

# AGENDA

**Meeting:** Trowbridge Area Board  
**Place:** [Access the online meeting here](#)  
**Date:** Thursday 26 November 2020  
**Time:** 7.00 pm

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

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

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

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Please direct any enquiries on this Agenda to Kieran Elliott, direct line 01225 718504 or email [kieran.elliott@wiltshire.gov.uk](mailto:kieran.elliott@wiltshire.gov.uk)

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

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

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## Wiltshire Councillors

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

## **Recording and Broadcasting Information**

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<b>Items to be considered</b>		<b>Time</b>				
1	<b>Apologies</b> To receive any apologies for absence.	7.00pm				
2	<b>Minutes of the Previous Meeting</b> ( <i>Pages 5 - 10</i> ) To approve the minutes of the meeting held on 1 October 2020.					
3	<b>Declarations of Interest</b> To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.					
4	<b>Chairman's Announcements</b> To receive any announcements through the Chair.					
5	<b>Partner Updates</b> ( <i>Pages 11 - 52</i> ) To receive any updates from the following: <ul style="list-style-type: none"> <li>a) Wiltshire Police</li> <li>b) Dorset and Wiltshire Fire and Rescue Service – Video Update <a href="https://youtu.be/lvGQnREW9zE">https://youtu.be/lvGQnREW9zE</a></li> <li>c) Town and Parish Councils</li> <li>d) Local Youth Network</li> <li>e) Update on Child Wellbeing Partnership</li> </ul>	7.05pm				
6	<b>Community Update</b> To receive a short update on community development.	7.20pm				
7	<b>Blue Heart Campaign - Trowbridge Environmental Community</b> To receive an update from Trowbridge Environmental Community on their Blue Heart Campaign,	7.30pm				
8	<b>Funding</b>	7.50pm				
8a	<b>Community Grants and Health and Wellbeing Grants</b> ( <i>Pages 53 - 78</i> )					
<table border="1"> <tr> <td><b>Applicant:</b> HELP Counselling Services <b>Project Title:</b> Tablets for Online Counselling <a href="#">View full application</a></td> <td>£675.00</td> </tr> <tr> <td><b>Applicant:</b> Trowbridge Town Hall Trust <b>Project Title:</b> Trowbridge community cinema</td> <td>£9546.00</td> </tr> </table>		<b>Applicant:</b> HELP Counselling Services <b>Project Title:</b> Tablets for Online Counselling <a href="#">View full application</a>	£675.00	<b>Applicant:</b> Trowbridge Town Hall Trust <b>Project Title:</b> Trowbridge community cinema	£9546.00	
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<a href="#">View full application</a>	
<b>Applicant:</b> Wiltshire Rural Music <b>Project Title:</b> COVID-19 Preparations at the Hub	£1750.00
<a href="#">View full application</a>	
<b>Applicant:</b> Trowbridge Environmental Community <b>Project Title:</b> Blue Heart Campaign	£1115.00
<a href="#">View full application</a>	
<b>Applicant:</b> Free Range Cafe <b>Project Title:</b> Christmas Lunch for Trowbridge	£1000.00
<a href="#">View full application</a>	

8b **Youth Grants** (Pages 79 - 92)

8.15pm

Application	Grant Amount
<b>Applicant:</b> Trowbridge Future <b>Project Title:</b> Post-Lockdown Youth Support	£4700.00
<b>Applicant:</b> Youth Adventure Trust <b>Project Title:</b> Supporting Vulnerable Young People from Trowbridge Post Lockdown	£3000.00
<b>Applicant:</b> The Photo Club <b>Project Title:</b> Young Photographers Competition	£2500.00

9 **Urgent items**

8.30pm

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

# MINUTES

**Meeting:** Trowbridge Area Board  
**Place:** Online Meeting  
**Date:** 1 October 2020  
**Start Time:** 7.00 pm  
**Finish Time:** 8.40 pm

Please direct any enquiries on these minutes to:

Tel: 01225 718504 or (e-mail) [kieran.elliott@wiltshire.gov.uk](mailto:kieran.elliott@wiltshire.gov.uk)

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

**Present:**

Cllr Andrew Bryant, Cllr Ernie Clark (Chairman), Cllr Peter Fuller, Cllr David Halik, Cllr Edward Kirk, Cllr Steve Oldrieve, Cllr Stewart Palmen and Cllr Jo Trigg

<b><u>Agenda Item No.</u></b>	<b><u>Summary of Issues Discussed and Decision</u></b>
36	<p><u>Apologies</u></p> <p>Apologies for absence were received from Councillor Horace Prickett</p>
37	<p><u>Minutes</u></p> <p>The minutes of the meetings held on 12 March 2020 and 16 June 2020 were presented for consideration, and it was,</p> <p><b><u>Resolved:</u></b></p> <p><b>To approve and sign the minutes as a true and correct record.</b></p>
38	<p><u>Declarations of Interest</u></p> <p>There were no declarations.</p> <p>Councillor Edward Kirk stated that as he had an intermittent internet connection at his location, he would not vote on any item in case he missed any relevant part of discussion.</p>

39	<p><u>Chairman's Announcements</u></p> <p>At the beginning of the meeting the Chairman welcomed all Councillors and members of the public to the meeting, which was the first full meeting of the Area Board since March 2020, as a result of Covid-19.</p> <p>The written announcements were noted. There was discussion of the proposal to government to extend a cycle path from Hilperton to Melksham, and it was noted that the Community Area Transport Group had provided comment on the level of consultation on recent changes made in Trowbridge</p> <p>It was requested details be provided on whether the bollards in place along the recent Hilperton road cycle path would be permanent.</p> <p>In relation to the Connect5 update on mental health wellbeing, attention was drawn to the sessions being held by request for community groups and individuals by contacting <a href="mailto:kerri.lavender@wiltshire.gov.uk">kerri.lavender@wiltshire.gov.uk</a>.</p>
40	<p><u>Partner Updates</u></p> <p>Updates from partners were received as follows:</p> <p><b>i. Wiltshire Police</b></p> <p>The written update was noted. Inspector Andy Fee added a verbal update to his report, noting work by the community teams working around anti-social behaviour issues in Southwick and speeding along Leap Gate, as well as checking local businesses regarding modern slavery checks.</p> <p>He also announced that he was to retire on 12 November 2020, and that Gill Hughes would look after the Trowbridge area in an interim role until a permanent post was appointed.</p> <p>The Board expressed its thanks to Inspector Fee for his efforts in the local community, including his focus on community policing, and together offered the very best wishes for his retirement.</p> <p>In discussion, details were sought on raw figures for incidents in the area, recruitment of communication staff and enforcement in the town park. It was stated in reply that the public space protection order covering the park and other parts of the town had lapsed, which the police felt limited certain options in terms of confiscating alcohol, but although the park could not be covered at all times, it was regularly patrolled. It was stated that the council had been responsible for processing fines under the order, but tickets that had been issued in the past were not enforceable as they had not been compliant. There were also questions regarding.</p> <p><b>ii. Town and Parish Councils</b></p> <p>On behalf of Trowbridge Town Council, it was noted that there was a</p>

	<p>consultation on the Doric Park Football Field development proposal currently ongoing.</p> <p>On behalf of North Bradley Parish Council, it was stated that the parish was very disappointed by the decision of Wiltshire Council to transfer 25% of the parish land to Trowbridge during the Community Governance Review. It was also noted there had been 2 applications for outline permission south of the White Horse Business Park, and the parish council was seeking to get the council to coordinate the proposals.</p> <p>In relation to Hilperton it was stated the non-statutory public enquiry on the village green application for Church Field had been held, with a decision due in the next few months for consideration.</p> <p><b>iii. Local Youth Network</b> It was stated that the group had met virtually, but no recommendation had been made on the youth grant application which would be considered later in the meeting.</p> <p><b>iv. Trowbridge Wellbeing Centre Development Group</b> It was noted that the group had been concerned regarding issues around the East Wing site given the problems with the pool at Clarendon. The group had not met during Covid-19, but discussions would be held with council officers on what developments were taking place.</p> <p><b>v. Safer and Supportive Communities Group and Health and Wellbeing Group</b> It was confirmed the former group had met since Covid-19 restrictions, and in relation to the Health and Wellbeing Group it was confirmed it had met virtually, and were discussing schemes and approaches that could be supported.</p>
41	<p><u>Area Board Boundary Review</u></p> <p>A presentation was received outlining the consultation on the Area Board Boundary Review. The review was taking place as the new Electoral Divisions for Wiltshire Council taking affect for May 2021 did not align in many areas with the existing Area Boards.</p> <p>A consultation on the proposals from the Electoral Review Committee would run until 31 October 2020. In the case of Trowbridge there were no changes to the area covered by the Area Board, and it was simply that the Divisions had shifted positions slightly.</p> <p>Full Council would consider any proposals at a meeting on 24 November 2020.</p>

42	<p><u>Office of the Police and Crime Commissioner</u></p> <p>A presentation was received from Jerry Herbert, Deputy Police and Crime Commissioner. He provided details of the updated Police and Crime Plan following the extension of the Commissioner's term to May 2021 as a result of Covid-19. He also provided details of the Commissioner's Annual Report for 2019/20.</p> <p>The increase in recruitment and officer numbers as detailed in the presentation was discussed, with a baseline of 1050 officers for the current year up from 934, and details were provided on when tranches of officers and community support officers would be trained.</p> <p>Policing during the Covid-19 pandemic was also discussed, including the review of fixed penalty notices issued under new legislation. The Board discussed the importance of community support officers and support staff, and it was stated Wiltshire had not reversed civilianisation of some posts, and that the neighbourhood teams with dedicated officers to work with the community support officers for an area remained a key priority.</p>
43	<p><u>Future High Street Fund Update</u></p> <p>An update was received from Rory Bowen, Interim Head of Economic Development on the Future High Street Fund. A submission was made to government in July 2020 following approval by the council's Cabinet. The bid was being evaluated and announcements were expected late October or early November 2020. £23.7m had been sought and it was not expected the entirety would be provided, though it was anticipated some amount of it likely would be.</p> <p>The submission was based on opportunities within the existing Trowbridge Masterplan and the criteria of the fund, including regeneration and diversification of the high street. The intention was that if funding was received it would open up other opportunities beyond the town centre.</p> <p>The Board discussed the update, and it was stated in response to queries there had not been an extension to the timeframes for the Fund delivery. It was agreed that there should be engagement with the Wellbeing Centre Working Group and the Town Council following a successful bid.</p>
44	<p><u>Local Business Recovery</u></p> <p>The item was introduced by Rory Bowen, Interim Head of Economic Development, noting that a successful Future High Streets Fund bid would tie into aiding any local business recovery. Details were provided of business support in the town as a result of the impact of Covid-19. Approximately 442 payments totally £5m of government funds had been allocated in Trowbridge.</p> <p>Resources had also been provided through the Swindon and Wiltshire Local Enterprise Partnership, to which businesses were directed for assistance.</p>



	<p>Analysis was taking place to identifying the structural measures which could be taken to assist with economic recovery, including implementation of the Trowbridge Masterplan. At present it was considered that Trowbridge was not more exposed than other similar towns in Wiltshire, with food manufacturing reasonable buoyant, but retail and hospitality hard hit. The winding down of the government furlough scheme meant there would need to be more redundancy support.</p> <p>Kez Garner from the Trowbridge Chamber of Commerce then presented to the Board. She noted that the Chamber had expanded its free membership and worked to increase collaboration and discussion between businesses in the town. The Chamber had worked to signpost available grants to businesses and increase mentoring work. The pressures on local businesses was highlighted, but also that some businesses had sought to expand and work in different ways as a necessity of the impact from Covid-19. It was reported footfall had reportedly largely recovered, but new measures regarding hospitality time limits had a big impact.</p> <p>Subgroups of the Chamber including looking at environmental issues was raised, along with the markets taking place on the Innox Mills site which had been successful. The Chamber would be undertaking further virtual meetings and in future physical meetings and an expo and had been working with other chambers to work on a more regional basis.</p> <p>The Board thanked Mr Bowen and Ms Garner for presenting, and in particular for the great deal of work that had taken place with the Chamber in the past year. The Board sought details of any assistance it could provide, and it was agreed that the Community Engagement Manager would discuss the matter with the Chamber, as the Communities team was undertaking work on supporting groups in their local area.</p>
45	<p><u>Funding</u></p> <p>The following grants were considered.</p>
45a	<p><u>Community Area Grants</u></p> <p>The grant from Trowbridge Museum was withdrawn prior to the meeting.</p> <p><u>Wiltshire Music Centre</u> The sum of £1500.00 was requested for phase 2 of the Celebrating Age Wiltshire project. Following discussion including confirmation the project would be continuing despite Covid-19 and other details, and on the motion of Cllr David Halik, seconded by Cllr Stewart Palmen, it was,</p> <p><b><u>Resolved:</u></b> <b>The Area Board awarded the sum of £1500.00 to Wiltshire Music Centre.</b> <b>Reason: The application met the Community Area Grant Criteria</b></p>

	<p><u>Fairfield Farm College</u> The sum of £5000.00 was requested for the Hope nature Centre Adventure Playground. Following discussion including confirmation the project would be continuing despite Covid-19 and other details including other funding and operation of the centre with relevant safety restrictions, and on the motion of Cllr Steve Oldrieve, seconded by Cllr Stewart Palmen, it was,</p> <p><b><u>Resolved:</u></b> <b>The Area Board awarded the sum of £5000.00 to Fairfield Farm College.</b> <b>Reason: The application met the Community Area Grant Criteria</b></p>
45b	<p><u>Community Youth Grants</u></p> <p>The Photo Club, Young Photographers Competition grant application was deferred to the next meeting.</p>
45c	<p><u>Community Area Transport Group</u></p> <p>Following recommendation of the Community Area Transport Group, it was,</p> <p><b><u>Resolved:</u></b></p> <p><b>6-20-6 Pedestrian crossing request - Wiltshire Drive, Trowbridge - to fund a pedestrian survey with £600 allocated funding.</b></p> <p><b>16-20-2 Pedestrian Crossing – Bradley Road Nr Aldi, Trowbridge - to fund a pedestrian survey with £600 allocated funding.</b></p> <p><b>16-20-3 Pedestrian crossing – Bradley Road nr Spitfire Retail Park - to fund a pedestrian survey with £600 allocated funding.</b></p>
46	<p><u>Urgent items</u></p> <p>With agreement of the Chairman, there was discussion of local development around the town and the quality of housebuilding, and whether it would be possible to encourage a more coordinated approach between developers with a focus on addressing concerns of those in the town, for instance relating to carbon footprints. It was agreed to hold a discussion between Board Members on the subject, with parishes invited.</p>

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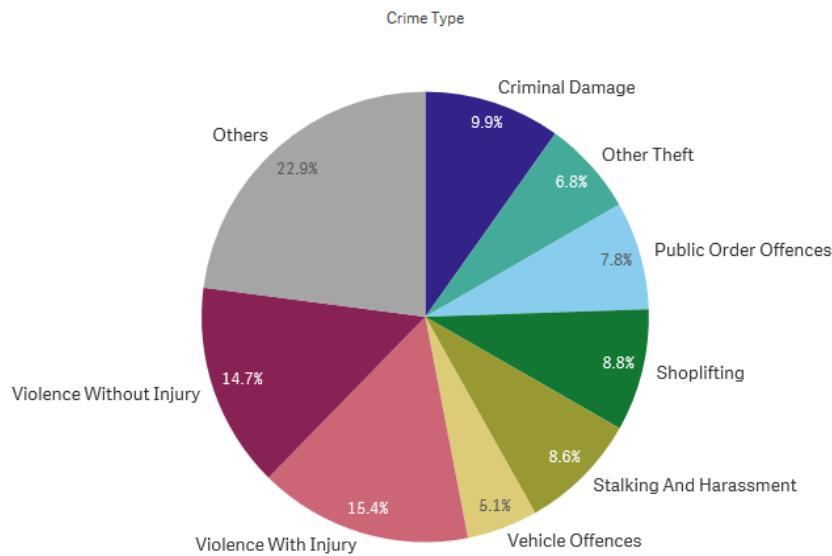


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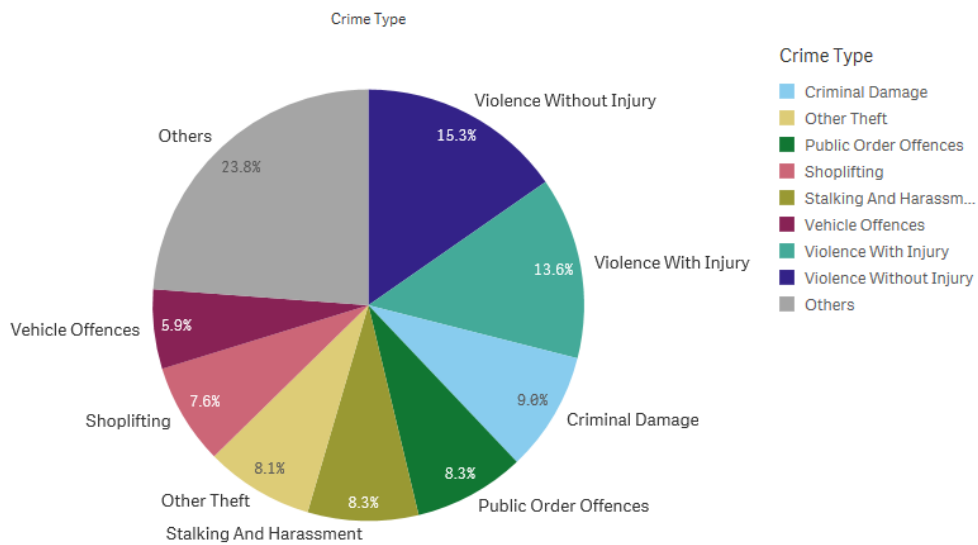
October 2020

## PERFORMANCE – YOUR AREA

### Trowbridge CPT – Highest Crime Groups (Previous 12 months)



### Force Area CPT – Highest Crime Groups (Previous 12 months)



Trowbridge CPT - Crime and incident demand for the 12 months to August 2020

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## PERFORMANCE – FORCE-WIDE

- Wiltshire Police has had a decrease in the volume of recorded crime by 7.6% in the 12 months to August 2020 and continues to have one of the lowest crime rates in the country.
- Our service delivery remains consistently good.
- In August, we received 9,582 999 calls which we answered within 9 seconds on average, 12,986 101 calls which we answered within 28 seconds on average, and 14,054 CRIB calls which we answered within 2 minutes and 8 seconds on average.
- In August, we also attended 1,900 emergency incidents within 10 minutes and 45 seconds on average.
- Wiltshire Police has seen a 10.7% reduction in vehicle crime and a reduction of 22.3% in residential burglaries in the 12 months to August 2020.
- 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](http://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.justiceinspectrates.gov.uk/hmicfrs/police-forces/wiltshire/>

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

For information on what crimes and incidents have been reported in the Trowbridge Community Policing Team area, visit <https://www.wiltshire.police.uk/article/5430/Trowbridge-Area-CPT> to view a crime and incident map and find links to more detailed data.

