

AGENDA

Meeting: Trowbridge Area Board
Place: The Cotswold Space - County Hall, Bythesea Road, Trowbridge, BA14 8JN
Date: Thursday 19 September 2019
Time: 7.00 pm

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

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

Refreshments and networking opportunity from 6:30pm.

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

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

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

Wiltshire Councillors

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

RECORDING AND BROADCASTING NOTIFICATION

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

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

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

Parking

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

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

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

Public Participation

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

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

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

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

	Time
<p>1 Apologies</p> <p>To receive any apologies for absence.</p>	7.00pm
<p>2 Minutes (<i>Pages 5 - 12</i>)</p> <p>To approve the minutes of the meeting held on 25 July 2019.</p>	
<p>3 Declarations of Interest</p> <p>To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.</p>	
<p>4 Chairman's Announcements (<i>Pages 13 - 16</i>)</p> <p>To include the following:</p> <ul style="list-style-type: none"> a) Special School Provision Representation b) Recycling Week 	
<p>5 Cyber Crime Workshop</p> <p>Lee Stripe, Cyber Prevent & Protect Officer, will deliver a workshop on the prevention of cyber crime.</p>	7.05pm
<p>6 Bowyer's Site</p> <p>Simon Coles, Innox Mills, will speak regarding proposals for the Bowyer's Site.</p>	7.30pm
<p>7 Partner Updates (<i>Pages 17 - 56</i>)</p> <p>To note the written reports and receive any updates from the following:</p> <ul style="list-style-type: none"> a) Wiltshire Police b) Dorset and Wiltshire Fire and Rescue Service c) Town and Parish Councils d) Local Youth Network e) Trowbridge Wellbeing Centre Development Group f) Health and Wellbeing Group 	7.55pm
<p>8 Funding (<i>Pages 57 - 76</i>)</p> <p>To consider the grant applications as attached.</p>	8.15pm
<p>9 Urgent items</p> <p>Any other items of business which the Chairman agrees to consider as a matter of urgency.</p>	8.55pm

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MINUTES

Meeting: Trowbridge Area Board
Place: The Cotswold Space - County Hall, Bythesea Road, Trowbridge,
 BA14 8JN
Date: 25 July 2019
Start Time: 7.00 pm
Finish Time: 9.00 pm

Please direct any enquiries on these minutes to:

Kieran Elliott, Democratic Services, 01225 718504 or kieran.elliott@wiltshire.gov.uk

Papers available on the Council's website at www.wiltshire.gov.uk

In Attendance:

Wiltshire Councillors

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

Total in attendance: 27

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
34	<p><u>Election of Chairman 2019/20</u></p> <p>Nominations were sought for a Chairman for the forthcoming year. Councillor Stewart Palmen was nominated by Councillor Steve Oldrieve, seconded by Councillor Andrew Bryant. Councillor Edward Kirk was nominated by Councillor Peter Fuller, seconded by Councillor Horace Prickett. After a vote it was,</p> <p><u>Resolved:</u></p> <p>To appoint Councillor Edward Kirk as Chairman for the forthcoming year.</p>

35	<p><u>Election of Vice-Chairman 2019/20</u></p> <p>Nominations were sought for a Vice-Chairman for the forthcoming year. Councillor Stewart Palmen was nominated by Councillor Steve Oldrieve, seconded by Councillor David Halik. Councillor Horace Prickett was nominated by Councillor Peter Fuller, seconded by Councillor Horace Prickett. After a vote it was,</p> <p><u>Resolved:</u></p> <p>To appoint Councillor Horace Prickett as Vice-Chairman for the forthcoming year.</p>
36	<p><u>Apologies</u></p> <p>Apologies were received from Councillor Deborah Halik, Colin Kay of the Trowbridge Health and Wellbeing Centre Development Group, and Phil People from the Dorset and Wiltshire Fire and Rescue Service.</p>
37	<p><u>Minutes</u></p> <p>The minutes of the meeting held on 9 May 2019 were presented for consideration and it was,</p> <p><u>Resolved:</u></p> <p>To approve and sign the minutes as a true and correct record.</p>
38	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>
39	<p><u>Chairman's Announcements</u></p> <p>The Board received an update on the first Trowbridge Weaver's Market which had taken place on 13 July 2019.</p> <p>The Board thanked organisers for their efforts and the Chairman offered thanks on behalf of the Board to Councillor Stewart Palmen for his work with the market.</p> <p>The Chairman also noted, after enquiries, that there were no members of the public present who were not attending as a result of a grant application. The Board discussed the matter of attendance further under Urgent Items.</p>
40	<p><u>Appointment to Working Groups and Outside Bodies</u></p> <p>The Board received a report on the current composition of working groups and appointments to outside bodies. It was noted the representative from TCAF should be Meg Aubery, that David Baker was no longer the representative of the</p>

	<p>Chamber of Commerce, and it was agreed to add Roger Evans as a parish council representative to the Community Area Transport Group. It was therefore,</p> <p><u>Resolved:</u></p> <p>That subject to changes as detailed above, to</p> <p>Appoint Councillor representatives to Outside Bodies as set out at Appendix A;</p> <p>Agree to reconstitute and appoint to the Working Groups as set out in Appendix B; and</p> <p>Note the Terms of Reference for the Working Groups, as set out in Appendix C.</p> <p>Appoint an Older Person Champion for the Area Board, in accordance with Appendix D.</p>
41	<p><u>Partner Updates</u></p> <p>Updates from partners were received as follows:</p> <ul style="list-style-type: none"> i. Wiltshire Police The written update was noted. ii. Dorset and Wiltshire Fire and Rescue Service The written update was noted. iii. Town and Parish Councils The written update from Trowbridge Town Council was noted, and that the new Leader of Wiltshire Council had been invited to speak to the town council regarding major development sites and other matters. North Bradley Parish Council also provided an updated on the progress of their neighbourhood plan. iv. Local Youth Network Grant recommendations would be considered under funding, and it was reported meetings would be held with Trowbridge Community Area Future after the summer break to discuss the various activities that would have taken place. v. Trowbridge Wellbeing Centre Development Group The written report was noted. Chris Hilton, recently appointed interim Head of Economic Development at Wiltshire Council, was in attendance and explained discussions had been held with the Chairman of the group since publication of the agenda. It was acknowledged that there had been

	<p>considerable delays since the outline planning application for the site had been approved in November 2018, largely as a result of Environment Agency concerns, and that he would be meeting with them shortly, along with the NHS. It was stated it was hoped Cabinet approval for the way forward could be achieved in October 2019.</p> <p>The Board noted that there had been many attempts to progress with the site which had not come to fruition. They requested a further update on progress in September 2019 and that the Health and Wellbeing Centre Development Group be involved in discussions with officers.</p> <p>vi. Safer and Supportive Communities Group The group would be meeting shortly. It was also noted it had changed its name, which would be updated for the next agenda.</p> <p>vii. Health and Wellbeing Group The group would also be meeting shortly and there was no further update.</p>
42	<p><u>Warm and Safe Wiltshire Programme</u></p> <p>A presentation was received from Paola Aldana, Senior Energy Adviser, Warm & Safe Wiltshire, a charity concerned with sustainable energy projects.</p> <p>Details were provided on efforts to tackle fuel poverty as well as issues of poor heating controls and insulation, working to reduce energy usage and collaborative work on information campaigns with health service and the fire and rescue service.</p> <p>The Board were also advised of an ongoing project to install smart meters in homes to monitor energy usage and avoid estimated bills, and allow for flexible charging for usage at different times if desired. In response to queries it was stated the 1st generation meters had had difficulties when people switched suppliers, but that the 2nd generation should avoid that problem, and that the upgrade would be free.</p> <p>The Board thanked Paola for her presentation.</p>
43	<p><u>Wiltshire Highways Maintenance</u></p> <p>The Board received a presentation from Diane Ware, Principal Technical Officer Highways, Wiltshire Council regarding highways maintenance in the community area.</p> <p>It was noted that each community area received funding based on length of the network and proportion in need of work within the next five years. Owing to the quality of the network in Trowbridge this had meant less allocated funding, but as areas were assessed and new sections identified as needing priority work, other funding could be obtained.</p>

	<p>The Board discussed the state of the network, funding, as well as technical details of road resurfacing, how to report defects in the road network, footpath assessment and other details.</p> <p>The Board thanked Diane for her presentation.</p>
44	<p><u>Trowbridge Museum</u></p> <p>A presentation was received from Clare Lyall, Curator and Head of Cultural and Neighbourhood Services, Trowbridge Town Council, regarding Trowbridge Museum.</p> <p>The background of the museum was detailed, and the expansion project which had been funded by a lottery grant. This was part of a five-year plan to expand visitor numbers to 25 thousand a year, following a closure in July 2019 until 2020. The expansion would make the entrance more visible and accessible, and utilise an additional floor of the historic mill building.</p> <p>In response to queries further details were provided on the dedicated learning and outreach space, the expanded temporary exhibition space, as well as details of the contents of the museum which would include medieval history as well as the industrial period. It was also noted that Hilperton and West Ashton had contributed toward the project.</p> <p>The Board thanked Clare for her presentation.</p>
45	<p><u>Funding</u></p> <p>The Area Board considered the following applications:</p> <p><u>Youth Grants</u></p> <p>i. <u>Youth Adventure Trust</u> The sum of £1988.40 was requested for Vulnerable Young People from Trowbridge 2019 Activity Days. On the motion of Councillor Stewart Palmen, seconded by Councillor Steve Oldrieve, it was</p> <p><u>Resolved</u> The Area Board awarded the sum of £1988.40 to Youth Adventure Trust.</p> <p><u>Reason</u> The application met the Grant Criteria.</p> <p>ii. <u>Splash Positives Activities for Trowbridge Young People</u> The sum of £4975.00 was requested for Splash, part of Community First. On the motion of Councillor Steve Oldrieve, seconded by Councillor Stewart Palmen, it was,</p>

Resolved

The Area Board awarded the sum of £4975.00 to Splash Positives Activities for Trowbridge Young People

Reason

The application met the Grant Criteria.

iii. **Trowbridge Town Football Club**

The sum of £750.00 was requested for Youth Club Goalposts. On the motion of Councillor Ernie Clark, seconded by Councillor Peter Fuller, it was,

Resolved

The Area Board awarded the sum of £750.00 to Trowbridge Town Football Club.

Reason

The application met the Grant Criteria.

iv. **Wiltshire Wildlife Trust**

The sum of £4000.00 was requested for the Re-cycle project. On the motion of Councillor Stewart Palmen, seconded by Councillor Andrew Bryant, it was,

Resolved

The Area Board awarded the sum of £4000.00 to Wiltshire Wildlife Trust.

Reason

The application met the Grant Criteria.

Community Area Grants

v. **Trowbridge Community Area Future**

The sum of £7500.00 was requested for Brighter Aspirations Studley Green Youth Space. On the motion of Councillor Peter Fuller, seconded by Councillor Andrew Bryant, it was,

Resolved

The Area Board awarded the sum of £7500.00 to Trowbridge Community Area Future.

Reason

The application met the Grant Criteria.

vi. **Trowbridge Town Football Club**

The sum of £896.97 was requested for Goalposts. On the motion of Councillor David Halik, seconded by Councillor Stewart Palmen, it was,

Resolved

The Area Board awarded the sum of £896.97 to Trowbridge Town Football Club.

	<p><u>Reason</u> The application met the Grant Criteria.</p> <p>vii. <u>The Grove Primary School</u> The sum of £5000.00 was requested for The Outdoor Classroom project. On the motion of Councillor Stewart Palmen, seconded by Councillor David Halik, it was,</p> <p><u>Resolved</u> The Area Board awarded the sum of £5000.00 to The Grove Primary School.</p> <p><u>Reason</u> The application met the Grant Criteria.</p> <p><u>Health and Wellbeing Grants</u></p> <p>viii. <u>Trowbridge Community Area Future</u> The sum of £3400.00 was requested for Community Hub @ BA14 Support Clubs. On the motion of Councillor Edward Kirk, seconded by Councillor Horace Prickett, it was,</p> <p><u>Resolved</u> The Area Board awarded the sum of £3400.00 to Trowbridge Community Area Future</p> <p><u>Reason</u> The application met the Grant Criteria.</p>
46	<p><u>Community Area Transport Group</u></p> <p>The Board received the notes of the Community Area Transport Group meeting and,</p> <p><u>Resolved:</u></p> <p>To approve the following awards:</p> <p>Issue 4824 – Speeding Westbury Road/Woodmarsh, North Bradley - £5000.00</p> <p>Issue 6920 Moyle Park , Trowbridge - £133.00</p> <p>Issue 7069 Speeding – Whaddon Lane, Hilperton - £160.00</p>
47	<p><u>Urgent items</u></p> <p>It was reported that the owners of the Bowyer’s site were almost in a position for public notice of their future plans, and it was hoped they could provide an update at the next Area Board meeting.</p>

A minute's silence was also held in response to the passing away of Councillor Jerry Wickham, Ethandune Division and previously Cabinet Member for Adult Social Care, Public Health and Public Protection, who had lived in Keevil.

