

# AGENDA

**Meeting:** Trowbridge Area Board  
**Place:** The Cotswold Space  
**Date:** Thursday 10 January 2019  
**Time:** 7.00 pm

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Including the Parishes of Hilperton, North Bradley, Southwick 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, 01225 718504 or [kieran.elliott@wiltshire.gov.uk](mailto:kieran.elliott@wiltshire.gov.uk)

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

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

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## Wiltshire Councillors

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

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**Bourne Hill, Salisbury**  
**Monkton Park, Chippenham**

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## **Public Participation**

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

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

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

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

	<b>Time</b>
<p>1 <b>Apologies</b></p> <p>To receive any apologies for absence.</p>	7.00pm
<p>2 <b>Minutes</b> (<i>Pages 7 - 12</i>)</p> <p>To approve the minutes of the meeting held on 8 November 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> (<i>Pages 13 - 44</i>)</p> <p>To include the following:</p> <ul style="list-style-type: none"> <li>a) Polling District and Polling Place Review</li> <li>b) Dorset and Wiltshire Fire Authority – <a href="#">video link provided by the service</a></li> </ul>	
<p>5 <b>Visiting Cabinet Member and Health Developments in Trowbridge</b></p> <p>Councillor Jerry Wickham, Cabinet Member for Adult Social Care, Public Health and Public Protection, will be in attendance to discuss matters relating to his portfolio in respect of the Trowbridge area.</p>	7.05pm
<p>6 <b>Splitz Support Service</b></p> <p>To receive a presentation from the Director of the <a href="#">Splitz Support Service</a> which delivers support services to adults and young people experiencing the trauma of domestic abuse and sexual violence.</p>	
<p>7 <b>Partner Updates</b> (<i>Pages 45 - 50</i>)</p> <p>To note the written reports and receive any updates from the following:</p> <ul style="list-style-type: none"> <li>a) Office of the Police and Crime Commissioner</li> <li>b) Wiltshire Police</li> <li>c) Dorset and Wiltshire Fire and Rescue Service</li> <li>d) Town and Parish Councils</li> <li>e) Local Youth Network</li> <li>f) Safer and Supportive Communities Group</li> <li>g) Health and Wellbeing Group</li> <li>h) Trowbridge Wellbeing Centre Development Group</li> </ul>	
<p>8 <b>Funding</b> (<i>Pages 51 - 58</i>)</p> <p>Funding Summary Attached</p>	7.20pm

**8a Community Grants**

- i) Foragers Farm – Oasis Longmeadow Community Garden - £1403.64
- ii) Wiltshire Armed Forces and Veterans Committee – Wilts Armed Forced Veterans Event Equipment - £873.60
- iii) LYN Referred Grant, Trowbridge Sea Cadets – Provision of Equipment - £2000.00

**8b Youth Grants (Pages 59 - 62)**

- i) YFC – Connect Mentoring Project - £4500.00 recommended by LYN subject to conditions
- ii) Love Sound – DJ Workshops - £1000.00 recommended by LYN
- iii) GOFISH – Boomerang project - £500.00 recommended by LYN.
- iv) Trowbridge Sea Cadets – Rent support and equipment - £500.00 recommended by LYN.

**8c Health and Wellbeing Grants (Pages 63 - 74)**

- i) Disabled On Line – Supported computer access for the Trowbridge area disabled and special needs clients - £3965.00 (recommendation to be reported at meeting)
- ii) Wiltshire Racial Equality Council – West Wilts Community Club, Community Development Worker post - £1800.00 (recommendation to be reported at meeting)

**8d Member-Led Projects (Pages 75 - 102)**

- i) Cllr Graham Payne - Trowbridge Carnival and Community Event Storage Container - £3842.00
- ii) Cllr David Halik - Community Minibus - £10,000.00

**8e Community Area Transport Group (Pages 103 - 112)**

To consider any CATG recommendations for funding and to note the CATG minutes.

Issue [6452](#) Conversion FP TROW13 to allow cycling - Recommendation to area board to agree £1000 funding subject to £500 contribution from TTC

**9 National Armed Forced Day (Pages 113 - 116)**

To receive a report and funding proposal for participation with the National Armed Forces Day events in June 2019.

10 **Bowyers Site and County Hall East Wing**

To receive any additional updates on the development sites in the community area.

11 **Urgent items**

Any other items of business which the Chairman agrees to consider as a matter of urgency.

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# MINUTES

**Meeting:** TROWBRIDGE AREA BOARD  
**Place:** The Cotswold Space - County Hall, Trowbridge, BA14 8JN  
**Date:** 8 November 2018  
**Start Time:** 7.00 pm  
**Finish Time:** 8.15 pm

Please direct any enquiries on these minutes to:

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

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

**In Attendance:**

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

**Total in attendance: 30**

<b><u>Agenda Item No.</u></b>	<b><u>Summary of Issues Discussed and Decision</u></b>
	<p>Prior to commencement of the meeting attention was drawn to the model display of the HMS Avon Vale which had been acquired by the Trowbridge White Ensign Society following an area board grant.</p> <p>A minute's silence was also held to mark the upcoming 100<sup>th</sup> anniversary of the armistice of WW1, and all those lost to war and conflict.</p>
40	<p><u>Apologies</u></p> <p>An apology was received from Councillor Stewart Palmen</p>
41	<p><u>Minutes</u></p> <p>The minutes of the meeting held on 13 September 2018 were presented and after consideration, it was,</p> <p><b><u>Resolved:</u></b>  <b>To approve and sign the minutes as a true and correct record.</b></p>

42	<p><u>Declarations of Interest</u></p> <p>There were no declarations.</p>
43	<p><u>Chairman's Announcements</u></p> <p>Attention was drawn to the announcements on the council's banning of the release of helium balloons and sky lanterns on its land, which could have significant detrimental impact on livestock, and upcoming council events to discuss the council's aims for the forthcoming year.</p>
44	<p><u>Deputy Police and Crime Commissioner</u></p> <p>Due to an unexpected personal matter, the Deputy Police and Crime Commissioner was not able to be in attendance.</p>
45	<p><u>Petition - Mr Dennis Kidd - Elm Grove Farm</u></p> <p>A petition was received from Mr Dennis Kidd in relation to proposals in the Wiltshire Housing Sites Allocation Plan DPD, specifically around Queen Elizabeth II Field. The petition had received 348 signatures from local residents.</p> <p>The Chairman read out a note prepared from the council's legal department noting that while the area board could receive the petition it could not debate or reopen the matter as it had been determined by Cabinet and then Full Council in July 2018.</p> <p>Mr Kidd then presented his petition. He highlighted the proposed loss of the significant green area, its use as a recreational areas, the impact of increased traffic on Wiltshire Drive where there had been many accidents, questions regarding the need for a new school, and the legacy of the London Olympics.</p> <p>The petition was therefore received and, along with a representation from Mr Kidd, would be provided to the Council as part of the consultation in to the schedule of proposed changes to the housing site allocations plan.</p> <p>A question was also received from Mr Keith Conway which would also be submitted to the consultation for a response.</p>
46	<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 1771 863 1845">i. <b>Wiltshire Police</b> The written update was noted.</li> <li data-bbox="363 1883 951 1957">ii. <b>Wiltshire Fire and Rescue Service</b> The written update was noted.</li> </ul>



	<p>iii. <b>Town and Parish Councils</b>  The report from Trowbridge Town Council was noted. It was highlighted that the report was in advance of the town’s policy and resources committee, and that resolutions might differ from those recommended in the report.</p> <p>It was also reported that Hilperton’s Neighbourhood Plan had been approved in a referendum with over 90% support. Cllr Clark praised the work of the steering group over the past three years, and recommended that other parishes consider using consultants to assist with the preparation of a plan, which had shortened the preparation time considerably.</p> <p>iv. <b>Local Youth Network</b>  No meetings had been held since the last area board, but two grants would be considered at Minute 48.</p> <p>It was also agreed that an agenda item and debate on how to develop the most effective and strategic approach to youth grants would be included on an agenda as soon as was appropriate, including once the review of area boards and community areas concluded.</p> <p>v. <b>Trowbridge Wellbeing Centre Development Group</b>  It was stated that the latest arranged meeting with the consultants for the plans had had to be delayed due to staff availability, with a new meeting to take place on 4 December 2018.</p> <p>vi. <b>Trowbridge Community Area Future</b>  The written update from TCAF was received, and it was noted that an apprentice to work with the team had now been recruited.</p> <p>vii. <b>Safer and Supportive Communities Group</b>  The group met on 5 November 2018 and discussed actions taking to tackle anti-social behaviour, the enforcement of the public space protection order, the activities of the 17 active street pastors, and work on homelessness in advance of the winter months. The next meeting was on 6 February 2019.</p> <p>viii. <b>Health and Wellbeing Group</b>  The group met on 23 October 2018 with the minutes of the meeting included with the agenda papers for consideration. The next meeting would be held on 8 January 2019. Attention was also drawn to some planned events, including a Christmas party in Studley Green on 12 December 2018.</p>
47	<p><u>Community Grants</u></p> <p>The Area Board considered the following applications to the Community Area</p>

	<p>Grant Scheme 2018/19.</p> <p><u>HELP Counselling Services</u> The sum of £229.00 was requested for a new printer. On the motion of Councillor Deborah Halik, seconded by Councillor David Halik, it was,</p> <p><b><u>Resolved</u></b> <b>To award the sum of £229.00 to HELP Counselling Services</b></p> <p><b><u>Reason</u></b> <b>The application met the Community Area Grant Criteria</b></p>
48	<p><u>Youth Grants</u></p> <p>The Area Board considered the following applications Youth Grants</p> <p><u>The Pound Arts Trust Ltd</u> The sum of £2207.05 was requested for the Wiltshire Voices Trowbridge project. On the motion of Councillor David Halik, seconded by Councillor Stephen Oldrieve, it was,</p> <p><b><u>Resolved</u></b> <b>To award the sum of £2207.05 to The Pound Arts Trust Ltd.</b></p> <p><b><u>Reason</u></b> <b>The application met the LYN Grant Criteria</b></p>
49	<p><u>Health and Wellbeing Grants</u></p> <p>The Area Board considered the following Health and Wellbeing applications.</p> <p><u>Trowbridge Community Area Future</u> The sum of £2934.60 was requested for the BA14 Kindness Café project. On the motion of Councillor Stephen Oldrieve, seconded by Councillor Horace Prickett, it was,</p> <p><b><u>Resolved:</u></b> <b>To award the sum of £2934.60 to Trowbridge Community Area Future subject to the following conditions:</b></p> <p><b>the service is well advertised across Trowbridge area that; TCAF looks to the longer-term sustainability of the project, linking in with developments on East Wing/other opportunities to relocate to bigger venue in future.</b></p> <p><b><u>Reason</u></b> <b>The application met the Grant Criteria</b></p>

	<p><u>Alzheimer's Society</u> The sum of £1290.00 was requested for a gardening project. On the motion of Councillor David Halik, seconded by Councillor Edward Kirk, it was,</p> <p><b><u>Resolved:</u></b> <b>To award the sum of £1290.00 to the Alzheimer's Society</b></p> <p><b><u>Reason</u></b> <b>The application met the Grant Criteria</b></p>
50	<p><u>Member-Led Projects</u></p> <p>A project was introduced by Councillor Steve Oldrieve for £1945.00 to purchase a storage container for the Friends of Biss Meadow. After discussion and after a motion from Councillor Oldrieve, seconded by Councillor David Halik, it was</p> <p><b><u>Resolved</u></b> <b>To award the sum of £1945.00 for the Friends of Biss Meadow Storage Container</b></p> <p><b><u>Reason</u></b> <b>The application met the appropriate Criteria</b></p>
51	<p><u>Community Area Transport Group</u></p> <p>The Area Board considered the following issues recommended for approval by the Community Area Transport Group as set out in the minutes of the meeting.</p> <p><u>Issue 5166 – Frome Road/Manor Road</u> On the motion of Councillor Deborah Halik, seconded by Councillor David Halik, it was,</p> <p><b><u>Resolved:</u></b> <b>To award £5000.00 for the introduction of a 20mph speed limit subject to a £2500.00 contribution from Trowbridge Town Council.</b></p> <p>The Area Board considered the following issues recommended for approval by the Community Area Transport Group as set out in the minutes of the meeting.</p> <p><u>Issue 6203 – Obstruction of footway, Sycamore Grove</u> On the motion of Councillor David Halik, seconded by Councillor Deborah Halik, it was,</p> <p><b><u>Resolved:</u></b> <b>To award £750.00 for the installation of bollards subject to a £250.00 contribution from Trowbridge Town Council.</b></p>

52	<p><u>Bath and North East Somerset (BaNES Clean Air Zone</u></p> <p>A discussion as held regarding the proposals of Bath and North-East Somerset (BANES) Council for introduction of a clean air zone for the parts of the council area. Concerns were raised at the impact on the towns of West Wiltshire including Trowbridge as the alternative routes cars and HGVs might take to avoid the charges of the clean air zone would take them through Wiltshire. It was noted by many that a more lasting solution to the problems would be a bypass</p> <p>It was stated a public meeting was being arranged by Dr Andrew Murrison MP to discuss the issue, and the Board encouraged residents and organisations to respond to the BANES consultation.</p> <p>At the conclusion of discussion, it was,</p> <p><b><u>Resolved:</u></b></p> <p><b>That the Chairman of the Community Area Transport Group would prepare a consultation response on behalf of the Area Board;</b></p> <p><b>And the Chairman would contact other areas including Frome in Somerset to discuss potential coordinated responses to the impacts of the BANES proposals.</b></p>
53	<p><u>East Wing, County Hall and Bowyers Site</u></p> <p>It was reported that the applicants for the Bowyers site were still not in a position to move forward with an application or presentation at the present time.</p> <p>Due to officers on leave there was no update provided regarding the East Wing site.</p>
54	<p><u>Urgent items</u></p> <p>There were no urgent items.</p>

## Councillor Briefing Note No. 375

**Service:** Legal and Democratic  
**Further Enquiries to:** Maggie Mulhall  
**Date Prepared:** 21 December 2018  
**Email:** [committee@wiltshire.gov.uk](mailto:committee@wiltshire.gov.uk)

### **Polling District and Polling Place Review**

(The Polling District and Polling Place Review is distinct from the Electoral Review of Wiltshire Council which will determine a pattern of electoral divisions. Please see Briefing notes 337, 348 and 366 for details. It is not part of that boundary review or any Future parish boundary reviews)

1. This briefing note is provided to advise members of the forthcoming polling district and polling place review, and how members can be involved in this process.

#### **Background**

2. The Electoral Registration and Administration Act 2013 amended the Representation of the People Act 1983 to require the Council to undertake regular reviews of both polling districts and polling places within its area.
3. The differences between a district, place and station are:
  - A **polling district** is a geographical sub-division of an electoral area, (an electoral area being a UK Parliamentary constituency, a European Parliamentary electoral region, a parish, parish ward or an electoral division).
  - A **polling place** is the building or area in which polling stations will be selected by the Returning Officer. A polling place within a polling district must be designated so that polling stations are within easy reach of all electors from across the polling district.
  - A **polling station** is the actual area where the process of voting takes place, and must be located within the polling place designated for the particular polling district. The Returning Officer for the particular election must provide a sufficient number of polling stations, and allocate the electors to those polling stations in such manner as he or she thinks the most convenient.
4. The purpose of such a review is ensure that all electors have reasonably practicable facilities for voting and that polling places are reasonably accessible to electors who are disabled. The review will need to be completed by 31 January 2020.
5. A programme of work has been scheduled to gather, analyse and consult upon relevant information and recommendations for revised polling districts.
6. The guidance of the Electoral Commission on polling district and polling places reviews is attached to this briefing note.

## The Review

7. In accordance with the guidance, when carrying out the review, local authorities must:
- publish a notice of the holding of a review
  - consult the (Acting) Returning Officer for every parliamentary constituency which is wholly or partly in its area
  - publish all representations made by an (Acting) Returning Officer within 30 days of receipt by posting a copy of them at the local authority's office and in at least one conspicuous place in their area and, if the authority maintains a website, by placing a copy on the authority's website
  - seek representations from such persons as it thinks have particular expertise in relation to access to premises or facilities for persons who have different forms of disability. Such persons must have an opportunity to make representations and to comment on the representations made by the (Acting) Returning Officers.
  - on completion of a review, give reasons for its decisions and publish:
    - a. all correspondence sent to an (Acting) Returning Officer in connection with the review
    - b. all correspondence sent to any person whom the authority thinks has particular expertise in relation to access to premises or facilities for persons who have different forms of disability
    - c. all representations made by any person in connection with the review
    - d. the minutes of any meeting held by the council to consider any revision to the designation of polling districts or polling places within its area as a result of the review
    - e. details of the designation of polling districts and polling places within the local authority area as a result of the review
    - f. details of the places where the results of the review have been published

8. A draft indicative timetable for the review has been prepared as follows:

Activity	Suggested date
Preliminary review commences	December 2018
Information gathering from: <ul style="list-style-type: none"> <li>• Polling station venues</li> <li>• External reviews</li> <li>• Wiltshire disability groups</li> <li>• Wiltshire Carers groups</li> </ul>	December 2018
Information to Area Boards <ul style="list-style-type: none"> <li>• 8 Jan – Malmesbury</li> <li>• 10 Jan – Trowbridge</li> <li>• 14 Jan – Devizes</li> <li>• 16 Jan – Bradford-on-Avon</li> <li>• 17 Jan – Amesbury</li> <li>• 18 Jan – Pewsey</li> <li>• 19 Jan – Calne</li> <li>• 20 Jan – Corsham and Royal Wootton Bassett</li> <li>• 21 Jan - Salisbury</li> <li>• 28 Jan – Tidworth</li> <li>• 29 Jan – Marlborough</li> <li>• 30 Jan – South West Wiltshire</li> </ul>	January/ February 2019

<ul style="list-style-type: none"> <li>· 31 Jan – Southern Wiltshire</li> <li>· 4 Feb – Chippenham</li> <li>· 13 Feb – Melksham</li> <li>· 14 Feb - Warminster</li> <li>· 21 Feb – Westbury</li> </ul>	
Gather and analyse evidence, including representations from Area Boards and electoral forecasts.	January to May 2019
Report to the Committee on the outcome of the preliminary review, including boundary maps and electorates	6 June 2019
Publish a notice of the holding of the review	10 June 2019
Publish ARO representation	11 June 2019
Consultation period	12 June to 9 September 2019
Committee to consider draft recommendations	26 September 2019
Full Council to consider recommendation from Committee	15 October 2019
Revised register	1 December 2019

9. It is also emphasised that it is a legal requirement that the council complete the review by the end of January 2020.
10. Members are encouraged to engage and support the review as appropriate throughout this process. For the benefit of members Chairs of Area Boards will be given the option to make an announcement on the launch of the review, or have an agenda item on the subject attended by a member of the Electoral Review Committee.
11. If Members would like any further details they should contact [committee@wiltshire.gov.uk](mailto:committee@wiltshire.gov.uk)

# Reviews of polling districts, polling places and polling stations

This guidance provides a staged approach to conducting a review of polling districts, polling places and polling stations according to the relevant legislative requirements. It builds on the guidance we have previously issued, and has benefited from feedback from local authorities on their experiences of carrying out their previous reviews. It also incorporates learning from the Commission's experience of administering the appeals process over the past five years.