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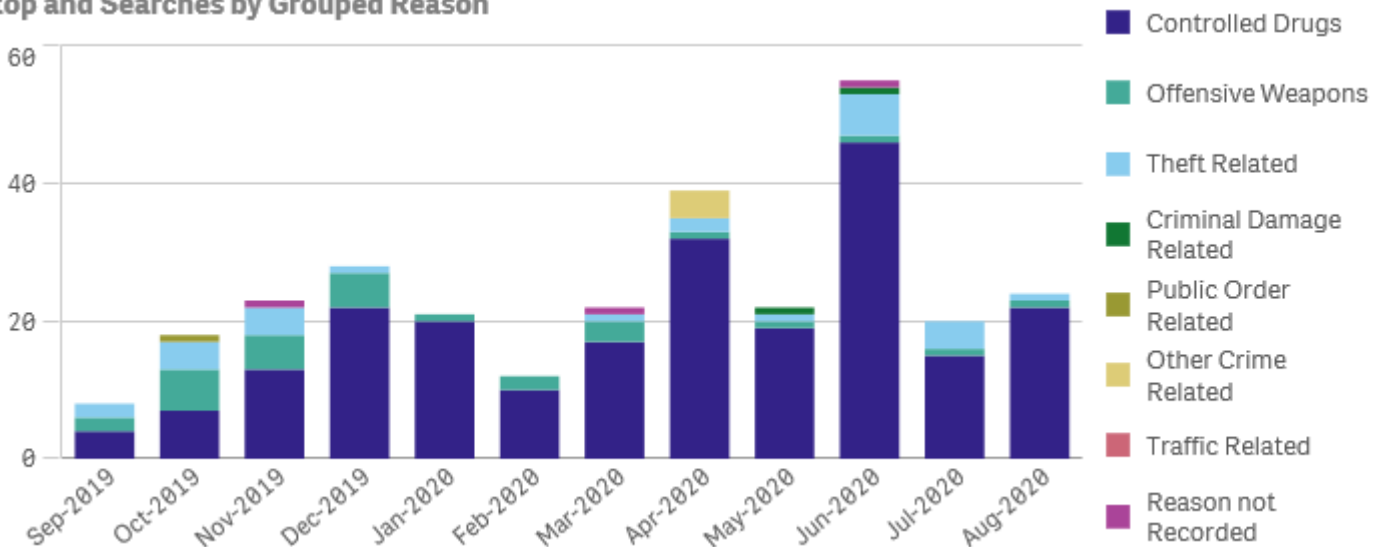
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## STOP SEARCH UPDATE

The police have the power to stop and search you if an officer has reasonable grounds to suspect that you have been involved in a crime, or think that you are in possession of a prohibited item. Prohibited items include drugs, weapons and stolen property. To find out more about stop and search, please visit [this section](#) of the Wiltshire Police website. You can also find more information on our independent scrutiny arrangements by visiting our force website.

During the 12 months leading to August 2020, 282 stop and searches were conducted in the Trowbridge area. The charts below go into more detail about these searches.

Stop and Searches by Grouped Reason



Of the 282 stop and searches recorded in the Trowbridge area, 81.9% related to a search for controlled drugs. June 2020 saw the highest volume of stop and searches conducted in this area.

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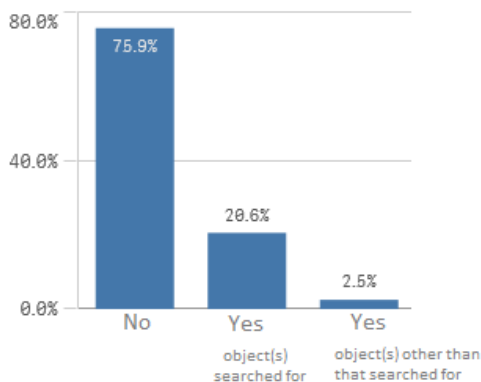
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## Stop and Searches by Object Found



During 75.9% of these searches, no object was found. In 23.1% of cases, an object was found. The remaining 1% did not have this information recorded.

Of these cases:

- 78% resulted in a no further action disposal;
- 20.5% resulted in police action being taken;
- 10.6% resulted in an arrest.

The subject of a stop and search does not need to define their ethnicity to the searching officer.

Of the stop and search subjects who defined their ethnicity as:

- White – 240 stop and searches in total. An object was found in 22.3% of cases and 20.4% resulted in police action;
- Black or Black British – 14 stop and searches in total. An object was found in 28.6% of cases 14.2% resulted in police action;
- Mixed Ethnicity – 9 stop and searches in total. An object was found in 44.4% of cases and 33.3% resulted in police action;
- Chinese or other ethnic group – 2 stop and searches in total. No objects were found and no police action was taken;
- Asian or Asian British – 1 stop and search. An object was found and police action was taken.

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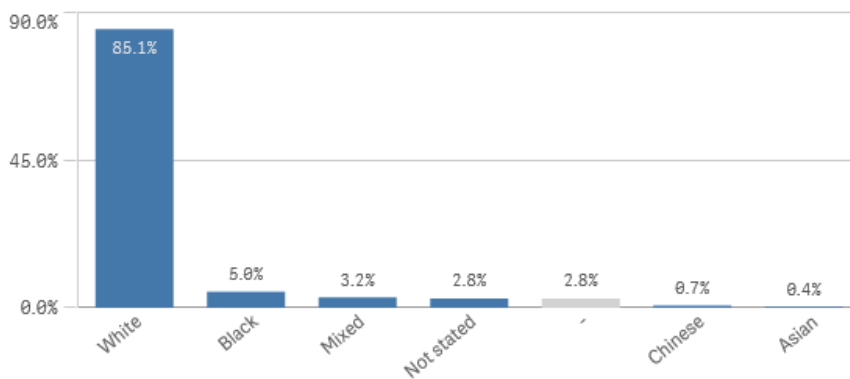
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### Stop and Searches by Ethnicity of Subject



## YOUR CPT – TROWBRIDGE

- Inspector:** Andy Fee
- Neighbourhood Sergeant:** Leighton Williams / James Twyford
- Neighbourhood Officers:** PC Sam Withy (Trowbridge Town Centre, Seymour Estate, Longfield)  
PC Helen Daveridge (College, Drynam, Studley, Trowbridge Rural)  
PC Lee Pelling, PC Darren Foulger (Melksham)  
PC Louis Bowden (Bradford-on-Avon)
- PCSOs:** Liam Wilkins, James Parton (Trowbridge Town Centre)  
Oliver Gilmour (Seymour)  
Rhianna Annetts, Laura Wallace (Longfield)  
Rose Baldock (College, Drynam)  
Chahida Boutarfas (College, Drynam, Studley)  
Matthew Till (Trowbridge Rural)  
Maria Badder (Bradford-on-Avon)  
Andrew Maclachlan (Bradford-on-Avon Rural)  
Luke Hosken, Adam Almond (Melksham)  
Janet Gould (Melksham Rural)

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## LOCAL PRIORITIES – TROWBRIDGE

PRIORITY	UPDATE
<p><b>Speed checks in Trowbridge</b></p>	<p>Speed checks across the town, in part supporting Community Speedwatch and in part tackling areas highlighted on social media. Trowbridge officers, supported by special operations and the special constabulary are being asked to patrol specific areas within the town that are causing the most concern with a view to positive enforcement.</p>
<p><b>Trowbridge – Anti-Social Behaviour</b></p>	<p>Leapgate has seen a rise in complaint of ASB. Youths have been congregating in the parks, near the shops and causing a general nuisance. Officers are allocated patrols during their tour of duty at briefing with a view to actively engage with those caught in the area. CPT N have asked that all officers capture these interactions on body worn video in order to positively identify those involved.</p> <p>Officers are concentrating foot patrols within the town park in response to reports of anti-social behaviour near the tennis courts. Neighbourhood officers have the matter assigned to them with a long term problem solving view in mind. This includes working with the town council around additional facilities within the park.</p>
<p><b>Melksham – Night Time Economy</b></p>	<p>The Night Time Economy remains the top priority for Melksham for the coming month. Whilst new COVID Restrictions appear to have resulted in a reduction of incidents, we will continue to work with Licensee's and the local Pubwatch to ensure that those who engage in Disorder will be unwelcome.</p> <p>Of note; a number of investigations have been concluded this month. Two adult males will receive a Summons for Public Order Offences for their part in instigating a large Disorder in Bank Street in August.</p>



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	<p>Two other males are receiving similar Summons' for more minor incidents on Bank Street during late August and early September.</p> <p>Four more remain under Investigation for a disorder in the Marketplace in mid-August.</p>
<b>Melksham – Anti-Social Behaviour</b>	<p>King George V Playing Field and Melksham Skate Park is also subject of increased attention following an increase in Anti-Social Behaviour and Disorder. Five people are due to be Charged in relation to a Disorder in mid-August; they have Bail Conditions not to enter the Park and a number of other areas. Work is ongoing with other agencies to try and improve CCTV and lighting, moving forward.</p>
<b>Melksham - Speeding</b>	<p>Speeding remains an issue. Areas of focus for the coming month are Beanacre and Shaw Hill.</p>
<b>Bradford on Avon – Speeding</b>	<p>Speeding on New Road is the current Priority for Bradford on Avon. There has been a fivefold increase in Traffic volume on the road due to the new one way system; although the bulk of the speeding issue appears to be with traffic travelling up New Road in the opposite direction.</p> <p>Work to identify a potential persistent offender is ongoing; Speed Enforcement is being conducted regularly</p>
<b>Bradford on Avon – Anti-Social Behaviour</b>	<p>There have been reports of Anti-Social Behaviour on Silver Street. Work has been done with local pubs to try and calm the level of excitable behaviour from patrons leaving venues.</p>

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## HIGH LEVEL PCC UPDATES

- Proactive policing:** In addition to the new intakes of police officers that I covered in my update last month, I have been pleased to see the Force align resources to proactively carry out its enforcement of the Coronavirus Regulations through the launch of Operation Adamo. It is crucial that we continue to reassure the communities we serve that we are acting on intelligence and reports received of breaches of the restrictions and having dedicated PCSOs to focus on responding to these issues is a great step in demonstrating how we will continue to police the pandemic proportionately and enforce the rules where necessary.

The additional funds generated by the precept increase earlier this year have allowed investment to be made into improving proactive policing – the launch of Operation Fortitude (described below) was made possible thanks to the additional income generated by the precept increase and the Force has also recently bolstered its support to tackling rural crime through a new look Rural Crime Team. We live in a predominantly rural county so the policing service must be tailored to the needs of our diverse communities. While it is crucial to prevent violent crime, there is a specific need to protect rural communities from the distinct threats they face. In my Police and Crime Plan, I promised to protect rural communities. The introduction of additional dedicated officers to the Rural Crime Team will allow the Force to run extra operations, take geographical responsibility of areas to gain further intelligence, and reassure our communities that we are committed to tackling rural crime.
- COVID19 update:** We continue to be impressed by the high levels of compliance with the current restrictions within our communities. At the end of last month we published the latest summary showing the number of Fixed Penalty Notices we have issued and it is good to see that the volume of FPNs issued remains low – this demonstrates the Force's emphasis on engaging, educating and encouraging people to comply with the rules continues to have the desired effect in protecting our communities. This covers the period from 24 July to 27 September 2020 and you can find it on both [my website](#) as well as the [Wiltshire Police site](#).
- Celebrating Black History Month:** I am proud to see us teaming up with partners from Wiltshire Council to celebrate Black History Month with a conference on Tuesday 20 October featuring talks from leading author Cherron Inko-Tariah MBE, Rob Neil OBE, Head of Embedding Culture Change at the Department for Education and Organisational Psychologist John Amaechi OBE, the first British basketball player to have a career in the US National Basketball Association. This promises to be a fantastic event - it's open to all although spaces are limited – [for details see the Eventbrite booking site](#). Black History Month is a wonderful opportunity to celebrate the diversity of people who live and work in our county as we continue to strive to ensure that Wiltshire Police truly reflects the communities of Wiltshire and Swindon.

WILTSHIRE POLICE

## Trowbridge CPT

Area Board Briefing



Proud to serve and protect our communities

October 2020

- Modernising the policing estate:** In order to ensure that the buildings we use within policing are sufficient for 21<sup>st</sup> century policing and remain efficient and cost effective I have a 5 year Estates Strategy that outlines how we plan to modernise the buildings we need, rationalise the ones we don't and work with our partners to have shared public facilities wherever possible. We are making good progress against the plan despite the challenges of Covid – we recently completed the refurbishment of Royal Wootton Bassett station, we are making progress in providing a new and improved site for our Warminster CPT and last month we announced plans to work with Tidworth Town Council on the development of a new Civic Centre. The Covid pandemic has changed, at least in the immediate term, the way that we work and some of these changes may endure once life has returned to relative normality. It's therefore important that the Estates Strategy continues to meet the needs of our operational and support staff across the county – I will be publishing an update to the Strategy in due course.

## HIGH LEVEL FORCE UPDATES

- Operation Adamo:** This month, as part of our local response to the challenges of the Covid-19 pandemic we launched Operation Adamo. Under the operation, Police Community Support Officers will be carrying out high-visibility proactive patrols to encourage members of the public to comply with the COVID guidance and regulations, and where appropriate take enforcement action. Wiltshire Police has tasked dedicated groups of PCSOs with monitoring behaviour and responding to reports from the public. This proactive, targeted work, will also be supported by our frontline police officers, staff and special constables, who will continue to work hard to police the restrictions alongside their everyday duties, as they have been doing since the regulations started. It is clear from our engagement with the communities in Swindon and Wiltshire that, while the vast majority of people were complying with the Covid regulations, more needed to be done to target the small minority who were deliberately and repeatedly flouting the rules. These proactive teams of PCSOs allow us to respond swiftly to concerns from the public and also carry out high-visibility patrols of areas or businesses where we have received information about repeated breaches.
- COVID19 update:** We are pleased to report that we are still seeing a very high level of compliance within our communities with regards to the Coronavirus Regulations. Our officers continue to focus on engaging with our communities first and foremost and, for the most part, this continues to be effective. To help ensure we remain proportionate in our approach, we are recording our activity where we educate, encourage, engage and enforce (and on the latter point all FPNs are considered and reviewed through an independent scrutiny panel). The Government has now brought in tougher penalties for those who do not wear face coverings in areas where it is now mandated to do so and for those who organise, facilitate or attend any large gathering or unlicensed music event. These types of unlawful events place the public at a high level of risk and are likely to spread the virus. If we come across these types of events we will

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actively look to use our powers. Coronavirus remains a deadly threat and it should be everyone's priority to stop the spread of the virus and save lives.

- **Tackling serious offending in our communities:** This month we launched 'Fortitude' – a newly created unit tasked with proactively targeting the most serious offenders in our communities including county lines offenders, prolific offenders and others identified as posing high risk to communities. This initiative has been made possible thanks to the public agreeing to the Police and Crime Commissioner's increase in the police precept which has allowed the recruitment of a further 16 front line police officers. Crimes carried out by even a few prolific offenders are felt throughout a community; by specifically targeting repeat offenders and those who commit the most crimes in our communities, we hope to see a dramatic impact on criminality within our communities. Fortitude is a long-term initiative and teams will be working with colleagues to bring about a long-term change in the communities where they are based - to meet the priorities set out in the PCC's Police and Crime Plan.

## GET INVOLVED

- You can keep up to date with the latest news and alerts in your area by signing up to our Community Messaging service – [www.wiltsmessaging.co.uk](http://www.wiltsmessaging.co.uk)
- You can follow your CPT on social media
  - [Bradford on Avon Police Facebook](#)
  - [Melksham Police Facebook](#)
  - [Trowbridge Police Facebook](#)
  - [Trowbridge Police Twitter](#)

More information on your CPT area can be found here: [www.wiltshire.police.uk](http://www.wiltshire.police.uk) and here [www.wiltshire-pcc.gov.uk](http://www.wiltshire-pcc.gov.uk)

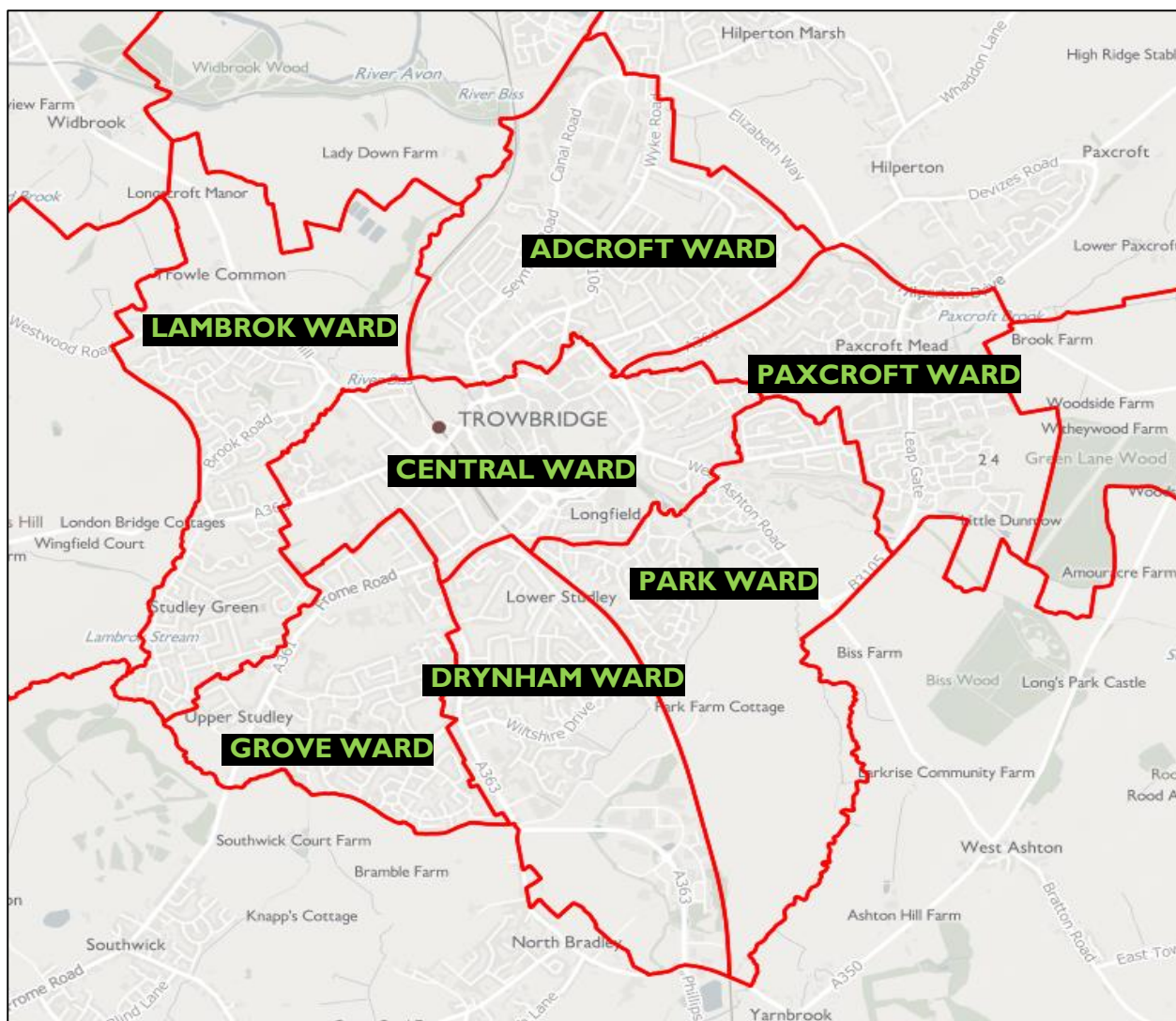
## Town Clerk's Report to Policy & Resources Committee 3<sup>rd</sup> November 2020

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.

