

# AGENDA

**Meeting:** Trowbridge Area Board  
**Place:** The Cotswold Space - County Hall, Bythesea Road, Trowbridge, BA14 8JN  
**Date:** Thursday 9 May 2019  
**Time:** 7.00 pm

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

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Please direct any enquiries on this Agenda to Kieran Elliott,  
committee@wiltshire.gov.uk, direct line 01225 718504

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

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

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## **Public Participation**

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

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

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

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

	<b>Time</b>
<p>1     <b>Apologies</b></p> <p>To receive any apologies for absence.</p>	<b>7.00pm</b>
<p>2     <b>Minutes</b> (<i>Pages 7 - 12</i>)</p> <p>To approve the minutes of the meeting held on 7 March 2019</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 - 18</i>)</p> <p>To include the following:</p> <ul style="list-style-type: none"> <li>a) Community Led Housing Project in Wiltshire</li> <li>b) Homelessness Strategy Constultation</li> <li>c) Extended Consultation on Vision for Special Schools Provision</li> <li>d) The Maltings and Central Car Park Masterplan Consultation</li> <li>e) The Big Pledge 2019</li> </ul>	
<p>5     <b>Partner Updates</b> (<i>Pages 19 - 26</i>)</p> <p>To note the written reports and receive any updates from the following:</p> <ul style="list-style-type: none"> <li>a) Wiltshire Police</li> <li>b) Dorset and Wiltshire Fire and Rescue Service</li> <li>c) Town and Parish Councils</li> <li>d) Local Youth Network</li> <li>e) Trowbridge Wellbeing Centre Development Group</li> <li>f) Safer and Supportive Communities Group</li> <li>g) Health and Wellbeing Group</li> </ul>	<b>7.05pm</b>
<p>6     <b>Trowbridge Weavers Market</b></p> <p>To receive a presentation regarding proposals to establish a Weavers Market in Trowbridge.</p>	<b>7.25pm</b>
<p>7     <b>Wiltshire Wildlife Trust in Trowbridge</b></p> <p>To receive a presentation from the Wiltshire Wildlife Trust in relation to projects being undertaken in the Trowbridge area.</p>	<b>7.45pm</b>

Applicant	Amount requested
<b>Applicant:</b> Alzheimer's Support <b>Project Title:</b> Mill Street Day Club Access  <a href="#">View full application</a>	£2500.00
<b>Applicant:</b> Bethesda Baptist Church <b>Project Title:</b> Bethesda Church Community Rooms  <a href="#">View full application</a>	£5000.00
<b>Applicant:</b> ruksak45218 <b>Project Title:</b> RUKSAK45218  <a href="#">View full application</a>	£2500.00
<b>Applicant:</b> The Mead Primary School <b>Project Title:</b> Community Art Studio and Meeting Space  <a href="#">View full application</a>	£5000.00
<b>Applicant:</b> Southwick Baptist Church <b>Project Title:</b> Free Introductory Advice Service Southwick  <a href="#">View full application</a>	£500.00
<b>Applicant:</b> Sing a Longs <b>Project Title:</b> Sing a Long choral group Music Folders  <a href="#">View full application</a>	£180.00
<b>Applicant:</b> Paxcroft Mead Community Centre <b>Project Title:</b> Paxcroft Mead CC Toilet refurbishment  <a href="#">View full application</a>	£1532.50

Health and Wellbeing Application

**Applicant: Wiltshire Music Centre, £1500.00, Celebrating Age Wiltshire**

9 **Community Area Transport Group** (Pages 49 - 62)

8.45pm

To receive notes from the CATG meeting, including

Issue <a href="#">6452</a> Conversion FP TROW13 to allow cycling	Recommendation to area board to agree £1000 funding subject to £500 contribution from TTC.
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10 **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, Bythesea Road, Trowbridge,  
BA14 8JN  
**Date:** 7 March 2019  
**Start Time:** 7.00 pm  
**Finish Time:** 8.50 pm

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Please direct any enquiries on these minutes to:

Kieran Elliott, Senior Democratic Services Officer, 01225 718504,  
[kieran.elliott@wiltshire.gov.uk](mailto:kieran.elliott@wiltshire.gov.uk)

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

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## In Attendance:

### **Wiltshire Councillors**

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

**Total in attendance: 33**

<b><u>Agenda Item No.</u></b>	<b><u>Summary of Issues Discussed and Decision</u></b>
12	<p><u>Urgent items - Election of Chairman</u></p> <p>It was announced that the Chairman, Councillor Graham Payne, had informed the Board that owing to ill health he would be standing down as Chairman with immediate effect.</p> <p>Therefore, the Board undertook a vote in accordance with constitutional procedure to elect a Chairman for remainder of the municipal year.</p> <p><b><u>Resolved:</u></b></p>

	<b>To elect Councillor Horace Prickett as Chairman of Trowbridge Area Board for the remainder of the municipal year.</b>
13	<p><u>Apologies</u></p> <p>Apologies for absence were received from Councillor Graham Payne.</p>
14	<p><u>Minutes</u></p> <p>The minutes of the meeting held on 10 January 2019 were presented for consideration and it was,</p> <p><b><u>Resolved:</u></b></p> <p><b>To approve and sign the minutes as a true and correct record. The minutes of the meeting held on xx were agreed a correct record and signed by the Chairman.</b></p>
15	<p><u>Declarations of Interest</u></p> <p>In relation to the grant funding requests from Friends of Castle Mead School and Castle Mead School Councillor Edward Kirk drew attention to his published register of interests in relation to school contracts.</p>
16	<p><u>Chairman's Announcements</u></p> <p>Announcements were received in relation to the consultation on children's centres and the ongoing electoral review of Wiltshire Council.</p> <p>The new Community Engagement Manager, Liam Cripps, was also formally presented to the Board.</p>
17	<p><u>Partner Updates</u></p> <p>Updates from partners were received as follows:</p> <p><b>i. Wiltshire Police</b></p> <p>The written update was noted. Inspector James Williams provided detailed update on knife crime in Wiltshire, which had reduced by 18% since September 2017, although there had been increases in Trowbridge. He explained that arrests had been made in relation to each incident, and detailed the work to identify vulnerable young people who might be persuaded into activities which involved carrying knives, drop in sessions and amnesties as well as work with the community to deal with the problem. He emphasised that the police alone could not deal with the wider issue of knife crime without assistance of the community. After discussion and questions, the Board thanked Inspector Williams for his report.</p> <p><b>ii. Wiltshire Fire and Rescue Service</b></p>



	<p>An apology was received.</p> <p><b>iii. Town and Parish Councils</b> The written update from Trowbridge Town Council was noted. A further update was received from North Bradley Parish Council from Councillor Roger Evans that they were collating replies to the Regulation 14 consultation of their Neighbourhood Plan, were working on housing site allocations with discussion had with Trowbridge Town Council, and noted that the Electoral Review of Wiltshire Council had large implications for North Bradley and a response would be going in soon.</p> <p><b>iv. Trowbridge Community Area Future (TCAF)</b> The written update was noted.</p> <p><b>v. Trowbridge Wellbeing Centre Development Group</b> Colin Kay stated that a meeting had been due with Tim Martiensen at Wiltshire Council on 18 March 2019 to discuss the East Wing site but that this had been cancelled as the outline planning application for the site was still stalled as a result of concerns of the Environment Agency. He noted that the NHS had been award funds for use on the site, but he expressed concerns that if the delays on planning permission continued that funding might be lost.</p> <p><b>vi. Safer and Supportive Communities Group</b> The group had not yet met since the new Community Engagement Manager started their post, but work was being undertaken to combine various groups to provide more efficient support.</p> <p><b>vii. Health and Wellbeing Group</b> The group had met within the last two weeks although there was no budget remaining for the year. There had been an update from Carers Support Wiltshire. It was stated further work was needed to ensure true community involvement with the group rather than just networking professionals.</p>
18	<p><u>Local Area Coordination</u></p> <p>Vicki Lofts and Gemma Novis from the Local Area Coordination team were in attendance to provide a presentation on the work of the team, which was a new programme that had been trialled in 14 other local authority areas, with the aim of connecting on an individual and collective basis with communities to help increase self-reliance, reduce dependency on council services, or just provide support for personal community involvement.</p> <p>It was stated that Gemma Novis was the coordinator for the Adcroft, Seymore and Paxcroft areas of Trowbridge along with Hilperton. Coordinators were</p>

	<p>assigned to areas of around 10,000 people, and were highly targeted. At present there were only nine coordinators so not all areas were covered, however if the results were shown to be effective further funding and partner support would enable cover to other areas.</p> <p>The Board discussed the presentation, seeking details of the number of people to be supported by such coordinators. It was stated hundreds were spoken to and it was anticipated that each coordinator would when fully operational and embedded in the communities' direct support to 40-60 individuals, some with very complex needs, with associated support arising from that for many more. Further details were sought about the types of work that would be undertaken.</p> <p>The Board thanked Vicki and Gemma for their update.</p>
19	<p><u>Wiltshire Wildlife Trust in Trowbidge</u></p> <p>Notice had been received that the presenter for the item Jessica Thimbleby was unwell and unable to attend. The item would therefore be deferred until a future meeting.</p>
20	<p><u>Apprenticeships</u></p> <p>The Board expressed its dissatisfaction that no officer had attended to present the item.</p>
21	<p><u>Bowyers Site and County Hall East Wing</u></p> <p>Mr Lance Allan, Chief Executive and Town Clerk to Trowbridge Town Council provided an update that he had along with councillors held meetings to discuss progress with the Bowyers site with the Innox Mill developers. Although he was unable to share confidential details of the discussion, he stated that he was informed progress was being made and future updates would be forthcoming.</p> <p>In relation to County Hall East Wing the previous update from Colin Kay was noted.</p>
22	<p><u>Road Surfacing Programme 2019/20</u></p> <p>The Board received a report from the Corporate Director on the Road Resurfacing Programme and after discussion, during which it was agreed that it was felt the level of funding proposed by the Council was inadequate, it was,</p> <p><b><u>Resolved:</u></b></p> <p><b>The Area Board:</b></p> <p><b>Notes the highway maintenance scheme list for 2019/20 prepared for the Area Board and the new provisional five-year programme.</b></p>

