

## AGENDA

**Meeting:** TROWBRIDGE AREA BOARD  
**Place:** The Council Chamber, Bradley Road Offices, Trowbridge, BA14 0RD  
**Date:** Thursday 8 September 2011  
**Time:** 7.00 pm

---

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

---

**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.

Tea, coffee and the opportunity to talk informally from 6:30pm

***A display stand with information on the new Waste and Recycling Service will be available prior to the meeting from 6.30pm***

---

Please direct any enquiries on this agenda to Penny Bell (Democratic Services Officer) on 01249 706613 / [penny.bell@wiltshire.gov.uk](mailto:penny.bell@wiltshire.gov.uk) or Rachel Efemey (Trowbridge Community Area Manager) on 01225 718608 / [rachel.efemey@wiltshire.gov.uk](mailto:rachel.efemey@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.

---

### Wiltshire Councillors

Ernie Clark – Hilperton	Stephen Oldrieve – Paxcroft
Peter Fuller – Park ( <b>Vice-Chairman</b> )	Helen Osborn – Lambrok
Tom James MBE – Adcroft	Jeff Osborn – Grove ( <b>Chairman</b> )
John Knight – Central	Graham Payne – Drynham
Francis Morland – Southwick	

Items to be considered	Time
<p>1. <b>Chairman's Welcome and Introductions</b></p> <p>2. <b>Apologies</b></p> <p>3. <b>Minutes</b> (<i>Pages 3 - 18</i>)</p> <ul style="list-style-type: none"> <li>i. To approve the minutes of the meeting held on Thursday 7 July 2011.</li> <li>ii. Matters arising from the previous meeting, to include: <ul style="list-style-type: none"> <li>a) Cabinet member response regarding employment and economic concerns</li> <li>b) Area Board response to draft 13 to 19 Commissioning Strategy</li> <li>c) Update on CAYPIG funding</li> <li>d) Update on outstanding Performance Reward Grants.</li> </ul> </li> </ul> <p>4. <b>Declarations of Interest</b></p> <p>Councillors are requested to declare any personal or prejudicial interests, or dispensations granted by the Standards Committee.</p> <p>5. <b>Chairman's Announcements</b> (<i>Pages 19 - 28</i>)</p> <p>To include the following:</p> <ul style="list-style-type: none"> <li>i. New Waste and Recycling Service</li> <li>ii. Trowbridge Town Hall</li> <li>iii. Help to Live at Home</li> <li>iv. Queen Elizabeth II Fields Challenge</li> <li>v. Screen Me.</li> </ul>	<p><b>7:00pm</b></p>
<p>6. <b>Partner Updates</b> (<i>Pages 29 - 36</i>)</p> <p>To note the written reports and receive any updates from the following:</p> <ul style="list-style-type: none"> <li>i. Wiltshire Police (attached)</li> <li>ii. Wiltshire Police Authority</li> <li>iii. Wiltshire Police Federation</li> <li>iv. Wiltshire Fire and Rescue Service (attached)</li> <li>v. NHS Wiltshire (attached)</li> <li>vi. Trowbridge Community Area Future</li> <li>vii. Town and Parish Councils</li> <li>viii. Community Area Young Peoples' Issues Group.</li> </ul>	<p><b>7.15pm</b></p>

7.	<p><b>Outside Body Updates</b></p> <p>Wiltshire Councillors appointed as representatives to Outside Bodies will report on any recent news.</p>	7.25pm
8.	<p><b>Community Area Grants Scheme 2011/12</b> (<i>Pages 37 - 60</i>)</p> <p>To consider the following applications:</p> <ul style="list-style-type: none"> <li>i. SPLASH – to run a cultural dance project for young people at the Arc Theatre – £1,742 requested.</li> <li>ii. Monday – Wednesday Club – to develop the physical skills of elderly people through the purchase of curling equipment - £231 requested.</li> <li>iii. Trowbridge Tigers FC – to host a national 5 a side football competition to raise the participation of Lesbian, Gay, Bisexual, Transgender people in football – up to £920 requested.</li> </ul>	7.30pm
9.	<p><b>Process for Allocation of 2011/12 Youth Funding</b> (<i>Pages 61 - 62</i>)</p> <p>To consider the proposal for the allocation of the Area Board’s youth budget for 2011/12.</p>	7.45pm
10.	<p><b>Transforming Trowbridge - Proposed Developments for the Town Centre</b></p> <p>Introduction from Adam Nardell, Vision Director, Trowbridge Vision.</p> <p>To receive presentations as follows:</p> <ul style="list-style-type: none"> <li>i. Angus Horner, Managing Director of Prorsus – the developer of the Bowyers site in Trowbridge.</li> <li>ii. Proposals for the expansion of the ASDA store in Trowbridge.</li> <li>iii. L&amp;G development proposals for St Stephen’s Place.</li> </ul>	7.55pm
11.	<p><b>Trowbridge Community Campus</b> (<i>Pages 63 - 84</i>)</p> <p>To receive a presentation from Lucy Murray-Brown, Campus and Operational Delivery Programme, on proposals for a Community Campus in Trowbridge Community Area, as detailed in the attached Cabinet paper dated 15 February 2011.</p> <p>The Area Board will be asked to consider and approve proposals for the campus delivery and associated Terms of Reference (attached), and will invite expressions of interest from those wishing to sit on the Shadow Community Operations Board.</p> <p>Subject to the above, the Area Board will also nominate one councillor to act as the Area Board’s representative on the Shadow Community Operations Board.</p>	8.35pm

