

AGENDA

Meeting: Trowbridge Area Board
Place: The Cotswold Space, County Hall, Trowbridge, BA14 8JN
Date: Thursday 7 November 2019
Time: 7.00 pm

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

Please direct any enquiries on this Agenda to Kieran Elliott, 01225 718504,
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 Edward Kirk, Adcroft (Chairman)
Cllr Steve Oldrieve, Paxcroft
Cllr Stewart Palmen, Central
Cllr Horace Prickett, Southwick (Vice-Chairman)

Recording and Broadcasting Information

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

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

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

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

Details of the Council's Guidance on the Recording and Webcasting of Meetings is available on request. Our privacy policy can be found. [here](#).

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 - 8</i>)</p> <p>To approve the minutes of the meeting held on</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 9 - 10</i>)</p> <p>To include the following:</p> <p style="padding-left: 40px;">a) Focusing on the Future – public event for local tax payers 7 November 2019 – 1730—1900</p> <p style="padding-left: 40px;">b) Community Governance Review – a briefing note on the forthcoming Community Governance Review will follow in a supplement.</p>	
<p>5 Public Questions</p>	7.10pm
<p>6 Partner Updates (<i>Pages 11 - 50</i>)</p> <p>To note the written reports and receive any updates from the following:</p> <p style="padding-left: 40px;">a) Wiltshire Police</p> <p style="padding-left: 40px;">b) Dorset and Wiltshire Fire and Rescue Service</p> <p style="padding-left: 40px;">c) Town and Parish Councils</p> <p style="padding-left: 40px;">d) Local Youth Network</p> <p style="padding-left: 40px;">e) TCAF Update</p>	7.15pm
<p>7 Rough Sleeping</p> <p>To receive a presentation from Alabare and the Wiltshire Council Rough Sleeping team regarding rough sleeping in the Trowbridge area.</p>	7.25pm
<p>8 Economic Development and East Wing Update (<i>Pages 51 - 52</i>)</p> <p>Chris Hilton, interim Head of Economic Development, Wiltshire Council, will present regarding:</p> <ul style="list-style-type: none"> • Trowbridge Masterplan Refresh • Future High Streets Fund Bid • East Wing Update, including an update on leisure and the CCG) 	7.45pm

An update from the Trowbridge Wellbeing Centre Development Group is attached.

9 **Funding** (*Pages 53 - 84*)

8.15pm

Community Area Grants

i) Applicant: Trowbridge Sports Forum
Project: Longfield Muga Enhancement
Amount: £20,000.00

ii) Applicant: Trowbridge Town Football Club
Project: Woodmarsh
Amount: £4030.00

Community Youth Grants

iii) Applicant: Trowbridge Community Area Future
Project: Trowbridge Future
Amount: £5000.00

Community Area Transport Group (CATG) Recommendations

iv) Issue 19-19-3 Broadcloth Lane, Clothyard and Weavers Drive, Trowbridge – 20mph speed limit assessment - £1875 subject to Trowbridge Town Council contribution of £625

v) 16-19-4 (also 16-19-10)College Roa/Sycamore Grove, Trowbridge – additional bollards - £750 subject to Trowbridge Town Council contribution of £250

Additional

vi) The Area Board will be presented with costed options for signage promoting grants awarded by the Area Board, for delegated approval by the Community Engagement Manager.

10 **Urgent items**

8.55pm

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

MINUTES

Meeting: TROWBRIDGE AREA BOARD
Place: The Cotswold Space - County Hall, Bythesea Road, Trowbridge,
 BA14 8JN
Date: 19 September 2019
Start Time: 7.00 pm
Finish Time: 8.55 pm

Please direct any enquiries on these minutes to:

Kieran Elliott 01225 718504, 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 Deborah Halik, Cllr Edward Kirk (Chairman), Cllr Steve Oldrieve and
 Cllr Stewart Palmen

Cllr Christopher Williams (Portfolio Holder for Communities and Area Boards)

Total in attendance: 30

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
48	<p><u>Apologies</u></p> <p>Apologies for absence were received from Councillors Peter Fuller and Horace Prickett.</p>
49	<p><u>Minutes</u></p> <p>It was,</p> <p><u>Resolved:</u> To approve and sign the minutes of the meeting held on 25 July 2019.</p>

50	<p><u>Declarations of Interest</u></p> <p>There were no declarations</p>
51	<p><u>Chairman's Announcements</u></p> <p>The announcements relating to the special schools' representation and recycling week were received.</p> <p>It was also announced a question had been received from Councillor Ernie Clark in respect of notices for display provided to grant recipients which show the project in question was supported by the area board. It was explained the South West Wiltshire Area Board had funded production of such notices, and Trowbridge Area Board could do the same.</p>
52	<p><u>Cyber Crime Workshop</u></p> <p>A presentation was received from Lee Stripe, Cyber Prevent and Protect Officer, Digital Investigations Unity, Wiltshire Police.</p> <p>The presentation explained that the Digital Investigations Unit had been established in July 2018 and involved both cybercrime – crimes which required the use of digital systems – and cyber enabled crime – crimes which were transformed in scale by use of digital systems such as fraud and extortion.</p> <p>The Board were provided with statistics on cybercrime and cyber enabled crime in Wiltshire, as well as examples of good practice for password use, how to spot phishing emails and other frauds and the consequences of those crimes.</p> <p>More information could be found by contacting the unit at DIIU@wiltshire.pnn.police.uk.</p> <p>The Board thanked Mr Stripe for his presentation.</p>
53	<p><u>Bowyer's Site</u></p> <p>Simon Coles, Architect of the Innox Mills development scheme presented details of the proposed development of the former Bowyer's site and took questions from members and the public. It was reported over 300 people had attended the exhibition on 17 September 2019 and feedback had generally been positive toward the mixture of the proposed development.</p> <p>Details were provided of the level of housing proposed for the site, parking arrangements, style of properties and preservation of the listed buildings. It was stated there had been concerns about deliverability once initial phases had begun, but the developers stated the phasing, to take place over 6 years, was needed for return on investment so that later phases would be completed.</p>

	<p>In response to queries it was stated it was not possible to set a price range for any properties at this stage, that making the site as low carbon as possible was an important factor and that the leisure element of the site would be driven by commercial demand</p> <p>The Board thanked Mr Coles for his presentation.</p>
54	<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. Inspector Andy Fee provided further updates on local operations focused upon rural crimes such as hare coursing and poaching. He also noted that a service would be held on 3 October to commemorate the death of a serving PC in the town in 1979, with invitations open to all. ii. Dorset and Wiltshire Fire and Rescue Service The written update was noted. An apology was received from Phil People. iii. Town and Parish Councils The written update from Trowbridge Town Council was noted. iv. Local Youth Network An update would be provided at the next meeting. v. Trowbridge Wellbeing Centre Development Group The Board expressed its continued dissatisfaction at the lack of communication to it in relation to developments on the East Wing site. It was agreed that Board members would write to relevant Cabinet Members and officers to press the issue before the next meeting.
55	<p><u>Funding</u></p> <p>The Area Board considered the following applications:</p> <ul style="list-style-type: none"> i. <u>Trowbridge Sports Forum</u> The sum of £918.57 was requested for First Aid Equipment. On the motion of Councillor Steve Oldrieve, seconded by Councillor Ernie Clark, it was, <p><u>Resolved</u> The Area Board awarded the sum of £917.57 to Trowbridge Sports Forum. <u>Reason:</u> The application met the Community Area Grant Criteria.</p>

	<p>ii. <u>Staverton with Hilperton Marsh Parochial Church Council</u> The sum of £1675.00 was requested for replacement heating for the community hall. On the motion of Councillor Ernie Clark, seconded by Councillor Steve Oldrieve, it was,</p> <p><u>Resolved</u> The Area Board awarded the sum of £1675.00 to Staverton with Hilperton Marsh Parochial Church Council. <u>Reason:</u> The application met the Community Area Grant Criteria.</p> <p>iii. <u>Hilperton United Football Club</u> The sum of £955.20 was requested for Goal Posts. On the motion of Councillor David Halik, seconded by Councillor Deborah Halik, it was</p> <p><u>Resolved</u> The Area Board awarded the sum of £955.20 to Hilperton United Football Club. <u>Reason:</u> The application met the Community Area Grant Criteria.</p> <p>iv. <u>Trowbridge Town Hall Trust</u> The sum of £10,000.00 was requested for live music provision at Trowbridge Town Hall. It was stated that a grant of £14,813.00 from the Arts Council England was included as part of the project funding. On the motion of Councillor David Halik, seconded by Councillor Ernie Clark, it was,</p> <p><u>Resolved</u> The Area Board awarded the sum of £10,000.00 to Trowbridge Town Hall Trust, on condition that the Arts Council Grant of £14813.00 was received. <u>Reason:</u> The application met the Community Area Grant Criteria.</p>
56	<p><u>Urgent items</u></p> <p>There were no urgent items.</p>

Agenda Item 4

Chairman's Announcements

Subject:	Focusing on the Future
Web contact:	events@wiltshire.gov.uk

We are holding events around the county to focus on how the council is changing to deliver the services that local tax payers expect and need.

We would like to invite you to join Wiltshire Council cabinet members at a special public event to discuss how we are focusing on the future.

We want to hear from you – your views, questions and feedback on the future. You are warmly welcome to attend one of the following events:

Date	Location	Venue	Timing
Thursday 7 November 2019	Trowbridge	County Hall	5.30pm – 7pm
Wednesday 13 November 2019	Chippenham	Monkton Park	5.30pm – 7pm
Monday 25 November 2019	Devizes	Devizes Community Hub and Library	5.30pm – 7pm
Wednesday 27 November 2019	Salisbury	City Hall	5.30pm – 7pm

Please email events@wiltshire.gov.uk letting us know which of the meetings you'd like to attend – refreshments will be available.

This page is intentionally left blank

WILTSHIRE POLICE

CPT Briefing

Wiltshire West Community Policing

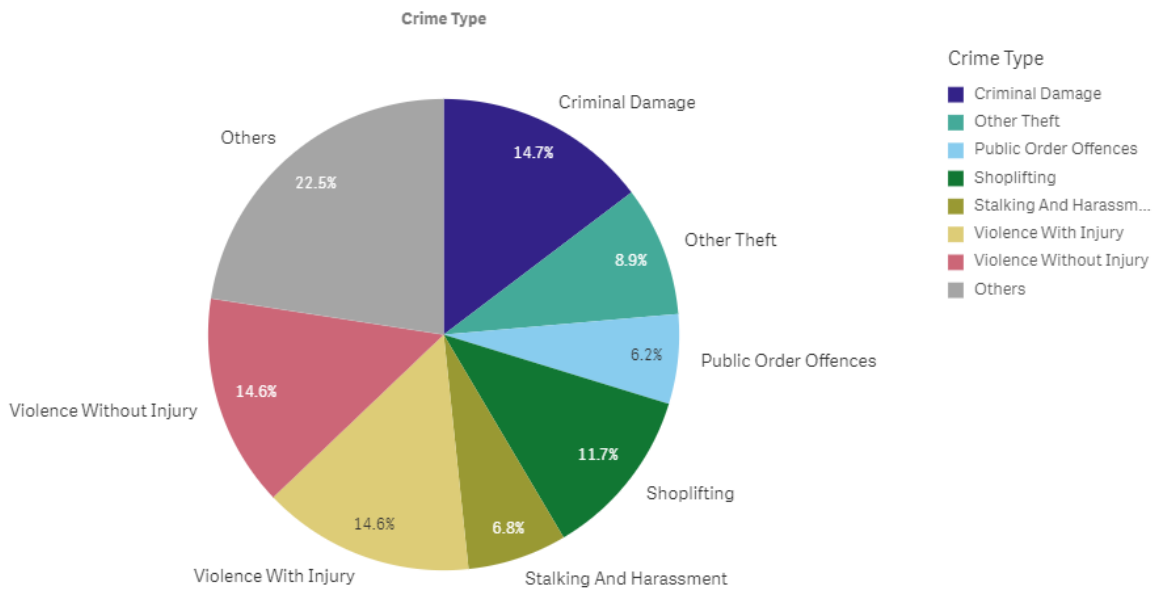


Proud to serve and protect our communities

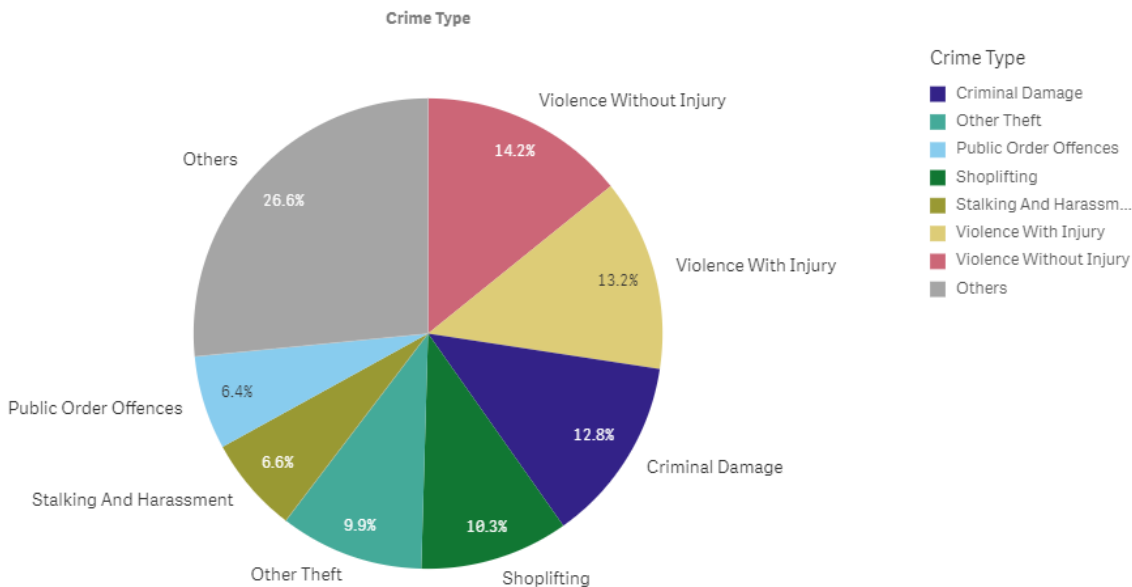
October 2019

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 September 2019

WILTSHIRE POLICE

CPT Area Briefing

Wiltshire West Community Policing



Proud to serve and protect our communities

October 2019

Force-wide

- Wiltshire Police has had an increase in the volume of recorded crime by 1% in the 12 months to September 19 and continues to have one of the lowest crime rates in the country.
- Our service delivery remains consistently good.
- In September, we received 8,312 999 calls which we answered within 6 seconds on average and 12,474 CRIB calls which we answered within 2 minutes 08 seconds on average.
- In September, we also attended 1,344 emergency incidents within 17 minutes and 00 seconds on average.
- Wiltshire Police has seen a 17% reduction in vehicle crime and 21 per cent in residential burglaries in the 12 months to September 2019.
- 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>

WILTSHIRE POLICE

CPT Area Briefing

Wiltshire West Community Policing

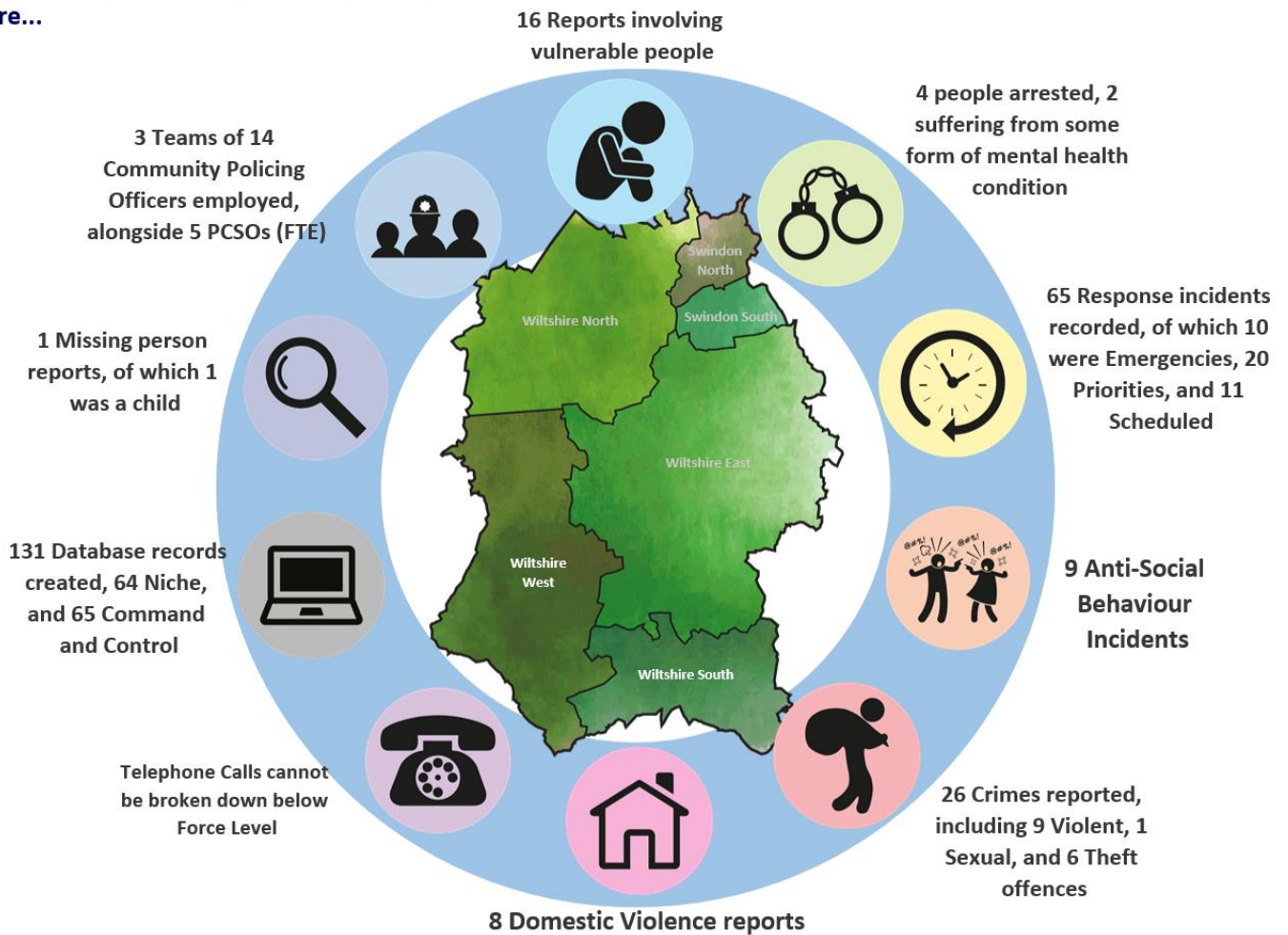


Proud to serve and protect our communities

October 2019

Area specific

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



Wiltshire West CPT Demand Overview – 12 months to September 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.

