

# MINUTES

**Meeting:** Trowbridge Area Board  
**Place:** County Hall, Bythesea Road, Trowbridge, Wiltshire, BA14 8JN  
**Date:** 17 March 2022  
**Start Time:** 6.30 pm  
**Finish Time:** 9.30 pm

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Please direct any enquiries on these minutes to:

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## **In Attendance:**

### **Wiltshire Councillors**

Cllr Ernie Clark (Chairman), Cllr Horace Prickett (Vice-Chairman), Cllr Mel Jacob, Cllr Edward Kirk, Cllr Stewart Palmen, Cllr Antonio Piazza, Cllr Jo Trigg and Cllr David Vigar

Cllr Ian Blair-Pilling (Cabinet Member for Public Health and Public Protection, Leisure, Libraries, Facilities Management and Operational Assets)

**Total in attendance: 33**

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<b><u>Minute No..</u></b>	<b><u>Summary of Issues Discussed and Decision</u></b>
39	<p><u>Apologies</u></p> <p>There were no apologies.</p>
40	<p><u>Minutes</u></p> <p>The minutes of the meeting held on 20 January 2022 were presented for consideration, and it was,</p> <p><b><u>Resolved:</u></b>  <b><u>To approve and sign the minutes as a true and correct record.</u></b></p>
41	<p><u>Declarations of Interest</u></p> <p>Councillors David Vigar, Antonio Piazza, Edward Kirk, Mel Jacob, Stewart Palmen and Jo Trigg declared a non-pecuniary interest in the application of the Rugby Club for the new playground by virtue of being members of Trowbridge Town Council. Trowbridge Town Council is the applicant in planning permission for Doric Park which is adjacent to the Rugby Club. All would participate and vote on the grant application.</p> <p>Councillor Piazza declared a non-pecuniary interest in the application of the Wiltshire Wildlife Trust as the Town Council has also awarded the application a grant.</p> <p>Councillor Jacob declared a non-pecuniary interest in the application from the Big Community Grow by virtue of being Chair of the organisation. For information she also noted that she was Chair of the working group for the Doric Park development.</p> <p>Councillor Trigg declared a non-pecuniary interest in the application from Families Out Loud by virtue of being a Champion for Families Out Loud.</p> <p>Later in the meeting Councillor Horace Prickett stated he would not vote on this application as he is a Friend of Southwick Country Park.</p>
42	<p><u>Chairman's Announcements</u></p> <p>Announcements were received as detailed in the agenda pack, relating to changes to residual waste collection and the Great British Spring Clean.</p>
43	<p><u>Partner Updates</u></p> <p>Updates from partners were received as follows:</p> <p><b>a) Office of the Police and Crime Commissioner</b></p>

Deputy Police and Crime Commissioner Russell Holland delivered an update on the work of the Police and Crime Commissioner's Office. He stated that they had been very busy, recently passing the Police and Crime Plan for 2022-2025 and setting the budget. The Deputy Commissioner urged people to report all crimes and highlighted successful work that had been done to encourage this but noted concerns of underreporting due to people thinking no action would be taken. Work undertaken included a successful county lines operation resulting in a number of arrests, an operation tackling local drug dealers and investment in equipment to tackle rural crime.

In discussion it was raised that it would be useful to see trend data for context when reports are received in future. It was also noted that training exercises mainly take place in Devizes and it was requested whether some future training exercises take place in Trowbridge, as the County Town. The Deputy Commissioner noted both those points.

The Board thanked the Deputy Police and Crime Commissioner for attending.

**b) Wiltshire Police**

A written report was received.

**c) Dorset and Wiltshire Fire and Rescue Service**

David Geddes, Trowbridge Station Manager, updated the Board on the Community Safety Plan and reminded them of the ongoing safe and well visits. He also highlighted that they were still recruiting for on-call firefighters. There had been a couple of large fires outside of Warminster however smoke detectors raised the alarm and enabled people to leave the premises safe and well. There were 60 fire calls in the Trowbridge area since the last update, with 25 false alarms. It was clarified that 60 is about average and the number of false alarms was fairly stable.