	<p><b>However, the Area Board also expresses its dissatisfaction at the level of funding allocated for maintenance in the Trowbridge Community Area, which it believes to be inadequate to the level of need and disproportionate as compared to other areas boards.</b></p>
23	<p><u>Funding</u></p> <p>The Area Board considered the following applications:</p> <p><u>The Big Community Grow</u>  The sum of £996.20 was requested for equipment for the Trowbridge Apple Festival including an apple press and tables. An amendment to fund only the amount for the new apple press from Councillors Ernie Clark and Edward Kirk was defeated. On the motion of Councillor Deborah Halik, seconded by Councillor Steve Oldrieve, it was,</p> <p><b><u>Resolved</u></b>  <b>To award the sum of £996.20 to the Big Community Grow</b></p> <p><b><u>Reason</u></b>  <b>The application met the Community Area Grant Criteria</b></p> <p><u>Friends of Southwick Country Park</u>  The sum of £800.00 was requested for various improvements to the park including new benches. On the motion of Councillor David Halik, seconded by Councillor Peter Fuller, it was,</p> <p><b><u>Resolved</u></b>  <b>To award the sum of £800.00 to Friends of Southwick County Park</b></p> <p><b><u>Reason</u></b>  <b>The application met the Community Area Grant Criteria</b></p> <p><u>Trowbridge Town Hall</u>  The sum of £950.79 was requested for a new electrical screen. On the motion of Councillor Steve Oldrieve, seconded by Councillor Stewart Palmen, it was,</p> <p><b><u>Resolved</u></b>  <b>To award the sum of £950.79 to the Trowbridge Town Hall.</b></p> <p><b><u>Reason</u></b>  <b>The application met the Community Area Grant Criteria</b></p> <p><u>Friends of Castle Mead School</u>  The sum of £1134.00 was requested for a new shed. On the motion of Councillor Steve Oldrieve, seconded by Councillor Stewart Palmen, it was,</p> <p><b><u>Resolved</u></b></p>

**To award the sum of £1134.00 to the Friends of Castle Mead School**

**Reason**

**The application met the Community Area Grant Criteria**

**Castle Mead School**

The sum of £990.80 was requested for the Wildlife Garden project. On the motion of Councillor Steve Oldrieve, seconded by Councillor Stewart Palmen, it was,

**Resolved**

**To award the sum of £990.90 to Castle Mead School**

**Reason**

**The application met the Community Area Grant Criteria**

*Councillor Ernie Clark requested that his vote in objection to the proposal be recorded. Councillor Deborah Halik requested her vote in abstention to the proposal be recorded.*

**Wiltshire Mighty Girls**

The sum of £2975.00 was requested for a body positivity project to be run at John of Gaunt School. The project had been recommended for approval by members of the Local Youth Network. On the motion of Councillor Deborah Halik, seconded by Councillor Stewart Palmen, it was,

**Resolved**

**To award the sum of £2975.00 to Wiltshire Mighty Girls.**

**Reason**

**The application met the Youth Grant Criteria**

**Wiltshire Youth for Christ**

The sum of £2500.00 was requested for a summer pop up event which had also been held in previous years. The project had been recommended for approval by members of the Local Youth Network, however the full amount could not be awarded in the current financial year. On the motion of Councillor Deborah Halik, seconded by Councilor Ernie Clark, it was,

**Resolved**

**To award the sum of £2500 to Wiltshire Youth for Christ, with £1343.44 to be provided now, and £1,156.56 on 1 April 2019.**

**Reason**

**The application met the Youth Grant Criteria**

## Chairman's Announcements

<b>Subject:</b>	<b>Community Led Housing Project in Wiltshire</b>
<b>Web contact:</b>	<a href="mailto:communityledhousing@wiltshire.gov.uk">communityledhousing@wiltshire.gov.uk</a> <a href="http://www.wiltshire.gov.uk/housing-community-fund">http://www.wiltshire.gov.uk/housing-community-fund</a>

### What is Community Led Housing?

Community led housing is about local people playing a leading and lasting role in solving local housing problems, creating genuinely affordable homes and strong communities in ways that are difficult to achieve through mainstream housing.

Community led housing can empower local communities, making them more resilient and able to address issues such as affordable housing and the need for downsizer accommodation.

### What is the Wiltshire Community Led Housing Project?

Wiltshire Council, in partnership with Community First and Wiltshire Community Land Trust, has set up a partnership project to advise and support communities to address their housing needs.

The project vision is to enable and support community groups to deliver housing development that provides defined community benefits which are protected in perpetuity; and to provide a legacy for community led development. Localism and innovation lies at the heart of this and it will help to build stronger and more resilient communities. Community led housing can be complimentary of the on-going Neighbourhood Planning work of the council and its communities.

Community led housing needs to have meaningful community engagement and has to have widespread community support. This means the community needs to have a common vision and shared values; they need to be empowered. This project supports and enables groups seeking to deliver alternative solutions to their community needs beyond the mainstream delivery mechanisms. It can also support community groups working in a developer-community partnership.

The project team has been established with two project managers, a senior planning officer and a housing enabler. It is a cross service project. Grant funding is currently available to groups to help with start-up subject to qualifying terms and conditions.

### What has happened so far and what will be happening?

The project is currently supporting seven community groups across Wiltshire including the formally incorporated Seend Community Land Trust. This group have been supported in their establishment, and land identification and negotiation work. Going forward, further support will be given through the planning, building and living stages of their projects as appropriate. They started as individuals, formed a steering group and became a legally recognized community led housing group formulating their own development proposals to serve their community needs.

The team are keen to build as wide a network of community led housing groups as possible throughout Wiltshire. We want to speak to anyone who is interested in trying to take a leading role in addressing community housing issues.

## ***Chairman's Announcements***

For further information, or to arrange a conversation with one of the project managers please contact the project team at: [communityledhousing@wiltshire.gov.uk](mailto:communityledhousing@wiltshire.gov.uk).

<b>Subject:</b>	<b>Homelessness Strategy Consultation</b>
<b>Web contact:</b>	<a href="#">Weblink to consultation</a>

A consultation has been launched on how we can prevent homelessness and help those who are homeless to find a home.

Wiltshire Council is asking for views on its new strategy which sets out priorities and actions to work with those who are homeless or threatened with homelessness, to help them secure and keep a good home.

Ashley O'Neill, Portfolio Holder for Housing, said: "We are making real progress in tackling homelessness in Wiltshire, but we can never be complacent – we always need to do more"

"We need to think creatively, deliver a wide range of services and have effective, strong, partnership working to prevent homelessness, and provide the homeless with support to tackle the cause of their homelessness."

"This strategy will rely on stakeholders and the communities in Wiltshire and we would like people to let us know their views so we can all make a positive impact on preventing homelessness into the future."

The consultation will seek views on five priorities:

- Reducing rough sleeping
- Identifying and preventing homelessness at the earliest possible stage
- Ensuring services are designed to prevent homelessness and support those who are homeless.
- Ensuring those who are threatened with homelessness or who are homeless can secure and keep a suitable home.
- Maintaining effective strategic direction and partnership working

Each priority has a number of actions. These include increasing street outreach, developing a resettlement support service, and ensuring there is more housing available to help the homeless.

The strategy has been informed by Wiltshire Council's Homelessness Review 2018 and Homeless Health Needs Assessment. It also follows the national Homelessness Reduction Act 2017, which introduced a new legal duty on specified public services to refer customers who may be homeless or threatened with homelessness to a local housing authority.

You can access the consultation at

<https://surveys.wiltshire.gov.uk/snapwebhost/s.asp?k=155240979642>

# Chairman's Announcement

<b>And Subject:</b>	<b>Extended Consultation on Vision for Special School Provision</b>
<b>Web contact:</b>	<a href="mailto:Specialschools@wiltshire.gov.uk">Specialschools@wiltshire.gov.uk</a>

We would like to draw your attention to the news that Wiltshire Council is extending its consultation on special school provision.

The Council has withdrawn the statutory proposal to close Larkrise, St Nicholas and Rowdeford schools and create one new, larger school in Rowde by 2023 to enable further wider views and thoughts to be put forward. An explanation of why this has been done can be found here: <http://www.wiltshire.gov.uk/news/articles/extended-consultation-on-vision-for-special-schools-in-wiltshire>

Wiltshire Council has now opened the extended pre-publication consultation outlined in the link above. You can find the new consultation (alongside a briefing paper) here:

[http://consult.wiltshire.gov.uk/portal/education/special\\_schools\\_consultation\\_extension](http://consult.wiltshire.gov.uk/portal/education/special_schools_consultation_extension) Please note that **consultation responses already provided** to the council will be automatically considered as pre-publication consultation, and **do not need to be resubmitted**.



We have also set up two opportunities to have a face-to-face discussion. These are:

Friday 5 April 10:30am-12:00noon in Chippenham (Venue: Hardenhuish School, Colborne Room – SN14 6RJ)

Thursday 2 May 6:30pm-8:00pm in Trowbridge (Venue: The John of Gaunt School, The Hub – BA14 9EH)

A third session in Devizes is also planned (Fri 3 May, 10:30-12noon) – venue to be confirmed.

If you would like to attend one of these events, please email [Specialschools@wiltshire.gov.uk](mailto:Specialschools@wiltshire.gov.uk) to book your place.

In the summer, the council will provide revised statutory proposals (that is, firm proposals on how we plan to produce the additional places) which will go out for further consultation for another four weeks.



# Chairman's Announcements

<b>Subject:</b>	<b>The Maltings and Central Car Park Masterplan Consultation</b>
<b>Web contact:</b>	<a href="http://consult.wiltshire.gov.uk/portal">http://consult.wiltshire.gov.uk/portal</a>

Wiltshire Council is consulting on a draft masterplan for the redevelopment of The Maltings and Central Car Park, Salisbury. Once the masterplan has been endorsed by Wiltshire Council it will provide a clear approach for how the site is to be redeveloped over the coming years.