WILTSHIRE POLICE

CPT Area Briefing

Wiltshire West Community Policing



Proud to serve and **protect** our communities

October 2019

The speedwatch teams that were supported throughout September were :

Dilton Marsh – 4 checks completed, no vehicles observed exceeding the speed limit

Bitham Park, Westbury – 4 checks completed, one driver given words of advice with regards to their speed

Steeple Ashton – 1 check completed, no vehicles observed exceeding the speed limit

Lowbourn, Melksham – 2 checks completed, no vehicles observed exceeding the speed limit

Bishopstrow – 4 checks completed, no vehicles observed exceeding the speed limit

High Street, Fovant – 3 checks completed, no vehicles observed exceeding the speed limit

Frome Road, Bradford on Avon – 1 check completed, no vehicles observed exceeding the speed limit

WILTSHIRE POLICE

CPT Area Briefing

Wiltshire West Community Policing



Proud to serve and protect our communities

October 2019

HIGH LEVEL CPT UPDATES:

- **Incidents of note**

Witness appeal following serious collision in Trowbridge

A woman has been taken to hospital with serious injuries following a collision in Trowbridge at approximately 7.50pm on the 2nd October 2019.

The motorcyclist, a woman in her 40s, suffered a serious head injury and was taken to Southmead Hospital.

The male driver of the car, which was a Skoda Octavia, was not injured.

The road was closed for around five hours whilst emergency crews dealt with the incident.

We are appealing for anyone who witnessed the collision, or anyone who has dash cam footage which could assist with our enquiries, to contact Wiltshire Police on 101 quoting log 349 02/10/19.

Nail bars protected from risk of slavery and trafficking

Three people have been issued with Slavery and Trafficking Risk Orders following a hearing at Bristol Magistrates Court on the 20th September 2019.

Tien Thi BUI, 56, from Westbury; Manh BUI, 29, from Trowbridge; and Linh BUI, 32, from London did not contest the order, which was applied for by the South West Regional Organised Crime Unit (SW ROCU).

The application followed a series of visits between February and May to Westbury Nails on Edward Street, Westbury, Trow Tips and Toes in Trowbridge, and Boutique Nails on High Street, Worle. Officers from the SW ROCU's Disruption Team were supported by officers from Wiltshire Police, HMRC and Trading Standards.

The two year order prohibits the three from :

1. Employing any worker unless that worker is registered for UK National Insurance and Tax.
2. Employing any worker directly or indirectly, unless all relevant Health and Safety at Work, Control of Substances Hazardous to Health and employment law of regulations are complied with.
3. Providing accommodation of any kind to staff save as a service tenant under an assured short hold tenancy and providing that the requirements of the National Minimum Wage are complied with.

WILTSHIRE POLICE

CPT Area Briefing

Wiltshire West Community Policing



Proud to serve and protect our communities

October 2019

4. Taking possession of any original documents belonging to staff save for temporary possession in order to make copied for proper record keeping.

Detective Sergeant Dan Watts of the SW ROCU's Disruption Team, said: "This order is about protecting people working in such premises – in this case exclusively Vietnamese workers – from the risk of slavery and trafficking. It reflects a determination to use all available powers and intelligence, from multiple agencies, to protect vulnerable people from harm".

Detective Superintendent Jeremy Carter, Force Lead for Modern Slavery at Wiltshire Police said: "This is an excellent example of joint working with the SW ROCU in developing intelligence and using all available powers to protect vulnerable people in society. This is a great outcome and reinforces our commitment to tackle modern slavery. At Wiltshire Police, we will always look at alternative options to protect people at risk of exploitation and our Community Policing Teams will continue to work with the SW ROCU to make sure these orders are adhered to."

Sixteen year old arrested and Class A and B drugs seized

A 16 year old was arrested in Trowbridge on suspicion of possession with intent to supply Class A and B drugs.

At approximately 5.25pm on the 10th September 2019, officers stopped a male in Shails Lane.

The male resisted and made off on foot. He was later detained and a search was conducted.

A large quantity of Class A and B drugs, as well as cash, was located.

The 16 year old was arrested and taken to Melksham Custody for questioning. He has since been released under investigation while further enquiries are carried out.

Pc Storm Brand said: "A member of the public also assisted us when the male was attempting make off, and we are grateful for his support. We will not tolerate drug use and supply in our communities and we continue to urge members of the public to help by reporting any suspicious activity so we can take action."

- **Local policing news**

September showed 295 crimes for the town, against the average of 299.3 offences for the same month over the last two years.

WILTSHIRE POLICE

CPT Area Briefing

Wiltshire West Community Policing



Proud to serve and protect our communities

October 2019

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)

WILTSHIRE POLICE

CPT Area Briefing

Wiltshire West Community Policing



Proud to serve and **protect** our communities

October 2019

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

WILTSHIRE POLICE

CPT Area Briefing

Wiltshire West Community Policing



Proud to serve and protect our communities

October 2019

LOCAL PRIORITIES

PRIORITIES FOR WILTSHIRE WEST CPT	UPDATE
Priority 1:	
<p><u>Community Speedwatch</u></p>	<p>No Trowbridge locations were selected by the Community Speedwatch Team.</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>Trowbridge Town Centre – Begging</u></p>	<p>The West Wiltshire CPT will be working closely with partner agencies to ensure that everyone begging within the town centre has been referred and signposted to the necessary support agencies.</p> <p>One male has been issued with a Community Protection Notice (CPN) prohibiting him from begging. The West Wiltshire CPT are currently in the processing of applying for a Criminal Behaviour Order for the court to replace this notice.</p>

WILTSHIRE POLICE

CPT Area Briefing

Wiltshire West Community Policing



Proud to serve and protect our communities

October 2019

HIGH LEVEL PCC UPDATES

- **Recruitment** - Police officer recruitment continues with more than 500 applications received so far since the campaign launched on 23 September. Wiltshire Police is accepting applications until Sunday 13 October.
- **Community work** - In September PCC Angus Macpherson awarded a total of £22,500 from the Police Property Act to projects across the county which make a difference in their communities. Beneficiaries include a drop-in service for homeless people, a 12-week personal development course for unemployed young people and a pilot project using photography to engage with young people at risk of offending or exploitation. Full details are available on our website.
- **Herbert Protocol** – The PCC was proud to join Wiltshire Police, Swindon Borough Council, healthcare partners, Swindon Carers Centre and the Alzheimer's Society at the launch of the Herbert Protocol last month. It comprises of a document in which carers, family and friends of vulnerable adults can fill out key details about the individual as a pre-emptive measure in case they later go missing. This will enable the police to start their initial enquiries sooner with the aim of finding the missing person safe and well.

HIGH LEVEL FORCE UPDATES

- **County Lines** – The issue of gangs transporting Class A drugs from major cities such as London and Manchester into rural counties, is one which is attracting significant media attention. Here in Wiltshire we are raising awareness of the problem, and specifically the impact these crimes have on the wider community, as they are often linked to modern slavery and organised crime, with children and vulnerable adults being exploited. Please look out for local media coverage, or go to our website for more information.
- **Domestic abuse** – This month we are highlighting the work Wiltshire Police is doing to tackle domestic abuse, including educating the public about the support that is available for victims. This campaign will include a young mother, who has been the victim of domestic violence, speaking out about her story in the hope that she can encourage other victims to come forward and get support.
- **Rural crime** - During the beginning of October we are taking part in a national week of action targeting rural crime. Our work will include providing crime prevention

WILTSHIRE POLICE

CPT Area Briefing

Wiltshire West Community Policing



Proud to serve and **protect** our communities

October 2019

advice and encouraging residents to report all incidents to the police, as well as having our Community Policing Teams and the Rural Crime Team out and about engaging with our rural communities.

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

This page is intentionally left blank



We're making a difference

TCAF Report to Trowbridge Area Board October 2019

TCAF have been working hard in the rebranding of the organisation to be known as Trowbridge Future. This is a direct result from public and business consultation which has been conducted over the last few months, identifying that a large number of people in the local community don't have a complete knowledge of our purpose and activities. Under our new brand as Trowbridge Future, we keen to engage with the local community to ensure we are meeting their clearly defined needs. We hope that Trowbridge Future will present a positive message to young people and local residents we were are working with.

Youth Programmes

We have continued to work hard to deliver a series of youth cafes in in the three deprived communities of Trowbridge: Seymour, Studley Green and Longfield. The youth cafes cover a range of issue-based work, alongside creative activities planned by our sessional youth workers. In the summer we ran a successful Waste Attack project where young people were able to create art works and take photographs using rubbish collected through litter picks in the local areas. The project culminated in an exhibition which was shown as a part of a celebration in Longfield Community Centre and in The Shires Shopping Centre. A group of young people had the opportunity to go to Brokerswood for a team building day. We have been working with Love Sounds to deliver digital music workshops as part of our work at Longfield Community Centre. We have continued to work with John of Gaunt school to deliver a lunch time drop-in session and one to one mentoring support with identified young people. As part of the rebrand a group of young people were able to participate in this year's Trowbridge Carnival. We also going to be starting a new youth café at Trowbridge Town Hall working with young people who are currently home schooled. TCAF have continued to partner with Greggs the Bakers to distribute leftover food three days a week at the youth cafes and as part of our outreach work at Stallards Skate Park each week. We have successful fundraised to have a portakabin to be used for youth and community use on Studley Green and are in the process of securing the planning permission to create a dedicated space on the Estate to deliver activities. We have been working hard to build new partnerships with organisations such as Bath University to build opportunities for young people in Trowbridge.

Community Programmes

Community Hub at BA14: We are pleased to have been able to extend Zoe Meaden our Community Hub managers hours that has meant that the work at the Hub has gone from strength to strength. The Community Hub has become a calm space for members of the public to visit. Trowbridge Future offer signposting, general advice, assistance in making phone calls, writing letters and accessing online resources to all residents in Trowbridge and surrounding areas. The Community Hub hosts regular pop-up events promoting local charities and awareness raising. The Community Hub is staffed by a team of dedicated volunteers, including some that represent local organisations, such as Trowbridge Lions and Trowbridge Town Hall

Arts. TCAF have continued to run a weekly 2hr Kindness Café that offers an informal space for local people to come and chat. The cafe is particularly targeted at older people to help develop peer support to meet their health and wellbeing needs. Radio BBC Wiltshire are going to be live from the Kindness Café on Friday 24th October. TCAF continue to run a successful Computer Club every Wednesday 10am-12pm where anyone can come and get support using computers or smart phones. In the run up to Christmas the Hub will be offering workshops in lantern making to be part of the big Christmas light switch on and lantern procession in Trowbridge.

Pop-Up events: Recent pop-up events have included The Fostering Team using the Hub as a place to promote fostering opportunities in Wiltshire. The Rucksack Project, that provide essential items to families that are most in need, have used the Hub as a place to promote their work and encourage local people to give donations. The Wiltshire Centre for Independent Living led a consultation event from The Hub to discuss local health and wellbeing needs.

Neighbour Activities: TCAF have successfully supported a range of local residents groups to undertake litter picks using equip that we are able to lend out. The Trowbridge Neighbourhood Group has now merged with the Community Safety group and we are planning to hold a meeting in November 2019 in the Community Hub in The Shires to bring the current partners together to re-establish some identified priorities for the group.

Meg Aubrey
Youth and Community Development Manager
24.10.19

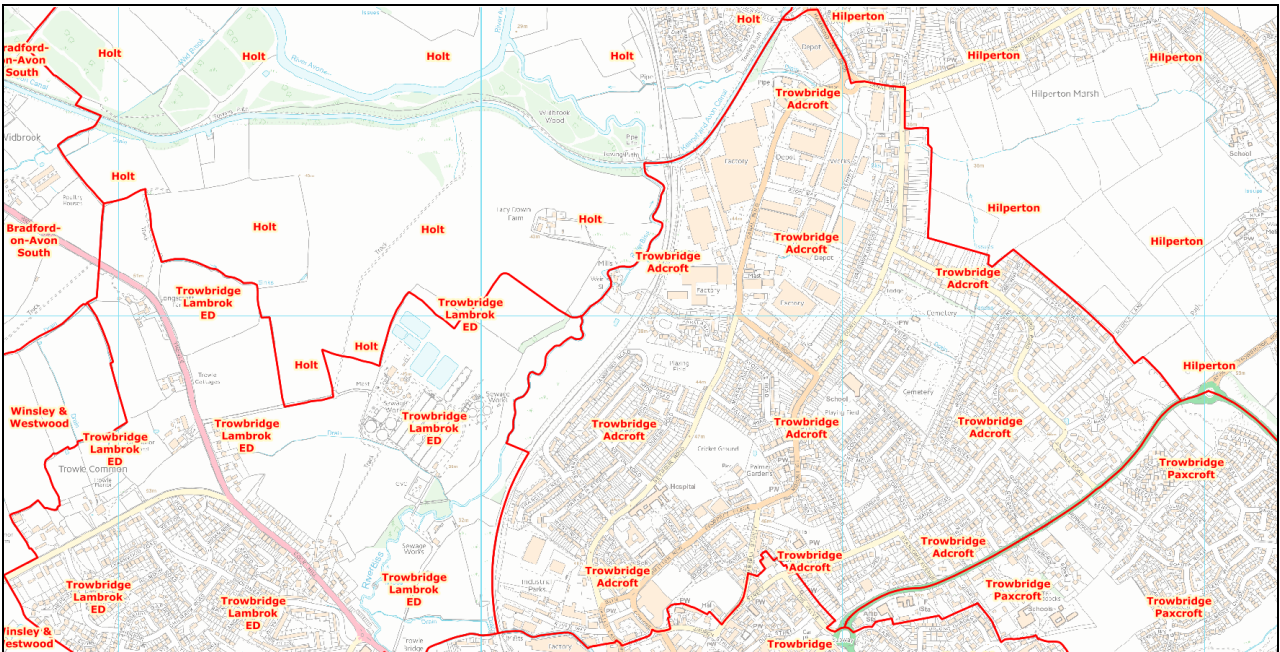
Town Clerk's Report to Policy & Resources Committee 5th November 2019

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

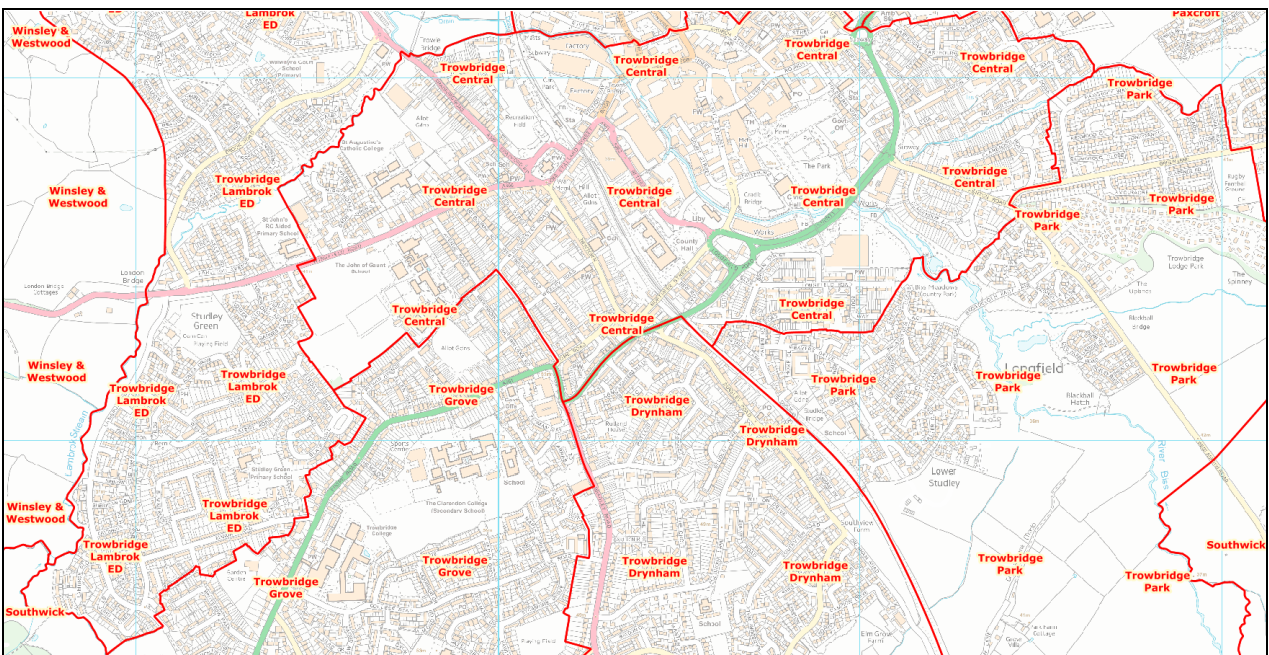
I. POLICY

I.1 Review of Wiltshire Council Electoral Divisions – The Local Government Boundary Committee for England (LGBCE) has reviewed arrangements for Wiltshire Council (WC). Final recommendations to the Sec. of State were published on 1st October. A full copy of the report is available on www.lgbce.org.uk An interactive map of the final recommendations is available at <http://consultation.lgbce.org.uk/> These new divisions will also form the new wards for the town council at the elections in 2021.