- |     |   |               |
|-----|---|---------------|
| 12. | <b>Elm Grove Play Area</b><br><br>To receive an update from Bill Parks, Head of Service – Local Highways and Streetscene Central, Wiltshire Council.  | <b>8.50pm</b> |
| 13. | <b>Community Area Transport Group</b> ( <i>Pages 85 - 86</i> )<br><br>To consider recommendations for small-scale transport improvement schemes.  | <b>9.00pm</b> |
| 14. | <b>Any Urgent Business and Forward Plan</b> ( <i>Pages 87 - 88</i> )<br><br>The Chairman will take any items of urgent business.<br><br>The meeting is asked to note the future meeting dates below and the Forward Plan. | <b>9.10pm</b> |
| 15. | <b>Close</b>  | <b>9.15pm</b> |

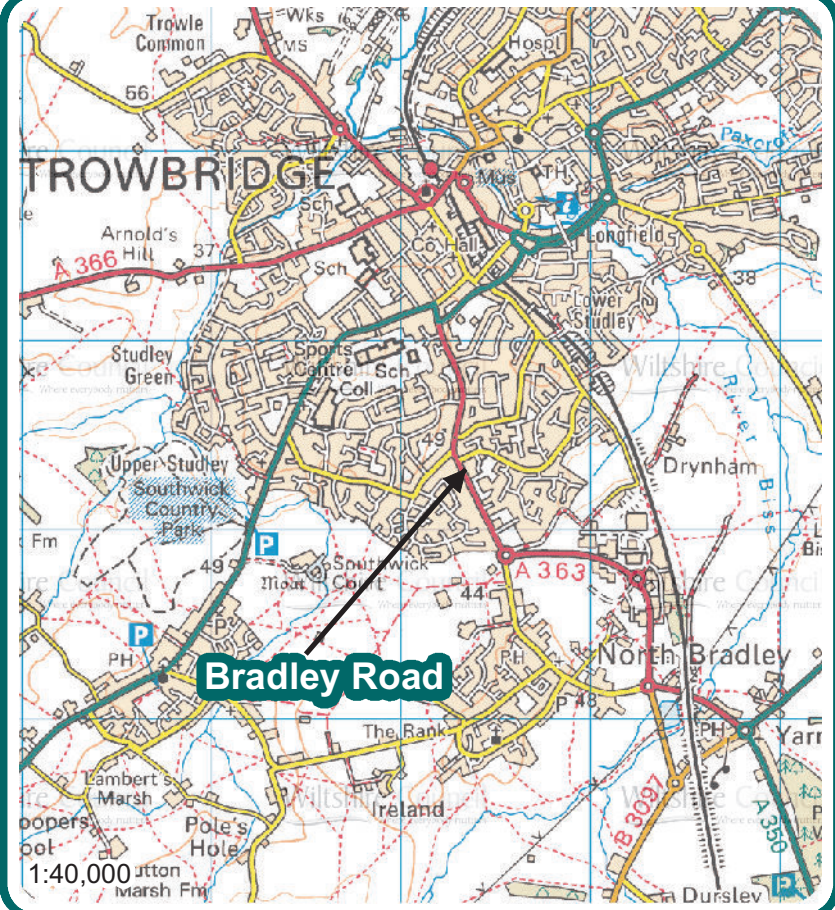
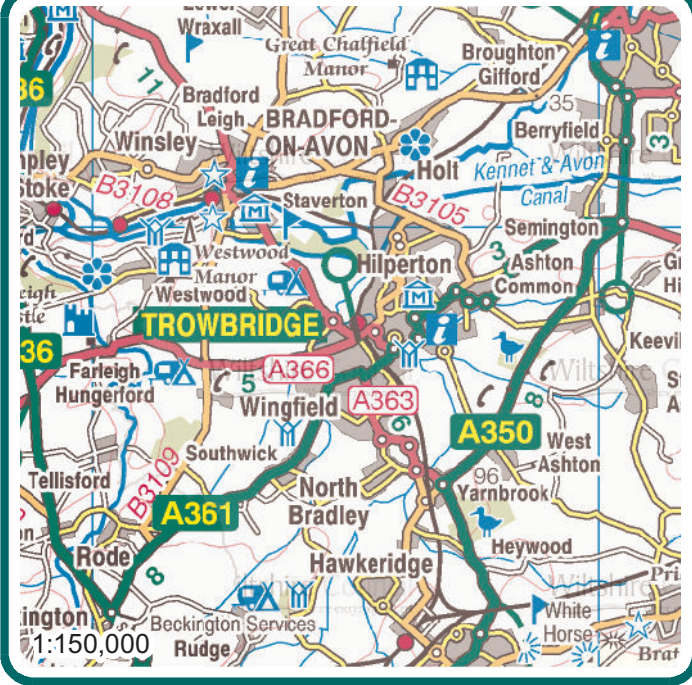
**Future Meeting Dates**

