

# MINUTES

**Meeting:** Trowbridge Area Board  
**Place:** Conference Suite - County Hall, Bythesea Road, Trowbridge,  
BA14 8JN  
**Date:** 20 June 2024  
**Start Time:** 6.30 pm  
**Finish Time:** 8.30 pm

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Please direct any enquiries on these minutes to Ellen Ghey, Democratic Services Officer. Telephone: 01225 718259 or Email: [Ellen.Ghey@wiltshire.gov.uk](mailto:Ellen.Ghey@wiltshire.gov.uk)

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## **In Attendance:**

### **Wiltshire Councillors**

Cllr Jo Trigg, Lambrok (Chairman)  
Cllr Stewart Palmen, Central (Vice-Chairman)  
Cllr Daniel Cave, Park  
Cllr Ernie Clark, Hilperton  
Cllr Mel Jacob, Paxcroft  
Cllr Edward Kirk, Adcroft  
Cllr Antonio Piazza, Drynham  
Cllr Horace Prickett, Southwick  
Cllr David Vigar, Grove

### **Wiltshire Council Officers**

Liam Cripps – Strategic Engagement & Partnerships Manager  
Ellen Ghey – Democratic Services Officer  
Kieran Elliott – Democracy Manager

### **Partners**

Inspector Andy Lemon – Wiltshire Police

**Total in attendance: 27**

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<b><u>Minute No..</u></b>	<b><u>Summary of Issues Discussed and Decision</u></b>
25	<p><b><u>Election of Chairman</u></b></p> <p>Nominations were sought for a Chairman for the forthcoming year.</p> <p>Councillor Jo Trigg was nominated by Councillor Stewart Palmen, seconded by Councillor Mel Jacob.</p> <p>Councillor Edward Kirk was nominated by Councillor Antonio Piazza, seconded by Councillor Daniel Cave.</p> <p>Following a vote, it was:</p> <p><b><u>Resolved:</u></b></p> <p><b>The Area Board elected Councillor Jo Trigg as Chairman for the forthcoming year 2024-25.</b></p>
26	<p><b><u>Election of Vice-Chairman</u></b></p> <p>On the nomination of Councillor Mel Jacob, seconded by Councillor David Vigar, it was:</p> <p><b><u>Resolved:</u></b></p> <p><b>The Area Board elected Councillor Stewart Palmen as Vice-Chairman for the forthcoming year 2024-25.</b></p>
27	<p><b><u>Apologies</u></b></p> <p>There were no apologies for absence received from Members of the Area Board, but the following apology was noted:</p> <ul style="list-style-type: none"> <li>• Catherine Roper, Wiltshire Police Chief Constable</li> </ul>
28	<p><b><u>Minutes</u></b></p> <p>The minutes of the previous meeting held on 14 March 2024 were considered. Following which, it was:</p> <p><b><u>Resolved:</u></b></p> <p><b>The Area Board approved and signed the minutes of the previous meeting held on 14 March 2024 as a true and correct record.</b></p>

29	<p><b><u>Declarations of Interest</u></b></p> <p>In relation to Minute Item 31, Area Board Funding, the following interests were declared:</p> <ul style="list-style-type: none"> <li>• Councillor Jo Trigg declared an Other Registrable Interest in respect of the grants related to Trowbridge Future, for which she is Chair of Trustees; Families Out Loud, for which she is an ambassador; and Studley Green Village Hall, for which she is a Member of the Studley Green Community Association.</li> <li>• Councillor David Vigar declared an Other Registrable Interest in respect of the grant related to Trowbridge Town Football Club for which he is a Committee Member.</li> <li>• Councillor Antonio Piazza declared an Other Registrable Interest in respect of the grant related to Trowbridge Debt Advice Service for which he is Chair of Trustees.</li> <li>• Councillor Ernie Clark declared an Other Registrable Interest in respect of the grant related to the Hilperton Village Hall by virtue of his role as a Trustee.</li> <li>• Councillor Stewart Palmen declared an Other Registrable Interest in respect of the grant related to Trowbridge Future by virtue of his as a Trustee.</li> </ul> <p>In accordance with the Constitution and the Scheme of Sub-Delegation, a dispensation was provided by the Democracy Manager (Democratic Services) to enable all above mentioned Councillors to remain in the room for the entirety of the items, however they could not cast a vote.</p> <p>Councillor Piazza declared that he would leave the room while Members considered the grant in relation to Trowbridge Debt Advice Service.</p>
30	<p><b><u>Information Items</u></b></p> <p>Updates were provided through the Chair as detailed in the agenda papers.</p> <p>The following updates were provided through the Chair as per the agenda pack:</p> <ul style="list-style-type: none"> <li>• Community First</li> <li>• Healthwatch Wiltshire</li> <li>• Update for BSW Together (Integrated Care System)</li> <li>• Wiltshire AGE UK Update</li> <li>• Wiltshire Council <a href="#">Consultation Portal</a></li> <li>• Wiltshire Council Information Items:</li> </ul>