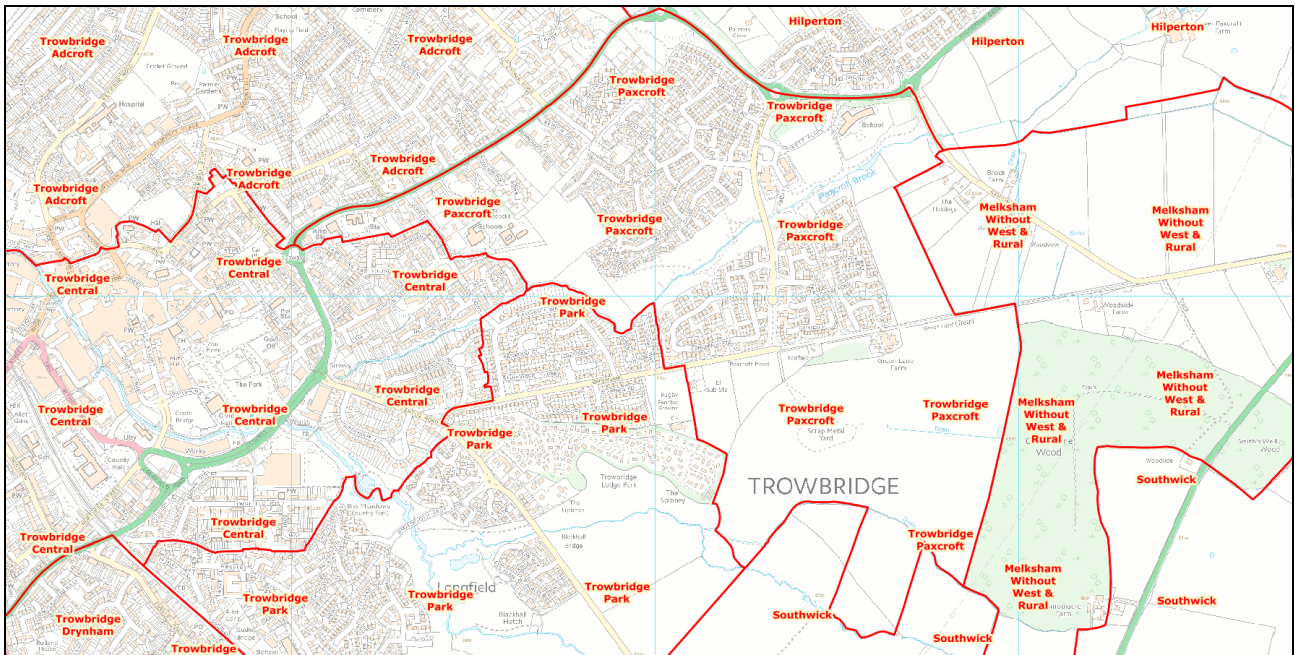
NORTH SHEET



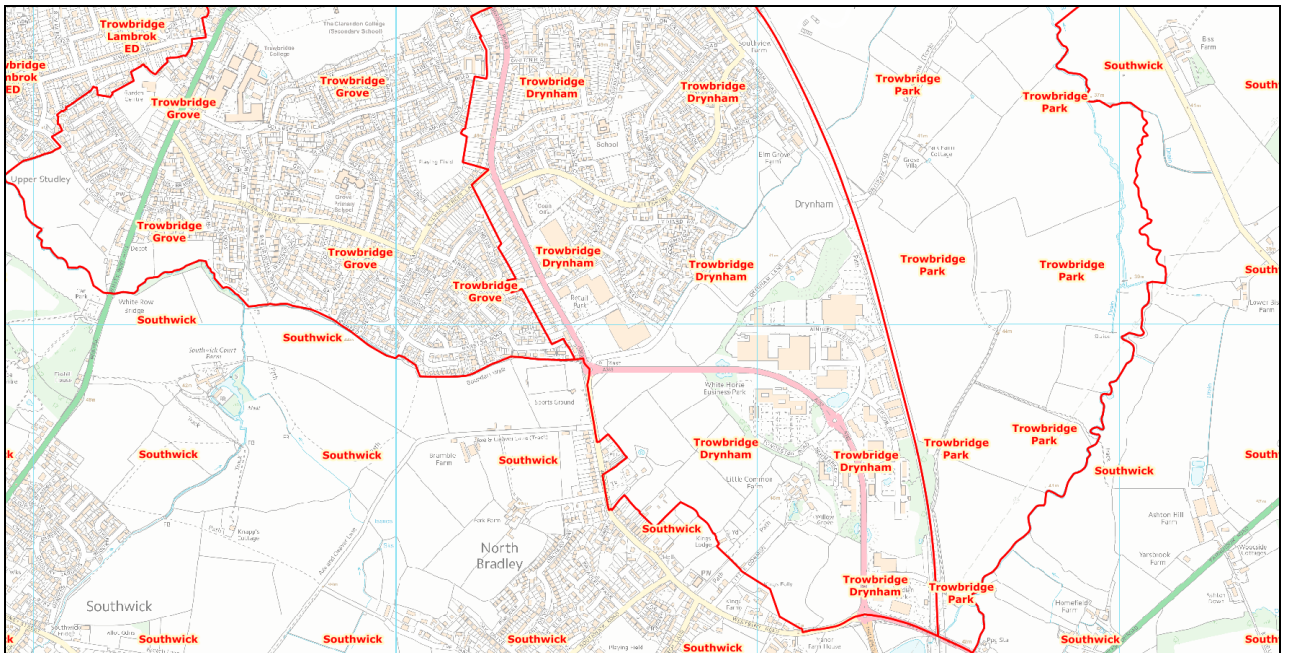
WEST SHEET



EAST SHEET



SOUTH SHEET



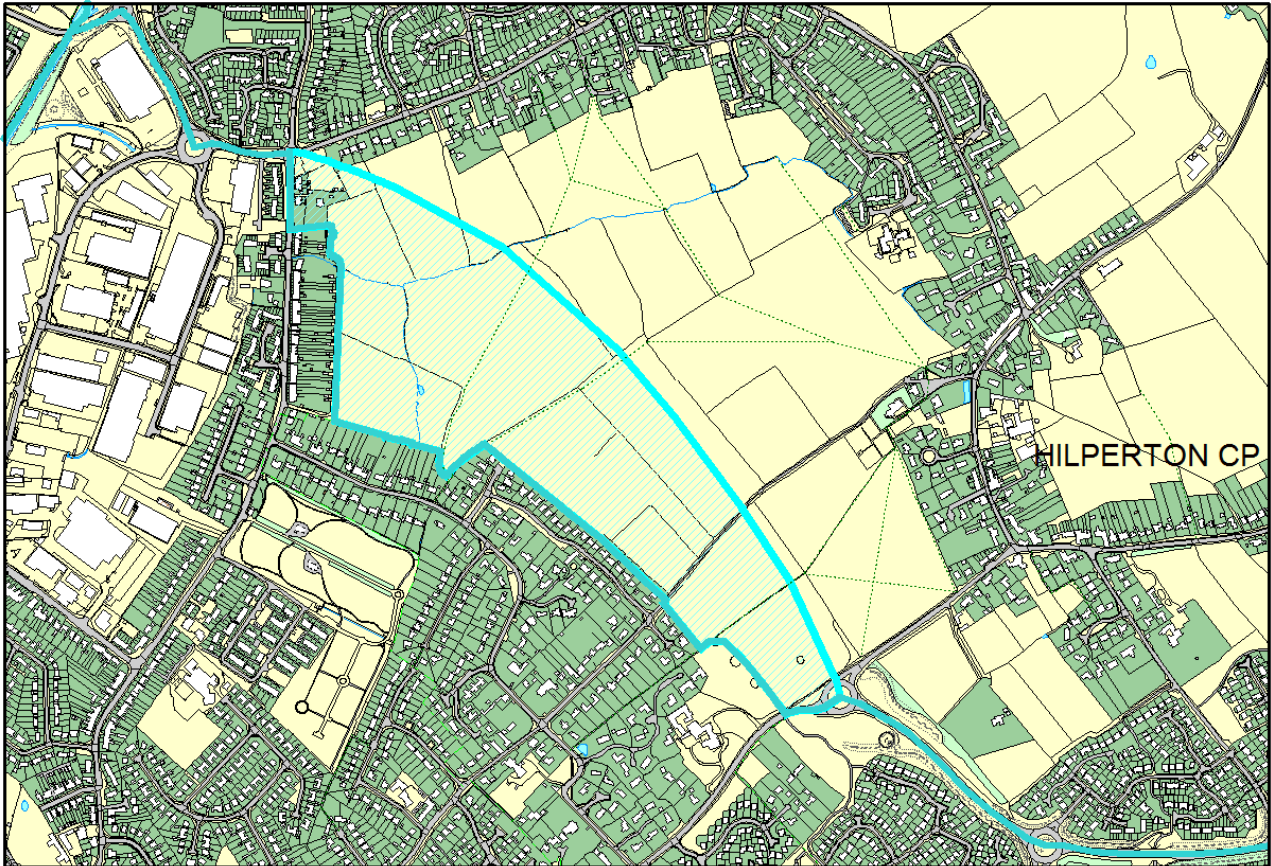
The town wards will not include those parts of the Drynham and Park Divisions in North Bradley Parish, unless there is a Community Governance Review which extends the Town Boundary to include these.

1.2 COMMUNITY GOVERNANCE REVIEW (CGR) (AGENDA ITEM 8) - The Town Council Strategy says;

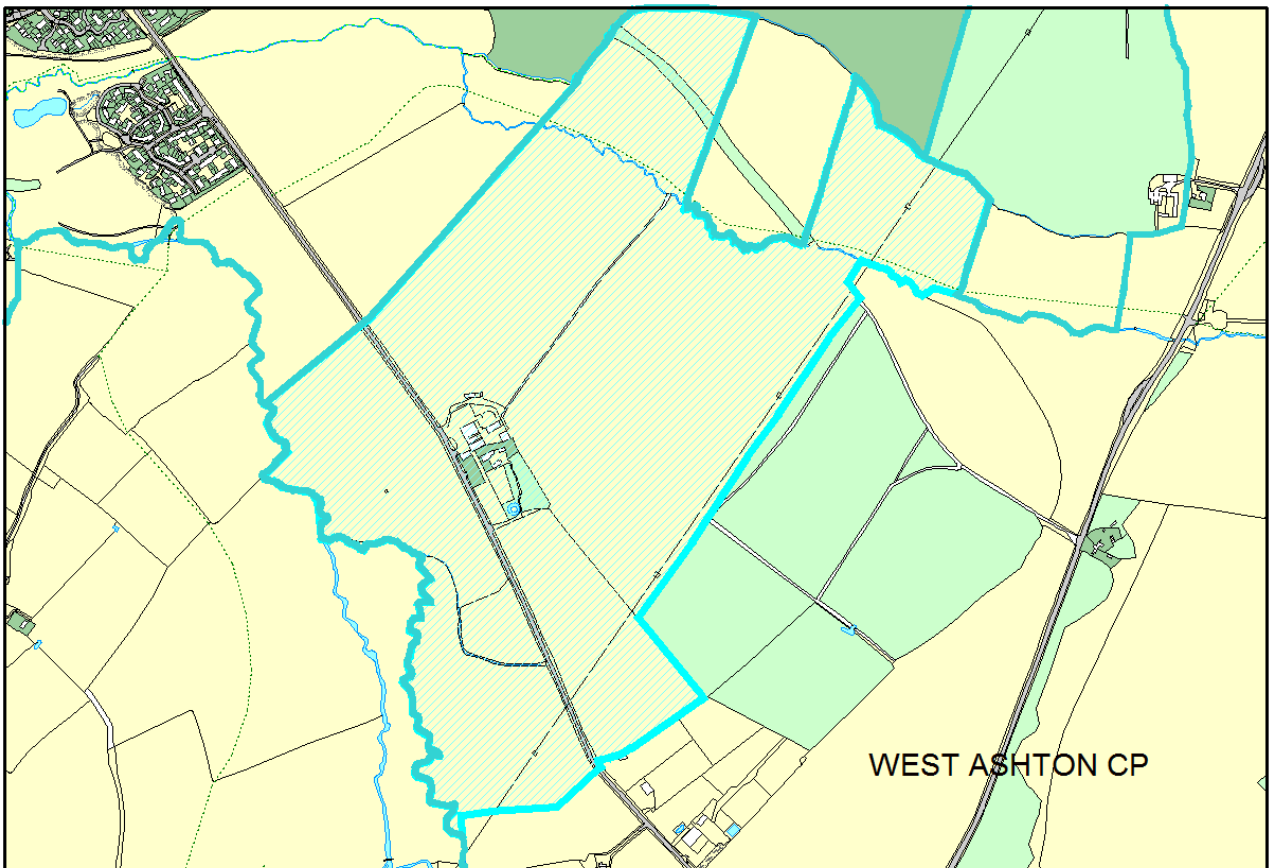
Trowbridge Town Council will continue the campaign to ensure that Trowbridge can have A TOWN COUNCIL FOR ALL OF THE TOWN, including all the built up urban areas which are not connected to their respective villages and if necessary will seek a further Community Governance Review when Ashton Park urban 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 advising that they were likely to commence a CGR once the LGBCE had concluded its work on the Electoral Division Review. The Town Council responded to the request follows:

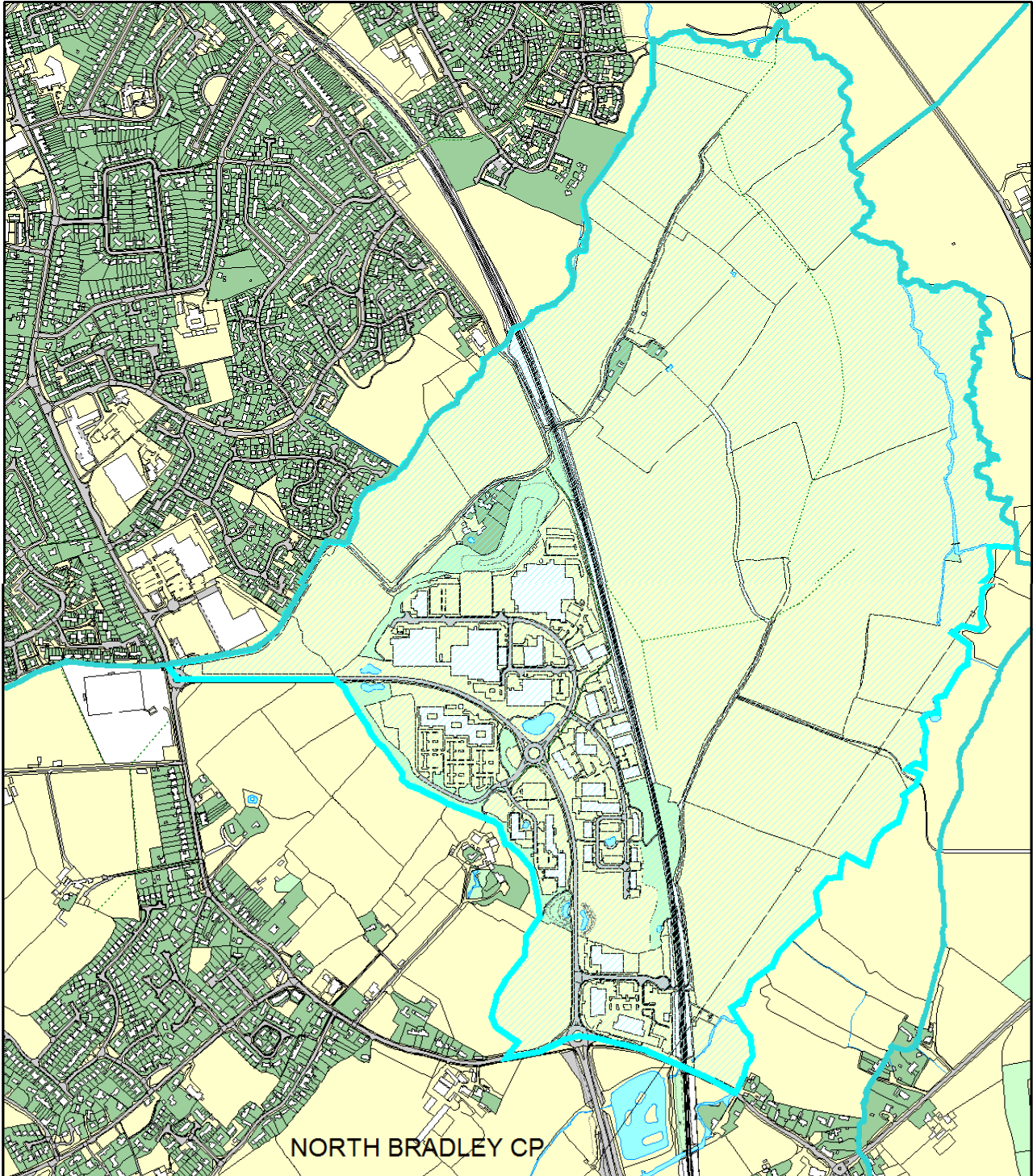
Area 1. Land south and west of Elizabeth Way from Hilperton CP.