**Thursday 17 November 2011** – 7.00pm  
The Atrium, Wiltshire Council Office, Bradley Road,  
Trowbridge

**Thursday 26 January 2012** – 7.00pm  
The Atrium, Wiltshire Council Office, Bradley Road,  
Trowbridge

**Thursday 15 March 2012** – 7.00pm  
The Atrium, Wiltshire Council Office, Bradley Road,  
Trowbridge





**Wiltshire Council**  
 165 Bradley Road  
 Trowbridge  
 BA14 0RD

**Wiltshire Council**  
 Where everybody matters







# MINUTES

**Meeting:** TROWBRIDGE AREA BOARD  
**Place:** The Atrium, Wiltshire Council, Bradley Road, Trowbridge, BA14 0RD  
**Date:** 7 July 2011  
**Start Time:** 7.00 pm  
**Finish Time:** 10.30 pm

---

Please direct any enquiries on these minutes to:

Penny Bell (Democratic Services Officer), Tel: 01249 706610 or (e-mail) [penny.bell@wiltshire.gov.uk](mailto:penny.bell@wiltshire.gov.uk)

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

---

## **In Attendance:**

### **Wiltshire Councillors**

Cllr Ernie Clark, Cllr Stephen Oldrieve, Cllr Peter Fuller (Vice-Chairman),  
Cllr Tom James MBE, Cllr John Knight, Cllr Francis Morland, Cllr Helen Osborn,  
Cllr Jeff Osborn (Chairman) and Cllr Graham Payne

Cllr John Noeken (Cabinet Member for Resources)

### **Wiltshire Council Officers**

Penny Bell, Democratic Services Officer  
Rachel Efemey, Community Area Manager  
Michael Hudson, Interim Chief Finance Officer  
Lucy Murray-Brown, Transformation Programme  
Mark Stone, Transformation Programme  
Allan Creedy, Head of Service – Sustainable Transport  
Neil Ward, Head of Strategic Property Services

### **Town and Parish Councillors**

Trowbridge Town Council – Bob Brice  
Hilperton Parish Council – K Jackson  
North Bradley Parish Council – Roger Evans  
Southwick Parish Council – K Noble

**Partners**

Wiltshire Police – Inspector D Cullop, S Austin

Wiltshire Police Authority – Joy Hillyer

Wiltshire Fire and Rescue Service – Mike Franklin

Trowbridge Community Area Future – Kate Oatley, Doug Ross

Development Service for Young People – Siobainn Chaplin

**Total in attendance: 65**

---



<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
1.	<p><u>Election of Chairman</u></p> <p>The outgoing Chairman, Councillor Ernie Clark, announced that he intended to stand down as Chairman of the Area Board, having fulfilled the role for the previous two years.</p> <p>Councillor Clark called for nominations for Chairman of Trowbridge Area Board for the forthcoming year.</p> <p><b><u>Decision</u></b>  <b>Councillor Jeff Osborn was elected Chairman of Trowbridge Area Board for the forthcoming year.</b></p> <p><i>Councillor Osborn in the Chair.</i></p>
2.	<p><u>Election of Vice Chairman</u></p> <p>The Chairman called for nominations for Vice-Chairman of Trowbridge Area Board for the forthcoming year.</p> <p><b><u>Decision</u></b>  <b>Councillor Peter Fuller was elected Vice-Chairman of Trowbridge Area Board for the forthcoming year.</b></p> <p>The members of the Area Board extended their thanks to Councillor Clark for his commitment to the role of Chairman over the past two years.</p>
3.	<p><u>Chairman's Welcome and Introductions</u></p> <p>The Chairman welcomed everyone to the meeting of the Trowbridge Area Board.</p>
4.	<p><u>Apologies</u></p> <p>Apologies for absence were received from Gaynor Polglase of the Parish Councils Liaison Group, and Bill Parks, Head of Service – Local Highways and Streetscene Central.</p>
5.	<p><u>Minutes</u></p> <p><b><u>Decision</u></b>  <b>The minutes of the meeting held on Thursday 5 May 2011 were agreed a correct record and signed by the Chairman.</b></p> <p>The following matters arose from the minutes of the previous meeting:</p> <ul style="list-style-type: none"> <li>• Concern raised at the Area Board meeting on Thursday 5 May 2011</li> </ul>