	<ul style="list-style-type: none"> <li>○ Draft Licensing Policy 2024-29 Consultation</li> <li>○ Local Nature Recovery Strategy Engagement Update</li> <li>○ Multiply – National Numeracy Day</li> </ul>
31	<p><b><u>Area Board Funding</u></b></p> <p>The Area Board considered the following applications for funding:</p> <p><b><u>Community Area Grants:</u></b></p> <ul style="list-style-type: none"> <li>• Trowbridge Town Football Club - £5,000 towards Floodlights for Trowbridge Town Football Club</li> </ul> <p>During the discussion, it was clarified that all Members could vote on the grant unless an interest had been declared, and that both Natural England and the Wiltshire Council Ecology Officer were happy with the conditions as set out within the associated planning application. On the motion of Councillor Antonio Piazza, seconded by Councillor Daniel Cave, it was:</p> <p><b><u>Resolved:</u></b></p> <p><b>The Area Board awarded £5,000 to Trowbridge Town Football Club towards Floodlights for Trowbridge Town Football Club.</b></p> <p><b><u>Reason – The application met the Community Area Grants Criteria.</u></b></p> <ul style="list-style-type: none"> <li>• Studley Green Community Association - £2,172.22 towards Studley Green Community Centre Refurbishment Phase 2</li> </ul> <p>During the discussion, it was clarified that all Members could vote on the grant unless an interest had been declared. On the motion of Councillor Daniel Cave, seconded by Councillor Mel Jacob, it was:</p> <p><b><u>Resolved:</u></b></p> <p><b>The Area Board awarded £2,172.22 to Studley Green Community Association towards Studley Green Community Centre Refurbishment Phase 2.</b></p> <p><b><u>Reason – The application met the Community Area Grants Criteria.</u></b></p>

- HELP Counselling Services – £692 towards New Laptop and Office Equipment for New Member of Staff

On the motion of Councillor Daniel Cave, seconded by Councillor David Vigar, it was:

**Resolved:**

**The Area Board awarded £692 to HELP Counselling Services towards a New Laptop and Office Equipment for New Member of Staff.**

**Reason – *The application met the Community Area Grants Criteria.***

- Hilperton Village Hall – £ 3,750 towards New Roof at Hilperton Village Hall

On the motion of Councillor Daniel Cave, seconded by Councillor Antonio Piazza, it was:

**Resolved:**

**The Area Board awarded £3,750 to Hilperton Village Hall towards New Roof at Hilperton Village Hall.**

**Reason – *The application met the Community Area Grants Criteria.***

*Councillor Ernie Clark requested that his abstention during the vote be recorded.*

- Avon Valley Runners – £1,130 towards Avon Valley Runners Running Track Refurbishment

During the discussion, the arrangements of different groups using the track through organised sessions was clarified, and Councillors gave their condolences to the applicants, whose Chair had recently passed away. On the motion of Councillor Antonio Piazza, seconded by Councillor Daniel Cave, it was:

**Resolved:**

**The Area Board awarded £1,130 to Avon Valley Runners towards Avon Valley Runners Running Track Refurbishment.**

**Reason – *The application met the Community Area Grants Criteria.***

- Equinox Explorer Scout Unit – £5,000 towards Access Ramp for Equinox ESU Paddle Sport Project

During the discussion, accessibility issues and future plans with respect to safety equipment and facilities was clarified. On the motion of Councillor Daniel Cave, seconded by Councillor Ernie Clark, it was:

**Resolved:**

**The Area Board awarded £5,000 to Equinox Explorer Scout Unit towards an Access Ramp for Equinox ESU Paddle Sport Project.**

***Reason – The application met the Community Area Grants Criteria.***

**Older and Vulnerable Grants:**

- Trowbridge Debt Advice Service – £500 towards Financial Budgeting for All

On the motion of Councillor Edward Kirk, seconded by Councillor Mel Jacob, it was:

**Resolved:**

**The Area Board awarded £500 to Trowbridge Debt Advice Service towards Financial Budgeting for All.**

***Reason – The application met the Older and Vulnerable Grants Criteria.***

*Councillor Antonio Piazza left the room for this grant application as per his declaration.*

- Families Out Loud – £4,919 towards Trowbridge Client Support

During the discussion, Members suggested that as the applicants also supported young people, and they were forecasting an increase in clients, a proportion of the funding should be awarded from the Young People funding pot. On the motion of Councillor Edward Kirk, seconded by Councillor Mel Jacob, it was:

**Resolved:**

**The Area Board awarded £4,919 to Families Out Loud towards Trowbridge**

**Client Support, with the respective amounts being taken from the following funding pots:**

- £3,443.30 from the Older and Vulnerable pot.
- 1,475.70 from the Young People pot.

**Reason – The application met the Older and Vulnerable Grants Criteria.**

**Young People Grants:**

- Wiltshire Wildlife Trust – £4,600 towards Blue Influencers Scheme

During the discussion, the applicant provided additional information as to the scheme itself and the different types of projects that young people could choose to support. On the motion of Councillor Mel Jacob, seconded by Councillor Stewart Palmen, it was:

**Resolved:**

**The Area Board awarded £4,600 to Wiltshire Wildlife Trust towards Blue Influencers Scheme.**

**Reason – The application met the Young People Grants Criteria.**

- Youth Adventure Trust – £4,000 towards Supporting Disadvantaged Young People in Trowbridge

On the motion of Councillor David Vigar, seconded by Councillor Stewart Palmen, it was:

**Resolved:**

**The Area Board awarded £4,000 to Youth Adventure Trust towards Supporting Disadvantaged Young People in Trowbridge.**

**Reason – The application met the Young People Grants Criteria.**

- Sustainable Image Lab CIC – £2,460 towards Colour and Light Youth Art Programme

During the discussion, the applicant explained the arrangements and breakdown

	<p>in costs associated with the programme. Councillor Mel Jacob, seconded by Councillor Antonio Piazza, moved to award the grant in full. Following a vote, the motion fell due to an equal number of votes cast For and Against and both the Chair and Vice-Chair unable to make a casting vote as per their declarations.</p> <p>Councillor Mel Jacob then moved to award £1,750, seconded by Councillor Antonio Piazza. Following a vote, the motion again fell due to the reasons stated above. As such, the grant application could not be determined.</p> <ul style="list-style-type: none"> <li>• Wiltshire Youth for Christ – £505 towards Summer Holiday Pop-Up Youth Week in Stallards Park</li> </ul> <p>On the motion of Councillor Stewart Palmen, seconded by Councillor Antonio Piazza, it was:</p> <p><b><u>Resolved:</u></b></p> <p><b>The Area Board awarded £505 to Wiltshire Youth for Christ towards Summer Holiday Pop-Up Youth Week in Stallards Park.</b></p> <p><b><u>Reason</u> – <i>The application met the Young People Grant Criteria.</i></b></p>
32	<p><b><u>Area Board End of Year Report and Outside Bodies</u></b></p> <p style="text-align: center;"><b>Part I – Looking Back</b></p> <p>The Area Board received a presentation from Liam Cripps, Strategic Engagement Partnerships Manager (SEPM), on the Area Board End of Year Report. The presentation included details of different schemes under the following themes:</p> <ul style="list-style-type: none"> <li>• Youth Engagement and Positive Activity Opportunities</li> <li>• Supporting Positive Mental Health and Wellbeing</li> <li>• Supporting Low-Income Individuals and Families</li> <li>• Supporting the Local Economy</li> <li>• Addressing Climate Change and Protecting Green Spaces</li> </ul> <p>It was emphasised that the Area Board was more than just four business meetings a year, it was about the investing in local communities and developing strong relationships with partners and community organisations to improve the lives of residents and create an empowered community.</p> <p>Members raised fly tipping and queried if communications between the Town Council and Wiltshire Council could be improved to which officers agreed that a solution could be considered at a future date.</p>