## Availability of documents

The draft masterplan for The Maltings and Central Car Park and information on how to make comments will be published on **Monday 15<sup>th</sup> April 2019**. The documents will be available on the Wiltshire Council website at: [www.wiltshire.gov.uk/planning-policy](http://www.wiltshire.gov.uk/planning-policy)

Paper copies will also be made available to view during normal opening hours at:

- Salisbury Library
- Wilton Library
- Downton Library
- Amesbury Library
- Durrington Library
- Five Rivers Health and Wellbeing Centre, Salisbury
- Wiltshire Council offices in Salisbury (Bourne Hill)
- Wiltshire Council offices in Trowbridge (County Hall)

## How to comment

Comments from the public are invited on the draft masterplan from **9:00am Monday 15<sup>th</sup> April** until **5:00pm Friday 24<sup>th</sup> May 2019**. Comments can be made:

- Online via the council's consultation portal: <http://consult.wiltshire.gov.uk/portal>
- By email to [majorprojects@wiltshire.gov.uk](mailto:majorprojects@wiltshire.gov.uk)
- By post to: Major Projects, Wiltshire Council, The Council House, Bourne Hill, Salisbury, Wiltshire, SP1 3UZ

## Public exhibition

A public exhibition will be held on **Tuesday 23<sup>rd</sup> April** from **9:30am - 6:45pm** at Salisbury Guildhall. Wiltshire Council officers will be available during this time to answer questions about the draft masterplan.

## Next steps

All comments received during the consultation period will be taken into consideration. A final version of the masterplan for The Maltings and Central Car Park will be prepared taking into account the comments that are received during the consultation, before being presented to Wiltshire Council's Strategic Planning Committee for endorsement.

Any queries should be made to Major Projects on 01722 434354 or by email to [majorprojects@wiltshire.gov.uk](mailto:majorprojects@wiltshire.gov.uk)

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## **Town Clerk's Report to Policy & Resources Committee** **7<sup>th</sup> May 2019**

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

### **1. POLICY**

**1.1 Review of Wiltshire Council Electoral Divisions** – The Local Government Boundary Committee for England (LGBCE) has reviewed electoral arrangements for Wiltshire Council (WC). Consultation on draft recommendations ran until 15/04/19. The town council submitted a joint response with North Bradley Parish Council. The final recommendations to the Secretary of State are due to be published on 02/07/19. WC is also conducting a **Polling District & Polling Places** review, consultation is likely to be ongoing when the July meeting takes place.

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

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

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

**1.3 Policies – (AGENDA ITEM 12)** - The following is presented for approval in May 2019:

a) Annual Leave & Time Off Policy

**1.4 Bath Clean Air Zone** – Bath & North East Somerset Council has confirmed that the charge will only apply to large vehicles and not cars.

**1.5 Local Transport Plan and Freight Strategy Review** - In 2019 Wiltshire Council will be preparing its fourth Local Transport Plan (LTP4) for Local Plan period 2026-2036. As part of LTP4 the Freight Strategy will be reviewed and replaced to take account of recent changes; the Major Road Network (MRN) and the Western Gateway Sub-National Transport Body, of which Wiltshire is part. The production of LTP4 and review of the Freight Strategy will take time and resources. The sustainable transport team does not currently have sufficient resources to undertake freight management studies as well as develop and deliver LTP4 and contribute to the new Local Plan. Furthermore, it is not appropriate to continue to use the Freight Assessment and Prioritisation Mechanism (FAPM) to assess interventions as they may not accord with the outcome Freight Strategy review. FAPM will be suspended until the review has been completed. This will provide the opportunity to reflect on the FAPM's effectiveness, evaluate the outcomes achieved, and decide whether it is fit for purpose under the revised Freight Strategy. The ongoing freight studies will be concluded but no further studies will be commenced until LTP4 and the review of the Freight Strategy have been completed, which is likely to be in 2020.

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

**2.1 Financial Resources - Quarterly accounts (April-June, July-Sept, Oct-Dec & Jan-March) are presented to each spending committee and collectively to Policy & Resources Committee.**

**2.2 Risk & Audit Panel (AGENDA ITEM 8)** - The notes of the Risk & Audit Panel meeting held on Tuesday 30<sup>th</sup> April 2019 will be considered by the committee. (copy circulated).

**2.3 Management Accounts** – The End of Year accounts up to the end of March 2019 will be presented to the committee at the July meeting.

**2.4 Community Infrastructure Levy (CIL) (AGENDA ITEM 7)** - As at 1st April 2018 the council had a CIL Reserve of £33,910 the council is required to confirm how this has been spent during 2018-19.

A. Sports Pitches Project	£10,000
B. Play Area Development	£13,910
C. Other Street Assets	£10,000

In addition, the council received further CIL payments during 2018/19 of £24,258 and is required to confirm how this has been spent or how much is allocated to the CIL reserve as at 31st March 2019.

D. Park Storage Project £24,258

WC has also confirmed that CIL will be paid quarterly in 2019/20. The April payment was £14,282.59 and the Council is asked to confirm that this is allocated to

E. Park Storage Project £14,282.59

**RECOMMENDATION: That the Community Infrastructure Levy reserve and receipts are allocated in accordance with the figures in the report.**

## 2.5 HUMAN RESOURCES

**2.5.1 New Starters** - Imogen La Trobe started on 1<sup>st</sup> April as Events & Conference Assistant

**2.5.2 Staff Changes** - Ellie Osborn increased her hours to 37 per week as of 1<sup>st</sup> April

**2.5.3 Leavers** - Natalie Scott, Apprentice Sports Coach, final working day was 29<sup>th</sup> March 2019

**2.5.4 Recruitment** – Groundsman Operative – recruitment for this post re-commenced on 25<sup>th</sup> April, This position is proposed to start on 1<sup>st</sup> June.

## 3. SERVICES

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

**3.1 CULTURAL & NEIGHBOURHOOD SERVICES** – Delegated to Clare Lyall, Head of Service: Cultural & Neighbourhood Services, (responsible for overseeing the Museum and Neighbourhood Services). Our Neighbourhoods Team look after play areas, recreation grounds and support the activities of Wiltshire Council in looking after our streets.

Full updates will be in reports to committees on 28<sup>th</sup> May 2019.

**3.1.1 Museum** - Staff and operations temporarily relocated to the Civic in April during the project.

**3.1.2 Trowbridge Park Volunteers** – we continue to work in partnership with the group on maintaining and improving the Park.

**3.2 VENUE SERVICES** – Delegated to Juliet Weimar, Head of Service: Resources & Venues, (responsible for overseeing The Civic and Longfield Community Centre). The Civic Board is responsible for overseeing the commercial operation of The Civic. Next meeting 4<sup>th</sup> June 2019.

**3.2.1 Longfield** – DVSA have submitted a change of use for the Lounge at Longfield as a long term driving test centre facility to be operated on additional days each week.

**3.3 LEISURE & INFORMATION SERVICES** – Delegated to Hayley Bell, Head of Service: Leisure & Facilities, (responsible for overseeing Active Trowbridge, Information Services and Facilities). A full update is provided in the report to committee on 11<sup>th</sup> June 2019.

**3.3.1 Active Trowbridge** – The team have been very busy during the half term and are now preparing for the Active Festival in the Park on Saturday 13<sup>th</sup> July.

## 4. TOWN COUNCIL PROJECTS

**4.1 Museum Project – (AGENDA ITEM 8)** The Town Council Strategy says;

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

The HLF has made a grant of £1,172,500 towards the £2.5million project. The Friends of Trowbridge Museum have contributed £150,000 to the project so far, and the Town Council has borrowed £450,000 towards the project, with a further £450,000 due to be borrowed in 2019/20 (as approved 15 May 18 – **RESOLVED to approve: That the Council seeks borrowing approval of up to £900,000 from MHCLG for the Museum Project, such borrowing to be spread across 2018/19 and 2019/20.**) The Museum is closed. The construction contract has been awarded to E W Beard and work will commence in June. The new Museum, expanded to cover two floors, with a new lift shaft is due to open in 2020.

## 4.2 Sports Pitches Project – The Town Council Strategy says;

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

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

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

**4.2.1 Doric Park** – We are progressing the development of land at Doric Park to provide an all-weather 3G pitch, car-parking, changing rooms, education facilities and a gym. The cost of the development will be around £2million. We anticipate a requirement to secure borrowing of around £1million with other funding being available from S106 (£600,000) and grants (£500,000) including the Football Foundation. Borrowing will be funded from lettings income. Framework consultants RLF and QMP are detailing proposals and we have engaged Carter Jonas as our agents. We are seeking to negotiate an agreement with the Rugby Club on access and land transfers prior to submitting a planning application.

**4.2.2 Grass Pitch Development - Ashton Park** - Following consultation by WC with West Ashton and North Bradley PCs about proposed sports pitches, changing accommodation and car-park at Ashton Park we are now progressing discussions with Persimmon. Whilst both parishes are involved in negotiations they are happy to let TTC lead and make a decision on which organisation will take ownership, all are agreed that we should seek to avoid a Management Company taking on this role, as this has been contentious at Castle Mead. The facility is due to be provided on the west side of the West Ashton Road by the developer including changing rooms and car-parking, with additional future maintenance funding.

**4.3 Town Park Tennis Courts** – We are installing new low energy floodlights, funded using S106.

## 5. CIVIC & DEMOCRATIC ACTIVITIES

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

Tuesday 14 <sup>th</sup> May	Town Development (19:00)	
Tuesday 21 <sup>st</sup> May	Annual Council (19:00)	
Tuesday 28 <sup>th</sup> May	Museum (18:00)	Neighbourhoods (19:00)
Tuesday 4 <sup>th</sup> June	Civic Board (14:00)	Town Development (19:00)
Tuesday 11 <sup>th</sup> June	Leisure & Info Services (19:00)	
Tuesday 25 <sup>th</sup> June	Extra Full Council (Accounts) (19:00)	Town Development (19:10)
Tuesday 2 <sup>nd</sup> July	Policy & Resources (19:00)	

**5.2 Dates for your diary: Civic Service** – Sunday 21<sup>st</sup> July 2019

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

**5.3.1 Leer** in Ostfriesland, Germany. A party of 5 visited Trowbridge to attend the Civic Dinner on March 23<sup>rd</sup>, representing both Stadt Leer and the twinning association (LPV). The Trowbridge/Leer Twinning Association awaits confirmation as to whether any visitors are coming to Trowbridge in July to celebrate the 30<sup>th</sup> Anniversary of the twinning between our two towns.

