.gov.uk)



## Health and Wellbeing projects and activities FUNDING APPLICATION

**1. Applicant:**

Name	
Organisation	Wiltshire Music Centre-Celebrating Age
Address	
Phone number	
Email address	

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

£0 - £1000	
£1001 - £5000	£1,500
Over £5000 (please note – our grants will not normally exceed £5000)	

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

Yes	
No	x

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

**5. Project title?**

Celebrating Age Wiltshire

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

Celebrating Age Wiltshire Partnership, led by Wiltshire Music Centre, is in its second year providing a programme of arts/cultural events in 6 Wiltshire communities in libraries and community settings. The Project Development Worker (PDW) has developed a programme of work in each community in consultation with the CEMs, Older People’s Champions and existing groups of older people and representatives of charities working with these groups.

The programme involves regular monthly activity in small, local community settings, village halls, library hubs, delivered through a range of arts such as:

- live performance, music, dance, poetry, theatre, presentations
- Participatory work – art, pottery, making,
- Longer project work using facilitated words and creativity

- Local history, museum memorabilia and handling collections

The programme is being delivered in partnership with the arts/cultural organisations involved in the bid.

We are seeking a small contribution from each Area Board where activity will be taking place for the second year of the project.

**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 8JQ

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

<input 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 checked="" type="checkbox"/> Promoting cohesive/resilient communities <input checked="" type="checkbox"/> Arts, crafts and culture <input type="checkbox"/> Safer communities	<input checked="" 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 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

Celebrating Age creates high quality arts, culture and heritage activity for older people which is delivered in their own community settings during daylight hours. The partnership includes Wiltshire Council Library Services as well as Age UK and cultural organisations.

In Year 1 of the project, the PDW has consulted with The CEMs, Older people's champion, local community groups and workers sign posted to her, to identify the type of arts activity and events older people would like to participate in and attend. The project will also offer free tickets for the people who undertake local activity to attend events, performance and exhibitions in the partner venues.

In this way, it focusses on the priorities already identified by the Trowbridge JSA in the report 'Our Community Matters'. The PDW is organising the events with the guidance of a small steering group: CEM, Town Council and

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

The project aims to reach between 30 - 50 people per event. At the launch event at Town Hall Arts there were 40 people in the audience. The 7 piece band themselves were also older performers in their 60s/70s. Some events are targeted at smaller groups, eg the Art Masterclass will have 10 participants, to offer a quality, intimate workshop for participants to feel special and learn new techniques to support their regular practice.

At the larger events, word of mouth is helping to accumulate more audience members/participants.

### How will you encourage volunteering and community involvement?

The Project Development Worker will work with existing voluntary and community groups, including the Community Engagement Manager and local charities to identify how best to access the community in that area. Community groups will be consulted to decide what sort of activity is to be provided in the monthly session and to identify the older people who may want to benefit from the activities.

### 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 work will be offered free for the first two years to ensure that it is accessible to everyone, regardless of ability to pay. In the third year, the community groups can decide either to fundraise to support part of the costs, or to make a small charge for attendance. The activity will take place in libraries or other community facilities which are accessible to older and disabled people. The Project Development Worker will work with community workers and groups in each area to identify socially isolated people who may be encouraged to take part. The participants will also be able to access free tickets for events at the partner venues.

### How will you work with other community partners?

The Project Development Worker will work with the Community Engagement Managers to understand the community partners in each location. They will then network with these partners to identify community needs and priorities so that a community group can choose the activities that will be offered.

## 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?

The Chief Executive Officer at Wiltshire Music Centre will be responsible for safeguarding and the PDW will follow the WMC Safeguarding Policy. All staff and creative leaders running sessions for the Celebrating Age project will be DBS checked. They will be briefed on the policy and trained as appropriate.

WMC is a professional arts organisation with a Creative Learning team delivering music education projects for all ages across the county. As such it is fully committed to safeguarding the young, old and vulnerable people it works with on a year round basis. WMC has been delivering this sort of work for almost 20 years and is very experienced in all aspects of safeguarding.

## 12. Monitoring your project.

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

WMC and the PDW have created a simple evaluation model for the first phase of the project, seeking to identify social impacts and outcomes of taking part in the Celebrating Age activities such as reducing loneliness, increasing social confidence, developing new artistic, cultural or heritage skills and experiencing and increasing social interaction with other people outside the home.

The Project Development Worker will carry out evaluation at least twice a year with participants and activity leaders which will identify a baseline position and then movement from this every period. In this way it will be possible to identify if the project has successfully achieved the social outcomes sought. The partner organisations will also meet at least twice a year to monitor the progress of the project and assess the impact.

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

The annual cost of the project is between £60,000 and £70,000 a year for three years. Arts Council England are grant funding (committed) between 47% and 55% of the project depending on the year. A small contribution of £1,500 per year is being sought from each Area Board where activity will take place. If this is not possible, we will seek the funding from other local sources. The project seeks to establish groups in each area involved in choosing the activities. The Project Development Worker will aim to encourage these groups to continue after the funding ends.

## 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

The total Celebrating Age project will cost £201,991 over three years. This represents a leverage value for the Area Board of 45 times if funding is provided over the three year period.

## 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:**

This is an Arts Council England funded project involving a range of partners: Wiltshire Library Service, 3 major arts organisations in the county (WMC, the Pound and Wiltshire Creative), Community First, Age UK and Wiltshire Museum and Salisbury Museum. All partners are supporting the project with facilities and/or tickets for events and community resource involvement.

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 Income [help](#))

(Planned project costs [help](#))

Project Dev Worker	50260	Event tickets donatio	48000	<input checked="" type="checkbox"/>
Travel/Exp	6870	Office provision	3060	<input checked="" type="checkbox"/>
Office costs	7172	Space provision	18000	<input checked="" type="checkbox"/>
Marketing	2948	Other Area Board	25500	<input type="checkbox"/>
Activity Delivery	60000	Arts Council Grant	99931	<input checked="" type="checkbox"/>
Event tickets	48000	Participation fees	6000	<input type="checkbox"/>
Space hire	18000			<input type="checkbox"/>
Management	8742			<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Total

201992

Total

200491

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.

Project is different in each of the 6 areas: Trowbr', Calne, Salisb

## 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.

## Health and Wellbeing projects and activities FUNDING APPLICATION

**1. Applicant:**

Name	
Organisation	Arts Together
Address	
Phone number	
Email address	

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

£0 - £1000	
£1001 - £5000	£2,000
Over £5000 (please note – our grants will not normally exceed £5000)	

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

Yes	
No	X

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

**5. Project title?**

Support to enable frail isolated older people to benefit from from transformative arts activities

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

Provision of practical and emotional support through our Wellbeing Service to enable frail, isolated older people living in and around Trowbridge to attend their Arts Together group and benefit from stimulating and sometimes challenging creative projects designed to provide the social contact, interest, stimulation and fun which are missing from their lives. New members are generally withdrawn and fearful after long periods of loneliness, but their confidence and zest for life return as they engage with our activities and make new like-minded friends.

**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 9HT



**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 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 checked="" 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?