The Board then discussed concerns at the lack of public engagement in many Board meetings, with suggestions that there be more focused and engaging topics on the agenda, and that there needed to be increased work to promote the activity of the Board. The Chairman asked that all members help promote the next meeting, which would include a presentation regarding cyber crime.

Agenda Item 4

Chairman's Announcements

Subject:	Representation on Special School Provision in North Wiltshire
Web contact:	http://consult.wiltshire.gov.uk/portal/education/

Wiltshire Council would like to draw your attention to its proposal for special schools in north Wiltshire.

There will be a statutory notice published at 9am on Monday 2nd September 2019 regarding the closure of:

- St Nicholas School, (Special) Malmesbury Road, Chippenham, SN15 1QF
- Rowford School, (Special) St Edith's Marsh, Rowde, SN10 2GG
- Larkrise School, (Special) Ashton Street, Trowbridge, BA14 7EB

and the related opening of a new amalgamated special school across the three existing sites.

It is proposed that:

- A new maintained school is established with a single leadership team for the existing St Nicholas, Rowdeford and Larkrise schools as soon as possible, and no later than 1 September 2021.
- The closure of St Nicholas, Rowdeford and Larkrise schools, as related proposal, occurs no later than the 31 August 2021.
- St Nicholas and Larkrise stay in use on their current sites until the new provision is ready, and it is appropriate for children to transition to the new site at Rowdeford.
- The Council will consult on the appropriate number of sites when most of the new places are available.

Wiltshire Council will open the consultation outlined via the link above.

Responses to the proposal (made via an online survey found at the above-mentioned consultation portal) must be received by the Council by 9am on Monday 30 September 2019.

If you or any of your residents have any questions about this, or would like any further information please email SpecialSchools@wiltshire.gov.uk or write to Special Schools Consultation, Commissioning Team, Wiltshire Council, Bythesea Road, Trowbridge, BA14 8JN.

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Chairman's Announcements

Subject:	Recycling Week 2019
Web contact:	https://www.recyclenow.com/recycling-knowledge/recycle-week-campaign

Now in its 17th year, Recycle Now's Recycle Week campaign is a celebration of recycling.

The aim of the week is to encourage everyone to recycle more, by helping to understand the benefits of recycling items from all around the home and by offering tips and suggestions to make it easier to recycle!

Recycle Week 2019 will be full of action asking people to rinse, crush, squash, sort and separate. In the bathroom, the kitchen, the office and the great outdoors. Getting them to do something powerful and radical that will really make a difference.

This year's theme: Recycling. It's in our own hands

In 2018 Britain woke up to recycling.

2019 is the year we're taking action.

The theme will be 'Recycling. It's in our own hands' and the campaign will run from 23rd to 29th September.

Wiltshire Council will be issuing a series of social media posts via its Facebook and Twitter accounts, aimed at reminding residents of the wide range of materials that they can recycle through the council's kerbside collection schemes, household recycling centres, as well as making better use of charity re-use shops, and methods to help reducing our reliance on single-use plastics and other packaging.

For residents:

Wiltshire Council's website contains lots of useful information to support its residents in recycling as much of the waste they generate as possible:

<http://www.wiltshire.gov.uk/recycling>

<http://www.wiltshire.gov.uk/what-happens-to-recycling>

<http://www.wiltshire.gov.uk/household-recycling-centres>

Chairman's Announcements

Recycle Now's website also has a range of valuable resources and some can be accessed via the following links:

For businesses:

<https://www.recyclenow.com/recycling-knowledge/getting-started/recycling-at-work>

For schools:

<https://www.recyclenow.com/recycling-knowledge/getting-started/recycling-at-school>

WILTSHIRE POLICE

Trowbridge

Wiltshire West Community Policing

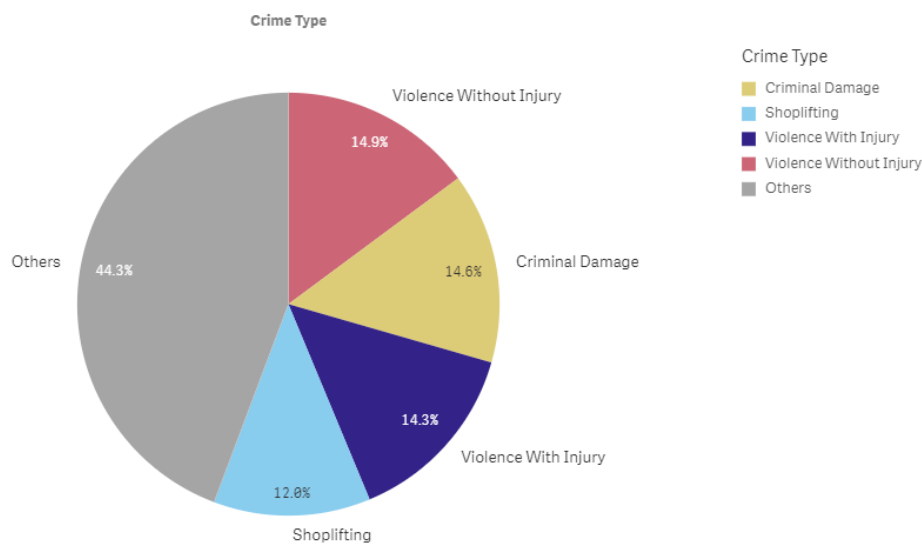


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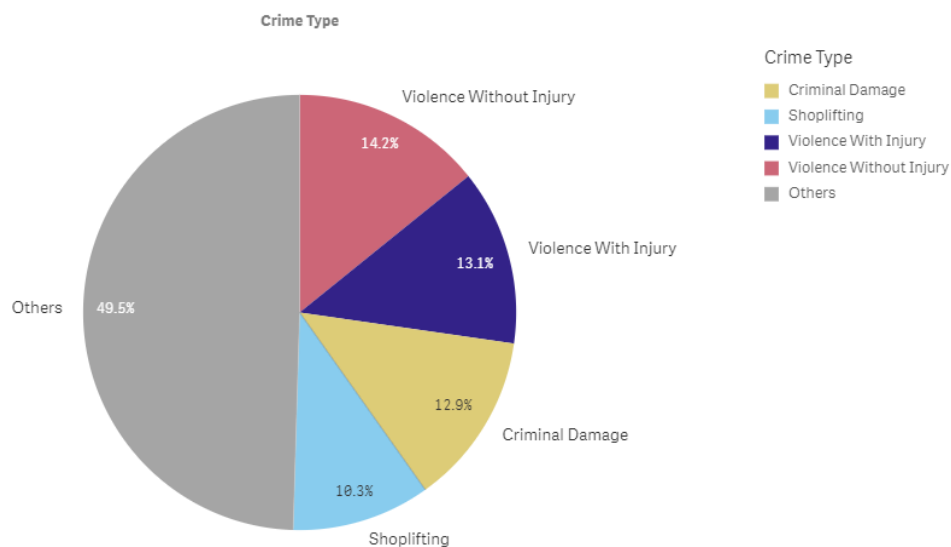
September 2019

PERFORMANCE

Your Area - Five Highest Crime Groups (Previous 12 months)



Force Area - Five Highest Crime Groups (Previous 12 months)



Wiltshire West CPT - crime and incident demand for the 12 months to August 2019

WILTSHIRE POLICE

CPT Area Briefing

Wiltshire West Community Policing



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Force-wide

- Wiltshire Police has had an increase in the volume of recorded crime by 1% in the 12 months to August 19 and continues to have one of the lowest crime rates in the country.
- Our service delivery remains consistently good.
- In August, we received 9,198 999 calls which we answered within 4 seconds on average and 13,576 CRIB calls which we answered within 1 minutes 24 seconds on average.
- In August, we also attended 1,823 emergency incidents within 10 minutes and 32 seconds on average.
- Wiltshire Police has seen a 22% reduction in vehicle crime and 20 per cent in burglary in the 12 months to August 2019. These are the most improved trends in the country.
- The Crime Survey of England & Wales recently ranked Wiltshire as one of the top forces (78.3%) nationally for public confidence. It covers the 12 months to March 2019.
The publication can be found here: WWW.CRIMESURVEY.CO.UK

For more information on Wiltshire Police's performance please visit:

PCC's Website - <https://www.wiltshire-pcc.gov.uk/article/1847/Performance>

HMICFRS Website - <https://www.justiceinspectorates.gov.uk/hmicfrs/police-forces/wiltshire/>

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

Area specific

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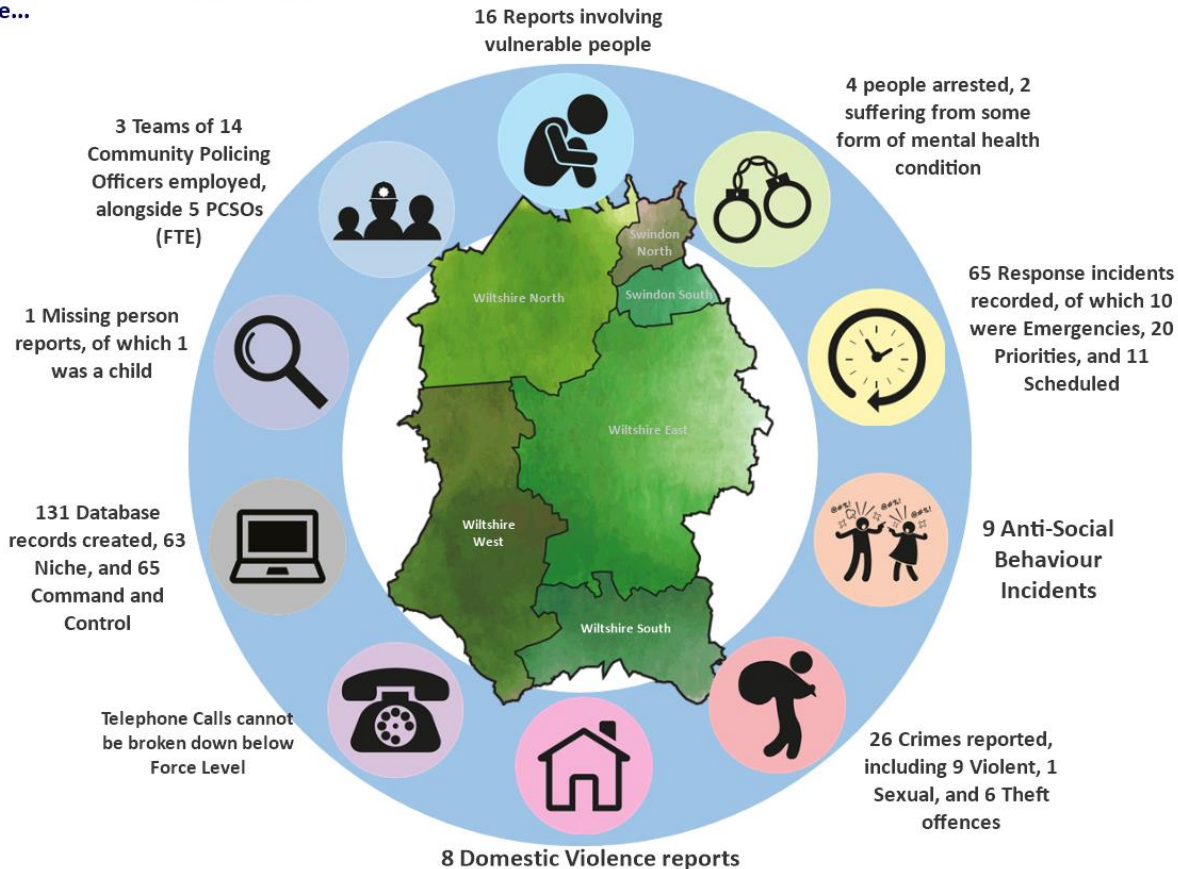
Wiltshire West Community Policing



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On an average day in Wiltshire West there were...