Following their March AGM Clarence Benbow was elected Chairman, and his wife Linda as secretary. A new website has been set up [www.tlta.co.uk](http://www.tlta.co.uk)

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

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

**5.3.4 Oujda** in Morocco.

**6. TOWN DEVELOPMENT** – Committee meets 14<sup>th</sup> May, 4<sup>th</sup> & 25<sup>th</sup> June 2019. The committee considers all regulatory matters consulted on by Wiltshire Council including planning, listed building and tree applications, road closure, traffic regulation and licensing.

### 6.1 Development Sites

#### 6.1.1 Commercial/Mixed-use sites

**Bowers** – [www.innoxmills.co.uk](http://www.innoxmills.co.uk) are close to agreement with a developer. The town council supports at least 300 houses on this site. The developer met with the Town Clerk and councillors on 1<sup>st</sup> March.

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

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

**A. Ashton Park and associated sites.**

**Ashton Park** – Persimmon (mainly in West Ashton and North Bradley Parishes), [15/04736/OUT](#) for 2,500 houses, employment area, sports pitches, open space, allotments, play areas, 2 primary and 1 secondary schools and A350 improvements was permitted in April 2018, S106 agreement being negotiated. Wain Homes applications [16/00547/FUL](#) [17/12509/FUL](#) for up to 121 new dwellings. Concerns about access links to the rest of Ashton Park, the Local Equipped Area of Play (LEAP) at Southview Park and the cycling and walking network were raised.

**B. Sites within the settlement boundary**

**B1. Under Construction**

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

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

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

**B2. Permitted**

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

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

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

**B3. Applications Submitted**

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

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

**Former Margaret Stancomb School** – Selwood Housing application [18/10554/FUL](#) to provide 21 new residential properties including 3 in the converted school building.

**Homefield House** – [19/00840/FUL](#) an application for conversion to 18 residential apartments.

**B4. Potential**

**Ashton Street Centre** – To be disposed of by WC should accommodate 70 dwellings.

**Hospital** – Promoted in the 'One Public Estate' bid by WC and partners for up to 200 houses:

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

**C1. Supported by the Town Council**

**Elm Grove Farm (SHELAA 613/248 & WHSAP H2.1)** – (partly in North Bradley Parish) Coulston Estates, are promoting development at Elm Grove Farm and land adjacent to Drynham Lane and west of the railway line with a view to bringing the site forward to provide 250 houses and new football pitches. An application is expected soon. The North Bradley Consultation Draft Neighbourhood Plan supports this site.

**Church Lane (SHELAA 1021 & WHSAP H2.4)** – Accessed directly off Frome Road, is wholly within the town boundary; 45 houses now subject to an access only outline application [18/10035/OUT](#).

**Spring Meadows (SHELAA 3260 & WHSAP H2.5)** – Accessed off Frome Rd is inside the town boundary; 45 houses – Newland Homes have an interest.

**C2. For Reconsideration, following North Bradley Neighbourhood Plan Consultation Draft.**

**Land off A363 White Horse Business Park, E. of Woodmarsh (SHELAA 298 & WHSAP H2.2)** – Located wholly in North Bradley Parish, 175 houses. North Bradley Neighbourhood Plan Consultation Draft supports the allocation of part of this site (see 6.2.2 below)

**C3. Opposed by the Town Council** (contrary to the Core Strategy, 'maintain open countryside')

**South West of Elizabeth Way 'Hilperton Gap' (SHELAA 263/297 & WHSAP H2.3)** - Almost wholly within Hilperton Parish. [Framptons](#) application [16/00672/OUT](#) 170 houses, access off Elizabeth Way. The WHSAP has increased the site to potentially accommodate 355 houses including parcels owned by Wiltshire Council and interest from Barratt Homes and Persimmon. This site is supported by the Hilperton Neighbourhood Plan, but the Plan did not fully consider other sites closer to the village.

**Southwick Court (SHELAA 3565 & WHSAP H2.6)** – Located in Southwick & North Bradley Parishes. Savills on behalf of Waddeton Park are promoting development between the town and Southwick Court. [www.landsouthoftrowbridge.co.uk/](http://www.landsouthoftrowbridge.co.uk/) indicating access off Frome Rd for 180 houses. North Bradley Neighbourhood Plan Consultation Draft indicates acceptance of the small part which is in North Bradley.



## D. Sites Discounted by Wiltshire Council

**Land South of Green Lane, Castle Mead Extension (SHELAA 256)** – Persimmon [16/03420/FUL](#) for 272 more homes up to Green Lane Wood was withdrawn. The Trowbridge Bat Mitigation Strategy (TBMS) indicates that this site cannot proceed in the foreseeable future.

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

**Biss Farm (currently an employment allocation)** - [17/09961/OUT](#) 267 houses, primary school, pub and care-home by Persimmon between Leap Gate & West Ashton Rd. The Town Council supports this application and the allocation of this site.

## 6.2 Neighbourhood Plans

**6.2.1 TROWBRIDGE** – The Steering Group has reviewed the Scoping Report which is in the process of being edited and the initial consultation results and The Masterplan.

**6.2.2 North Bradley** – The North Bradley Neighbourhood Plan Consultation Draft (NBNP) completed Regulation 14 consultation in March. It supports some development in the gap between White Horse Business Park and the village, leaving a landscape buffer, in accordance with the Core Strategy. In addition, the Plan proposes two additional sites close to the village for development of a further 60 homes

**6.2.3 Hilperston, Holt and Bradford on Avon** – Are all 'Made' by Wiltshire Council and now form part of the WC Local Development Plan and the policies given full weight when assessing planning applications that affect land in the areas.

**6.2.4 West Ashton** – Awaiting confirmation from WC before they can progress to Regulation 14 consultation and referendum.

**6.2.5 Southwick** has been designated as a Neighbourhood Plan area.

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

**6.3 Wiltshire Housing Sites Allocation Plan (WHSAP)** – Planning Inspector, Steven Lee held the [Examination in Public](#) in the Civic Centre from 2<sup>nd</sup> to 18<sup>th</sup> April, The Town Clerk presented the Town Council's position as indicated above in 6.1. The inspector's report is due on 9<sup>th</sup> May 2019.

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

**6.5 Future High Streets Fund** – The Government has received 300 submissions for its £670million fund for towns to transform town centres. WC made three bids including Trowbridge. If we are successful we will be able to detail the projects to include, such as facilitating developments at the Bowyers site and Bythesea Road, highway and station access improvements, Riverside, links between the town centre and St Stephen's Place etc. There is also a specific Heritage element available which could support the Town Hall.

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

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

**7.1 Transforming Trowbridge** - is being dissolved and a resolution was passed at the last Policy & Resources meeting on 5<sup>th</sup> March that the Town Council's share be returned to General Reserves.

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

**7.3 Trowbridge Community Area Future (TCAF)** – Works with partners to address priorities in the Joint Strategic Assessment most deprived communities (Studley Green-10%, Seymour/Adcroft & Longfield-20%). TCAF receives a grant from the council, utilises the Cabin at Seymour and operates the Shires Community Hub. Councillors wishing to use the Hub for surgeries should contact [tcaf@trowbridge.gov.uk](mailto:tcaf@trowbridge.gov.uk)  
Staff: Meg Aubrey, Project Manager Youth & Community Development; Zoe Meaden, Community Project Co-ordinator/Administrator; Louise Williams, Community Administrator(Maternity). Deborah McLean, Youth Work Coordinator, Emma Heath & Mya Wootten, Youth Support Workers

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

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

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

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

**7.8 Trowbridge Town Hall Trust** – David Lockwood has commenced as Director of Trowbridge Arts, working for the Trust. The Trust is introducing a new membership scheme and new trustee appointment arrangements. David has already held an open meeting for the public to express their views.

## 8. WILTSHIRE

### 8.1 Wiltshire Council

**8.1.1 Area Board** – Next meeting Thursdays 9<sup>th</sup> May & 25<sup>th</sup> July, 18:30 for 19:00 Cotswold Space County Hall. The Community Engagement Manager for Trowbridge is Liam Cripps.

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

**8.1.3 Waiting Restrictions** – Wiltshire Council is progressing the list of requests compiled since 2011 and has provided reasons why some such requests are not being progressed. They are also assessing the requests related to potential wide area and College Residents' Parking Zones (RPZ).

**8.1.4 Castle Place Multi-Storey Car Park** – WC has now resolved to pursue the sale of the multi-storey car-park to the owners of Castle Place (APAM). If this proceeds, the current restrictive covenant on charging would be nullified. The new owners are likely to wish to redevelop the site in the longer term, with the retention of parking for their customers at Castle Place and St Stephen's Place.

**8.1.5 Service Delegation & Asset Transfer (SDAT)** – Alan Richell, Growth & Investment Programme Director and Richard Clewer, Cabinet Member, have indicated that WC wish to bring forward discussions on SDAT prior to late 2019. In addition to play areas, the Town Park, allotments, closed churchyards and grit bins already transferred, the council may consider in future taking over recreation grounds (Stallards, Seymour, Elm Grove) and open space (including Paxcroft Brook). These have been factored in to the long-term financial plan. The Town Council would also be interested in delegation of street trading licensing. No funding is available for town and parish councils taking on additional assets and services.

**8.1.6 Play Areas** – The town council took responsibility for maintaining the 24 WC play areas from 1<sup>st</sup> April, including grass cutting, shrubs, hedges and fences but has not received the formal management agreements under Section 101 of the Local Government Act 1972 as agent for WC. We received the remaining half of the £50k transfer fee at the end of March. S106 revenue expenses funds will be transferred annually, with £3473.57 for 2019.