We work with very frail and disabled older people living in and around Trowbridge who, because of their physical or mental frailty, are dependent on others for most of their daily needs. They are aged from 65 to 98 and live in the community with conditions such as dementia, severe sight or hearing loss, poor mobility, learning disabilities and poor mental health. Most are unable to go out unassisted and, because they cannot go out and 'join in', have become socially isolated and 'invisible' within their communities. They have lost their health and most have also lost friends, companions, their role and dignity and unless something changes they risk losing their remaining independence because they are lonely and depressed and have lost their confidence to deal with issues in everyday life.

Our Trowbridge group is one of six groups we run in Wiltshire. They meet in the lounge of Manor Court sheltered housing. We run a variety of professional arts projects adapted to the individual needs of each member. These

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

At least 14 older people per group and their family carers

### How will you encourage volunteering and community involvement?

The Trowbridge group has 3 group volunteers and is supported by individuals, businesses and professional agencies in the community who provide time, venues, carers, specialist advice, food and other resources free of charge or heavily subsidised.

Volunteers are trained by us to work with the professional artists who deliver the projects. They are the keystone of our groups. They get to know each member and work to ensure that activities are doable by everyone whatever their disabilities. They report back to managers about the sessions, the projects and any concerns they have regarding members' wellbeing. They tell us they feel well supported and those who plan to return to paid work value the training in transferable skills such as Food Hygiene that we offer.

We have an excellent record for retaining group volunteers who tell us that they find the work very rewarding: 'The group is a very exhilarating place to be. Feels good working with a group that involves its members to

### 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.)?

Our Wellbeing Support Service ensures that everything we do is fully accessible for our members. We do not offer time limited interventions. As members' needs change we adapt our support so that they can continue attending for as long as they want or are able. No one stops attending because of unmet health or care needs.

Our members are dependent on others for most of their daily needs and they have all become socially isolated. Generally they are very hard to reach and do not respond to leaflets or posters so we use professional networking opportunities and a variety of media to reach the neighbours, relatives and agencies who know them and can refer them to us.

After long periods of loneliness new members may be nervous about venturing away from home. We offer encouragement and ensure that they have a companion to accompany them on their first visit. Often in the

### How will you work with other community partners?

Our community partners are Selwood Housing, who provide the venue, Wiltshire Farm foods who provide puddings, CareWatch who provide the carer, all free of charge. Adult Care, the Mental Health Teams and Care Coordinators refer new members to us as do charities such as Age UK and Parkinsons UK. We also rely on them for advice on how to deal with specific conditions. Transport is provided by Melksham Community Transport and our artists source many of their materials from the Scrapstore.

## 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?

All our members are vulnerable because of their age and disabilities. We have strong safeguarding, safety and data protection policies and procedures which are regularly reviewed by Trustees to ensure they are fit for purpose. They are rigorously implemented. Frontline staff receive appropriate training and are issued with written guidance.

Trustees, staff, frontline artists and volunteers are all subject to DBS checks every 3 years and all receive routine training and guidance on maintaining the safety of members, the venues and themselves.

In addition a key aspect of our Wellbeing Service is to enable members to access appropriate health and care services should the need arise. Nowadays very few of our members have social workers so our help is crucial to our members' ongoing health and wellbeing. In the last 9 months our Hub Manager has made 117 such interventions on behalf of Trowbridge group members. Many of these interventions

**12. Monitoring your project.**

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

We routinely monitor everything we do to enable us to see what works well or where change is needed. We use our service evaluations to inform future planning and formulate or adapt strategies. We record quantitative data including numbers attending, results of fundraising events and numbers of wellbeing interventions.

We record qualitative data week by week including feedback from members, volunteers, artists, families and partners. Once a year we carry out a more formal evaluation involving focus groups, interviews and forms. We also record the nature and outcomes of wellbeing interventions to ensure members are receiving appropriate and timely support.

We will know that the project is successful when:

1. Members continue to report improvements to their health and wellbeing, such as improved confidence

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

The Wellbeing Support service is a key element of our budget and will therefore form part of our routine annual fundraising which includes grants, donations and local fundraising events such as street collections and exhibitions

**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**

The Trowbridge group is one of six groups we run in Wiltshire. This application applies to this group alone. The accounts below refer to those of March 2017 which the drop down box does not allow for

**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:**

We held a minimal £5,000 in free reserves which we have had to use this year to cover our running costs.  
 The surplus from the last year was from grants awarded for this year, 2017/ 18  
 The budget below is for the Wellbeing Support Service at Trowbridge group alone.

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](#))

artist and volunteer re	833	Florence Cohen	500	<input checked="" type="checkbox"/>
group lunch costs	500	Charles Haywood	500	<input checked="" type="checkbox"/>
transport	1,500	Walter Guinness	500	<input checked="" type="checkbox"/>
training	334	Truemark	500	<input checked="" type="checkbox"/>
volunteer expenses	334	St James	750	<input checked="" type="checkbox"/>
admin	83			<input type="checkbox"/>
member recruitment a	1,166			<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
<b>Total</b>	<b>4,750</b>	<b>Total</b>	<b>2,750</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.

## Health and Wellbeing projects and activities FUNDING APPLICATION

**1. Applicant:**

Name	
Organisation	Carers Support Wiltshire
Address	
Phone number	
Email address	

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

£0 - £1000	
£1001 - £5000	£ 3,230
Over £5000 (please note – our grants will not normally exceed £5000)	

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

Yes	
No	x

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

**5. Project title?**

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

Loneliness and isolation are a huge problem amongst the elderly. In Trowbridge, more than 2,000 people over 65 feel lonely or isolated. Elderly carers are twice as likely to feel lonely as their peers. Of the estimated 3,500 unpaid carers in the Trowbridge area, around 2,800 feel lonely sometimes and more than 800 feel lonely all the time. We'd like to reach Trowbridge residents who may be lonely and connect them with local organisations and groups which can support them or offer social inclusion. We will work with other organisations such as Age UK and Alzheimer's Society to ensure respondents are referred to the most appropriate organisation or group.

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

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

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

<input type="checkbox"/> Intergenerational projects	<input type="checkbox"/> Heritage, history and architecture
x <input checked="" type="checkbox"/> Older People Support/Activities	<input type="checkbox"/> Inclusion, diversity and community spirit
x <input checked="" type="checkbox"/> Carers Support/Activities	<input type="checkbox"/> Environment, recycling and green initiatives
<input type="checkbox"/> Promoting physical and mental wellbeing	<input type="checkbox"/> Sport, play and recreation
x <input checked="" type="checkbox"/> Combating social isolation	<input type="checkbox"/> Transport
<input 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?

According to the latest Age Concern and Help the Aged survey results, 7 per cent of people 65+ in England say they always or often feel lonely. Including those who say they are sometimes lonely, the figure rises to 33 per cent. (Age UK "Loneliness and Isolation Review")

In Trowbridge, the over 65 population was around 6,154 in 2011. Based on the Age Concern survey, there are 430 elderly Trowbridge residents who feel lonely all the time, and more than 2,000 who feel lonely sometimes.

Amongst carers over 65, the statistics on loneliness are alarming. 25% of carers say they always feel lonely, and if we include carers who sometimes feel lonely, it rises to a staggering 62% .