## 1 Timing of compulsory reviews

1.1 The Electoral Registration and Administration Act 2013 introduced a change to the timing of compulsory reviews of UK Parliamentary polling districts and polling places. The next compulsory review must now be started and completed between 1 October 2018 and 31 January 2020 (inclusive).

1.2 Subsequent compulsory reviews must be started and completed within the period of 16 months that starts on 1 October of every fifth year after 1 October 2013.

1.3 A 'review' is all the steps set out in Schedule A1 to the Representation of the People Act 1983 (RPA 1983). Further information on what these steps are is included [later in this document](#). The review process, from the publication of the notice of the review until the publication of the documents at the end, must take place within the specified period.

1.4 The length of the review process is not prescribed, provided all the steps required by the legislation can be undertaken within it. However, the time allowed for consultation should be sufficient to enable interested persons and groups to read and understand the proposals, gather comments and respond with any alternative arrangements that they may wish to submit. The local authority may wish to have regard to any council guidelines on public consultation when carrying out the review.

1.5 Local authorities will need to decide when to carry out the review within the specified 16-month-period. In practice, (Acting) Returning Officers will often be asked to decide when the review should take place. In reaching their decision on timing, (Acting) Returning Officers will need to consider what other statutory duties and processes they and their staff will be carrying out in that time and how the review will fit with these.



1.6 In relation to the 1 October 2018 – 31 January 2020 period, (Acting) Returning Officers will need to consider the following:

- **The canvass**

As in England and Wales the Acting Returning Officer is also the Electoral Registration Officer (ERO), any canvass period will be a busy time during which to conduct a review. Consideration will need to be given to resource requirements if the review process is to be started on or shortly after the start of a canvass as there will be some overlap between canvass activity and the review.

In Scotland, as the office of the Returning Officer is separate to that of the Electoral Registration Officer, the conduct of the canvass may have less of an impact on the conduct of the review.

- **Publication of the register**

The potential additional workload resulting from undertaking the review at the same time as carrying out canvass activity needs to be balanced against the benefits of completing a review in time for publication of the revised register. Completing the review in time for publication of the revised register means that any changes can be reflected in it, and that no subsequent alterations to the structure of an already published register will need to be made, thus avoiding the potential need to publish a further revised register.

- **Elections during the review period**

During the review period, there will be scheduled polls and could potentially be unplanned polls. . In each case, consideration will need to be given to how the work on a review would interact with any election/referendum preparations, including when work would need to be completed to avoid an impact on election/referendum processes.

- **Scheduling approval of the proposals**

It is important to factor into the timetable the most likely scheduled date of the council/committee meeting where the detailed review proposals would be formally considered and approved. The review officers should work closely with the lead officer in charge of these meetings to ensure that the date of the meeting and related deadlines can be factored into the review timescale.

- **Changes to electoral boundaries**

A number of local authorities may also have their local electoral boundaries reviewed during the 16-month period. If this is the case, (Acting) Returning Officers will need to consider how the electoral boundary review will fit with the polling district /polling place review and whether it would be possible and desirable to align the two.

Where the polling district/place review is to be carried out before the new electoral boundaries are fully in force, it will need to be based on the current electoral boundaries, but should also take any new boundaries

that are not yet in force into account. To avoid having to review the polling districts and polling places again once the new boundaries are fully in force, any parts of existing electoral areas that will be split when the new boundaries come into effect could be made into separate polling districts as part of the review.

Also, until the new boundaries are fully in force, the register will need to be constructed in a way that is capable of reflecting the current and the new boundaries. Again, this can be achieved by making any parts of existing electoral areas that will be split when the new boundaries come into effect into separate polling districts.

For the same reasons where, as a result of a review of one set of electoral boundaries, the boundaries for different elections are no longer co-terminous, those areas that are no longer co-terminous could be also be made into separate polling districts.

## 2 Roles and responsibilities and definition of terms

### Roles and responsibilities

#### **The local authority**

2.1 The statutory responsibility for reviewing UK Parliamentary polling districts and places rests with each relevant local authority in Great Britain for so much of any constituency as is situated in its area. A relevant local authority is, in England, the council of a district or London borough, in Scotland, a local authority, and, in Wales, the council of a county or county borough.

2.2 Depending on the structure of the local authority, it may not be the full council which makes the decisions on any changes to polling districts or polling places. Some local authorities may have delegated that function, in which case the decision on polling districts and polling places becomes the responsibility of a committee or sub-committee. This will be set out in the council's constitution.

#### **The Electoral Registration Officer**

2.3 Where a local authority makes any alterations to the polling districts within its area, the ERO must amend the register of electors accordingly – either on a notice of alteration or by publishing a revised register. The changes to the register take effect on the date that the ERO publishes a separate notice stating that the alterations have been made, which should be done to coincide with the publication of a notice of alteration/publication of a revised register.

#### **The (Acting) Returning Officer**

2.4 The (Acting) Returning Officer must comment during any review of UK Parliamentary polling districts and polling places on both existing polling stations and the polling stations that would likely be used if any new proposal for polling places were accepted.

2.5 The election rules require the (Acting) Returning Officer to decide how many polling stations are required for each polling place and they must allocate electors to the polling stations in such manner as they think most convenient.

#### **The Electoral Commission**

2.6 While legislation provides no role for the Commission in the review process, it does provide for a role after the conclusion of the review.

2.7 Once the local authority has published the results of its review, specified interested parties (see paragraph 7.2 below) may make representations to the Commission to reconsider any polling districts and polling places. We may

direct the authority to make any alterations to the polling places that we think necessary and, if the alterations are not made within two months, we may make the alterations ourselves.

## Definition of terms

### UK Parliamentary constituencies

2.8 The Parliamentary Constituencies Act 1986 states:

‘There shall for the purpose of parliamentary elections be the county and borough constituencies (or in Scotland the county and burgh constituencies), each returning a single member, which are described in Orders in Council made under this Act. [...] In this Act and, except where the context otherwise requires, in any Act passed after the Representation of the People Act 1948, “constituency” means an area having separate representation in the House of Commons.’

2.9 UK Parliamentary constituency boundaries cannot be changed by the review.

### Polling district

2.10 A polling district is a geographical area created by the sub-division of a UK Parliamentary constituency for the purposes of a UK Parliamentary election.

2.11 In England, each parish is to be a separate polling district and, in Wales, each community should be a separate polling district, unless there are special circumstances. This means that a parish or community must not be in a polling district which has a part of either a different parish or community within it, or any un-parished part of the local authority area within it, unless special circumstances apply. Those special circumstances could arise if, for example, the parish/community has only a small number of electors and it is not practicable for the parish/community to be its own polling district.

2.12 In Scotland, each electoral ward must be divided into two or more polling districts unless there are special circumstances. Given the size of wards in Scotland, it is difficult to envisage what those special circumstances might be in practice.

2.13 When a parish or community is not a separate polling district or a Scottish electoral ward is not split into two or more polling districts, the special circumstances and the recommendation resulting from these should be clearly set in the review document for the council or relevant committee to consider.

### Polling place

2.14 A polling place is the building or area in which polling stations will be selected by the (Acting) Returning Officer. A polling place within a polling district must be designated so that polling stations are within easy reach of all electors from across the polling district.

2.15 We are aware that some authorities designate the entire polling district as the polling place. However, Section 18B(4)(e) of the RPA 1983 states that 'the polling place must be small enough to indicate to electors in different parts of the district how they will be able to reach the polling station'. We therefore consider that polling places should always be defined more specifically than simply the polling district - for example, by designating the name of the polling place (normally a particular building or area and its environs).

### **Polling station**

2.16 A polling station is the room or area within the polling place where voting takes place. Unlike polling districts and polling places which are fixed by the local authority, polling stations are chosen by the relevant Returning Officer for the election.

## **3 Scope of compulsory reviews**

3.1 Polling districts and polling places for other elections are not automatically part of the compulsory review. However, as polling districts and polling places for other elections are based on UK Parliamentary polling arrangements, the requirements of any other elections that are held within the local authority area should be taken into consideration as part of the review. This means that although it is the (Acting) Returning Officer who is the primary Returning Officer for the purposes of the review and has a statutory role to participate in it, all Returning Officers within the constituency (if they are not also the (Acting) Returning Officer) should be involved in the review process.

## **4 Requirements of a review**

### **Overview of the legislative requirements**

#### **Designation of polling districts and polling places**

4.1 Local authorities must comply with the following legislative requirements regarding the designation of polling districts and polling places:

- each parish in England and community in Wales is to be a separate polling district, unless special circumstances apply
- in Scotland, each electoral ward must be divided into two or more separate polling districts, unless special circumstances apply
- the council must designate a polling place for each polling district, unless the size or other circumstances of a polling district are such that the situation of the polling stations does not materially affect the convenience of the electors
- the polling place must be an area in the district, unless special circumstances make it desirable to designate an area wholly or partly outside the district (for example, if no accessible polling place can be identified in the district)

- the polling place must be small enough to indicate to electors in different parts of the district how they will be able to reach the polling station

## **Accessibility**

4.2 Local authorities must also comply with the following access requirements. As part of the review, they must:

- seek to ensure that all electors in a constituency in the local authority area have such reasonable facilities for voting as are practicable in the circumstances
- seek to ensure that so far as is reasonable and practicable every polling place for which it is responsible is accessible to electors who are disabled

4.3 The council must have regard to the accessibility to disabled persons of potential polling stations in any place which it is considering designating as a polling place or the designation of which as a polling place it is reviewing.

4.4 See also [‘Considering accessibility issues’](#) below.

## **Formal review process (Schedule A1 steps)**

4.5 When carrying out the review, local authorities must:

- publish a notice of the holding of a review
- consult the (Acting) Returning Officer for every parliamentary constituency which is wholly or partly in its area
- publish all representations made by an (Acting) Returning Officer within 30 days of receipt by posting a copy of them at the local authority’s office and in at least one conspicuous place in their area and, if the authority maintains a website, by placing a copy on the authority’s website
- seek representations from such persons as it thinks have particular expertise in relation to access to premises or facilities for persons who have different forms of disability. Such persons must have an opportunity to make representations and to comment on the representations made by the (Acting) Returning Officer(s).
- on completion of a review, give reasons for its decisions and publish:
  - a. all correspondence sent to an (Acting) Returning Officer in connection with the review
  - b. all correspondence sent to any person whom the authority thinks has particular expertise in relation to access to premises or facilities for persons who have different forms of disability
  - c. all representations made by any person in connection with the review
  - d. the minutes of any meeting held by the council to consider any revision to the designation of polling districts or polling places within its area as a result of the review
  - e. details of the designation of polling districts and polling places within the local authority area as a result of the review

- f. details of the places where the results of the review have been published

## Considering accessibility issues

4.6 Local authorities have a duty to review the accessibility of all polling places to disabled voters and ensure that every polling place, and prospective polling place, for which it is responsible is accessible to disabled voters 'so far as is reasonable and practicable'.

4.7 According to the Equalities and Human Rights Commission the duty to make reasonable adjustments comprises three requirements. For service providers and those exercising public functions, these requirements are:

- Where a provision, criterion or practice puts disabled people at a substantial disadvantage compared with those who are not disabled, to take reasonable steps to avoid that disadvantage.
- Where a physical feature puts disabled people at a substantial disadvantage compared with people who are not disabled to avoid that disadvantage or adopt a reasonable alternative method of providing the service or exercising the function.
- Where not providing an auxiliary aid<sup>1</sup> puts disabled people at a substantial disadvantage compared with people who are not disabled, to provide that auxiliary aid.

4.8 In the Scope 2010 report 'Polls Apart 2010: Opening elections to disabled people' it was made clear that access is still a barrier to some disabled people who want to cast their vote in person.

4.9 Below, are some of the main physical access issues identified by SCOPE, which should be considered as part of a review:

- polling places and stations with steps into the entrance, or otherwise inaccessible
- narrow doorways and corridors
- lack of space within the polling place that did not enable motorised wheelchair manoeuvrability
- lack of space and secrecy for the elector and their companion to discuss the elector's choice of vote
- lack of low level polling booths or booths/tables that didn't provide disabled voters with confidence that they could cast their vote in secrecy as they were positioned close to the polling station staff
- a lack of chairs to enable people to rest
- a lack of a clear display of guidance or aids (such as tactile voting devices) to enable people to feel confident about the process

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<sup>1</sup> In the context of a polling station, an auxiliary aid could, for example, be a ramp for wheelchair users.

- inadequate lighting

4.10 These factors, and accessibility issues more generally, will also need to be considered by the Returning Officer as part of their training for polling station staff.

4.11 In [Appendix A](#) of this guidance we provide an accessibility checklist that can be used to assess the suitability of each polling place and polling station which covers these, as well as other issues.

4.12 In addition to writing to those groups or individuals the local authority has identified as having expertise in access issues, the authority should also engage any internal disability access group and/or disability officer as part of the review.

## 5 Planning the next compulsory review: 1 October 2018 – 31 January 2020 (inclusive)

5.1 Local authorities will need to decide when they are going to conduct the next compulsory review within the timescales provided by the legislation.

5.2 Even though the next compulsory review cannot start before 1 October 2018, local authorities can start planning for the review before then. There are also some preparatory steps, detailed below, which can be taken that fall outside the formal legal requirements of the review.

5.3 For example, local authorities may start compiling statistics and information which may assist them during the review. These may include:

- Electorate figures, broken down to street level within wards and existing polling districts.
- Any local authority or national statistics that estimate population change within the area.
- In England and Wales, a report from the authority's planning section detailing any proposed areas of new development and the approximate number of dwellings and expected population numbers for those areas. In Scotland, this information can be obtained from the Housing Land Audit.
- Detailed up-to-date maps of a scale that will assist in the designation of polling district boundaries.
- Details of current polling places and an indication as to their overall suitability for purpose (including, for example, any surveys, diagrams or photographs completed with the assistance of Presiding Officers or polling station inspectors or as part of a previous review or post-election evaluation). Further guidance can be found under [‘Assessing the current arrangements and proposals for change’](#).
- Any comments or complaints regarding the current arrangements from the public, elected members or other bodies.



- Up-to-date information gained from the existing and possible future polling station venue managers as to continued availability (highlighting, for example, planned renovation work or other future plans).
- Details of potential alternative buildings (public, private or temporary type constructions) that might appear suitable.
- Advice and guidance from local disability groups and disability organisations (such as, for example, SCOPE or Capability Scotland), and any expert help from officers within the council who are responsible for equality schemes.
- Terms of reference and the criteria for assessing the suitability of the current/proposed arrangements

5.4 Local authorities could also set the timetable for conducting the review. This may include booking the date of the council/ executive/committee meeting where the detailed review proposals would be formally considered.

5.5 The documents required to be published or communicated during the review, such as the notice of review and the letters to Returning Officers and those with expertise in disabled access, could also be prepared. However, the notice cannot be published nor the letters sent before 1 October 2018.

5.6 When planning for the review, the local authority will also need to identify who will lead and support the review, drawing personnel not only from electoral services but also from other parts of the authority who may have expertise to assist. Again, this can be done ahead of the start of the compulsory review period.

## Carrying out a preliminary review

5.7 The local authority should undertake a preliminary review of the current polling districts and polling places with a view to establishing their suitability, and identify any potential alternatives where required. This may be done before the start of the specified review period.

5.8 There is no requirement to change any of the polling districts and polling places if they are suitable, but any 'no change' decision must be fully justified as part of the overall proposals.

5.9 The review process should be structured, and must be conducted formally with supporting documentation. This will ensure that there is a complete audit trail for all decisions taken and will contribute to the transparency of the process.

5.10 Close liaison with other departments of the council, such as communications, those providing services to disabled residents, and planning will help to increase the efficiency of the overall review process.

5.11 The local authority planning and property services departments, for example, will be able to provide guidance on the availability of locations and

premises and details of any residential developments that might have an impact on future electorate figures.

5.12 Modelling possible options where changes are deemed necessary can be undertaken by using mapping and planning tools available within the local authority, particularly as most authorities will now have access to GIS mapping services which can pull data from a variety of sources.

5.13 Local authorities should determine the most appropriate method of involving relevant local authority staff and other interested groups as appropriate.

## **Assessing the current arrangements and proposals for change**

5.14 The legislation suggests an approach starting with polling districts, followed by choosing polling places and then considering polling stations. In practice, however, it is important that good quality polling places are identified first, which can then be used as part of the process of defining suitable polling district arrangements that comply with the requirements set out in the legislation. [Appendix A](#) provides template checklists to assist with the evaluation of current/proposed polling places and polling stations.

### **Polling districts**

5.15 The following should be considered as part of the assessment of the suitability of polling district boundaries:

- Are the boundaries well-defined? For example, do they follow the natural boundaries of the area? If not, is it clear which properties belong in the polling district?
- Are there suitable transport links within the polling district, and how do they relate to the areas of the polling district that are most highly populated? Are there any obstacles to voters crossing the current polling district and reaching the polling place e.g., steep hills, major roads, railway lines, rivers?