Planning number	Development name	Commuted sum remaining	Years left to run	Annual increment
97/00208/OUT	St Johns Hospital	£7,233.85	14.00	£516.70
03/01730/FUL	Halfway Cottage	£15,412.41	14.00	£1,100.89
00/00017/FUL	County Way	£8,788.35	13.00	£676.03
02/00681/FUL	West Ashton Road	£11,914.69	14.00	£851.05
96/01128/FUL	Brewery Walk	£5,262.39	16.00	£328.90
		£48,611.69		£3,473.57



**8.1.7 Street Cleaning** - WC undertakes the statutory minimum utilising a barrow operative and sweeper, there is no value available to the town council to take on these activities, so the town council is securing resources to improve the outer areas and undertake activities not deemed necessary by WC. This approach will be coordinated by the town council to ensure reports are being made on the WC App and town centre resources applied to priorities. The council has now purchased a weed-ripper and has included in the budget, resources to lease a drive-on street sweeper and employ an additional Grounds Operative. Hako demonstrated their mini-sweeper in early April. This machine has the advantage that it is maximum 3.5 tonnes and can therefore be driven by anyone with a standard driving licence. It is also very manoeuvrable and can clean pavements as well as roads.

**8.1.8 Bus Shelters** – The Town Council has now taken responsibility for all bus shelters in the town.

**8.1.9 Litter Bins** - We will consider the costs of emptying litter bins and providing additional bins over and above those provided by WC, once our street sweeping is operational.

**8.2 Health Services** – Wiltshire Clinical Commissioning Group (WCCG) is responsible for commissioning 'Primary Care' services to people in Wiltshire and registered with Wiltshire GPs.

**8.2.1 Maternity Care** – The CCG have not yet made a final decision.

**8.3 Dorset & Wiltshire Fire & Rescue Service** – Information available at [www.dwfire.org.uk](http://www.dwfire.org.uk)

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

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

**8.6 Swindon & Wiltshire Local Enterprise Partnership (SWLEP)** – Is now a separately constituted business, as required by government.

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

**8.8 Market Towns Network** – The last meeting was held in Salisbury on 28<sup>th</sup> March the next is in Warminster on 3<sup>rd</sup> October.

**8.9 Wiltshire Super Councils Network** – No recent meeting to report.

**8.10 Society of Local Council Clerks (SLCC)** – The Council pays the fee for the Clerk to be a member of the Society of Local Council Clerks (SLCC), which provides training and advice.

**8.11 Larkrise School** - proposed closure - extended consultation to 6<sup>th</sup> May. The Town Clerk will be responding based on the council's previous position, which is to object to the closure. The date and location of the meeting of Cabinet scheduled for Tuesday, 14<sup>th</sup> May, 2019, 9.30 am has been changed. Following consultation with the Leader of the Council, it will now be held on Wednesday, 22<sup>nd</sup> May, 2019, 9.30 am at Council Chamber - County Hall, Bythesea Road, Trowbridge, BA14 8JN. The meeting will consider the report on Special Schools Proposals. To see the publicly available information, follow the link: [Meeting details on public web site](#)

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

**Lance Allan, Town Clerk**  
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<b>Report to</b>		Trowbridge Area Board		
<b>Date of Meeting</b>		09/05/2019		
<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	£72,216.38	£7,700.00	£32,540.00	
Grant Applications Awarded to date	£0.00	£0.00	£1156.56	-
Current Balance	£72,216.38	£7,700.00	£31,383.44	
Balance if all grants are agreed at this meeting	£55,003.88	£6,200.00	£24,507.44	N/A

**Purpose of the report:**

To consider the applications for funding listed below

Applicant	Amount requested
<b>Applicant:</b> Alzheimer's Support <b>Project Title:</b> Mill Street Day Club Access  <a href="#">View full application</a>	£2500.00
<b>Applicant:</b> Bethesda Baptist Church <b>Project Title:</b> Bethesda Church Community Rooms  <a href="#">View full application</a>	£5000.00
<b>Applicant:</b> ruksak45218 <b>Project Title:</b> RUKSAK45218  <a href="#">View full application</a>	£2500.00
<b>Applicant:</b> The Mead Primary School <b>Project Title:</b> Community Art Studio and Meeting Space  <a href="#">View full application</a>	£5000.00

<p><b>Applicant:</b> Southwick Baptist Church  <b>Project Title:</b> Free Introductory Advice Service Southwick</p> <p><a href="#">View full application</a></p>	<p>£500.00</p>
<p><b>Applicant:</b> Sing a Longs  <b>Project Title:</b> Sing a Long choral group Music Folders</p> <p><a href="#">View full application</a></p>	<p>£180.00</p>
<p><b>Applicant:</b> Paxcroft Mead Community Centre  <b>Project Title:</b> Paxcroft Mead CC Toilet refurbishment</p> <p><a href="#">View full application</a></p>	<p>£1532.50</p>

## 1. Background

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

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

## 2. Main Considerations

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

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

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

## 3. Environmental & Community Implications

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

## 4. Financial Implications

Financial provision had been made to cover this expenditure.

## 5. Legal Implications

There are no specific legal implications related to this report.

## 6. Human Resources Implications

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

## 7. Equality and Inclusion Implications

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

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

## 8. Safeguarding Implications

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

## 9. Applications for consideration

Application ID	Applicant	Project Proposal	Requested
<a href="#">3269</a>	Alzheimer's Support	Mill Street Day Club Access	£2500.00
<p><b>Project Description:</b> Improve access to the Mill Street day club for people with dementia through installation of a new entrance door with window pane wheelchair ramp and grab rails.</p> <p><b>Input from Community Engagement Manager:</b> The application meets criteria for capital funding and it also seeks to tackle local priorities as agreed in the JSA.</p> <p><b>Proposal</b> That the Area Board determines the application.</p>			

Application ID	Applicant	Project Proposal	Requested
<a href="#">3262</a>	Bethesda Baptist Church	Bethesda Church Community Rooms	£5000.00
<p><b>Project Description:</b> We wish to improve the rooms used by various community groups by upgrading our heating windows and toilets.</p> <p><b>Input from Community Engagement Manager:</b> The application meets criteria for capital funding and will improve a well used community space</p> <p><b>Proposal</b> That the Area Board determines the application.</p>			

Application ID	Applicant	Project Proposal	Requested
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<a href="#">3242</a>	ruksak45218	RUKSAK45218	£2500.00
<p><b>Project Description:</b> RELIEF OF CHILDHOOD POVERTY – PUBLIC/LOCAL COMMUNITY ASKED TO FILL RUCKSACKS WITH ESSENTIAL ITEMS SUCH AS BEDDING TOILETRIES SCHOOL/HOME CLOTHING AND SCHOOL STATIONERY. FAMILIES ARE REFERRED TO PROJECT AGAINST SET CRITERIA BY PROFESSIONALS - RUCKSACKS THEN MADE UP AND GIVEN TO THE FAMILIES</p>			
<p><b>Input from Community Engagement Manager:</b> The application meets the criteria for capital funding and tackles a number of local JSA priorities.</p>			
<p><b>Proposal</b> That the Area Board determines the application.</p>			

Application ID	Applicant	Project Proposal	Requested
<a href="#">3228</a>	The Mead Primary School	Community Art Studio and Meeting Space	£5000.00
<p><b>Project Description:</b> This project will provide local residents and families of The Mead Wingfield site with access to an Art Studio and Meeting Space. We are asking for capital funding to build a stand-alone space within the grounds of Wingfield School that will be available as an Art Studio for children and families during the school day and to other community groups outside of these hours such as the parish council.</p>			
<p><b>Input from Community Engagement Manager:</b> The application meets the criteria for capital funding and will provide additional community space outside of school hours.</p>			
<p><b>Proposal</b> That the Area Board determines the application.</p>			

Application ID	Applicant	Project Proposal	Requested
<a href="#">3257</a>	Southwick Baptist Church	Free Introductory Advice Service Southwick	£500.00
<p><b>Project Description:</b> To provide free advice on Benefits CV/job applications form filling and business letter writing on Debt Management the advice will be introductory and at the appropriate point having assisted in collating the necessary information and completing the extensive Income and Expenditure paperwork we will refer clients on to a local Debt Advice office who will use this information to support them through the rest of the process. We have five advisors who are all trained and experienced in their fields. We will be working in partnership with the local primary school and the advice service will be available to parents of pupils as well as folk living in Southwick Village.</p>			

**Input from Community Engagement Manager:**  
The application meets the criteria for capital funding and should be considered by the Area Board.

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

Application ID	Applicant	Project Proposal	Requested
<a href="#">3255</a>	Sing a Longs	Sing a Long choral group Music Folders	£180.00

**Project Description:**  
The Sing a Long group visit nursing homes residential homes for the elderly and hospices. They encourage people with dementia and similar conditions to join them in community singing. The folders would enable copies of the music to be distributed amongst the audience for their participation.

**Input from Community Engagement Manager:**  
The applications meets the criteria for capital grant funding and helps to tackle a number of priorities from the local JSA.

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

Application ID	Applicant	Project Proposal	Requested
<a href="#">3283</a>	Paxcroft Mead Community Centre	Paxcroft Mead CC Toilet refurbishment	£1532.50

**Project Description:**  
This project will replace the existing sanitary ware and plumbing in the mens toilets. There have been problems with this for some time and we also want to implement water saving technology as part of the project

**Input from Community Engagement Manager:**  
The project meets the criteria for capital grant funding and will contribute towards improves to a much needed community space.

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

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

**Report Author:**  
Liam Cripps  
Community Engagement Manager  
01225 713143  
[liam.cripps@wiltshire.gov.uk](mailto:liam.cripps@wiltshire.gov.uk)

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## Grant Applications for Trowbridge on 09/05/2019

ID	Grant Type	Project Title	Applicant	Amount Required
689	Youth	Brighter Aspirations Plus	Trowbridge Community Area Future	£5000.00

**Submitted:** 05/04/2019 18:35:43

**ID:** 689

**Current Status:** Application Appraisal

**To be considered at this meeting:**  
tbc contact Community Area Manager

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

Youth

**2. Amount of funding required?**

£501 - £5000

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

No

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

**5. Project title?**

Brighter Aspirations Plus

**6. Project summary:**

TCAF want to run two additional weekly youth cafes. An additional session at The Cabin in Seymour with a specific focus on supporting young peoples homework and creating a quiet place to study and a session at Longfield Community Centre to meet a growing demand to deliver creative activities for young people on the Estate. TCAF would like to deliver additional sessions on Studley Green but there is currently no space available. TCAF would also like funding for challenging behaviour staff training due to the growing concern around knife crime and anti-social behaviour in Trowbridge.