Isolation among older carers can be caused by a number of factors:

- The need for the carer to stay with the cared-for person, leaving them both house-bound in many cases
- The increased financial pressure which forces many to give up social and leisure activities
- A lack of suitable transport – this is more difficult for older carers who are less able to help the cared-for person in and out of a car, or where public transport is limited
- This isolation is compounded by the fact that older people are less likely to use the internet, which is how most local events are promoted. As a result many elderly carers are not aware of events happening locally. Lack of IT skills also makes it more difficult to stay in touch with friends and family.

We'd like to address this as follow:

- Create a poster and postcard addressing the issue of loneliness and isolation.
- Place posters in local GP surgeries, supermarkets, libraries etc.
- Deliver postcards to 22,000 homes in the Trowbridge area
- The print approach is key as it ensures we reach elderly people who do not use social media or the internet. The campaign will also be supported on social media to increase reach and frequency.
- Provide a phone answering service to signpost all elderly Trowbridge residents (not just carers) who respond to the postcard, to local activities and groups. Carers will be supported by CSW.
- Run a monthly group for isolated carers, and provide assistance with respite care, and transport to ensure the group is accessible to those who need it
- Signpost to other organisations already running groups in Trowbridge.

We are confident this approach will enable us to engage with difficult to reach elderly people who are lonely or isolated. We will support carers, and refer non-carers to the appropriate group or organisation in their community.

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

271 elderly Trowbridge area residents who are not currently in contact with local charities and community groups.

With a comprehensive mailing to 22,000 Trowbridge homes, we hope to reach the majority of lonely elderly people – including carers.

With an average response rate of 5.6% we would expect to engage with around 157\* lonely carers and 114\* elderly people who feel lonely.

Carer Support Wiltshire will handle all enquiries generated by the campaign, offering support to carers and signposting non-carers to relevant local organisations, groups and activities.

\*(5.6% of the 2,800 carers in Trowbridge who feel lonely or isolated)

\*\* (5.6% of the 2,030 elderly people in Trowbridge who feel lonely)

How will you encourage volunteering and community involvement?

The campaign messaging will include a call to action for volunteering. Respondents interested in volunteering will be directed to the most relevant local organisations and groups based on their interests and experience.

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.)?



Part of Carer support Wiltshire's commitment to this project is to provide respite care and assistance with transport for those carers who would otherwise be unable to attend local group activities.

Carer Support Wiltshire group events are free of charge, as are many other local groups. The blanket mail approach ensures all Trowbridge residents are reached – including elderly non-internet users.

How will you work with other community partners?

We have contacted Age UK and Alzheimer's Society and both are keen to work with us to handle enquiries and refer people.

We will contact all local groups and organisations which have events of social activities in Trowbridge to discuss referral procedures and offer opportunities to get involved in the project. Community partners will need to provide information on their events and contact details in order to participate in the campaign. They will not need to commit any resources (staff or funding) to the campaign.

#### **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?

CSW is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults engaged in the breadth of its activities. We have a safeguarding policy which outlines the duty and responsibility of staff, volunteers and trustees working on behalf of CSW in relation to the protection of vulnerable adults from abuse.

All CSW staff undergo mandatory Safeguarding Vulnerable Adults from Abuse Training which is refreshed every three years. Managers undertake the Wiltshire Council Safeguarding Vulnerable Adults from Abuse Training for managers.

The designated Vulnerable Adult Protection Officer for CSW is the Chief Executive. The role of the designated officer is to oversee all instances involving adult protection that arise within CSW. They will respond to all vulnerable adult protection concerns and enquiries. Specialist training is provided for this member of staff.

#### **12. Monitoring your project.**

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

A unique phone number, postal address and email address will be set up for the campaign, so we will be able to track the exact number of enquiries.  
CSW will track carer respondents to measure levels of engagement with CSW services. Non-carer respondents will be tracked (anonymously) from initial contact to referral. We will encourage all referral partners to document referrals received from this campaign, and to submit the results to CSW so a comprehensive report can be produced.

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

This is initially a one off mail out to connect with lonely and isolated elderly people who are difficult to reach. If the approach proves successful, we would plan to repeat the campaign in 24 months. With data from the first campaign to demonstrate results, we are confident we can secure corporate funding for future campaigns.

**14. If this application forms part of a larger project (eg a community navigation project), 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:** March 2017

**Total Income:** £ 1,276,003.00

**Total Expenditure:** £ 1,275,989.00

**Surplus/Deficit for the year:** £ 14.00

**Free reserves currently held:** £ 2,256.00

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

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

We do not have sufficient funds in our reserves to pay for this project. We provide a county-wide service and are unable to deplete our reserves to fund a project with such a limited local focus.

**15b. Project Finance:**

Total Project cost £ 9,046  
 Total required from Area Board £ 3,230

**Expenditure** £9,046 **Income** £5,816 **Tick if income confirmed**

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

Postage	1730	Programme co-ordinator	768	✓
Printing	940	Admin	842	✓
Postcard and poster design	350	Transport (carers)	560	✓
Phone line staffing	1120	Respite (carers)	1680	✓
Programme co-ordinator	768	Meeting costs (6 meetings)	1056	✓
Admin	842	Postcard and poster design	350	✓
Transport (carers)	560	Phone Line Staffing	560	✓
Respite (carers)	1680			
Meeting costs (6 meetings)	1056			
<b>Total</b>	<b>9046</b>	<b>Total</b>	<b>5,816</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.**

Melksham  
 Corsham  
 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:**

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.

## Health and Wellbeing projects and activities FUNDING APPLICATION

**1. Applicant:**

Name	
Organisation	Trowbridge Town Council
Address	
Phone number	
Email address	

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

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

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

Yes	
No	X

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

**5. Project title?**

Walking Sports Project

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

The walking sports project is aimed to engage all members of the community to participate in sport. It is accessible to all regardless of their level of previous regular physical activity. Participation in walking sports supports mental well being, helps those at risk of social isolation to meet new people and participate within their community.

**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 8AH

**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 type="checkbox"/> Carers Support/Activities	<input type="checkbox"/> Environment, recycling and green initiatives
<input checked="" type="checkbox"/> Promoting physical and mental wellbeing	<input checked="" 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?

The development of walking sports will help to engage people of all ages. There is proven benefits of the partic  
Walking sports are designed to engage people of all ages. The application of these sports have provided prov  
There are also social benefits as stated by England Netball, Walking sports help participants "meet new people

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

Each session will have the opportunity for 20 participants with 4 sessions due to be scheduled across the work

How will you encourage volunteering and community involvement?

As the sports development team at Trowbridge Town Council the set up for us is very different as all our sessio

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.)?

We will ensure the project is accessible to all via its central location within the main Trowbridge town park. The  
The courts central location next to the free multi storey car park ensures participants are not hampered from pa  
The cost for taking part will be affordable £3 and will operate on a play and pay basis, with no required longer t

How will you work with other community partners?