	<p>regarding employment and economic development.  <b>Action: Penny Bell to contact Councillor Keith Humphries for a response.</b></p> <ul style="list-style-type: none"> <li>• No smoking signs at the Stallard Street Play Area.  <b>Action: Penny Bell to contact the relevant officer to determine the timescales for the installation of the signs.</b></li> <li>• Ongoing maintenance of play equipment – requirement for revenue budgeting.  <b>Action: Rachel Efemey to investigate.</b></li> </ul>
6.	<p><u>Declarations of Interest</u></p> <p>Councillors John Knight, Jeff Osborn, Graham Payne, Peter Fuller and Helen Osborn all declared general personal interests in Trowbridge Town Council issues due to being members of Trowbridge Town Council. All councillors had dispensations allowing them to speak and vote on such matters.</p> <p>Councillor Tom James declared a general personal interest in Trowbridge Town Council due to being a member of the Town Council; no dispensation was in place.</p>
7.	<p><u>Chairman's Announcements</u></p> <p>The following announcements were made:</p> <ul style="list-style-type: none"> <li><b>i. Trowbridge Town Football Club</b>  The Chairman invited Ralph McCaldron, Chairman of Trowbridge Town Football Club, to speak.</li> </ul> <p>Ralph reported that the Club was having continuing problems with issues such as littering, youths drinking, dog walkers and thefts of equipment. In response to this, the Club had approached Wiltshire Council, the Town Council and the Police and the decision was taken to close the unofficial access points around the site.</p> <p>Inspector Cullop announced that the Police were aware of the ongoing problems at the Football Club, and that Neighbourhood Policing Teams would continue to work with the Club and local residents to try and improve the matter.</p> <p>North Bradley Parish Council, along with the Area Board, endorsed the action being taken and was committed to seeing that the issues were resolved.</p> <ul style="list-style-type: none"> <li><b>ii. Cars for sale on the highway</b>  The written update was received and noted. It was reported that the cars on Hilperton Road and Frome Road had been removed; however there</li> </ul>

	<p>were still cars for sale on other sites including at Green Lane, Focus, and the junction of Brook Road and Wingfield Road.  <b>Action: Rachel Efemey to pass this on to the appropriate officer to be investigated.</b></p> <p><b>iii. 13 to 19 Commissioning Strategy</b>  The draft Strategy was currently out to consultation until Friday 5 August and people were encouraged to read the full Strategy and provide a response.</p> <p>A consultation day was being arranged with young people to look at the various options within the Strategy, and work was also being done with the Community Area Young Peoples Issues group to discuss the proposed changes.</p> <p><b>Action: Councillor Oldrieve to convene a meeting with relevant partners for a response on behalf of the Area Board.</b></p> <p><b>iv. Wiltshire Core Strategy and Waste Consultations</b>  The Wiltshire Core Strategy was out to consultation until Monday 8 August. A public exhibition and drop-in consultation event would be held on Wednesday 13 July, from 2pm until 8pm, at Bridge House in Trowbridge.</p> <p><b>v. Hope Nature</b>  Councillor Tom James announced that Hope Nature had recently received a Queen's Award for voluntary services. Hope Nature was congratulated on this achievement.</p>
8.	<p><u>Nomination of Representatives to Outside Bodies</u></p> <p><b>Decision</b>  The Area Board noted the representatives to outside bodies that were nominated by the Area Board during 2010/11, and agreed that they would continue for the forthcoming year with the following changes:</p> <p>i. <b>Councillor Peter Fuller would replace Councillor Jeff Osborn as the Area Board's representative on Trowbridge Community Area Future.</b>  ii. <b>No representative was required for the Hope Nature Centre.</b></p>
9.	<p><u>Partner Updates</u></p> <p>Updates from partners were received as follows:</p> <p>i. <b>Wiltshire Police</b>  The written update was received and noted. Inspector Cullop reported that Vision Wiltshire had been set-up to deliver a new policing model to meet projected funding cuts over the next four years. This work was ongoing and changes to frontline policing delivery would be reported over</p>

the next couple of months.