### **Polling places**

5.16 There are a number of factors that will need to be considered when reviewing existing polling places or when assessing new polling places, including:

- **Location:** Is it reasonably accessible within the polling district? Does it avoid barriers for the voter such as steep hills, major roads, rivers, etc.? Are there any convenient transport links?
- **Size:** Can it accommodate more than one polling station if required? If multiple polling stations are required, is the polling place capable of accommodating all voters going into and out of the polling stations, even where there is a high turnout?
- **Availability:** Is the building readily available in the event of any unscheduled elections? Is there any possibility that the building may be demolished as part of a new development?

- **Accessibility:** Is the building accessible to all those entitled to attend the polling place?

5.17 Ideally, there would be the choice of a range of fully accessible buildings, conveniently located for electors in the area within which to establish polling stations. In practice, however, the choice of polling places will often be a balance between the quality of a building (access, facilities, etc.) and the proximity of the building to the electors. When making a decision, all factors will need to be considered and the authority will need to be able to demonstrate their reasoning behind the decision.

5.18 Where, because of local circumstances, a polling place has been selected that is not fully accessible, then reasonable adjustments must be undertaken to provide access for all electors. Alternatively, the local authority should consider whether it would be appropriate to designate a polling place that falls outside the polling district.

5.19 Part of the decision-making process involves assessing if the polling place is capable of accommodating more than one polling station together with the necessary staff and equipment, particularly in circumstances where the number of electors allocated to a polling place is high. The number of electors allocated to a particular polling station should not exceed 2,500.

5.20 In instances where there may be a higher turnout, such as at a UK Parliamentary election, (Acting) Returning Officers may wish to set up multiple polling stations within the polling place. Consideration will need to be given to whether the size and layout of the area or building can accommodate such arrangements.

### **Polling stations**

5.21 When assessing the suitability of a room or area for use as a polling station, the (Acting) Returning Officer should consider how the size and layout would allow for the most effective throughput of voters, including in those instances where there is a high number of electors in the polling station at any one time on polling day. Each polling station should be designed to provide suitable conditions for the elector to vote in private, for staff to conduct elections in an efficient and effective manner and for those entitled to observe the voting process to do so without compromising the secrecy of the ballot.

### **Use of schools**

5.22 It should be noted that for the purpose of taking the poll in England and Wales, the (Acting) Returning Officer is entitled to use free of charge schools maintained or assisted by a local authority as well as those schools that receive grants made out of moneys provided by Parliament. This includes academies and free schools. In Scotland, the rooms in schools that can be used free of charge for the taking of the poll are those in schools that are not independent schools within the meaning of the Education (Scotland) Act 1980.

## 6 The review process

### Stage 1 – Notification of the review

6.1 The formal commencement of the review requires the local authority to give notice of the holding of a review. The notice must:

- be displayed at the local authority's office and in at least one conspicuous place within the authority
- be published on the local authority website

6.2 Additionally, the authority could display copies in other public buildings and, in particular, those buildings frequented by disabled residents. The authority's disability officer should be able to give guidance on the most suitable places for reaching disabled residents.

6.3 The content of the notice is not prescribed, but should state:

- that the local authority is conducting a review of polling districts and polling places
- that the (Acting) Returning Officer will make a comment on proposed polling stations, and an indication of when and where the (Acting) Returning Officer's representations will be made available
- that electors within the authority or within a UK Parliamentary constituency which has any part in the authority may make a representation
- that the authority would welcome the views of all residents, particularly disabled residents, on the authority's proposals, the (Acting) Returning Officer's representation or any other matters
- that the authority would welcome any person or body with expertise in access for persons with any type of disability to comment on the authority's proposals, the (Acting) Returning Officer's representation or any other matters
- that persons or bodies making representations should, if possible, give alternative places that may be used as polling places
- the postal address, e-mail address and website address at which documents can be inspected and representations made
- an indication of the timetable of the review and a deadline for representations

6.4 The authority should also send a copy of the notice to interested parties such as elected representatives (Councillors, MPs, MSPs, AMs, MEPs, etc.), political parties, disability groups and other stakeholders. Additionally, the authority could issue a press release and use social media feeds to draw attention to the review and the process.

## Stage 2 – Consultation

6.5 The consultation stage is for representations and comments to be made on the existing and proposed arrangements for polling districts and polling places. There are two aspects of this stage:

- A compulsory submission from the (Acting) Returning Officer of the UK Parliamentary constituency or constituencies, which must then be published by the local authority.
- Submissions from electors and other interested persons and bodies, including elected representatives and those with expertise in relation to access to premises or facilities for disabled people.

### **The (Acting) Returning Officer's submission**

6.6 The (Acting) Returning Officer's submission must comment on both the existing polling stations and the polling stations that would likely be used based on any proposed polling places. The (Acting) Returning Officer's report must also contain information as to the location of polling stations within polling places. Completing the templates at [Appendix A](#) may help to form a basis for this report.

6.7 The local authority must publish the (Acting) Returning Officer's comments within 30 calendar days of receipt. The comments should be published at the local authority offices and in at least one conspicuous place within each UK Parliamentary constituency contained wholly or partly in the local authority area. They should also be published on the local authority's website. Additionally, the (Acting) Returning Officer's response could be copied and made available in council offices, libraries, community centres or other places where residents may visit.

### **Consultees**

6.8 The authority should consult widely on the review and should seek out the views of interested groups or bodies, including electors, candidates and agents, political parties and members of the council, as well as other elected representatives (MPs, MSPs, AMs, MEPs, etc.).

6.9 It will be particularly important to consult with those who have specific experience of assessing access for persons with different disabilities. These could include disability sections or occupational health departments within the council, as well as local and national disability groups. The authority should give consideration to the different types of disability which may make voting in person more difficult, and should also consider the council's own policy on disabled access. Consultees should be asked for comment both in general and, if appropriate, about particular buildings or areas within the authority.

6.10 Any persons involved in the consultation have the right to comment on the recommendations proposed by the (Acting) Returning Officer.

6.11 Any elector for a UK Parliamentary constituency either wholly within or partly within the local authority area may comment on any of the recommendations within the whole local authority area.

6.12 Any person or body that makes a comment should be invited to suggest alternative polling districts/polling places and should be encouraged to give a reason for the alternative proposal so that it may be given appropriate consideration. As mentioned above, the notice published by the local authority should provide a deadline for the submission of comments.

### Stage 3 – Concluding the review

6.13 After considering all of the representations, the local authority must decide on the most appropriate polling districts and polling places, which must be approved by the council.

6.14 If the review results in the alteration of one or more polling districts, the Electoral Registration Officer must make the necessary alterations to the electoral register. Depending on the timing of the review and the extent of the changes, the ERO has three options to ensure the register reflects the new polling districts:

- update the register on publication of the revised register following the conclusion of the annual canvass
- re-publish a revised register at another point in the year
- publish a notice of alteration

6.15 Where the Electoral Registration Officer has decided to revise their register by republishing it to incorporate the changes, the law requires that the ERO publish a notice 14 calendar days before the publication of the revised version of the register in a local newspaper, at their office and at some other conspicuous place or places in the area. The legislation does not allow for a part publication of the register – a revised register can only be published for the whole of the local authority area.

6.16 Any alteration is effective on the date on which the Electoral Registration Officer publishes a notice stating that the alterations have been made, which should be published at the same time as the register is revised or a notice of alteration published, as appropriate.

### Stage 4 – Publishing the conclusions of the review

6.17 Once the council has agreed the proposals, details of the new polling districts and polling places must be made available to the public. These should be made available at the local authority offices, in at least one conspicuous place in the constituency (or constituencies), and on the local authority's website. The reasons for choosing each particular polling district and polling place must be given.

6.18 Along with the reasons for the final decision of the review, the following must also be published:

- all correspondence sent to the (Acting) Returning Officer in connection with the review
- all correspondence sent to any person whom the authority contacted because they had particular expertise in relation to access to premises or facilities for disabled people
- all representations made by any person in connection with the review
- the minutes of any meeting held by the council to consider any revision to the designation of polling districts or polling places within its area as a result of the review
- details of the designation of polling districts and polling places within its area as a result of the review
- details of the places where the results of the review have been published

6.19 It is important that electors are made aware of any changes made to the place they must attend to vote. For example, the poll card for the next election they are entitled to vote at could indicate if their station has changed.

## 7 The appeals process

7.1 Following the conclusion of the local authority's review, certain persons have a right to make representations to the Commission. If, on receipt of such representations, we find that a local authority's review did not:

- meet the reasonable requirements of the electors in the constituency, or a body of them, or
- take sufficient account of the accessibility for disabled persons of a polling station/ polling stations within a designated polling place

then we may direct the authority to make any alterations to the polling places that we think necessary and, if the alterations are not made within two months, we may make the alterations ourselves.

## Who is entitled to make representations to the Commission?

7.2 The following may make representations:

- in England, any parish council which is wholly or partly situated within each constituency, or parish meeting where there is no such council
- in Wales, any community council which is wholly or partly situated within each constituency
- thirty or more registered electors in each constituency (although electors registered anonymously cannot make a representation)

- a person (except the (Acting) Returning Officer) who made representations to the authority when the review was being undertaken
- any person who is not an elector in a constituency in the authority's area but who the Commission thinks has sufficient interest in the accessibility of disabled persons to polling places in the area or has particular expertise in relation to the access to premises or facilities of disabled persons

7.3 In addition, the (Acting) Returning Officer may make observations on any representations made to us.

## Format for all representations

7.4 All representations must be made in writing, either by post, e-mail or fax. The representation must be as specific as possible and should clearly state the manner in which it is alleged that the local authority has failed to properly conduct the review. There are only two grounds on which a representation may be made. These are:

- the local authority has failed to meet the reasonable requirements of the electors in the constituency
- the local authority has failed to take sufficient account of accessibility to disabled persons of the polling station/ polling stations within a polling place.

7.5 Representations based on any other premise will not be considered.

7.6 The representation should include the location of the polling place and any other relevant information regarding the polling place at issue, stating specifically why it is inaccessible or does not meet the reasonable requirements of the electors.

7.7 A representation may also include for consideration specific proposals for changing the place that has been designated as the polling place.

## The decision-making process of the Commission

7.8 Upon receipt of a representation, we will request all relevant documentation from the local authority and will show the authority the representation.

7.9 The (Acting) Returning Officer is entitled to make observations on the representation submitted to us and should give a report on the polling station(s) which would likely be used should the representation be successful.

7.10 The documentation from the local authority, the observations of the (Acting) Returning Officer and any other relevant information will be taken into consideration, in conjunction with the representation.



7.11 We may seek advice from persons with expertise on accessibility issues when making our decision.

7.12 We will set out in writing our conclusions and the reasons for our decision. Our decision will be issued to the person(s) who made the representation, the local authority and the (Acting) Returning Officer. The decision and related documents will also be published on our website. Local authorities are advised to publish the outcome of the appeal in the same way as the results of the review were published.

7.13 We may direct the local authority to consider any alterations to the polling places that we deem necessary under the review. After two months, if the local authority has failed to make the alterations, we can itself make the alterations as if the local authority had implemented them.

7.14 Representations should be sent to:

Legal Counsel  
The Electoral Commission  
3 Bunhill Row  
London EC1Y 8YZ  
Tel: 020 7271 0500  
Fax 020 7271 0505  
Email: [appeals@electoralcommission.org.uk](mailto:appeals@electoralcommission.org.uk)

7.15 Further information on previous appeals, including the decisions made by the Commission can be found on [our website](#).

## 8 Making amendments to polling places outside of the compulsory review period and carrying out interim reviews

8.1 If a polling station becomes unavailable, the (Acting) Returning Officer should consider whether another polling station could be designated within the polling place. Changing the polling station within the polling place would not require a review.

8.2 If a building becomes unavailable before an election, the polling place can be changed by the local authority in accordance with their decision making arrangements. If delegation procedures are in place, for example to a committee of the council, these should be followed as set out in the council's constitution and the person or persons who are entitled to make changes to polling places should be contacted.

8.3 Between compulsory reviews, all polling places and polling stations used should be kept under consideration, and an evaluation of their suitability carried out after each election. If any changes are identified as being

desirable, the same steps should be followed as for conducting the compulsory review.

8.4 The council can carry out an interim review and change some of their polling districts and polling places before the end of the 5-year cycle, but the same processes should be undertaken for the affected areas as for the compulsory review. Without going through these processes, the council will have difficulty evidencing their decision making and explaining how they took into consideration the views of disabled persons and the reasonable requirements of electors.

# Appendix A - templates

The following templates have been designed for use in evaluating the suitability of buildings as polling places and polling stations.

**Part A** – to be completed by the local authority with the details of the current polling places.

**Part B** – to be completed by the local authority to evaluate external areas' access and facilities both outside the perimeter of the building and within the boundary of the building itself.

**Part C** – to be completed by the local authority to assess internal access to the polling station, but excluding the polling station itself (i.e. covering the corridors leading to the polling station accommodation, but not the area in which polling will be carried out), and the facilities available within the building. Should the proposed building, room or area to be used as the polling station have direct access to the road/pavement or external parts, Part C can be excluded from this assessment.

**Part D** – to be completed by the (Acting) Returning Officer with the details of the area that is, or is likely to be, used as the polling station(s).

*(If local authorities already have up-to-date detailed information to assist with the completion of Parts B, C and D, this can be inserted into the individual templates together with any diagrams and/or photographs to enable the building to be re-assessed on a site visit. The information should be verified as part of the visit.)*

**Part E** – to be completed by the local authority with any comments or complaints received from stakeholders as part of the consultation exercise. Completion can provide evidence that the review considered the submissions as part of the formal evaluation process.

Any alternative proposals or suggestions put forward for new polling places/stations should be evaluated using the templates, and the results should be collated to facilitate the provision of appropriate feedback.

## Polling place / polling station – evaluation checklist

Part A – Current polling place details		
Polling place identifier		
Polling place name		
Polling place address		
Number of electors (If more than one polling station within the polling place, identify split of electors)		
Building availability for future elections/referendums		
Polling place review		
Check	√	Comment
· Are there suitable transport links?		
· Are there any access issues regarding main/busy roads, railways, rivers, etc.?		
· Is the polling place capable of accommodating more than one polling station together with the necessary staff and equipment? If so, could it accommodate all allocated voters going in and out of the polling stations, even where there is a high turnout?		
· Is the building readily available in the event of any unscheduled elections?		
· Is there any possibility that the building may be demolished as part of a new development?		

***Identify any complaints/comments received from stakeholders at previous electoral events***

Date reviewed:

Officer initials:

Part B – External areas access and facilities		
Check	(√)	Comments
• Are there good public transport links to the polling place?		
• Is the approach to the building safe and free from obstructions and does it have a dropped kerb?		
• Is the building clearly identifiable?		
• Is additional signage required between street and entrance?		
• Is there the facility to put up the required signage for polling day?		
• Are there parking facilities for disabled people?		
• Are there parking facilities for polling staff?		
• Does the approach to the building have external lighting?		
• Does the building have level access? Yes/No. If no –		
• Has a purpose built ramp been installed?		
• If so, does it have a handrail?		
• Does the ramp have a gentle slope?		
• Does the building require a temporary ramp or is there an alternative disabled access?		
• Is the entrance door wide enough for a disabled person using a motorised wheelchair?		
• Are the doors light enough for frail/elderly voters to open?		
• Can the 'Guidance for voters' notice be clearly displayed outside the premises, as required by the election rules?		
• Are there any external security concerns?		
• Can tellers be accommodated outside the building?		

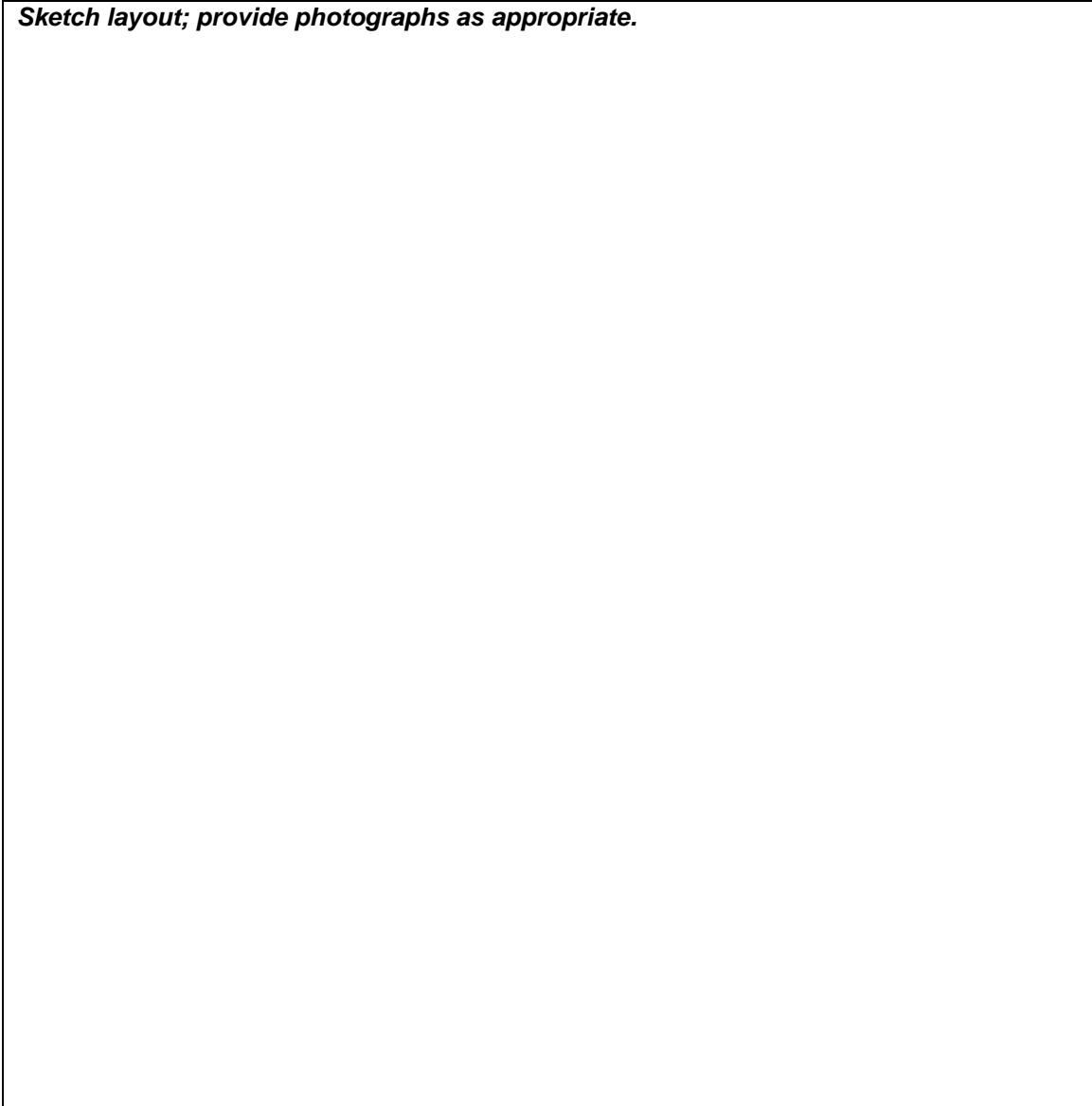
Date reviewed:

Officer initials:

## External plan – B1

Show external layout, street name(s), car parking (including disabled car parking), ramps, steps, lighting, appropriate places for signage, etc.