Clarification was sought of the procedure when there are repeated false alarms from the same property. It was explained that every time there is an alarm activation the service have to go to the site unless they receive information from the premises that it is a false alarm. Repeated false alarms they would look at the alarms to check for faults and a high number of false alarms from the same place they may reassess the scale of the response they send.

There were also queries on the impact of the new cycle lane and traffic lights outside the fire station. The Station Manager stated that they had good communication with the Highways Team and have had to adapt to the traffic lights. He explained that they could always mobilise additional fire engines from Bradford-on Avon if required. He clarified the road changes could have an effect, but this was manageable.

	<p><b>d) Town and Parish Councils</b></p> <p>Trowbridge Town Council reported that the service transfer from Wiltshire Council was progressing well.</p> <p>Hilperton Parish Council reported that it's working group on the development of 2500 houses was going well, liaising with Chief Executive of Wiltshire Council.</p>
44	<p><u>Trowbridge Town Hall</u></p> <p>Alan Wright, the new Director of Trowbridge Town Hall, spoke on the next phase of Town Hall development. The initial plans had been received on how the building would need to be reconfigured to provide the facility outlined in the application. The plans were initially over budget but were brought down to a reasonable amount that aligned with the business plan. He highlighted the aim to create an economically sustainable entity that offers as much as possible to as many people in the community. This would centre on three key points: culture, community and commerce.</p> <p>He outlined a drive to use the activities of the Town Hall to expand outside of the building to create more commercial activity for the Town. Part of development would be to make Trowbridge culturally attractive to Arts Council England and apply to become a National Portfolio Organisation which guarantees funding for five years. One of the steps to achieve this would be recording studios at the Town Hall.</p> <p>The Director also outlined other steps that would be taken. This included a café with retail offer, addition of sprung floors for dance classes, re-opening the grand hall, a more sophisticated bar set up and collaboration with Bath Spa University to offer performance poetry.</p> <p>A question raised whether there had been discussions with Wiltshire Council and Trowbridge Town Council about parking. Questions were raised around free parking capacity.</p> <p>Questions were raised on how the Town Hall would strike balance between operating commercial activity and not affecting commercial businesses in the town. It was clarified that the main activity would be on a Saturday and that the bar wouldn't be open when there aren't events on. It was emphasised that they want to facilitate use of the hall, not to undercut local businesses and that profits made would subsidise other aspects of the Town Hall.</p>
45	<p><u>Leisure</u></p> <p>The Cabinet Member for Leisure, Public Health and Public Protection, Leisure, Libraries, Facilities Management and Operational Assets, Councillor Ian Blair-Pilling, delivered an update on leisure provision in the community area, supported by David Redfern, Associate Director of Leisure, Culture and Communities. He explained that the leisure insourcing, bringing the centres under direct management of the council, meant that they were much more able</p>