The final report of the Wiltshire Police Authority's Annual Survey was currently being prepared and would be brought to the next meeting of the Area Board.

It was noted that the PCSO covering Seymour had now commenced maternity leave and there would be no replacement. Inspector Cullop was aware of the need for visibility in the Seymour area and would make efforts to achieve this. It was also noted that there was a youth worker who now covered Seymour on Tuesdays, Thursdays and Fridays throughout the summer.

**ii. Wiltshire Fire & Rescue Service**

The written update was received and noted. Mike Franklin reported that there had been a decrease in deliberate fires, however there was concern at the increasing number of accidental fire alarms due to faulty equipment. Anybody concerned about the recent news of faulty Beko fridge-freezers should consult the Beko website. It was also stressed that care should be taken if using Chinese lanterns, as once lit they could not be controlled and could be a fire hazard.

**iii. NHS Wiltshire**

The written report for July was tabled at the meeting and noted. There was no further update.

**iv. Trowbridge Community Area Future (TCAF)**

A written update from TCAF was tabled at the meeting and noted. Doug Ross, TCAF Coordinator, reported that the summarised Community Area Plan 2011-16 was in the final draft stage of development and would be produced in a reader-friendly booklet form. The final version would be officially launched at the Partnership meeting on 12 September, 7pm at Clarendon College.

The 'Not the Trowbridge Fringe Festival' would be taking place from 10 to 17 September 2011 and a leaflet was available providing details of all the performances and activities on offer.

It was announced that Doug Ross would be leaving the position of TCAF Coordinator and recruitment was currently taking place for a replacement.

**v. Town and Parish Councils**

A written update from Trowbridge Town Council was received and noted. There were no further updates from parish and town councils.

**vi. Community Area Young People's Issues Group (CAYPIG)**

The CAYPIG provided an update on recent activities and projects, including plans for a Studley Green tidy-up day, ongoing issues regarding

	<p>the skate park and the skate park lighting which was still awaited.</p> <p>The Area Board had previously awarded the sum of £7,759 to the Trowbridge CAYPIG and Youth parliament for the development and promotion of a media campaign against anti-social behaviour. An element of the funds had not been spent as the part of the project being led by the CAYPIG had not been able to go ahead; therefore the CAYPIG requested that these funds could be used on local youth transport schemes over the summer period.</p> <p><b><u>Decision</u></b>  <b>The Area Board delegated authority to the Community Area Manager, in consultation with the Chairman and Vice-Chairman of the Area Board, to approve the change of use of the previously awarded youth funding, upon receipt of a satisfactory proposal and budget.</b></p>
10.	<p><u>Outside Body Updates</u></p> <p>There were no updates.</p>
11.	<p><u>Community Campus</u></p> <p>Lucy Murray-Brown of Wiltshire Council's Transformation Programme gave a presentation on proposals for the development of a Community Campus in Trowbridge.</p> <p>A Community Campus was a building, or buildings, in a community area that would provide the services the local community needed in an accessible location.</p> <p>Local community involvement was critical to the success of the Campus project, and the aim was to reduce the long term financial, environmental and operational pressures on operating aging, low quality buildings.</p> <p>Community Campus's had potential to co-locate with partner and voluntary organisations, and core criteria to all campus buildings included a shared reception, community space, accessible IT provision, personal care facilities and catering facilities.</p> <p>The indicative sequence of events for the development of a Trowbridge Community Campus was as follows:</p> <ul style="list-style-type: none"> <li>• January 2012 – April 2012: Further background work</li> <li>• April 2012 – December 2012: Consultation &amp; design</li> <li>• January 2013 – July 2013: Planning process</li> <li>• July 2013 – December 2014: Construction period</li> <li>• Late 2014: Occupy new facility</li> <li>• Early 2015: Available for community use.</li> </ul>