It will compliment existing walking sports programmes that take place at weekend, run by Wiltshire Council.  
We will engage with residential homes and those in independent living facilities to encourage participation.  
We will engage with local community groups such as the multi-faith forum and Trowbridge community guild to p  
We would promote the service to local charities to whom it may be of interest such as Alzheimer's Support, as b  
We will build on our relation with Tesco to develop the social side of the walking sports programme, seeking sup  
In addition to this we would look to source a venue either the civic centre or the park club to hold regular social

## 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?

All Trowbridge Town Council coaching staff hold enhanced adult and child DBS'. They also adhere to the Town C  
Town Council employees also sign the declaration by association and are fully aware of their responsibilities in re  
All staff are aware of the town council's safeguarding lead (Hayley Bell) and undertaking refresher training for safe  
Most staff have are also dementia friend trained and those that are not who may be participating in the walking sp

**12. Monitoring your project.**

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

We would monitor the project through a series of feedback forms, recording KPI's, referrals, testimonials and

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

Trowbridge Town Council will provide this as core funding.

**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:**

Active Trowbridge provides non-statutory services to the community which would not normally be funded from these prec

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](#))

Netball Course	240	£3.00 per week	180	<input type="checkbox"/>
Marketing	260			<input type="checkbox"/>
Coaching delivery	3640			<input type="checkbox"/>
Facility	3120			<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
<b>Total</b>	<b>7260</b>	<b>Total</b>	<b>180</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.



Reference no
Log no
For office use

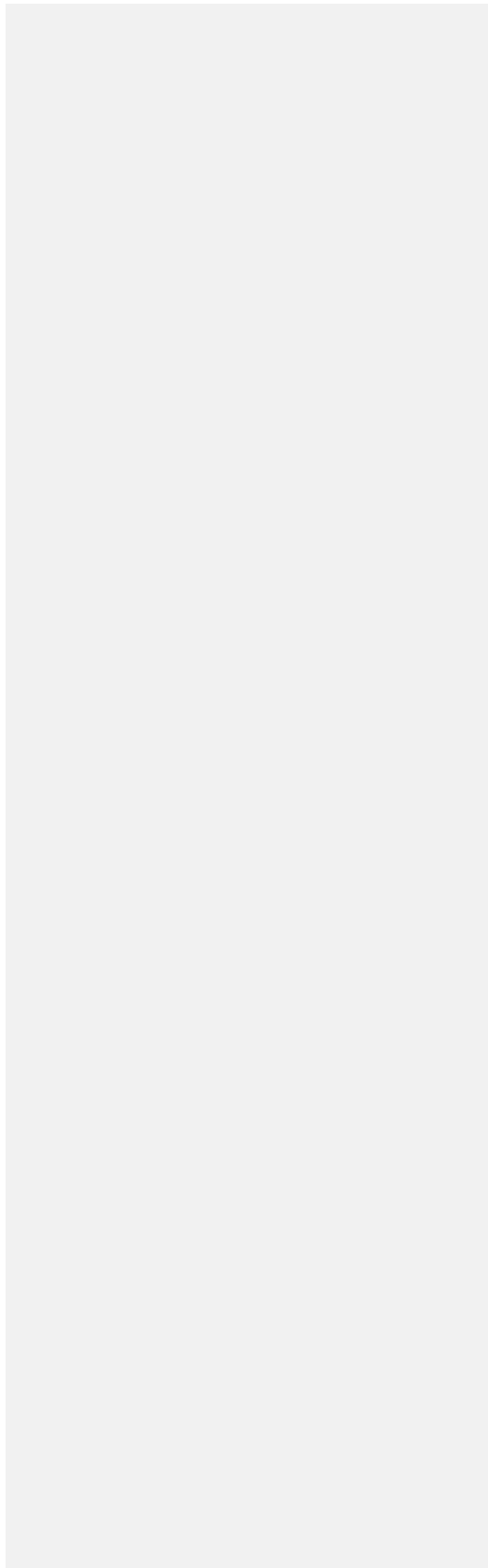
## Area Board Projects and Councillor Led Initiatives Application Form 20176/20187

**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**

<b>1. Contact Details</b>	
Area Board Name	<u>Trowbridge</u>
Your Name	<u>ClIr Deborah Halik</u>
Contact number	e-mail <u>Deborah.halik@wiltshire.gov.uk</u>
<b>2. The project</b>	
Project Title/Name	<u>MIDAS minibus driver training for community volunteers</u>
Please tell us about the project /activity you want to organise/deliver and why?  <i>Important: This section is limited to 900 characters only (inclusive of spaces).</i>	<u>Trowbridge Health and Wellbeing Group wish to allocate £500 of its remaining 2017/18 funding to MIDAS minibus driver training for community volunteers in Trowbridge community area. A need for this has been identified from discussions with various groups and Trowbridge Guild of Community Transport has confirmed a need for more minibus drivers in our area. The project would support delivery of key community projects and JSA priorities around prevention of social isolation for older people in particular. It will also enable more people to participate in social, sporting and other activities. Fleet Services at Wiltshire Council can deliver the training from the depot in Devizes. The area board and community will benefit as the drivers will, in return for training, be asked to make themselves available to support a set number of community projects per year.</u>
Where is this project taking place?	<u>Trowbridge Community Area</u>
When will the project take place?	<u>Spring/ Summer 2018</u>
What evidence is there that this project/activity needs to take place/be funded by the area board?	<u>Several activities have been organised and people have asked for transport to them e.g. Celebrating Age events. Whilst minibuses may be available there is often a lack of trained drivers in our area.</u>

<p><b>How will the local community benefit?</b></p>	<p><u>The local community will benefit from a pool of drivers to support delivery of community projects. Drivers will volunteer from local groups and organisations and will in return offer up availability for community use, an agreed number of times per year. This funding will enable up to 5 volunteer drivers to be trained.</u></p>		
<p><b>Does this project link to a current Community Issue?</b> (if so, please give reference number as well as a brief description)</p>			
<p><b>Does this project link to the Community Plan or local priorities?</b> (if so, please provide details)</p>	<p><u>The project links to JSA priorities around preventing social isolation, promotion of healthier lifestyles and enabling people to join in and get to sports activities.</u></p>		
<p><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)</p>	<p><u>The project is supported by the Health and Wellbeing Group. Transport is also an issue for young people wanting to get involved in positive activities.</u></p>		
<p><b>What is the desired outcome/s of this project?</b></p>			
<p><u>A pool of volunteer drivers that can be called upon to support delivery of community projects.</u></p>			
<p><b>Who will be responsible for managing this project?</b> <u>Community Engagement Manager</u></p>			
<p><b>3. Funding</b></p>			
<p><b>What will be the total cost of the project?</b></p>	<p><u>£500</u></p>		
<p><b>How much funding are you applying for?</b> Please note that only capital funding is available</p>	<p><u>£500</u></p>		
<p><b>If you are expecting to receive any other funding for your project, please give details</b></p>	<p><b>Source of Funding</b></p>	<p><b>Amount Applied For</b></p>	<p><b>Amount Received</b></p>
<p><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)</p>			
<p><b>4. Declaration – I confirm that...</b></p>			
<p><input type="checkbox"/> The information on this form is correct and that any grant received will be spent on the activities specified</p>			
<p><input type="checkbox"/> 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</p>			
<p><b>Name:</b> <u>Cllr Deborah Halik</u></p>		<p><b>Date:</b> <u>26/02/18</u></p>	
<p><b>Position in organisation:</b></p>			
<p>Please return your completed application to the appropriate Area Board Locality Team (<a href="#">see section 3</a>)</p>			

Formatted: Centered



## Health and Wellbeing projects and activities FUNDING APPLICATION

**1. Applicant:**

Name	Community Engagement Manager Trowbridge
Organisation	Wiltshire Council
Address	
Phone number	01225 718608
Email address	Mary.cullen@wiltshire.gov.uk

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

£0 - £1000	£770
£1001 - £5000	
Over £5000 (please note – our grants will not normally exceed £5000)	

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

Yes	
No	x

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

**5. Project title?**

2 x Summer Outings for older people

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

To arrange outings to the seaside for older people from Trowbridge Community Area in Summer 2018

**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

**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 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 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?