**As a result of Covid 19 and the government's advice, the meeting of the committee will take place online via MS TEAMS at 19:00hrs. If you would like to join the meeting please contact [info@trowbridge.gov.uk](mailto:info@trowbridge.gov.uk)**

### I. POLICY

**I.1 Community Governance Review (CGR)** – A CGR is a review of the governance arrangements for parish and town councils including their establishment, extinguishment, number of councillors and changes to their boundaries. Wiltshire Council approved the recommendations relating to Trowbridge at its meeting on 9<sup>th</sup> September. From 1<sup>st</sup> April 2021 all of the new Park division and all of the new Drynham division will be in the Trowbridge boundary, transferring areas from North Bradley parish including; a large part of Ashton Park, the Elm Grove/Drynham Lane development site and land between White Horse Business Park and North Bradley village. (There follows a map of the new wards).



**1.2 CORONAVIRUS EMERGENCY (AGENDA ITEM 7)** – A small group of councillors and officers met recently to review the council's response to the emergency, particularly during the lockdown period. The report of the review is included below as **Appendix C**.

## 2. RESOURCES

### 2.1 FINANCIAL RESOURCES

**2.1.1 GRANTS** – The revised Grants Policy to inform the 2021/2022 budget was approved at the September meeting. The town council is currently unable to confirm if it will have resources available during 2020/2021 for grants. The town council normally awards Core Grants to a number of local organisations and events each year and also has an open application grant budget available. Applications normally need to be submitted by 30<sup>th</sup> April each year to be awarded in July. The town council accepted applications up to 30<sup>th</sup> September and received applications totalling £19,568 (budget of £9,500). The council will make decisions on grants in January 2021 and grants will be presented at the Annual Town Meeting in April 2021.

**2.1.2 ANNUAL ACCOUNTS 2019-2020** The 2019-2020 Year End accounts have now been approved and presented to the External Auditor. We are still awaiting the auditor's report. No members of the public requested to see the accounts during the period of public inspection.

**2.1.3 MANAGEMENT ACCOUNTS 2020-2021 (AGENDA ITEM 9)** – The second quarter 2020/21 summary is now presented to the committee for consideration, **attached as Appendix A**. The detailed committee accounts are attached as a separate document.

**2.1.4 RISK & AUDIT** – The next meeting of the Panel will be 10<sup>th</sup> November.

**2.1.5 BUDGET 2021-2022 (AGENDA ITEM 10)** - The first draft budget for the areas of direct responsibility for the Policy & Resources Committee are attached as **Appendix B**. Each committee will consider its draft budget between now and the end of December for presentation to the committee in January, for the committee to make a recommendation to full Council on 19<sup>th</sup> January 2021.

**Council Tax Base** – The Council Tax base for 2020 was 11740.34 Band D equivalents. Wiltshire Council have advised the following:

*Please note that the tax base figures that we intend to issue on 4 November 2020 will be draft only. Whilst we do not usually expect the draft figures that we issue to you to change prior to formal approval which is planned early December 2020, we are seeing an increase in the number of households claiming Council Tax Reduction (CTR) which does affect the Council Tax Base. If numbers were to increase significantly between now and December this may trigger the need to recalculate the tax base. We are not anticipating at this point that there will be significant change to the tax base calculation.*

*The draft tax base figures issued on 4 November 2020 may therefore be subject to change depending on the impact of the furlough scheme ending at the end of October and a possible increase in the number of households claiming CTR, and as a result we may need to issue revised tax base figures. We will either confirm no change to your draft tax base figure or a revised tax base no later than 4 December 2020, post the formal tax base setting decision.*

*Therefore, all Parishes/Towns should consider the implications of the above when planning/setting their 2021/2022 Council Tax, particularly those who usually set their Council Tax in November/early December as you may be issued with a revised tax base by 4 December 2020 so you may wish to look at changing your precept setting meeting date or at least make contingency plans for approving a revised precept request should your tax base change.*

**Inflation** – The Consumer Prices Index (CPI) was 0.5% for the 12 months September 2019 to September 2020. This is the figure used to uprate many leases and also the Council Tax bench-mark.

**Community Infrastructure Levy** – The October Payment has been processed and the Town Council has received £24,911.76 so far this year and the estimate for the full year is £25,500 against a budget of £65,500

**2.1.6 Financial Implications of Coronavirus Emergency** – The option to furlough staff and from November to claim from the Job Support Scheme, is restricted by the commercial income rule, so only staff in income generating departments have been furloughed. In addition, reduction in expenditure has been implemented for a range of areas and frozen the majority of recruitment. The legislation specifically excludes organisations which raise a precept, such as parish and town councils from receiving Business Rates rebates. At the moment, we do not expect there to be a significant impact on the council's financial position in 2020/2021. The biggest risk will be the Civic Centre where activities are most restricted for a longer period.

## 2.2 HUMAN RESOURCES

**2.2.1 New Starters:** We are currently seeking to appoint two Grounds Operatives at 18.5 hours per week each. Closing Date is 11<sup>th</sup> November, interviews on 17<sup>th</sup> November and proposed start date is 1<sup>st</sup> December. All other recruitment is on hold during the pandemic.

**2.2.2 Changes: Active Trowbridge** – Staff are now returning to work on flexible furlough. Chloe Johnson (Sports Coach) reduced her hours from 30 to 12.5 in September 2020.

**Civic Centre** – Staff are now on flexible furlough.

**Events** – Our events officer is on flexible furlough.

**2.2.3 Leavers: Active Trowbridge** – Aaron Cockerill will be leaving on 19<sup>th</sup> November.

## 3. TOWN COUNCIL SERVICES

Heads of Service make detailed reports to their respective committees, which are published the week before the meeting. The Council Secretary (Amanda Quick) is responsible for administering committees.

**3.1 CULTURAL & NEIGHBOURHOOD SERVICES** – Delegated to Clare Lyall, Head of Service: Cultural & Neighbourhoods, responsible for the Museum, Neighbourhood Services and our relationship with other cultural service providers in the town. The two committees next meet on 15<sup>th</sup> December.

**3.1.1 MUSEUM** – Now that operations have officially returned to the Museum they are continuing to work on the new displays and services ready to reopen the newly expanded museum, this is now scheduled for 20<sup>th</sup> February 2021.

**3.1.2 NEIGHBOURHOODS** – Our Neighbourhoods Team look after play areas, recreation grounds, bus shelters, grit bins and support the activities of Wiltshire Council in looking after our streets, including providing our own street sweeping and weed clearance services. Litter Bins and the majority of grass cutting remain with Wiltshire Council. (see **8.1.8 Service Delegation & Asset Transfer (SDAT)** below). The Neighbourhoods team have been working throughout pandemic, delivering items to the most vulnerable within the community. We are currently recruiting additional staff, due to the demands from councillors and the community.

**3.2 VENUE SERVICES** – Delegated to Juliet Weimar, Head of Service: Resources & Venues, including The Civic and Longfield Community Centre. The Civic Board is responsible for overseeing these and it met on 18<sup>th</sup> August, minutes of which are presented to this committee. The next meeting is 10<sup>th</sup> November.

**3.2.1 Longfield Community Centre** – The DVSA lease the small hall. Bookings in the main hall are now recommencing, subject to regulations.

**3.2.2 Civic Centre** – Office staff are now working Monday, Tuesday, Thursday, Friday, with Wednesday as a cleaning day. Avon & Wiltshire Partnership have also recommencing their activities. Bookings have recommenced in our conferencing facilities including vaccination sessions and entertainment schedules are being planned for 2021.

**3.3 LEISURE & INFORMATION SERVICES** – Delegated to Hayley Bell, Head of Service: Leisure & Facilities, is responsible for Active Trowbridge, Information Services and Facilities. This was covered in the weekly briefing on 9<sup>th</sup> June. The committee next meets on 8<sup>th</sup> December.

**3.3.1 Active Trowbridge** – We have been operating in schools from September and providing holiday clubs. The highlight of the past few weeks has been the installation of Beat The Street which has proved extremely popular.

**3.3.2 Information Services** – The team have been keeping the website and social media channels updated as well as supporting the community in response to the virus. They have also been kept extremely busy dealing with numerous complaints, FOI requests and other issues from one or two members of the public.

**3.3.3 Facilities** – The team are supporting community assistance and technical support for remote working, whilst managing facilities, risks and projects.

## 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 NLHF 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 building contractors Beard discussed their final account with the architects and the QS in early August and have reached agreement. This is £49,811 higher than budget for the main contract, but we expect to make savings in other aspects of the project, such as fit-out, window blinds and staff costs. We have also identified an additional cost to resolve issues with the fire alarm system in the stairwells which need to be upgraded and transferred from the old Shires managed system to one connected to our own system. This is costed at £6,000. We have recently been fortunate to receive two grant awards, of around £4,500 each. We have identified some additional storage costs which are Covid related and may be able to claim additional grant for these.

### 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** – TTC owns Woodmarsh Football Ground which sits between Boundary Walk and Axe & Cleaver Lane, North Bradley. It is leased to Trowbridge Town Football Club (TTFC) The council have received £18,644 S106 sports pitch contribution from Newland Homes. This is being managed by the town council for release to TTFC to fund their improvement and development programme.

**4.2.2 Doric Park** – TTC owns 5 acres alongside Trowbridge Rugby Football Club (TRFC) at Doric Park, Devizes Road, Hilperton. We are progressing development of the land to provide a 3G Artificial Turf Pitch (3GATP), parking, changing rooms, education facilities and gym. The cost will be around £3.2m. A requirement to secure borrowing of £2.2m is anticipated, funded from lettings income, with other funding from S106 (£555,000) and grants (£500,000) including the Football Foundation (£488,908). The planning application, has been submitted: [19/10805/FUL](#) there have been delays due to issues with the application of the Trowbridge Bat Mitigation Strategy since the application was registered which is now for Natural England to determine. We are awaiting approval from the Rugby Club for approval of access and transfer of a small strip of land, in return TTC are providing additional car-parking to TRFC.

**4.2.3 Ashton Park** – A facility is due to be provided to the west of West Ashton Road with pitches, 6 team changing rooms and carpark. Following consultation with W Ashton and N Bradley PCs TTC are leading discussion with Persimmon, trying to avoid a management company, as is very controversial at Castle Mead.

**4.2.4 Elm Grove** – The developer is proposing to enhance the Recreation Ground with new play equipment, two new junior football pitches, changing facilities and car parking.

**4.2.5 Paxcroft Mead Cricket Ground** – When the surgery extension was built on the Cricket Club Seymour practice field, a S106 contribution for cricket was made. WC has now reached an agreement with Wiltshire Cricket so that Trowbridge Cricket Club can take responsibility for upkeep and maintenance.

**4.3 PARK STORAGE UNIT PROJECT** – The new storage unit was opened at the end of September, as well as the newly opened-up area of Park where the previous storage units were located. As previously reported the project has come in over budget due to the requirement to rebuild the party wall with the Post Office yard and as a result of delays due to the pandemic. The additional cost directly related to the new build is within the contingency allocation. We expect to make savings elsewhere over the year to cover this additional cost.



## 5. CIVIC & DEMOCRATIC ACTIVITIES

**5.1 Calendar of Meetings** - Council and committee meetings normally commence at 19:00 on MS Teams. If any member of the public would like to join the meeting and ask questions please e-mail [info@trowbridge.gov.uk](mailto:info@trowbridge.gov.uk) and you will be sent a link. (There follows a table of meeting dates.)

<b>November</b>	3 <sup>rd</sup>	<b>Policy &amp; Resources (Q2)</b>
	10 <sup>th</sup>	<b>Civic Board 14:00</b>
	10 <sup>th</sup>	<b>Risk &amp; Audit 15:00</b>
	10 <sup>th</sup>	<b>Town Development</b>
	17 <sup>th</sup>	<b>Full Council</b>
	24 <sup>th</sup>	<b>No meeting</b>
<b>December</b>	1 <sup>st</sup>	<b>Town Development</b>
	8 <sup>th</sup>	<b>Leisure &amp; Information Services (Budget)</b>
	15 <sup>th</sup>	<b>Museum (Budget)</b>
	15 <sup>th</sup>	<b>Neighbourhood Services (Budget)</b>
	22 <sup>nd</sup>	<b>Town Development</b>
	29 <sup>th</sup>	<b>No Meeting - Christmas</b>
<b>January</b>	5 <sup>th</sup>	<b>Policy &amp; Resources (Budget)</b>
	12 <sup>th</sup>	<b>Town Development</b>
	19 <sup>th</sup>	<b>Full Council (Precept Setting)</b>
	26 <sup>th</sup>	<b>No meeting</b>

**5.2 Dates for your diary: Weavers Market** – Will be back in 2021

**Christmas Lights** – November, the switch on will take place but there will not be a public event.

**5.3 TWINNING** - Following the Weekly Briefing on 5<sup>th</sup> May it was approved that subject to minor amendments to be made by officers the agreement in principle will form the basis of a Service Level Agreement with each of the four Twinning Associations to allow the Council to continue paying an annual grant to each of them and contributing towards twinning activities as per the Grants Policy. We will be progressing this following the disruption caused by the pandemic and approval of the 2021 Grants Policy.

## 6. TOWN DEVELOPMENT

Committee meets: 10<sup>th</sup> November, 1<sup>st</sup> and 22<sup>nd</sup> December to consider regulatory matters consulted on by WC; planning, listed building and tree applications, road closures, traffic regulation and licensing.

### 6.1 Commercial/Mixed-use sites

**Bowers** – held a public consultation on their proposals for a residential led mixed-use development in September 2019. Application expected 2020.

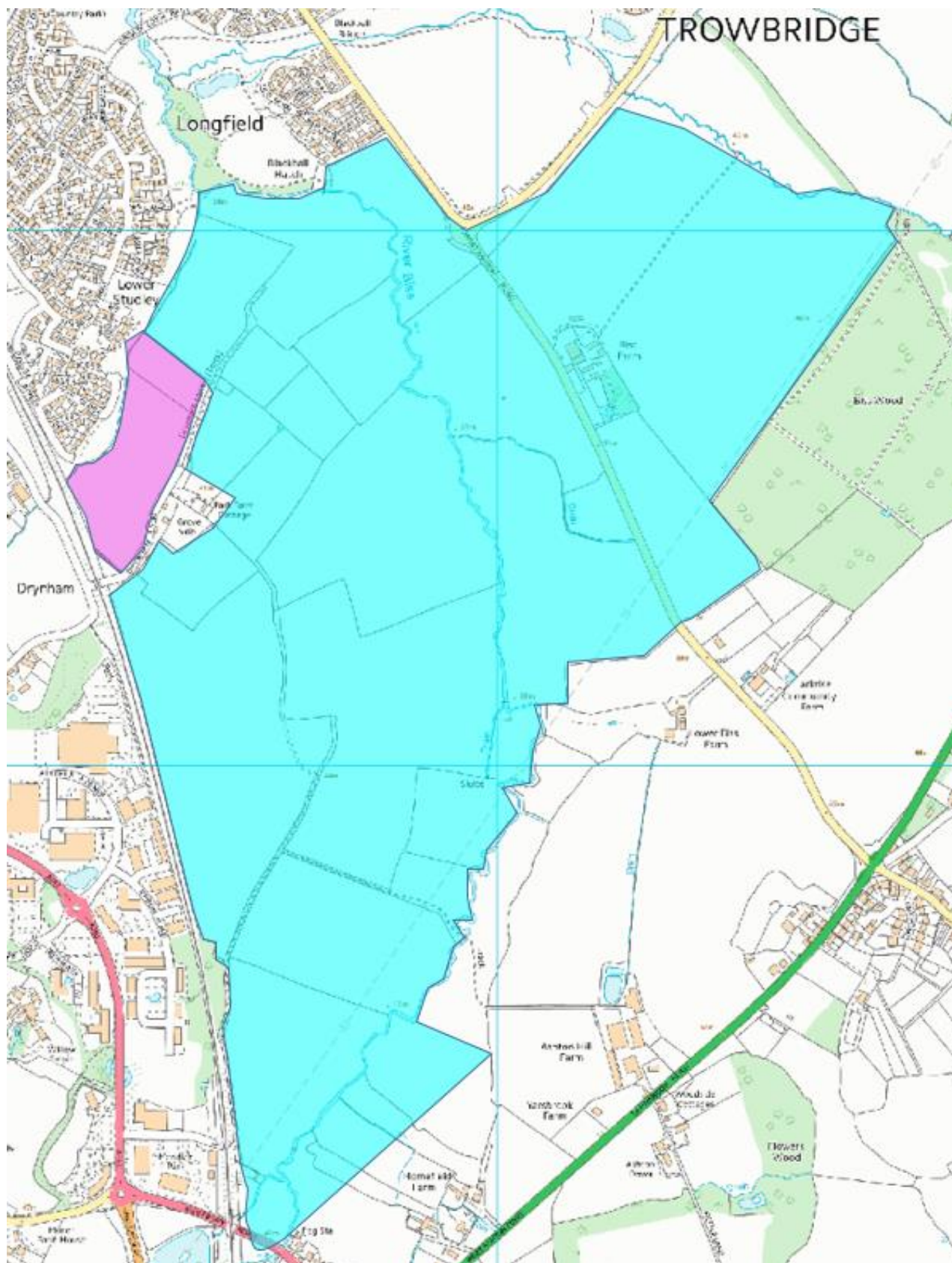
**County Hall East** – Wiltshire Council are considering options for this site following the decision by Health not to locate the new health facility on this site and its unsuitability for a swimming pool.

**6.2 Housing Sites** – Some have been 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. (The Persimmon development area is shown in turquoise on the map below.)

**Wain Homes** applications [16/00547/FUL](#) [17/12509/FUL](#) for up to 121 houses. Concerns about access and the cycling and walking network were raised. A revised application for 91 homes was recently submitted. The Town Council continues to object. (The Wain Homes development area is shown in pink on the map below.)