***Sketch layout; provide photographs as appropriate.***



Date reviewed:

Officer initials:

Part C – Internal areas access and facilities		
Check	(√)	Comments
· Are all doors easy to open (including by wheelchair users) or do they need to be permanently locked back?		
· Are there any internal steps or obstructions/hazards?		
· Are any doormats level with the floor?		
· Is the floor covering non-slip (including in wet weather)?		
· Are there any corridors that may cause access problems?		
· Is there adequate lighting in the corridors?		
· Are there toilet facilities?		
· Is there a kitchen that staff can use?		
· Is the area adequately lit for day and night time?		
· Is there adequate space for signage?		
· How many polling stations can the building accommodate?		
· Does the building have a telephone available (land line) in the event of mobile network problems?		

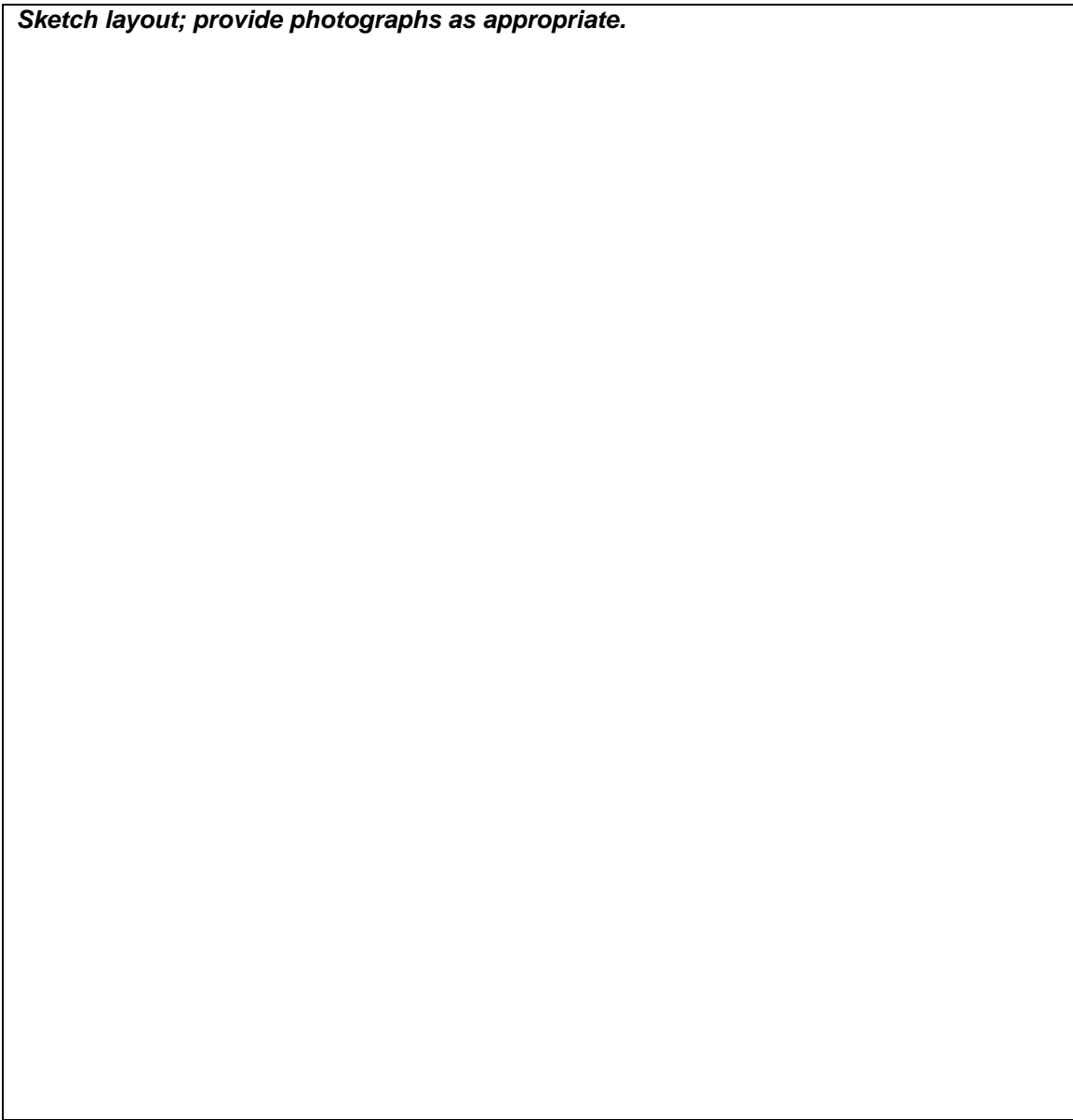
Date reviewed:

Officer initials:

## Internal access leading to polling station(s) – C1

Show internal areas of the building, excluding the actual polling station where voting will take place, including corridors that link to the polling station, kitchen and toilets, and highlight any possible signage requirements and potential hazards. Also indicate door swing direction and ease of opening, any areas of poor lighting, and any areas of uneven floor, etc.

***Sketch layout; provide photographs as appropriate.***





Date reviewed:

Officer initials:

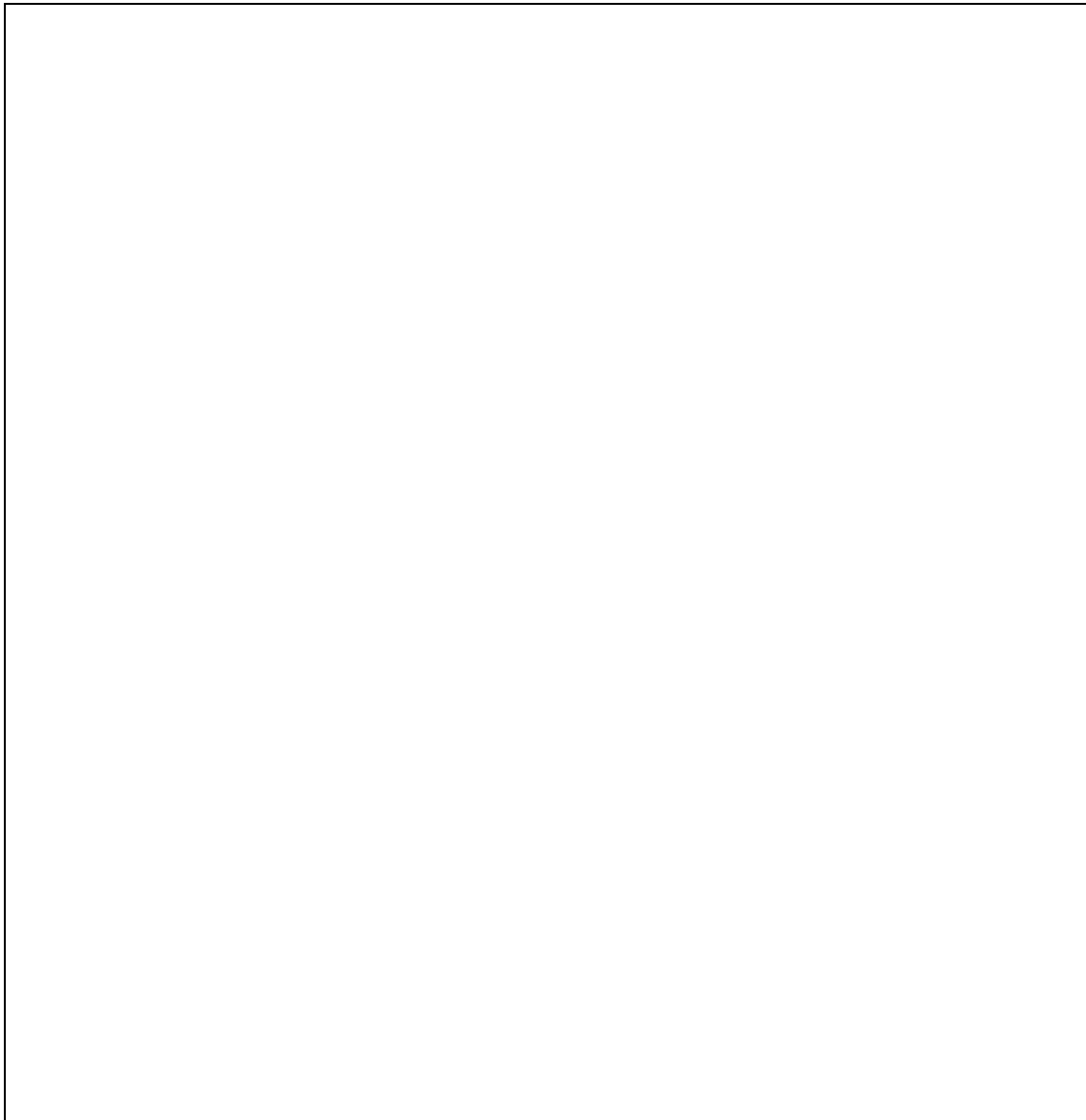
Part D – The polling station(s)		
Check	(√)	Comments
· Is there sufficient space to accommodate and manage the flow of a high volume of electors in the case of a high turnout of electors?		
· If multiple polling stations need to be provided, are there other rooms available, or can the space be clearly divided to provide adequate room for more than one polling station?		
· Is there sufficient space inside the polling station to comfortably accommodate staff, voters, polling agents and observers?		
· Could ballot booths be positioned in a way that would preserve the secrecy of the ballot, even where there may be a high volume of electors?		
· Is there adequate lighting for day and night time?		
· Is there suitable furniture (tables and chairs) available for all types of election for polling staff and for those voters who may need to rest?		
· Could motorised wheelchairs be accommodated?		
· Can the official notices be clearly displayed, including the large-print version of the ballot paper(s)?		

Date reviewed:

Officer initials:

## Internal – The polling station(s) – D1

Identify the size and shape of the area available for polling. Include the position of the door(s), any windows and how the furniture and equipment should be laid out to accommodate all those entitled to be inside the polling station, taking into account access requirements for all voters, including those in wheelchairs, and demonstrating how the space should be used to ensure the most efficient flow of voters and the effective administration of the voting process.



Date reviewed:

Officer initials:

Part E – Comments from stakeholders during consultation

Comment	Name/organisation	Response by (A)RO

*Additional comments from (A)RO*

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## Notes of the Trowbridge Local Youth Network meeting held at 2pm on 13<sup>th</sup> December 2018, at County Hall

### Present

Cllr Stewart Palmen (Chair), Mary Cullen (WC Community Engagement Manager), Tracy Sullivan (Trowbridge Arts), Colin Kay (TCAF)

### Apologies

Amee Dewitt (Selwood Housing) Scoring sheets for projects submitted by email.

### Budget Position Statement

MC stated that the remaining budget for this financial year was **£10,818.44**

### Grant Applications received

Four applications for funding had been received by the closing date of 11<sup>th</sup> December 2018.

### Applicants

**YFC- Connect Mentoring Project- £4,500**

**Love Sound- DJ workshops for young people- £3,077**

**GOFISH-Boomerang Project- £3,450**

**Trowbridge Sea Cadets- running costs and equipment £2,500**

Applications were considered in turn based on date of receipt. Each application was assessed to determine whether it met the criteria for an award, the positives and negatives of each application were then discussed before a recommendation to the area board was agreed.

The results are as follows

Applicant	Project	Positives	Negatives	Recommendation
YFC	<b>Connect Mentoring Project £4,500</b>	<ul style="list-style-type: none"> <li>*Organisation has delivered good work previously</li> <li>*There is an identified need for the project</li> <li>*The school is supportive and offers premises</li> <li>*Mental and emotional health of young people is a JSA priority in our area</li> </ul>	<ul style="list-style-type: none"> <li>*Risk of introducing religious ideology to young people via the project</li> </ul>	<p>The recommendation to the area board is to <b>AWARD in FULL £4,500 subject to the following conditions</b></p> <p>That the mentoring service is made available and accessible to all young people regardless of age, sexuality, gender identity, disability, race, Faith or no faith and that the content of mentoring activity is faith neutral at all times.</p>
Love Sound	<p><b>DJ workshops</b></p> <p><b>£3,077</b></p> <p>3 taster sessions over half term holiday</p> <p>12 week follow on course</p>	<ul style="list-style-type: none"> <li>*Meets a need for young people</li> <li>*Develops new skills</li> <li>*Offers a creative outlet</li> <li>*Targets deprived areas of Trowbridge</li> <li>*Has been discussed with other partners and seeks to join</li> </ul>	<ul style="list-style-type: none"> <li>*Starter enterprise with limited experience</li> <li>*Will enough young people engage in the project?</li> <li>*Will young people commit to a 12 week programme?</li> </ul>	<p><b>AWARD £1000</b> for four taster sessions over half term holidays to also include the Seymour area. To report back on outcomes, numbers of young people engaged and interested in signing up for a 12 week programme.</p>

		up with them e.g TCAF		
GO FISH	<b>Boomerang Project £3,450</b>	*Experience working with young people around skills and entrepreneurship *Seeks to work with vulnerable young people *Project lead offers time free of charge	*Project idea is worthwhile but is unclear/requires further refinement/development	<b>AWARD £500 for project development (£200 project management, £100 admin, £150 marketing and promotion, £50 taster workshop)</b>  <b>Applicant to</b> *Work with job centre to identify types of employment opportunities and skills required in local market *Identify an initial named cohort of young people to work with, in partnership with Princes Trust, *Produce a project plan and timeline showing how work with young people will be rolled out week by week and what outcomes will be delivered *Report back to LYN to consider further project funding
Trowbridge Sea Cadets	<b>Rent support and equipment £2500</b>	*Engages good number of young people *Provides regular positive activities	* Applicant has had previous funding for rental costs * Cost of equipment is a Capital cost which could be sought from main area board grants scheme, reserving	<b>AWARD £500 rental contribution</b>  <b>Refer applicant to Capital grants pot for equipment £2000</b>

			revenue funding in the LYN to deliver activities	
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Following consideration of all grants received and assuming all recommendations to the area board are approved as recommended, the remaining LYN balance will be £4318.44



## **Report of the Wellbeing Centre Development Group January 2019**

A meeting was held on 04/12/18 with Wiltshire Council, representatives of Alliance Leisure and Sport England. Notes of the meeting can be found below. Progress in gaining outline planning permission for the East wing site has been delayed because of objections from the Environmental Agency which have still not been resolved. The group continues to argue passionately for a leisure development including a swimming pool and for Wiltshire Council to take the political decision required to make the necessary investment. A further meeting of the group is scheduled for 18<sup>th</sup> March 2019 when the planning situation may be clearer and also progress on the NHS element.

Colin Kay  
January 2019

## **Notes on a Meeting of the Trowbridge Wellbeing Centre Development Working Group Tuesday 4<sup>th</sup> December 2018**

**Present** Lance Allen Martin Cooper Peter Fuller David Goldstone Colin Kay  
Tim Martiensson, Representatives of Alliance Leisure, Representative of Sport England, Head of Wiltshire Council Leisure Strategy

### **Planning TM**

Outline planning permission had been first submitted in August 2017- This has still not been granted because of objections from the environment Agency. The EA has struggled to respond in the time because of its reduced capacity. The details they have requested would not normally be required until full planning permission was requested. The Council have engaged consultants, undertaken detailed work and offered solutions to the issues raised by the EA. However, these solutions have not been accepted and it is not clear exactly what solution the EA is looking for so there is still some way to go on this.

### **Other Progress on the site**

In the meantime, the rest of the site has been cleared which reduces the cost of the project by around £500,000

### **NHS**

The CCG has gained £4 million of the capital it needs but is awaiting the result of a bid it has submitted for the rest. This has caused a delay that may bring the 2 schemes into line. If this was the case, then there would be the opportunity to consider a more integrated approach to the leisure and health facilities which would reduce costs. CK welcomed this possibility as a step towards the original vision for

the facility. TM also pointed out that this could create the opportunity to configure the site in different ways than had been suggested in the report. This could be the subject of detailed discussions in the future if that stage was reached.

### **Leisure Strategy**

Leisure has now been combined with Communications and Communities rather than Public Health. This made sense in terms of the Campus programme and the possibility of the co-location of services and did not mean any reduction in the relationship between health and leisure. Learning from the Salisbury experience where the police took over the campus as their communication centre. The proposal for insourcing Wiltshire's 10 externally managed sites has been paused and is unlikely to happen. Progress was being made to complete the 3 campuses at Melksham, Calne and Pewsey Vale. Considering what is needed in areas that do not have a community campus

### **Alliance Leisure**

No change to the proposal they had made in December 2017. The clearance of the site made the proposal cheaper and the possibility of an integrated approach between health and leisure could reduce costs. On the other hand, the impact of inflation was increasing costs all the time.