## Part II – Looking Forward

Liam Cripps, SEPM, provided a summary of the Community Survey/CAJSNA Data:

- There had been 135 responses to the survey (5% of the population), with the demographic of respondents split between 25-34 to 65+ years of age.
- The following four priorities were identified by respondents:

### Health

- Over 40% of respondents had chosen this as their first choice.
- The top 5 health issues in order were mental health support; support for “living longer better”; support for keeping physically active; care for those living with dementia; and tackling levels of obesity.
- CAJSNA data was provided to support this, including that Trowbridge was above the Wiltshire average levels for diagnosed diabetes and 10-11 year olds who were obese or overweight, and the second highest levels of diagnosed depression in Wiltshire.

### Environment

- Almost 20% of respondents had chosen this as their first choice.
- The top 5 environmental issues in order were improving the quality of landscapes (nature reserves and other destinations); supporting public transport services; support for increase in biodiversity; tackling fly tipping; and addressing flooding.
- CAJSNA data was provided to support this, including that Trowbridge had the 6<sup>th</sup> highest number of fly tipping reports to Wiltshire Council in 2022-23, 92 green open spaces listed in the Trowbridge community area, and the 3<sup>rd</sup> highest number of school age children completing ‘Walk Safe’ and ‘Bikeability’ training in Wiltshire.

### Safety

- Almost 10% of respondents had chosen this as their first choice.
- The top 5 safety issues in order were tackling anti-social behaviour; reducing the level of crime; tackling anti-social behaviour by young people; addressing drug crime; and reducing speeding.
- CAJSNA data was provided to support this, including that Trowbridge had the 2<sup>nd</sup> highest levels of reported anti-social behaviour and reported violence towards women and girls, the highest level of

reported domestic abuse offences (including when children/young people were present, and the third highest level of total crime involving persons under 18 years old. However, it was emphasised that as Trowbridge was a large town within a rural County, it was expected that these levels would be higher than other smaller community areas.

### Children and Young People

- Close to 10% of respondents had chosen this as their first choice.
- The top 5 issues affecting children and young people in order were improving positive activities for young people, supporting young people's mental health, support for children with Special Educational Needs or Disabilities (SEND), improving health (including obesity), and support for young people not in employment, education or training (NEET).
- CAJSNA data was provided to support this, including that Trowbridge had the highest number of persons aged 25 years or under in Wiltshire, the second highest levels of pupils eligible for free school meals, below Wiltshire average for pupils classed as persistent absentees, and above Wiltshire averages for 4-5 year olds and 10-11 years olds who were obese and for under 18 year olds in treatment for substance misuse.

After which, it was:

### Resolved:

- 1) **The Area Board decided upon the following priorities it wished to focus on in the forthcoming year as well as the respective Lead Councillor Representatives:**
  - **Youth engagement, employment, and positive activity opportunities – *Councillor Jo Trigg***
  - **Addressing climate change and protecting green spaces – *Councillor Mel Jacob***
  - **Supporting low income individuals and families – *Councillor Antonio Piazza***
  - **Older and vulnerable people: supporting positive mental and physical health – *Councillor Stewart Palmen***
  - **Community safety – *Councillor David Vigar***