Wiltshire West CPT Demand Overview – 12 months to August 2019

Every 2 weeks, 4 Community Speedwatch Schemes across West Wiltshire are selected by the Community Speedwatch Team for CPT support (additional targeting, enforcement and patrols) to supplement the CSW team planned sessions.

These are included in our weekly tasking document for action and update. All the results from the supplementary speed checks conducted are fed back to the relevant town and Parish Councils.

The speedwatch teams that were supported throughout August were :

Bratton, Westbury – 2 x checks completed, no vehicles observed exceeding the speed limit

North Bradley, Trowbridge – 1 x check completed, no vehicles observed exceeding the speed limit

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Chitterne, Warminster – 4 x checks completed, 8 drivers were issued words of advice with regards to their speed and 4 drivers were issued with Traffic Offence Reports (TOR's)

Westwood, Bradford on Avon – 1 x check completed, 1 driver was reported for speeding, no insurance and driving otherwise in accordance of a licence.

Maiden Bradley, Warminster – 1 x check completed, no vehicles observed exceeding the speed limit.

Hilperton, Trowbridge – 2 x checks completed, no vehicles observed exceeding the speed limit, however one driver was issued a fixed penalty notice for using a mobile telephone whilst driving.

Berryfields, Melksham – 1 check completed, no vehicles observed exceeding the speed limit.

Leapgate, Trowbridge – 1 check completed, 4 drivers were issued with Traffic Offence Reports (TOR's) for speeding and one driver was issued with a fixed penalty notice for No MOT.

Dilton Marsh, Westbury – 2 x checks completed, no vehicles observed exceeding the speed limit.

Bitham Park, Westbury – 1 x check completed, no vehicles observed exceeding the speed limit.

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HIGH LEVEL CPT UPDATES:

- Incidents of note

Witness appeal after two injured during aggravated burglary in Trowbridge.

We're urging drivers to check their dash cam footage after two people were injured during an aggravated burglary in Trowbridge.

At around 6pm on the 3rd September, a group of men forced their way into a flat in Francis Street, demanded money from the occupants and threatened them with a knife and a BB gun.

During the altercation a woman in her 20's sustained a slash wound to her leg, and a head injury, believed to have been caused by the pellet gun.

She was taken to Trowbridge Minor Injury Unit, before being transferred to the Royal United Hospital (RUH) for treatment. Her injuries are not believed to be serious.

A man also suffered a facial injury, also believed to have been caused by the BB gun. Nothing is believed to have been stolen during the incident.

Det Con Aaron Rowe, from Central CID, said "Although our enquiries are at an early stage, we believed this was a targeted assault rather than a random incident. Therefore we want to reassure the public that there is nothing to suggest there is any risk to the wider community. Information from eyewitnesses suggest that the group of men, who had their faces covered, fled the scene in a black hatchback car and we are appealing for anyone who may have information about the suspects or this car to come forward.

Officers appeal for witnesses who assisted following pursuit to come forward.

Officers investigating the theft of a vehicle in Trowbridge would urgently like to speak to a number of witnesses who assisted them during the incident.

At approximately 10.20pm on the 30th August, police received a report that a Vauxal Vectra had been stolen from an address in Trowbridge.

A short time later, officers became aware of the vehicle on the A350 Westbury Road. An officer attempted to stop the vehicle but it continue and a pursuit took place.

The vehicle was seen to be driven dangerously, and at times on the wrong side of the road, before turning into Cradle Bridge Retail Park where it was abandoned and the occupants were seen to run off.

When police officers alighted their vehicle, they were approached by several members of the public who assisted them by pointing out the direction the suspects had taken.

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As a result of their assistance, officers were able to locate and arrest four males (two aged 19, one aged 20 and one aged 21) all from the local area. The males have been Released Under Investigation pending further enquiries.

- *Incident trends*

August showed 297 crimes for the town, against the average of 299.8 offences for this same month over the last two years.

No crime types were showing figures above what we would expect to see.

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YOUR CPT – Wiltshire West



Inspector Andy Fee

Sergeant Dan Green

Community Co-ordinators:



PC Charly Chilton (Trowbridge)



PC Helen Daveridge (Westbury, Warminster, Tisbury and Mere)



PC Lee Pelling (Melksham)



PC Darren Foulger (Bradford on Avon)



PC Rich Salter (Warminster)

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Inspector Andy Fee is currently responsible for the 10 Community Policing Teams across the western area. These are based at Trowbridge and Warminster police stations with 5 teams in each covering a 24/7 365 duty pattern.

Each team is made up of Police Officers, Police Community Support Officers and Local Crime Investigators. Central to these officers are my Community Coordinators who are very much the heart of the team and whom many of you will know on first name terms.

In addition to these officers we have a number of Special Constables who are aligned to the teams. They will try to work predominantly with their aligned team but can slot in anywhere around their availability.

You can find out more about Wiltshire West CPT, including news stories and contacts for local officers, on our website: www.wiltshire.police.uk/WiltshireWest

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LOCAL PRIORITIES

PRIORITIES FOR TROWBRIDGE	UPDATE
Priority 1:	
<p><u>Community Speedwatch</u></p>	<p>North Bradley, Trowbridge – 1 x check completed, no vehicles observed exceeding the speed limit</p> <p>Leapgate, Trowbridge – 1 check completed, 4 drivers were issued with Traffic Offence Reports (TOR's) for speeding and one driver was issued with a fixed penalty notice for No MOT.</p>
Priority 2:	
<p><u>PSPO – Trowbridge Town Centre</u></p> <p>A PSPO (Public Spaces Protection Order) is currently in place in Trowbridge Town Centre.</p> <p>Police Officers and Police Community Support Officers have been proactively patrolling the town centre.</p>	<p>Three street drinkers have been issued with a Community Protection Warning (CPW).</p> <p>Two street drinkers have been issued with a Community Protection Notice (CPN).</p> <p>Once issued with a CPN, if further breaches are evidenced then Criminal Behaviour Orders (CBO's) will be considered.</p>
Priority 3:	
<p><u>Vulnerability Checks</u></p> <p>Following an assault against a vulnerable male.</p>	<p>Ongoing partner agency work continues to take place to ensure safeguarding of the vulnerable victim.</p> <p>Regular patrols and visits to the address are being conducted.</p>
Priority 4:	

WILTSHIRE POLICE

CPT Area Briefing

Wiltshire West Community Policing



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September 2019

Young people in Trowbridge involved in ASB and criminality

A small group of young people within the Trowbridge area have been involved in Antisocial Behaviour, and criminality in the last twelve months.

High visibility patrols continue to be conducted in the town.

The West Wiltshire CPT are currently working closely with partner agencies to prevent further instances occurring.

WILTSHIRE POLICE

CPT Area Briefing

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HIGH LEVEL PCC UPDATES

- **Recruitment** - A national recruitment campaign has now begun to recruit the additional officers promised by Prime Minister Boris Johnson. We still don't know what numbers we should expect in Wiltshire and await further detail from the Home Secretary.
- **Mental Health** - In recent years Wiltshire Police has seen an increase of almost 300 per cent in incidents related to mental health. In part, this is because of additional officer training in mental health and our mental health triage team which sit alongside call handlers correctly assessing and categorising these types of incidents. We have built strong working relationships with our partners, and I will continue to challenge them to make sure that gaps in mental health provisions are addressed.
- **Annual Report** - My annual report for 2018/19 has recently been published updating on the work of my office and the police against the priorities I set and can be found on my website. Highlights include officer recruitment, public engagement and the development of cyber-crime team.

HIGH LEVEL FORCE UPDATES

- **Force Management Statement** – We have recently published a 20-page document which gives the public an easy to read summary of our Force Management Statement 2019. It is available on our website and breaks down the challenges and demands facing Wiltshire Police and what we are doing to combat them. We are encouraging people to make sure they read it to get more of an insight into modern policing.
- **Tasers** – There has been a national focus on officer safety over recent weeks, particularly around the debate about training more police officers to carry Tasers. This is a complex issue, and our Chief Constable and Police and Crime Commissioner are closely following a national evidence-based review into the matter. Updates on this will be published on our website.
- **Who You Gonna Call** – A social media campaign has been taking place throughout August to highlight the demand on our 101 and 999 call handlers. It has been designed to educate the public about the best ways to contact police, whether that be over the phone or online, and when it is more appropriate to contact partner agencies such as the local authority. Please have a look at our Facebook and Twitter pages for more information.

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CPT Area Briefing

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GET INVOLVED

- You can keep up to date with the latest news in your area by signing up to our Community Messaging service – www.wiltsmessaging.co.uk
- You can follow your CPT on social media <https://www.wiltshire.police.uk/Followus>
- More information on your CPT area can be found here: www.wiltshire.police.uk and here www.wiltshire-pcc.gov.uk

Trowbridge Area Board Report – 19th September 2019.

Automatic fire alarms



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

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

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

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

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

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

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

Chinese lanterns



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

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

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

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

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

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

Top tips

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

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

Fireworks



Fireworks are safe if you use them properly. If you're putting on a home display, you should follow some simple steps to make sure that everyone has a good time without getting hurt:

- Plan your firework display to make it safe and enjoyable.
- Keep fireworks in a closed box and use them one at a time.
- Read and follow the instructions on each firework, using a torch if necessary.
- Light the firework at arm's length with a taper and stand well back.
- Keep naked flames, including cigarettes, away from fireworks.
- Never return to a firework once it has been lit.
- Don't put fireworks in pockets and never throw them.
- Direct any rocket fireworks well away from spectators.
- Never use paraffin or petrol on a bonfire.
- Make sure that the fire is out and surroundings are made safe before leaving.

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

Did you know?

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

After the event

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

We have the following guide available to download:

- [Bonfire and firework safety](#)

Safe and Well Visits- Home safety

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

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

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

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

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

Response

Total Incidents attended by DWFRS for Trowbridge Area; 28/07/19 – 28/08/19.

DWFRS have responded to 36 incidents in the Trowbridge area between the dates above.

Trowbridge Fire Station Responded to a total of 57 incidents County wide in the mentioned time period. Details are listed in the table below.

Category	Incidents in Trowbridge	Off of Station Ground incidents	Total
False Alarm	18	1	19
Fire	7	8	15
Special Service	11	12	23
Total	36	21	57
1st Pump Availability	100%		
2nd Pump Availability	69%		

Recent Notable Incidents

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

Crews also attended a large fire at Eddies Diner, Bowerhill, a large fire at the Hungerford arms, Farleigh Hungerford, a Tractor Fire and also a fire in a cell at HMP Erlestoke.

The Technical Rescue Team have been particularly busy rescuing a Paraglider stuck 25 metres up a tree, a cow stuck in a ditch, a body retrieval from Caen Hill Locks, and a worker stuck on scaffolding suffering from a fit.

They have also attended a large number of Bariatric (over 25 stone) rescues across Wiltshire. This is becoming more common and is very labour intensive involving the use of specialist skills and equipment as well as joint working with the Ambulance Service.

Community Engagement

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

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

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

Community Safety Plan

DWFRS Community Safety Plan 2018-2022 outlines our plans for the future. It explains the diverse services we provide and how we plan to improve and deliver them over the four-year



period. The plan can be found on the DWFRS website <http://www.dwfire.org.uk/community-safety-plan/>

Phil People

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Town Clerk's Report to Policy & Resources Committee 3rd September 2019

The Town Clerk reports every two months to the Committee with an edited version 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). Final recommendations to the Sec. of State were due to be published on 2nd July but a further limited consultation is now taking place with regards to the southern parts of the county. The final recommendations are now due to be published in October.

1.2 POLLING DISTRICT & POLLING PLACES REVIEW (AGENDA ITEM 7). Wiltshire Council is conducting a review and recently published; Briefing Note No. 19-019 - Polling District & Polling Place Review Consultation (copy circulated electronically). There is only one issue identified for electors of Trowbridge:

RECOMMENDATION: That voters in HL3 which is the part of the Broadmead estate which transferred from Wingfield to Trowbridge but is currently still in the Winsley and Westwood Division, but is expected to become part of the Trowbridge Lambrok Division, should have their polling station at Studley Green Community Centre and not at the Plough in Wingfield.