Discussions at HWB Group and with luncheon clubs have identified a need for vulnerable, isolated older people. This has been identified as a need by older people themselves and by supporting organisations. The project addresses key Trowbridge Community Area priorities around supporting vulnerable older people in community, preventing social isolation and loneliness and promoting mental health and wellbeing.

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

Up to 30

How will you encourage volunteering and community involvement?

Volunteers will accompany older people on the outings to ensure their safety and enjoyment of the activity.

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.)?

We will work with partners including members of the HWB Group, Alzheimers Support, Carers, Support, town & councils, Age Uk,, NHS care cordinators, luncheon clubs to identify participants at risk of social isolation and w benefit most from the activity. Partner organisations will be asked to allocate volunteer helpers.

How will you work with other community partners?

as above.

## 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?

DBS checked staff will accompany older people on trips out. Risk assessments will be carried out.  
All participants will provide emergency contact details and medical profiles.  
A first aider will be present.



**12. Monitoring your project.**

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

We will record number of participants. We will ask participants to say what the day out means to them, We will take photographs on the outings and report back to the area board.

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

This is a one off activity. Future events may be organised and funds will be raised separately for these..

**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  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:**

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

**15b. Project Finance:**

Total Project cost £ 1060

Total required from Area Board £ 770

**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](#))

Bus Hire x 2	760	30 x £3er head contrb	90	<input type="checkbox"/>
vols expenses	90	vol in kind	200	<input type="checkbox"/>
refreshments	210			<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
<b>Total</b>	<b>1060</b>	<b>Total</b>	<b>290</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** N/A

### 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.

## Health and Wellbeing Groups Spending Guidelines

Health and Wellbeing Groups (HWG) have been allocated a sum of revenue funding from the adult community care budget to fund grants, projects and initiatives for adults within a particular community area. HWGs are able to and indeed are encouraged to secure additional funding through applying for additional grants (for example NESTA Community grants<sup>1</sup>). These guidelines are only applicable to monies devolved to HWGs for the community care budget.

The money must be used to invest in projects that will support adults living within a community area. While not exclusively restricted to older people, HWG investment should be made in such a way as to make the maximum impact on health and wellbeing within a given community area. Older adults (those aged 65) are most likely to require high cost health and care services and as such investment in projects that will benefit this demographic are very likely to have the most significant impact.

### General Guidelines

- Any investment must evidence how it will support the priorities identified in the relevant local Joint Strategic Needs Assessment (JSNA).
- Investment must be used to support with the delivery of the Councils corporate objectives.
- Investment should be sustainable and ideally projects should not be reliant on the investment from the HWG. The preferred model is to pump prime projects that will become self reliant over time through income generation or local fund raising.
- Investment should align with Local Area Board priorities.
- Any projects, organisations and individuals who receive funding must be required to report back on the impact of the investment. (This reporting will be proportionate and vary based on the money invested and scope of the project)

### Strategic Priorities for Adult Care

The Preventing Reducing and Delaying Eligible Needs Policy identify three key priorities in terms of prevention. These priorities should be considered by local HWGs in addition to locally identified priorities when allocating grants or making recommendations to the Local Area Boards.

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<sup>1</sup> <http://www.nesta.org.uk/get-funding>

It should be noted that these general duties apply to people who need care, those who may need care in the future and carers. The Care Act gives carers the same legal rights to an assessment, information and advice and prevention as people who need care and support services.

HWGs should consider how supporting projects that will enable carers to continue in their essential role will help to deliver the objectives described in these guidelines. The Evaluation criteria and evaluation can be applied equally to projects focused on carers of adults and adults themselves. Particular weighting should be given to projects, activities or initiatives that will provide benefits for both adults living within a community area and carers who may be supporting these individuals.

The policy states the Council will work with its partners across the system to;

- Reduce avoidable admissions to acute settings,
- Reduce permanent admissions to residential and nursing care homes,
- Support people to maintain independence at home for as long as possible.

In addition to statutory care and support service's, community based interventions some of which may be supported by individual HWGs are crucial if we are to develop a sustainable care and health system in the context of rising demand and reduced resources. HWGs are asked to prioritize projects that support the community prevention themes listed below.

The Better Care Plan, Health and Wellbeing Strategy and the Care Act all identify prevention as a key priority for adult care. Based on local engagement adult care commissioners have identified three themes where it is likely local intervention, projects and investment will deliver the maximum impact in terms of preventing reducing and delaying the need for statutory social care services.

Loneliness and Social Isolation- Older adults are at a higher risk than any other demographic of becoming lonely or isolated. Factors that lead to loneliness include physical disability, ill health, continence issues, communications difficulties, bereavement, a low income, no access to transport and a range of other environmental factors. The campaign to end loneliness have suggested loneliness can have the same adverse impact on an individual's health as smoking 15 cigarettes a day<sup>2</sup> HWGs are well placed to provide opportunities for people to engage with community assets and reduce loneliness, examples of this include 'Men in Sheds' clubs, community lunches and intergenerational projects.

The facilitation of information and advice about the local care and support system is a statutory duty for Local Authorities. Commissioners from the community commissioning team have been working in partnership with Healthwatch Wiltshire to implement and develop the Your Care Your Support information website. This website includes an array of information about health and social care and a searchable service directory listing local resources ranging from care homes to local

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<sup>2</sup> <http://www.campaigntoendloneliness.org/loneliness-research/>

voluntary organisations. HWGs are well placed to support local projects that bring together or raise awareness of local resources for instance local asset mapping, gap and needs analysis or facilitated peer support.

Getting around and accessing community assets- Older adults often find it challenging to access community assets due to a lack of access to transport. HWGs should consider how they can fund projects that connect communities' for instance training volunteer drivers or supporting lift share schemes or time banking programs. Other projects might bring assets to individuals or small groups, good examples include 'good gym' projects, casserole clubs and the make everyone welcome scheme.

### **Evaluation Criteria and Evidence**

Health and Wellbeing Groups are advised to use the criteria provided to assess applications for funding. Discretion can be applied when considering smaller grants. A reasonable and proportionate assessment is essential for each grant recommendation.