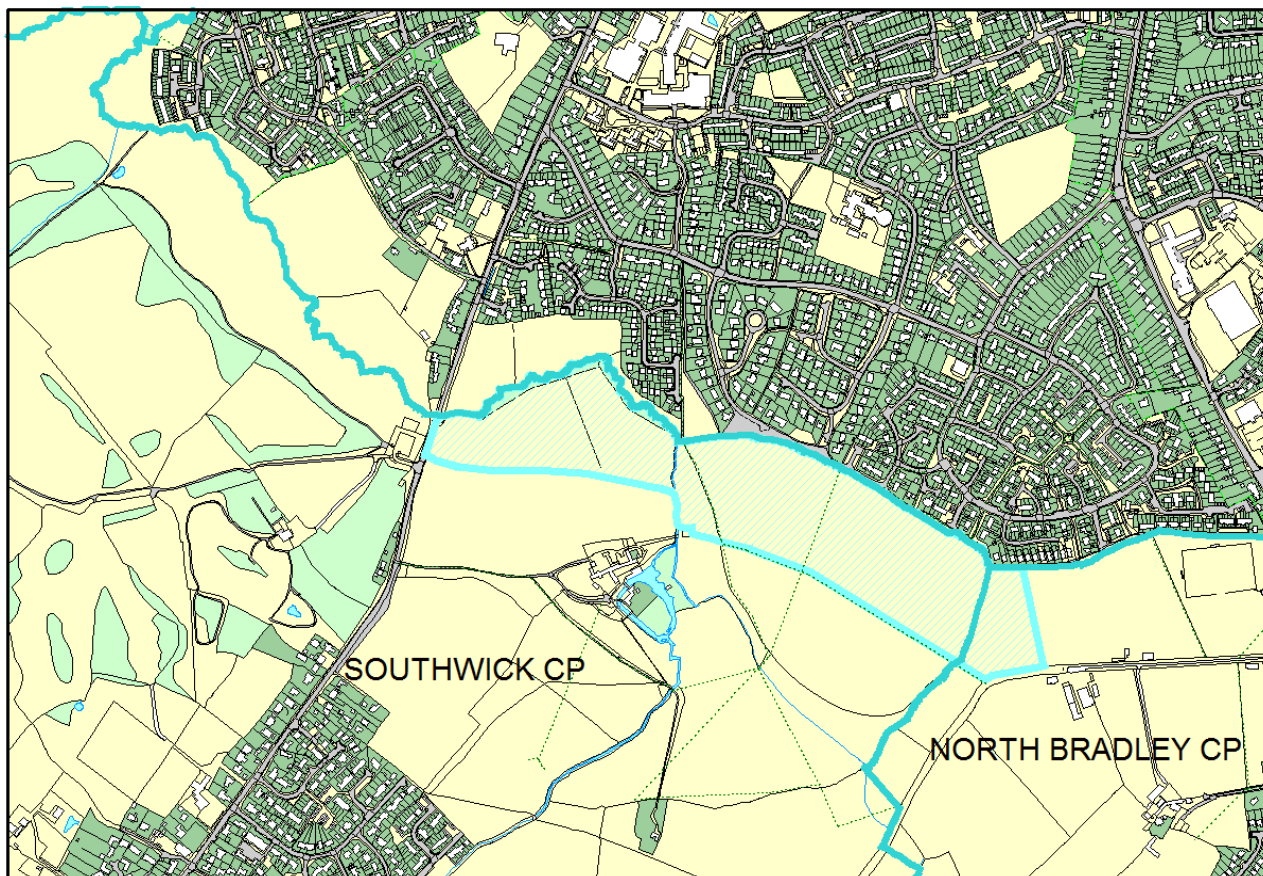
Area 2. Land in the Ashton Park Urban Extension from West Ashton CP.



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



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

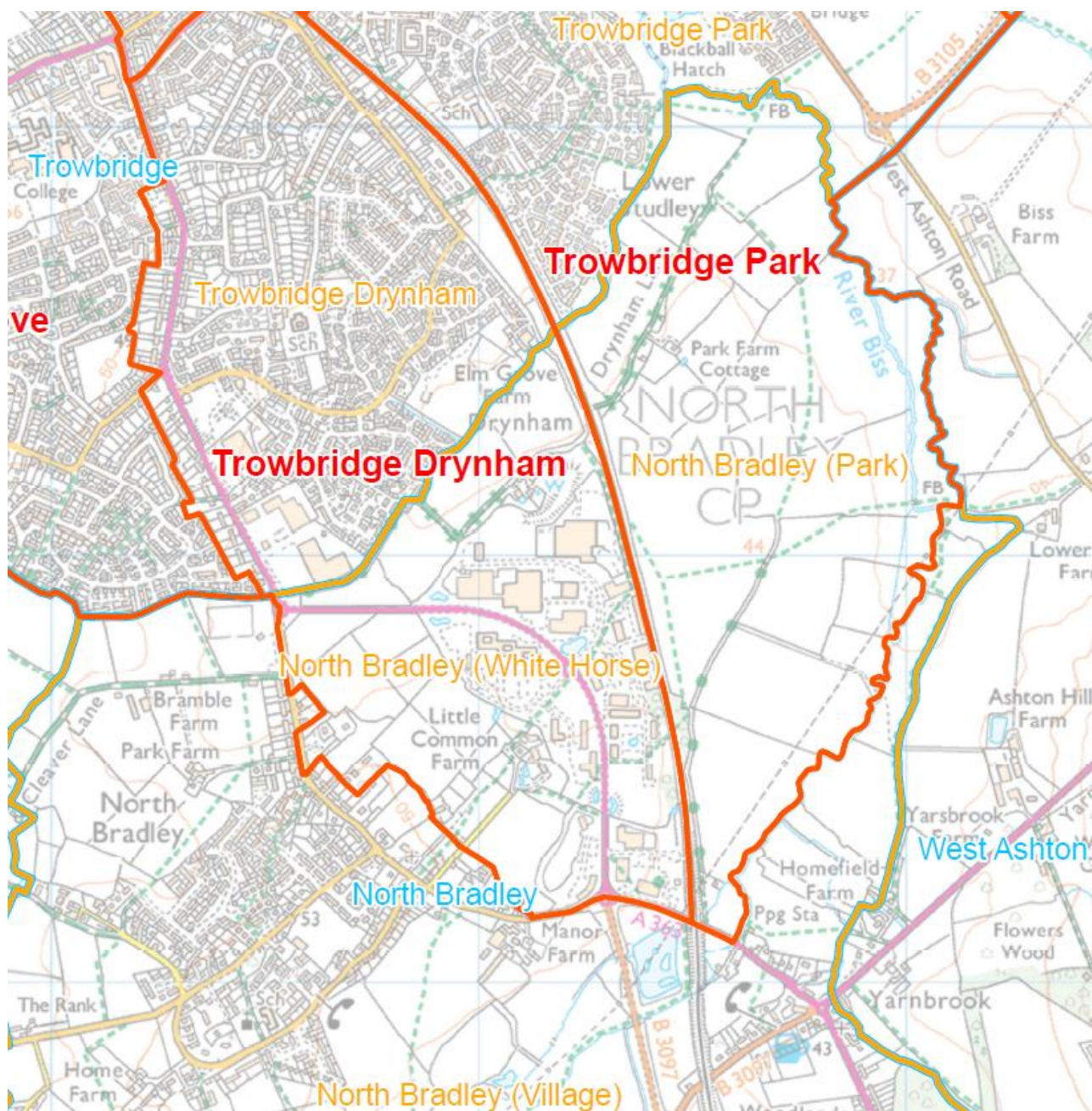


The reason given for the requested changes was: All of these areas are allocated for development as part of the Core Strategy or the Wiltshire Housing Sites Allocation Plan (WHSAP), or are areas closely associated to these areas for development, with clearly identifiable boundaries, including natural barriers such as rivers and streams, roads and roads which are 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.

Wiltshire Council has communicated further as follows:

a). North Bradley - Further to previous communications regarding the Electoral Review Committee undertaking a CGR and following the decision on 1 October of the LG BCE in respect of the Electoral Divisions of Trowbridge Drynham and Trowbridge Park, with consequential impacts to the parish arrangements of both Trowbridge Town and North Bradley Parish, we are writing to inform you that the Committee may choose to undertake a review in this area. The Committee would be interested to know the view of both parishes as soon as practicable on the appropriate status of this area, shown below as North Bradley White Horse and North Bradley Park. Both parishes will be aware of previous emails relating to requests made by Trowbridge Town Council, and the responses to that request have been logged. However, this email is being sent because the request from Trowbridge Town is not coterminous with the Unitary Division in respect of the final recommendations of the LG BCE for Trowbridge Drynham. If the areas are included for review there will be formal periods of information gathering and public consultation, this email is simply to seek any early comment from the parishes in question.

The Town Council's proposal, shown above on Area 3 identifies the proposed Town Boundary encompassing the Drynham Lane development site and all of the current White Horse Business Park (WHBP) and associated commercial development. An extract from the LG BCE map showing the proposed warding arrangements is included below:



It will be noted that the new Trowbridge Drynham Division, as well as including the areas proposed by the Town Council also includes; all of the potential development site which lies between the WHBP and North Bradley and a number of properties which are situated on Woodmarsh Rd or accessed via Woodmarsh Rd and Little Common. The latest WHSAP includes the following phrase with respect to development in this area: 'development to be directed to the north and east of the site'. Whilst the Town Council continues to object to the lack of clarity in this statement, which does little to identify with sufficient precision the proposed location of development, it is evident that it will not take up the whole of the area between WHBP and the edge of the new Trowbridge Drynham Division.

RECOMMENDATION: Trowbridge Town Council believes that its proposal offers the best solution, within the guidance relating to a Community Governance Review, for the boundary between Trowbridge and North Bradley, until such time as the proposed development allocation in this area is more clearly defined. Notwithstanding this, the town council would be prepared to reluctantly accept that the whole of Trowbridge Drynham Division should be included in the Civil Parish of Trowbridge if Wiltshire Council is minded to consider this.

b). Southwick Parish Council - A request has been provisionally received (below) which would impact Trowbridge. Wiltshire Council are therefore seeking any initial views the Town may have on the following proposal. This request would not be in place of any formal consultation, which would take place once any review is underway, but is to seek an early comment and/or counter from any parish that would be impacted by a proposal.

This CGR will have focus on land to the east of the existing border with Trowbridge at the following points along the A361: Locations south of Frome Road:

- Oldbrick Fields
- The Poplars
- Spring Meadows

Locations north of Frome Road:

- Church Lane
- The Nestings

At the same time, we would also ask for additional sites to the South and west of the A361 corridor to be included within settlement

This is a provisional request and no further detail has been submitted, no reasoning for the change has been submitted and the suggestion appears to be contrary to the guidance for a CGR issued by the ministry. The guidance (attached as Appendix B), contains the following (extracts) which relate specifically to a CGR impacting on the boundary between Trowbridge and its neighbouring parishes:

Para.15.

... over time communities may expand with new housing developments. This can often lead to existing parish boundaries becoming anomalous as new houses are built across the boundaries resulting in people being in different parishes from their neighbours. In such circumstances, the council should consider undertaking a community governance review. . .

Para.16.

A community governance review offers an opportunity to put in place strong, clearly defined boundaries, tied to firm ground features, and remove the many anomalous parish boundaries that exist in England.

Para.26.

A review may need to be carried out, for example, following a major change in the population of a community or as noted earlier in this chapter (see paragraph 15) to re-draw boundaries which have become anomalous, for example following new housing developments being built across existing boundaries.

Para.52.

Section 93 of the 2007 Act requires principal councils to ensure that community governance within the area under review will be:

- reflective of the identities and interests of the community in that area and
- effective and convenient

Para.83.

As far as boundaries between parishes are concerned, these should reflect the “no-man’s land” between communities represented by areas of low population or barriers such as rivers, roads or railways. They need to be, and be likely to remain, easily identifiable

RECOMMENDATION: That Trowbridge Town Council considers the proposal from Southwick Parish Council is contrary to the government guidance on Community Governance Reviews, would be detrimental to community cohesion, would result in the creation of an anomalous boundary within the community of Trowbridge, would result in neighbours being in different parishes and fails to reflect the ‘no-man’s land’ between settlements or the most clearly identifiable natural boundaries.

c). West Ashton Parish Council - A request has been received for a governance review which impacts Trowbridge. I am therefore emailing you to seek any initial views the town may have on the proposal. As it involves land previously transferred from the parish to the town, and given the town's own request for land currently within West Ashton to be transferred, I imagine the town would object to the proposal, but should the matter be reviewed in the upcoming review, the detailed views of the town will be sought. Further details will be sought from West Ashton as to the precise area that forms the request, and will be provided to the town when they are received. This email is not in place of any formal consultation, which would take place once a review is underway, but is to seek an early comment and/or counter from any parish that would be impacted by a proposal. Therefore, Wiltshire Council would welcome any views the town council may have.

The land formally known as the "Land West of Biss Farm", which has been subject to planning permissions since 1999.

Reason

West Ashton's emerging Neighbourhood Plan has been adversely affected by delays by Wiltshire Council issues regarding the HRA and whether a SEA is required. The Ashton Park development in particular is part of the parish of West Ashton.

Therefore, to help safeguard West Ashton's ability to meet its Neighbourhood Plan objectives and beyond, it is proposed that West Ashton request a Community Governance Review of its own.

RECOMMENDATION: That Trowbridge Town Council considers the proposal from West Ashton Parish Council is contrary to the government guidance on Community Governance Reviews, would be detrimental to community cohesion, would result in the creation of an anomalous boundary within the community of Trowbridge, would result in neighbours being in different parishes and fails to reflect the 'no-man's land' between settlements or the most clearly identifiable natural boundaries.

1.3 Polling District & Polling Places Review Wiltshire Council recently conducted a review. The Town Council previously responded that all voters on the Broadmead estate should have their polling station at Studley Green Community Centre. We await the conclusions of this exercise.

1.4 Carbon Reduction Strategy – Further to resolutions at September Policy & Resources Committee: ***That Trowbridge Town Council approves in principle the development of a carbon reduction strategy along the lines of that recently approved by Bradford on Avon Town Council.*** And at the September Full Council meeting: ***That Trowbridge Town Council Declare A Climate Emergency.*** Work is ongoing to develop the Carbon Reduction Strategy, drawing on the work which has been considered by local environmental groups recently. It would be appropriate for the council to agree a list of priorities, which can then be considered for inclusion in the budget for 2020/2021. These could include:

- Staff training.
- Ensure the Website & social media reflect the Council's commitment to climate emergency & use community news to promote carbon reduction ideas.
- Community tree planting initiative (see 6.6) working with other groups.
- Procurement – including switching to renewable only electricity tariffs, replacement machinery and vehicles and installation of solar panels.
- Planting and grass cutting for sustainability and biodiversity.
- Working in partnership with others.
- An audit of the Council's current carbon footprint.
- Environmental Impact Assessments for major decisions.

1.5 INDICES OF MULTIPLE DEPRIVATION (AGENDA ITEM 9) - The government has recently published the latest updated Indices of Multiple Deprivation (IMD). These show that Trowbridge still has the most deprived community in Wiltshire and the only one in Wiltshire which is in the 10% most deprived (first decile) in England, as well as one Lower Super Output Area (LSOA) in the second decile and one in the third decile. (See also 7.3 / 7.4 & 7.5 below). All of the LSOAs in Wiltshire in the first three deciles are shown in the table below, (with the 2015 score in brackets for the Trowbridge LSOAs for comparison):

LSOA local name	Index of Multiple Deprivation (IMD) Rank	Index of Multiple Deprivation (IMD) Decile
Trowbridge John of Gaunt - Studley Green	2,484 (1942)	1
Chippenham Queens - east	3,405	2
Salisbury Bemerton - west	6,324	2
Salisbury Bemerton - south	6,328	2
Salisbury St Martin - central	6,535	2
Melksham North - south west	4,988	2
Melksham North - north east	6,087	2
Trowbridge Drynham - Lower Studley	5,742 (5990)	2
Devizes North - east	8,441	3
Devizes South - west	9,314	3
Calne Abberd - south	6,911	3
Chippenham Audley - south	8,510	3
Chippenham Avon - east	9,636	3
Chippenham Hill Rise - north west	7,719	3
Purton south & Braydon	9,107	3
Wootton Bassett North - central	8,295	3
Amesbury East - north central	9,450	3
Trowbridge Adcroft - Seymour	7,153 (4375)	3
Westbury Ham - west	6,761	3

RECOMMENDATION: That the Town Council consider if Wiltshire Council should be asked to confirm what particular and specific activity is it undertaking or seeking to implement, in the only community in Wiltshire which is in the most deprived 10% of communities in England, and which is different from and additional to the activity which it is undertaking in all other communities?