1.3 COMMUNITY GOVERNANCE REVIEW (CGR) (AGENDA ITEM 8) 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.

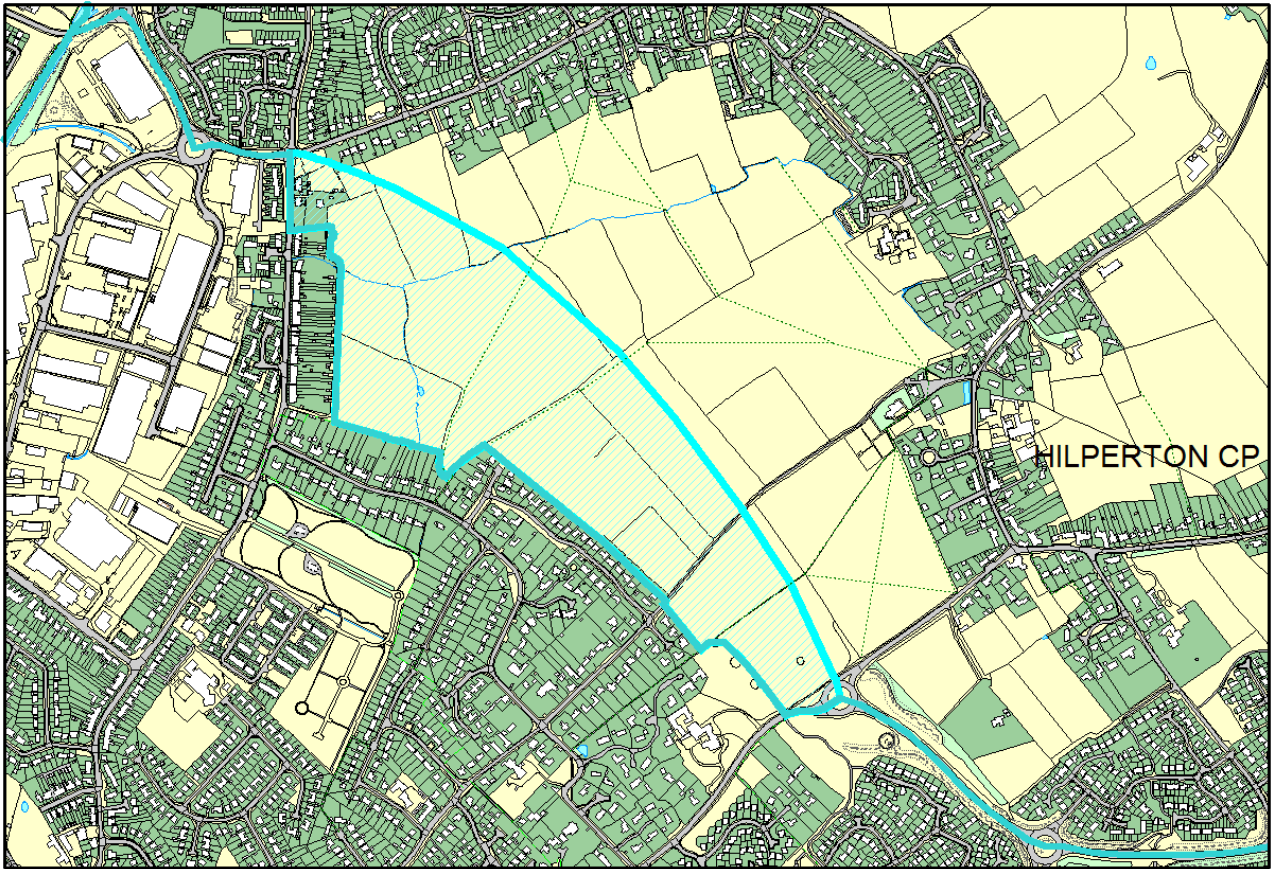
Wiltshire Council wrote to town and parish councils on 12th July;
The Electoral Review Committee of Wiltshire Council has requested that all parishes within the council area be approached to see if there are any changes to their governance arrangements that they believe should be undertaken at some stage. This is known as a Community Governance Review. A copy of the government guidance can be provided to any councillors who request it. In the first instance the Electoral Review Committee is requesting that any parishes who wish to consider a review of their governance arrangements complete and return the attached form by October 2019. . . . This would include details of a council resolution from the affected area to indicate there is a serious desire for review. The Electoral Review Committee will analyse any requests it receives, and as soon as is practicable provide details of which areas it intends to review, at what time, and in what manner. Please be aware that as a result of delays to the Electoral Review of Wiltshire Council imposed by the Local Government Boundary Commission for England (LGBCE) (revised draft recommendations are being consulted upon . . .), it may not be possible to review all areas requested in time for the May 2021 local elections. Any areas which still wish to be reviewed that are not completed in time may be reviewed after the elections. Once the final recommendations of the LGBCE

are known, expected sometime in October 2019, the Electoral Review Committee will re-contact parishes to see if those recommendations have any impact on the desire or lack thereof for a review in that area, or the precise details of any review requested. Be advised that where a request is received which impacts upon another parish, the Electoral Review Committee will make that parish aware of the proposal in order to seek their view in advance of any formal Community Governance Review Process in order to expedite any consultation.

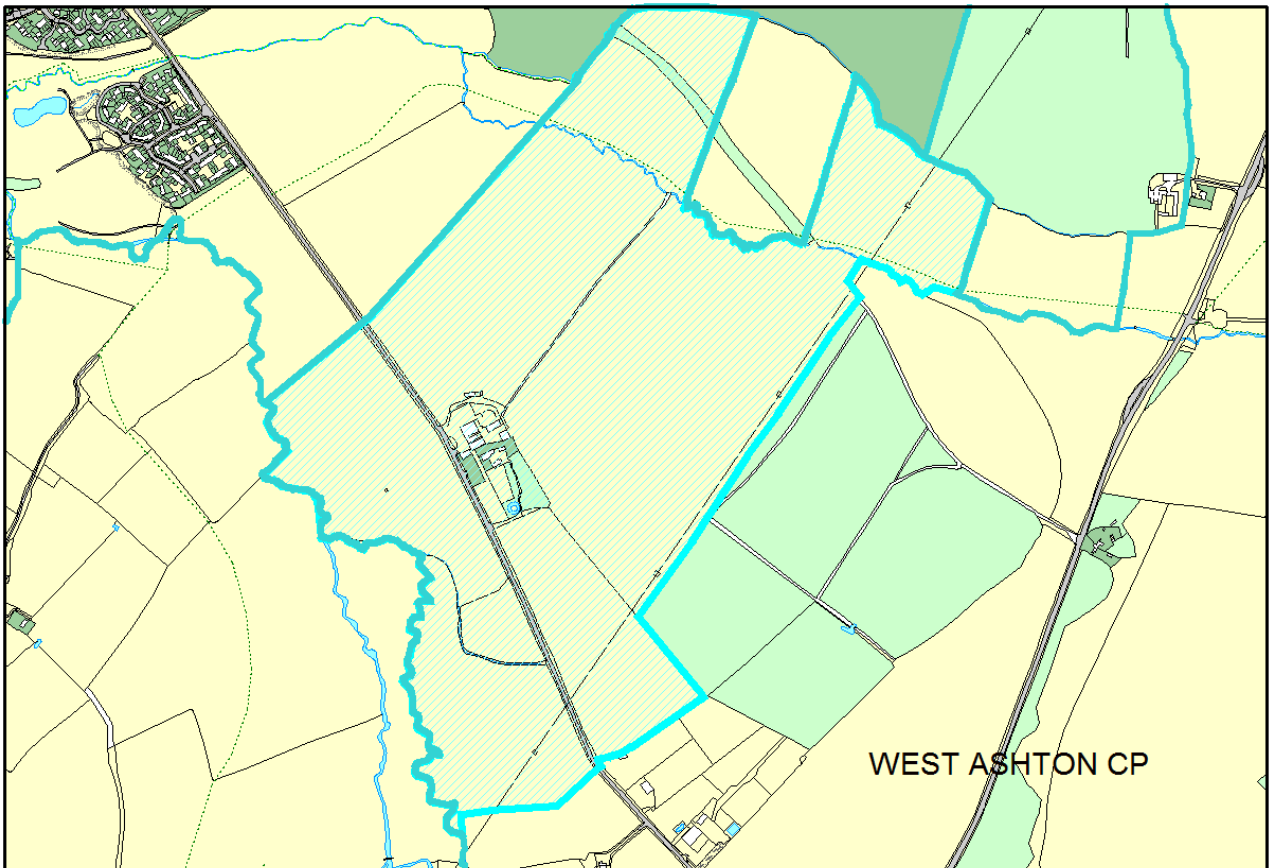
The Town Clerk has prepared a draft response using the form provided and accompanying maps showing the areas that the town council may wish to propose are considered for review.

RECOMMENDATION: That Trowbridge Town Council responds to the request from Wiltshire Council for proposals for areas to be considered for a Community Governance Review as follows:

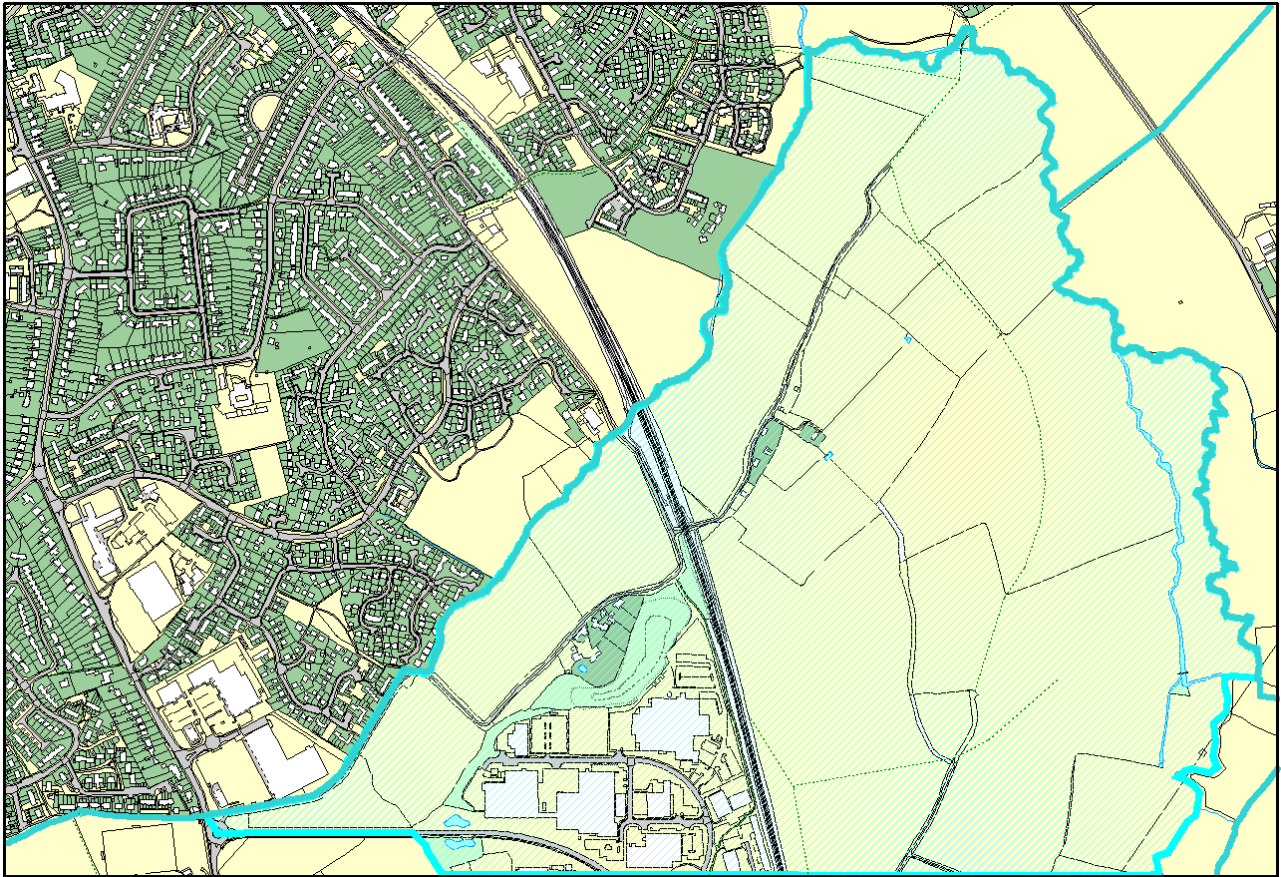
Area 1. Land south and west of Elizabeth Way from Hilpertown CP.