### **Sport England**

Sport England reiterated that grant of between £1million and £1.5 million were available. Wiltshire Council would have to submit a bid and it was an extremely competitive process.

### **Next Steps**

CK reiterated the view that at some point Council will need to decide about whether to invest in the project. That will be a political decision. He argued again that both proposals should be on the table when that design was made. Trowbridge lacks a central leisure facility unlike other centres of similar size, East wing is a key site, and this is a once only opportunity.

It was agreed that another meeting of the group should be held in spring when the situation with the CCG would be clearer and there may have been progress with the EA. TM agreed to put a date in the diary for this.

**Next meeting now arranged Monday 18<sup>th</sup> March 2019 2pm Lacock room county Hall**

<b>Report to</b>	Trowbridge Area Board
<b>Date of Meeting</b>	10/01/2019
<b>Title of Report</b>	Community Area Grant funding

Provisional Figures	Area Board Grants Budget	H&WB Fund	LYN Fund	CATG
Opening balance 2018/19	£62,438.63	£7,700.00	£31,227.41	£16,784.00 plus £9212.29 pavement improvements budget
Grant Applications Awarded to date	£37,164.22	£5,046.60	£20,408.97	-
Current Balance	£25,274.41	£2,653.40	£10,818.44	£16,117.00
Balance if all grants are agreed at this meeting	£7,155.17	£ TBC	£4,318.44	£15,117.00

**Purpose of the report:**

To consider the applications for funding listed below.

Applicant	Amount requested
<b>Applicant:</b> Foragers Farm <b>Project Title:</b> Oasis Longmeadow Community Garden  <a href="#">View full application</a>	£1403.64
<b>Applicant:</b> Wiltshire Armed Forces & Veterans Committee <b>Project Title:</b> Wilts Armed Forces Veterans Event Equipment  <a href="#">View full application</a>	£873.60
<b>Member Project Cllr David Halik</b> Replacement Minibus for Trowbridge Sports Forum	£10,000

<b>Member project</b> Cllr Graham Payne Storage Facilities Trowbridge Carnival Committee	£3,842.00
<b>LYN referred application</b> Trowbridge Sea Cadets equipment £2000	£2,000.00
<b>Health and Wellbeing Grant</b> Wiltshire Race Equality Council Support for Older people	£1,800.00
<b>Health and Wellbeing Grant</b> Disabled Online One off payment to help achieve future sustainability	£3,965.00

## 1. Background

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

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

## 2. Main Considerations

2.1. Councillors will need to be satisfied that funding awarded in the 2018/2019 year is made to projects that can realistically proceed within a year of it being awarded.

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

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

## 3. Environmental & Community Implications

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

## 4. Financial Implications

Financial provision had been made to cover this expenditure.

## 5. Legal Implications

There are no specific legal implications related to this report.

## 6. Human Resources Implications

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

## 7. Equality and Inclusion Implications

Community Area Boards must fully consider the equality impacts of their decisions 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="#">3084</a>	Foragers Farm	Oasis Longmeadow Community Garden	£1403.64
<p><b>Project Description:</b> To create a multi-use community centrepiece unlike anything on the Longmeadow estate. The garden will be more than a set of raised vegetable/flower beds, it will be an open welcoming space that encourages residents to sow not just the seeds of herbs, flowers and vegetables, but the seeds of community and creativity too something which is severely lacking on the estate. With 4 of Trowbridge Community Area classified as either a Site of Scientific Interest or County Wildlife Site, we would like to work with young people, teens, parent's and residents to create an outdoor space where people will take part in growing learn about environmental sustainability and create a stronger connection to Longmeadow and Trowbridge Source - Trowbridge CAJSA 2016</p> <p><b>Input from Community Engagement Manager</b> 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.</p> <p>The project is to create a multi-use community garden centrepiece on the Longmeadow estate. The garden will be an open welcoming space that encourages residents to sow flowers and vegetables but also brings the community together to harness local creativity and develop community cohesion.</p> <p>Working with the residents and in partnership with Oasis Academy Longmeadow and Selwood Housing the project aims to highlight a natural space within the estate as a primary aspect of education, culture and history. The project will support health and wellbeing in development of healthier eating options for community gardeners and their children and over time enable people of all incomes across the estate access to low-cost food. In addition, the project will benefit local young people and who may have fewer opportunities to experience the natural environment, the project will work with existing youth groups and organisations to develop this opportunity.</p> <p>The applicant draws out the health benefits of the project in terms of drawing the community closer to nature, encouraging healthy eating, tackling childhood obesity and improving mental health and wellbeing. The garden will add beauty to the community and heighten peoples' awareness and appreciation for living things. It will be a place for a natural retreat in the built-up urban environment and will help to create a sense of place and a spirit of community in the neighbourhood.</p> <p>The project links to the JSA for our area and key community priorities around bringing communities together, promotion of healthy lifestyles, mental and emotional wellbeing, child poverty, providing positive activities for young people and tackling childhood obesity.</p>			

The total project cost is £2,903.64 to include the cost of material, tools, compost etc. Match funding of £1,500 is shown from Selwood Housing Association, leaving a shortfall of £1,403.64 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="#">3133</a>	Wiltshire Armed Forces & Veterans Committee	Wilts Armed Forces Veterans Event Equipment	£873.60

**Project Description:**

Wiltshire Armed Forces Veterans Celebrations attracts over 22,000 spectators to the annual weekend event in Trowbridge Park. The Committee need extra tables and chairs to cope with this attendance since many are elderly or frail. The tables will assist at Control Point Information First Aid Entrances and on Bandstand. The chairs will also be used at those points plus for the welfare of the general public.

**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 application is to provide 10 plastic stacking tables and 30 plastic stacking chairs to support delivery of Trowbridge Armed Forces weekend in 2019. Older members of the community find it difficult to stand throughout the events over the weekend, this project will support their health and wellbeing and enjoyment of the spectacle.

The total cost is £873.60 which is the amount applied for to the area board. Match funding is not a requirement for projects under £1000.

**Proposal**

That the Area Board determines the application.

Member Project Cllr David Halik	Replacement Minibus Trowbridge Sports Forum	£10,000.00
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The grant is for THE REPLACEMENT of a community mini bus controlled via Active Trowbridge to enable the transporting of residents, young and old, to take them to and from sporting and non-sporting events, to enable affordable transport.

Provision of the minibus by the Sports Forum ensures transport is not a barrier to participation in community activities and serves as a mechanism to allow young people in our community to take part in activities designed to raise their aspirations.

The applicant will continue hire costs at their current level which are affordable to schools, sports clubs and charities and ensures that the minibus remains sustainable.

The applicant has involved the community in the development of this project inviting them to take part in an online survey and by obtaining testimonials to

assess, why they use the minibus. Letters of support for the project have been included.

The total project cost was anticipated to be in the region of £20k, quotations have since been provided and are included in the report papers. Match funding of £1000 has been secured from Avon Valley Runners with several other applications pending as shown. The area board is asked to contribute £10,000 to the project.

**Proposal**

That the Area Board determines the application.

Member Project Cllr Graham Payne	Storage Container, Trowbridge Carnival Committee	£3,842.00
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**Project Description:**

This is a member project brought forward by Cllr Graham Payne on behalf of Trowbridge Carnival Committee.

The project is to provide a container for storage of equipment for Trowbridge Carnival Committee which includes road closure signs, traffic cones, pedestrian barriers sandbags, chairs, gazebos etc. This equipment is currently stored in various places including behind the band stand in Trowbridge Park. This runs the risk of theft, deterioration and damage to the equipment which would all impact negatively on delivery of successful Carnival events.

The storage facility would also support some storage of equipment for other groups such as Wiltshire Armed Forces Committee.

Trowbridge Town Council has supported an application to site the 40ft container near the park entrance.

The total project cost is £4,992, match funding of £1,050 is in place with contributions from Trowbridge Carnival Committee, Trowbridge Armed Forces Committee and volunteer time to move and secure the equipment. This leaves a shortfall of £3,842 which is the amount applied for to the area board.

**Proposal**

That the Area Board determines the application.

Application ID	Applicant	Project Proposal	Requested
LYN referred grant	Trowbridge Sea Cadets	Provision of Equipment	£2000

This application came to the Local Youth Network for £2500 funding towards running costs and replacement boating equipment including Oars, Safety Throw lines, Tow Lines, Kayak equipment and Parade Boots for the Sea Cadets.

The LYN recommended £500 towards running costs and **proposed the area boards Capital pot funded the £2000 for equipment leaving revenue funds remaining with the LYN for youth projects.**

**Proposal**

That the Area Board determines the application.

<b>Application ID</b>	<b>Applicant</b>	<b>Project Proposal</b>	<b>HWB recommendation</b>
Health and Wellbeing Grant	Wiltshire Race Equality Council	Community Development Worker Support for Older Peoples community club £1,800	<b>To verbally update area board</b>
<p>The application is to fund a community development worker (CDW) 4 hours a week for 6 months @ £15ph (plus associated costs) to facilitate the West Wilts Community Club (WWCC) social group which celebrates African-Caribbean culture. Older people in the local community would also be welcome to attend community lunches. The project will centre around outreach with WWCC members who have become housebound and isolated due to health &amp; social care problems including Alzheimer's, heart problems, poor mental health, cancer and other mobility problems. The CDW will give additional support to assess unmet needs, work alongside carers or families and support with advice, practical help e.g. accompanying to health appointments, completing forms, referrals and follow up, challenge institutional racism and ensure clients are aware, understand and can access the wider statutory support services. This is a particularly vulnerable group of older people who can have difficulties accessing services and in getting the support they need. This post will also look to the future sustainability of the WWCC including access to all sections of the community.</p> <p><b>The Health and Wellbeing Group will consider the application on 8.1.19 and make a recommendation to the area board following this time.</b></p>			
<p><b>Proposal</b> That the Area Board determines the application.</p>			

<b>Application ID</b>	<b>Applicant</b>	<b>Project Proposal</b>	<b>Recommendation of HWB group</b>
HWB grant	Trowbridge Disabled Online	Provision of one off financial Support to achieve financial sustainability £3,965	To be verbally reported to the area board.
<p>Disabled On Line provides an essential and independent internet and computer access provision to people with disabilities and learning difficulties in Trowbridge. The service is provided in a safe café style environment where clients are catered for as defined by their specific needs. The success of the service is through the provision of a trainer/IT administrator who provides one to one support for clients thus enabling them to maximise the benefits personal to them. This project is for one off funding for staffing provision for the next year whilst a more sustainable funding model is developed. This work is already underway with discussions taking place with a number of potential funding bodies.</p> <p>The service formerly had accommodation at Court Mills however this was withdrawn in recent years and funding has had to be secured to rent premises. The service has subsequently had to reduce costs reduce to 3 days per week. This year the organisation is trying to establish a different funding model based on</p>			



part core funding and also introducing charges for the first time. This funding application is to enable the service to keep going in the coming year whilst core funding options are explored and sustainability established, the grant would represent a one off vital injection into the services income until it gets back in to a sustainable position again.

**The Health and Wellbeing Group will consider the application on 8.1.19 and make a recommendation to the area board following this time.**

**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

01225 718608

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

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**Report to** Trowbridge Area Board  
**Date of meeting** Thursday 10<sup>th</sup> Jan 2019  
**Title of report** Youth Grant Funding

**Purpose of the Report:**

To consider the applications for funding listed below together with the recommendations of the Local Youth Network (LYN) Management Group.

<b>Applicant</b>	<b>Project</b>	<b>Amount applied for</b>	<b>Recommendation of the LYN</b>
YFC	Connect Mentoring	£4,500	<b>AWARD £4500</b> subject to conditions set out below.
Love Sound	DJ Workshops	£3,077	<b>AWARD £1000</b> for four taster sessions over half term holidays to also include the Seymour area. To report back.
GOFISH	Boomerang Project	£3,450	<b>AWARD £500 for project development</b> With conditions set out below
Trowbridge Sea Cadets	Rent support and equipment	£2,500	<b>AWARD £500 rental contribution</b>  <b>Refer to Capital grants pot for £2000 equipment</b>

**1. Background**

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

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

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

**2. Main Considerations**

- 2.1. Councillors will need to be satisfied that Youth Grant Funding awarded in the 2018/2019 year are made to projects that can realistically proceed within a year of it being awarded.
- 2.2. Councillors will need to decide and be assured that young people and the community will benefit from the funding being awarded and the project/positive activity proceeding. The

application should meet the identified needs, priorities and outcomes for young people in the areas, as identified in the LYN Needs Assessment and Strategic Plan.

2.3. Councilors will need to ensure measures have been taken in relation to safeguarding children and young people.

2.4. Councilors will need to ensure that young people have been central to each stage of this Youth Grant Funding application.

**3. Environmental & Community Implications**

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

**4. Financial Implications**

Financial provision had been made to cover this expenditure.

**5. Legal Implications**

There are no specific legal implications related to this report.

**6. Human Resources Implications**

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

**7. Equality and Inclusion Implications**

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

**8. Safeguarding Implications**

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

**9. Applications for consideration**

Applicant	Project	Positives	Negatives	Recommendation
YFC	<b>Connect Mentoring Project £4,500</b>	*Organisation has delivered good work previously *There is an identified need for the project *The school is supportive and offers premises *Mental and emotional health of young people is a JSA	*Risk of introducing religious ideology to young people	The recommendation to the area board is to <b>AWARD in FULL £4,500 subject to the following conditions</b>  That the mentoring service is made available and

		priority in our area		accessible to all young people regardless of age, sexuality, gender identity, disability, race, Faith or no faith and that the content of mentoring activity is faith neutral at all times.
Love Sound	<p><b>DJ workshops</b></p> <p><b>£3,077</b></p> <p>3 taster sessions over half term holiday</p> <p>12week follow on course</p>	<p>*Meets a need for young people</p> <p>*Develops new skills</p> <p>*Offers a creative outlet</p> <p>*Targets deprived areas of Trowbridge</p> <p>*Has been discussed with other partners and seeks to join up with them e.g. TCAF</p> <p>*Anticipates benefiting 20-40 YP</p>	<p>*Starter enterprise with limited experience</p> <p>*Will enough young people engage in the project?</p> <p>*Will young people commit to a 12week programme?</p>	<p><b>AWARD £1000</b> for four taster sessions over half term holidays to also include the Seymour area. To report back on outcomes, numbers of young people engaged and interested in signing up for a 12week programme.</p>
GO FISH	<p><b>Boomerang Project</b></p> <p><b>£3,450</b></p>	<p>*Experience working with young people around skills and entrepreneurship</p> <p>*Seeks to work with vulnerable young people</p> <p>*Project lead offers time free of charge</p>	<p>*Project idea is worthwhile but is unclear/requires further refinement/development</p>	<p><b>AWARD £500 for project development (£200 project management, £100 admin, £150 marketing and promotion, £50 taster workshop)</b></p> <p><b>Applicant to</b></p> <p>*Work with job centre to identify types of employment opportunities</p>

				and skills required in local market *Identify an initial named cohort of young people to work with, in partnership with Princes Trust, *Produce a project plan and timeline showing how work with young people will be rolled out week by week and what outcomes will be delivered *Report back to LYN to consider further project funding
Trowbridge Sea Cadets	<b>Rent support and equipment £2500</b>	*Engages good number of young people *Provides regular positive activities	* Applicant has had previous funding for rental costs * Cost of equipment is a Capital cost which could be sought from main area board grants scheme, reserving revenue funding in the LYN to deliver activities	<b>AWARD £500 rental contribution</b>  <b>Refer applicant to Capital grants pot for equipment</b>

Following consideration of all grants received and assuming all recommendations to the area board are approved as recommended, the remaining LYN balance will be £4318.44

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

**Report Author**

Name Mary Cullen  
Title Community Engagement Manager  
Tel: 01225 718608  
Email: mary.cullen@wiltshire.gov.uk

## Health and Wellbeing projects and activities FUNDING APPLICATION

**1. Applicant:**

Name	
Organisation	Disabled On Line
Address	10 Church Walk, Trowbridge BA148DX
Phone number	
Email address	

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

£0 - £1000	
£1001 - £5000	£3,965
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?**

N/A

**5. Project title?**

Supported Computer access for the Trowbridge Area disabled and special needs clients

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

Disabled On Line provides an essential and independent internet and computer access provision to people with disabilities and learning difficulties. The service is provided in a safe café style environment where clients are catered for as defined by their specific needs. The success of the service is through the provision of our trainer/IT administrator who gives one to one support to our clients thus enabling them to maximise the benefits personal to them. This project supports the costs in part of this staffing provision.

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

Trowbridge

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

BA148DX

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

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

The Disabled On line Charity has for 18 years offered a discrete personal service adaptable for people with special needs and learning difficulties in the Trowbridge Area. The following text is a summary of the Charity's role in helping people in the themes detailed above:

'Hi, my name is Jayne Webb and I am the Manager of this great charity. I feel so passionately about supporting our

I've been lucky enough to work in a job that I adore for the last 19 years. As a small charity there have been times

Please allow me tell you why I'm so lucky it's the people who come in and use our services, plain and simple, they

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

The Charity is an open door service and this year to date we have :

855 client visits  
308 carer visits

This is in step with past visitor numbers of circa 1100 - 1200 per annum



How will you encourage volunteering and community involvement?

Community engagement is driven by our users choices, examples are given above. We also work with the Trowbridge directed service for clients as well as getting referrals from the job centre where people need that additional support.

We pride ourselves in the informal engaging way we seek to help our clients, every person is unique and sometime it takes a while for them to find their true needs of the service, certainly on line searches include vocational opportunities locally for our clients.

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.)?

Disabled on line is an open door service, we chose our current premises for the ease of access and ground floor town centre position to allow for links with public transport. We do not distinguish on income, a small access fee of £1 is charged but people get a free drink for that making it essentially a free service. Adaption needs for either software or hardware e.g. disabled wheelchair access are all free.

How will you work with other community partners?

We provide an open door public service, we are signposted from many partners in the Trowbridge Area and are well established having been operating 18 years in the Area.

## 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?

Disabled On Line is the over arching Charity and has a Board of Directors who ensure compliance. Safeguarding applications are not permitted users, our focus is on adults and their carers.