1.6 POLICIES (AGENDA ITEM 18) – to consider for approval the following:

- a) Sickness and Absence Policy & Procedure
- b) Disciplinary Procedure
- c) Capability Procedure
- d) E-mail, Internet, Social Media & Computer Use Policy
- e) Flexible Working, Work Life Balance & Home Working

1.7. COUNCILLORS' EMAILS (AGENDA ITEM 10) - Further to Cllr Hoar's investigation into costings for the provision of an '@trowbridge.gov' email for councillors, it is concluded that the quote initially received from Oakford Technology is to provide Office 365 Business Essentials Licenses, services in addition to the e-mail addresses, which will be advantageous to many councillors.

RECOMMENDATION: That the town council proceeds with the provision of Office 365 Business Essentials Licenses to Councillors at an annual cost of £1003.20 from Oakford Technology.

2. RESOURCES

2.1 FINANCIAL RESOURCES – 2nd Quarter accounts (July - Sept 2019) are presented to each spending committee and collectively to Policy & Resources Committee.

2.2 MANAGEMENT ACCOUNTS – (AGENDA ITEM 19) -The 2nd Quarter (July/Aug/Sept) accounts are presented to the committee at this meeting.

2.2.1 Policy & Resources: (copy attached)

P&R (401-410) Q2	Actual	Budget	Variance
Gross Expenditure	£254,216	£259,978	£5,762
Income	£1,610	£948	£662
Net	£252,606	£259,030	£6,424

2.2.2 Community Infrastructure Levy (CIL) – The Town Council receives 15% of CIL related to developments. WC receives the other 85% of CIL which is charged at the following rates:

Residential other	£55 /m ²
Residential Ashton Park	£30 /m ²
Student Accom'm'n / Hotel / Retail	£70 /m ²
Retail warehouse / superstore	£175 /m ²

CIL (420) Q2	Actual	Budget	Variance
Gross Expenditure	£51,484	£33,228	£18,256
Income	£51,484	£33,228	£18,256
Net	£51,484	£0	£0

Receipts for 2019/2020 to end October 2019 are as follows:

Q1	£14,2823	Allocated to the Park Storage Project.
Q2	£37,201	Held in reserve
Q3	£11,451	Held in reserve
Total	£62,935	

This brings the total to a worse than full year budget (£66,460) figure of **£3,525** with one further payment to come in January, (phasing incorporated a nil budget for Q4 as when the budget was set WC intended to make two payments a year in April and October, but is now making quarterly payments). WC have provided an update on these for which we have not yet received any payment:

- 16/07198/FUL Bradford Rd Surgery – awaiting confirmation of size.
- 17/10137/FUL 16 Arras Close – no CIL, below size threshold.
- 18/04602 COSTA Bradley Rd – no CIL, outside defined retail town centre.
- 17/09112/FUL Carpenter's Arms – chasing owners.
- 18/06262/FUL Union House – no further CIL for existing building, extension only already received.

2.2.3 Whole Council Summary 2nd quarter 2019-2020 - July '19 to Sept '19

The 2nd Quarter Summary for the whole council is attached as Appendix A.

Cultural Services	£8,737 better than budget
Leisure and Information Services	£16,396 better budget
Policy & Resources	£6,424 better than budget
CIL	£0 on budget
Neighbourhood Services	£30,349 better than budget
Venue Services	£39,860 better budget
Facilities	£24,539 better budget
Overall this is	£126,305 better than budget

2.3 DRAFT BUDGET 2020-2021 (AGENDA ITEM 22) - The Town Council commences its annual budgeting in the Autumn and normally approves the budget in January for the April – March financial year. The Town Council Strategy says;

Trowbridge Town Council's long-term plans will be based upon no increase in the Town Council's portion of the Council Tax greater than the level deemed by the government as being not excessive (which in 2017-18 is up to £5 on a Band D Council Tax Charge). Trowbridge Town Council will continue to keep Council Tax levels below the upper quartile compared to other towns in Wiltshire. Trowbridge Town Council will seek to bring the levels of General Reserves back up to 25% of revenue expenditure by 2021.

Council Tax Base – This is expressed as 'Band-D' equivalents, any changes account for new houses built in the past year, single person discounts and other adjusting factors, for 2019 it was 11673.87. The 2020 estimate will be provided by Wiltshire Council in early November.

Inflation – September 2019 Consumer Prices Index (CPI) is +1.7% & Retail Prices Index (RPI) is +2.4%.

Excessive Council Tax Increases, Referendum Principles – The limits applicable to; District Councils in 2019 are the higher of £5.00 or 3% on the Band-D Charge and; Wiltshire Council is 5%, (3% general; and 2% Social Care) The government has confirmed it will not extend referendums to Parish & Town Councils in 2020. The government indicated that if it did introduce them then increases which are justified because services have transferred from an upper tier council would not trigger the limit.

Localisation of Council Tax Benefit (LCTB) Support Grant – Wiltshire Council does not pass on any of this to town and parish councils, ensuring that local councils are financially independent. When this scheme was introduced in 2013/14 Trowbridge Town Council in effect lost over £200,000 of annual Council Tax. (Believed to be the largest loss for any town council in the country.)

Community Infrastructure Levy – Around £70k will be received this year against the budget of £66k. Based upon 50% of the pipeline of new developments being delivered in 2020/21 around £60k could be included in the budget, reducing the precept requirement.

Salary award – We are including a 2% increase on the Green-Book salary scales from 1st April, although there has been no agreement yet. Recent increases have had a significant impact on those departments employing the most people and people at lower grades, such as Leisure Services, as scales have been revised in line with the National Living Wage.

General Reserves – Following the 2018/19 end of year results, the town council's reserves were even lower than the previous year and are significantly below the expected levels of minimum 3-month's revenue expenditure. Whilst we anticipate making a contribution to General Reserves this year, the contributions in 2020/21 and 2021/22 need to be significant.

Pension Evaluation – Wiltshire Pension Fund confirms that the employer's contribution rate increases from 20.1% (2019/20) to 20.7% (2020/21) and then reduces to 19.7% (2021/22) and 18.7% (2022/23).

Options for 2020/21

A. The Town Council could increase the Council Tax Charge by CPI (£156.60), RPI (£157.68) or by £5.00 (£158.98). As the government has announced that referendum principles are not being extended to first tier councils, the town council could consider a greater than inflation increase in order to meet the requirements of those services which have already or are expected to be transferred from WC.

B. If inflation is applied from 2007/2008 and the LCTB impact is factored in, then the Town's share of Council Tax would have increased from £105.26 to £161.16 (CPI) which equates to an increase of 4.7% from the current year or to £173.28 (RPI) which equates to an increase of 12.5%, but this doesn't account for additional services transferred from WC.

C. The upper quartile of other towns in Wiltshire is shown on the following table which includes all of the town councils in the Wiltshire Council area. There are 19 town councils, with Devizes at the median and Royal Wootton Bassett at the margin of the upper quartile. (There are also five parish councils in the Wiltshire Council area that charge in excess of £100 for a Band-D property.) If Trowbridge Town Council were to increase its share of the Council Tax to £200 Band-D, which is still below the upper quartile, this would represent an increase of 29.9% which is still significantly less than the increases implemented by Salisbury City Council in 2018 (69.1%) and Chippenham Town Council in 2019 (37.5%).

Once the service and operational budget requirements are known these options will be considered further, prior to setting the figures in January.

Wiltshire Council Area, Town Council 'Band-D' Council Tax Charges

Council	2019/20	
Chippenham	£239.61	
Calne	£210.31	Upper
Salisbury	£208.00	Quartile
Malmesbury	£205.49	
Royal Wootton Bassett	£204.81	75 th percentile
Cricklade	£196.72	
Marlborough	£195.13	
Bradford on Avon	£185.39	
Corsham	£168.74	
	£162.61	Mean Average
Devizes	£159.71	Median
Trowbridge	£153.98	
Melksham	£153.12	
Tidworth	£148.70	
Wilton	£137.43	
Westbury	£132.94	25 th percentile
Warminster	£127.96	
Ludgershall	£104.65	Lower
Amesbury	£98.07	Quartile
Durrington	£58.75	

The draft budget for the Policy & Resources Department will be tabled at the meeting.

2.3.1 GRANTS POLICY – (AGENDA ITEM 11) The committee is asked to consider the revised Grants Policy, revised application forms and processes to inform the budget for 2020/21 (to follow). Reference specifically to resident's associations has been removed, with the expectation that they would now apply like any other organisation. Otherwise the Policy wording has been simplified and application dates for Core Grants clarified.

2.3.2 ADDITIONAL COUNCIL TAX FROM AREAS TRANSFERRED IN 2017 (AGENDA ITEM 12) - Following the last Community Governance Review, areas were transferred to the town and a consultation was undertaken indicating to residents that additional Council Tax raised from them over a four-year period could be earmarked for spending on services and facilities in those areas. The totals are: Paxcroft Mead £153,014; Old Farm £48,188 and; Shore Place £10,044. The town council has been asked to commit to this expenditure. The Neighbourhood Services Committee considered this matter at their September meeting and asked the Policy & Resources Committee to consider the matter. It was reported to the committee that £39,593.46 will have been spent in Paxcroft Mead, including play area maintenance and repairs, bus shelters, street furniture, footway improvements and street sweeping. Also that £50,000 is allocated from S106 funds for improvements in that area. At the time it was anticipated that the Paxcroft Brook Open Space would have been transferred from Wiltshire Council, but this has still not taken place.

RECOMMENDATION: That the Town Council commits to spending the amounts indicated on services and facilities in the areas transferred to the town in 2017 and if not all spent by 31st March 2021 allocates an earmarked reserve of any amounts unspent for future expenditure.

2.4 RISK & AUDIT (AGENDA ITEM 16) – to note the notes of the Risk & Audit Panel meeting held on Tuesday 29th October 2019. (copy to follow).

2.4.1 Option To Tax (VAT) Land Adjacent to Doric Park.

RECOMMENDATION to POLICY & RESOURCES COMMITTEE: That the town council exercises an 'Option To Tax' (VAT) on the land adjacent to Doric Park.

2.5 HUMAN RESOURCES

2.5.1 Investors In People – Assessments took place recently for the period 2019–22 and I am very pleased to report that Trowbridge Town Council has been awarded GOLD. This is a significant achievement for the council.



2.5.2 New Starters:

Museum:

Tessa Kerslake – Museum Marketing and Events Officer contracted from 1st January 2020 on a 2 year fixed term contract, funded by the HLF.

Andrea Bartlett – Museum Income and Generation Officer contracted from 1st January 2020 on a 2 year fixed term contract, funded by the HLF.

2.5.3 Changes - Leisure Services: Martha Drane increases from 35 to 37 Matthew Abreu from 30 to 33 hrs/wk from 1st October. **Facilities:** Victoria Spriggs increases from 20 to 26 hrs/wk as of 1st October

2.5.4 Recruitment - Leisure Services: Sports Coach 20 hrs/week, to start 1st November to replace Harrison Amor, 25 hrs/week, the other 5 hours split as above.

3. TOWN COUNCIL SERVICES

The Heads of Service make detailed reports to their respective committees which are published the week before the meeting. The Council Secretary responsible for administering these committees.

3.1 CULTURAL & NEIGHBOURHOOD SERVICES – Delegated to Clare Lyall, Head of Service: Cultural & Neighbourhoods, responsible for the Museum and Neighbourhood Services as well as our relationship with other cultural service providers in the town. Full updates will be presented in reports to committee on 17th December 2019.

3.1.1 MUSEUM - Staff and operations temporarily relocated to the Civic during the project. They continue to organise weekly sessions in the Civic Centre, undertake a variety of outreach services and attend events in the town such as the recent Apple Festival.

3.1.2 NEIGHBOURHOODS – Our Neighbourhoods Team look after play areas, recreation grounds, bus shelters and support the activities of Wiltshire Council in looking after our streets.

Street Sweeper - The new service commenced 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. During the first six weeks we have been undertaking sweeping in the town centre five or six days per week and then going out to residential areas, covering the whole town in that period. We will now be concentrating on further improvements to the gateway routes into the town to make further improvements. We will also be assessing the total cost and providing information to our neighbouring parish councils in case they wish to take advantage of the service we can offer. We anticipate offering a daily rate to them if they are interested.

3.2 VENUE SERVICES – Delegated to Juliet Weimar, Head of Service: Resources & Venues, responsible for The Civic and Longfield Community Centre. The Civic Board is responsible for overseeing commercial operation of The Civic and it meets next on 12th November 2019.

3.2.1 Longfield Community Centre – Planning permission has been granted for the use of part of the Centre by the DVSA on a daily basis, the lease is now being finalised for commencement later this year.

3.2.2 Civic Centre – Activity levels are high and we are approaching the busiest time of the year.

3.2.3 Access By Dogs (AGENDA ITEM 13) - To consider a request from Cllr Cavill regarding access to The Civic by owners with their dogs following a recent letter in the Wiltshire Times; Cllr Cavill states “we are a council which is proud not to discriminate but this is a form of discrimination which affects more than half the population and when pubs, coffee bars and restaurants now welcome well-behaved dogs.” The HOS reports that in the Civic, the majority of customers are for conferences, private parties, weddings or events. We have tenants (AWP) whose clients have mental health issues, which we must be sensitive to. AWP have expressed concern at the prospect of allowing dogs into the building. Their clients come into the TIC and are escorted to the Stancomb Rooms or upstairs and may walk through the Foyer if using our toilet facilities. If we were to allow dogs to enter the building, this could cause problems for AWP and potentially for our lease with them and potential financial loss. Additionally, we do not have cleaners on site to clear up after dogs, especially in the winter months when customers would be inclined to come in to shelter from the rain. Whilst we appreciate Cllr Cavill’s request we do not operate like a pub, coffee shop or restaurant with a full waiting staff, and need to be considerate of our clients and the services that we offer.

RECOMMENDATION That Trowbridge Town Council continues to only allow assistance dogs into the Civic Centre.

3.3 LEISURE & INFORMATION SERVICES – Delegated to Hayley Bell, Head of Service: Leisure & Facilities, is responsible for Active Trowbridge, Information Services and Facilities. Full updates will be presented in reports to committee at their next meeting 3rd December.

3.3.1 Active Trowbridge – the Autumn term is a busy period of activity in the schools in and around Trowbridge as well as half term Fun Days.

3.3.2 Freedom of Information – A full response has been sent to the member of the public and Cllr Kirk, both of whom made the same request relating to the Park Storage Unit Project. I would like to thank Aby Cooper and Karl Buckingham who spent over three weeks redacting personal information from the files and converting them all to PDF. I estimate that the cost of their time was in excess of £5,750 to undertake this work. The responses amounted to 45 separate e-mails to the requestors, each containing up to 15MB of attachments. The final response was sent on Wednesday 16th October and the Information Commissioners Office has been advised. No further FOI requests have been received.

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 V 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. Work is on schedule except for the cosmetic changes within the Shires Mall, which has been delayed until January at the request of the Shires and as a result the Landlord is contributing one week’s worth of delay costs. Full updates will be presented in the report to committee on 17th December 2019.

The government has imposed a 1% interest rate surcharge on PWLB loans, which has increased the 25-year rate from 1.95% to 2.95%. The impact of this on the second half of the Museum Project loan is that the repayments are estimated to be £25,572 per annum (rates fluctuate and we do not anticipate taking this loan until February). Repayments on the first half are £24,675.28 (at 2.63%), making the total repayments £50,247 per annum which is £247 worse than budget.

4.2 SPORTS PITCHES PROJECTS – The Town Council Strategy says;

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

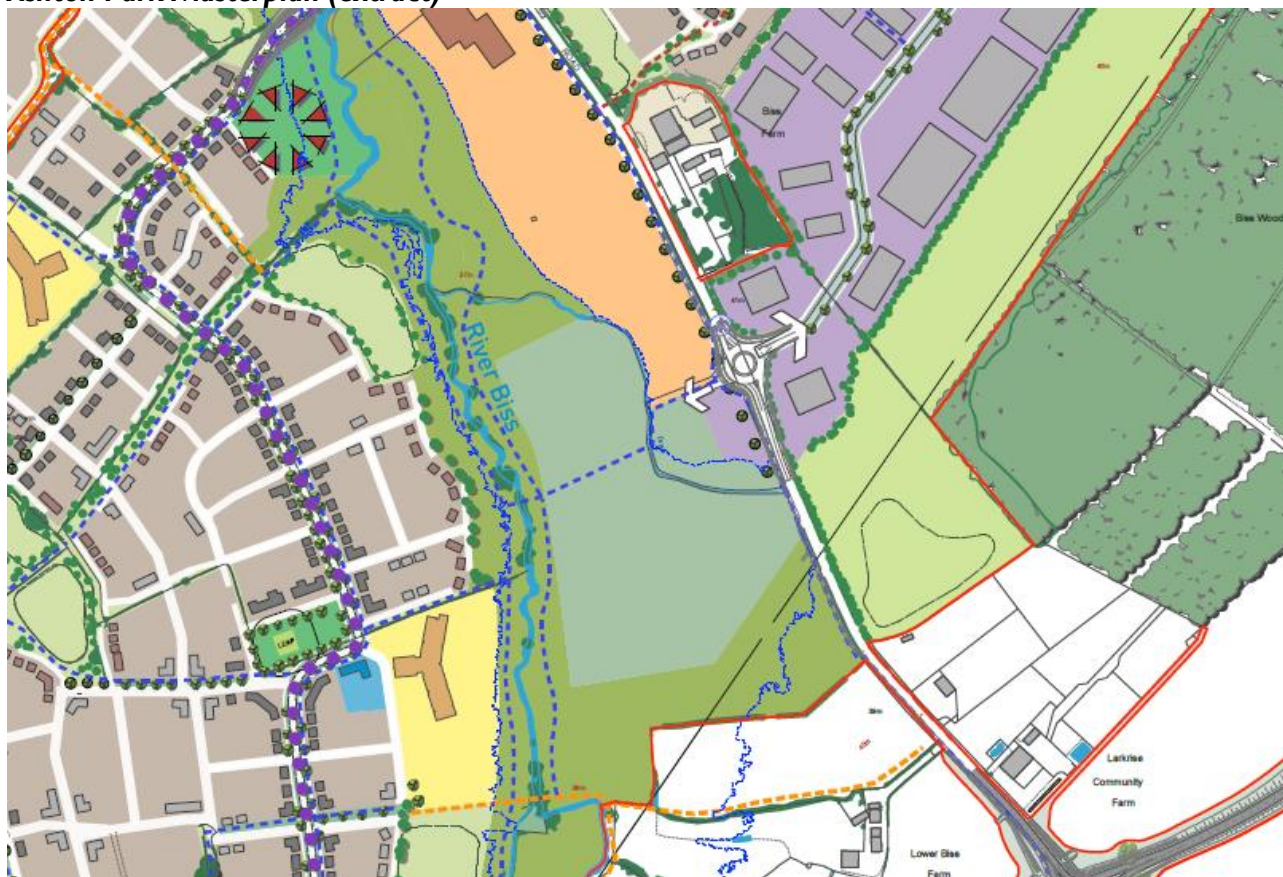
- a. Provision of an all-weather pitch at Doric Park in conjunction with national sports funders and other organisations.
- b. Development of the Health & Well-being Centre by Wiltshire Council in the town centre.