## B. Sites within the settlement boundary

### B1. Under Construction

**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](#) 15 homes, Polebarn Rd ([19/11802/FUL](#) for 20 homes has been refused) [20/08222/FUL](#) now applied for 18.

**Clark's Mill** – [19/09388/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, revised application now submitted.

## **B3. Applications Submitted**

**Courtfield House** – [18/04656/FUL](#) Ashford Homes a revised application for conversion and houses in the grounds has now been submitted. The Town Council has raised objections.

## **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. The new Trowbridge Care Centre should be open in 2023.

**Homefield House** – Conversion to 18 residential apartments, previous application withdrawn.

**Manvers House** – WC disposing of for conversion to 27 flats. [www.onthemarket.com/details/7316989/](http://www.onthemarket.com/details/7316989/)

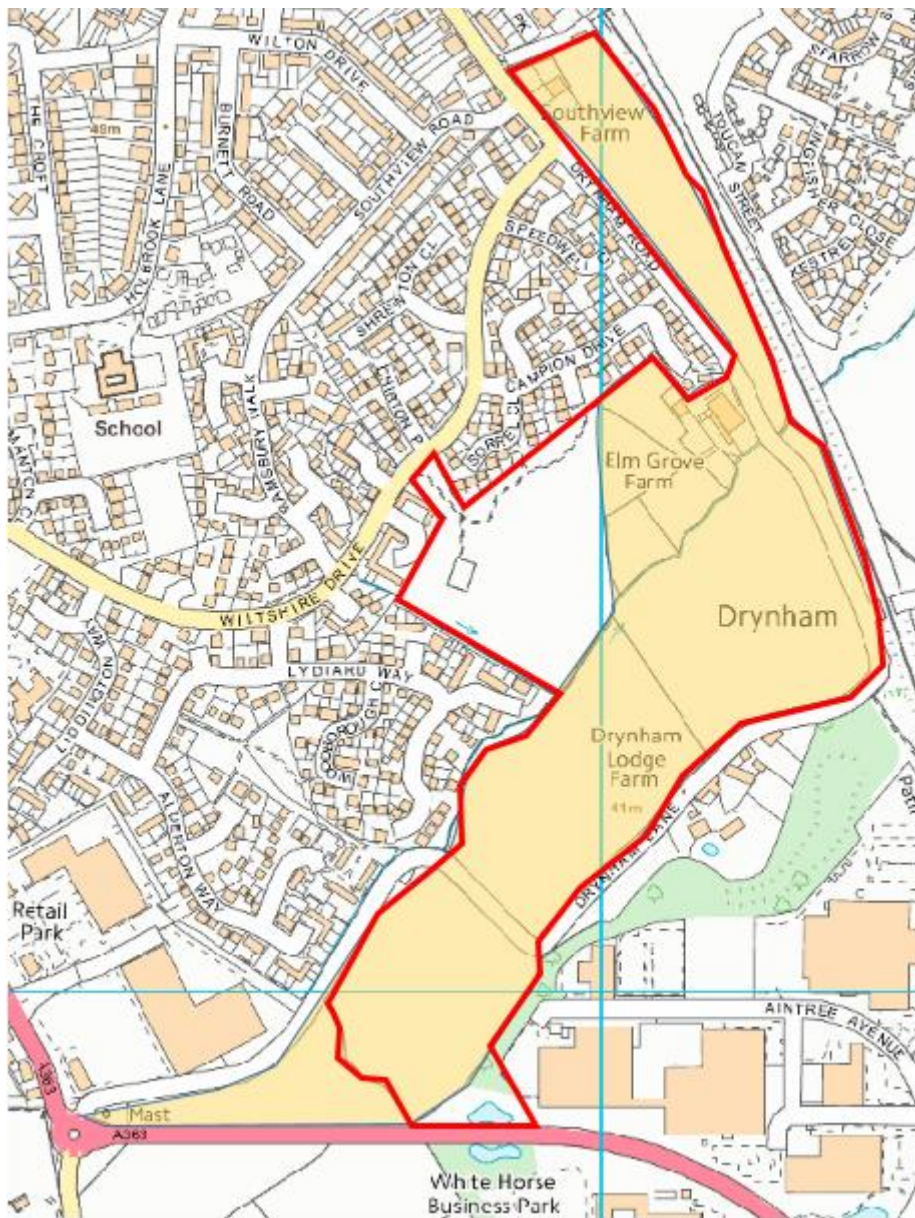
## **C. Wiltshire Housing Site Allocations Plan (WHSAP) :**

### **Elm Grove Farm H2.1**

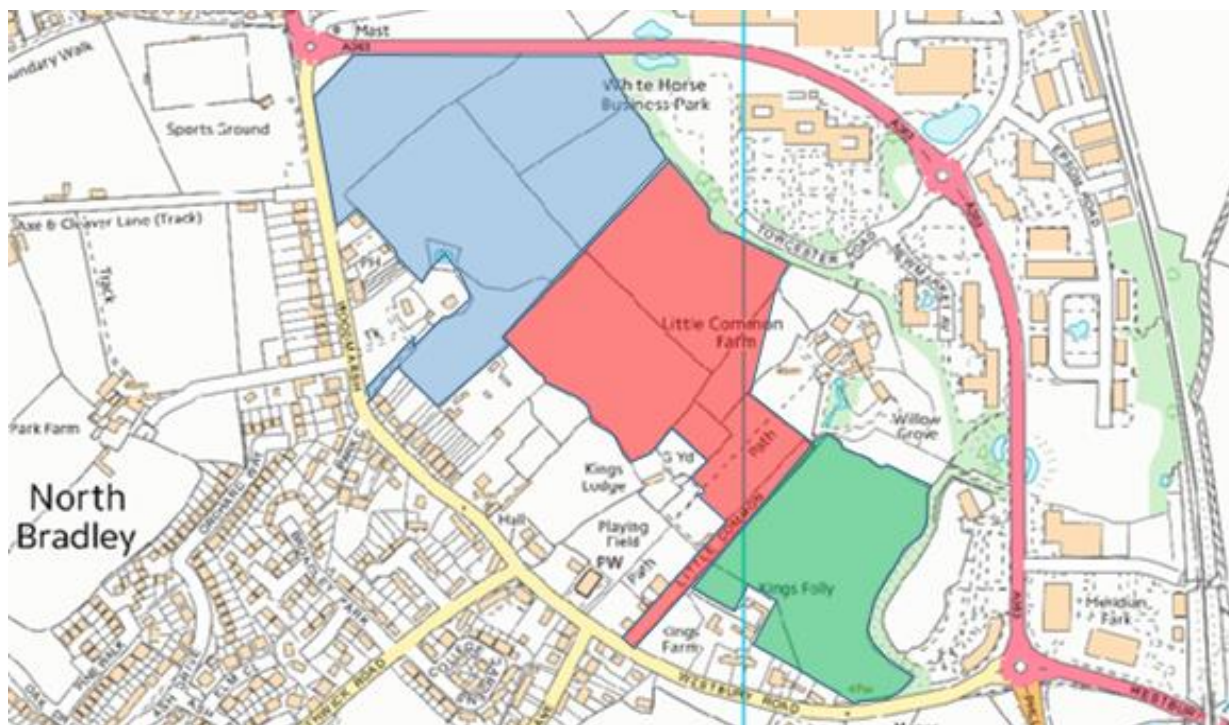
Coulston Estates, are promoting development at Drynham Lane, west of the railway for 260 houses. North Bradley Neighbour'd Plan supports this. An revised application has recently been submitted [19/11459/OUT](#). The town council raised objections to the original application because it did not provide a through route to the A363 as required by the WHSAP policy. The revised application achieves this through a small corner of the White Horse Business Park land. The map shows the development allocation in yellow and the application site in red line. The Elm Grove Recreation Ground (QEII Fields in Trust will be retained, upgraded and expanded. (There follows a map showing site 2.1.)

### **Land between White Horse Business Park & Woodmarsh H2.2**

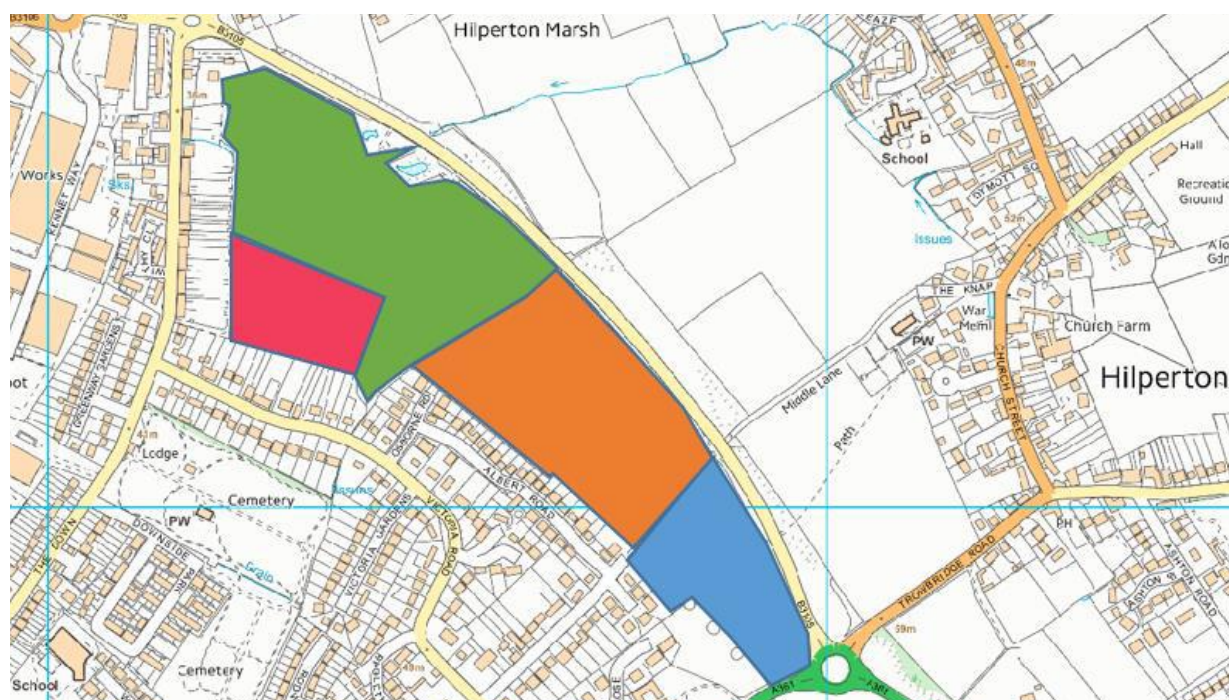
North Bradley Parish, 175 houses. North Bradley Neighbour'd Plan supports part of the site. The Town Council raised concerns related to proposals being contrary to the WHSAP. [20/03641/OUT](#) has been submitted by Castlewood Property Ventures for the blue



part including 100 homes and a 64 bed care home. TTC has raised significant objections. [20/05805/OUT](#) has been submitted by Vistry Homes for the red part for 100 houses which also raised some significant objections. The green part is expected to deliver 50 houses, totalling 250 for the whole site. (There follows a map showing the proposed development at site 2.2.)



**South West of Elizabeth Way (WHSAP H2.3)** - All of the developable area is in Hilperton Parish and is on the Trowbridge boundary. The WHSAP allocates 355 houses to the site. Current applications, and estimates suggest that around 500 houses will be permitted. The Blue area is subject to an application [20/07751/FUL](#) from Persimmon for 71 houses. The Green area is subject to a revised application for 170 houses by HGT Developm'ts/ [Framptons 16/00672/OUT](#). The Orange area is subject to a pre-application consultation for 200 houses from Barratt. The Red area has been approved by WC Cabinet for disposal and it is estimated will deliver around 62 houses. The site is supported by Hilperton Neighbourhood Plan. (There follows a map showing the proposed development at site 2.3.)



**Church Lane (WHSAP H2.4)** – Accessed off Frome Road, 45 houses, outline application [18/10035/OUT](#). This is the blue area on the following map.

**Spring Meadows (WHSAP H2.5)** – Accessed off Frome Rd; 45 houses, Newland Homes, no application yet, but the town council and local residents have been consulted on a pre-application proposal. This is the orange area on the following map.

**Southwick Court (WHSAP H2.6)** – In Southwick & North Bradley Parishes. Savills for Waddeton Park promote development between the town and Southwick Court. [www.landsouthoftrowbridge.co.uk/](http://www.landsouthoftrowbridge.co.uk/) with access off Frome Rd for 180 houses. [20/00379/OUT](#) North Bradley Neighbourhood Plan indicates approval although both North Bradley and Southwick Parish Councils have raised objections. The Town Council raised significant objections at the Town Development Committee meeting on 10<sup>th</sup> March. This is the red area on the following map. (There follows a map of sites 2.4, 2.5 & 2.6)



## D. Sites Discounted by Wiltshire Council

**Land South of Green Lane, Castle Mead Extension** – Persimmon [16/03420/FUL](#) 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 employment allocation)** - Persimmon [17/09961/OUT](#) 267 houses, school, pub and care-home between Leap Gate & W Ashton Rd. The Town Council supports the allocation of this site.

**6.3 Wiltshire Local Plan** – WC has recently accepted that it cannot fulfil its 5-year land supply requirement and that it is currently around 4.6 years, this will facilitate speculative development proposals.

**6.3.1 Housing Sites Allocation Plan (WHSAP)** – Wiltshire Council adopted the plan on 25<sup>th</sup> February, allowing applications in section C above to be determined.

**6.3.2 Trowbridge Bat Mitigation Strategy (TBMS)** – Wiltshire Council adopted the plan on 25<sup>th</sup> February, allowing applications in section C above to be determined.

**6.3.3 Wiltshire Core Strategy Review** – The Town Council considers that in order for Trowbridge to continue to grow in the period 2026 to 2036, without compromising the integrity of neighbouring villages of Hilperton, West Ashton, North Bradley and Southwick, then a review of the Green Belt to the NW & W of the town is required, potentially removing Greenbelt status from areas close to the town. One of the options being considered by WC is to allocate a greater number of new homes in future to smaller settlements such as the villages close to Trowbridge. If there is no likelihood of a Green Belt review, other options such as this will need to be considered. A significant number of new houses could be built to the south of North Bradley and Southwick in conjunction with a bypass from Philips Way to Hoopers Pool, thereby eliminating the need for a Westbury by-pass and stopping the coalescence of these two villages with Trowbridge.

Further development to the east of Hilperton may be considered (in preference to the coalescence of Trowbridge and Hilperton through development between Elizabeth Way and the village), but would probably be detrimental to the sustainable integrity of Trowbridge and its town centre, although an alternative Staverton bridge could potentially be achieved as part of any such development. Wiltshire Council may, as an alternative, need to consider that as a result of the restrictions at Trowbridge, including Green Belt and ecology then a more fundamental redistribution away from the Trowbridge area will need to be considered, either to other towns in the Housing Market Area, such as Westbury or to other Housing Market Areas, including options for new communities at Pewsey or to the south east of Devizes linked to existing and new railway stations. The government is now consulting on changes to the strategic planning system, this may result in delays to the review of the Core Strategy.

**6.4 Future High Streets Fund (FHSF)** – Wiltshire Council with Inner Circle consultants has submitted the bid to government, following engagement with the community and partners including the town council, for up to £23.7 million. We are expecting a decision shortly.

### **6.5 Neighbourhood Plans**

**6.5.1 Trowbridge** – The town council will need to consider as part of the review of Council Strategy, whether to pursue a Neighbourhood Plan or not.

**6.5.2 North Bradley** – Final consultation has been concluded prior to referendum.

**6.5.3 Hilperton, Holt and Bradford on Avon** – ‘Made’ and form part of the Local Development Plan with the policies given full weight when assessing planning applications that affect land in these areas.

**6.5.4 West Ashton** – Progressed to Regulation 14 consultation prior to referendum.

**6.5.5 Southwick** – Recently been subject to consultation.

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

**6.6 Planning White Paper** – The government has published a consultation document on its intention to change the planning system, introducing a streamlined approach to the strategic plan development timetable as well as improved design criteria. It is suggested that all areas will be zoned as Growth, Renewal & Protect. Wiltshire Council considered its response at a meeting in October and raised a number of concerns. The Town Council will need to consider carefully the zoning in advance of any formal decision, to avoid incorrect zoning by Wiltshire Council. In particular if brown field sites within the existing Settlement Boundary should be classified as Growth to ensure they come forward for redevelopment.

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

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

**7.1 Trowbridge Future (TF)** – Work with partners in other most deprived communities (Studley Green, Seymour/Adcroft & Longfield). Receive a grant from the council, utilise the Cabins at Seymour and Studley Green and operate the Shires Community Hub. Councillors may use the Hub for surgeries, contact [tcfa@trowbridge.gov.uk](mailto:tcfa@trowbridge.gov.uk). <http://trowbridgefuture.org.uk/> Wiltshire Councillor Jo Trigg is the Chair.

**7.2 David Baker Foundation** – The Council is the accountable body. They develop entrepreneurial skills of young people under GOFISH and BOOMERANG. Pat Baker is the Chair. [www.gofishteam.co.uk/](http://www.gofishteam.co.uk/)

**7.3. Wiltshire Community Foundation (WCF)** - manages Cock Hill Solar Farm Community Fund (£15k/yr). Would be happy to receive grant applications from the Trowbridge area. [www.wiltshirecf.org.uk/](http://www.wiltshirecf.org.uk/)

**7.4 Child Well-being project** – both TF and WCF are working on a project for the county’s most deprived communities. The Town Council and other partners are also involved.

**7.5 Trowbridge Town Trust** – makes grants to individuals and organisations [paulvingoe@hotmail.com](mailto:paulvingoe@hotmail.com)

**7.6 St James’ Trust** – makes grants to organisations [thetrust@stjamestrowbridge.co.uk](http://thetrust@stjamestrowbridge.co.uk)

**7.7 Chamber of Commerce** – [www.trowbridgechamber.co.uk/team](http://www.trowbridgechamber.co.uk/team) President is Kez Garner (property owner); Vice President is Pepper Barney (architect). Seeking a Secretary at the next meeting. The Trowbridge Chamber normally would meet on 1<sup>st</sup> Wednesday of each month at Leykers. The Town Council has been cooperating with the Chamber on their recent Halloween campaign.

**7.8 Trowbridge Talking News** – service for the visually impaired, TIC is the drop off point. Services have now recommenced. Some officers assist with reading, additional volunteers would be welcome, contact [info@trowbridge.gov.uk](mailto:info@trowbridge.gov.uk)

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

**7.10 Trowbridge Town Hall Trust** – operates the Town Hall & Trowbridge Arts. The Council gives them an annual grant. [www.trowbridgetownhall.com/](http://www.trowbridgetownhall.com/) David Lockwood is Director. Cllr Cavill is a Trustee. Rosemary Macdonald is the Chair.