	<p>to adapt and improve the leisure offering in Wiltshire. Also covered was the difficulty of making comparisons between the new insourced leisure organisation and the previous format due to the exceptional situation of the pandemic.</p> <p>It was reported that three years had been factored in to balance the budget, which included improving facilities. The goal was to make all leisure centres fit for purpose and financially sustainable. This includes closer ties between the leisure centres and public health. In terms of Trowbridge specifically the Cabinet Member emphasised that there was no location yet for the proposed new leisure centre which was included within the budget and that consultations would be taking place.</p> <p>There were questions on whether the new leisure centre would be within the town. The Cabinet Member clarified that no location had been decided and that all options were being considered. Some Members noted that previous intentions around delivery of leisure provision in the town had not been delivered and sought reassurance. It was reiterated that the money was allocated in the budget. Questions were also raised on balancing facilities with financial sustainability. It was explained that while financial sustainability was key, other factors such as public health, community and environmental impact would also feed into the decision. In response to queries it was confirmed decarbonising options for centres was being considered. There were also comments appreciating the focus on public health, particularly for areas of deprivation</p> <p>The Board thanked the Cabinet Member for attending.</p>
46	<p><u>Future High Street Fund</u></p> <p>Rory Bowen, Acting Head of Service, Economic Regeneration, delivered an update on the Future High Street Fund. He reported that results had been received from a survey to engage with residents and stakeholders. He stressed that the engagement process would be ongoing and that there would be engagement targeting harder to reach groups as things progressed</p> <p>The survey had 426 responses. On the topic of transport and access it was reported that over half of respondents had issues accessing Trowbridge town centre, citing problems such as traffic, parking, difficult crossings and lack of cycle paths. Solutions proposed were footways and cycle facility improvements. There was higher satisfaction around high level of adequate parking provision. Other points for improvement respondents fed back were for a wider range of shops, more food and drinks offering, a cleaner environment and more green space, safer night-time environment and more events. Lack of leisure provision was often highlighted.</p> <p>In discussion it was questioned how success would be measured. It was also stated that the Future High Street Fund wouldn't address all issues raised but was targeting key areas to maximise impact. It was also intended to monitor progress with measurements such as footfall counters. Other members</p>

	expressed optimism about the investment into Trowbridge from Wiltshire Council, Trowbridge Town Council and private investors.
47	<p><u>Funding</u></p> <p>Community Grants West Wiltshire University of the Third Age - West Wilts U3A Video Streaming Project £922.80 was requested to pay for equipment to facilitate hybrid meetings to encourage membership back to pre-pandemic figures. On the motion of Councillor Palmen seconded by Councillor Kirk it was then,</p> <p>Resolved: To award £922.80 to West Wiltshire University of the Third Age</p> <p>Reason: The application met the grants criteria.</p> <p>Trowbridge Wanderers Football Club - Trowbridge Wanderers Equipment £1733.30 was requested to pay for bibs, balls, cones, barriers, goals, and relevant courses for volunteers to attend. The club explained that the pandemic had significantly impacted their income stream which is why they were seeking a grant from the Area Board. On the motion of Councillor Piazza seconded by Councillor Trigg, it was then,</p> <p>Resolved: To award £1733.30 to Trowbridge Wanderers Football Club</p> <p>Reason: The application met the grants criteria.</p> <p>Trowbridge Rugby Football Club - Trowbridge Rugby Club Play Park £5000.00 was requested to refurbish the Rugby Club play park at Doric Park. The applicant clarified this was separate from Trowbridge Town Council's development at Doric Park and that the park was available for use by the public. There were queries regarding other funding which had been requested, level of and use of club reserves, and involvement of the town council officers supporting clubs to apply to various different funding streams.</p> <p>Assurance was sought and provided that notwithstanding any previous comments, the funding sought would be utilised for refurbishment and replacement of existing equipment only, for the current site. It was explained this was necessary regardless of any future intentions for the site, as the equipment could not wait to be refurbished. Some members were concerned insufficient information had been provided.</p>

On the motion of Councillor Palmen seconded by Councillor Vigar it was then,

Resolved:

To award £5000.00 to Trowbridge Rugby Football Club subject to the condition that the grant is spent on equipment only and is spent on the current play park site.

A recorded vote having been requested by the requisite number of members, the votes were as follows.

For: Councillors Jo Trigg, Stewart Palmen, Mel Jacob, David Vigar, Horace Prickett

Against: Councillors Antonio Piazza, Edward Kirk

Abstain: Councillor Ernie Clark

Reason:

The application met the grants criteria.