We have a Policy which is published and in the public domain also a more detailed annexe that covers the required guidelines as well as DBS requirements. This additional information is available on request.

Appendix 3 – Vulnerable Adults Policy

Vulnerable Adult Protection Policy

**12. Monitoring your project.**

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

As a charity our funding is essentially through approaches to funding bodies, Trusts and Foundations, a small inc circa £1800 is generated from the door fees. Our performance is frequently requested and we therefore keep records of numbers of people visiting and split into disabled/ special needs/ carers. These are recorded daily in the cafe diary. Success to us is maintaining useage at 100-1200 visits per year which is around capacity for. Significantly more funding would be required to open more often. As a measure of our service quality, despite a complaints procedure in place, in all of our years of operation there have been no complaints.

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

We anticipate changing our funding model next year and have been working hard to find Corporate sponsorship and core funding both through the Wiltshire Community Foundation and Town Council.

During the first 15 years of operation we successfully attracted grants independantly and had surplus on accounts most years.

**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: these are for 2017**

**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:**

Due to the Charity moving to a private Landlord situation we have had to set reserves at £8,000 for 2019 to ensure winding up obligations are met as part of teh Charity's risk management strategy.

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](#))

Provision of client trai	<input type="text" value="11896"/>	Trust and Foundation	<input type="text" value="7931"/>	<input checked="" type="checkbox"/>
		HWB	<input type="text" value="3965"/>	<input type="checkbox"/>
				<input type="checkbox"/>
				<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>	<input type="text" value="11896"/>	<b>Total</b>	<input type="text" value="11896"/>	

**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	Wiltshire Racial Equality Council (WREC)
Address	St George's Works, Trowbridge, BA14 8AA
Phone number	
Email address	

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

£0 - £1000	
£1001 - £5000	£1800
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?**

West Wilts Community Club – Community Development Worker Post

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

Funding of a community development worker (CDW) 4 hours a week for 6 months @ £15ph to facilitate the West Wilts Community Club (WWCC) social group which celebrates African-Caribbean culture, older people in the local community who would like to attend their activities, especially community lunches would also be welcome. The project will center around outreach with WWCC members who have become house bound and isolated due to health & social care problems including Alzheimers, heart problems, poor mental health, cancer and other mobility problems. Our CDW will give additional support to assess unmet needs, work alongside carers or families and support with advice, practical help e.g. accompanying to health appointments, completing forms, referrals and follow up, challenge institutional racism and ensure clients are aware, understand and can access the wider statutory support services.

**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 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 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?

West Wiltshire Community Club was active since 1960s and was run by its members and was a vibrant part of Wiltshire. To enable the WWCC to continue as a group it needs full support from a professional team, plus coordination of her identified that the members of WWCC were experiences many issues related to their quality of life. This project is to ensure a group of vulnerable people who have a high incidence of hidden needs such as literacy. The members of the WWCC are from the African-Caribbean and white English population. This group now has many identified and they are able to participate in Wiltshire life. These issues were raised as high risk factors in the last 10 reports from the Runnymede Trust (Oct 2010) and evidence collected by Wiltshire Racial Equality Council. Our project aims to: Provide culturally relevant activities for the Windrush community and help this older group of people to continue to improve the quality of care for those using care agencies so that care plans reflect social needs and highlight, unmet

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

18-25 older people.  
5 - 10 carers

How will you encourage volunteering and community involvement?

Seek to engage the mainstream population into the volunteering opportunities with the West Wilts Community Club  
Train volunteers in anti-racism practice and being aware of social history of the Windrush generation.  
Publicise events by poster and in outreach days in local spaces: supermarkets, market places, religious organisations  
Create posters using BAME images.  
Seek IT volunteers who can start a social media presence focusing on BAME health & wellbeing needs.

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 project will directly target a vulnerable group of people from the African-Caribbean community, especially those  
Our CDW will seek to build trust with the community and provide an empathetic listening ear to how people are getting  
officials, but would respond to someone who understands their cultural needs.  
There will be no charge for attendance for WWCC members to social group and events, including Caribbean lunch  
Events will be held in an accessible building with disabled toilets.  
External day trips will be subsidized and will only require a minimum payment from WWCC members.  
A carers service and taxi/ mini bus service will be established to collect individuals, provide care support to get ready  
(We note the current problem that the community minibus currently will not drive down Park Street to the current venue)  
Further funding will be sought to address the cost of taxis and reaching out to former members in areas outside Trowbridge

How will you work with other community partners?

WREC has a long history of working with community partners to highlight the needs of the older BAME community. We  
seek to develop this model with other agencies. In this project we especially want to:  
1) Seek out local agencies & engage the local Health & Wellbeing team to present our feedback on the current health  
2) Work with local cultural and religious organisations to promote volunteering to support BAME communities.  
3) Ensure statutory agencies and other service providers are aware of the ongoing health & wellbeing crisis affecting  
4) Seek out partnerships for short term and long term funding of activities.

## 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?

Wiltshire Racial Equality Council (WREC) is a fully registered charity and since its establishment in 1976 has always had a special interest in the welfare of older BAME communities and have continually tried to ensure that WREC has a comprehensive set of policies including safeguarding

WREC will train and supervise all staff and volunteers.  
WREC will seek regular feedback from WWCC members and wider family/ carers as well as anonymous surveys  
Sonia Carr is the Chairperson of WREC and is responsible for safeguarding. There are also a team of trustees who will

**12. Monitoring your project.**

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

Gather feedback from events from attendees.  
Gather feedback from carers.  
Anonymous survey from WWCC members.  
Review by Trustees.  
Increase attendance and participation from WWCC members to attend community events.  
Establish a regular home visiting service for WWCC members.

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

National Lottery or other charity funding application.

**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:**

WREC continues its main work as a advice and advocacy agency and is run solely by volunteers. It has income allocated to it. In 2018, WREC had small grants from Wiltshire & Swindon Community Foundation, Trowbridge Town Council and a local business. We are doing our applications for additional capital grants at the moment. In 2018, West Wiltshire Community Club has asked WREC to run the club and save it from closing which we want to do. West Wiltshire Community Club has a small income from Seedbed, but has always struggled with having enough support.

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](#))

staff salary	1440			<input type="checkbox"/>
recruitment & training	100.00			<input type="checkbox"/>
staff expenses	160.00			<input type="checkbox"/>
client expenses	100.00			<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>1800</b>	<b>Total</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
<b>For office use</b>

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

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

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

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

### 1. Contact Details

<b>Area Board Name</b>	Trowbridge		
<b>Your Name</b>	Councillor Graham Payne		
<b>Contact number</b>		<b>e-mail</b>	Graham.payne@wiltshire.gov.uk

### 2. The project

<b>Project Title/Name</b>	Trowbridge Carnival and community event storage container		
<b>Please tell us about the project /activity you want to organise/deliver and why?</b>  <i>Important: This section is limited to 900 characters only (inclusive of spaces).</i>	<p><b>Background:</b> Trowbridge Carnival Committee is a group of local residents that every year plans, organises and manages delivery of the Carnival and associated events for the local community.</p> <p><b>The project:</b> The project is to provide storage facilities for the Carnival Committee and Wiltshire Armed Forces Committee. Organising such large community events requires a considerable amount of equipment including road closure signs, traffic cones, pedestrian barriers, sandbags, chairs, gazebos, track mats etc. Currently many of these items are stored in the open risking loss through theft, damage, rust and general deterioration. A secure storage container is required to enable safe and secure storage of the equipment. Land upon which to site the facility has been identified and agreed for this use by Trowbridge Town Council.</p>		
<b>Where is this project taking place?</b>	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>	There is a need to keep equipment safe and secure. Dry and secure storage will prolong and preserve the life of the equipment for community benefit in putting on our annual and well supported community events.		

<b>How will the local community benefit?</b>	The local community will benefit from well run community events with appropriate equipment on hand and in good condition to meet requirements around crowd control, road safety and people management		
<b>Does this project link to a current Community Issue?</b> (if so, please give reference number as well as a brief description)	n/a		
<b>Does this project link to the Community Plan or local priorities?</b> (if so, please provide details)	The project links to JSA priorities around providing opportunities to bring communities together and create opportunities for this.		
<b>Is this project supported by the Local Youth Network or Community Area Transport Group?</b> (if it relates to young people or highways and transport)	N/A		
<b>What is the desired outcome/s of this project?</b>	Continued delivery of safe and well managed community events through safe and secure storage of necessary equipment.		
<b>Who will be responsible for managing this project?</b>	Trowbridge Carnival Committee		
<b>3. Funding</b>			
<b>What will be the total cost of the project?</b>	£4992 (£3850 +£310 delivery +VAT)		
<b>How much funding are you applying for? Please note that only capital funding is available</b>	£3842		
<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>
	Trowbridge Carnival Committee	£400	£400
	WAF Committee	400	400
	Volunteer time to move and store	250	250
<b>Please give the name of the organisation and bank account name (but not the number) your grant will be paid in to.</b> (N.B. We cannot pay money into an individual's bank account)	Account Name: Trowbridge Carnival Committee Sort code: 40.44.33 Account Number		
<b>4. Declaration – I confirm that...</b>			
<b>Yes</b> the information on this form is correct and that any grant received will be spent on the activities specified			
<b>Yes</b> any form of licence, insurance or other approval for this project will be in place before the start of the project outlined in this application			
<b>Name:</b> Graham Payne			<b>Date:</b> 20.11.2018
<b>Position in organisation:</b> FOBM Projects lead			

Please return your completed application to the appropriate Area Board Locality Team ([see section 3](#))

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# Trowbridge Town Council

*Working with the Community*



Wiltshire Armed Forces and Veterans Committee  
& Trowbridge Carnival Committee  
40 Bellefield Crescent  
Trowbridge  
Wiltshire BA14 8SR

The Civic Centre  
St Stephen's Place  
Trowbridge  
Wiltshire  
BA14 8AH

Tel 01225 765072  
Fax 01225 762439  
Email [info@trowbridge.gov.uk](mailto:info@trowbridge.gov.uk)  
[www.trowbridge.gov.uk](http://www.trowbridge.gov.uk)  
VAT reg number: 139 8242 47

04<sup>th</sup> October 2018

## Ref: Permission for storage on Trowbridge Town Council Land

Dear Maryrose

I am pleased to inform you that at the Neighbourhood Services Committee held Tuesday 25<sup>th</sup> September councillors supported the application for the Wiltshire Armed Forces Veterans Committee and Trowbridge Carnival Committee to be allocated a strip of land to site a 40ft cargo container for the use to store equipment belonging to both committees. The decision was to allow the container to be placed on the concrete hardstanding north of the town park where access to the container would be provided by using the two green gates as shown in the attached images.

The council will issue a licence to occupy this space, which will follow.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Lance Allan', written over a white background.

Lance Allan BSc CMILT

Town Clerk

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## Area Board Projects and Councillor Led Initiatives Application Form 2018/2019

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

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

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

### 1. Contact Details

<b>Area Board Name</b>	Trowbridge		
<b>Your Name</b>	Cllr David Halik		
<b>Contact number</b>	01225754199 – 07596847390	<b>e-mail</b>	<a href="mailto:David.halik@wiltshire.gov.uk">David.halik@wiltshire.gov.uk</a>

### 2. The project

<b>Project Title/Name</b>	Community Mini Bus
---------------------------	--------------------

<p><b>Please tell us about the project /activity you want to organise/deliver and why?</b></p> <p><i>Important: This section is limited to 900 characters only (inclusive of spaces).</i></p>	<p>The grant is for THE REPLACEMENT of a community mini bus controlled via Active Trowbridge to enable the transporting of residents, young and old, to take them to and from sporting and non-sporting events, to also enable affordable transport.</p> <p>A reliable and well needed service'. Provision of the minibus by the Sports Forum ensures transport is not a barrier to participation and serves as a mechanism to allow young people in our community to take part in activities designed to raise their aspirations.</p> <p>A new vehicle also means we can continue the hire costs at their current level which are affordable to schools, sports clubs and charities and ensures that the minibus remains sustainable.</p> <p>We have involved the community in the development of this project inviting them to take part in an online survey and by obtaining testimonials to assess, why they use the minibus.</p> <p>50/50 funding to be met.</p> <p>Please find attached letters of support from groups willing to use such a mini bus and a letter covering answers to questions I have requested from the town council officer in relation to the requirement of such a mini bus. I ask that councillor read the additional supporting information</p>
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<b>Where is this project taking place?</b>	Trowbridge and local parishes on is completion
--	--

<b>When will the project take place?</b>	ASAP on receipt of new mini bus
--	---------------------------------

<b>What evidence is there that this project/activity needs to take place/be funded by the area board?</b>	It is becoming uneconomical to continue with the current vehicle which was purchased second hand and is now 11 years old and this application seeks funding to replace it with a new minibus which will be more fuel efficient and cleaner than our current model. Vehicle details can be provided on age of vehicle.
---	---

<b>How will the local community benefit?</b>	Provision of the minibus by the Sports Forum ensures transport is not a barrier to participation and serves as a mechanism to allow young people in our community to take part in activities designed to raise their aspirations. The minibus has been utilised by community groups and charities to transport users on trips the coast and Longleat and has been provided free of charge to the organisers of Company for Christmas at the Wiltshire Council office in Trowbridge to ensure transport is not an issue for those benefiting from the vital service.		
<b>Does this project link to a current Community Issue?</b> (if so, please give reference number as well as a brief description)	Lack of sport and non-sport involvement to improve health due to lack of transport to access community events and facilities		
<b>Does this project link to the Community Plan or local priorities?</b> (if so, please provide details)	Yes – to generate interest in using community facilities and support those with low income and develop a healthy 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)	We would look to part exchange the minibus or Trowbridge Community Area Future (TCAF) have expressed an interest in purchasing the vehicle and altering it as a means of transporting their equipment to youth club provisions		
<b>What is the desired outcome/s of this project?</b>	Replace current 11 year old mini bus		
<b>Who will be responsible for managing this project?</b>	Hayley Bell head of leisure services Trowbridge town council		
<b>3. Funding</b>			
<b>What will be the total cost of the project?</b>	£20,000		
<b>How much funding are you applying for? Please note that only capital funding is available</b>	£10,000		
<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>
	Donation from Avon Valley Runners		£1000
	Community Transport Fund from Community First	£1000	
	Awards for all National Lottery Ford small grant scheme	£8000 £3000	
<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)	Trowbridge Town Council		
<b>4. Declaration – I confirm that...</b>			
<u>Yes</u> the information on this form is correct and that any grant received will be spent on the activities specified			
<u>Yes</u> 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: Cllr David Halik</b>	<b>Date: 11/12/2018</b>
<b>Position in organisation Councillor</b>	
<b>Please return your completed application to the appropriate Area Board Locality Team <a href="#">(see section 3)</a></b>	

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Since 2014 Trowbridge Sports Forum in partnership with Trowbridge Town Council has provided the community with access to a 17 seater minibus. Its purpose is to facilitate transport for sports clubs, schools and community groups to allow the access to participate in activities, competitions and events, 146 in 2017/18 and to date 52 in 2018/19, this reduced number is in part due to ongoing mechanical issues with the current vehicle. It is becoming uneconomical to continue with the current vehicle which was purchased second hand and is now 11 years old and this application seeks funding to replace it with a brand new minibus which will be more fuel efficient and cleaner than our current model.

Key stakeholders of the minibus are local primary schools and providing funding for replacing this vehicle enables us to continue our work supporting the schools within of our community; such as allowing Newtown, a local primary school, to take part in a county wide dance festival that takes place at the Bath Forum, 12 miles from Trowbridge. Provision of a minibus is a resource beyond many school budgets. Hilperton Primary School, located in an adjacent parish to Trowbridge described 'the mini bus (as) invaluable to Hilperton Primary School when we organised local school trips and sporting events within the local area. A reliable and well needed service'. Provision of the minibus by the Sports Forum ensures transport is not a barrier to participation and serves as a mechanism to allow young people in our community to take part in activities designed to raise their aspirations.

The minibus has according to the Trowbridge Sea Cadets leader 'been instrumental in (The Sea Cadets) achieving a very high number of hours spent out on the river doing what the cadets enjoy most.'

The Cadet Leader confirmed, 'The use of your minibus enabled us to double the number of cadets we could take to the River Avon in Chippenham every week. This meant that every single cadet that wanted to experience the fun of rowing, kayaking and canoeing could do so. Our only other option would have been to limit the number of cadets who could attend on any given evening. But thanks to your support we managed to get each of the cadets over 30 hours each on the water over the summer. This equates to a total 450 hours provided thanks the use of the minibus. I think you'll agree this is an amazing figure. The minibus also gave the cadets time to socialise with each other on the way to and from the river and they even commented on how much they enjoy travelling together as a group.

The minibus has been utilised by community groups and charities including Able and The Shaw Trust to transport users on trips the coast and Longleat and has been provided free of charge to the organisers of Company for Christmas at the Wiltshire Council office in Trowbridge to ensure transport is not an issue for those benefiting from the vital service.

The minibus also supports local sports clubs, including Wiltshire Cricket, Wiltshire & Avon Lacrosse, Avon Valley Runners and Trowbridge Tigers. Several of the clubs describe the provision of the minibus as vital, invaluable and cost efficient. Avon Valley Runners (AVR) also demonstrate, much like the Sea Cadets, how by simply traveling together on a shared journey it can help foster team integration. AVR also describe how the minibus is a great advertisement for the Trowbridge Community and is often a talking point at club meets around the country and helps put the town and its sporting provisions on the map.

We have appreciated the support provided by Trowbridge Town Council in the management of the minibus supporting the Sport Forum by funding insurance, maintenance and administration of vehicle hire which will continue with the replacement. Replacing the minibus financially benefits the Sports Forum and the community, through the town council, as a new vehicle will require less on-going maintenance. A new vehicle also means we can continue the hire costs at their current level which are

affordable to schools, sports clubs and charities and ensures that the minibus remains sustainable. Reduced need for investment of income in maintenance also means a sinking fund can be developed for the future replacement of the minibus with a view to making the Sports Forum less reliant on grant support to continue providing the minibus service.