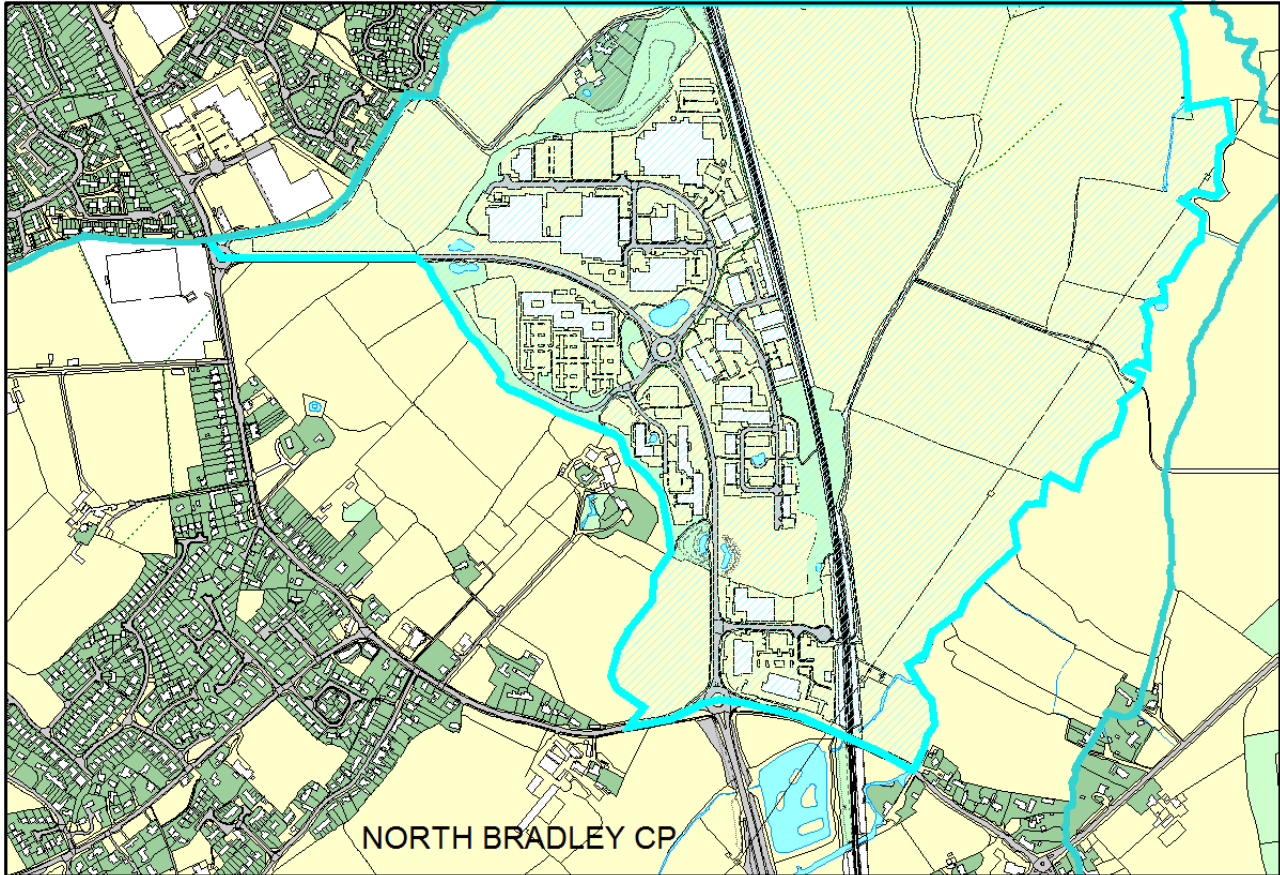
Area 2. Land in the Ashton Park Urban Extension from West Ashton CP.



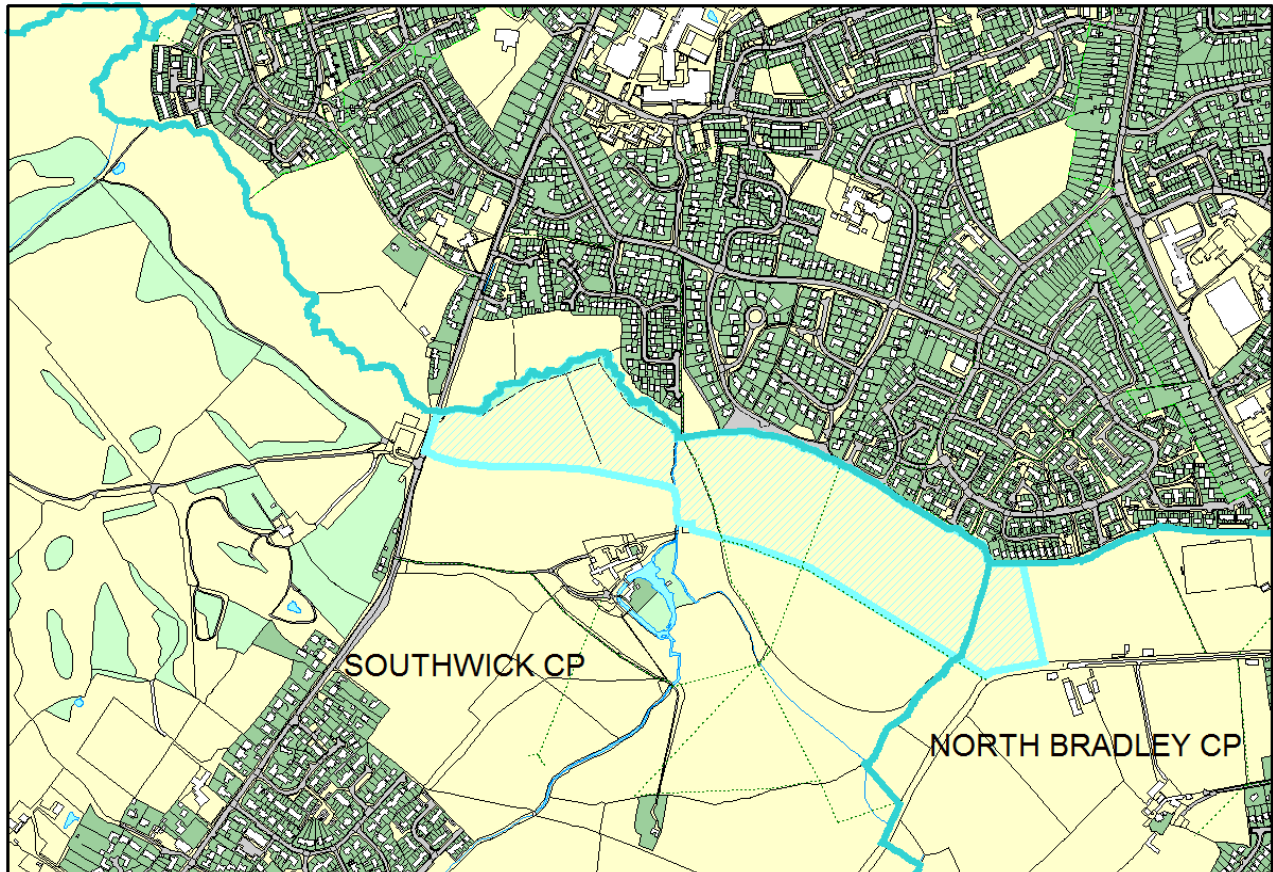
Area 3. Land in the Ashton Park Urban Extension, Elm Grove/Drynham Lane and White Horse Business Park from North Bradley CP. NORTH SHEET 1 of 2



SOUTH SHEET 2 of 2



Area 4. Land in the Southwick Court allocation from North Bradley CP & Area 5. Land in the Southwick Court allocation from Southwick CP.



Reason for requested change(s): All of these areas are allocated for development as part of the Core Strategy or the Wiltshire Housing Sites Allocation Plan, or are areas closely associated to these areas for development with clearly identifiable boundaries including natural barriers such as rivers and streams, roads and roads proposed as part of the development. They are all extensions to the town, the largest is described in the Core Strategy as 'An Urban Extension' and the others all contribute to the Trowbridge Town development requirements and not to the village development totals.

1.4 CARBON REDUCTION STRATEGY (AGENDA ITEM 9) (Copy sent electronically) A group called Trowbridge Environmental Community is holding a launch event at the Town Hall on Saturday 28th September. It may be appropriate to consider inviting them to address the committee in November.

RECOMMENDATION: That Trowbridge Town Council approves in principle the development of a carbon reduction strategy along the lines of one recently approved by Bradford on Avon Town Council.

1.5 DATA PROTECTION COMPLIANCE REPORT (AGENDA ITEM 10) - to note receipt of the report which has been considered by the Risk & Audit Panel.

1.6 POLICIES (AGENDA ITEM 15) – to consider approval of the following:

- a) Appointment of volunteers
- b) Equal Opportunities Policy
- c) Flyposting Policy
- d) Advertising on Trowbridge Town Council property

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

2.1 FINANCIAL RESOURCES – 1st Quarter accounts (April-June 2019) are presented to each spending committee and collectively to Policy & Resources Committee.

2.2 MANAGEMENT ACCOUNTS – (AGENDA ITEM 16) (copy attached) -The 1st Quarter (April/May/June) accounts are presented to the committee at this meeting.

2.2.1 Policy & Resources – April '19 to June '19

401 Policy & Resources	Actual	Budget	Variance
Gross Expenditure	£132,288	£136,262	£3974
Income	£1019	£474	£545
Net	£131,269	£135,788	£4,519

420 CIL	Actual	Budget	Variance
Gross Expenditure	£14,283	£16,615	£2332
Income	£14,283	£33,230	£18,947

Net	£0	£16,615	£16,615
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2.2.2 Community Infrastructure Levy (CIL) – We received the Q2 CIL from Wiltshire Council in July £37,201.89 including contributions from Court Mills 2of3, Elmhurst 2of3, Bradley Rd 1of3, Rear 28 Roundstone St, Union House and St George’s Works. This brings the ‘19/20 total to £51,484.48 vs a whole year budget of £66,460. Q1 receipts have been allocated to the Park Storage Project. We have still not received payment for: 16/07198/FUL Bradford Rd Surgery; 17/09801/FUL 2 Westbourne Gardens; 17/10137/FUL 16 Arras Close; 18/04602 COSTA Bradley Rd; 17/09112/FUL Carpenter’s Arms. We will again ask WC for an update on these. This brings the worse than budget figure of **£16,615** to a better than budget figure of **£18,255** (phasing incorporated a nil budget for the Q2 as when the budget was set WC intended to make two payments a year, but is making quarterly payments).

2.2.3 Whole Council Summary 1st quarter 2019-2020 - April ‘19 to June ‘19

The 1st Quarter Summary for the whole council is attached as Appendix A.

Cultural Services	£792 better than budget
Leisure and Information Services	£7,082 better budget
Policy & Resources	£4,519 better than budget
CIL	£16,615 worse than budget
Neighbourhood Services	£24,684 better than budget
Venue Services	£15,421 better budget
Facilities	£6,519 better budget
Overall this is	£42,402 better than budget

2.3 Park Storage Project – Following an email on 19th July from Cllr Kirk for a comparison between existing rented storage costs and the new storage unit, I sent the following email response:

At the Policy & Resources Committee meeting held on 1st May 2018 the following was included in the Report to Committee:

4.5 St George’s Works (AGENDA ITEM 7) – The council previously rented storage in St George’s Works at an annual cost of £15,000 including rent and rates. TC Sports received planning permission in December for redevelopment to provide 30 residential apartments, including parking, bin and cycle storage. Gaiger Bros will undertake the development. The application also includes a new town council storage facility and new access gates to the storage area and Park from the Post Office Access Road, which will also act as the construction access for part of the St George’s Works redevelopment. (See attached drawing). Alternative storage arrangements are now in place during construction. The Town Council is party to the S106 agreement and has engaged professional support for the project. The Town Council is now required to arrange for the preliminary works to be undertaken to open up the new entrance, demolish the existing buildings, make good the ground ready for construction and move fencing.

RECOMMENDATION: That the committee approves the redevelopment of the area to the rear of the Bandstand, creation of a new entrance to the Park, landscaping of the Park in front of St George’s Works and construction of a new storage facility in accordance with planning permission 16/12263/FUL.

Full Council will be asked to confirm that it wishes to seek borrowing approval for up to £300,000 towards the project, at an annual cost of around £15,000 (which was the previous budget annual expenditure on our storage facility at St George’s Works. The developer is making a contribution of £43,752.35 via a S106 agreement and the development will generate around £13,000 of Community Infrastructure Levy.

The minutes record as follows:

2969 ST GEORGE’S WORKS (Report item 4.5) (copy plan attached)

Councillors asked about the arrangements for pedestrian access from the site to the Park.

RESOLVED: That the committee approves the redevelopment of the area to the rear of the Bandstand, creation of a new entrance to the Park, landscaping of the Park in front of St George's Works and construction of a new storage facility in accordance with planning permission 16/12263/FUL.