Hilperton Village Hall - Hilperton Village Hall New Children's Play Equipment

£5000.00 was requested for 'Orchard Mammoth' play equipment (large equipment with two slides like tusks). The play equipment was described as suitable for 7-14 year olds with a 25 year life span and made from sustainable timber. The applicant outlined that they had applied for a grant from Hilperton Parish Council who agreed contribute. They aimed to have it installed and opened ahead of the Queen's jubilee celebration. After questions from the Board, it was clarified that their application had a typo, and the play area was definitely for ages 7-14. They also explained that if the application was rejected they did not have any current plans to fill that funding gap. On the motion of Councillor Jacob, seconded by Councillor Palmen, it was then,

Resolved:

To award £5000.00 to Hilperton Village Hall

Reason:

The application met the grants criteria.

Councillors Clark and Kirk requested their votes be recorded, as follows:

Councillor Ernie Clark abstained from the vote.

Councillor Edward Kirk voted against the motion.

The Big Community Grow - Jubilee meadow and Nature Trail

£1965.00 was requested to create a trail at the existing Paxcroft Brook Open Space wildflower meadow as well as create a wildflower meadow strip along Leap Gate. This would support wildlife and help people connect with nature as well as adding to the jubilee celebrations. It was clarified that Persimmon own the land and permission was given for it to

be used this way as well as funding for signage. On the motion of Councillor Trigg, seconded by Councillor Kirk, it was then,

Resolved:

To award £1965.00 to The Big Community Grow

Reason:

The application met the grants criteria.

Councillor Jacob requested their vote be recorded, as follows

Councillor Mel Jacob abstained from the vote.

Collaborative Schools Ltd - Child Friendly Trowbridge Park Signs

£899.50 was requested to fund 15 Code of Conduct signs for local parks containing conduct principles agreed by Trowbridge Youth Parliament. On the motion of Councillor Piazza, seconded by Councillor Clark, it was then,

Resolved:

To award £899.50 to Collaborative Schools Ltd

Reason:

The application met the grants criteria.

Wiltshire Rural Music - Visible Voices

£1842.00 was requested for their visible voices project which plans to work with people from different communities in Trowbridge to create music about their experience where they are from. This will be supported by local musicians providing them with work. The applicant explained that during the pandemic they were unable to generate income from their hub. Members discussed the pressures faced by the group during the pandemic. On the motion of Councillor Jacob seconded by Councillor Trigg it was then,

Resolved:

To award £1842.00 to Wiltshire Rural Music

Reason:

The application met the grants criteria.

Wiltshire Wildlife Trust - Rejuvenating Trowbridge Town Pond

£5000.00 was requested to contribute towards the complete restoration of Trowbridge Town Pond that is being undertaken by Wiltshire Wildlife Trust in partnership with Trowbridge Town Council. Further details were sought on that partnership. It was explained that the Town Council own the pond and the Trust identified it as a high priority area for maximum impact. The current scale of work required goes beyond maintenance that would be expected by the Town Council.



The applicant specified that they were in the process of applying for lottery funding. Members discussed approved contributions from the town council and sought details of the increase in costs. The applicant clarified that the charity is a non-profit and works to cost and that they had to revise the costs due to increase in cost of materials. on the motion of Councillor Jacob, seconded by Councillor Palmen, it was then,

Resolved:

To award £5000.00 to Wiltshire Wildlife Trust, subject to the condition that they also secure the applied for lottery funding.

Reason:

The application met the grants criteria.

Councillor Kirk requested their vote be recorded, as follows

Councillor Edward Kirk abstained from the vote.

Friends of Southwick Country Park - Purchase of a chainsaw for Friends of Southwick Country Park Local Nature Reserve

£576.00 was requested for a chainsaw so that they can carry out essential maintenance required to trees in the park. On the motion of Councillor Clark, seconded by Councillor Vigar, it was then,

Resolved:

To award £576.00 to Friends of Southwick Country Park.

Reason:

The application met the grants criteria.

Councillor Prickett abstained from the vote.

Equinox Explorer Scout Unit - Explorer Scout Paddle Boarding

£4562.50 was requested to pay for 10 high quality paddleboards and safety equipment to provide stand up paddleboarding to 13-18 year olds in the West Wilts district. Over 90% of the scouts from this district are from the Trowbridge area. On the motion of Councillor Piazza, seconded by Councillor Jacob, it was then,

Resolved:

To award £4562.50 to Equinox Explorer Scout Unit.