We have involved the community in the development of this project inviting them to take part in an online survey and by obtaining testimonials to assess, why they use the minibus – demonstrating how it benefits them. Taking this opportunity to assess if the costs for using the minibus are too excessive or about right and finally considering if we replaced the minibus with a smaller model, that had less restrictive licence requirements would groups still book it.

We found that almost all sports clubs would not use a replacement minibus that had less seats than our current vehicle which has 17 seats. To them, the driving licencing restrictions of a larger vehicle were less important than maximising the number of people who could use it. School groups too wanted to maximise the number of individuals who could use the minibus and thus minimise multiple journeys for a single class.

We have submitted several applications to other organisations to secure some of the required funding; the following applications have been submitted.

£1000 – Community Transport Fund from Community First

£3000 – Ford Small Grant Scheme the outcome will not be returned until after January 2019

£8000 – Awards for All from the National Lottery the outcome will not be returned until early January 2019.

£1000 – Donation from Avon Valley Runners – Running Club

We would look to part exchange the minibus or Trowbridge Community Area Future (TCAF) have expressed an interest in purchasing the vehicle and altering it as a means of transporting their equipment to youth club provisions. The estimated value of our current minibus is £2000 - £3000. We anticipate the cost for replacing the minibus with a like for like new model will be £25000.

## Christina Connor

---

**From:** Kyte, Lee C2 (SDA-CS-Sonar-Acquisition)  
**Sent:** 19 October 2018 07:54  
**To:** Christina Connor  
**Cc:**  
**Subject:** Trowbridge Town Council Minibus

Good morning Christina,

Please could I take this opportunity to thank you for the use of the minibus during the summer, which we refer to as "boating season". The use of your minibus enabled us to double the number of cadets we could take to the River Avon in Chippenham every week. This meant that every single cadet that wanted to experience the fun of rowing, kayaking and canoeing could do so. Our only other option would have been to limit the number of cadets who could attend on any given evening. But thanks to your support we managed to get each of the cadets over 30 hours each on the water over the summer. This equates to a total 450 hours provided thanks the use of the Trowbridge Town Council minibus. I think you'll agree this is an amazing figure. The minibus also gave the cadets time to socialise with each other on the way to and from the river and they even commented on how much they enjoy travelling together as a group.

Kind regards,

Lee

**Lee Kyte FdSc EngTech TMIET MIIRSM**

Trowbridge Sea Cadets

Unit Management Team Secretary

***Trowbridge Town Council, The Civic Centre,***

***St Stephen's Place, Trowbridge. BA14***

**P: 01225 765072**

**E:**



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## Christina Connor

---

**From:** Tim Brown <trowbridgetigers@yahoo.co.uk>  
**Sent:** 10 December 2018 00:55  
**To:** Christina Connor  
**Subject:** Re: Minibus

Hi Christina,

Sorry this was stuck in my drafts - just sending again as original message won't send.

Thanks

Tim

Hi,

Trowbridge Tigers FC have used the Trowbridge Town Council minibus on several occasions. We have used this mostly for away games for our LGBT football team.

We often play friendlies or cup games/tournaments a bit further a field than most teams. To date we have used the minibus for games and tournaments in London, Cardiff, Leicester, Devon, Birmingham and Newcastle.

For us this has been invaluable as normally the cost of away travel means that those that can't afford it are unable to travel. With this minibus we've been able to absorb some of the costs for this and offer discounted travel to our members.

The minibus is great but could do with updating that's for sure. I really hope Trowbridge Town Council and Active Trowbridge are able to continue to offer this service.

Thanks

Tim

On Wednesday, 28 November 2018, 10:16:35 GMT, Christina Connor <Christina.Connor@trowbridge.gov.uk> wrote:

Hi Tim

We are submitting an application to the Trowbridge Area board on behalf of the Trowbridge Sports Forum to help fund the replacement minibus and were wondering if Trowbridge Tigers would consider writing a letter of support for the application.? The application need to be submitted by the 10<sup>th</sup> December and the letter would need to show how the minibus has facilitate your clubs access to matches, participation in sport, if traveling together helps the team to bond, if it saves the club money travelling together?

Your support would be greatly appreciated.

Kind regards

Christina



## Christina Connor

---

**From:** Warren Wade <chairman@avonvalleyrunners.org.uk>  
**Sent:** 07 December 2018 17:53  
**To:** Hayley Bell  
**Cc:** Christina Connor  
**Subject:** Minibus funding.

Dear Hayley,

As you are aware, last year Avon Valley Runners were raising funds for an all-weather training track.

We applied to TTC for a grant of £1000 which we were delighted to be awarded.

Due to our large membership numbers and the fact we've held two extremely successful races, our finances have recovered somewhat since the track was installed.

We are aware that the current Trowbridge Sports Forum minibus is now in quite poor condition and in need of replacement, and that you are currently looking to raise the funds to purchase a new one.

We would therefore like to repay the kindness shown to us by TTC when we were in need by donating £1000 towards your new minibus.

The use of the bus has enabled us to do so much we wouldn't ordinarily have been able to do and we know that it is used by many organisations that may not be as financially stable as ourselves who really appreciate being able to use it at such low cost.

I will sort out the finer details regarding the payment soon.

All the best with the rest of the fundraising, we can't wait to see (and use of course) the new bus!

Kind regards,  
Warren

Warren Wade  
Chairman,  
Avon Valley Runners.  
07843585555

Trowbridge Town Council, The Civic Centre,

St Stephen's Place, Trowbridge. BA14

P: 01225 765072

E: <mailto:>

[[https://s18.postimg.org/wtfaxkjq1/Group\\_Logo.jpg](https://s18.postimg.org/wtfaxkjq1/Group_Logo.jpg)]

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**Newtown Community Primary School**

Newtown, Trowbridge, Wiltshire,

BA14 0BB

Tel: 01225 752678

Email: admin@newtown.wilts.sch.uk

**Headteacher: Chris Marshall**

28<sup>th</sup> November 2018

**TO WHOM IT MAY CONCERN**

Dear Sir/Madam

We would like to take this opportunity to let you know why we think Active Trowbridge should be supported in their quest to obtain funds for a new mini bus.

For the last 3 years Active Trowbridge have supported our school to take part in the West Wilts Dance Festival in Bath. This festival enables our children to compete against many other schools across Wiltshire and gives them the opportunity to perform on a 'real stage' to a large audience. Many of our children have never been to a theatre, so the chance to perform in one is very exciting!

Each year they provide us with access to their mini bus and a driver to take the children across to Bath in the afternoon and wait with us until the festival finishes in the late evening (return to school is quite often after 10pm!) If we had to hire a mini bus, the premiums for being out at this time of night would mean that it would be unlikely that we would be able to take part in the festival. The cost to the school, or to pass on to parents would simply be too high and our children would miss out on this valuable experience.

Active Trowbridge are a vital resource in our school and within the schools' community and we are very fortunate to benefit from this resource.

We hope that you will consider their application favourably.

Yours sincerely

Lesley Laing  
School Business Manager





The minibus has been a real community asset for Avon Valley Runners (AVR) and has furthered the sense of camaraderie within the club. Runners, of all ages, have shared journeys to both local and further afield races (Brighton, Cardiff, London, Nottingham etc...) and this has helped to reinforce a cross-generational sense of purpose within the club. For some younger athletes, the fact that they are sharing the space with their 'club heroes is great' (their words).

On a more practical level, the minibus provides AVR with an affordable means of transportation to key events whereby nobody is excluded on the basis of cost or the fact that they do not have access to a car. At a time when the costs associated with some events are becoming prohibitively expensive this ensures that AVR can maintain its inclusive approach to providing competition opportunities for all its members no matter their financial circumstances.

The access to the minibus thus helps AVR to reinforce its own role as a community asset within Trowbridge as well as allowing it to function as a supportive running club for every one of its members.

The current minibus has done AVR extremely well but is starting to show its age now and AVR are fully behind Trowbridge Sports Forum's intention to replace it. Its replacement will ensure that clubs such as ourselves can continue to benefit from being able to participate in events all over the country.

One final thing, whilst it may not increase footfall within Trowbridge town centre, the arrival of the minibus at races always engenders a dialogue with other clubs/athletes, via its logo, about where Trowbridge is. Within the sport this sense of place has helped to engender a healthy respect towards both our club for travelling to distant events and to Trowbridge Sports Forum and Trowbridge Town Council for their willingness to support us.

Steven Williams  
Coach, Avon Valley Runners



Junior Avon Valley Runners (JAVR) have used the minibus on many occasions, mostly for travelling to races but also to other events. JAVR have used it for travelling to races such as the Yeovil 5k in September, the Thames Valley Open Track Meet in early April and several cross country races in the winter months in places such as London or Cardiff.

It benefits JAVR for several reasons. Firstly it takes pressure off parents who don't want to drive many miles to watch their child compete in a race. By providing the minibus as transport the stress of parents having to travel, often to places which are unfamiliar to them, is taken away and they can accompany their child on a stress free journey. It also allows children to access races they may not have been able to go to due to their parents/guardians having commitments. Instead of children being disappointed as their parent/guardian can't take them they have the option to travel with DBS checked JAVR leaders and coaches who can take responsibility for them for the day and provide that option of being able to race. Finally, the minibus allows junior runners from JAVR to bond with other members outside of training. By going to races and often stopping for refreshments, juniors get the chance to talk to each other at the race or on the minibus during the journeys, something they often don't get an opportunity to do during a busy training session. By opening the minibus up to our youngest juniors from 11 years old right up to 17 years old it allows juniors to integrate together more. This is particularly important to the ethos and welcoming feeling of JAVR.

JAVR are fully supportive of Trowbridge Sports Forum's bid to replace the current minibus with a new one. The current one has done us extremely well since it was purchased and, as outlined above, has enabled us as a club to be extremely successful at events we wouldn't ordinarily be able to attend en-masse due to transport logistics.

Holly Newman

Secretary, Junior Avon Valley Runners (JAVR)

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 I Decline

 I Accept


## Vehicle Details

<b>Colour:</b>	Silver	<b>Transmission</b>	Manual
<b>Mileage:</b>	4424	<b>Price:</b>	£25,495 + VAT
<b>Reg:</b>	EF17ONK	<b>Fuel Type:</b>	Diesel
<b>Engine Size:</b>	2.2	<b>Doors:</b>	5

## Vehicle Specifications

Reversing Camera, Park Distance Control, Luggage Racks, Air Conditioning, Certificate Of Conformity, Heated Windscreen, Alarm, CD Player, Central Locking, Metallic Paint, Power Assisted Steering, Remote Central Locking, Traction Control, Driver Airbag, Particulate Filter, Automatic Headlights, Automatic Wipers, Radio/CD Player, ABS, Heated Mirrors (Side), 6 Speed Gearbox, Fully Air Conditioned, Rear Airconditioning, Rear Heating, Side Loading Door, Central Locking (Remote), Twin rear wheels, Finance Available, Heated Rear Windows, Barn Doors Glazed, Electric Heated Mirrors, Electric Mirrors (Side), Electric Windows (Front), Electric Side Step,

Lyneham Banks, Lyneham, Wiltshire, SN15 4NT

## Technical Specifications

Annual Tax: £250

### Performance

Engine Power: 152.9 bhp

Engine Torque: 284

Cylinders: 4

Top Speed: 62

Acceleration (0-62mph):

### Economy

Fuel Consumption (extra urban): mpg

Fuel Consumption (urban): mpg

Fuel Consumption (combined): mpg

CO<sub>2</sub> Emissions: 0 g/km

### Dimensions

Length: 0

Width: 0

Height: 0

Weight: 4600

### Summary

Euro Status:

Towing Braked:

Towing Unbraked:

Min Kerb Weight: 0

20/12/2018, 05



NEW VEHICLE QUOTATION

Mr D Hodgson
Trowbridge Guild Of Community
Church Street
Trowbridge
Wilts
BA14 8DY

Page No. : 1

Quotation No. : 64321
Our reference : 111291/ 5237
Date : 19/12/18

Dear Mr Hodgson

Further to your recent enquiry I am setting out below our detailed quotation which I trust is in accordance with your requirements and acceptable to you.

Vehicle : Sprinter 514 Panel Van L4 4325mm - 2015mm oh RWD

Colour : arctic white
Trim :

Table with 4 columns: Description, Price, VAT%, VAT, Total. Rows include Vehicle price, Delivery, 7G-TRONIC PLUS, Parking package with reversing camera, Window in tailgate, Stow. comp. w. net in rear doors, Exterior mirror heated and electr. adjustable, Back pane heatable, Window front left, fixed, in sidewall/sliding door, Window front right, fixed, in sidew./sliding door, Fixed window at rear right, Fixed window, rear left, Two additional master keys, Linear speed limiter 100 km/h EG, Front mud flaps.

...Continued



E & O E





NEW VEHICLE QUOTATION

Mr D Hodgson
Trowbridge Guild Of Community
Church Street
Trowbridge
Wilts
BA14 8DY

Page No.: 2

Quotation No.: 64321
Our reference: 111291/ 5237
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Vehicle: Sprinter 514 Panel Van L4 4325mm - 2015mm oh RWD

Colour: arctic white
Trim:

Table with 4 columns: Description, Price, VAT%, VAT, Total. Includes items like Rear mud flaps, Cable duct, Minibus Conversion, and a Totals row.

I have shown the current prices in this quotation but, in accordance with our company policy, our invoice will be based on the prices current at time of delivery.

Please contact me if you require any further information. In the meantime may I take this opportunity to thank you for your valued enquiry.

for Rygor Commercials
Andy Dummer
Van Salesman



E. & O. E.



**Quotation No:** EJR/CS5329  
**Quotation For:** Rygor Commercials Ltd

## **Courtside Conversions Ltd**

*Specialists in Wheelchair Accessible Vehicles and Minibuses*

1Woodward Road, Howden Industrial Estate,

Tiverton, Devon EX16 5HS

Tel: (01884) 256048 Fax: (01884) 256087

E-mail: Courtsidesales@aol.com

### **QUOTATION**

**CC14 Issue 1**

**Quotation No:** BRS/CS5329 **Date:** 19<sup>th</sup> December 2018

**Quotation For:** Rygor Commercials Ltd

**Re: Trowbridge Guild of Community Service**

#### **Base Vehicle:**

- Mercedes Benz Sprinter L4H2 Window Van
- GVW 5000KG
- Delete side sliding door
- Rear door windows
- Speed limiter 62mph
- Front & rear parking sensors

#### **Conversion:**

- Wheelchair Accessible minibus. Build to VSE 87/1 and Type Approval regulations (IVA M2)

#### **Cab:**

- Rail around driver with carpeted panel below and Perspex screen above
- Rail to be fitted so that it doesn't restrict driver getting in or out of the saloon
- Drivers night blind.

#### **Windows:**

- Replace front & rear windows either side with top sliders in tinted safety glass.

#### **Interior Trim:**

- Lower panels trimmed in navy blue smooth carpet
- Window surrounds and roof trimmed in ocean smooth carpet
- Moquette centre strip.

#### **Entrances:**

##### **Cab Passenger Door**

- Cut in triple step with fold out handrail attached to door
- High visibility nosing to steps
- High visibility textured tube ascending rail to both sides of door entry



**Quotation No:** EJR/CS5329  
**Quotation For:** Rygor Commercials Ltd

- Courtesy screen to right-hand of door entry to include vertical pole to ceiling
- Carpeted storage area around left handrails
- Bump pad

#### **REAR DOORS**

- PLS underfloor lift (925 x 1510mm)
- Emergency hand pump mounted inside at rear nearside
- Two handrails with throw out extensions
- Heavy duty door stays
- Overhead bump pad
- Modify rear door locks
- Yellow nosing to rear threshold

#### **Seating:**

- 12 x 425mm Hawk forward facing M2 tested semi high back seats
- 2 x 425mm Swift forward facing M2 tested semi high back seats
- Trimmed in CAD321 blue moquette
- Ocean smooth carpets to sides and back
- Blue ambla cushions & incontinence curves
- Yellow open framed headrests
- Yellow piping
- Rigid seat belt stalks to aisle sides
- 4 seats removable on lockable seat fixtures to accommodate 1 wheelchair

#### **Floor:**

- Unwins Innotrax M2 tested floor system
- Covered with dark blue Radial anti slip material with coved edges
- Reduced wheelarches

#### **Wheelchair Fixings:**

- Tracking behind offside wheelarch with carpet flap for storage of folded wheelchairs
- Tracking above windows at rear offside for top strap of double inertia occupant harness
- 1 set of occupant harnesses
- 1 set of wheelchair restraints
- 2 red straps

#### **Roof Locker:**

- Above driver with lockable door

#### **Lighting:**

- LED driver-controlled saloon lights with on/off/ dim switch
- Loading lights located at rear
- High level repeat rear lights
- Courtesy lights to illuminate stepwells

**Quotation No:** EJR/CS5329  
**Quotation For:** Rygor Commercials Ltd

**Heating:**

- Independent fuel burning saloon heater with on/off switch on dash

**Ventilation:**

- Emergency lift up roof vent to centre of saloon
- Electric intake/extra vent to front of saloon and 1 at the rear.

**Legal:**

- 2 fire extinguishers
- First aid kit
- 5 seat belt cutters/break glass hammers

**Ancillary Equipment:**

- Reversing bleeper (with time delay)
- 2 speakers in rear saloon
- IVA M2 certificate

**Conversion Price £22,201 + VAT**

**Sent By:** Emmie Roberts Sales Manager  
For and on behalf of Courtside Conversions Ltd



# Trowbridge Ford

Cust Name WILTSHIRE COUNCIL  
Cust Address  
Cust Tel

Thank you for your valued enquiry. We have please in quoting for the following vehicle/s.  
Transit 17/18 SEAT MINIBUS 460, L4 H3, 125PS RWD

The vehicle quoted is brand new and un-registered and comes with a full 3 year warranty from date of registration

Should you require any further information please contact me on 01225752525 or alternatively visit the Ford commercial vehicles web site at <http://www.ford.co.uk/CommercialVehicles>

Should you wish to proceed with this order please complete the box highlighted at the foot of this quote.