The minutes of the Full Council of 15th May 2018 record the following:

3129 PARK STORAGE PROJECT – BORROWING APPROVAL

RESOLVED to approve: That the Council seeks borrowing approval of up to £300,000 from MHCLG for the Park Storage Project.

The cost of the storage facility at St George's Works was a rent of £12,000 per annum and Business Rates of £2889.20 in 2017/18. The loan was taken on 26th March 2019 for £300,000 at a fixed interest rate of 2.43% which generates an annual repayment of £14,142.02 for 30 years.

Business Rates have not been charged on non-business activity buildings in the Park in the past, including the previous mixture of storage facilities behind the bandstand and under the current rules we do not anticipate that Non-Domestic Rates will be charged on the new storage unit as it is incidental to the Park.

If this remains the case then the comparable totals are: £14,889.20 and £14,142.02 which means an annual saving of £747.18 which over 30 years is £22,415.40

If we then apply inflation of 2% per annum to both the rent that would have been charged for St Georges Works and to the business rates then the total payable over 30 years would be:

Rent	£486,816.95
Rates	£117,209.29
TOTAL	£604,026.24
LOAN	(£424,260.60)
SAVING	£179,765.64

Even if the Rates are charged on the new building at the same rate as they were for the St George's Works rented storage unit then there remains a saving calculated as follows:

LOAN	(£424,260.60)
RATES	(£117,209.29)
TOTAL	£541,469.89
SAVING	£62,556.35

With regards to your assertions. I hope that the above demonstrates that as well as making a financial saving for the Council Tax payers the Council is investing in a modern facility which serves a purpose and will continue to do so for many years to come.

In addition I can confirm that the area taken up by the new facility will be no greater than the area previously allocated for storage, so it will not remove any area from the Park. The temporary storage compound is only temporary and will not be required once the new facility is complete.

The building has an asset value because the council will continue to use it for the purpose that it is designed and will cost less than the alternatives.

Whilst you assert that the cost of commercial rented space will be static or fall, this is not predicted with certainty, hence the use of a 2% inflation rate in my estimates, which is lower than the inflation rate we have experienced for this type of facility.

I think the Council can be certain that the Park will need to provide storage for the foreseeable future, but it is for the Council to assess this.

Any allowance for maintenance would be within the projected savings shown above.

2.4 RISK & AUDIT (AGENDA ITEM 13) – to note the notes of the Risk & Audit Panel meeting held on Tuesday 27th August 2019. (copy to follow).

2.5 Human Resources. The Staff held a staff together day on Monday 2nd September including some team building activities and preparation for our Investors In People assessment later in the month.

2.5.1 New Starters -

Leisure Services:

- Sam Fuller (15hrs) started as a Sports Coach on 1st September replacing Imy Davis (25hrs)
- Matthew Abreu (30hrs), started as a Sports Coach on 1st August replacing Connor Stevens (37hrs)
- Stacy Curtis (30hrs) started on 1st August as an Apprentice Sports Coach (new post)
- Edward Cooke (30hrs) started on 1st September as an Apprentice Sports Coach (new post)
- Niamh Kyte (30hrs - currently work experience) Facilities Support Admin Apprentice on 1st August

Resources & Venues:

- Chloe Holtom (37hrs) Event & Conferencing Assistant 1st August replacing Imogen La Trobe
- Sharon Bull (37hrs) started on 1st July as Event Bookings & Admin officer replacing Karen Reeves
- Varsha Patel-Rickett (30hrs) started as Finance Assistant on 1st August

2.5.2 Leavers

Leisure Services:

- Imy Davis, Sports Coach left on 21st June
- Harrison Amor, Sports Coach left on 19th August
- Connor Stevens, Sports Coach left on 31st August

Resources & Venues:

- Devon Oldknow, Civic Supervisor left on 29th July
- Elaine Perry, Admin Officer left on 31st August early retirement.

2.5.3 Changes

Leisure Services:

- Martha Drane, Sports Coach, increased from 30 to 35 hours per week as of 1st August

Resources & Venues:

- Imogen La Trobe was promoted from Assistant to Civic Supervisor from 1st August

2.6 TRAINING (AGENDA ITEM 11)

2.6.1 Community Governance Course

The higher education qualification (up to level 6) tailored specifically for Clerks and senior officers in the Local Council Sector is the Community Governance Course, administered by the Society of Local Council Clerks and DeMontfort University. The Town Clerk and Head of Service Leisure and Facilities have both completed level 5. It would be of significant advantage to the council for the Head of Service Venues and Resources to undertake the course. One of the main advantages is the practical implementation of learning in the workplace to improve staff and project management. The cost of the course can be spread over a number of years and the speed of completion is flexible between three and six years.

RECOMMENDATION: That the Head of Service Venues and Resources should enrol for the Community Governance Course.

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 presented in reports to committee on 24th September 2019.

3.1.1 MUSEUM - Staff and operations temporarily relocated to the Civic during the project.

3.1.2 NEIGHBOURHOODS – New street sweeping service is due to commence in September following receipt of the machine and training. Our aim is to provide a concentrated improvement service with the street sweeper and other members of the team undertaking weed removal and other activities in each area.

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 commercial operation of The Civic. The Board meets next on 27th August 2019.

3.2.1 Longfield Community Centre – Planning permission has been granted for the use of part of the Centre by the DVSA the lease is now being finalised for autumn commencement.

3.3 LEISURE & INFORMATION SERVICES – **Delegated to Hayley Bell, Head of Service: Leisure & Facilities, (responsible for overseeing Active Trowbridge, Information Services and Facilities).** Full updates will be presented in reports to committee at their next meeting 27th August.

3.3.1 Active Trowbridge – the Active Festival in the Park on Saturday 13th July was again well attended and very successful.

3.3.2 COUNCILLORS' EMAILS (AGENDA ITEM 12) – following issues with electronic shared calendar invitations, to reduce the potential of a claim for a data breach and to facilitate the handling of FOI requests we have reconsidered the option of providing councillors with town council email addresses. The Facilities Manager has received a quote from our IT contractors, Oakford, to provide councillors with x.x@trowbridge.gov.uk email accounts, in the sum of £1003.20 + VAT per annum. Please note that this will not require councillors to have any additional electronic devices. The Risk & Audit Panel considered this issue and agrees with the recommendation.

RECOMMENDATION: That Trowbridge Town Council should provide all councillors with an X.X@trowbridge.gov.uk email address at a cost of £1003.20 + VAT per annum as quoted by our IT supplier Oakford.

4. TOWN COUNCIL PROJECTS

4.1 Museum Project – The Town Council Strategy says;

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

The 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. The Museum is closed. E W Beard commenced construction work 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 Projects – 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 met with the Rugby Club Board on 18th June to consider the proposal and agree access and land transfers prior to submitting a planning application. Detailed reports are now being prepared for the planning application including ecology.

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.

4.2.3 Paxcroft Mead Cricket Ground – When the surgery extension was built at Seymour on the field previously used by Trowbridge Cricket Club, a contribution towards alternative cricket facilities was made through a S106 agreement. Following a number of alternative schemes not reaching fruition the proposal is now to improve the Cricket area at Paxcroft Mead, situated between the community centre and the Mead School. Wiltshire Council is not prepared to consider an asset transfer to the town council therefore Wiltshire Council will need to be persuaded to work directly with the Cricket Club to deliver a solution.

4.2.4 Woodmarsh – We have now invoiced Wiltshire Council for £18,644 for the S106 sports pitch contribution from Newland Homes' Bradley Road development. This will be managed by the town council for release to Trowbridge Town Football Club to fund their improvement and development programme. John Pennell is the Chairman of the Club and Martin Sandford is the Project Manager.

4.2.5 Trowbridge Bowls Club – discussions regarding a new lease are still ongoing.

5. **CIVIC & DEMOCRATIC ACTIVITIES**

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

Tuesday 3 rd September	Policy & Resources (19:00)
Tuesday 10 th September	Town Development (19:00)
Tuesday 17 th September	Full Council (19:00)
Tuesday 24 th September	Museum (18:00)
Tuesday 24 th September	Neighbourhood Services (19:00)
Tuesday 1 st October	Town Development (19:00)
Tuesday 8 th October	NO MEETING
Tuesday 15 th October	Neighbourhood Plan (19:00)
Tuesday 22 nd October	Town Development (19:00)
Tuesday 5 th November	Policy & Resources (19:00)

5.2 Dates for your diary:

Carnival Country Fayre – Saturday 7th September 2019

Weavers Market – 14th September and 12th October

Heritage Open Days – 14th September

Apple Festival – 12th October

Christmas Light Switch On – Saturday 30th November 2019

5.3 Twinning - Trowbridge is twinned with four communities:

5.3.1 Leer in Ostfriesland, Germany. A successful 30th Anniversary of twinning was celebrated 18th–22nd July with 32 visitors from Leer representing the twinning association and Stadt Leer. Guests enjoyed a Dinner/Disco at The Civic, a BBQ and the Civic Service. A new website has been set up 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.

5.4 Council Vacancies – at a Bye-election on 22nd August Cllr. Chris Hoar was elected to serve Central Ward. Adjustments to committee places will be undertaken at full council on 17th September. In order to accommodate a balance of political representation on the committees three committee places for Conservative Group members will need to be replaced by three Liberal Democrat Group members.

6. TOWN DEVELOPMENT – Committee meets 10th Sept, and 1st and 22nd October 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 are due to hold a public consultation into their proposals for a residential led mixed-use development in November. The town council supports at least 300 houses on this site. The owner met with the Town Clerk and councillors in July.

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 houses. Concerns about access, 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.

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

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.

United Church Buildings – 18/03338/FUL & [18/03856/LBC](#) for conversion into 26 apartments.

B3. Applications Submitted

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

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:

Homefield House – Conversion to 18 residential apartments.

Manvers House – Is being promoted by owners WC for potential residential conversion to 18 homes. <https://www.onthemarket.com/details/7316989/>

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

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)

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/ 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 Wiltshire Housing Sites Allocation Plan (WHSAP) – Planning Inspector, Steven Lee held the [Examination in Public](#) in the Civic Centre from 2nd to 18th April, The Town Clerk presented the Town Council's position as indicated above in 6.1. The inspector issued a preliminary statement indicating that all of the proposed sites around Trowbridge could go forward, but that Wiltshire Council would need to prepare more detailed site specific policies for each site. The Inspector's full report is due in late 2019.

6.3 Wiltshire Core Strategy Review – Meetings were held on 16th July and 22nd July to discuss next steps. The Town Council considers that in order for Trowbridge to continue to grow in the period beyond 2026, without compromising the integrity of our neighbouring villages of Hilperton, West Ashton, North Bradley and Southwick then a review of the Green Belt to the North West and West of the town will be required, potentially removing Greenbelt status from some areas close to the town for future housing development. The Clerk and Cllr Hill will be attending a session in Marlborough on 18th September.

6.4 Neighbourhood Plans

6.4.1 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. Further work will be considered when Wiltshire Council recommences work on the review of the Local Plan.

6.4.2 NORTH BRADLEY (AGENDA ITEM 17) – The North Bradley Plan is now out for final consultation. Wiltshire Council will be coordinating a public consultation on this document

between Monday 5 August 2019 and Tuesday 17 September 2019. The North Bradley Neighbourhood Development Plan submission can be viewed and commented on from the Wiltshire Council consultation portal.

http://consult.wiltshire.gov.uk/portal/spatial_planning/np/north_bradley_neighbourhood_development_plan_1/north_bradley_neighbourhood_development_plan

RECOMMENDATION: That Trowbridge Town Council is extremely disappointed that in accepting the allocation sites proposed in the Housing Sites Allocation Plan another of our neighbouring parish councils has acceded to pressure from Wiltshire Council to allocate development in that part of the gap between the village and the town to areas closer to the town, when it is clear that modest extensions to the village itself would have been preferable to the parishioners, would ensure that a landscape gap was retained into the long term future and would still have been in compliance with Policy.

6.4.3 Hilpertown, 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.

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

6.4.5 Southwick has been designated as a Neighbourhood Plan area.

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

6.5 Trees – Cllr Hill is undertaking some research into NALCs Tree Charter to see how it could be adopted for Trowbridge. We have also identified the area along County Way for the potential planting of some additional trees.

6.6 Air Pollution – Following questions from the public we have sought information from Wiltshire Council regarding monitoring. It was apparent that there were no monitoring sites in Trowbridge but the latest information is that one site has been set up on West Ashton Road close to the lower entrance to Clarendon Avenue and that Market Street has been added to the list of potential sites for 2020.