## Minutes of the Trowbridge Health and Wellbeing Group meeting held on 22<sup>nd</sup> February 2018, at 2pm, at Dorothy House in Trowbridge

### Present

Mary Cullen (WC), Deborah Halik (WC), Rebecca Seymour (Celebrating Age), Karoline Fudge Malik (Arts Together), John Stanwick (SeAp), Lizzie Rapley (Carers Support Wiltshire), Chris Moore (Alzheimer's Support), Tracey Wilmott (SeAp), Hayley Bell (Active Trowbridge), Barbara Smith (Adult Social Care), Stephen Dale (Dorothy House), (NHs Care Co-Ordinator) Katie Smith, Health Trainer (WC)

### Apologies

Farzana Saker (WWMMF), Barrie Dearlove (Breakthrough), Jane Milton (NHS)

### Minutes of last meeting- agreed

### Election of Chair

Cllr Deborah Halik was elected Chair, proposed MC, Seconded DM, all agreed.

In the absence of nominations or volunteers for Vice Chair, M Cullen will stand in for the short term.

### Grant application presentations

Grant applicant were asked to leave the room and invited to return one at a time to present grant applications and answer members questions.

Following this, members discussed grant applications and developed the following recommendations to the area board.

See table below

Applicant	Score	Positives	Negatives	Recommendation to A/b	Balance £7000
Celebrating Age, requested £1500	73	*Value for money *Well planned *Inclusive *Varied *Targets JSA priorities *Evaluation shows well received	None	Award in Full £1500	£5,500
Arts Together, requested £2000	52	*Quality project *Targets JSA objectives	*Limited reach *Narrow field – art	Part Fund £1000 with recomb to take out to other venues	£4,500

		<ul style="list-style-type: none"> <li>*Good 1-2-1 work</li> <li>*Have supported vulnerable people through safeguarding</li> <li>*Works with partners</li> </ul>			
Carers Support Wiltshire, Connecting Communities, requested £3230	63	<ul style="list-style-type: none"> <li>*Wide reach</li> <li>*Ambitious</li> <li>*partnership working</li> <li>*JSA priority</li> <li>*Builds on Carers Survey results</li> <li>* will sustain other projects into future</li> <li>*Transport will be provided</li> <li>*Carers supported so better able to care</li> </ul>	<ul style="list-style-type: none"> <li>*reliance on mailshot</li> <li>* ?info overload</li> </ul>	Award in Full, £3230	£1270
Trowbridge Town Council	48	<ul style="list-style-type: none"> <li>*Increasing physical activity for older people</li> <li>*Supporting town centre devt</li> </ul>	<ul style="list-style-type: none"> <li>*Little evidence of need</li> <li>*Risk of duplication of services</li> <li>*Target group may not be able to participate as envisaged</li> <li>*Cost</li> <li>*Focus on sports courts</li> </ul>	Defer  Good idea in principle, needs further development, suggest work with older people care homes etc to establish what type/level of physical activity support would work, level of need/demand and resubmit.	

The group discussed the remaining £1270 in the budget.



MC noted a project in another area that had trained mini bus drivers setting aside funding from HWB budget. This would result in a pool of minibus drivers available in our area and tackle an identified need. In return for training, drivers would make themselves available to support area board/community initiatives, a set number of times per year. All agreed this would be good use of £500 to train 5 drivers.

MC to develop further. DH will bring forward as member project.

MC highlighted an idea from Saturday Social to take some older people to the seaside in Summer. Members including Alzheimer's Support agreed that this was a real need and that several people had been asking for this. All agreed the remaining funding be allocated to this. MC will bring forward to A/B.

The HWB budget was fully allocated.

### **Partner Updates**

Dorothy House is developing a new strategy and approach and are looking for opportunities to reach out to partners and work with them. Services cover an area from Malmesbury to Frome.

Alzheimer's Support- The level of referrals is steady which is good news. Working out of Trowbridge health centre so more visible and engaged with GP's and support staff. Joint visits with Care Co-ordinators are taking place which people value. Further Movement for the Mind and gardening groups are taking place. Palmer Gardens Memory Café is now extending the offer to take Lovemead patients.

A question was raised about links between Alzheimer's Support and the Sensory Garden. It was confirmed that there are plans to use the sensory garden more, particularly given its location across the street from Alzheimer's Support offices.

SeAp- Referrals are increasing. Working with Selwood Housing. Links developed with WC following last meeting. Can carry out home visits to older people with primary health care issues/complaints.

Health Trainers- Growing number of referrals from Trowbridge. Need to be able to link up better with health centre.

Adult Social Care- BS may be moving to another role in line with adult social care transformation of services. There will be a generic secure mailbox now for enquiries [advice&contact@wiltshire.gov.uk](mailto:advice&contact@wiltshire.gov.uk)

**A.O.B** none

**Date next meeting** Tuesday 17<sup>th</sup> April 2018, at 2pm, at Dorothy House.

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COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

	Item	Update	Actions and recommendations	Who
	<b>Date of meeting: 8<sup>th</sup> February 2018</b>			
	<b>1. Attendees and apologies</b>			
	Present:	Lance Allan (TTC), Stuart Palmen (WC), Peter Fuller (WC), Edward Kirk (WC), Bill Parks (WC), Graham Payne (WC), Kirsty Rose (WC), Mary Cullen (WC), Deborah Halik (WC), David Halik (WC), Parish Council representative		
	Apologies:	Horace Prickett (WC, Chair), Stee Oldrieve (WC), Pat Whyte (WC), Spencer Drinkwater (WC)		
	<b>2. Notes of last meeting</b>			
		The minutes of the previous meeting held were agreed at the Trowbridge Area Board meeting in January  <a href="http://cms.wiltshire.gov.uk/ieListDocuments.aspx?CId=171&amp;MI d=11522&amp;Ver=4">http://cms.wiltshire.gov.uk/ieListDocuments.aspx?CId=171&amp;MI d=11522&amp;Ver=4</a>		
	<b>3. Financial Position</b>			
		The budget allocation at the start of this meeting for 2017/18 is £9304		

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

		In addition, CATG funding for pavement improvements is £9,212.29 for Trowbridge Community Area this financial year.		
<b>4.</b>	<b>Top 5 Priority Schemes</b>			
a)	Issue <a href="#">4824</a> – Speeding Westbury Road/Woodmarsh, North Bradley	Topographical survey has been ordered. Once received, design can commence with parish council consultation and formal advert to follow.	KR to progress design and formal advert.	KR
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 report back to next CATG.	KR
c)	Issue 5589 The Halve- various issues raised re speeding traffic, need for pedestrian crossing, speed limits	Quote for ped crossing survey received and is £1050, this is higher than original estimate. CATG agreed additional costs. TTC agreed contribution from 2018/19 budget.  Metrocount results show 85%ile speeds of 28.2mph and mean speeds of 24.4mph. There is no history of personal injury collisions within the study area.	<b>CATG increase allocation by £320.</b>  <b>TTC to fund £350 from 2018/19 budget.</b>  <b>Area Board to note.</b>	KR
d)	Issue <a href="#">5835</a> Speed Limit Reduction, Wingfield Road, Trowbridge	A ‘mini’ review has been approved by highways officers, rather than a full review, at a reduced cost to CATG of £1000. Amendments to the speed limit are possible however there are costs associated with this which will be set out in detail as part of the review.	<b>KR to write up full report and bring to next CATG</b>	
e)	Issue <a href="#">5677</a> Crossing point British Row, Trowbridge	Two issues at this location, mobility scooters having difficulty getting through barriers to health centre and pedestrians walking straight out onto crossing without being seen. Option to relocate zebra crossing too expensive a @£30k. Removing barrier not an option due to safety. Proposed to widen gap between barriers at cost of £600. Agreed	<b>£400 from CATG budget agreed.</b> <b>TTC to contribute £200</b> <b>Area Board to note.</b>	