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

Trowbridge

**Electoral Division**

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

BA14 8AH

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

Informal education

Youth work/development

1:1/group work

Community Project

If Other (please specify)

**10. Finance:**

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

**Your latest accounts:**

03/2018

**Total Income:**

£43617.00

**Total Expenditure:**

£57063.00

**Surplus/Deficit for the year:**

£-13446.00

**Free reserves currently held:**

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

£28180.00

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

TCAF is a small local charity that operates with small reserves with all its funds supporting direct project delivery to benefit the local community. The free reserves from 201718 are set aside to cover staff salaries consumables and equipment to support our ongoing core activities which we need to find additional funding to extend our work.

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

**10b. Project Finance:**

Total Project cost                      £6821.00

Total required from Area  
Board    £5000.00

Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Senior Youth Worker	2376.00	Youth and Community Development Manager	yes	1000.00
Two youth support workers	2745.00	Volunteers		200.00
Challenging Behaviour Training	500.00			
<b>Total</b>	<b>£5621</b>			<b>£1200</b>

**11. Have you or do you intend to apply for a grant from another area board within this financial year?**  
No

**12. If so, which Area Boards?**  
Trowbridge

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

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

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

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

**17. DECLARATION**

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

**Quotes:**  
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)

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

**And finally...**

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

690	Youth	LoVe Sounds Music	LoVe Sounds Music	£1876.00
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**Submitted:** 11/04/2019 22:07:35

**ID:** 690

**Current Status:** Application Appraisal

**To be considered at this meeting:**  
tbc contact Community Area Manager

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

**2. Amount of funding required?**  
£501 - £5000

**3. Are you applying on behalf of a Parish Council?**  
No

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

**5. Project title?**  
LoVe Sounds Music

**6. Project summary:**  
LoVe Sounds is a community music project aimed to engage young people who are interested in exploring music sound through the world of technology. LoVe Sounds will use music and vinyl DJ'ing as a way of engaging local young people in creative positive activities as an alternative to hanging around in the streets and participating in anti-social behaviour. The project aims to build confidence and social skills in young people as well as being a potential stepping stone to engaging in music college courses and accessing paid employment in the music and entertainment industry locally.



Total required from Area Board		£1876.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Materials	50.00	Insurances		200.00
Course Tutor: weekly workshops, 10 weeks, 20hrs x £30 + 10hrs prep time	900.00	Youth Worker Apprentice		220.00
Development Time 20hrs x 20	400.00	Equipment		500.00
Travel costs 20 miles return x 40p 8 x 12	96.00	DBS		48.00
Equipment Servicing/Maintenance	100.00			
Senior Youth Worker	330.00			
<b>Total</b>	<b>£1876</b>			<b>£968</b>

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

No

**12. If so, which Area Boards?**

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

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

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

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

17. DECLARATION

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

**Quotes:**

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)

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

**And finally...**

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

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# Health and Wellbeing projects and activities FUNDING APPLICATION

**1. Applicant:**

Name	Rebecca Seymour
Organisation	Wiltshire Music Centre
Address	Ashley Road, Bradford on Avon, BA15 1DZ
Phone number	01225 860110
Email address	rebecca.seymour@wiltshiremusic.org.uk

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

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

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

Yes	
No	x

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

**5. Project title?**

Celebrating Age Wiltshire

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

Celebrating Age Wiltshire (CAW) Partnership, led by Wiltshire Music Centre, is entering into its 3<sup>rd</sup> year delivering a programme of arts, cultural & heritage activity in 6 of Wiltshire’s community areas. The Project Development Worker (PDW) has curated a programme of work in each

community in consultation with the Community Engagement Managers (CEMs), Older People's Champions, older people's services, activity providers and charities. The multi arts and heritage programme involves regular monthly activity in local community settings, village halls and library hubs.

We are seeking a small contribution from each Area Board where activity is taking place for the 3rd year of the project.

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

BA14 8JF, BA14 9HA, BA14 7DZ, BA14 0FH, BA14 8EQ

**8. Please insert a tick against the themes which best describe your project:**

**Intergenerational**

**Older people support / activities**

**Carers support / activities**

**Promoting physical and mental wellbeing**

**Combating social isolation**

**Promoting cohesive / resilient communities**

**Arts, craft and culture**

Safer communities

**Heritage, history and architecture**

**Inclusion, diversity and community spirit**

Environment, recycling and green initiatives

Sport, play and recreation

Transport

Technology and digital literacy

Other, please specify

**9. About your project**

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

(a) How does your project support local needs and priorities?

CAW delivers high quality arts, culture and heritage activity for older people in their own community settings during daylight hours. The partnership includes Wiltshire Council Library Service, as well as Age UK and Wiltshire's cultural organisations.

In the first year of the project the PDW consulted with local community workers, guests in day centres, sheltered housing residents and community group members to discover what older people wanted from the programme and the type of arts activity in which they wished to participate and attend. Bringing isolated people together to engage with the arts and be uplifted through creative activity, whilst socialising with others is at the heart of the project. In this way CAW is focussing on the priorities of the HWB group and Our Community Matters.

We have chosen several venues in order to reach very local communities. In the 3<sup>rd</sup> year we will be consolidating these venues to those most suited to continue delivery beyond year 3 of the project.

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

Each event has so far attracted between 30 – 50 people, but some are more intimate events, which are more conducive to small numbers -eg art sessions at Seymour Hub for 8 participants.

About 30% have attended more than 6 events, illustrating that people want this activity and are keen for it to continue.

(c) How will you encourage volunteering and community involvement?

The PDW is working with a small steering committee, involving the CEM and reps from Selwood Housing Group to identify how best to access local older people who wish to attend these events. We are linking in with existing voluntary and community groups to support their programmes and to encourage their guests to attend further events. Selwood have assigned a regular employee from their Involvement and Improvement Team and Hitachi offered volunteers for some events in 2018. Volunteers from each venue support events by helping set up and clear away; the manager at Florence Court is always keen to host events with no hire charge and to open their doors to non-residents, offering tea/coffee as part of the package. Publicity for all events goes to a wide range of stakeholders and groups, who encourage their local community to attend. We also post on twitter/Facebook and Our Community Matters, as well as putting events into Wiltshire Times and BBC Radio Wiltshire.

(d) 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.)?

For the first 2 years of the project, events and activity have been free of charge to open the project to all. In year 3 there is scope to introduce a small charge for certain events for those who can afford it to ensure sustainability. Events and activity take place locally and in the daytime, to make it easier for vulnerable people to attend, without travelling too far, or going out at night. We are signed up with Make A Friend Be A Friend and have several referrals now attending events and sharing lifts/taxis. To date we have delivered sessions at Studley Green, Longfield, Seymour Estate, North Bradley, Town Hall Arts, Library, Florence Court in order to reach local areas for those unable to travel far.

(e) How will you work with other community partners?

The PDW will continue to work with the CEMS and OP Champions to link up with community partners. As more people hear about the project, more links have been made and further activity

will be planned with communities. Intergenerational activity involving school children has proven popular and many of the CAW events have been facilitated by local artists/theatre makers/musicians, supported by community venues where older people feel comfortable attending. Alzheimer's Support and Alzheimer's Society signpost clients and the library promotes all events on their screens. CAW partner, WMC, in nearby Bradford on Avon, is offering a certain amount of free tickets for daytime concerts and talks for CAW audiences.

## 10. Safeguarding

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

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

The CEO at Wiltshire Music Centre (WMC) is responsible for safeguarding and the PDW is following the WMC Safeguarding Policy. All staff and artists leading sessions are DBS checked and risk assessments are carried out at all venues.

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

## 11. Monitoring your project.

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

In the first phase of the project, the PDW used a simple evaluation card at all events, which asked participants how they felt after attending the event, and what other arts activity they would like to participate in. With the results of this feedback, phase 2 was carried out, organising events linked to requests from the initial evaluation. In phase 3 a formal evaluation will be carried out from an independent evaluator.

Quotes from Trowbridge participants after attending CAW events:

*"Lovely. I felt wonderful tapping my feet and loose myself. Gives me something to look forward to."*

*"Happy and feel I belong and make a difference."*

*"I brought my mum, what a lovely couple of hours. Great to see her singing and clapping along with the music"*

*"Feel nostalgic. You've taken years off me"*

Email from participant:

*just to say how much we appreciate the music etc that you put on for us. and although we didnt fill in the form to let you know. how we feel. i wanted you to know that it makes me feel WANTED. that someone cares about us as we grow older. and come out feeling happier. .. it was a shame we didnt know about the irish music. because margaret and i would have loved that. we did sing along today with the lovely singer. she is smashing. thats twice we ve seen her and hope to see her again. got the leaflets now, so hope to see you and your helpers soon. love Avril.*

Regular reporting is carried out to Arts Council England and collating Most Significant Change Stories is the method of evaluation for all National Celebrating Age funded projects.

*“People are returning and numbers growing each month... it feels like a club growing.”* (Trowbridge CEM)

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

CAW partners are all committed to continuing beyond Year 3 of the project and a formal Evaluation is being carried out this year in order to support further funding applications for the future. The PDW is forming a data base of local artists for groups to continue working with and Arts organisations are developing models for future engagement with participants at their venues. The introduction of small charges in Year 3 will help ease people into paying for events, to help sustain the project for the future.

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

The overall CAW project costs £201,991 over 3 years. This represents a leverage value for the Area Board of 45 times if funding is provided over the 3 year period.