6.7 Future High Streets Fund – The Government received 300 submissions for its £670million fund for towns to transform town centres. WC made three bids including for Trowbridge, Chippenham and Salisbury, the first fifty successful first round bids were announced in July and we were not successful, but a further announcement was made at the end of August and Trowbridge (and Salisbury) have both been invited to make full bids. We anticipate that the bid will be for around £7million.

6.7.1 High Streets Heritage Action Zones – The town council has made a bid of around £2million, supported by Wiltshire Council and Trowbridge Town Hall. We should know the outcome in September.

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 Policy & Resources meeting on 5th March that the Town Council’s share be returned to General Reserves.

7.2 Trowbridge Town Team – Sadly, David Baker, the founder of GOFISH passed away recently, his wife Pat Baker, has decided to continue the programme. The Town Council is the accountable

body for TTT which 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

7.4. Wiltshire Community Foundation (WCF) - manages the Cock Hill Solar Community Fund with grants from a £15k/annum fund. They would be very grateful to receive applications from groups in the Trowbridge area. Recent grants have been made to TCAF, HELP Counselling and North Bradley Computer Club. We are also looking to work with WCF on a project to support the deprived neighbourhoods in conjunction with TCAF and other funders.

7.5 Chamber of Commerce – Councillor Kirk is President of Trowbridge Chamber.

7.6 Trowbridge Talking News – service for the visually impaired, TIC is the drop off point. We are also now assisting with reading and additional volunteers would be welcome.

7.7 Selwood Housing - the main social housing provider in Trowbridge, is selling the shops and flats at Manor Road Trowbridge, and at 78 Charles Street.

7.8 Trowbridge Town Hall Trust – David Lockwood is Director of Trowbridge Town Hall 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.

7.9 Trowbridge Weavers Market – The first market was successfully held on Saturday 13th July in conjunction with the Active Festival in the Park, further dates have been confirmed as 10th August, 14th September and 12th October.

8. WILTSHIRE

8.1 Wiltshire Council – A meeting has been arranged with the new Leader Cllr. Philip Whitehead and Deputy Leader Cllr. Richard Clewer on Thursday 12th September at 11:30am in the Leader's office at County Hall. The town Clerk and up to four councillors may attend and the committee should confirm which councillors these should be.

8.1.1 Trowbridge Area Board – Cllr Kirk is the new Chairman. Also includes the parishes of Hilperton, West Ashton, North Bradley and Southwick. Met on 25th July, next meetings are 19th September and 7th November 18:30 for 19:00 Cotswold Space County Hall. The Community Engagement Manager is Liam.Cripps@wiltshire.gov.uk.

8.1.2 Local Youth Network – The LYN Management Group considers grant applications from Youth organisations and makes recommendations to the Area Board, Councillor Palmen is the representative.

8.1.3 CATG – The Community Area Transport Group considers highway safety improvements with a delegated budget, parish and town councils contribute 33% for approved schemes. Councillors and members of the public can submit requests for consideration which also need to be approved by the town council. The Town Clerk can provide the necessary forms. The next meeting is on 10th October.

8.1.4 Waiting Restrictions – Wiltshire Council has now published proposals based on the requests compiled since 2011 and has provided reasons why some such requests are not being progressed. Following consultation a number of objections were received and therefore the decision will be for the cabinet member, taking into account the different reasons. WC are also assessing the requests related to potential wide area and College Residents' Parking Zones (RPZ).

8.1.5 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. The town council decided not to pursue the transfer or purchase of the car park, as the town council would still need to abide by the restrictive covenant and does not have the resources to fund maintenance and repair.

8.1.6 Service Delegation & Asset Transfer (SDAT) – Wiltshire Council have revised their programme and they wish to commence discussions with Trowbridge in May 2020. In addition to play areas, the Town Park, allotments, closed churchyards, bus shelters and grit bins already transferred, the council may consider taking over recreation grounds; Stallards, Seymour, Elm Grove and Paxcroft Cricket Pitch (see 4.2.4 above) 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. Wiltshire Council has indicated that it is only prepared to undertake any further transfers on an all or nothing basis. So the town council will need to consider carefully if it is prepared to take on all of the other grounds maintenance activities and the substantial costs associated with them. This is likely to result in a significant increase in the Town Council's Council Tax, as has been the case in Salisbury and Chippenham.

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 purchased a weed-ripper and is leasing a drive-on street sweeper from HAKO Machines which should be operational in September.

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

8.1.9 Litter Bins – The Town Council 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. We will be assessing the benefits of concentrating the Wiltshire Council efforts in the town centre and looking at the outer areas for additional investment.

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. A range of services including clinics, birthing centre and minor injuries are provided at the Hospital. It is currently proposed that these services will transfer to Bythesea Road when County Hall East site is redeveloped. There are two GP practices in Trowbridge;

Lovemead Group Practice, based at Roundstone Surgery <https://www.roundstonesurgery.co.uk/> and

Trowbridge Health Centre at Seymour and Wingfield Rd branch <http://www.trowbridgehealthcentre.com/>

Dr Stephen Locke and Dr Lucy Thompson of the Primary Care Network will give a brief presentation at the next Full Council meeting on 17th September 2019.

8.2.1 Maternity Care – The CCG have not yet made a final decision on the future of maternity services.

8.3 Dorset & Wiltshire Fire & Rescue Service – Information available at www.dwfire.org.uk The next Local Performance and Scrutiny Committee meeting will be held in Devizes on 4th September at 10:00am.

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 Warminster on 3rd October.

8.9 Wiltshire Super Councils Network – A recent meeting was held in Salisbury; Trowbridge were unable to attend.

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. The Town Clerk is a Director of SLCC. The next Wiltshire Branch meeting is in Haydon Wick on Friday 20th September. The Clerk will be attending the National Conference in Hinckley on 1st/2nd/3rd October.

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.

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Trowbridge Town Council

Working with the Community

September 2019 Report

#DiscoverTROWBRIDGE
www.trowbridge.gov.uk

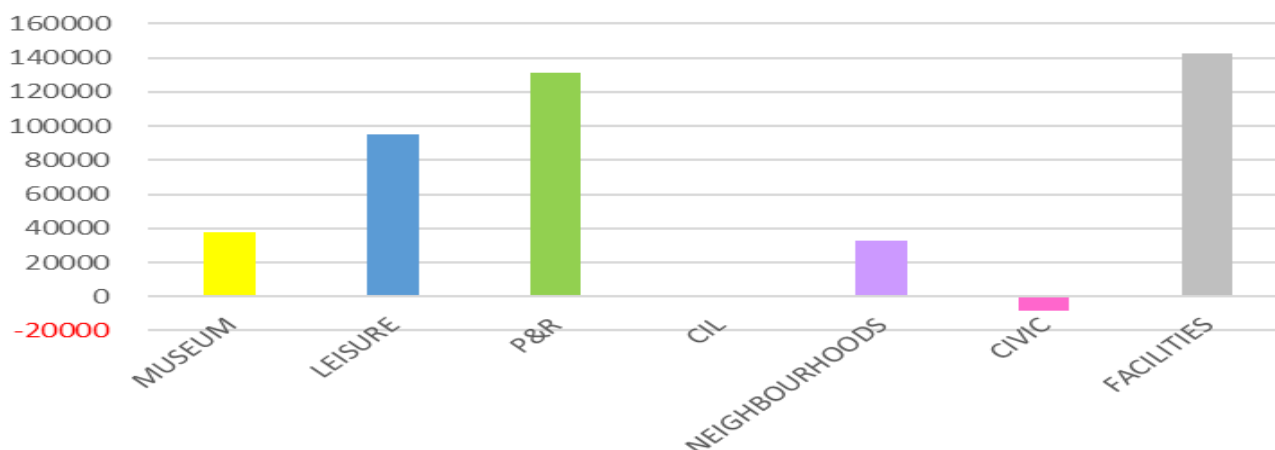
<https://thecivictrowbridge.co.uk/>
www.trowbridgemuseum.co.uk



Discover
TROWBRIDGE

CATG Project	504	exp	2506	5000	2494	20000					
		inc	0	0	0	0					
		net	2506	5000	2494	20000	0			0	
Neighbourhoods	509	exp	17624	23202	5578	92813					
Recreational		inc	9422	15000	-5578	60000	28285	0	-5948	22337	Play Area reserve
		net	8202	8202	0	32813					
Neighbourhoods	518	exp	19520	36799	17279	144813					
General		inc	0	63	-63	250					
		net	19520	36736	17216	144563					
Closed	521	exp	415	1250	835	5000					
Churchyards		inc	0	0	0	0					
		net	415	1250	835	5000					
Town Park	524	exp	6612	10157	3545	40638					
		inc	1689	1593	96	6372					
		net	4923	8564	3641	34266					
Allotments	525	exp	-230	419	649	1672					
		inc	2348	2499	-151	1000					
		net	-2578	-2080	498	672					
Neighbourhoods			32988	57672	24684	237314					
Venue	602	exp	84279	92119	7840	465609					
		inc	94150	86571	7579	420610					
		net	-9871	5548	15419	44999					
Longfield	612	exp	9157	11117	1960	32225					
		inc	7327	9285	-1958	37142					
		net	1830	1832	2	-4917					
CIVIC BOARD			-8041	7380	15421	40082					
Building	701	exp	109465	110424	3959	446504					
		inc	0	0	0	0					
		net	109465	110424	959	446504	0	3000	0	3000	Civic Centre maintenance reserve
Museum	705	exp	7010	9147	2137	34730					
Building		inc	0	0	0	0					
		net	7010	9147	2137	34730					
Facilities	718	exp	32008	36813	4805	147252					
General		inc	5551	6933	1382	27737					
		net	26457	29880	3423	119515	276913	14283	0	291196	Park Storage Project loan balance plus CIL
Facilities			142932	149451	6519	600749					
TOTAL			432340	474743	42403	1873052					

2019-2020 Q1 Net Expenditure



Report to		Trowbridge Area Board		
Date of Meeting		19/09/2019		
Title of Report		Community Area Grant funding		
Provisional Figures	Area Board Grants Budget	H&WB Fund	LYN Fund	CATG
Opening balance 2019/20	£71,933.00	£7,700.00	£32,540.00	
Grant Applications Awarded to date	£25,609.00	£4,900.00	£19,746.00	-
Current Balance	£46,606.00	£2,975.00	£12,794.00	
Balance if all grants are agreed at this meeting	£33,057.00	£2,975.15	£12,974.00	N/A

Purpose of the report:

To consider the applications for funding listed below

Applicant	Amount requested
Applicant: Trowbridge Sports Forum Project Title: Trowbridge Sports Forum - First Aid Equipment View full application	£918.57
Applicant: Staverton with Hilperton Marsh Parochial Church Council Project Title: Replacement heating for Community Hall View full application	£1675.00
Applicant: Hilperton United Football Club Project Title: Hilperton United Football Club goal posts View full application	£955.20
Applicant: Trowbridge Town Hall Trust Project Title: Live music at Trowbridge Town Hall View full application	£10000.00

1. Background

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

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

2. Main Considerations

2.1. Councillors will need to be satisfied that funding awarded in the 2019/2020 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
3409	Trowbridge Sports Forum	Trowbridge Sports Forum - First Aid Equipment	£918.57

Project Description:

Trowbridge Sports Forum would like to be able to offer affordable training to Use by local sports clubs and community groups. Trowbridge Town Council will support training with an internal officer providing first aid tuition but we now need to seek the funding for the equipment for the course which will be a one off purchase. First aid courses are essential for local sports clubs and groups to operate but also cost a significant amount of money to train people.

Proposal

That the Area Board determines the application.

Application ID	Applicant	Project Proposal	Requested
3424	Staverton with Hilperton Marsh Parochial Church Council	Replacement heating for Community Hall	£1675.00

Project Description:

We have recently had our 3 gas heaters serviced and the two in the Community Hall have been taken out of use as they are both unsafe. We now need to find funding to replace them ready for the hall lettings this Autumn.

Proposal

That the Area Board determines the application.

Application ID	Applicant	Project Proposal	Requested
3420	Hilperton United Football Club	Hilperton United Football Club goal posts	£955.20

Project Description:

To replace goal posts at Hilperton Village Hall for the benefit of both Hilperton United Football Club and the local community. The current goal posts have been in place for many years and are now unsuitable unsatisfactory and unsafe.

Proposal

That the Area Board determines the application.