**7.11 Wiltshire College** – The council partnering with the College to establish new courses at Doric Park.

## 8. WILTSHIRE

**8.1 Wiltshire Council - Trowbridge Area Board**, includes the parishes of Hilperton, West Ashton, North Bradley and Southwick. You can view meeting details from the link: [Meeting details](#) . The Community Engagement Manager is [Liam.Cripps@wiltshire.gov.uk](mailto:Liam.Cripps@wiltshire.gov.uk). Cllr Ernie Clark is the Chair for 2020/21.

**8.1.1 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.

**8.1.2 CATG** – The Community Area Transport Group considers safety improvements with a delegated budget, parish & town councils contribute up to 33%. Councillors and the public can submit requests for consideration for approval by the town council. The Town Clerk can provide the necessary forms.

**8.1.3 Speed Indicator Device** – The Town Council has received funding of £4888 from the Area Board for a SID to be shared out to a number of locations in each of the five Area parishes, with each parish contributing to installation fees. The device will be managed, maintained and installed by Neighbourhood Services staff at the town council. We have now purchased the SID and arranging installation on Cock Hill.

**8.1.4 Waiting Restrictions** – The majority of requests from 2011-2017 are being implemented. WC are also assessing the requests related to potential wide area and College Residents' Parking Zones (RPZ).

**8.1.5 Free Parking Days** - Free parking days have now been reallocated for 2020, to the five Saturdays before Christmas – 21<sup>st</sup> Nov to 19<sup>th</sup> December inclusive (except Broad Street). Please note that free parking is available every Saturday all day at County Hall.

**8.1.6 Pavement Licences** – Wiltshire Council has confirmed that Costa, Starbucks and CoffeeNo1 have long-standing pavement licenses and that no other applications have been received recently following easing of the application process. (NB White Hart Yard is private land). Wiltshire Council is considering whether to formalise any other currently unlicensed seating on the pavement.

**8.1.7 Service Delegation & Asset Transfer (SDAT)** – The town council has commenced street care using our own sweeper and weed-ripper. The following have already been transferred from WC:

- Town Park (2012)
- Allotments, 3 sites including garages (2013)
- Closed churchyards, 3 sites (2015)
- Grit bins (2017)
- Play areas (2019)
- Bus shelters (2019)

WC wish to commence discussions with Trowbridge in 2020. The following potential transfers have been factored in to the long-term financial plan based on an estimate of around £500,000 per annum revenue costs commencing April 2022. The Town Council would also be interested in delegation of street trading licensing. No funding is available for transferred assets and services. WC has indicated that it is only prepared to undertake further transfers on an all or nothing basis.

- Barrow operative street cleaning service
- Wednesday Market
- Recreation grounds:
  - Stallards including Judo Club, old Innnox Hall site and Bradford Road car-park.
  - Elm Grove
  - Seymour
- Paxcroft Brook open space, including Cricket Ground.
- Biss Meadows
- Litter bins and emptying service
- Grass cutting, tree maintenance and hedge trimming:
- Trowbridge Cemetery

Car-parks are classed as strategic assets by WC and therefore not up for transfer.

**8.2 Health Services** – Bath & NE Somerset, Swindon & Wiltshire Clinical Commissioning Group (BSWCCG) is responsible for commissioning 'Primary Care' services to people registered with local GPs. Their recent newsletter was circulated to councillors on 16<sup>th</sup> October.

A range of services including clinics, maternity and minor injuries are provided at 'Trowbridge Hospital'. It is currently proposed that these services will transfer to a new build facility adjacent to the hospital and Trowbridge Health Centre. A planning application has been submitted. [20/03255/OUT](#)

**8.2.1 GPs** There are two practices in Trowbridge; Lovemead Group Practice (LGP), based at Roundstone Surgery [www.roundstonesurgery.co.uk/](http://www.roundstonesurgery.co.uk/) and Trowbridge Health Centre (THC) at Seymour and Wingfield Road branch [www.trowbridgehealthcentre.com/](http://www.trowbridgehealthcentre.com/) .

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

**8.4 Wiltshire Police** – Inspector Andy Fee will be retiring soon. Sergeant Leighton Williams 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 Rough Sleeping** - If anyone is sleeping-rough reports should be made via **StreetLink** which will be passed on to the team at WC. All rough sleepers referred Council are offered a bed for the night and are required to engage with their originating local council. Some of them decide not to accept the offer.

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

**8.6 Swindon & Wiltshire Local Enterprise Partnership (SWLEP)** – No recent activity of note.

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

**8.8 Market Towns Network** – No meetings recently.

**8.9 Wiltshire Super Councils Network** – Online meetings have been taking place.

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

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

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<https://thecivictrowbridge.co.uk/>  
[www.trowbridgemuseum.co.uk](http://www.trowbridgemuseum.co.uk)

## APPENDIX A Quarter 2 Management Accounts Summary 2020/2021

**APPENDIX B 2021/2022 DRAFT budget for Democratic Services, Grants and Resources department.**

**APPENDIX C Review of Response to COVID 19 Pandemic 22nd October 2021**



Management Accounts 2020-2021 Quarter 2 - April to Sept								Trowbridge Town Council				
								Working with the Community				
								Reserves, Unspent Loans and Unspent Grants				
			Q1 actual	Q2 Actual	YTD budget	variance	Yr budget	01/04/2020	to	from	balance	Notes
<b>Museum</b>	<b>101</b>	exp	43,961	80,378	86,182	5,804	166,709					
		inc	0	9,525	7,506	2,019	20,750					
		net	43,961	70,853	78,676	7,823	145,959					
<b>Museum</b>	<b>102</b>	exp	187,403	231,798	0 -	231,798	314,958	136,782	-	-	136,782	-
<b>PROJECT</b>		inc	187,403	258,019	0	258,019	314,958					Unspent Loan now all allocated
		net	0	(26,221)	0	26,221	-					
<b>Grants</b>	<b>104</b>	exp	16,622	18,044	16,500 -	1,544	18,000					Accrued for Town Hall
<b>PROJECT</b>		inc	0	0	0	-	-					
		net	16,622	18,044	16,500 -	1,544	18,000					
<b>MUSEUM</b>			60,583	62,676	95,176	32,500	163,959					
<b>Mayor</b>	<b>202</b>	exp	1,022	1,240	5,896	4,656	16,300					
		inc	(70)	0	0	-	4,500					
		net	1,092	1,240	5,896	4,656	11,800					
<b>Information</b>	<b>269</b>	exp	27,423	56,160	70,230	14,070	139,535					
<b>Services</b>		inc	2,106	3,301	19,928 -	16,627	23,450					
		net	25,317	52,859	50,302 -	2,557	116,085					
<b>Leisure</b>	<b>203</b>	exp	40,220	40,220	10,000 -	30,220	10,000					
<b>GRANTS</b>		inc	30,220	30,220	0	30,220	-	-	30,220	-	30,220	-
		net	10,000	10,000	10,000	-	10,000					Grant for MUGAS from WASP and Selwood
<b>Leisure</b>	<b>265</b>	exp	36,440	90,081	293,809	203,728	574,926					
		inc	2,924	10,739	197,940 -	187,201	416,302					
		net	33,516	79,342	95,869	16,527	158,624					
<b>Tennis</b>	<b>267</b>	exp	461	1,622	1,102 -	520	1,900					
		inc	3,463	6,590	4,968	1,622	9,636					
		net	(3,002)	(4,968)	(3,866)	1,102 -	7,736					
<b>Doric Park</b>	<b>270</b>	exp	16,986	45,008	1,152 -	43,856	2,899,288	452,229	-	-	43,856	408,373
		inc	0	43,856	0	-	2,910,246					Unspent S106 Grant
		net	16,986	1,152	1,152	-	10,958					
<b>Woodmarsh</b>	<b>271</b>	exp	2,607	5,174	5,148 -	26	10,304	11,853	-	-	11,853	Reserve (was S106 Grant)
		inc	2,347	4,614	4,691	77	9,386					
		net	260	560	457 -	103	918					
<b>Studley Green</b>	<b>272</b>	exp	741	971	744 -	227	1,502					
		inc	972	1,945	1,944	1	3,891					
		net	(231)	(974)	(1,200) -	226	2,389					
<b>Trowbridge</b>	<b>274</b>	exp	2	824	23,000	22,176	45,600					
<b>Events</b>		inc	0	264	1,250 -	986	8,250					
		net	2	560	21,750	21,190	37,350					
<b>LEISURE</b>			83,940	139,771	180,360	40,589	313,694					

<b>Democratic</b>	<b>401</b>	exp	76,262	156,445	160,502	4,057	324,940					
		inc	0	0	0	-	-					
		net	76,262	156,445	160,502	4,057	324,940					
<b>Grants</b>	<b>403</b>	exp	19,000	19,000	19,000	-	19,000				Accrued	
		inc	0	0	0	-	-					
		net	19,000	19,000	19,000	-	19,000					
<b>Resources</b>	<b>410</b>	exp	55,509	112,610	117,366	4,756	236,146	146,022	31,250	-	177,272	General Reserves
		inc	155	179	1,548	-	1,369	-	20,000	-	20,000	Reserve for service transfers from WC
		net	55,354	112,431	115,818	3,387	233,046					
<b>P&amp;R</b>			150,616	287,876	295,320	7,444	576,986					
<b>CIL</b>	<b>420</b>	exp	0	2,796	32,750	29,954						
		inc	0	2,796	32,750	-	29,954					
		net	0	0	0	-	-					
<b>P&amp;R</b>			0	0	0	-	-					
<b>CATG Project</b>	<b>504</b>	exp	5,875	10,792	7,548	-	3,244	15,000				
		inc	1,515	6,399	0	6,399	-					
		net	4,360	4,393	7,548	3,155	15,000					
<b>Neighbourhoods</b>	<b>509</b>	exp	6,222	11,593	64,731	53,138	129,478	471	-	-	471	Reserve
<b>Recreational</b>		inc	0	(11,125)	36,738	-	47,863	73,474	11,802	-	11,802	\$106 spent/incorrectly invoiced.
		net	6,222	22,718	27,993	5,275	56,004	-	30,220	-	30,220	Grants for MUGA refurb
<b>Neighbourhoods</b>	<b>518</b>	exp	33,570	84,685	68,652	-	16,033	137,549				
<b>General</b>		inc	4,884	0	3,702	-	3,702	7,400				
		net	28,686	84,685	64,950	19,735	130,149					
<b>Closed</b>	<b>521</b>	exp	829	2,488	3,750	1,262	7,500					
<b>Churchyards</b>		inc	0	0	0	-	-					
		net	829	2,488	3,750	1,262	7,500					
<b>Town Park</b>	<b>524</b>	exp	8,002	19,065	19,368	303	38,740					
		inc	0	0	0	-	-					
		net	8,002	19,065	19,368	303	38,740					
<b>Allotments</b>	<b>525</b>	exp	121	520	492	-	28	991				
		inc	1,753	2,835	3,510	675	7,010					
		net	(1,632)	(2,315)	(3,018)	703	6,019					
<b>Neighbourhoods</b>			46,467	131,034	120,591	10,443	241,374					

Management Accounts 2020-2021 Quarter 2 - April to Sept								Trowbridge Town Council				
								Working with the Community				
								Reserves, Unspent Loans and Unspent Grants				
								01/04/2020	to	from	balance	Notes
<b>Civic Venue</b>	<b>602</b>	exp	22,445	45,327	188,471	142,823	456,956					
		inc	11,309	23,910	181,000	- 157,090	439,500					
		net	11,136	21,417	7,471	- 13,946	17,456					
<b>Longfield</b>	<b>612</b>	exp	1,721	10,218	20,058	8,308	32,586	8,000	-	-	8,000	Reserve - Longfield Maintenance
		inc	7,599	15,396	25,434	- 10,038	50,874					
		net	(5,878)	(5,178)	(5,376)	- 198	18,288					
<b>CIVIC BOARD</b>			5,258	16,239	2,095	- 14,144	832					
<b>Civic Centre</b>	<b>701</b>	exp	98,855	217,818	217,578	- 240	435,157	64,645	-	-	64,645	Reserve - Civic Centre heating
<b>Building</b>		inc	0	0	0	-	-					
		net	98,855	217,818	217,578	- 240	435,157					
<b>Museum</b>	<b>705</b>	exp	6,769	8,897	28,102	19,205	56,204					
<b>Building</b>		inc	0	0	0	-	-					
		net	6,769	8,897	28,102	19,205	56,204					
<b>Park</b>	<b>710</b>	exp	3,836	85,579	1,047	- 84,532	2,092	233,247	-	-	233,247	Unsepnt Loan - Storage Unit now spent
<b>Facilities</b>		inc	0	43,752	2,874	40,878	5,750					
		net	3,836	41,827	(1,827)	- 43,654	3,658					
<b>Facilities</b>	<b>718</b>	exp	30,074	61,039	87,220	57,146	178,302					
<b>General</b>		inc	0	0	10,542	- 10,542	21,085					
		net	30,074	61,039	76,678	15,639	157,217					
<b>Facilities</b>			139,534	329,581	320,531	- 9,050	644,920					
<b>TOTAL</b>			486,398	967,177	1,014,073	46,896	1,940,101					

Policy & Resources Budget 2020-2021		DONE 16/10		Printed	27 October 2020	
401	Democratic	Actual To Sept 19 (half year)	Actual To Sept 20 (half year)	Actuals Last year 2019/2020	Budget approved 2020/2021	Budget proposal 2021/2022
	<b>EXPENDITURE</b>					
4001	Staff-Salaries	£109,784	£113,111	£221,613	£233,239	£238,252
4002	Staff-National Insurance	£11,686	£12,342	£23,789	£25,302	£25,947
4003	Pension	£20,756	£23,724	£42,306	£48,280	£44,530
4008	Staff-Training & Development	£449	£2,907	£1,143	£895	£865
4009	Staff-Travelling Expenses	£87	£15	£98	£448	£433
4018	Investors In People	£5,210	£187	£5,325	£1,000	£1,000
4024	Subscriptions	£2,609	£2,185	£5,308	£5,100	£5,500
4028	Books and Publicatons	£12	£0	£26	£175	£175
4055	Accountancy Services	£1,625	£1,335	£4,988	£5,000	£5,000
4057	External Audit	£400	£0	£3,200	£2,800	£3,200
4064	Internal Audit	£540	£640	£1,500	£2,100	£1,700
4291	Members Expenses	£0	£0	£17,644	£100	£600
4292	Members Training	£0	£0	£65	£500	£500
	<b>Sub Total Expenditure</b>	<b>£153,158</b>	<b>£156,446</b>	<b>£327,005</b>	<b>£324,939</b>	<b>£327,702</b>
	<b>INCOME</b>					
1009	Income - Other	£0	£0	£0	£0	£0
	<b>Sub Total Income</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>
<b>401</b>	<b>Net budgeted cost (Democratic)</b>	<b>£153,158</b>	<b>£156,446</b>	<b>£327,005</b>	<b>£324,939</b>	<b>£327,702</b>

		Actual To Sept 19 (half year)	Actual To Sept 20 (half year)	Actuals Last year 2019/2020	Budget approved 2020/2021	Budget proposal 2021/2022
<b>403</b>	<b>Grants</b>					
	<b>EXPENDITURE</b>					
4701	Grants General	£8,930	£500	£8,930	£10,000	£10,750
4702	Grants Core Funded	£9,000	£0	£9,000	£9,500	£10,000
	<b>Sub Total Expenditure</b>	<b>£17,930</b>	<b>£500</b>	<b>£17,930</b>	<b>£19,500</b>	<b>£20,750</b>
	<b>INCOME</b>					
1009	Income - Other	£0	£0	£0	£0	£0
	<b>Sub Total Income</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>
<b>403</b>	<b>Net budgeted cost (Grants)</b>	<b>£17,930</b>	<b>£500</b>	<b>£17,930</b>	<b>£19,500</b>	<b>£20,750</b>

		Actual To Sept 19 (half year)	Actual To Sept 20 (half year)	Actuals Last year 2019/2020	Budget approved 2020/2021	Budget proposal 2021/2022
<b>410</b>	<b>Resources</b>					
	<b>EXPENDITURE</b>					
4001	Staff - Salaries	£46,744	£46,131	£91,356	£96,612	£96,924
4002	Staff - National Insurance	£2,207	£3,667	£5,146	£8,568	£8,611
4003	Pension	£7,958	£9,549	£16,982	£19,998	£19,094
4008	Staff - Training & Development	£235	£313	£745	£2,555	£520
4009	Staff - Travelling Expenses	£36	£0	£184	£278	£260
4020	Miscellaneous Expenses	£42	£0	£42	£0	£0
4023	Stationery	£1,272	£386	£2,046	£2,000	£1,000
4025	Insurance	£1,415	£1,250	£2,993	£3,634	£3,200
4052	Bank Charges	£69	£64	£69	£0	£0
4950	Contribution to reserves* (see summary)		£31,250			
4951	Contribution to WC asset transfer reserves* (see summary)		£20,000			
	<b>Sub Total Expenditure</b>	<b>£59,978</b>	<b>£112,610</b>	<b>£119,563</b>	<b>£133,645</b>	<b>£129,609</b>
	<b>INCOME</b>					
1001	Grants		£0	£0		
1009	Income Other	£0	£0	£0	(£100)	(£100)
1176	Inc-Precept (see summary)		(£994,721)			
1191	Income - Bank Interest	(£1,610)	(£179)	(£2,518)	(£3,000)	(£3,000)
	<b>Sub Total Income</b>	<b>(£1,610)</b>	<b>(£994,900)</b>	<b>(£2,518)</b>	<b>(£3,100)</b>	<b>(£3,100)</b>
<b>410</b>	<b>Net budgeted cost (Resources)</b>	<b>£58,368</b>	<b>(£882,290)</b>	<b>£117,045</b>	<b>£130,545</b>	<b>£126,509</b>

401	Net budgeted cost (Democratic)	£153,158	£156,446	£327,005	£324,939	£327,702
403	Net budgeted cost (Grants)	£17,930	£500	£17,930	£19,500	£20,750
410	Net budgeted cost (Resources)	£58,368	(£882,290)	£117,045	£130,545	£126,509
400	<b>POLICY &amp; RESOURCES</b>	<b>£229,456</b>	<b>(£725,344)</b>	<b>£461,980</b>	<b>£474,984</b>	<b>£474,961</b>
		<b>Cum Actuals</b>	<b>Cum Actuals</b>	<b>Actuals</b>	<b>Budget</b>	<b>Budget</b>
420	<b>Community Infrastructure Levy</b>	<b>To Sept 19</b>	<b>To Sept 19</b>	<b>Last year</b>	<b>Proposal</b>	<b>Proposal</b>
				<b>2018/2019</b>	<b>2020/2021</b>	<b>2020/2021</b>
	<b>EXPENDITURE</b>					
	Transfer to CIL reserve	£0	£2,796	£0	£0	£0
4128	CIL transfer to projects	£51,484	£0	£84,619	£65,500	£65,500
	<b>Sub Total Expenditure</b>	<b>£51,484</b>	<b>£2,796</b>	<b>£84,619</b>	<b>£65,500</b>	<b>£65,500</b>
	<b>INCOME</b>					
1107	Inc-CIL receipts (@15%) (excl from budget)	(£51,484)	(£2,796)	(£84,619)	(£65,500)	(£65,500)
	<b>Sub Total Income</b>	<b>(£51,484)</b>	<b>(£2,796)</b>	<b>(£84,619)</b>	<b>(£65,500)</b>	<b>(£65,500)</b>
420	<b>Net budgeted cost (CIL)</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>

	<b>RESERVES BROUGHT FORWARD</b>					
	<i>CIL reserve</i>		£0	£0	£0	£0
	<i>Transfers from Wiltshire Council Fund</i>			£0	£0	£40,000
	<b>General Reserves Fund</b>		£146,002	£99,273	£146,002	£208,502
	<b>sub-total</b>		£146,002	£99,273	£146,002	£248,502
	<b>RESERVES EXPENDITURE</b>					
	<i>Contribution from reserves</i>		£0	£0	£0	£0
	<b>RESERVES INCOME</b>					
2950	<i>Contribution to reserves*</i>		£51,250	£46,729	£102,500	£162,500
	<b>Net change in reserves</b>		£51,250	£46,729	£102,500	£162,500
	<b>RESERVES BALANCE CARRIED FORWARD</b>		£197,252	£146,002	£248,502	£411,002



## What went well

1. Quick decisions on community support
2. Central point of contact (Customer Service team)
3. Staff were willing to help and be adaptable
4. Welfare calls to staff
5. Home working established
6. Councillors adapted to virtual meetings well
7. Financial stability maintained
8. Social media well used
9. Community bottom -up volunteering initiatives in the town
10. Quick to adapt to new technology
11. Got the message out to the community

## What could have been better

1. IT adaptability for home working could have been better
2. Internal communications with staff (not just welfare, but job roles & responsibilities, what's happening, who's doing what)
3. Use of a third-party charity to co-ordinate volunteers (Devizes model)
4. Messaging community (other than social media) leafleting/ facebook advertising/Radio?
5. Co-ordination of risk assessments to eliminate conflicts
6. Government guidance on furlough scheme and risk assessments was confusing
7. Co-ordination with WC
8. Unable to use furloughed staff as volunteers for community assistance. In future set up third party organisation to coordinate volunteers in addition to council, which would remain as central contact point.
9. Ensuring the burden is shared amongst staff.