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

<b>5.</b>	<b>Other Priority schemes</b>			
a)	Issue <a href="#">4801</a> – No through sign request, junction of Marsh mead and Hill Street, Hilperton	Awaiting installation by Ringway. Delays due to manufacturers sending wrong signs. KR chasing.	Area board to note update	KR
b)	Issue <a href="#">4908</a> – Speeding, County Way, Trowbridge	Order issued to Ringway for signing works. Lining has been refreshed.	Works ordered.	KR
c)	The Croft, Trowbridge – damage to verges	Works to be ordered. To be carried out in April.	KR to issue order	KR
d)	20mph speed restriction assessment, Drynham Ward	This scheme has not been awarded funding through the substantive bid process. Options are 1. Take forward 20mph without Holbrook Lane which would need traffic calming at cost of £90k or 2. Carry out further design work and topographical study to have more robust case for another substantive bid. Cost for option 1. would be around £16k. Agreed to progress fundraising for option 1.	KR to put detailed design together with costings including how much T/C would need to contribute.	
e)	Issue <a href="#">5166</a> Frome Road/Manor Road/Westfield Road. Trowbridge – various issues	Various issues raised regarding speeding traffic, obstructive parking, congestion and poor driving around school opening and closing. Agreed to extend 20mph speed restriction assessment to these areas. Survey would cost £2000. Agreed to fund survey.	<b>Agreed £2000 from CATG budget.</b> Area Board to note	KR
f)	Issue <a href="#">5272</a> – Shires Gateway/Asda roundabout – road marking layout ON HOLD	At present, the road marking layout is to remain. With regard to the signal timings and sequencing, until plans for the old Bowyers site and the railway station entrance are confirmed, no decision can be taken as to the most appropriate improvements in this area.	Area board to note the update. Area Board to seek meeting with developers and TM to discuss plans for the site. (was it agreed to fund £1000 for	AB

## COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

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g)	Issue <a href="#">5657</a> St Michaels Close, Hilperton Footway Resurfacing	Cost would be £13700. Only £9212 available through the PAFIS funding, so parish council would need to contribute £4488.	MC to write to parish Council to ask for contribution of £4488. If confirmed A/B to allocate £9212 form PAFIS funding. AB to note	PW
h)	Issue <a href="#">5836</a> Request for 20mph speed limit and bus shelter, Manor Road, Trowbridge	This links with issue 5166. KR has visited and ascertained only location for bus shelter which is outside shops. Cost would be £6k. Query level of demand for this. LA indicated that the Town Council would be willing to take on the future maintenance of a shelter.	On hold. Cllr DH to liaise with local community re level of demand. To come back to next CATG meeting for discussion.	KR
i)	Issue <a href="#">5837</a> Dropped Kerbs, Riverway/Hill Street, Trowbridge	Cost estimate for dropped kerbs at River Way/Hill Street junction is £1000.	Agreed to fund £667 with £333 from contribution from T/C	KR
j)	Issue <a href="#">5859</a> Green Lane/Paxcroft Way, Trowbridge – Dropped Kerbs request	Prelim design prepared – dropped kerbs across Paxcroft Way and one dropped kerb opposite no 54 Green Lane. Cost estimate = £3000.	Agreed to fund £2000 with £1,000 contribution from T/C	KR
k)	Issue <a href="#">5860</a> Green Lane, Trowbridge – Request for 20mph speed limit and traffic calming	Metrocount undertaken Dec 2017. 85 <sup>th</sup> ile speeds of 31.8 mph. This is a reduction in speed since previous count in 2014.	No action for now. Keep under review. AB to note update.	
6.	<b>New Issues</b>			

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

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a)	Issue <a href="#">5997</a> Request for dropped kerb, Newleaze, Hilperton	<i>A dropped kerb put in place at the top of the street so parents can get there children to school safely and disabled people can access the pavement so they dont have to be in the road for a considerable distance in order to access the pavement</i>	KR to investigate further and report back to next CATG.	
b)	Issue <a href="#">5883</a> Road Markings, Oasis Longmeadow Academy	<i>I also would like to ask if it is possible to have a look at putting up a mirror Im not too sure what it is actually called but it is usually used for blind spots on a bend or corner of a road so that people can see what is coming to make entering into a road more safer. This would be for pedestrians and road users as every morning we come out between the houses as there is a walk way that leads to the road that the school is in and it is basically just after a bend in the road so as a pedestrian we can not see any oncoming traffic neither can vehicles due to people parking on their side of the road to be closer to the school and unfortunately people do drive rather fast around that bend and as a pedestrian you can only use sound to be able to know if something is coming from our right on the opposite side of the road to the school and if it is raining you only hear the rain. I think that one of these mirrors would make it allot safer for all going into that bend driving with the school behind you and pedestrians crossing the road towards the school. I have spoken to the school and they have suggested that I make contact with the council</i>	MC to write to complainant to explain that mirrors not considered appropriate and best solution is for school to update their travel plan. MC to write to headteacher	
7.	<b>Other items</b>			

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

a)	Holbrook Lane, Trowbridge - request for dropped kerbs	Request for dropped kerbs across junction with Bradley Road. LA explained this had been reviewed in previous years and Highways advise was that the existing arrangements were appropriate. KR to review location to determine if additional dropped kerbs can be provided.	LA to raise as an issue via Area Board issue system and KR to review.	LA/KR
b)	Access to Biss Wood	Relates to planning application 15/04736/OUT realignment of the A350 and the effect on access and egress at Scouts site at Biss Wood. There is correspondence on the website between the Scouts and highways. LA suggests issue has already been resolved.	NFA	
	6071 stallard st/shires gateway	Children cycling through gateway onto Stallard St causing near misses with traffic. Discussed and agreed that as private land the complainant should ask facilities management of the shires gateway to put up no cycling signs and erect a barrier.	MC to write to complainant.	
	Speeding Wingfield Rd	Metrocount to be carried out	MC to issue metrocount form.	



COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

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	6065 Request white lines Willow grove	Disabled lady, wheelchair user, routinely unable to get into transport due to car parking outside house. Agreed to put on ad hoc white lining programme.	KR to add to ad hoc lining programme.	
	AOB	<p>Cllr EC- Meeting agenda not on Mod Gov</p> <p>Cllr DH various issues, Hornbeam Rd, Hazel grove, College Rd</p> <p>Cllr SP- Wingfield Rd paths need improvements Walwayne School traffic issues</p>	<p>KR to liaise with Dem Services to get agendas on mod gov</p> <p>To discuss with KR</p> <p>Bring to next CATG Waiting restrictions will be put in place with 20mph zone.</p>	
		<p>Cllr EK- Seymour Rd Speeding issues reported</p> <p>Cllr PF- Ashton St school traffic issues</p> <p>A350 effluence from traveller site onto roadway</p>	<p>MC to issue metrocount form</p> <p>To raise as issue</p> <p>AB via MC to wrte to public health to ask for investigation of issue to report to next AB.</p>	
		<p>Cllr Gp- Speeding Cock Hill</p> <p>Recycling Centre queuing situation</p>	<p>Metrocount request form to be issued-MC</p> <p>Mixed reports. KR to monitor with increased use in spring and report to May AB</p>	

## COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

8.	<b>Date of Next Meeting: 5<sup>th</sup> April 2018,10:00 , Longleat Room, County Hall</b>

### 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 £

#### 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

## Economic Regeneration

### Trowbridge Area Board Update

March 2018

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#### **East Wing - Outline Planning Application**

Wiltshire Council are awaiting final comments from two statutory consultees in relation to the revised documents submitted in support of application 17/07693/OUT. The Council is unable to proceed until these final responses are received.

The revisions submitted included amendments to:

- Amended Master Plan;
- Updated Design and Access Statement;
- Air Quality Addendum;
- Updated Interim Travel Plan;
- Non-motorised user Sustainability Audit;
- Residential Trip Justification;
- Schedule of proposed accommodation; and
- Vacant Building Credit Statement.

The Council and consultant team have undertaken further work with regards to flooding/drainage.

In summary, the following changes have been made to the illustrative Master Plan:

- Additional information with regards to layout of the car parking areas and access to them;
- Provision of new tree planting and landscaping throughout the site;
- Additional detail on the proposed building design to reflect surrounding characteristics;
- Further detail on the proposed surface treatment across the site; and
- Clarification of uses/floorspace within the buildings.

Further information can be viewed on the planning portal - <http://unidoc.wiltshire.gov.uk/UniDoc/Document/Search/DSA,878833>

Once all consultation responses have been received and reviewed Officers will identify a date for the application to be discussed at the relevant planning committee.

A members briefing will be provided prior to committee to ensure all are well apprised of the application.

#### **East Wing One Public Estate Round 6 – Land Release Fund Award**

The One Wiltshire Estate Partnership (made up of public sector partners from Wiltshire including Wiltshire Council, NHS, Police, Fire Service, Ambulance Service, MoD, Network Rail and GWR) has successfully bid for and been awarded £700k from the latest OPE's Land Release Fund which go towards removing a couple of the barriers to bring forward the development of the East Wing site. These include rerouting a culverted water course and Victorian sewer, and demolition of a derelict building (removal of asbestos).

#### **Bowyers Site**

Wiltshire Council are awaiting the submission of a planning application for the site. We have contacted the planning agent for the site who has stated that commercial negotiations with development partners are ongoing. Further information can be viewed on <https://www.innoxmills.co.uk/>

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**Councillors Briefing Note**  
**No. 339**

**Service:** Economic Development & Planning

**Further Enquiries to:** Tim Martienssen

**Date Prepared:** December 2017

**Direct Line:** 01249 706548

**PUBLICATION OF WILTSHIRE COUNCIL'S BROWNFIELD LAND REGISTER**

Wiltshire Council, as local planning authority, is required by legislation to prepare and publish a Brownfield Land Register for their area by 31 December 2017, and thereafter review at least once a year.

Brownfield Land Registers set out previously developed land<sup>1</sup> that a local planning authority consider appropriate for residential development subject to Regulations and guidance set out by government. Publication of the register will make information on previously developed sites available to communities and developers, encouraging investment in such sites.

The content and format of such registers, as set out in the *Town and Country Planning (Brownfield Land Register) Regulations 2017* and *Brownfield Land Registers Data Standard: Preparing and publishing a register (July 2017)* is explained further below.

Brownfield Land Registers are in two parts and to be included sites must meet criteria set out in Regulations:

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<sup>1</sup> *Previously developed land (brownfield land) is land that is or was occupied by a permanent structure, including the curtilage of the developed land (although it should not be assumed that the whole of the curtilage should be developed) and any associated fixed surface infrastructure.*

*This excludes land that is or has been occupied by agricultural or forestry buildings; land that has been developed for minerals extraction or waste disposal by landfill purposes where provision for restoration has been made through development control procedures; land in built-up areas such as private residential gardens, parks, recreation grounds and allotments; and land that was previously-developed, but where the remains of the permanent structure have blended into the landscape in the process of time.*

(Source: Annex 2, National Planning Policy Framework)

- (a) the land has an area of at least 0.25 hectares or is capable of supporting at least five dwellings;
- (b) the land is *suitable* for residential development;
- (c) the land is *available* for residential development; and
- (d) residential development of the land is *achievable*.

The regulations define what is meant by achievable, suitable and available.

In general terms: achievable means in the opinion of the local planning authority that development is likely to take place within 15 years of the entry date; available means there is a willing landowner or developer who has expressed an intention to sell or develop the land; and suitable means that it has been allocated for residential development, or has planning permission for residential development, or has a grant of planning 'permission in principle'<sup>2</sup> for residential development or, in the opinion of the local planning authority, is appropriate for residential development having regard to adverse impact on natural and built environment, as well as local amenity.

Brownfield sites that are suitable for mixed use development where the main purpose is not residential are not permitted to be included in the register.

The Government's Planning Practice Guidance (PPG) clarifies that in compiling their register, local planning authorities should also have regard to the development plan, national policies and advice, as well as any guidance issued by the Secretary of State. Therefore, in assessing which sites to put on this first register, officers have carefully considered sites against policies in the Wiltshire Core Strategy.

As set out above, registers are in two parts:

Part 1 comprises all brownfield sites the local planning authority has assessed as appropriate for residential development consistent with the criteria referred to above and PPG. Part 1 of the register draws on information about sites submitted through the Strategic Housing and Employment Land Availability Assessment (SHELAA) process, as well as sites allocated in the development plan, or benefiting from extant planning permission.

Part 2 comprises only those sites in Part 1 that the local planning authority has decided to grant 'permission in principle'<sup>2</sup>. New sites can be entered at any time. However, for a site to be entered onto Part 2, procedural requirements first must be met, which relate primarily to publicity, notification and consultation procedures. These procedures are like those that would relate to an application for outline or full planning permission. It is not compulsory for local planning authorities to enter sites into Part 2.

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<sup>2</sup> *Permission in principle is an alternative way of obtaining planning permission for development and has two stages. The first stage (permission in principle) establishes whether a site is suitable in principle for residential development, and the second stage (technical details consent) is when the detailed proposals are assessed.*

Wiltshire Council's first register, the 'Wiltshire Brownfield Land Register', can be viewed here: <http://www.wiltshire.gov.uk/planning-brownfield-register> - consistent with the Government's data standards it is in a spreadsheet format and shows information as a series of rows (with a row relating to a single site).

Part 1 sites consist of: local and neighbourhood plan allocations; land for which planning consent had been achieved by 31 March 2017; and appropriate 'SHELAA' sites received up to 31 December 2016 that meet the assessment criteria including being located within settlement boundaries.

No sites have been entered under Part 2 in this first register. The priority this year has been to publish the register in line with legislative requirements, with a view to considering the process for Part 2 sites during 2018 including governance arrangements.

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