Reason:

The application met the grants criteria.

Wiltshire Rural Music - Wiltshire Rural Music IT Resources

£975.00 was requested to purchase a new MacBook Air laptop to store and share the music created through their various programmes. On the motion of Councillor Vigar, seconded by Councillor Palmen, it was then,

Resolved:

	<p>To award £975.00 to Wiltshire Rural Music.</p> <p>Reason: The application met the grants criteria.</p> <p>Biss Meadows Country Park - Biss Meadows South Pond enhancement £1130.00 was requested to carry out works on the pond to address decay and return the pond to the diverse habitat it once offered. The works would include a one off reed pond clearance and building a safe platform facility. This would enable them to launch their inflatable dinghy and allow for pond dipping, water sampling, invertebrate studies, photographers and ongoing pond maintenance. On the motion of Councillor Jacob, seconded by Councillor Trigg, it was then,</p> <p>Resolved: To award £1130.00 to Biss Meadows Country Park.</p> <p>Reason: The application met the grants criteria.</p> <p>Health and Wellbeing Grants Families Out Loud - Families Out Loud client support and IT project 19 clients £5577.00 was requested to continue their support for families of drug and alcohol users in Trowbridge as well as up to 10 new clients in 2022. The funding would also be used for a professional level hosted email system. Members discussed whether the impact of the pandemic provided exceptional circumstances to allow allocation of the remaining Area Board funding.</p> <p>On the motion of Councillor Clark, seconded by Councillor Piazza, it was then,</p> <p>Resolved: To award £5204 to Families Out Loud.</p> <p>Reason: The application met the grants criteria as well as exceptional circumstances brought about by the Covid-19 pandemic.</p>
48	<p><u>Urgent items</u></p> <p>There were no urgent items.</p>



**DORSET & WILTSHIRE  
FIRE AND RESCUE**

## DORSET & WILTSHIRE FIRE & RESCUE SERVICE

### WILTSHIRE AREA BOARD REPORT

#### **Community Safety Plan**

DWFRS Community Safety Plan can be found on the DWFRS website;  
<http://www.dwfire.org.uk/community-safety-plan/>

#### **Prevention**

We are committed to making a real difference to the lives of people in Dorset and Wiltshire. Our aim is to reduce the level of risk and harm to our communities from fire, targeting those most at risk. We do this primarily through our Safe and Well visits.

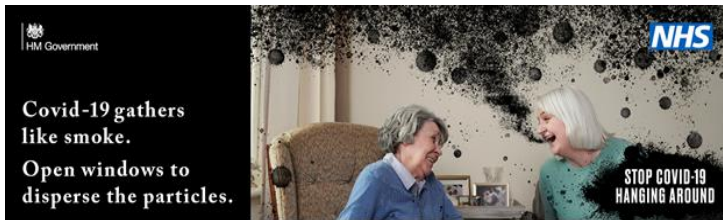
A Safe and Well visit is **FREE** and normally lasts about one hour covering topics such as:

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

Are you or anyone you know:-

- Over the age of 65?
- Need a smoke detector?
- Have a long-term health condition?
- Suffer from poor hearing or sight loss?
- Would you struggle to escape in the event of a fire?

If you can answer yes to more than one of these questions, then please call us on 0800 038 2323 or visit <https://www.dwfire.org.uk/safety/safe-and-well-visits/>



## Protection

On-going interaction by Protection Team members with Local Authorities, Private landlords and tenants regarding fire safety-related matters: external cladding systems; fire detection and warning systems; fire resisting doors (& self-closers); combustibility/fire resistance of construction materials; commercial and residential sprinklers systems and water-mist suppression systems

### General Enquiries

If you have a general fire safety enquiry regarding commercial property, please email [fire.safety@dwfire.org.uk](mailto:fire.safety@dwfire.org.uk) and the Fire Safety Team will respond in office hours.