## What will we do if another lock-down declared

1. Much the same:
  - a. Delegate Council governance to Clerk of Council, consulting Leader of the Council
  - b. Central control point with shared cascade of responsibilities.
  - c. Financial: Check cash flow
  - d. Improve Staff internal communication

## What Actions would help in another emergency situation

1. Prepare a simple Business continuity Procedure. To clarify roles and responsibilities
2. Have a third -party town voluntary organisation to manage community support
3. Have an umbrella organisation with ability to communicate with volunteer organisations
4. Decide on level of resources required and parts of “ the day” job that could continue
5. Planned organisation for effective home working
6. Have suitable IT provision for remote working

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## Immediate Actions

1. Thank you to Staff
2. Circulate review for comment
3. Consider actions for 2021/2022 budget

Attendees: Cllr Antonio Piazza, Cllr Steve Oldrieve, Hayley Bell, Juliet Weimar, Lance Allan  
Notes summarised by Steve Oldrieve 27/10/2020

## MINUTES

### At a meeting of the Policy & Resources Committee on MS TEAMS on Tuesday 3<sup>rd</sup> November 2020

Present: Councillors: Bates, Brice (Vice-Chair), Bridges, Cavill, Fuller, Halik, Hoar, King (Substitute for Drewett), Palmen (Chair) & Whiffen.

In attendance: Cllr Kirk, Cllr Piazza, Wiltshire Cllr Trigg.

Officers: Mr L Allan (Town Clerk/RFO), Mrs A Quick (Minutes), Mrs J Weimar (Head of Resources & Venues).

Public: 3

Press: 3

#### 3190 **APOLOGIES**

**RESOLVED** to approve apologies from Cllr Drewett (substituted by Cllr King).

#### 3191 **MINUTES**

a. **RESOLVED** to approve as a correct record the Minutes of the meeting held on 1<sup>st</sup> September 2020.

b. *There were no questions.*

#### 3192 **DECLARATIONS OF INTEREST**

There were no Declarations of Interest not already included on the Register.

#### 3193 **CHAIR'S ANNOUNCEMENT**

Cllr Palmen wished Cllr Drewett all the best with his recovery.

#### 3194 **OPEN FORUM**

**The committee considered** questions from the public.

Mr. Mitchell referenced the minutes on the multi-storey car park. In return for historical developments in Trowbridge, such as Tescos needing a route for an access road which encroached into Trowbridge Park, it was believed that 100 years free parking would be made available.

Mr. G Baker (Nub News) asked if live feed would be allowed for these meetings? Cllr Palmen responded that there would be no problem with this but it is proposed to amend Standing Orders regarding what may be done with any recordings made.

Mr. Jubbie stated it would be controlling freedom of speech if Standing Orders are brought in to limit use of recordings. Cllr Palmen stated it wouldn't be a law therefore may not be enforceable.

Mr. Jubbie stated legal action can be taken by the public if they are upset by any recordings, photos etc. It was asked if any precedent had been set in other councils? Cllr Palmen explained that there are examples of this in other councils but this will be discussed at the agenda point.

Mr. Allen asked if the new Standing Order will apply to Councillors? Cllr Palmen believes yes this would include Councillors. The Town Clerk advised that yes it would include everyone.

Mr. G Baker stated that Trowbridge Nub News would only be streaming live meetings, not using or editing recordings.

#### 3195 **TOWN CLERK'S REPORT**

The Town Clerk ran through the P&R Report and in particular.

**1.1 CGR** – Decision was taken by WC on 9<sup>th</sup> September. From 1<sup>st</sup> April 2021 the new town boundary will include all of the new Drynham division and all of the new Park division, transferring areas from North Bradley.

**1.2 Coronavirus Emergency** – Further restrictions will be applied from Thursday morning. TTC is working with other groups in the town. Cllr Piazza thanked Cllr Oldrieve and Officers for the Covid emergency meeting which was successful and productive.

**2.1.1 Grants** - Deadline for applications was extended to September. Applications will be discussed formally at next P&R. Cllr Piazza asked when grants would be issued? Town Clerk confirmed normally it would be in July but this year it will be left until January before we made the decisions at committee.

**2.1.2 Annual Accounts** – Annual Accounts are still with the auditor which should be complete by the end of November. No members of the public asked to see the accounts for the last 5 years.

**2.1.6 Financial Impact of Coronavirus** – Employees will remain on Furlough this month with new restrictions. Cllr Piazza is concerned about the lack of Council Tax payments due to job losses. Town Clerk confirmed WC will confirm any Council Tax Base reduction tomorrow which will be taken into account in the budget. These figures will be circulated tomorrow. Cllr Kirk asked if we have any reserves to cover any reduction in Council Tax payments? Town Clerk confirmed reserves are lower than they should be but we would have some available if required to prevent cutting services. Cllr Fuller stated we have received our full precept for this year. Cllr Hoar asked if raising the precept was to increase the reserve for future expected commitments? Town Clerk confirmed yes this is correct, we added £40k into the general reserve and have already allocated £20k of this at half year and have added £60k to additional reserves for additional assets and services from WC. We have a plan to increase our reserves up to 3 months of revenue expenditure. Including to allow for taking on assets and services from WC which will cost an additional £500k per year.

**2.2 Human Resources** – We are seeking to recruit 2 x part time groundsmen, interviewing next week in accordance with restrictions (i.e. online interviews). Cllr Kirk asked if our commercial activity contracts need to be amended in terms of flexible working, pension contributions etc? Town Clerk stated that there haven't been any decisions made about taking on staff from contractors. Cllr Palmen highlighted that 3<sup>rd</sup> party contractors still have to make pension payments. Town Clerk confirmed that TTC & WC both currently contract out services. When transferred to TTC the decision can be made if we want to continue contracting out services or take these on in-house, depending on flexibility, costs etc. Cllr Kirk is concerned about the difference in pension contribution. Town Clerk stated that Id-Verde haven't made us aware of their pension contribution.

**3.1.1 Museum** – We have made some savings on capital items which we now realise are not required. The current estimate is that the museum will open March/April 2021. Cllr Kirk asked if museum staff will be fully utilised if museum is not opening until spring? Town Clerk confirmed staff and volunteers are very busy unpacking items. Restrictions on volunteers and staff separating into 2 groups has extended the tasks.

**4.2 Sports Pitches Projects** – Not much progress on Doric Park, still no confirmation on planning. Cllr Fuller asked about the Rugby Club AGM. Town Clerk confirmed that they are having some difficulty arranging a virtual AGM but are working to resolve this.

WC haven't been able to progress with Paxcroft Mead Cricket Club.

**5.1 Calendar of meetings** – Calendar invites have been issued up to June 2021, due to continue on MS TEAMS.

**6 Town Development** – Additional maps have been included in the report. Cllr King asked about the Capita Building at Manvers House. Town Clerk confirmed the application has been increased from 18 flats to 27 flats and 27 car parking spaces.

**Site Allocation Plan** – Elm Grove access into the site from the south is required. Cllr Piazza asked about the master plan involving the development of a community hub. What are the plans for the pitch itself? Town Clerk confirmed that WC want TTC to take it over and it will then be up to the council how they want to use it.

We are working with North Bradley and some representative from TTC need to be available to meet with them to discuss plans. There is a proposal to extend the burial ground which N. Bradley are willing to take management of. There is a derelict barn which potentially could be converted.

WC is currently reviewing its core strategy which is likely to undergo consultation in January. WC responded to the planning white paper.

**7 Trowbridge Partnerships** - Cllr Trigg is now Chair of Trowbridge Future. Rosemary Macdonald is the new Chair of Trowbridge Town Hall Trust. Cllr King asked when we will know about the Future High Streets Fund? Cllr Palmen stated we are waiting for further information from the Government.

**8.1.7 Service Delegation & Asset Transfer** – We expect that WC will want to discuss this with TTC in the future.

Cllr Brice asked about the Primary Care Centre. Town Clerk stated we are still waiting for a planning update.

## 3196 **COVID PANDEMIC (Report Item 1.2 and APPENDIX C)**

**The committee considered** the report of the review into the council's response during lockdown.

Cllr Halik stated it is good, thorough report but was concerned that we were going to repeat what was done before. It is evident that the 2 points made should be addressed immediately which seems to have been dealt with. Cllr Whiffen asked for his name to be put forward to assist in the 2<sup>nd</sup> lockdown, collecting prescriptions etc. Cllr Brice asked if any voluntary organisations are available? Town Clerk stated we are in communication with Trowbridge Future. Furloughed staff will be allowed to volunteer for this group as they are not allowed to volunteer for TTC according to HMRC rules.

**RESOLVED: That the committee notes the report and approves the actions suggested.**

## 3197 **PUBLIC TOILETS**

**The committee considered the report and Recommendation.**

The Town Clerk stated that the previous resolution indicated we would take action in 2021. Planning ahead is required to provide a specification which can be circulated to contractors for assessment.

Cllr Kirk asked if there is a figure in mind for building these toilets or do we need a full survey to determine this? Cllr Palmen stated we need a survey to investigate this accurately.

**RESOLVED: That the council allocates £1950 from reserves to commission Healthmatic to undertake a survey, to issue designs and the specification for the construction of Public Toilets with the allocated area at The Civic Centre as approved at the Policy and Resources Committee Meeting on 1<sup>st</sup> September 2020 which can then be used to obtain quotations for the work from builders following the council's procurement processes.**

## 3198 **MANAGEMENT ACCOUNTS (Report Item 2.1.3 and APPENDIX A)**

**The committee considered** the Summary Management Accounts 2020/2021 Quarter 2 and the detailed committee accounts.

Overall £46,896 better than budget at the half year point, which we hope to be similar at end of year.

Cllr Halik asked if we can have the total amount that we received as furlough payments? Town Clerk agreed that we can report this separately on a monthly breakdown, Juliet will arrange this.

**RESOLVED: That the committee notes the report.**

## 3199 **BUDGET 2021/2022 (Report Item 2.1.5 and APPENDIX B)**

**The committee considered the draft budget for the committee areas of responsibility for 2021/2022.**

**Democratic** – First budget is showing a slight increase of £320k. There is a pension contribution reduction as it goes down by 1% next year, with a further reduction the following year.

**Grants** – potentially some slightly higher figures in due to impact of Covid on the community.

**Resources** - There is a small saving on the current year's budget due to a reduction in stationery costs. Online committee meetings have improved this.

**CIL** – The same figure as this year’s budget (£65,500). Possibly optimistic if developments do not occur at the same rate. Cllr Halik asked how many house this is based on? Town Clerk suggested it would equate to approx.. 150 houses. Based on current applications we are looking at approx. 300 houses per year in future which will increase our CIL to over £100,000 per annum. Cllr Halik asked what is the % salary increase we have budgeted for against what the Government have proposed? Town Clerk confirmed it is 1% which might be optimistic. Juliet will provide this information. [Later confirmed current figures are based on 2%.]

**RESOLVED: The Committee approves the draft budget which will be adjusted prior to further consideration at the January meeting.**

## 3200 **PAYMENT OF ACCOUNTS**

**RESOLVED to approve the payments and receipts since the last meeting:**

	<u>Payments</u>	<u>Receipts</u>
<b>August</b>	<b>333,171.88</b>	<b>127,411.35</b>
<b>September</b>	<b>560,699.35</b>	<b>1,019,085.63 (includes precept)</b>

## 3201 **STANDING ORDERS**

The committee reviewed and approved revised Standing Orders;

### **a. Recording Of Meetings –**

*A7.8 A person may not edit the film, recording or photographs in a way that could lead to misinterpretation of the proceedings. This includes editing an image or views expressed in a way that may ridicule or show a lack of respect towards those being photographed, recorded or filmed.*

Town Clerk highlighted that this new Standing Order only relates to recordings of proceedings of the council, not other activities. UK Parliamentary rules were stated for comparison. A discussion was held between Councillors, members of the public and press.

Cllr Kirk questioned that you can’t determine how much of a clip someone is allowed to publish.

Cllr Hoar highlighted that context is key to ensure Councillors are held to account.

Mr. Jubbie highlighted that online content is already present to ridicule politicians out of context. There is no right to prevent freedom of speech therefore is not enforceable.

Mr. Allen has been following this on social media and believes it has been blown out of proportion and what is proposed is reasonable. Cllr Palmen stated it done by other Councils, including Wiltshire Council. Cllr Fuller welcomes this inclusion.

Cllr Piazza suggested we make the same statement that WC make stating those making any recordings are responsible for their actions.

Mr. G Baker stated that Nub News is only requesting that they are allowed to live stream. The only way to control this is to request that cutting of recordings is not allowed. Cllr Hoar doesn’t understand why anyone would have a problem with this as any member of the public would want to see a factual representation of council meetings.

Mr Cave (The Broadcast Check) has live streamed many council meetings and he asked for any examples of videos which have directly misinterpreted council proceedings. Cllr Palmen stated that Mr Cave can make a complaint about Cllrs if he feels this is necessary.

**b. Motions requiring notice** - *A9.1 Except as provided by these Standing Orders, no motion may be moved unless the business to which it relates has been put on the Agenda by the Proper Officer or the mover has given notice in writing of its terms and has delivered the notice to the Proper Officer at least seven clear days before the next meeting. Clear days do not include the day of the notice or the day of the meeting, a Saturday, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.*

**c. Code of Conduct** - *A25.2 If the Proper Officer receives a complaint that a councillor or non-councillor with voting rights has breached the council’s code of conduct the Proper Officer will refer the complaint to the Monitoring Officer of Wiltshire Council.*

*A25.4 If the Proper Officer considers that there are staff, employment and legal issues related to the complaint then, in addition to reporting the complaint to the Monitoring Officer, the Proper Officer will, subject to standing order A18 above, include a report of the matter on the agenda for the first available full council meeting.*

Cllr Cavill asked whether WC Monitoring Officer have ever found in favour of the complainant?

Cllr Palmen can find this out. Cllr Kirk stated that the Proper Officer can only be referred to the Mayor, is there an alternative to this? Councillors can be referred to the monitoring officer.

Town Clerk stated that the situation is the same as in business in that there is a maximum seniority level for complaints e.g. Board of Directors.

Cllr Piazza asked whether it is necessary to state complaints on agendas? Town Clerk stated yes as it would need to be discussed by the council or committee with full transparency if required. Cllr Palmen believes the Standing Order modifications would help to protect staff if there are any serious issues. Cllr Kirk agreed that it is sensible if complaints go straight to the monitoring officer. His only concern is if there is a problem with the administration you only have the Mayor to turn to, as there have been issues with members of staff posting inappropriate content online.

**RESOLVED: That the committee recommends to Council that the changes to Standing Orders are approved.**

A recorded vote was taken which was carried unanimously.

### **3202 MEDIA RELEASES**

- a) Poppy sales in the Shires.
- b) Supporting the community during 2<sup>nd</sup> Covid lockdown.

Town Clerk stated that it is not recommended that the Council posts its own meetings online and that the minutes are the only official record.

### **3203 DATE OF NEXT MEETING**

Tuesday 5<sup>th</sup> January 2021 on Microsoft MS TEAMS.

The Meeting closed at 21.12

Signature.....Dated.....

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## **Trowbridge Child Wellbeing Partnership**

### **Background**

The Partnership was initiated in December 2018 by the then Community Engagement Manager as a response to national data indicating a significant increase in the number of children living in poverty. It then lapsed and was revived in June 2019 by Trowbridge Future. For the Partnership, a child is defined as being from 0 to 18. The intention is that it should act as a strategic body bringing together Wiltshire Council, Trowbridge Town Council and the voluntary sector to develop strategies and projects to address child poverty in Trowbridge. The Partnership does not wish to become a formal working group of the Area board but would like to be a partner and report regularly to the Board.

### **Purposes of the Partnership**

1. To bring together groups and organisations with a responsibility or interest in improving child wellbeing in Trowbridge with a particular initial focus on Studley Green, from the public, private and voluntary sectors.
2. To be aware of what the data shows about the nature of child wellbeing in Trowbridge and the current trends.
3. To share information on existing projects and activities related to child wellbeing in the town.
4. To engage local residents in developing a strategy for improving child wellbeing in Trowbridge identifying
  - a. geographical areas of need.
  - b. the aspects that are most acute and those where action can have the biggest impact on child wellbeing
  - c. current gaps in provision
  - d. potential actions and projects to address these issues
5. To identify a process to engage local residents fully in the strategy and its implementation.
6. To identify sources of funding to provide the capacity to implement the strategy.
7. To develop a process of evaluation to assess the strategy's impact.