4.2.1 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.

4.2.2 DORIC PARK (AGENDA ITEM 21) – (Business Plan to follow) We are progressing the development of land adjacent to Doric Park to provide a 3G Artificial Turf Pitch (3GATP), parking, changing rooms, education facilities and a gym. The cost will be around £2.8million. A requirement to secure borrowing of around £1.8million is anticipated, with other funding from S106 (£555,000) and grants (£500,000) including the Football Foundation. Borrowing will be funded from lettings income. 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. A copy of the Business Plan which is commercially confidential will be tabled at the meeting. The Football Foundation require the Council to commit to obtaining the borrowing in order to consider our grant application.

RECOMMENDATION: That the Policy & Resources Committee includes the commitment to fund the 3GATP at Doric Park, including borrowing of up to £1.8million in the 2020/21 budget and **RECOMMENDS** this to the Full Council so that this commitment can be confirmed in the Council's application to the Football Foundation for grant funding.

4.2.3 Grass Pitch Development, Ashton Park – New pitches, parking and changing rooms. *Ashton Park Masterplan (extract)*



Following consultation by WC with West Ashton and North Bradley PCs about the proposal we are now progressing discussions with Persimmon. Both parishes are happy to let TTC lead and that we should seek to avoid a Management Company taking on this role, as 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 6 team changing rooms and car-parking. A proposed building layout has recently been considered. The site for the new pitches is the mid-green coloured area in the centre of the following diagram which is extracted from the Ashton Park Application Masterplan. It lies to the south of the proposed new secondary school (orange) and to the proposed business park (purple). The application documents are available from the following link to the Wiltshire Council Planning system:

<https://unidoc.wiltshire.gov.uk/UniDoc/Document/Search/DSA,851482>

4.2.4 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. Changing facilities are already available at Paxcroft Mead Community Centre.

4.3 Park Storage Unit Project – The new storage facility has now received revised planning permission and we are going out to tender for the construction contract. It will be completed in 2020 and will provide parking for all our vehicles behind the bandstand and storage for all our equipment. The area between the bandstand and the Park Club will be landscaped and opened to the public as part of the Park utilising the S106 funding from the development at St George’s Works.

5. CIVIC & DEMOCRATIC ACTIVITIES

5.1 Calendar of Meetings - Council and committee meetings for the next few months are:

Tuesday 5 th November	Policy & Resources
Tuesday 12 th November	Town Development
Tuesday 19 th November	Full Council
Tuesday 3 rd December	Leisure & Information Services
Tuesday 10 th December	Town Development
Tuesday 17 th December	Museum (18:30)
Tuesday 17 th December	Neighbourhood Services (19:00)
Tuesday 24 th December	CHRISTMAS HOLIDAY
Tuesday 31 st December	NEW YEAR
2020	
Tuesday 7 th January	Town Development
Tuesday 14 th January	Policy & Resources (Budget)
Tuesday 21 st January	Full Council (Precept setting)
Tuesday 28 th January	Town Development

5.2 Dates for your diary:

Christmas Light Switch On – Saturday 30th November 2019

Weavers Market – Returns in 2020 at Easter. Full dates for next year are

Saturday 11th April

Saturday 9th May – incorporating the Lions May Fayre and VE Day 75+1

Saturday 13th June

Saturday 11th July – with the Active Festival in the Park

Saturday 8th August

Saturday 12th September – with the Carnival Country Fayre in the Park and Heritage Open Day

Saturday 10th October

5.3 Twinning - Trowbridge is twinned with four communities:

5.3.1 Leer in Ostfriesland, Germany. A group of twinning members travelled by coach to Leer for this year's Gallimarkt celebrations, including four members of staff. www.tlta.co.uk

5.3.2 Charenton-le-Pont on the outskirts of Paris, France. The Trowbridge twinning association is planning a visit to Charenton (15th – 18th May 2020).

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

5.3.4 Oujda in Morocco.

6. TOWN DEVELOPMENT

Committee meets 12th November, 10th December 2019 and 7th January 2020 to consider all regulatory matters consulted on by WC including planning, listed building and tree applications, road closures, traffic regulation and licensing.

6.1 Commercial/Mixed-use sites

Bowers – www.innoxmills.co.uk held a public consultation on their proposals for a residential led mixed-use development in September. Application expected early 2020.

County Hall East – Wiltshire Council are considering options for this site following the decision by Health not to locate the new health facility on this site. (also see 8.1.3 below)

6.2 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.

Margaret Stancomb – Selwood Housing [18/10554/FUL](#) 21 houses including 3 in the 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 – WC disposing of for conversion to 18 homes. 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 Drynham Lane west of the railway to provide 250 houses and new football pitches. The North Bradley 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

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) This site is supported by the North Bradley Neighbourhood Plan, after they were persuaded not to pursue areas closer to the village.

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.

6.3 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. Wiltshire Council has now undertaken a consultation on the additional detail. The Town Council has responded with generally supportive comments, in some cases reluctantly for the majority of sites, but has raised objections to site H2.2 where further specific detail regarding the location of the development within the site is required.

6.4 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, Cllrs Whiffen & Hill attended a session in Marlborough on 18th September.

6.5 Neighbourhood Plans

6.5.1 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.

6.5.2 North Bradley – The Town Council responded to the North Bradley Plan final consultation recently, expressing its disappointment that in accepting the sites proposed in the WHSAP 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.

6.5.3 Hilperton, 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.

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

6.5.5 Southwick has been designated as a Neighbourhood Plan area.

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

6.6 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 and are considering The Grove Recreation Ground for the potential planting of some additional trees.

6.7 Future High Streets Fund (FHSF) – The Government announced at the end of August that Trowbridge (and Salisbury) have both been invited to make full bids. Wiltshire Council is appointing consultants to undertake the bidding work including engagement with the community and partners. The town council will be fully involved in assembling the detailed bid. We anticipate that the bid will be for around £7 to £12 million. The Town Clerk, Councillor Palmen and the Mayor met with officers from Wiltshire Council (Chris Hilton and Helen Clift) in early October to discuss this and East Wing development. The bid to the FHSF will focus on elements of the **Trowbridge Masterplan** which have not been implemented but can be. Please use the links on the Wiltshire Council web-site which look like this:



Here is the link: <http://www.wiltshire.gov.uk/economic-regeneration-regeneration>

The Masterplan elements which will be part of the bid are likely to include:

- Two-way traffic scheme on Hill Street/Upper Broad Street/Conigre which will allow traffic on Wicker Hill to be reduced significantly, allowing improved pedestrian links from Innox Mills to the Old Town Centre. The town council may also ask that this scheme includes the reversal of traffic on Manvers St to remove more traffic from Wicker Hill and a north to south cycle link along Wicker Hill/Manvers Street and Fore Street between Innox Mills and the Park.
- Improved pedestrian/cycling links along the River Biss linking Innox Mills through the Shires to East Wing, St Stephen's Place and Biss Meadows.
- Improved links from the Old Town Centre around the Town Hall and Castle Place to St Stephen's Place and the Civic Centre alongside the Park and the multi-storey car-park, linked to the sale of the car-park by Wiltshire Council to the owners of Castle Place/St Stephen's Place.
- Land assembly in the area bounded by Court Street and Castle Street currently the home of the Toy Shop, Hand Car Wash, Printers and various private parking lots. This would allow an improved pedestrian link from the Old Town Centre to Cradle Bridge, the provision of alternative bus bays, a new town square Henry de Bohun Place perhaps? Opportunities for re-use of the mills between Court Street and the river and pedestrian links to County Hall and East Wing.
- The pedestrianisation of Market Street and Silver Street associated with moving the bus stops and taxi rank to Castle Street.
- The redevelopment of East Wing to provide new leisure facilities and a pedestrian link from County Hall to the town centre via a new pedestrian footbridge over the river to Court Street.
- Contribution to the Town Hall to develop it further for arts and community uses.
- A comprehensive new pedestrian and cycling signage scheme covering the town centre area and routes to and from the town centre to suburbs and surrounding communities.

Trowbridge Masterplan



6.7.1 High Streets Heritage Action Zones – The town council also made a bid of £2million for the HSHAZ but following the decision on the FHSF we learned that this had been unsuccessful.

7. **TROWBRIDGE PARTNERSHIPS** - The Town 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 David Baker Foundation – (Formerly known as the Town Team, The Town Council is the accountable body for the David Baker Foundation, which develops entrepreneurial skills of Young People under the GOFISH programme and BOOMERANG project. Pat Baker is the Chair.

7.3 Trowbridge Future(TF) (previously Trowbridge Community Area Future (TCAF) – Works with partners to address priorities in the Joint Strategic Assessment most deprived communities (Studley Green, Seymour/Adcroft & Longfield). TF 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 Cock Hill Solar Community Fund a £15k/annum fund. They would be happy to receive grant applications from the Trowbridge area.

7.5 Studley Green community development project – both TCAF and WCF have been working on a programme to establish a project specifically for the Studley Green area, as the county's most deprived community. It is likely that the town council will be involved and it is hoped that the new Wiltshire Councillor for Lambrok will take an active interest in establishing the project.

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

7.7 Investors in Trowbridge - Officers and councillors have attended recent meetings with a group of developers and property owners to discuss opportunities for cooperative investment in the town.

7.8 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.

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

7.10 TROWBRIDGE TOWN HALL TRUST (AGENDA ITEM 15) – David Lockwood is Director of Trowbridge Town Hall Arts, working for the Trust. Councillor Palmen has been a Trustee for some time and the Trust has now asked if the Council would acknowledge that following the council's request to strengthen the Trustees and their links to the town council Councillor David Cavill has also agreed to join the Trustees.

RECOMMENDATION: That the Town Council acknowledges that Councillor Stewart Palmen and Councillor David Cavill as Trustees of the Town Hall Trust are the link between the Town Council and the Trust. And that as such if either or both members apply for a Dispensation the Committee should recommend to Full Council that such a dispensation request should be granted.

8. WILTSHIRE

8.1 Wiltshire Council – A meeting was held with Leader Cllr. Philip Whitehead and Deputy Cllr. Richard Clewer on 12th September. The Clerk and four councillors attended. There was a commitment to ensure that working in partnership with town and parish councils was built into the whole council structure and that the Town Clerk would be fully involved in the FHSF bid.

8.1.1 Trowbridge Area Board – Includes the parishes of Hilperton, West Ashton, North Bradley and Southwick. Met on 19th September, next meetings are on 7th November and 9th January 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 & town councils contribute up to 33%. Councillors and the public can submit requests for consideration which need to be approved by the town council. The Town Clerk can provide the necessary forms. The next meeting is in January. Items for approval by the town council will be considered by the Town Development Committee on 10th December. Items for budget allocation, once approved by CATG go to the Neighbourhood Services Committee. No Area substantive schemes have been approved by Wiltshire Council, North Bradley submitted a bid for traffic calming on Woodmarsh Road.

8.1.4 Waiting Restrictions – 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 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 litter bins, amenity grass-cutting, the down cemetery, 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.

8.2 Health Services – Wiltshire and Swindon have merged with Bath and North East Somerset to create the new Wiltshire, Bath & Swindon Clinical Commissioning Group (WCCG) which is responsible for commissioning 'Primary Care' services to people registered with local 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 a new build facility and two sites; either adjacent to the hospital or on a greenfield location are under consideration, following the decision not to locate on Bythesea Road.

There are two GP practices in Trowbridge; Lovemead Group Practice (LGP), based at Roundstone Surgery www.roundstonesurgery.co.uk/ and Trowbridge Health Centre (THC) at Seymour and Wingfield Road branch www.trowbridgehealthcentre.com/. Dr Stephen Locke (THC) and Dr Lucy Thompson (LGP) of the Trowbridge Primary Care Network gave a presentation at Full Council in September to explain about new investment in staff such as physiotherapists, pharmacists, nurses, paramedics, etc. which will work collaboratively across Trowbridge between the two practices.

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

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.

8.4.1 Begging - Cllr Bryant reported on the following at Full council 17th Sept. Street begging - with one habitual offender outside the Town Hall on a daily basis, and as it is an offense under the Vagrancy Act, asked what the police are doing about it. Inspector Fee requested that the reporting mechanism is used on all occasions, or email Town Centre PC Jack Hannis or Charly Chilton. Criminal Behaviour Orders are the way to deal with this, if seen they are duly moved on. The Town Clerk has also contacted the Anti-Social Behaviour Officer at Wiltshire Council. Whilst meetings can be arranged to bring all these parties together it is these other agencies that can take action. The Town Council has no powers to resolve the situation.

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.

8.5.1 NALC LARGER COUNCIL'S COMMITTEE (AGENDA ITEM 16) – There are four directly elected councillor vacancies on the committee and the town council has votes to cast. Details here: [NALC RECOMMENDATION: That the Council casts up to four votes for councillors to fill the vacancies on the NALC Larger Council's Committee.](#)

8.6 Swindon & Wiltshire Local Enterprise Partnership (SWLEP) – I attended their strategy launch in Chippenham recently.

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 – The town clerk attended the recent meeting in Chippenham.

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 Clerk attended the National Conference 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.

Lance Allan, Town Clerk

Trowbridge Town Council,
The Civic Centre,
St Stephen's Place,
TROWBRIDGE,
Wilts,
BA14 8AH

01225 765072

info@trowbridge.gov.uk

@Trowbridgegov

#DiscoverTROWBRIDGE

www.trowbridge.gov.uk

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

www.trowbridgemuseum.co.uk

Appendix A 2nd Quarter Management Accounts April – September 2019

			Q1 actual	Q2 actual	YTD budget	variance	Yr budget
Museum	101	exp	32837	59013	68690	9677	136062
		inc	1158	3349	3096	253	6200
		net	31679	55664	65594	9930	129862
Museum PROJECT	102	exp	44676	437682	616262	178580	1785597
		inc	44676	437682	616262	-178580	1785597
		net	0	0	0	0	0
Grants PROJECT	104	exp	6359	12693	11500	-1193	23000
		inc	0	0	0	0	0
		net	6359	12693	11500	-1193	23000
MUSEUM			38038	68357	77094	8737	152862
Leisure GRANTS	203	exp	10000	10000	10000	0	10000
		inc	0	0	0	0	0
		net	10000	10000	10000	0	10000
Leisure	265	exp	133238	268602	275015	6413	546582
		inc	77190	191926	194545	-2619	359452
		net	56048	76676	80470	3794	187130
Tennis	267	exp	51295	52140	1570	-50570	2840
		inc	51940	53257	3278	49979	5840
		net	-645	-1117	-1708	-591	-3000
Information Services	269	exp	40017	83714	100268	16554	193372
		inc	10591	21269	27684	-6413	44767
		net	29426	62445	72584	10141	148605
Doric Park	270	exp	2011	3936	216667	212731	1300000
		inc	1665	0	216666	-216666	1300000
		net	346	3936	1	-3935	0
Woodmarsh	271	exp	2619	3325	5238	1913	10475
		inc	2310	10221	4614	5607	9229
		net	309	-6896	624	7520	1246
Studley Green	272	exp	793	976	696	-280	1386
		inc	972	1945	2196	-251	4391
		net	-179	-969	-1500	-531	-3005
LEISURE			95305	144075	160471	16396	340976

Democratic	401	exp	73350	153158	156162	3004	311323
		inc	0	0	0	0	0
		net	73350	153158	156162	3004	311323
Mayor	402	exp	1360	3150	5050	1900	16300
		inc	29	0	0	0	4500
		net	1331	3150	5050	1900	11800
Grants	403	exp	19000	17930	19000	1070	19000
		inc	0	0	0	0	0
		net	19000	17930	19000	1070	19000
Resources	410	exp	38578	79978	79766	-212	160846
		inc	990	1610	948	662	1900
		net	37588	78368	78818	450	158947
P&R			131269	252606	259030	6424	501070
CIL	420	exp	14283	51484	33228	-18256	66460
		inc	14283	51484	33228	18256	66460
		net	0	0	0	0	0
P&R			0	0	0	0	0
CATG Project	504	exp	2506	6256	10000	3744	20000
		inc	0	0	0	0	0
		net	2506	6256	10000	3744	20000
Neighbourhoods Recreational	509	exp	17624	21732	46404	24672	92813
		inc	9422	16452	30000	-13548	60000
		net	8202	5280	16404	11124	32813
Neighbourhoods General	518	exp	19520	54950	72629	17680	144813
		inc	0	0	126	-126	250
		net	19520	54950	72503	17554	144563
Closed Churchyards	521	exp	415	1659	2502	843	5000
		inc	0	0	0	0	0
		net	415	1659	2502	843	5000
Town Park	524	exp	6612	22670	20316	-2354	40638
		inc	1689	3377	3186	191	6372
		net	4923	19293	17130	-2163	34266
Allotments	525	exp	-230	100	840	740	1672
		inc	2348	3505	4998	-1493	1000
		net	-2578	-3405	-4158	-753	-8329
Neighbourhoods			32988	84033	114381	30349	228313

Venue	602	exp	84279	153299	185584	32285	465609
		inc	94150	146972	137059	9913	420610
		net	-9871	6327	48525	42198	44999
Longfield	612	exp	9157	18112	18212	100	32225
		inc	7327	16132	18570	-2438	37142
		net	1830	1980	-358	-2338	-4917
CIVIC BOARD			-8041	8307	48167	39860	40082
Building	701	exp	106465	206989	221248	14259	446504
		inc	0		0	0	0
		net	106465	206989	221248	14259	446504
Museum Building	705	exp	7010	9441	17671	8230	34730
		inc	0		0	0	0
		net	7010	9441	17671	8230	34730
Facilities General	718	exp	32008	88916	73896	-15020	147252
		inc	5551	30936	13866	17070	27737
		net	26457	57980	60030	2050	119515
Facilities			139932	274410	298949	24539	600749
TOTAL			429491	831788	958092	126305	1864052

This page is intentionally left blank

Report of the Wellbeing Centre Development Group November 2019

A meeting was held on 08/10/19 with Chris Hilton and Helen Clifton from Wiltshire Council. This was also attended by Lance Allen, Steve Oldrieve, Stewart Palmen and David Cavill.