	<p>In developing the Community Campus's, Wiltshire Council was testing the principles of community-led management of local services. Shadow Community Operations Boards were being set-up in order to take on a key role in coordinating and leading the projects. It was not proposed that a Shadow Community Operations Board be set up in Trowbridge Community Area at this stage.</p> <p>Following the presentation a number of queries and comments arose, as follows:</p> <ul style="list-style-type: none"> <li>• There was a strong feeling amongst councillors and the public of Trowbridge Community Area that a Community Campus for Trowbridge should be a higher priority; the indicative timeline with completion planned for 2015 was considered too late. <b><i>Councillor Noeken undertook to pass this message to Cabinet.</i></b></li> <li>• Any consultation undertaken with regards to a Community Campus would be done by the Shadow Community Operations Board and reported back to the Area Board with recommendations. This process was already underway in other areas and was working well.</li> <li>• The young people felt that it was important that a Community Campus should be located in the town centre for accessibility reasons.</li> <li>• It was felt that a Shadow Community Operations Board should be set-up now in order to progress a Community Campus for Trowbridge Community Area as a priority.</li> </ul> <p><b><u>Decision</u></b> <b>Trowbridge Area Board:</b></p> <ol style="list-style-type: none"> <li><b>i. Requests the creation of a Shadow Community Operations Board for Trowbridge</b></li> <li><b>ii. Requests officer support for the nominations of membership for a Shadow Community Operations Board for Trowbridge</b></li> <li><b>iii. Will formally consider all matters in relation to the formation of a Shadow Community Operations Board at its meeting on Thursday 8 September 2011.</b></li> </ol>
12.	<p><b><u>Bath Bridge Ban</u></b></p> <p>Allan Creedy, Head of Service – Sustainable Transport (Wiltshire Council), provided an update on the proposed ban of HGV vehicles on Cleveland Bridge in Bath.</p> <p>Bath &amp; North East Somerset's Cabinet was due to consider a paper shortly regarding transport priorities in the City. The paper looked at a range of options, including the ban of lorries on London Road.</p> <p>Wiltshire Council had two major concerns with the proposal:</p>

	<ol style="list-style-type: none"> <li>1. The A36 was a primary route and EU law insisted that primary routes must be kept free and open for HGVs.</li> <li>2. There had not been enough consultation to enable an informed response.</li> </ol> <p>Wiltshire Council was continuing to attempt to work jointly with Bath &amp; North East Somerset Council on this issue in order to maintain the community's interest.</p> <p>The Chairman thanked Allan for the update and requested that the Area Board be kept up to date with any developments.</p> <p><b>Action: Allan Creedy to update the Area Board at its meeting on 8 September 2011.</b></p>
13.	<p><u>Wiltshire Supplementary Cultural School</u></p> <p>Farzana Saker, Committee Member of Wiltshire Supplementary Cultural School, gave a presentation on plans to establish a supplementary cultural school in Trowbridge.</p> <p>The purpose of a supplementary school was to enhance the learning experience of young people by offering a range of learning opportunities including lessons in mathematics, English and science, as well as out of school classes and activities such as cultural studies, music and drama.</p> <p>The main benefits of a supplementary school included offering young people support in curriculum subjects, increasing understanding and learning more about culture and heritage, and reinforcing ethnic and British identities for young people.</p> <p>It was felt that a supplementary school was required for the following reasons:</p> <ul style="list-style-type: none"> <li>• Wiltshire was made up of a diverse community</li> <li>• There was a need to raise cultural heritage awareness in mainstream schools helping to raise confidence and identity</li> <li>• Locally and nationally BME and socio-economic children were underachieving</li> <li>• To provide valuable role models and support for young people</li> <li>• To reduced isolation for children and families in predominately white areas linking with others from similar backgrounds</li> <li>• To build good partnerships and communication between mainstream schools.</li> </ul> <p>The Chairman thanked Farzana for her presentation.</p>
14.	<p><u>Community Area Transport Group</u></p> <p>The Area Board considered recommendations from the Community Area Transport Group for small-scale transport and highways related improvements.</p>

	<p>Highways issues relating to the new shopping development at the Shires Gateway in Trowbridge were discussed at the Area Board meeting on 17 March 2011, resulting in a request for the highways matters there to be improved.</p> <p>The Community Area Transport Group recommended that the sum of £2,150 was committed to undertaking a combined pedestrian count on Bythesea Road and the Shires Gateway.</p> <p><b><u>Decision</u></b>  <b>The Area Board approved the recommendation from the Community Area Transport Group to allocate the sum of £2,150 for undertaking a combined pedestrian count on Bythesea Road and the Shires Gateway.</b></p>
15.	<p><u>Trans Wilts Railway</u></p> <p>Dominic McKeown of TransWilts Community Rail Partnership gave a presentation on the work of the Partnership and recent improvements.</p> <p>The Partnership was a voluntary group that worked with regional transport network providers, for example First Great Western and South West Trains, in order to improve services in response to local demand.</p> <p>TransWilts was the railway line serving the towns of Trowbridge, Melksham, Westbury, Swindon, Chippenham, Warminster and Salisbury, and also the village of Dilton Marsh.</p> <p>Further details were available from the website - <a href="http://www.transwiltsrail.org.uk">www.transwiltsrail.org.uk</a> .</p> <p>The Chairman thanked Dominic for the presentation.</p>
16.	<p><u>Future of the Town Hall</u></p> <p>Neil Ward, Head of Strategic Property Services, provided an update on the future of Trowbridge Town Hall.</p> <p>The current Coroner Service was due to co-locate to Salisbury and the building would become surplus to requirements from early 2012 onwards. Authority to dispose of the building through Wiltshire Council's Transformation Programme had been confirmed by Cabinet Capital Assets Committee on 19 April 2011.</p> <p>Expressions of interest from community groups interested in taking ownership of the building were now being sought, and applications for Community Asset Transfer would be considered by the Area Board in September. If no suitable applications were received, an Open Market disposal would be pursued.</p> <p>Following Neil's presentation the following points were raised:</p> <ul style="list-style-type: none"> <li>• Unsightly fencing had been in place around the building for some time,</li> </ul>