**14. Finance**

**(a) Either - Your Organisations Finance**

**Your latest accounts: Month:** March    **Year:** 2018  
**Total Income:** £1,174,229  
**Total Expenditure:** £1,039,438  
**Surplus/deficit :** £118,928  
**Free reserves currently held:** £239,171  
**(money not committed to other projects/operating costs)**

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

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

**(b) Or - We are a small community group and do not have annual accounts or it is our first year (please tick if this applies to you)**

**(c) Please detail your project finance (if your organisation reclaims VAT please exclude VAT from the project costs)**

Planned project costs		Planned income	
Project Development Worker	50260	Event tickets donation	48000
Travel/Exp	6870	Office provision	3060
Office costs	7172	Space provision	18000
Marketing	2948	Other Area Boards	25500
Activity delivery	60000	Arts Council Grant	99931
Event tickets	48000	Participation	6000
Space hire	18000		
Management	8742		
<b>Total</b>	<b>£201992</b>	<b>Total</b>	<b>£200491</b>

## 15. DECLARATION

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

### Quotes:

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

### Project/Business Plan:

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

### Accounts:

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

### Constitution:

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

### Policies and procedures:

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

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

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

**And finally...**

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

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COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

	Item	Update	Actions and recommendations	Who
	<b>Date of meeting: 4<sup>th</sup> April 2019</b>			
	<b>1. Attendees and apologies</b>			
	Present:			
	Apologies:			
	<b>2. Notes of last meeting</b>			
		The minutes of the previous meeting held were agreed at the Trowbridge Area Board meeting in January 2019  <a href="https://cms.wiltshire.gov.uk/ieListDocuments.aspx?CId=171&amp;MId=12093&amp;Ver=4">https://cms.wiltshire.gov.uk/ieListDocuments.aspx?CId=171&amp;MId=12093&amp;Ver=4</a>		
	<b>3. Financial Position</b>			
		The budget allocation at the start of this meeting for £24,417 including allocation for 19/20 financial year.		

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

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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	North Bradley Parish Council are in favour of the proposed traffic calming measures and would like a Substantive CATG bid to be made for funding. The plans outlining the proposal has been circulated with the note tracker. The estimated costs of implementation is £42,000.		
b)	Issue <a href="#">5422</a> Elizabeth Way/Hilperton Road roundabout – concerns re vehicle speeds and layout	The parish steward has undertaken vegetation removal as requested.		
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.	
<b>5.</b>	<b>Other Priority schemes</b>			
a)	20mph speed restriction assessment, Drynham Ward	Formal advertisement took place from 25 <sup>th</sup> Jan to 18 <sup>th</sup> Feb 2019. Objections were received and therefore a Cabinet Member report has been prepared. This is currently with the Cabinet Member for Highways and Transport, Cllr Wayman.	Await outcome of cabinet member decision	
b)	Issue <a href="#">5166</a> Frome Road/Manor Road/Westfield Road. Trowbridge – various issues	Formal advertisement took place from 25 <sup>th</sup> Jan to 18 <sup>th</sup> Feb. No comments were received therefore ths scheme is to progress to implementation.	KR to prepare works pack for implementation.	

## COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

c)	Issue <a href="#">6203</a> Obstruction of footway, Sycamore Grove (o/s Bargain Booze)	Bollard installation complete.	To note update and close issue	
d)	Holbrook Lane, Trowbridge	Dropped kerb installation complete	To note update and remove from agenda	
e)	Footway improvements Bellefield Crescent	Footway works at Bellefield Crescent and Timbrell Street (o/s Hiscocks Engineering) are complete.	To note update and remove from agenda	
f)	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	
g)	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.	Recommendation to area board to agree £1000 funding subject to £500 contribution from TTC.  TTC do not have funds this financial year. Will look to fund next financial year.	MC

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

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h)	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>tile, 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>	
i)	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
j)	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
k)	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

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

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l)	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. KR explained requirements for formal crossing. A pedestrian survey would cost around £600. Suggested site meeting first.</i>	KR to meet with Cllr EK on site to Review situation around school times.	KR/EK
m)	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
6.	<b>New Issues</b>			
	Issue <a href="#">6903</a> – Traffic Calming Request – The Mowlems, Soutwick	<i>I am the Housing Officer for The Mowlems Swan Court estate in Southwick Trowbridge and residents are growing increasingly concerned about the speed cars are driving into the estate off Church street. This is mainly due to the number of children who are regularly playing in this area which has resulted in fears that a child could be seriously hurt by the reckless driving of others. Therefore I was wondering how I would go about putting a request in for speed bumps to be put on the road in this close to force drivers to slow down when entering this area and hopefully avoid a terrible accident as I am not sure what else will help.</i>		

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

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b)	Issue <a href="#">6905</a> – Speeding, St James Gardens, Trowbridge (request for traffic calming)	<p><i>Dangerous driving at fast speeds in St James Gardens. At least 4-5 times per week early mornings and late nights drivers - both men and women anti-social residents and visitors - have been accelerating at dangerous speeds both into and out of St James Gardens from or towards Union Street. I am extremely concerned about this as one car almost lost control last night and nearly mounted the pavement outside my house. Children often play in the street outside and there were several near misses in the summer. I believe it is a matter of time before a pedestrian is seriously injured or worse</i></p> <p><i>I would like to see traffic calming measures put in place along the street at the entrance to St James Gardens. I feel sure most other residents will support this.</i></p>		
c)	Issue <a href="#">6920</a> Moyle Park , Trowbridge	<p><i>In my cul-de-sac off the main route along Moyle Park we get numerous vehicles of all sizes entering every day where the drivers are trying to go to higher numbers in Moyle Park including The Pastures area or are trying to get back to Parsonage Road.</i></p>		
d)	Issue <a href="#">6956</a> Verge Parking, West Ashton Road/Broadcloth Lane, Trowbridge	<p><i>Parking of cars on highway verge has resulted in damage to the grassed area. This use generally occurs at weekends and holidays when enforcement staff are probably not around.</i></p>		

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

<p>e)</p>	<p>Issues 6880, <a href="#">6977</a> – Clarendon Avenue, Trowbridge</p>	<p><i>We have a residents association and have discussed with our local police officers community police fire and ambulance services along with our local councillor about the problems we face and the need for residents parking for which they agree. Often bin lorries delivery vehicles are unable to get to all houses due to the double parking and there is the worry of emergency vehicles not having clear access should they need to. Workers shoppers dog walkers all park here for many hours on regular occurrences especially near to the alleycut to Tescos. This is where the biggest problems lie. Residents have difficulties getting onto their driveways as cars are parked on all four corners outside and opposite your house. Our road is tree lined with grass verges and people carelessly park on these ruining the look of the area for residents as the churned up mud does not repair in the winter months. This leads to residents having to park on the road outside their house if they can to stop this practice. Notes have been left on windscreens previously but to no avail. Attached is a photo of what the grass verges have become image4.jpeg There are large boulderspieces of wood on some grass verges and wonder whether this is an option outside our property Could the council provide bollards Ideally residents parking is what we as a community residents association would like but understand this is a long process. We also have residents from neighbouring roads who park their vehicles in our street due to their lack of parking. We look forward to hearing from you.</i></p>		
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COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

f)	Issue <a href="#">7069</a> Speeding – Whaddon Lane, Hilperton	<p><i>Traffic travelling at speed past Hilperton Village Hall and the adjoining pre-school.</i></p> <p><i>At a minimum for Wiltshire Council to erect 30mph roundel signs at the entrance to the built-up area of Hilperton for traffic approaching from Whaddon direction. Ideally a 20mph zone would be the best solution but the parish council realises that this is probably not achievable.</i></p>		
g)	Issue <a href="#">7071</a> B3105 Devizes Road Hilperton	<p><i>Through traffic using the old B3105 and Devizes Road is increasing. This is negating the use of Elizabeth Way now the B3105 and the new Hilperton by-pass. What is the point of a new road if traffic is allowed to rat-run using de-classified roads</i></p> <p><i>Devizes Road should be permanently blocked to prevent its use by through traffic. It is suggested that the mini roundabout into Stourten Park would be the best location the road to be blocked on the Trowbridge side of the roundabout. In addition traffic calming along Church Street/Hill Street/Marsh Road might prove effective too.</i></p>		
7.	<b>Other items</b>			
a)				



COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

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b)				
c)				
d)				
8.	<b>Date of Next Meeting: 13<sup>th</sup> June 2019, 10am, North Wilts Room, County Hall</b>			