Chris Hilton explained

- He had picked up the project on the East Wing site on his arrival and was tasked with moving it forward.
- Outline planning permission had not been obtained because of objections by the Environment Agency despite a great deal of work that had been done on the site. He felt there needed to be a reappraisal of the site.
- Although a final decision had not yet been made it now seemed likely that the CCG would not choose to put their new facility there but either adjacent to the hospital or on a site on the outskirts of the town.
- Leisure were in process of carrying out a review of the needs of Wiltshire and the most effective strategy for meeting them. There was a possibility that there would also choose a site elsewhere on the outskirts of the town though this seems less likely.
- In the light of these developments, there needed to be a reappraisal of the site and the mix of uses that could be located there to make the leisure project financially viable. He wished to do this so that a project could be put forward for Cabinet for a decision either to proceed or not. This was unlikely to happen until March 2020.

Those present expressed real concern that Health were now likely to go elsewhere when originally East Wing had been the preferred site option. Perhaps this was linked to the failure to gain outline planning permission. This is a serious blow. At a time when both Wiltshire Council and Trowbridge Town Council had declared a climate emergency it seemed surprising that health were considering sites that were not accessible by public transport.

It was also a surprise to learn that Leisure were considering other alternatives. It was felt that it would be a tragedy if the original vision of a modern health and leisure facility in the centre of the town was to be lost.

Chris will be attending the Area board meeting on Thursday 7th November. The development of the East Wing site will be a major item on the agenda.

Colin Kay
November 2019

This page is intentionally left blank

Report to	Trowbridge Area Board
Date of Meeting	07/11/2019
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	£39,068.00	£4,900.00	£19,746.00	-
Current Balance	£33,148.58	£2,975.15	£12,794.04	
Balance if all grants are agreed at this meeting	£9,118.58	£2,975.15	£7,794.04	N/A

Purpose of the report:

To consider the applications for funding listed below

Applicant	Amount requested
Applicant: Trowbridge Sports Forum Project Title: Longfield Muga Enhancement View full application	£20000.00
Applicant: Trowbridge Town Football Club Project Title: Woodmarsh View full application	£4030.00

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 2015/2016 year is made to projects that can realistically proceed within a year of it being awarded.

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

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

3. Environmental & Community Implications

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

4. Financial Implications

Financial provision had been made to cover this expenditure.

5. Legal Implications

There are no specific legal implications related to this report.

6. Human Resources Implications

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

7. Equality and Inclusion Implications

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

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

8. Safeguarding Implications

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

9. Applications for consideration

Application ID	Applicant	Project Proposal	Requested
3478	Trowbridge Sports Forum	Longfield Muga Enhancement	£20000.00
Project Description: Trowbridge Town Council obtained 4 multi-sport sites in separate housing estates across Trowbridge as an asset transfer from Wiltshire Council. The sites have			

lacked maintenance for some time prior to the transfer and as a result have become over time under used and a target for vandalism. The site at Grove has not had any investment in over a decade and has poor access for less able members of the community. The sites at Longfield Seymour and Studley Green are all located in areas of social and economic deprivation. The latter being in the top 10 nationally. The existing goal ends on 2 of the 4 sites are plywood 2 of the courts have been burned and 1 is gravel chippings unsuitable for play. Fencing on 2 of the sites are insufficient and the other 2 lack any kind of fencing at all. Investing in these multi-sport court facilities will make a massive contribution to the local communities creating a community hub for sports and recreation. We would like to completely renovate each site with new goal ends new fencing resurfacing courts where required line painting and provide improved access to sites where necessary. The Chair of TCAF Trowbridge Community Area Future which is a small local youth and community charity in Trowbridge believes that redeveloping these MUGAs will have a direct positive impact on the young people and residents we work with and ensure they have an increased value for their community and the local environment where they live.

Input from Community Engagement Manager:

The application meets the criteria for a community grant although the request is for significantly more than the usual £5,000 maximum. This application should be considered by the Area Board who may agree to award more money.

Proposal

That the Area Board determines the application.

Application ID	Applicant	Project Proposal	Requested
3470	Trowbridge Town Football Club	Woodmarsh	£4030.00

Project Description:

Ongoing improvements at Woodmarsh the home of TTFC for both adults and youths. 450 players are affiliated to the club in this current season. Significant work has already been undertaken following the F A Pitch Improvement Programme document. Over 10K has been committed to date some of which was previously funded via an Area Board grant. The work has been fantastic leading to greatly increased use less weather dependant. We want to continue onto the next phase as recommended in the F A document.

Input from Community Engagement Manager:

The application meets criteria for an Area Board grant, this will be the second and therefore final grant (if awarded) for this group in the financial year.

Proposal

That the Area Board determines the application.

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

Report Author:

Liam Cripps

Community Engagement Manager

01225 713143

Liam.Cripps@wiltshire.gov.uk

Report to	Trowbridge
Date of Meeting	07/11/2019
Title of Report	Community Youth Grants

1. Purpose of the report:

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

Application	Grant Amount	
Applicant: Trowbridge Community Area Future Project Title: Trowbridge Future	£5000.00	
Total grant amount requested at this meeting	£5000.00	
Total amount allocated so far	£19,746.00	

2. Main Considerations

Councillors will need to be satisfied that grants awarded in the 2014/15 year are made to projects that can realistically proceed within a year of the award being made.

Area Boards have authority to approve Area Grants under powers delegated to them by the Cabinet member for Communities, Campuses, Area Boards, Leisure, Libraries and Flooding. Under the Scheme of Delegation Area Boards must adhere to the Area Board Grants Guidance 2014/2015.

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

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

3. The applications

<p>Applicant: Trowbridge Community Area Future Project Title: Trowbridge Future</p>	<p>Amount Requested from Area Board: £5000.00</p>	
<p>This application meets grant criteria 2019/20.</p> <p>Project Summary: TCAF are re-branding their organisation to become Trowbridge Future. We are looking to employ four youth support workers to engage local young people often marginalised within the local community to participate in marketing and social action projects to feel more positive about their town and celebrate what makes Trowbridge special.</p> <p>Please tell us WHO will benefit and HOW they will benefit from your project and benefit your local community:</p>		
<p>Report Author: Liam Cripps, Trowbridge Area Board 01225 713000</p>		

Grant Applications for Trowbridge on 07/11/2019

ID	Grant Type	Project Title	Applicant	Amount Required
3478	Area Board Initiative	Longfield Muga Enhancement	Trowbridge Sports Forum	£20000.00
3470	Community Area Grant	Woodmarsh	Trowbridge Town Football Club	£4030.00

ID	Grant Type	Project Title	Applicant	Amount Required
3478	Area Board Initiative	Longfield Muga Enhancement	Trowbridge Sports Forum	£20000.00

Submitted: 10/10/2019 13:51:42

ID: 3478

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Area Board Initiative

2. Amount of funding required?

£5001+

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

Yes

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

Trowbridge Town Council already charges more than another in our community area and all of our additional funding for 2020 2021 will be allocated to undertaking the responsibility fo Wiltshire Council.

5. Project title?

Longfield Muga Enhancement

6. Project summary:

Trowbridge Town Council obtained 4 multi-sport sites in separate housing estates across Trowbridge as an asset transfer from Wiltshire Council. The sites have lacked maintenance for some time prior to the transfer and as a result have become over time under used and a target for vandalism. The site at Grove has not had any investment in over a decade and has poor access for less able members of the community. The sites at Longfield Seymour and Studley Green are all located in areas of social and economic deprivation. The latter being in the top 10 nationally. The existing goal ends on 2 of the 4 sites are plywood 2 of the courts have been burned and 1 is gravel chippings unsuitable for play. Fencing on 2 of the sites are insufficient and the other 2 lack any kind of fencing at all. Investing in these multi-sport court facilities will make a massive contribution to the local communities creating a community hub for sports and recreation. We would like to completely renovate each site with new goal ends new fencing resurfacing courts where required line painting and provide improved access to sites where necessary. The Chair of TCAF Trowbridge Community Area Future which is a small local youth and community charity in Trowbridge believes that redeveloping these MUGAs will have a direct positive impact on the young people and residents we work with and ensure they have an increased value for their community and the local environment where they live.

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 7HE

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

Children & Young People
Health and wellbeing
Leisure and Culture
Older People
Our Community
Safer communities

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

06/2019

Total Income:

£275602.00

Total Expenditure:

£731937.00

Surplus/Deficit for the year:

£35023.00

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

£99273.18

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

The reserves are allocated

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

10b. Project Finance:

Total Project cost		£146917.00		
Total required from Area Board		£20000.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Seymour	2586375.00	Sport England		92000.00
Longfield	4519330.00			
Studley	4521900.00			
Grove	30640.94			
Total	£11658245.94			£92000

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?

Investment in these multi-sport courts will draw them once more into their community. They can become a focal point for leisure and affordable sport in the community and support existing programmes with a renewed resource and opportunities to development. The site at Studley Green for example redevelopment here would give investment to an area of the community that is in the top 10 nationally for social and economic deprivation in the

UK. It could be utilised by Trowbridge Wanderers Football Club who play at Studley Green and foster the development of grass roots football. It would also give the National Street Games Doorstep programme a dedicated outside space to use. This is a view supported by Danny Gleeson Sports Development Officer Wiltshire Council will support and work in partnership with Active Trowbridge Trowbridge Town Council through our Street Games This Girl Can and Disability Sports programmes ensuring that new facilities are put to good use. The site at Longfield is central placed again in one of Trowbridges areas of economic deprivation and is key multi faith community. Investment in this site would benefit the local primary school situated right next to the MUGA it would benefit the youth group and the new formed This Girl Can programme which operate out of Longfield Community Centre. We can also ensure that the site is disability inclusive for Stepping Stones a specialist centre located at Longfield. The work to the site at Seymour can be finalised and could again be utilised by the Seymour youth group for sport and along site the grass pitches at this site could offer a great opportunity for the development of club sport. The head of Bellefield Primary serving the Seymour Rd area describes these multi-sport courts as vital. They give young people a different focus than they might otherwise have had if there were no or substandard sports amenities the Seymour Road residents value their community and this would be an invaluable asset to them as well as to all of the young people who attend my and other schools. The children in the area need a safe high quality provision to encourage them to exercise and to learn how to be part of a wider community. The multi-sport site at The Grove is adjacent to 2 of the other housing estates that have no play or sport facilities investing in this site that has severely lacked investment will help to make it a hub for a wide area of the town. It has close proximity to a local primary and Wiltshire Colleges Trowbridge Campus giving students an accessible space for sport and would like the site at Seymour provide a space for club sport to be developed. As the Head of The Grove Primary School states It is clear that our local sports facilities are in need of repair We need our children to be inspired by their local facilities and encouraged to further their sports participation by feeling pride in their environment.

14. How will you monitor this?

Trowbridge Town Council are already working collaboratively with the local schools in each of the estates all of whom support the intended programme of development as do the resident associations and Trowbridge Community Area Future TCAF. We have the support of the Sports Development team at Wiltshire Council to drive the programme forward. It will have a transformative effect on the local communities creating central hubs for leisure facilities locally and we would seek to ensure they are fully engaged in the decision making progress to ensure the multi-sport courts are designed to best suit the needs of their individual communities. We are already working closely with Selwood Housing Association on the Longfield estate. Our proposal to seek support to redevelopment of the multi-sport court at this site coincided with Selwoods own community and partner consultation which asked residents to comment on what aspects of the estate required work and a re-occurring trend in the data has been improvements to the multi-sport court providing facilities for young people particularly with a focus on basketball and provision of new health and well-being initiatives

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

Trowbridge Town Council has a safeguarding policy all staff have DBS checkes and safeguarding training.

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

Once the facilities are enhanced TTC will take over ensuring the facilities are maintained to provide high quality facilities for the future.

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

The project is part of a wider enhancement of all four hard courts in Trowbridge Sports England have confirmed funding for three but wont fund Longfield. As one of the key areas of deprivation and part of the Healthier communities project i believe its imperative Longfield dont get forgotten

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 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.

3470	Community Area Grant	Woodmarsh	Trowbridge Town Football Club	£4030.00
------	----------------------	-----------	-------------------------------	----------

Submitted: 07/10/2019 14:54:07

ID: 3470

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?
Woodmarsh

6. Project summary:
Ongoing improvements at Woodmarsh the home of TTFC for both adults and youths. 450 players are affiliated to the club in this current season. Significant work has already been undertaken following the F A Pitch Improvement Programme document. Over 10K has been committed to date some of which was previously funded via an Area Board grant. The work has been fantastic leading to greatly increased use less weather dependant. We want to continue onto the next phase as recommended in the F A document.

7. Which Area Board are you applying to?
Trowbridge

Electoral Division

8. What is the Post Code of where the project is taking place?
BA140AZ

9. Please tell us which theme(s) your project supports:
Children & Young People
Health and wellbeing
Leisure and Culture
Our Community

If Other (please specify)

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

05/2019

Total Income:

£46759.00

Total Expenditure:

£58627.00

Surplus/Deficit for the year:

£-11868.00

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

£4000.00

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

Reserves will be used to part fund together with additional fundraising. Reserves are needed for day to day cash flow due to the deficit of income v expenditure.

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

10b. Project Finance:

Total Project cost		£8060.00		
Total required from Area Board		£4030.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Verti Draining machine	2600.00			
Pitch Improvements	5460.00	Our reserves & fundraising		4030.00
Total	£8060			£4030

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 players of the club. Woodmarsh is used for all summer training from U5s through to adult teams both male and female. In addition the pitches support weekend matches for U7s U8s U9s U10s U11s and for the first time U12s who share the pitch with the U11s as the pitch quality and durability has improved so much following previous work undertaken. The U16s adults male adults reserves and adults females also play on the main pitch. Only 3 age groups play away from Woodmarsh purely due to pitch sizes and it is hoped that further work on the whole area will allow them to play at this main site in due course. The ongoing work will ensure better drainage less match cancellations and more playing time for both male and female players. Ultimately more funds retained within the club as no hire fees are paid to external venues. We want to do everything we can to ensure games happen and there is no disappointment or cancellations on the day of or just before the scheduled match time. The players benefit from fitness playing together as a team fresh air activity and clearly have fun. It also brings pleasure to many parents and grand parents who turn up to watch the youth especially play. The additional funding will allow more improvements to continue as per the F A stated schedule and timeline - more verti draining more fertilising improve the grass coverage and continue the great work to date undertaken by our groundsman specialist service providers such as Eco Solve - who maintain the pitches at Trowbridge Rugby Club and the volunteer support the club gets.

14. How will you monitor this?

Via the Treasurer and groundsman funds will be placed in a separate internal account and payments only permitted against the agreed schedule of expenditure linked to the F A Improvement Programme. The site improvements will be visible to be seen from the work undertaken and improved playing surfaces less cancellations or postponements and more training sessions returning to Woodmarsh. Ultimately more age groups playing there. The verti drainer machine itself will be purchased stored at Woodmarsh.

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

We follow the F A Safeguarding Respect guidelines. All managers and coaches are DBS checked and maintained. Each manager has to complete the F A Safeguarding course on a 3 year basis. We have the necessary policies in place under the oversight of a Safeguarding Officer Karen McCaldon. 2 additional volunteers will be attending the F A Welfare Officer course in January - Devizes to ensure cover is in place for a club of our size. Spot inspections and checking of documents knowledge is undertaken by Wilts FA during the season.

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

Ongoing fund raising and other grant applications. Project is ongoing but in stages so each stage can be undertaken independently subject to the necessary funds in place. A stage will not be commenced unless the required funds are held to see it through to completion.

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):

And finally...