Payment must be received no later than 90 days from Ford Motor Company factory gate release. or 14 days from invoice date whichever occurs the earliest.

TRANSIT 17/18 SEAT MINIBUS	£36,020.00
2.0, 130ps, 290, L2, H1	
Factory Fitted Options	
1	
2	
3	
4	
5	
6	
7	
8	



Ford Council Fleet Discount	£9,725.40
Dealer Discount	£1,350.00



Sub Total	£24,944.60
-----------	------------

Dealer Fitted Options	
1 Ford Delivery Charge	£540.00
2	
3	
4	
5	
Dealer Fitted Options Total	



Sub Total Including Dealer fit Options	£25,484.60
--	------------

VAT at prevailing current rate	20.0%	£5,096.92
Road Fund Licence		£250.00
1st Registration Fee		£95.00
Total on the Road		£30,926.52



Part Exchange Valuation  
Finance Company Settlement  
Deposit

Balance Due	£30,926.52
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Regards, **Andy Newing**

Commercial Manager

Trowbridge Ford  
Tele 01225 752525

I have read and agree to the specification detailed above. I accept your offer and wish to purchase the above vehicle/s under quote ref <b>wmsnt / 13/ 2 mj</b>	
signed:-	Date:



# Vehicle Delivery / Collection

Make Ford Transit Model 350 double cab tipper

Date 6TH June Time AM

Delivery Address Vastale Engineering Ltd  
4 Brunton Road  
Kenton Bank Foot  
Newcastle Upon Tyne  
NE13 8AF

Contact Name \_\_\_\_\_  
Contact Telephone \_\_\_\_\_

Chassis No.

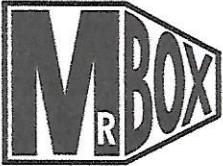
Handbooks  Spare Wheel

Tax Disc  Tax Disc Holder

Comments TAX WITH ADMIN  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Customer Signature \_\_\_\_\_

Driver Signature \_\_\_\_\_



a *mobile mini* company

Salesperson Name: Rachel Wilkes

Page 1 of 2

Tel: 0800 7839885

Email: [rachelwilkes@mrbox.co.uk](mailto:rachelwilkes@mrbox.co.uk) | Web: [www.mrbox.co.uk](http://www.mrbox.co.uk)

## Quote for Maryrose Mantle

<b>Billing To:</b> Maryrose Mantle	<b>Deliver To:</b> Maryrose Mantle  Trowbridge , BA147EP	<b>Account No:</b>  <b>Quote Date:</b> 12/10/2018 <b>Quote Ref Number:</b> 0000744471 <b>Estimated Delivery Date:</b> 28/10/2018
---------------------------------------	---	--

Product Description	Additional Information	QTY	Price Each	Sale price (excl. VAT)
40' STANDARD W/LOCK BOX	New	1	£ 3850.00	£ 3850.00
DELIVERY		1	£ 310.00	£ 310.00
40' STANDARD W/LOCK BOX	Used, additional 70 for Lockbox	1	£ 1450.00	£ 1450.00
DELIVERY		1	£ 310.00	£ 310.00

**Standard UK VAT rates apply**

Mobile Mini UK Ltd.

Thank you for your enquiry, this quote is valid until 11/11/2018 and is subject to availability at time of order.

This Quotation is supplied on the basis of Mobile Mini UK Ltd's standard terms and conditions of hire and sale, a copy of which is attached for your information.

It is the customers responsibility to ensure suitable access for our delivery vehicles and adequate ground conditions. Additional charges may apply if delivery is delayed or cannot be completed because of inadequate access or poor ground conditions.

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COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

	Item	Update	Actions and recommendations	Who
	<b>Date of meeting: 13<sup>th</sup> December 2018</b>			
	<b>1. Attendees and apologies</b>			
	Present:	Cllr Horace Prickett (Chair), Kirsty Rose (WC Highways), Mary Cullen (Community Engagement Manager), Cllr David Halik, Cllr Deborah Halik, Cllr Edward Kirk, Roger, Lance Allan (TTC), Cllr Ernie Clark		
	Apologies:	Cllr Graham Payne, Pat Whyte, Spencer Drinkwater, Cllr Peter Fuller		
	<b>2. Notes of last meeting</b>			
		The minutes of the previous meeting held were agreed at the Trowbridge Area Board meeting in November 2018  <a href="https://cms.wiltshire.gov.uk/ieListDocuments.aspx?CId=171&amp;MId=11943&amp;Ver=4">https://cms.wiltshire.gov.uk/ieListDocuments.aspx?CId=171&amp;MId=11943&amp;Ver=4</a>		
	<b>3. Financial Position</b>			
		The budget allocation at the start of this meeting for £9569		

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<b>4.</b>	<b>Top 5 Priority Schemes</b>			
a)	Issue <a href="#">4824</a> – Speeding Westbury Road/Woodmarsh, North Bradley	NBPC have discussed and identified their preferred option as being option 4 (pinch points). KR will take detailed design back to PC in February and come back to CATG.	KR to progress design, take to PC and report to CATG in April.	KR/NBPC
b)	Issue <a href="#">5422</a> Elizabeth Way/Hilperton Road roundabout – concerns re vehicle speeds and layout	KR & EC have met on site. KR to arrange with PW for vegetation trimming/removal to take place to improve visibility toward Elizabeth Way.	KR to inform Parish council that vegetation trimming needs to be undertaken by Parish Steward.	KR
c)	Issue <a href="#">5835</a> Speed Limit Reduction, Wingfield Road, Trowbridge	The final report has been circulated, with the costs of implementing changes to the speed limit being in the region of £18,750. It was agreed that this would form the basis of substantive CATG bid in 2019/20 financial year. The CATG is to determine its contribution at the start of the next financial year.	On hold until 19/20 financial year.	
d)	Issue <a href="#">5677</a> Crossing point British Row, Trowbridge	Works complete.	Area board to note and issue to be closed.	AB
<b>5.</b>	<b>Other Priority schemes</b>			
a)	20mph speed restriction assessment, Drynham Ward	Scheme awaiting formal advert – likely to be in early 2019.	Scheme to be progressed to advert and detail design. KR to invoice TC this financial year	KR
b)	Issue <a href="#">5166</a> Frome Road/Manor Road/Westfield Road. Trowbridge – various issues	Awaiting outcome of funding request	TC confirms funding of £2500 as requested. KR to progress to advert in New Year.	TTC



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c)	Issue <a href="#">5997</a> Request for dropped kerb, Newleaze, Hilperton	Works complete	Area board to note update and issue to be closed	
d)	Issue <a href="#">6185</a> Trowbridge Rugby Club	Works complete	Area board to note update and issue to be closed	
e)	Issue <a href="#">6203</a> Obstruction of footway, Sycamore Grove (o/s Bargain Booze)	CATG agreed to fund installation of bollards at a total cost of £750, subject to a contribution of £250 from Trowbridge Town Council	. TTC confirm allocation of £250. KR to progress scheme.	TTC
f)	Holbrook Lane, Trowbridge	Works ordered. Awaiting completion	Await completion of works	
g)	Issue <a href="#">6278</a> Tower Close, Trowbridge – verge parking	KR has visited site. The verge shows no signs of damage from parking, even with the recent wet weather. KR recommends no further action be taken.	CATG agreed No Further Action, issue to be closed.	

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h)	Issue <a href="#">6313</a> Speeding Westwood Road	<p>Speeding traffic Westwood Rd Trowbridge. Where road straightens out after turning onto from Bradford Rd. Speed limit 40mph should this be 30mph Residents cross road here using areas of verge. Older peoples home here also.</p> <p>Metrocount results: 44.46mph 85<sup>th</sup>%ile – not eligible for CSW</p>	<p>No further action. Issue to be closed.</p> <p>Cllr DH requested wording on metrocount form advises resident of date when another metrocount can be undertaken in that area and that local member is copied in.</p>	KR/MC
i)	Issue <a href="#">6329</a> Speeding Brook Road Trowbridge	<p><i>Speeding along Brook Rd Trowbridge. Please place metrocount strips on Brook Rd between Lambrok Brook bridge and Bridge Avenue just after bend in the road.</i></p> <p>MC reported that metrocount form had been issued</p>	Results of metrocount show No Further Action. Issue to be closed.	
j)	Issue <a href="#">6351</a> Speeding, Silver Street Lane, Trowbridge	<p>I wish to bring your attention to the number of motorists exceeding the 30mph speed limit on Silver Street Lane.</p> <p>Metrocount results: 33.95mph 85<sup>th</sup>%ile, Avg 29.6mph</p>	Results of Metrocount show No Further Action, issue to be closed.	KR/MC
k)	Footway improvements Bellefield Crescent	<p>PW noted that Bellefield Crescent was proposed for footway improvements and the cost would be £2917.20. TTC have agreed to contribute one third of this. PW is to progress the works.</p> <p>PW advised that the footway improvemetns outside Hiscocks engineering on Timbrell Street had been costed at £4600. It was agreed to discuss this at the next CATG when TTC could confirm if a financial contribution could be made.</p>	<p>PW to progress Bellefield Crescent improvements.</p> <p>TTC confirm financial contribution of £1533 to works outside Hiscocks engineering. PW to take forward.</p>	PW/LA

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

l)	Issue <a href="#">6432</a> Speeding Wyke Road	Frequent Speeding cars along Wyke road The Down Trowbridge mostly in the school run work run time morning and late afternoon	Metrocount to be undertaken	
m)	Issue <a href="#">6452</a> Conversion FP TROW13 to allow cycling	Costs for conversion include advertising TRO, removal of no cycling signs and introduction of new signing totalling £1500.	<p><b>Recommendation to area board to agree £1000 funding subject to £500 contribution from TTC.</b></p> <p>TTC do not have funds this financial year. Will look to fund next financial year.</p>	MC
n)	Issue <a href="#">6453</a> Speeding Leap Gate	<p>Speeding on the 40 M.P.H. section of Leap Gate. Firstly lower the speed limit to 30 M.P.H. and install some form of traffic calming to insure limit is adhered too. Secondly traffic calming at the entrance to the side roads especially Parsonage Road because when exiting Moyle park onto Parsonage Road it extremely dangerous due to limited vision and the speed of vehicles entering Parsonage Road. Thirdly the numerous times that I and others that use the Pelican crossing adjacent to the Red Admiral that have had near misses with cars failing to stop because of their speed.</p> <p><i>Metrocount results: 42.39mph 85<sup>th</sup>%ile, 37.9mph avg.</i></p>	<p>Metrocount will be undertaken again after yellow lines are in place.</p> <p>To be reviewed once further metrocount is undertaken.</p>	
o)	Issue <a href="#">6576</a> Speeding Horse Road Hilperton	Request for traffic calming measures. Also reported registration numbers to be passed on to Police.	The issue raiser was informed that the location is eligible for community speed watch. No response has been received. MC to check with Police otherwise close	MC

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p)	Issue <a href="#">6573</a> Speeding HGV's Southwick	Residents are raising concerns about the speeding of HGVs on Southwick Road.	Metrocount in place, awaiting results. To report to next CATG.	KR/MC
q)	Issue <a href="#">6872</a> Bratton Road West Ashton	RC asked that the feasibility of additional traffic calming features on Bratton Road West Ashton be investigated and cost prepared.	KR to investigate feasibility.	KR
r)	Yarnbrook Road West Ashton	RC asked that the feasibility of a footway alongside the properties fronting the A350 near to the West Ashton traffic signals be investigated. Pedestrian crossing improvements should also be considered. Relief Rd, should ameliorate issues and there is scope within this to request footway extension.	KR to supply Relief Rd plans to parish council.	/KR
<b>6.</b>	<b>New Issues</b>			
	Issue <a href="#">6787</a> Crossing request, Seymour Road, Trowbridge	<i>Crossing point required at the Canal Road end of Seymour Road. The road has become much busier since the opening of Elizabeth Way.</i> KR explained requirements for formal crossing. A pedestrian survey would cost around £600. Suggested site meeting first.	KR to meet with Cllr EK on site to Review situation around school times.	KR/EK

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b)	Issue <a href="#">6870</a> Signing request, Local Shops, Paxcroft Way, Trowbridge	<i>There is no sign to say there are 'LOCAL SHOPS' along this part of Trowbridge. We feel sure that a sign at the junction of West Ashton Road and Green Lane needs to be erected as many people do not know we are here and not everyone has access to a Sat Nav or the ability to use it. It seems since 'Tesco Extra' arrived this part of town has been neglected. Obviously people who live along here know about this rank of shops but many of our customers come in from other towns and regularly spend up to an hour going round and round. CATG can agree and support but businesses would have to pay. ? are there signs already</i>	KR will undertake site visit to establish if there is existing signage. If not issue raiser will be advised that businesses would have to finance scheme.	KR/MC
<b>Other items</b>				
a)	Delamere Rd, metrocount	Cllr Kirk requested check on whether metrocount form had been submitted.	MC to follow up	MC
b)	Request for SID	Discussed and agreed that it would be useful to have some SIDs for Trowbridge area.	KR to circulate SID policy. Cllr DH to investigate and develop proposal for area board Capital funding.	DH
c)	Query whether CATG/area board could finance relocation of street light, Bratton Rd, West Ashton	Discussed that this was not appropriate for CATG and not a Capital project so not eligible for area board funding.	MC to advise issue raiser.	MC

## COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

d)	Cllr EC no reponse to email to AC in November, re mini metrocount, Devizes Rd Hilperton.		KR to chase up reply.	KR
8.	<b>Date of Next Meeting: 4<sup>th</sup> April 2019, 10am, North Wilts Room, County Hall</b>			

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### Trowbridge Community Area Transport Group

Report author- Kirsty Rose, Senior Traffic Engineer

#### 1. Environmental & Community Implications

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

#### 2. Financial Implications

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

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

#### 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

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

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

**6. Safeguarding implications**

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**Wiltshire Council**

**Trowbridge Area Board**

**10 January 2019**

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## **Community Participation in National Armed Forces Day 2019 Events**

### **Aim**

1. The project's aim is to enable communities from around Wiltshire to engage with and participate in the activities around the National Armed Forces Day event in Salisbury in June 2019 and a request for funding from the Trowbridge Area Board.

### **Executive Summary**

2. The Community Engagement Manager, along with the Library Heritage and Arts Team, will work to deliver three projects that will require community involvement and provide a lasting legacy following the events:
  - Social media photograph campaign as part of the event launch
  - Community art tapestry project to be displayed at the event in June
  - Human poppy world record attempt at the event in June
3. Funding will be requested from area boards to support each of the three projects as outlined below in this report.

### **Benefits**

4. This project directly addresses both Wiltshire Council's and Trowbridge's local priorities including:
  - Combatting loneliness and isolation
  - Improve our mental health
  - Provide more activities for older people
  - Provide positive activities for young people
  - Improving affordable access to arts and cultural activities
  - Increasing volunteering and providing skills
  - Creating a lasting legacy for National Armed Forces Day 2019

### **Proposal**

#### ***Social media photograph campaign as part of the launch of the National Armed Forces Day 2019***

5. Community members will be encouraged to take pictures that show what the armed forces mean to them within Wiltshire, and to post them on social media sites such as Twitter, Instagram and Facebook using the hashtags #SalisburyNAFD and #Trowbridge

6. Each community engagement manager will capture 5-10 images in their community area including a NAFD official flag.
7. As well as promoting the event, the images will be used to create a collage for display at the events in June. The collage design will be something that represents the armed forces and the communities support for them.

***Community art tapestry project to be displayed at National Armed Forces Day 2019***

8. Wiltshire Council will commission an artistic lead to work with community groups in each of the 18 community areas, identified by Community Engagement Managers, to create a tapestry, which will be combined together to form one larger piece to be displayed at the event in June. This will create a lasting legacy for the event which can be displayed around the county at Libraries, Campuses and Hub and future events.

***Human poppy world record attempt***

9. Community members will be encouraged to come to Salisbury on the Sunday of the weekend of events to participate in a “human poppy”. This will be created by providing participants with a coloured poncho and arranging them into the shape of a poppy (see image below).
10. The aim of this will be to break the World Record for the largest ever human poppy which is currently 2,567 people. We aim to get between 3,500 and 4,000 people to take part. This could involve providing transport from around the county by putting on coaches from each community area to ensure the event is inclusive and anyone can take part.
11. In order to officially break the world record there is a significant amount of impartial monitoring required by Guinness. There will be costs involved in this and other parts of the attempt which are outlined below.



**Funding:**

12. Funding is requested from the Trowbridge Area Board for aspects of the project as outlined in the table below.

<b>Item</b>	<b>Amount</b>
1/18 <sup>th</sup> of the cost of commissioning artistic lead for the community art project and tapestry	£200.00
1/18 <sup>th</sup> of the cost of 4,000 ponchos of various colours	£300.00
Cost of 1 x 52 seater coach from Trowbridge community area on Sunday 30 June 2019	£495.00
1/18 <sup>th</sup> of the cost of equipment, resources and security to support participants of human poppy	£500.00
<b>Total</b>	<b>£1000.00</b>

**Broad Time scales:**

13. The project will run from now until the weekend of Events around National Armed Forces Day on Saturday 29 June 2019. Below are broad timescales to complete the project

<b>Task Name</b>	<b>Start Date</b>	<b>End Date</b>
Agree funding from Community Area Boards	November 2018	February 2019
<b>Social media photograph campaign</b>		
Community photos taken and posted on SM	February 2019	March 2019
Collage created	April 2019	May 2019
<b>Community Art project</b>		
Commission artistic lead to work with Community Areas to create tapestry	December 2018	February 2019
Artistic lead work with communities to create tapestry	February 2018	May 2019
<b>Human Poppy</b>		
Promotion of event by CEMs/Communications team at Wiltshire Council	November 2018	June 2019
Logistics confirmed and booked – transport, ponchos, security arrangements etc	November 2018	May 2019

**Recommendation:**

14. That the Trowbridge Area Board:

- I. Notes the report and supports the Community Participation in National Armed Forces Day 2019 events project as outlined above
- II. Supports the proposal and awards £1495.00 towards the costs of the local element of the project.

**Mary Cullen, Community Engagement Manager**