### **Membership**

Current membership includes the Community Engagement Manager, Local Area Coordinator, Town Clerk, Head of Active Trowbridge, a Town and Unitary Councillor, Selwood Housing, Trowbridge Schools Collaborative, Studley Green children's Centre, Wiltshire Council Family Learning, the Health Visitor Team, Trowbridge Future, Youth Action for Christ, Studley Green Primary School, Trowbridge Town Hall and it is continuing to expand its membership. It also has the support of Wiltshire Community foundation.

### **Relationship with the Local Youth network**

After discussion with the Community Engagement Manager and to avoid duplication the LYN has merged with the partnership. The LYN has a tighter focus on the age range 11-18 and can discuss grants of public money.

**Current Focus**

Drawing on the work done in Leeds, Newcastle, Bristol and UNICEF the groups current focus is on creating a Child Friendly Trowbridge. It has created a short draft, vision statement for this which is attached. The next stage is to engage young people in the discussion of the vision. Once this has been done the partnership intends to bring the vision to the Area Board and the Town Council for endorsement.

Colin Kay  
Chair of Trowbridge Child Wellbeing Partnership  
November 2020

## **Child Friendly Trowbridge**

Trowbridge – a town where no child is left behind – where young people are supported to be actively involved in envisioning the future of their community

### **Principles**

All children experience...

Safety, from harm and feel safe

Inclusion, through experience of a diverse range of activities

Trusting and respectful relationships, with each other and their communities in which all are valued equally

Hope, and have high aspirations for their future which they are supported to achieve

Involvement in local decision-making and leadership

An environment that fosters health and wellbeing

### **Features...**

We will do this by...

Adopting a whole town approach

Developing leadership capacity in children and young people

Co-producing solutions, and increasing youth involvement in local decision-making

Building resilience through measured risk-taking

Placing a strong emphasis on health and wellbeing

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# Agenda Item 8a

<b>Report to</b>	Trowbridge Area Board
<b>Date of Meeting</b>	26/11/2020
<b>Title of Report</b>	Community Area Grant funding

Provisional Figures	Area Board Grants Budget	H&WB Fund	LYN Fund
Opening balance 2020/21	£70,110.00	£7,700.00	£29,923.00
Grant Applications Awarded to date	£8,696.00	£2,000.00	£4,360.00
Current Balance	£61,414.00	£5,700.00	£25,563.00
Balance if all grants are agreed at this meeting	£49,753.00	£3,275.00	£15,363.00

## Purpose of the report:

To consider the applications for funding listed below

Applicant	Amount requested
<b>Applicant:</b> HELP Counselling Services <b>Project Title:</b> Tablets for Online Counselling  <a href="#">View full application</a>	£675.00
<b>Applicant:</b> Trowbridge Town Hall Trust <b>Project Title:</b> Trowbridge community cinema  <a href="#">View full application</a>	£9546.00
<b>Applicant:</b> Wiltshire Rural Music <b>Project Title:</b> COVID-19 Preparations at the Hub  <a href="#">View full application</a>	£1750.00
<b>Applicant:</b> Trowbridge Environmental Community <b>Project Title:</b> Blue Heart Campaign  <a href="#">View full application</a>	£1115.00

<p><b>Applicant:</b> Free Range Cafe  <b>Project Title:</b> Christmas Lunch for Trowbridge</p> <p><a href="#">View full application</a></p>	<p>£1000.00</p>
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## 1. Background

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

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

## 2. Main Considerations

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

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

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

## 3. Environmental & Community Implications

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

## 4. Financial Implications

Financial provision had been made to cover this expenditure.

## 5. Legal Implications

There are no specific legal implications related to this report.

## 6. Human Resources Implications

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

## 7. Equality and Inclusion Implications

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

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

## 8. Safeguarding Implications

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

## 9. Applications for consideration

Application ID	Applicant	Project Proposal	Requested
<a href="#">3857</a>	HELP Counselling Services	Tablets for Online Counselling	£675.00
<p><b>Project Description:</b> HCS has continued its work throughout lockdown at one point we were the only organisation providing counselling in the whole of Wiltshire for 6 weeks. We have counselling through Zoom and Telephone throughout and we have been a lifeline to hundreds of local people. However we are having so tech issues. Many of our volunteers are using devices for online counselling which crash in the middle of sessions. Now that it looks like online counselling will have to continue for a significantly longer time we need to resolve this issue asap. We would like to purchase 4 tablets to help us continue our work. We also believe that these will be invaluable for years to come. Whilst we didnt do remote counselling before lockdown we see that this way of working will be indispensable it means we can increase the amount of people who may have been unable to come to our premises like disabled elderly carers lone parents and those of limited income.</p> <p><b>Input from Community Engagement Manager:</b> Application meets criteria and should be considered by Trowbridge Area Board.</p>			
<p><b>Proposal</b> That the Area Board determines the application.</p>			

Application ID	Applicant	Project Proposal	Requested
<a href="#">3872</a>	Trowbridge Town Hall Trust	Trowbridge community cinema	£9546.00
<p><b>Project Description:</b> This funding will enable us to fit out the Supper Room at Trowbridge Town Hall as an independent community cinema. It will be used to match fund the British Film Institute BFI to put on weekly film nights between November 2020 and August 2021. Owning the equipment is essential to keep ticket costs low increasing access and to making the programme self-sustaining from autumn 2021 onwards. The equipment will be made available to community groups and residents associations across the Trowbridge Area to put on their own film nights in neighbourhood community centres. This will be free of charge.</p> <p><b>Input from Community Engagement Manager:</b> Application exceeds the usual maximum grant of £5,000 to which the applicant is aware. The application meets the criteria for capital grant funding although consideration needs to be given to the funding amount should money be awarded.</p>			
<p><b>Proposal</b> That the Area Board determines the application.</p>			

Application ID	Applicant	Project Proposal	Requested
<a href="#">3884</a>	Wiltshire Rural Music	COVID-19 Preparations at the Hub	£1750.00
<p><b>Project Description:</b> Our creative hub in Trowbridge is a vibrant and busy venue which is home to a range of ensembles and groups which hire space to run music sessions throughout the month. Their members come from a broad range of ages social background and abilities most of whom live locally. COVID-19 social distancing brought in by the Government and Public Health England have drastically reduced our ability to accommodate visiting groups and members. We are working hard to make this space safe for staff and visitors with PPE equipment signage and installation of double glazing to improve air flow</p> <p><b>Input from Community Engagement Manager:</b> Application meets the criteria for capital funding.</p>			
<p><b>Proposal</b> That the Area Board determines the application.</p>			

Application ID	Applicant	Project Proposal	Requested
<a href="#">3885</a>	Trowbridge Environmental Community	Blue Heart Campaign	£1115.00
<p><b>Project Description:</b> This project will engage with members of the public on the Blue Heart Campaign which focuses on areas of land in gardens public open spaces or road verges that are left or enhanced for wildlife. Many wildlife meadow trials in Trowbridge have very little engagement as to why it is happening we seek to fill that gap by running family events to create their own blue heart for their own garden. We will then create our own wildflower patch in Trowbridge and run a series of talks and events demonstrating the benefits of reduced mowing and wildflower enhancements for wildlife.</p> <p><b>Input from Community Engagement Manager:</b> The application is a mix of capital and revenue money, the applicant is aware that the Area Board will only fund the capital element of the application. Match funding is in place for the remainder.</p>			
<p><b>Proposal</b> That the Area Board determines the application.</p>			

Application ID	Applicant	Project Proposal	Requested
<a href="#">3946</a>	Free Range Cafe	Christmas Lunch for Trowbridge	£1000.00
<p><b>Project Description:</b> We would like to fill the gap left by county hall this year and provide a Christmas lunch for the needy in Trowbridge. We have a great space with our cafe in the</p>			



Town Hall and extra rooms so that social distancing can be adhered to. Christmas is a crucial time for the old homeless and needy. This year more than ever they need their community to provide them some joy and support.

**Input from Community Engagement Manager:**

Application submitted after confirmation from Wiltshire Council that there will be no provision at County Hall this 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

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## Grant Applications for Trowbridge on 26/11/2020

ID	Grant Type	Project Title	Applicant	Amount Required
3857	Health and Wellbeing Grant	Tablets for Online Counselling	HELP Counselling Services	£675.00
3872	Community Area Grant	Trowbridge community cinema	Trowbridge Town Hall Trust	£9546.00
3884	Health and Wellbeing Grant	COVID-19 Preparations at the Hub	Wiltshire Rural Music	£1750.00
3885	Community Area Grant	Blue Heart Campaign	Trowbridge Environmental Community	£1115.00
3946	Health and Wellbeing Grant	Christmas Lunch for Trowbridge	Free Range Cafe	£1000.00

ID	Grant Type	Project Title	Applicant	Amount Required
3857	Health and Wellbeing Grant	Tablets for Online Counselling	HELP Counselling Services	£675.00

**Submitted:** 09/09/2020 13:52:43

**ID:** 3857

**Current Status:** Application Appraisal

**To be considered at this meeting:**

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

Health and Wellbeing 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?**

Tablets for Online Counselling

**6. Project summary:**

HCS has continued its work throughout lockdown at one point we were the only organisation providing counselling in the whole of Wiltshire for 6 weeks. We have counselling through Zoom and Telephone throughout and we have been a lifeline to hundreds of local people. However we are having so tech issues. Many of our volunteers are using devices for online counselling which crash in the middle of sessions. Now that it looks like online counselling will have to continue for a significantly longer time we need to resolve this issue asap. We would like to purchase 4 tablets to help us continue our work. We also believe that these will be invaluable for years to come. Whilst we didnt do remote counselling before lockdown we see that this way of working will be indispensable it means we can increase the amount of people who may have been unable to come to our premises like disabled elderly carers lone parents and those of limited income.

**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 8BE

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

Health and wellbeing

Our Community

Safer communities

If Other (please specify)

**10. Finance:**

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

**Your latest accounts:**

04/2019

**Total Income:**

£51571.00

**Total Expenditure:**

£47432.00

**Surplus/Deficit for the year:**

£540.00

**Free reserves currently held:**  
**(money not committed to other projects/operating costs)**  
 £14000.00

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

That is what we used going into 2020/2021 and as you may understand we have seen 2 funders had to pull grants and more costs to enable us to continue 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		£1396.00		
Total required from Area Board		£675.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
4 Tablets	1396.00	We hope from TAB		0.00
<b>Total</b>	<b>£1396</b>			<b>£0</b>

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

No

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

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

This project would provide our volunteers the technology they need to continue working with often very vulnerable clients. We have been supporting an increased number of Domestic Abuse victims elderly disabled isolated and suicidal clients in the last 6 months. The tablets would help to provide an uninterrupted and clear session to dozens of clients in the coming year especially through winter. However we do understand that TABs funds must also be stretched and we don't want to ask for more than necessary. Each tablet is 349 have chosen good quality tablets that will last. Knowing from personal experience of buying cheap ones they often break and underperform as a bare minimum we really need 2. 4 is the ideal but we would make it work with 2 and hopefully seek funding from elsewhere.

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

We worked with 312 people last year and we have made a massive difference to real peoples lives. All clients are asked to measure 8 key areas of their lives. This is done at the start of counselling and at the end. The results below show considerable increases in all aspects of their lives. These large improvements over a relatively short 4 to 5-month period create a solid base to continue building their personal self-awareness and growth. Through

this feedback we see that our clients feel more in control of their lives and become more active healthy and engaged. One client wrote My counsellor was so gentle and helped me to talk about some very painful feelings whilst making me feel safe. Improved feelings in Career Vocation 20 Improved Feelings of Anxiety and Depression 30 Increased Physical Health 20 Improved Self Esteem, Self-worth 40 Greater Personal Activities, Hobbies and Interests 10 Improved Relationships Friends and Colleagues 10 Improved Personal Relationships Partner and Children 30 Improved Family Relationships Parents and Siblings 10

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

All of our volunteers and staff are training in our safeguarding of vulnerable persons policy as well as requiring an DBS. Our policy is reviewed regularly as well as providing regular continued professional development training for our counsellors. Additionally we follow a strict ethical framework laid down by our professional governing body BACP. Additionally all volunteers and staff are supported with one to one clinical supervision which not only ensures that as counsellors we are working safely but also supports counsellors in often difficult work.

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

This is a one off project

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

**18. DECLARATION**

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

**Quotes:**

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

**Accounts:**

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

**Constitution:**

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

**Policies and procedures:**

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

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

**And finally...**

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

3872	Community Area Grant	Trowbridge community cinema	Trowbridge Town Hall Trust	£9546.00
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**Submitted:** 16/09/2020 15:57:07

**ID:** 3872

**Current Status:** Application Appraisal

**To be considered at this meeting:**

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

Community Area Grant

**2. Amount of funding required?**

£5001+

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

No

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

Trowbridge community cinema

**6. Project summary:**

This funding will enable us to fit out the Supper Room at Trowbridge Town Hall as an independent community cinema. It will be used to match fund the British Film Institute BFI to put on weekly film nights between November 2020 and August 2021. Owning the equipment is essential to keep ticket costs low increasing access and to making the programme self-sustaining from autumn 2021 onwards. The equipment will be made available to community groups and residents associations across the Trowbridge Area to put on their own film nights in neighbourhood community centres. This will be free of charge.

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

Trowbridge

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

BA14 8EQ

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

Leisure and Culture

If Other (please specify)

**10. Finance:**

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

**Your latest accounts:**

03/2020

**Total Income:**

£252066.37

**Total Expenditure:**

£194225.18

**Surplus/Deficit for the year:**

£57841.19

**Free reserves currently held:**

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

£88000.00

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

Due to Covid the organisations income has decreased significantly due to room hire decreasing from around 4500 a month to 500 a month. Consequently whilst the organisations reserves situation is incredibly positive it will be likely 12 to 18 months before the organisation returns to the stable financial position it was in in February 2020.

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

**10b. Project Finance:**

Total Project cost		£25474.00		
Total required from Area Board		£9546.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Data Projector	4940.00	BFI		8728.00
Long-throw zoom lens	1682.00	Ticket sales		7200.00
Active speakers	1136.00			
Blu-ray player mixer console	748.00			
input switcher				
Equipment accessories and leads	420.00			



Installation and sundries	620.00	
Promoter	5280.00	
Licences	5700.00	
Technician	1900.00	
Marketing box office and overheads	3048.00	
<b>Total</b>	<b>£25474</b>	<b>£15928</b>

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

No

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

Trowbridge

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

Trowbridge Town Hall was built for the benefit of the inhabitants of the town for ever. This is central to what we do now and central to this project. Film is a great way of bringing people together. As we have seen through the 5-10 screenings a year at the Town Hall it attracts an ethnically diverse audience that wouldn't engage with other community or cultural activity. Targeting those from the Arabic South Asian and African Caribbean communities will be a priority for this project. We're also keen to attract people for whom price is a barrier. Consequently, we'll keep ticket prices low starting at 4. This project will benefit those who are passionate about film. Each screening will have an added element be that a post-film discussion or a pre-film guest talk. As part of this project we'll look to set up a film club a community of film enthusiasts. A vital element of this project is that it can benefit those who wouldn't necessarily come into the town centre of an evening and therefore wouldn't benefit from equipment exclusively located in the Town Hall. To benefit those who live outside the town centre the equipment will be available to community groups and residents associations across the town and villages of the Trowbridge Area free of charge. This will enable these groups to put on their own film nights. The equipment will be insured by the Town Hall and will be available as a community resource. We'll reach out to each local group at the start of this project to invite them to use the equipment. We'll also support local groups with information on securing film licences marketing and running a box office. Both the support and the free use of equipment will continue beyond the end of this project.

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

All bookings for screenings at the Town Hall will go through our box office currently Ticket source. This allows us to analyse demographics of those who book. At point of purchase we'll ask for ethnicity and postcodes. Our target is to have 10% of our audiences from ethnic minorities. Similarly we'll monitor postcode data to see that we're reaching people across the Trowbridge Area including in areas of deprivation. We'll keep a database

of those who have hired equipment and will analyse this to see that we've got a geographic spread across the Trowbridge Area.

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

As a building that is open to all and is used by a range of people including children and vulnerable adults safeguarding is of huge importance to us. Trowbridge Town Hall Trust updates its safeguarding policy on an annual basis to incorporate improvements in best practice. The safeguarding policy is available for all staff and volunteers to see. All staff working or who may come into contact with children and vulnerable adults are DBS-checked as are project workers. We hold this record in the Town Hall. Our safeguarding policy is the ultimate responsibility of the Trustees delegated to the Director Chief Executive. Our Chair is a former Headmaster with significant safeguarding experience. He is the Trustee specifically responsible for safeguarding.

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

This project is designed to break even through ticket sales by autumn 2021. As with most activities at the Town Hall were looking for initial investment rather than ongoing support. This project benefits from potential support from a national funder the British Film Institute BFI. The BFI will fund delivery costs but not capital. The funding from Trowbridge Area Board will be for capital. Consequently this partnership of funders enables the project to succeed.

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

**18. DECLARATION**

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

**Quotes:**

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

**Accounts:**

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

**Constitution:**

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

**Policies and procedures:**

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

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

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

**And finally...**

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

3884	Health and Wellbeing Grant	COVID-19 Preparations at the Hub	Wiltshire Rural Music	£1750.00
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**Submitted:** 24/09/2020 15:07:36

**ID:** 3884

**Current Status:** Application Appraisal

**To be considered at this meeting:**

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

Health and Wellbeing 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?**

COVID-19 Preparations at the Hub

**6. Project summary:**

Our creative hub in Trowbridge is a vibrant and busy venue which is home to a range of ensembles and groups which hire space to run music sessions throughout the month. Their members come from a broad range of ages social background and abilities most of whom live locally. COVID-19 social distancing brought in by the Government and Public Health England have drastically reduced our ability to accommodate visiting groups and members. We are working hard to make this space safe for staff and visitors with PPE equipment signage and installation of double glazing to improve air flow

**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 0AE

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

Health and wellbeing

Our Community

If Other (please specify)

**10. Finance:**

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

**Your latest accounts:**

03/2020

**Total Income:**

£37038.00

**Total Expenditure:**

£56564.00

**Surplus/Deficit for the year:**

£-19527.00

**Free reserves currently held:**

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

£101459.00

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

Wiltshire Rural Music core costs and activity are covered by donations from various grant providers unrestricted gifts from supporters and charges for using our facilities at the Hub in Trowbridge. These include room hire for ensembles and workshops rent on the flat above the Hub and instrument hire. Our current reserves of 101459 are split into restricted 9337 and unrestricted 92122. Our reserves policy is based on a detailed analysis of the required minimum level of reserves needed to fulfil all our obligations as charity. This is based on an assessment of the main risks relating to loss of income together with allocating reserves for specific investment project expenditure. This policy requires that the designated reserves include a risk management fund maintained at a level which will aim to provide two-year running cost.