Application ID	Applicant	Project Proposal	Requested
3427	Trowbridge Town Hall Trust	Live music at Trowbridge Town Hall	£10000.00

Project Description:

To make the historic court room at Trowbridge Town Hall a hub for live music in the town. We will use an Area Board grant to fit up the space and curate a year of gigs and concerts supporting local musicians and bringing residents together to experience high quality entertainment. Working with the acclaimed Cheese and Grain in Frome well also create a training and mentoring programme developing

the next generation of music promoters in Trowbridge. This is a Councillor-led bid from Stewart Palmen.

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

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Grant Applications for Trowbridge on 19/09/2019

ID	Grant Type	Project Title	Applicant	Amount Required
3409	Community Area Grant	Trowbridge Sports Forum - First Aid Equipment	Trowbridge Sports Forum	£918.57
3424	Community Area Grant	Replacement heating for Community Hall	Staverton with Hilperton Marsh Parochial Church Council	£1675.00
3420	Community Area Grant	Hilperton United Football Club goal posts	Hilperton United Football Club	£955.20
3427	Community Area Grant	Live music at Trowbridge Town Hall	Trowbridge Town Hall Trust	£10000.00

ID	Grant Type	Project Title	Applicant	Amount Required
3409	Community Area Grant	Trowbridge Sports Forum - First Aid Equipment	Trowbridge Sports Forum	£918.57

Submitted: 15/08/2019 11:40:09

ID: 3409

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£0 - £500

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

No

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

5. Project title?

Trowbridge Sports Forum - First Aid Equipment

6. Project summary:

Trowbridge Sports Forum would like to be able to offer affordable training to Use by local sports clubs and community groups. Trowbridge Town Council will support training with an internal officer providing first aid tuition but we now need to seek the funding for the equipment for the course which will be a one off purchase. First aid courses are essential for

Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Adult Maniki x 3	598.50	reserves	yes	780.00
Infant Manikin x 3	412.20			
AED Trainer	245.00			
Gauze pads dressings for bandaging	10.00			
Tourni-key	15.00			
Tourniquet	10.00			
Synthetic gloves	9.45			
Floor mats x10	131.00			
Antibacterial wipes hygiene	20.00			
Training Course	400.00		yes	
Total	£1851.15			£780

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?

The whole community could benefit from the training being offered we will provide training at a reduced cost to local sports clubs and community groups. For many groups it's the minimum to have first aid training volunteers by offering this support we can ensure essential money saved can make these clubs more sustainable or monies saved can be used to train for more first aiders.

14. How will you monitor this?

We will be able to know who we have trained through them attending the courses provided and can get an over view of the impact this has made by the people attending.

15. Safeguarding. Please tell us about how you will protect and safeguard those involved in your project

The tutor will have safeguarding qualification and will run adhere to the Town Councils and Sports Forums safeguarding procedures.

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

Yes we will have the tutor trained the equipment lasts many years and the amount that will be paid from the people attending will pay for their work books and go to ensure we have money to train someone else in the future if required or replace equipment when needed.

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

18. DECLARATION

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

Quotes:

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

Accounts:

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

Constitution:

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

Policies and procedures:

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

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

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

yes I will make available on request the relevant planning permission for the project.

yes 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...

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

3424	Community Area Grant	Replacement heating for Community Hall	Staverton with Hilperton Marsh Parochial Church Council	£1675.00
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Submitted: 29/08/2019 10:34:39

ID: 3424

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£501 - £5000

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

No

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

5. Project title?

Replacement heating for Community Hall

6. Project summary:

We have recently had our 3 gas heaters serviced and the two in the Community Hall have been taken out of use as they are both unsafe. We now need to find funding to replace them ready for the hall lettings this Autumn.

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 7PD

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

Children & Young People

Leisure and Culture

Older People

Our Community

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

12/2019

Total Income:

£15890.00

Total Expenditure:

£18610.00

Surplus/Deficit for the year:

£-2720.00

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

£0.00

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

We simply do not have the funding for this unexpected emergency

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

10b. Project Finance:

Total Project cost		£3350.00		
Total required from Area Board		£1675.00		
Expenditure (Itemised expenditure)	£		Income (Itemised income)	Tick if income confirmed
2 new gas heaters	3350.00		0.00	£
				0.00
Total	£3350			£0

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?

All community hall users during the colder periods of the year Friendship Group for older residents Table Tennis Club Scout Group Rainbows Group Church meetings two art groups U3A Crafts Group Wiltshire Council Polling Station Officers and one off bookings

14. How will you monitor this?

All hall bookings are closely monitored and the facilities are much used by the communities of Hilperton and Staverton.

15. Safeguarding. Please tell us about how you will protect and safeguard those involved in your project

The Hall is part of the Canalside Benefice which has a designated Safeguarding Officer Mrs Anne Rees reesfam@btinternet.com who says I am pleased to report that our Parish safeguarding policies are up to date and I am checking that all those working with children and vulnerable adults have up to date DBS clearance and have attended appropriate safeguarding courses. Each church displays appropriate safeguarding notices.

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

We try to set aside ringfenced funds for long term maintenance of the hall.

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

na

18. DECLARATION

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

Quotes:

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

Accounts:

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

Constitution:

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

Policies and procedures:

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

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

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

yes I will make available on request the relevant planning permission for the project.

yes 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...

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

3420	Community Area Grant	Hilperton United Football Club goal posts	Hilperton United Football Club	£955.20
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Submitted: 23/08/2019 15:44:19

ID: 3420

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£0 - £500

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

No

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

Hilperton United Football Club goal posts

6. Project summary:

To replace goal posts at Hilperton Village Hall for the benefit of both Hilperton United Football Club and the local community. The current goal posts have been in place for many years and are now unsuitable unsatisfactory and unsafe.

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 7RN

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

Children & Young People

Health and wellbeing

Leisure and Culture

Our Community

Safer communities

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

08/2019

Total Income:

£450.97

Total Expenditure:

£711.48

Surplus/Deficit for the year:

£-260.51

Free reserves currently held:

(money not committed to other projects/operating costs)

£0.00

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

All income comes from players paying weekly match fees and a registration fee. This only just about covers the cost to play matches purchase all relevant insurances and FA affiliation fees. At the end of each year we do not have any spare to purchase equipment of this size/cost.

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

10b. Project Finance:

Total Project cost		£955.20		
Total required from Area Board		£955.20		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Best quote for aluminium style goal posts per pair.	955.20			
Inclusive of VAT and delivery				
Total	£955.2			£0

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?

The playing field at Hilperton Village Hall is used on a regular basis. Not just by Hilperton United Football Club but also by adults and children in the local community. The current goal posts not only remain very old and unsightly but also dangerous. There have been two incidents whereby the goal posts have become unattached and fallen considering the weight of these old-fashioned steel goal posts the potential to cause harm to those using them is significantly high. Purchasing new modern style posts will allow for a safer playing area for everyone involved. It would also mean the goal posts do not require to be taken down through the summer months for health and safety reasons allowing for continued participation. Furthermore by developing the facilities in the local area it will inspire others to participate and attract more families to use the other facilities on offer at Hilperton Village Hall.

14. How will you monitor this?

The higher standard of facilities will allow for increased participation numbers through Hilperton United Football Club. This will be monitored through player registrations each year. This will also filter through to and inspire the children of the two teams that use the playing field to train on a weekly basis to continue participation into adult football. The committee in charge of the day to day running Village Hall will also be able to monitor the increase and provide details on the positive impact this would have on the local community and families visiting the Village Hall.

15. Safeguarding. Please tell us about how you will protect and safeguard those involved in your project

We take the welfare of all players at Hilperton United football club very seriously. As the manager/coach I am responsible for the welfare of our team and all visiting teams/players/supporters. The Chairperson of the Village Hall is ultimately responsible for the safeguarding of anyone using the facilities. Ideally we would like this project to begin ASAP to ensure the safety of all users.

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

Improvements will be complete with Wiltshire Council funding

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

18. DECLARATION

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

Quotes:

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

Accounts:

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

Constitution:

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

Policies and procedures:

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

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

And finally...

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

3427	Community Area Grant	Live music at Trowbridge Town Hall	Trowbridge Town Hall Trust	£10000.00
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Submitted: 30/08/2019 14:31:21

ID: 3427

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£5001+

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?

Live music at Trowbridge Town Hall

6. Project summary:

To make the historic court room at Trowbridge Town Hall a hub for live music in the town. We will use an Area Board grant to fit up the space and curate a year of gigs and concerts supporting local musicians and bringing residents together to experience high quality entertainment. Working with the acclaimed Cheese and Grain in Frome we will also create a training and mentoring programme developing the next generation of music promoters in Trowbridge. This is a Councillor-led bid from Stewart Palmen.

7. Which Area Board are you applying to?

Trowbridge

Electoral Division

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

BA14 8EQ

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

Economy

Health and wellbeing

Leisure and Culture

Our Community

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

03/2019

Total Income:

£205238.00

Total Expenditure:

£151034.00

Surplus/Deficit for the year:

£54204.00

Free reserves currently held:

(money not committed to other projects/operating costs)

£34345.00

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

Our reserves policy is to have enough to cover three months of operating costs. As our organisation grows so our reserves need to increase in line with this.

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

10b. Project Finance:

Total Project cost		£50013.00		
Total required from Area Board		£10000.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Sound PA cabling	4260.00	Arts Council England Project Grant		14813.00
Lighting including hanging	3350.00	Ticket sales		25200.00
Furniture	3000.00			
Staging	1350.00			
Signage	990.00			
Project Management	2000.00			
Musician fees	18000.00			
Staffing programming promoting operating	12075.00			
Marketing	1800.00			
Overheads	3188.00			
Total	£50013			£40013

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?

Trowbridge Town Hall was built for the benefit of the residents of the town for ever. For the first 80 years of its life it served this purpose. Its Great Hall hosted civic events dance and most significantly live music. Shortly before its transformation into a Magistrates Court it

played host to Cat Stevens and The Who. Our aim is to return the building to its original purpose benefitting all residents of the town. One key way of doing this is by putting on culture with broad appeal. This begins with enabling the use of the Court Room for live music. This will be a space for all residents of Trowbridge but the specific focus will be on those who are keen to engage with live music. These residents currently travel to Frome Bath or Bristol. In August we held a public meeting to gauge appetite. The overwhelming sentiment from the 50 people who attended was a hunger for a return to vibrancy of the scene Trowbridge once enjoyed. We are using music to bring people together. People will benefit as much from the social interaction as from the intrinsic value of listening to high quality live music. Whilst the project is focusing on its audience it will also benefit local musicians with opportunities to perform and promoters with opportunities to develop their skills with training. This project specifically relates to Trowbridge Community Area Local Priorities for Culture. It will provide affordable access to cultural activities through low ticket prices of between 3 and 5 pounds. It will promote diversity and social inclusion through a regular programme of events in collaboration with diverse groups. And it provides opportunities for participation for local musicians. It also ties into priorities around Economy by providing training and skills. These will lead to apprenticeship and employment opportunities. The project also connects to the Town Halls purpose of civic participation and engagement. This is a key priority for Trowbridge making the space more beneficial to residents.

14. How will you monitor this?

We will monitor this by taking box office data from everyone who comes to an event. We use Ticketsource which allows us to monitor attendance. We will also monitor and evaluate data related to age and location building a picture of the diversity of our audience. We will evaluate the training programme with regular debriefs with those undergoing the training.

15. Safeguarding. Please tell us about how you will protect and safeguard those involved in your project

Trowbridge Town Hall has a safeguarding policy which ensures all members of staff volunteers users and contractors are protected whilst working with us. Our Director is our lead safeguarding officer and undertakes regular training to keep up with best practice. All members of staff are DBS checked. We are taking advice on implementing a similar policy for volunteers. We hold a central record of these. Ultimate responsibility for safeguarding sits with the Board delegated to the Director.

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

This project is intended to continue for years after funding is complete. It will do this through ticket sales alone. This funding is required to kick start the project keeping prices low as we build a reputation both with audiences and musicians. Our Year Two forecast shows ticket sales of 43000 pounds with expected expenditure of 36000 pounds. The predicted surplus of 7000 pounds will help the Town Hall to be more financially sustainable.

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

This is part of the first phase of a three-phase project to restore the Town Hall. This will restore the Great Hall replace all services and restore the crumbling exterior of the building. The total cost is in the region of 4 million pounds.

18. DECLARATION

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

Quotes:

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

Project/Business Plan:

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

Accounts:

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

Constitution:

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

Policies and procedures:

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

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

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

yes 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...

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

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