	<p><b>2) The Area Board appointed all Area Board Members as Representatives of the Local Highways and Footway Improvement Group.</b></p> <p><b>3) The Area Board noted the Terms of Reference for the Local Highways and Footway Improvement Group as set out in Appendix B as attached to the agenda pack.</b></p>
33	<p><b><u>Partner Updates</u></b></p> <p>The Area Board received updates from the following partners:</p> <p><u>Wiltshire Police</u></p> <p>A verbal update was provided by Inspector Andy Lemon alongside the written information provided within Agenda Supplement 1. The following was discussed:</p> <ul style="list-style-type: none"> <li>• The Trowbridge Crime Data for January to March 2024 was outlined as per the report, alongside data on Crime Exceptions, community engagement, local priorities, and local updates.</li> <li>• It was emphasised that although the figures show that theft offences had increased by 12.4% across the first quarter of 2024, this meant that reporting of these incidents had increased, thus allowing Wiltshire Police to see the extent of the ongoing issues in order to take appropriate action.</li> <li>• Members raised the multi-storey carpark in Trowbridge and the reported anti-social behaviour occurring in and around the building. Insp. Lemon highlighted that there was now a Community Support Officer that focussed on that area and that further enforcement was being considered. However, it was emphasised that the Police could only take action once such behaviour was witnessed by Officers. Furthermore, in response to queries about public safety, it was noted that higher fencing could be constructed around the roof of the building, however subsequent costs would need to be considered.</li> <li>• Insp. Lemon explained that there was a tangible link between the majority of the Theft from a Shop occurrences and that two male suspects had been charged for all offences identified to Police.</li> <li>• Other topics raised included the use of E-Scooters on main roads, carless key thefts, further Speed Enforcement Officers patrolling the network, and amending the working hours of Community Support Officers to include later shift patterns.</li> </ul>

### Child Friendly Trowbridge

Councillor Jo Trigg provided a brief verbal update in which Members were informed that the organisation was looking to build towards a Youth Forum event in 2025, therefore there were lots of engagement activities occurring in the meantime.

### Trowbridge Future

Councillor Jo Trigg provided a brief verbal update in which it was noted that the organisation was very busy at the moment due to their relocation to The Shires shopping centre which allowed for higher levels of accessibility and collaboration with other partners, agencies and other organisations. Furthermore, it was highlighted that the organisation was seeing an increase in the level of older young people which was positive.

### Town and Parish Council Nominated Representatives

Councillor Roger Evans on behalf of North Bradley Parish Council, provided a verbal update including the following matters:

- Things are progressing with the Parish Council as normal, with 12 meetings scheduled per year.
- The Parish Council are continuing to experience changes in Membership due to a Councillor leaving due to work commitments. As such, the Parish Council were in the process of finding a new Councillor.
- Regarding the flooding in Yarnbrook, the Parish Council and the Baptist Church had come to an agreement to use the Church as an emergency hub. Furthermore, Councillors had met with a Wiltshire Council Drainage Officer and were now in the process of working with the Local Unitary Member, Councillor Horace Prickett, to contact the local landowners and farmers in the area with regard to gully clearing.
- The North Bradley Neighbourhood Plan was progressing well, with Councillors meeting with Trowbridge Town Councillors and finalising the Terms of Reference before moving onto the next stage.

Councillor Ernie Clark on behalf of Hilperton Parish Council, informed Members that a new Clerk had been found, a review group had been formed for the Hilperton Neighbourhood Plan, and that the Hilperton Action Group were continuing to meet, with the next meeting being held at the Hilperton Village Hall during the following week.

### Wiltshire Family Hubs

An update was provided on the Wiltshire Family Hubs which were noted as

	<p>being launched in April 2024, with Family Navigators and Community Workers being recruited to assist with different outreach programmes to develop a stronger presence in the community.</p>
34	<p><b><u>Wiltshire Police Chief Constable</u></b></p> <p>As noted in Minute Item 27, as Wiltshire Police Chief Constable, Catherine Roper, had sent her apologies, this item was postponed for a future meeting date.</p>
35	<p><b><u>Local Highways and Footpath Improvement Group</u></b></p> <p>The Chairman, Councillor Jo Trigg, introduced the minutes and recommendations from the previous meeting of the Local Highways and Footpath Improvement Group (LHFIG) held on 18 April 2024.</p> <p>After which, it was:</p> <p><b><u>Resolved:</u></b></p> <p><b>The Area Board approved the notes and recommendations of the Local Highways and Footpath Improvement Group meeting held on 18 April 2024.</b></p>
36	<p><b><u>Urgent Items</u></b></p> <p>There were no urgent items.</p>
37	<p><b><u>Close</u></b></p> <p>The date of the next meeting was confirmed as Thursday 3 October 2024.</p>