	<p>resulting in a build up of litter and debris.  <b>Action: Neil Ward undertook to ensure the area was cleared of any litter and debris on a more frequent basis.</b></p> <ul style="list-style-type: none"> <li>• A plaque on the exterior of the building to signify where the Coroner Service was would have been useful.</li> <li>• Repairs would be commencing imminently on the exterior stonework and would take approximately 12 weeks.</li> <li>• It had not yet been determined what would happen to the sensory garden; interest in the main building was being sought first.</li> </ul> <p>The Chairman thanked Neil for his update.</p>
17.	<p><u>Elm Grove Play Area</u></p> <p>A written briefing note from Bill Parks, Head of Service (Local Highways and Streetscene Central), in relation to the Elm Grove play area in Trowbridge was received and noted.</p> <p>The play area had become badly worn with age and had also been subject to a spate of vandalism. In response to this, Wiltshire Council had recently removed all play equipment and fencing following recommendations from the Inspector.</p> <p>Councillor Graham Payne, as the local member for the area, had supported the removal of the equipment on safety grounds, but thought that it would be replaced and requested that Wiltshire Council replaced the play equipment at the earliest opportunity.</p> <p><b><u>Decision</u></b>  <b>The Area Board:</b></p> <ol style="list-style-type: none"> <li>i. <b>Requests that the equipment at Elm Grove Play Area is replaced with vandal-proof equipment at the earliest opportunity.</b></li> <li>ii. <b>Requests that Wiltshire Council considers the long term future of the site and considers any appropriate grants.</b></li> <li>iii. <b>Nominates the Elm Grove Play Area for consideration under the Queen Elizabeth II Fields Challenge.</b></li> <li>iv. <b>Requests that Wiltshire Council assesses all other play areas in the Trowbridge Community on health and safety grounds.</b></li> </ol>
18.	<p><u>Improving the Grants Auditing Process for Trowbridge Area Board</u></p> <p>The Area Board considered improvements to the current process for auditing and evaluating grants that had been allocated by Trowbridge Area Board, including Community Area Grants, Performance Reward Grants and Area Board Projects.</p> <p><b><u>Decision</u></b>  <b>The Area Board approved the following options to improve the grant monitoring process:</b></p>

	<ul style="list-style-type: none"> <li>i. <b>Strengthening the wording in the Trowbridge Area Board’s grant acceptance letters, especially around the acknowledgment that the Area Board/Wiltshire Council requires on any publicity/printed materials.</b></li> <li>ii. <b>Adding a condition that the applicant must invite the relevant Division Councillor (if it is a community wide project the Chairman &amp;/or Vice Chairman) to visit the project.</b></li> <li>iii. <b>Holding an annual special Area Board meeting where Community Area Grant projects, Performance Reward Grant projects and Area Board Projects that have been funded within the previous year are required to attend to give a verbal update on how the project went.</b></li> <li>iv. <b>For Area Board Projects, ensuring that the applicant Councillor completes a grants acceptance letter and completes the Community Area Grant evaluation form on completion of the project.</b></li> <li>v. <b>A biannual report to go to the Area Board so that the Board can see which projects have claimed their funding, which have completed and returned the evaluation form and which are still outstanding.</b></li> <li>vi. <b>The Area Board reserves the right to inspect the accounts of any group or project in receipt of funding from the Area Board and/or Wiltshire Council.</b></li> </ul> <p>The Area Board considered concerns that had been raised regarding two Performance Reward Grants that had been awarded; the Trowbridge Annual Festival of Fun and Seymour Community Centre.</p> <p><b><u>Decision</u></b>  <b>The Area Board approved the following:</b></p> <ul style="list-style-type: none"> <li>i. <b>Trowbridge Annual Festival of Fun – This applicant would be given until the September meeting of the Area Board to determine the future of the project, at which point the Area Board would assess and review the situation.</b></li> <li>ii. <b>Seymour Community Centre* - This applicant would be required to provide an update on progress at the September meeting of the Area Board, on the basis that works were due to commence imminently.</b></li> </ul> <p><b><i>*At this point Councillor Tom James declared a prejudicial interest in this item but spoke as a member of the public.</i></b></p>
19.	<u>Any Urgent Business and Forward Plan</u>