### Fire Safety Complaint

If you wish to tell us about fire safety risks in commercial premises, such as locked or blocked fire exits, you have three options:

- You can email the fire safety department at [enforcement@dwfire.org.uk](mailto:enforcement@dwfire.org.uk)
- Call 01722 69 1717 during office hours (9am-5pm).
- Call our Service Control Centre on 0306 799 0019 out of office hours (5pm-9am)

## On Call Recruitment

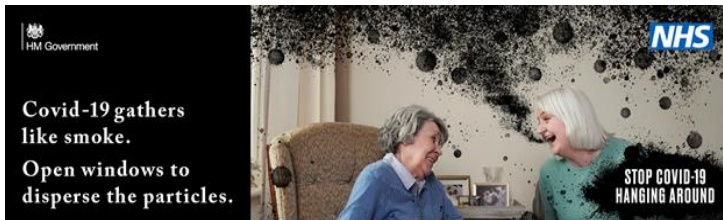
Have you always wondered if you could join the fire service, but haven't had the opportunity to find out more? Have you found yourself seeking your next challenge, keen to give back to the local community or wanting to learn new skills including leadership and teamwork? Then becoming an on-call firefighter is for you.

As a paid position, on-call firefighters commit anywhere between 40 to 120 hours per week, during which time they must be able to respond to the station immediately.

Many have 'normal' jobs during the day, then upon their return home make themselves available overnight or during the weekends. Some of our crew respond from their workplaces during the day, and we are very grateful to their employers for releasing them to perform their vital duties.

Anyone over 18 years old can apply (although you can also apply once you are 17½) you must be able to respond and attend the fire station within 5-8 minutes, you have a good standard of physical fitness (i.e. you are generally active), and you must have the right to work in the UK.

Further information on becoming an On Call Firefighter can be found at [www.dwfire.org.uk/working-for-us/on-call-firefighters/](http://www.dwfire.org.uk/working-for-us/on-call-firefighters/) or should you have any questions, you can call **01722 691444**.



**DORSET & WILTSHIRE  
FIRE AND RESCUE**

## **Recent News & Events**

### **In the event of a fire – get out, stay out, call 99**

Dorset & Wiltshire Fire and Rescue Service is reminding people to make sure they know what to do should they have a fire at home.

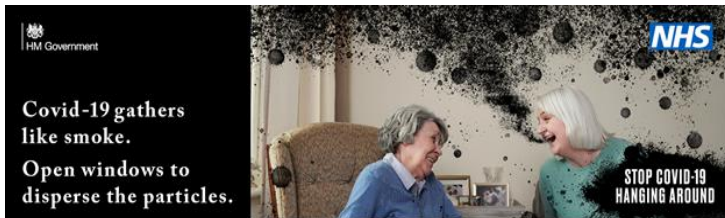
The most important thing to remember is Get Out, Stay Out, Call 999 – even dashing upstairs to get your phone, or looking for your keys, could leave you trapped by smoke and flames.

The Service's website [www.dwfire.org.uk/safety-at-home](http://www.dwfire.org.uk/safety-at-home) offers advice on planning the following:

- Knowing what information will be needed when you call 999.
- Identifying escape routes and ensuring that they are always clear of any obstructions.
- Making sure everyone in the home knows the escape plan, and also where door or window keys may be kept.
- Fitting smoke alarms on every level of the home and testing them regularly.
- Keeping internal doors closed to limit the potential spread of fire.
- Having a bedtime routine to ensure that the property is as safe as it can be – for example, electrical items switched off and candles extinguished.

There's also lots of story-telling, fun activities and videos for children to learn about fire safety on the website under Education – [www.dwfire.org.uk/education](http://www.dwfire.org.uk/education)

If you have any fire safety concerns, you can request a free Safe & Well visit, where someone will visit you to help assess the fire risk in your home and offer support and guidance. Call free on 0800 038 2323 or apply online at [www.dwfire.org.uk/safe-and-well-visits](http://www.dwfire.org.uk/safe-and-well-visits)



## Occupants saved from fire by working smoke alarms



A fire that destroyed a semi-detached house in Heytesbury, near Warminster, started accidentally.