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

This page is intentionally left blank

Grant Applications for Trowbridge on 07/11/2019

ID	Grant Type	Project Title	Applicant	Amount Required
744	Youth	Trowbridge Future	Trowbridge Community Area Future	£5000.00
<p>Submitted: 11/10/2019 17:08:58</p> <p>ID: 744</p> <p>Current Status: Application Appraisal</p> <p>To be considered at this meeting: tbc contact Community Area Manager</p> <p>1. Which type of grant are you applying for? Youth</p> <p>2. Amount of funding required? £501 - £5000</p> <p>3. Are you applying on behalf of a Parish Council? *parish_council PLACE HOLDER*</p> <p>4. If yes, please state why this project cannot be funded from the Parish Precept *parish_precept PLACE HOLDER*</p> <p>5. Project title? Trowbridge Future</p> <p>6. Project summary: TCAF are re-branding their organisation to become Trowbridge Future. We are looking to employ four youth support workers to engage local young people often marginalised within the local community to participate in marketing and social action projects to feel more positive about their town and celebrate what makes Trowbridge special.</p> <p>7. Which Area Board are you applying to? Trowbridge</p>				

Electoral Division

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

BA14 8AH

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

Informal education

Youth work/development

Health

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

03/2019

Total Income:

£48467.00

Total Expenditure:

£53979.00

Surplus/Deficit for the year:

£19952.00

Free reserves currently held:

(money not committed to other projects/operating costs)

£19952.00

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

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

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

10b. Project Finance:

Total Project cost		£8900.00		
Total required from Area Board		£5000.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Sessional Youth Workers	5200.00	Youth Apprentice	yes	2100.00

National
Lottery Grant
Senior Youth
Worker OPPC yes 1600.00
Grant

Total £5200 £3700

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?

project_beneficiary PLACE HOLDER

14. How will you monitor this?

project_monitor PLACE HOLDER

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

project_future PLACE HOLDER

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

project_additional PLACE HOLDER

17. DECLARATION

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

Quotes:

over1k_disp PLACE HOLDER I will make available on request 1 quote for individual project costs over £500 & 2 quotes for project costs over £1000 (Individual project costs are listed in the expenditure section above)

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.



COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

	Item	Update	Actions and recommendations	Who
	Date of meeting: 10th October 2019			
1.	Attendees and apologies			
	Present:	Lance Allan, Cllr David Halik, Cllr Peter Fuller, Roger Newman, Cllr Roger Evans, Cllr Steve Oldrieve, Cllr Andrew Bryant, Cllr Ernie Clark, Cllr Horace Prickett, Cllr Stephen Carey, Kirsty Rose		
	Apologies:	Pat Whyte, Cllr Edward Kirk		
2.	Notes of last meeting			
		The minutes of the previous meeting held were agreed at the Trowbridge Area Board meeting in July 2019 https://cms.wiltshire.gov.uk/ieListDocuments.aspx?CId=171&MId=12345&Ver=4		
3.	Financial Position			
		The budget allocation at the start of this meeting for £19,124 including allocation for 19/20 financial year.		

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

4.	Top 5 Priority Schemes			
a)	Issue 4824 – Speeding Westbury Road/Woodmarsh, North Bradley	A substantive bid for funding of the traffic calming has been submitted.	Await outcome of substantive bid	
b)	20mph speed restriction assessment, Drynham Ward	Works complete and 20mph speed limit in operation. Cllr Bryant had received complaints regarding signing positions and complaints that motorists are ignoring the limit. KR explained that she had dealt with complaints regarding sign positions and will be undertaking after surveys of vehicle speeds in due course	Area board to note update. Item to be removed from list however KR will provide update regarding outcome of after surveys.	
c)	Issue 5166 Frome Road/Manor Road/Westfield Road. Trowbridge – various issues	Works complete and 20mph speed limit in operation.	Area board to note update and remove from list.	

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

Page 75

5.	Other Priority schemes			
a	Issue 6452 Conversion FP TROW13 to allow cycling	Formal consultation period is to run from 25 th October to 25 th November.	Await outcome of formal consultation	
b	Issue 6573 Speeding HGV's Southwick Road North Bradley.	<p>KR proposed, that to resolve the issues faced by pedestrians, mobility scooter users etc at and approaching the existing crossing, to relocate the existing signal-controlled crossing closer to Ash Drive. KR has sent information regarding this proposal to Cllr Prickett for circulation to North Bradley Parish Council and asks that the parish council considers whether it supports this proposal.</p> <p>Cllr Roger Evans raised concerns regarding the number of HGVs using this route, given its status as a C class road. KR explained that a freight assessment could be requested through the Wiltshire Council freight assessment mechanism however this scheme is currently on hold pending review and publication of the next Local Transport Plan. In the meantime, efforts should be focussed on trying to improve the current environment despite the number and size of vehicles using the route.</p>	<p>NBPC to consider proposal for relocation of signal crossing.</p> <p>NBPC to consider making a request for a freight assessment when the scheme re-opens.</p>	
c	Issue 6920 Moyle Park, Trowbridge	Order has been raised for street name plate. Awaiting completion	Awaiting completion	
d	Issue 7069 Speeding – Whaddon Lane, Hilperton	Order has been raised. Awaiting completion	Awaiting completion	

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

e	Issue 7071 B3105 Devizes Road Hilperton	KR has provided preliminary options to Hilperton Parish Council. Cllr Clark explained that the consultation letters will be going out to residents of Devizes Road and Stourton Park in the next week or so.	Await outcome of parish council consultation	
f	Issue 7229 Rodwell Park/Cleveland Gardens, Trowbridge	Order for street nameplate has been raised. Awaiting completion	Await completion	
New Issues				
a)	16-19-2 A361 Lacock Gardens to Devizes Road	<p>This stretch of road is the only part of the A361 with a staggered junction and a 50mph speed limit. The rest of the A361 on Paxcroft Mead estate is a 40mph speed limit. Every year the flow of traffic seems to get much heavier and I feel something catastrophic will happen soon.</p> <p>(I would like) A reduction in speed limit and a staggered junction sign that is visible to drivers at present it is covered by growth from trees.</p> <p>KR explained that a speed limit review was undertaken in 2009 and recommended no change to the existing 50mph limit. As there has been no significant development or changes along this stretch of road, any further review would likely have the same outcome.</p> <p>The junction warning sign can be reviewed to determine what improvements are necessary.</p>	<p>CATG resolved to take no further action regarding the change of speed limit.</p> <p>KR is to review junction signing and provide recommendations for improvement and cost estimate.</p> <p>KR to provide update for issue raiser.</p>	

Page 76

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

Page 77

<p>b)</p>	<p>16-19-3 Broadcloth Lane, Clothyard and Weavers Drive, Trowbridge</p>	<p>The recent Planning For Real exercise on the Longfield estate identified the following priority issues for the area</p> <p>'Traffic & Transport: <i>This Theme recorded the highest number of suggestion and concern cards – 98 out of a total of 403 representing 24%.</i></p> <p>Speed Reduction <i>Analysis of the recorded results shows us that local residents are concerned about the speed of traffic and have put forward a number of suggestions to tackle this:</i></p> <ul style="list-style-type: none"> • <i>The need for a 20mph speed limit</i> • <i>The lowering of the existing speed limit</i> • <i>Traffic calming measures, and</i> • <i>The slowing down of traffic</i> <p><i>Most of the suggestions for all of the above were placed on Broadcloth Lane and Clothyard (particularly around the Oasis Academy) and on Weavers Drive near Homes Close and at its junction with Carders Corner.'</i></p> <p>Also need expressed for safe crossing points and action on obstructive parking at junctions</p> <p>Cllr Fuller supported the concerns raised by residents regarding the speed limits, including the inconsistency, around this area. He also brought attention to the condition of the footways, particularly on Brown Street.</p>	<p>KR agreed to arrange a site meeting with Pat Whyte to review the footway condition to determine whether maintenance works can be programmed.</p> <p>CATG agreed to fund a 20mph speed limit assessment with 25% contribution from Trowbridge Town Council. The cost being £2500 total comprising £1875 CATG funding, £625 TTC contribution.</p> <p>KR to progress assessment.</p>	<p>KR</p> <p>KR</p>
-----------	---	--	--	---------------------

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

Page 78

<p>c)</p>	<p>16-19-4 College Road/Sycamore Grove, Trowbridge</p> <p>Also include 16-19-10</p>	<p>I wish to request that loading and unloading restriction kerb markings be added to the kerbs at the junction of Sycamore Grove and College Road. BA14OJH. Double yellow lines do already exist there but delivery drivers are still ignoring these. Therefore, the addition of kerb marking is necessary to further promote road safety. There are were large potholes, deteriorated road surface, and damaged bollards, etc. Unfortunately, these problems have not gone away, and vehicles (mostly lorries or vans) are still parking upon the raised crossing, across the dropped kerb, and upon the junction, all of which are covered by double yellow lines I am simply asking that you consider including kerb-markings to further prohibit loading and unloading, as the double yellow lines alone are not changing delivery driver's behaviours. I believe it was agreed at CATG that there would be perhaps be some resurfacing work and bollard installation, and possibly some other work to improve matters for all vehicles parking there, and to improve road safety for pedestrians and all other road users. These Kerb markings would then provide civil enforcement and the police, with all the necessary means to enforce against all forms of dangerous parking that continue at this junction.</p> <p><i>16-19-10 Requests additional bollards to prevent mounting of the footway by delivery vehicles.</i></p>	<p>CATG resolved to fund additional bollards at this location. KR is also to review the issue delivery vehicles parking across the crossing point.</p> <p>A total of £1000 funding was agreed, of which £750 is from CATG and £250 from TTC.</p>	<p>KR</p>
-----------	---	---	--	-----------

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

Page 79

d)	16-19-5 Silver Street Lane, Trowbridge	<p>Cars are parking outside and opposite my house, making visibility and entering/exiting my property to park my car extremely difficult. Currently, I have two cars parked parallel just metres from Kingsdown Road. Obviously, this is parents parking to drop off their children at the Grove School? I would have thought if they were to put double yellow lines, perhaps it should be Silver Street Lane as a whole.</p> <p>Considering the width of the "lane", and the traffic already parking outside their houses towards the Bradley Road end, I wonder what would happen if everyone parked outside their houses on, say, Bradley Road. This issue is just going to get worse and I just wanted to make you aware of the problem on Silver Street Lane and the "rat run" it has become</p> <p>(I would like) White Line outside drive and/or double yellow along Bradley road</p>	<p>Both Trowbridge Town Council and CATG support the request for a white line marking, however it was resolved that the resident would need to fund this at a cost of £150.</p> <p>Issue raiser to be provided with an update.</p>	
e)	16-19-6 Pitman Court, Trowbridge	<p>Cars are parking TOO CLOSE to the entrance to Pitman Court.</p> <p>Regarding the parking outside pitman Court, I have had 2 near misses pulling out onto the main road.</p> <p>(I would like) White Line outside entrance and/or double yellow.</p>	<p>Both Trowbridge Town Council and CATG support the request for a white line marking, however it was resolved that the residents would need to fund this at a cost of £150.</p> <p>Issue raiser to be provided with an update.</p>	

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

f)	16-19-7 Rock Road, Trowbridge	<p>Cars unable to turn into Rock Road to head toward Frome Road due to other cars parking too close to the narrow entrance to the side road leading to the back gardens and car parking areas of the residents off Frome Road</p> <p>(I would like) White Line or double yellow – longer toward the Frome Road end to allow turning into Rock road and so on to Frome Road</p>	<p>Both Trowbridge Town Council and CATG support the request for a white line marking, however it was resolved that the residents would need to fund this at a cost of £150.</p> <p>Issue raiser to be provided with an update.</p>	
g)	16-19-9 West Ashton Road, Trowbridge	<p>The cycle path that joins Castle Mead to the town, joins onto the West Ashton Road), just after last houses. The access/egress is poor and safety measures need improving.</p> <p>(I would like) Review of design and recommendation for any safety improvements.</p>	<p>It was resolved that KR would investigate the options for improvements at this location. KR also to arrange site visit with Cllr Prickett.</p>	KR

Page 80

<p>h)</p>	<p>COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES 16/19/11 Bythesea Road, Trowbridge</p>	<p>There are currently two lanes directions coming from County Hall along Bythesea Road at the roundabout for the Shires shopping centre. These are the left lane/straight ahead, and right lane/right turn only into the Shires. However immediately after the roundabout the road splits into two lanes – left towards the station/Newtown and right towards Wicker Hill. As a result there is an unnecessary bottleneck due to traffic queueing in the left lane regardless of their onwards direction after the roundabout.</p> <p>(I would like) To change the lane allocation arrow sited before the Shires roundabout (coming from County Hall direction). This would be the <u>right turn</u> arrow into The Shires, so that it becomes both STRAIGHT ON and right turn. There is no apparent reason not to do this (the right-hand straight-ahead lane flows naturally from the right turn lane) and it would free up significantly the bottleneck that forms there on a regular basis.</p> <p>Cllr Bryant and Cllr Clark expressed support for this issue. KR explained that changes as requested, resulting in both lanes allowing vehicles to travel straight across, was likely to result in an increased potential for collisions. Drivers are currently signed to use the left lane to travel straight across the roundabout, then merge into the right-hand lane to turn right onto Stallard Street. Should both lanes allow the straight-ahead movement, this would likely result in those vehicles continuing to use the roundabout as it is now coming into conflict with those travelling ahead in the right-hand lane. This creates a potential collision issue that does not currently exist.</p> <p>The group discussed the issues further and considered that any development at the Bowyers site would incorporate wholesale changes to the Stallard Street/Bythesea Road area and it would not be appropriate to make any changes until such a time as it is clear what these wholesale changes may be.</p>	<p>It was resolved that no further action to be taken at this time but CATG/Area Board to closely monitor the planning applications for the Bowyers development.</p>	
-----------	---	---	--	--

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

Page 82

7.	Other items			
a)	Speed Indicator Devices	<p>KR explained that there was no further update regarding a review of the SID policy.</p> <p>A discussion regarding the purchased and deployment of a SID took place and it was determined that there is support for a SID to be purchased and deployment co-ordinated by Trowbridge Town Council covering Trowbridge and the parishes. The parish councils would be required to contribute to the costs of deployment etc.</p> <p>KR explained that should there be any eligible locations requiring street furniture on which to mount the SID, this can be provided through the CATG process, using CATG funding.</p>	<p>It was resolved that Lance Allan will prepare a bid for submission to the area board requesting funding to purchase a SID on behalf of the town council and parishes.</p>	LA
b)	Southwick Parish Council	<p>Cllr Carey expressed thanks for the recent gateway installation – relocated following a collision. He also apologised for difficulties in communication with the parish council in recent months and explained that these issues have now been resolved.</p> <p>Cllr Carey reported that the parish council had recently considered requests for horse warning signs near Hoggington Lane and an additional crossing near Wynsome Street. The parish council do not support these requests and do not wish to see action taken.</p>	Area board to note.	

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

c)	Newtown, Trowbridge	Cllr Palmen raised concerns regarding Newtown and suggested traffic calming, in the form of raising the existing Zebra crossing, is required. He reported that there have been two recent collisions on Newtown – a head on collision and an overturned vehicle.	Cllr Palmen to submit a highways improvement request to TTC to determine support.	Cllr Palmen
d)	Forthcoming road works, Phillips Way	Cllr Evans drew the groups attention to the forthcoming works at Phillips Way and associated road closures. Cllr Evans was concerned regarding the diversion route, particularly for large vehicles, and the impact upon the surrounding area.	Cllr Prickett resolved to speak with Streetworks regarding this issue	Cllr Prickett
e)	Traffic survey requests	Lance Allan asked for clarification regarding the traffic survey request process and criteria for siting of counts. KR explained that all requests go to town/parish for approval and then to Wiltshire Council road safety. KR agreed to circulate the traffic survey criteria to assist with determining locations for survey equipment	KR to circulate traffic survey criteria.	KR
f)	Grove Primary School, Trowbridge	Cllr Halik asked that KR contact the new headteacher at Grove Primary School to discuss a request from the headteacher to allow drop off/pick up to take place outside of the school, along with resurfacing of the layby.	KR to contact headteacher.	KR
g)	Estate Roads – Lining Works	Cllr Fuller reported that a programme of lining works has taken place on various estate roads in Trowbridge, however it appears that some lining has not been refreshed as part of this. KR explained that Pat Whyte would know more detail about these works.	Cllr Fuller to contact Pat Whyte	Cllr Fuller

COMMUNITY AREA TRANSPORT GROUP ACTION / NOTES LOG

h)	Waiting Restrictions – Trowbridge	Cllr Fuller asked for an update on the status of the waiting restriction review undertaken in Trowbridge. KR to contact Network Management to determine the current status and report back to Cllr Fuller.	KR to contact Network Management and provide update.	KR
i)	West Ashton Road – 50mph signing	Cllr Prickett asked for an update on the replacement of the missing and incorrectly sized repeater signs at West Ashton Road, Trowbridge. KR explained that Pat Whyte was overseeing this as it is a maintenance activity. KR to contact Pat to request an update.	KR to contact Pat Whyte	KR
Page 84. 8.	Date of Next Meeting: 17th January 2020, 10am, North Wilts Room, County Hall			

Trowbridge Community Area Transport Group

Report author- Kirsty Rose, Senior Traffic Engineer

1. Financial Implications

- 1.1. All decisions must fall within the Highways funding allocated to Trowbridge Area Board.
- 1.2. If funding is allocated in line with CATG recommendations outlined in this report, and all relevant 3rd party contributions are confirmed, Trowbridge Area Board will have a remaining Highways funding balance of **£16,499**