**Trowbridge Community Area Transport Group**

**Report author- Kirsty Rose, Senior Traffic Engineer**

**1. Environmental & Community Implications**

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

## COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

### **2. Financial Implications**

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

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

### **3. Legal Implications**

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

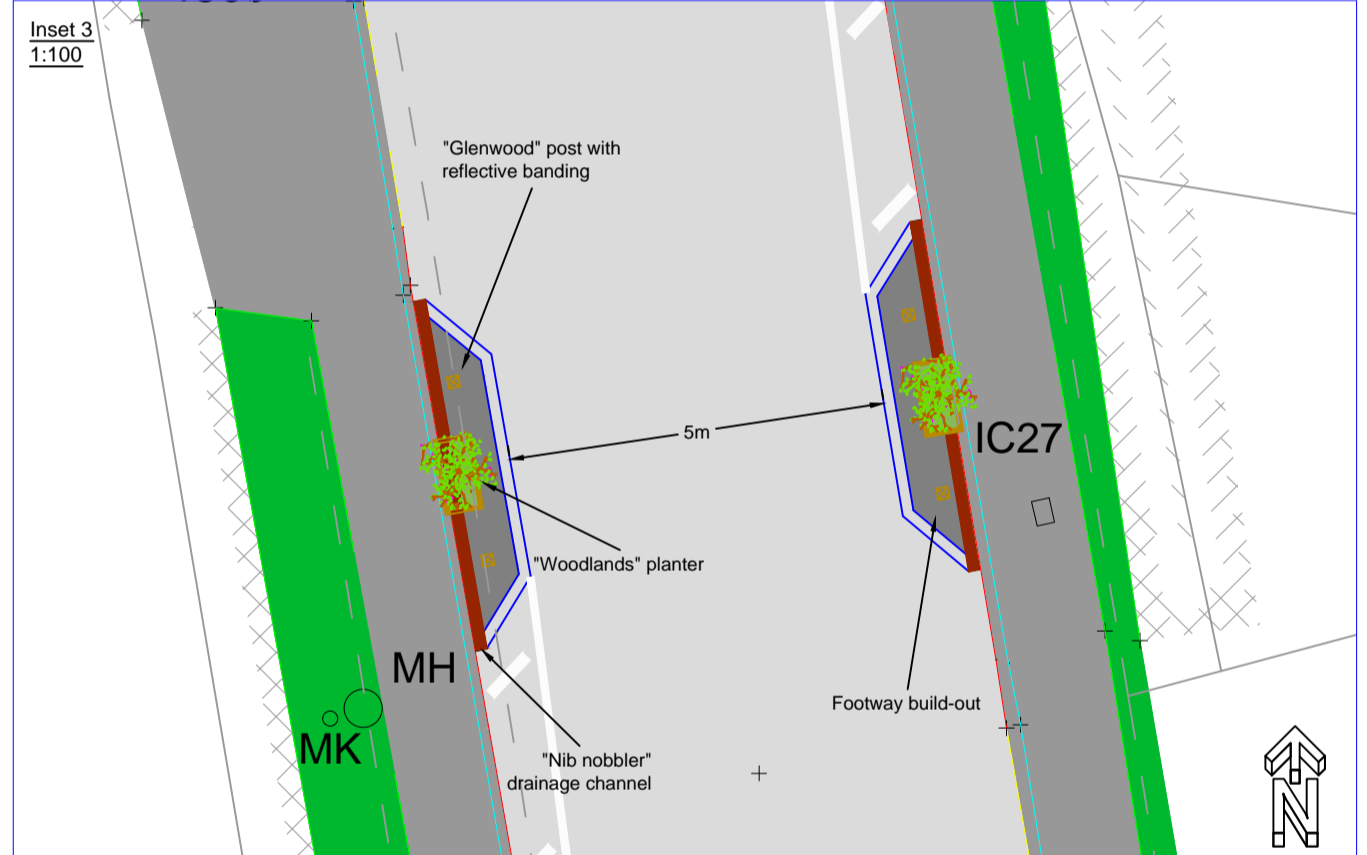
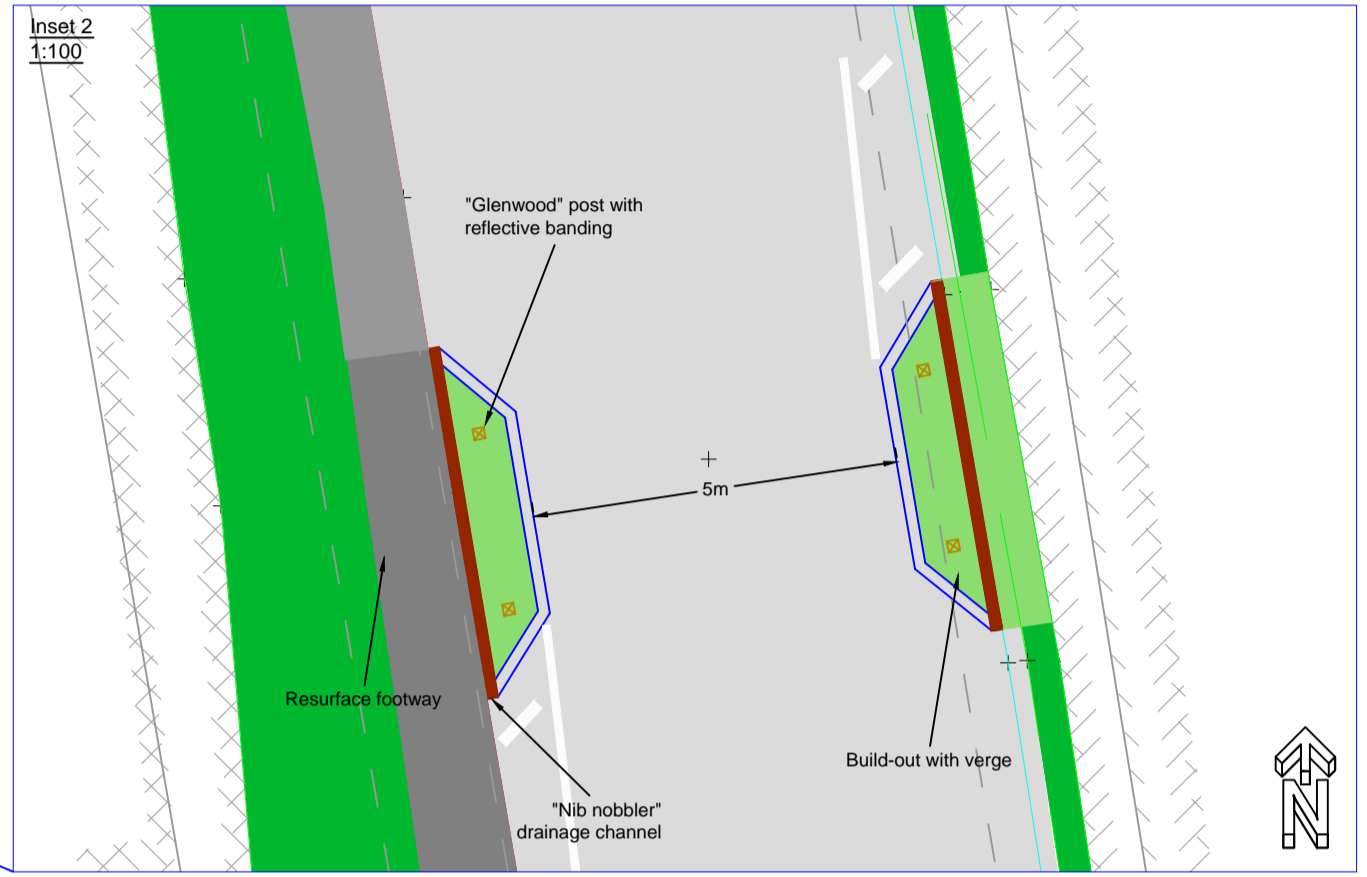
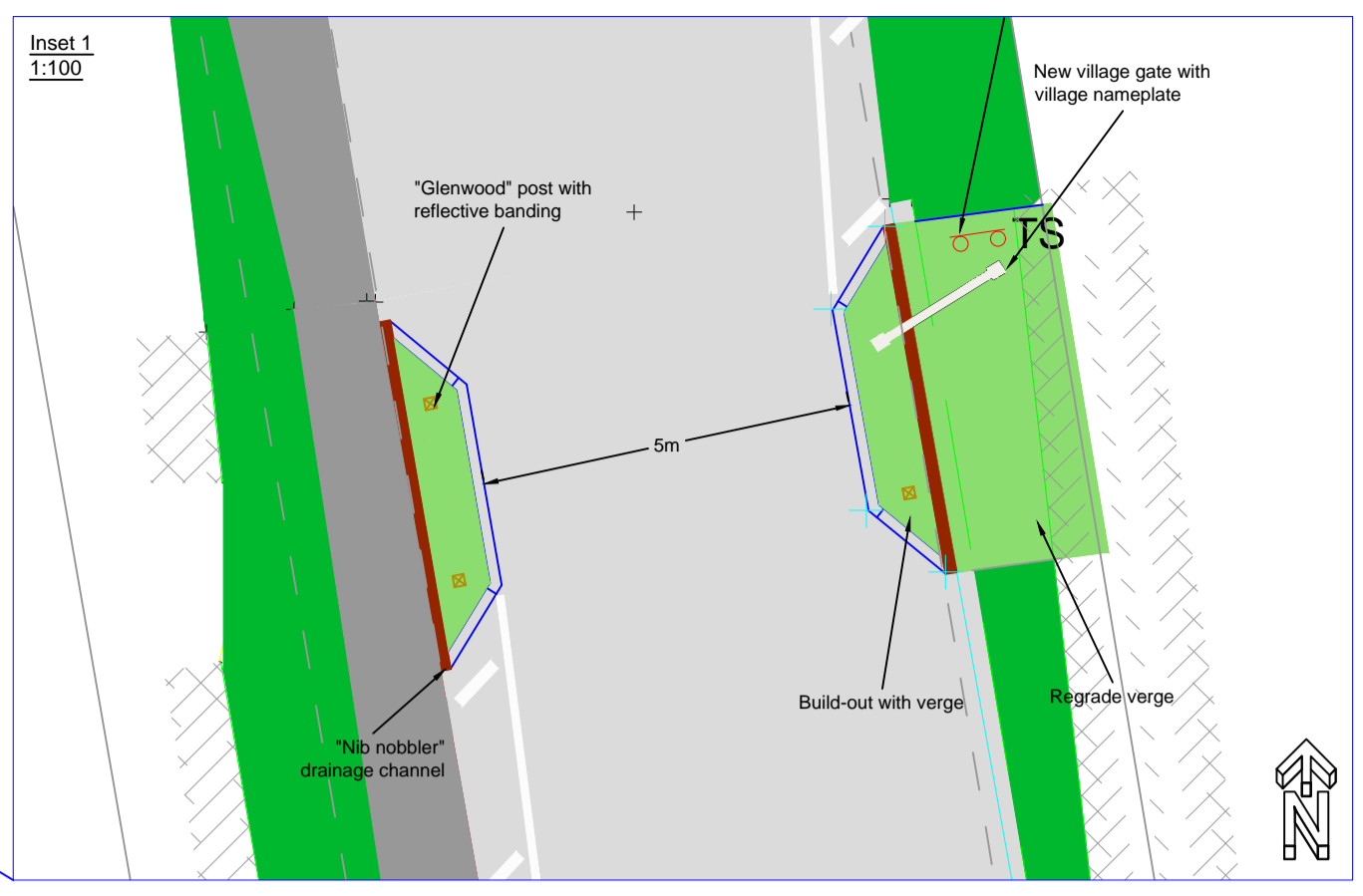
### **4. HR Implications**

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

### **5. Equality and Inclusion Implications**

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

### **6. Safeguarding implications**



NOTES:

**Wiltshire Council**  
Where everybody matters  
Traffic & Network Management  
County Hall, Bythesea Road, Trowbridge  
Wiltshire, BA14 8JD  
Tel: 0300 4560100  
Website: www.wiltshire.gov.uk

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REV	DATE	DRAWN	CHECK	APPRV	DESCRIPTION

DRAWING PURPOSE: CONSULTATION

PROJECT: TROWBRIDGE COMMUNITY AREA TRANSPORT GROUP  
WOODMARSH, NORTH BRADLEY

DRAWING TITLE: PROPOSED TRAFFIC CALMING  
SHEET 1 OF 2  
OUTLINE DESIGN

SCALES:	AS SHOWN	SHEET SIZE:	A2
DRAWING No:	2016-185-D-006	REVISION:	0
FILE REF:			

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