The fire is believed to have been caused by a fault in the oil-fired boiler, located in the ground floor kitchen of the house.

Group Manager Wayne Jones said: “Although the property was destroyed, the occupants were alerted to the fire by their smoke alarm, which almost certainly saved their lives.”

Information about smoke alarms can be found at [www.dwfire.org.uk/smoke-alarms](http://www.dwfire.org.uk/smoke-alarms)

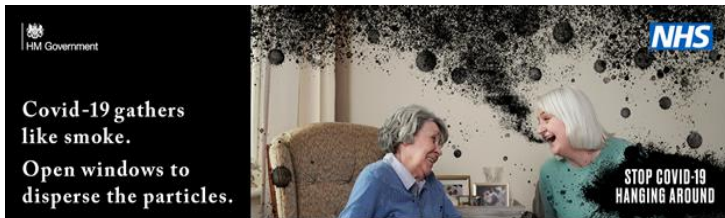
## Fire safety guidance



Please visit our website for guidance on Fire Safety:-

<https://www.dwfire.org.uk/business-fire-safety/fire-safety-guidance/>





This section provides links to the many guidance documents and pieces of legislation that underpin fire safety:

- [Fire safety guides](#)
- [Risk assessment guidance](#)
- [Routine maintenance](#)
- [Open air events](#)
- [Licensing and events](#)
- [Waste and recycling sites](#)
- [Asbestos](#)
- [Information boxes](#)

In July 2021, an [addendum was published to the Fire Safety Act](#), which clarifies the parts of a premises that apply under the [Fire Safety Order \(FSO\)](#).

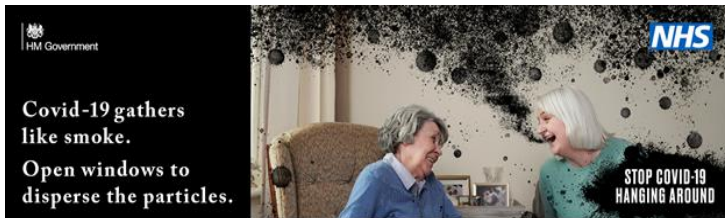
## On-call firefighters



On-call firefighters are paid professionals, who do the same work as their wholetime colleagues. Unlike wholetime firefighters, they are not based at the fire station but have other jobs and commitments, responding to emergencies only when their alerter goes off.

On-call firefighters are usually contracted for between 40 and 120 hours of cover per week, but this can vary. Between them, each fire station team will provide cover for weekdays, evenings, nights and weekends.

Please visit:- <https://www.dwfire.org.uk/working-for-us/on-call-firefighters/> to find out more information and to watch videos introducing you to some on-call firefighters as well as a promotional BBC report.



## Demand

Total Fire Calls for Trowbridge Fire Station for period 6<sup>th</sup> January 2022 – 6<sup>th</sup> March 2022:-

Category	Total Incidents
No. of False Alarms	25
No. of Fires	Domestic – 1 Open, small – 3 Shed – 1 Car – 1 Straw/Hay – 1 Chimney – 1 Rubbish – 1 Electrical – 1
No. of Road Traffic Collisions and other Emergencies	Rescue from height – 1 Person lock in/gain access – 8 Minor release – 1 Flooding – 2 Co-responder – 2 Gas leak – 1 Dangerous structure – 2 Bariatric rescue – 2 RTC – 4 Fuel spill – 1 Assist other agency - 1
<b>Total</b>	<b>60</b>

### Local Incidents of Note

There have been no incidents of note within the reporting period.

**Dave Geddes**  
Station Manager

**Email: David.geddes@dwfire.org.uk**

**Mobile: 07826 532607**