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

**10b. Project Finance:**

Total Project cost £3500.00

Total required from Area Board £1750.00

Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
PPE Hygiene Products	396.00			
PPE Signage and tape	175.00			
Equipment	551.00			
Double Glazing	2378.00	From WRM fundraising and reserves		1750.00
<b>Total</b>	<b>£3500</b>			<b>£1750</b>

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

No

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

Trowbridge

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

Our creative hub in Trowbridge is a vibrant and busy venue which is home to a range of ensembles and groups which hire space to run music sessions throughout the month. They attract participation from across a broad range of ages social background and abilities. For many members it is an opportunity to make new friends learn new skills and enjoy music together. We host our monthly Tune@Noon and the ABRSM music examinations and auditions for the Liz Lawrence Award given out to promising young musicians about to embark on music studies at University or Conservatoire. We have a 50-seater space complete with baby grand piano which local people can access. Though it is already well used we want to offer a more diverse and inclusive programme of activities and opportunities which appeals to music lovers across Trowbridge. Since the outbreak of the COVID-19 pandemic in early 2020 social distancing rules brought in by the Government and Public Health England have drastically reduced our ability to accommodate visiting groups and members. With numbers reduced to only six people at a time several of our regular hirers have been forced to look elsewhere for their meetings resulting in significant loss of rental income for the charity. We will also incur extra costs to purchase new PPE signage and hand sanitizers to ensure staff and all visitors to the Hub remain safe. The transmission of COVID-19 is thought to occur mainly through respiratory droplets generated by coughing and sneezing and through contact with contaminated surfaces. To ensure that the Hub is safe for public use we need to wash down all tables chairs music stands and instruments before and after every visit. The windows and doors to the building must also be kept open to ensure good air flow and full dispersal of any respiratory droplets left by groups using the Hub. The current building is old and opening the front windows is a challenge as in time the frames have been painted over. We want to install new double-glazed windows in the main hall of the Hub. This would ensure better flow of air through

the building and help conserve heating during the day making the building safer and more energy efficient.

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

The Hub is used by a number of different groups for regular monthly meetings. The building is monitored by our Administrator each week to ensure that the facilities and working space are safe for public use. She also cleans down music stands seating and other shared equipment before each booking. All our regular users have received written instructions to leave the meeting space and rooms fit for future users.

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

Wiltshire Rural Music WRM believes that a child young person or adult at risk should never experience abuse of any kind. We recognise that we have a responsibility to promote the welfare of all children young people and adults at risk using our facilities or taking part in one of our organised activities. We are committed to safeguarding the well-being of all children young people and adults at risk we come into contact with and to protecting them from harm. We have have a written Safeguarding policy which clearly lays out our position on recognizing and protecting vulnerable people whether they be children or adults. This policy is shared with staff employers or external freelance workers volunteers and anyone working on behalf of WRM or taking part in WRM activities. Our document includes information regarding recruitment practices ground rules for working with vulnerable people procedures for raising safeguarding concerns and possible incidents of abuse and how to deal with these. It also covers other issues like taking and using photos of participants. This policy is reviewed on a regular basis. Our named safeguarding person is Alan MacRae Chair of the WRM Board of Trustees.

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

Through this application we are looking for help towards a one off cost to make the Hub safe for users during the COVID-19 pandemic. The installation of double-glazing will not only help with air flow through the building but also make the building more energy efficient. Any further costs we may incur for maintenance of the building will be covered through our ongoing fundraising and support we receive from the current and hopefully new groups utilising the Hub.

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

NA

**18. DECLARATION**

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

**Quotes:**

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

**Accounts:**

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

**Constitution:**

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

**Policies and procedures:**

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

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

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

**And finally...**

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

3885	Community Area Grant	Blue Heart Campaign	Trowbridge Environmental Community	£1115.00
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**Submitted:** 25/09/2020 22:51:27

**ID:** 3885

**Current Status:** Application Appraisal

**To be considered at this meeting:**

**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?**

Blue Heart Campaign

**6. Project summary:**

This project will engage with members of the public on the Blue Heart Campaign which focuses on areas of land in gardens public open spaces or road verges that are left or

enhanced for wildlife. Many wildlife meadow trials in Trowbridge have very little engagement as to why it is happening we seek to fill that gap by running family events to create their own blue heart for their own garden. We will then create our own wildflower patch in Trowbridge and run a series of talks and events demonstrating the benefits of reduced mowing and wildflower enhancements for wildlife.

**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 7EH

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

Children & Young People

Environment

Health and wellbeing

Our Community

If Other (please specify)

**10. Finance:**

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

**Your latest accounts:**

09/2020

**Total Income:**

£549.20

**Total Expenditure:**

£393.75

**Surplus/Deficit for the year:**

£155.45

**Free reserves currently held:**

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

£5.45

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

Too small a group at present. Only beginning to pick up grant applications post Covid-19.

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

**10b. Project Finance:**



Total Project cost		£2230.00		
Total required from Area Board		£1115.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Materials	350.00	Other Grants		1065.00
Room hire	200.00	Donations	yes	50.00
Speaker	200.00			
Printing Posters and Promotion	80.00			
Wildflower seed	500.00			
Equipment hire	150.00			
Equipment purchases	250.00			
Professional advice	200.00			
Information Panel	300.00			
<b>Total</b>	<b>£2230</b>			<b>£1115</b>

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

No

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

Trowbridge

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

This project will benefit local residents dog walkers wildlife enthusiasts families and many users of Paxcroft Brook Open Space and other local green spaces from a new understanding of wildflowers and the blue heart campaign. Our insect population as stated in the Wildlife Trusts Action for Insects campaign are in decline and it is crucial that we do something to reverse that alongside the Council Ecological and Climate declarations. Many people during the lockdown would have struggled with their mental health however nature has proven to be a method to combat that and with the wildflower patch we will be providing an area full of colour to help people unwind and relax. Many people will likely continue to work from home as well and we have no idea how long these Covid-19 restrictions will likely last so it is crucial everyone has the opportunity to take a walk a wildflower patch can greatly benefit peoples health and wellbeing. Many people have taken to social media to complain about the unmown grass in many of our open green spaces across Trowbridge including Paxcroft Brook Open Space many areas of which are unlikely to support wildflower because of a history of pesticide and added nutrients and therefore will only grow tussocky grass. The engagement through the blue heart campaign will explain the importance of meadow

enhancements and look to bring many residents on board with wildflower patches. Not mowing is great for many insects but to support an abundance of wildlife throughout their lifecycle with nectar rich flowers must be there as well as unmown areas for refuge during the winter. A talk from professionals to highlight the importance of this and rotational cutting will help inform future management of the site and therefore a benefit to Wiltshire Council also.

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

Monitoring this project will be a combination of polls and surveys sent out at specific times e.g. before and after the wildflower meadow is created. Feedback from online events and talks and from the specific target groups families giving feedback through social media or our website. An overall increasing in awareness will be best seen in the reduced number of complaints and engagement and participation at events.

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

All of our volunteers trustees and participants welfare comes first in everything we do. We are committed to ensuring they are protected from any harm and abuse. Our volunteers will only be interacting with children during events which will not be carried out alone. Where required we will always have two volunteers together. Training is being provided to those relevant volunteers and DBS checks will be carried out however we never intend to run sessions one to one with children. The chair is currently responsible for safeguarding and we have a nominated trustees in the chairs absence.

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

Further funding from other sources will be acquired as and when needed. Most of what we can do is free or can be completed through donations from our members however we would look to do another wildlife patch and extend the project onto other green spaces within Trowbridge to engage with more residents of that area.

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

The overall project is to engage with as many residents on the importance of our insects and wildflowers and the role that they play in our ecosystem. The blue heart campaign will help the understanding of many residents to help increase the space left for wildlife in their own gardens and help create a network of wildlife rich spaces across town. This project would cost a total 2230 and if we can gain further funding beyond this total we could complete several more patches to enhance for wildlife and run several more family based educational events to engage with our younger audiences across Trowbridge and surround villages. Two aims of this project is to engage with residents and improve the connectivity between green spaces for wildlife.

**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.

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3946	Health and Wellbeing Grant	Christmas Lunch for Trowbridge	Free Range Cafe	£1000.00
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**Submitted:** 16/11/2020 15:23:01

**ID:** 3946

**Current Status:** Application Appraisal

**To be considered at this meeting:**

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

Health and Wellbeing 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?**

Christmas Lunch for Trowbridge

**6. Project summary:**

We would like to fill the gap left by county hall this year and provide a Christmas lunch for the needy in Trowbridge. We have a great space with our cafe in the Town Hall and extra rooms so that social distancing can be adhered to. Christmas is a crucial time for the old homeless and needy. This year more than ever they need their community to provide them some joy and support.

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

Trowbridge

**Electoral Division**

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

BA14 8EQ

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

Health and wellbeing

Older People

Our Community

If Other (please specify)

The homeless and needy

**10. Finance:**

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

**Your latest accounts:**

**Total Income:**

£

**Total Expenditure:**

£

**Surplus/Deficit for the year:**

£

**Free reserves currently held:**

(money not committed to other projects/operating costs)

£

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

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

**10b. Project Finance:**

Total Project cost		£2000.00		
Total required from Area Board		£1000.00		
Expenditure (Itemised expenditure)	£		Income (Itemised income)	Tick if income confirmed £
Food and ingredients	600.00		money provided by us	500.00
Staff	400.00			
Security Door Staff	300.00			
Drinks	350.00			
gifts	350.00			
Total	<b>£2000</b>			<b>£500</b>

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

No

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

Trowbridge

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

This Christmas lunch is for people in Trowbridge who would otherwise not have a proper meal or sense of the community at Christmas. Already committed are the Amber Foundation who bringing 20 young homeless people. In addition we are reaching out to Age UK as well as other local groups. This funding will allow us to provide a traditional Christmas meal and a hot drink for up to 85 people over Christmas day. Not only ensuing they are well fed for the day but also providing much needed social interaction. We will also be giving a Christmas Cracker and small gift to all attendees. Too many people spend Christmas alone and this year will be worse. This is a chance to give people food hope and a sense of community at a Christmas.

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

Working with our stakeholders and through close monitoring

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

Alex Joll director and applicant is ultimately responsible. He has been DBS checked and will be working with the groups involved to organise the safe running of the event. Each

group will have their own people in charge. The Amber Foundation have committed to bring 2 staff members to manage their participants. In addition we will be hiring trained security personnel for the day.

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

na

**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)

**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

**And finally...**

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

Report to	Trowbridge
Date of Meeting	26/11/2020
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
<b>Applicant:</b> Trowbridge Future <b>Project Title:</b> Post-Lockdown Youth Support	£4700.00
<b>Applicant:</b> Youth Adventure Trust <b>Project Title:</b> Supporting Vulnerable Young People from Trowbridge Post Lockdown	£3000.00
<b>Applicant:</b> The Photo Club <b>Project Title:</b> Young Photographers Competition	£2500.00
<b>Total grant amount requested at this meeting</b>	£10200
<b>Total amount allocated so far</b>	£185523.13

## 2. Main Considerations

Councillors will need to be satisfied that grants awarded in the 2020/21 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 2020/21.

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

<b>Applicant:</b> Trowbridge Future <b>Project Title:</b> Post-Lockdown Youth Support	Amount Requested from Area Board: £4700.00	
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This application meets grant criteria 2020/21

**Project Summary:** Trowbridge Future will respond to the increasing demand for youth work at this challenging time. Trowbridge Future will deliver increased detached youth work across the disadvantaged communities of Longfield Seymour and Studley Green and provide targeted mentoring support for those young people most affected by Covid-19.

<b>Applicant:</b> Youth Adventure Trust <b>Project Title:</b> Supporting Vulnerable Young People from Trowbridge Post Lockdown	Amount Requested from Area Board: £3000.00	
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This application meets grant criteria 2020/21

**Project Summary:** In response to the pandemic we have postponed our usual programme and set up a bespoke virtual one-to-one mentoring scheme. Post-lockdown we would like to run some group activity day sessions in the winter/early spring months which will provide a much-needed opportunity for the young people on our programme including those from Trowbridge to reconnect experience positive activities outside the home again and resume their YAT adventures. The additional pressures on these young people and their families because of the crisis means they need our charity support more than ever.

<b>Applicant:</b> The Photo Club <b>Project Title:</b> Young Photographers Competition	Amount Requested from Area Board: £2500.00	
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This application meets grant criteria 2020/21.

**Project Summary:** Working with the help from Trowbridge future The aim of the competition is to engage young people in photography within their community. We will offer FREE photography workshops to young people. Engage them in a competition organise a panel of judges design and distribute posters and flyers. Hopefully at the end of the projects we will host an gallery event for participants family and friends. The competition will run for 4 months.

**Report Author:**  
Liam Cripps, Trowbridge Area Board  
01225 713000





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## Grant Applications for Trowbridge on 26/11/2020

ID	Grant Type	Project Title	Applicant	Amount Required
838	Youth	Post-Lockdown Youth Support	Trowbridge Future	£4700.00
<p><b>Submitted:</b> 13/07/2020 21:58:34</p> <p><b>ID:</b> 838</p> <p><b>Current Status:</b> Application Appraisal</p> <p><b>To be considered at this meeting:</b></p> <p><b>1. Which type of grant are you applying for?</b> Youth</p> <p><b>2. Amount of funding required?</b> £501 - £5000</p> <p><b>3. Are you applying on behalf of a Parish Council?</b> No</p> <p><b>4. If yes, please state why this project cannot be funded from the Parish Precept</b></p> <p><b>5. Project title?</b> Post-Lockdown Youth Support</p> <p><b>6. Project summary:</b> Trowbridge Future will respond to the increasing demand for youth work at this challenging time. Trowbridge Future will deliver increased detached youth work across the disadvantaged communities of Longfield Seymour and Studley Green and provide targeted mentoring support for those young people most affected by Covid-19.</p> <p><b>7. Which Area Board are you applying to?</b> Trowbridge</p> <p><b>Electoral Division</b></p> <p><b>8. What is the Post Code of where the project is taking place?</b> BA14 8AH</p> <p><b>9. Please tell us which theme(s) your project supports:</b> Informal education Youth work/development</p>				

If Other (please specify)

**10. Finance:**

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

**Your latest accounts:**

03/2020

**Total Income:**

£90938.00

**Total Expenditure:**

£73360.00

**Surplus/Deficit for the year:**

£17578.00

**Free reserves currently held:**

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

£14685.00

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

The surplus shown in this financial year is due to uncashed cheques due to the impact of Covid-19. Our current free reserves are in line with our reserves policy of 3-months running costs therefore we cannot pay for this project out of our reserves.

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

**10b. Project Finance:**

Total Project cost		£7200.00		
Total required from Area Board		£4700.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Senior Youth Worker	4200.00	Little Magic Grant	yes	500.00
Youth Support Worker	3000.00	Wiltshire Community Foundation	yes	2000.00
Total	<b>£7200</b>			<b>£2500</b>

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

No

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

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

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

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

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

17. DECLARATION

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

**Quotes:**

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

**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).

**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.

844	Youth	Supporting Vulnerable Young People from Trowbridge Post Lockdown	Youth Adventure Trust	£3000.00
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**Submitted:** 27/07/2020 13:33:14

**ID:** 844

**Current Status:** Application Appraisal

**To be considered at this meeting:**

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

Youth

**2. Amount of funding required?**

£501 - £5000

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

No

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

**5. Project title?**

Supporting Vulnerable Young People from Trowbridge Post Lockdown

**6. Project summary:**

In response to the pandemic we have postponed our usual programme and set up a bespoke virtual one-to-one mentoring scheme. Post-lockdown we would like to run some group activity day sessions in the winter/early spring months which will provide a much-needed opportunity for the young people on our programme including those from Trowbridge to reconnect experience positive activities outside the home again and resume their YAT adventures. The additional pressures on these young people and their families because of the crisis means they need our charity support more than ever.

**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 0SH

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

Informal education

Youth work/development

Sport/Leisure

Volunteering

Health

If Other (please specify)

## 10. Finance:

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

#### Your latest accounts:

12/2019

#### Total Income:

£877987.00

#### Total Expenditure:

£1096346.00

#### Surplus/Deficit for the year:

£21835.00

#### Free reserves currently held:

(money not committed to other projects/operating costs)

£51000.00

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

The Boards required target level of reserves is equivalent to six months operational expenditure. This is to ensure that we can continue to give the young people on the programme the chance to finish their current year of activities if the worst case scenario occurred.

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

### 10b. Project Finance:

Total Project cost		£18000.00		
Total required from Area Board		£3000.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Activity Session (Outdoor activities such as GPS challenge, bushcraft etc) x 18 Activity Days		Warminster LYN		3000.00
Volunteer expenses - £100 per session (£20/volunteer)	6300.00 1800.00	Chippenham LYN		3000.00

x 5 volunteers)			
x 18 Activity Days			
Facility Hire			
Use of hall/toilets etc x 18 Activity Days	900.00	Wiltshire Community Foundation	6000.00
Equipment Specialist kit printing resources	900.00	North Face COVID 19 Explore Fund	3000.00
general equipment x 18 Activity Days		yes	
Staff costs (2 members of staff per day) x 18 Activity Days	4140.00		
Transport Minibus hire taxis to and from venue x 18 Activity Days	3960.00		
<b>Total</b>	<b>£18000</b>		<b>£15000</b>

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

No

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

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

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

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



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

17. DECLARATION

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

**Quotes:**

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

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

**And finally...**

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

809	Youth	Young Photographers Competition	The Photo Club	£2500.00
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**Submitted:** 29/01/2020 13:12:09

**ID:** 809

**Current Status:** Application Appraisal

**To be considered at this meeting:**

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

Youth

**2. Amount of funding required?**

£501 - £5000

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

No

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

**5. Project title?**

Young Photographers Competition

**6. Project summary:**

Working with the help from Trowbridge future The aim of the competition is to engage young people in photography within their community. We will offer FREE photography

workshops to young people. Engage them in a competition organise a panel of judges design and distribute posters and flyers. Hopefully at the end of the projects we will host an gallery event for participants family and friends. The competition will run for 4 months.

**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 8LX

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

Informal education

Youth work/development

Arts/Culture

Community Project

If Other (please specify)

**10. Finance:**

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

**Your latest accounts:**

**Total Income:**

£

**Total Expenditure:**

£

**Surplus/Deficit for the year:**

£

**Free reserves currently held:**

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

£

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

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

**10b. Project Finance:**

Total Project cost £2500.00

Total required from Area Board £2500.00

Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Photography workshops	825.00			
Marketing	775.00			
Staff Wages	400.00			
Project Celebration Printing	500.00			
<b>Total</b>	<b>£2500</b>			<b>£0</b>

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

No

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

Trowbridge

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

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

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

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

17. DECLARATION

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

**Quotes:**

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

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

**And finally...**

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

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