	<p>The Chairman thanked everyone for attending the meeting. The next meeting of Trowbridge Area Board would be held on Thursday 8 September 2011, 7.00pm at the Bradley Road office in Trowbridge.</p>
20.	<p><u>Community Area Grant Scheme 2011/12</u></p> <p>The Area Board considered one application to the Community Area Grants Scheme 2011/12, as follows:</p> <p>i. <u>Wiltshire Mind</u> The sum of £1,816 was requested to run an art therapy course for people with mental illness.</p> <p><b><u>Decision</u></b> <b>The application was deferred.</b> <b><u>Reason:</u> <i>To allow the applicant time to seek match-funding.</i></b></p>
21.	<u>Close</u>



**Trowbridge Area Board – Thursday 8 September 2011****Matters Arising from Previous Minutes****Response from Cllr Fleur de Rhe-Philipé, Cabinet Member for Economic Development and Strategic Planning, in response to concerns regarding the employment and economic situation in Trowbridge**

“I am sure the members of your Area Board will have seen the emphasis which the Core Strategy places upon Trowbridge as one of the three areas in Wiltshire for significant growth. You will also have seen that the very first Strategic Objective is “to deliver a thriving economy which provides a range of job opportunities”. The whole thrust of the Core Strategy is to prioritise the creation and retention of jobs in Wiltshire. Opportunities are currently being pursued both to bring in new investment and to facilitate the expansion of companies already established in the area.

Providing sites identified for employment use which can be brought forward rapidly when required is central to encouraging more jobs and higher value jobs in the town.

The Trowbridge Vision Board is currently bringing forward proposals to regenerate the centre of the town. The realisation of any of these projects will not only establish long term jobs but also require shorter term construction work. A huge amount of work is underway to bring forward regeneration projects as soon as possible and to ensure that they bring the greatest benefits to the town.

I hope that the priorities of the Core Strategy and the particular efforts underway to help Trowbridge will reassure the Area Board as to the importance the Council places on the health of the County Town.”



## Trowbridge Area Board – Thursday 8 September 2011

### Chairman's Announcement

#### New Waste & Recycling Service

As a result of Wiltshire Council becoming a Unitary Authority in April 2009, there have been four different waste and recycling collection services available to residents, depending on where you lived. This costed different amounts, had differing recycling levels and was not a fair service for residents.

From October 2011 the Council is rolling out service changes so that everyone receives the same level of service. For residents in West Wiltshire this will include the introduction of a new fortnightly recycling collection of plastic bottles and cardboard. Residents will be delivered new blue lidded bins for this new collection of plastic bottles and cardboard. Those residents who currently do not have space for a bin and have a bagged collection will receive two re-usable blue bags instead of a new bin.

Blue lidded bins will be delivered to residents in West Wiltshire during October 2011. Residents will receive a leaflet explaining how to use the bin and a collection calendar detailing when bins are collection before the bins arrive.

Finally the council would like to take this opportunity to remind residents that:

- all households are entitled to up to two black boxes for recycling glass bottles and jars, paper, food tins, foil, clothes, shoes, aerosols and drinks cans
- All containers need to be out by 7am on the day of collection
- With the exception of the black box collection service, no side waste will be collected.

For further information please see the leaflet on the tables or residents can visit [www.wiltshire.gov.uk/waste](http://www.wiltshire.gov.uk/waste) or call 0300 456 0102.





**Trowbridge Area Board – Thursday 8 September 2011**

ITEM 5(ii)

## **Chairman's Announcement**

### **Trowbridge Town Hall**

#### **Litter Control**

The Board expressed concern as to the amount of rubbish collecting within the fencing placed around the Town Hall. The fencing was necessary to ensure safety until the main stone repair contract could start.

An order was issued to a contractor to clear the area of all litter and to arrange regular visits to remove any further debris that had accumulated.

Upon commencement of the stone repair contract the main contractor was instructed to assume responsibility for the clearing of any litter that accumulated at the base of the scaffold.

Furthermore, the contract included for a plywood screen to be erected at the base of scaffold, primarily for appearances sake in deference to those attending the Coroner's Inquests, but this would also prevent litter accumulating within the site works.

#### **Progress Report - Programme**

The works are progressing on time with a completion date of 29th October 2011.

#### **Costs**

The contract sum is £65,318, but this was based upon assumptions on how much stone repair might be needed.

The amount of stone repair was to be re-assessed following a light cleaning of the stonework and a close up inspection from the scaffold. An updated cost report is being prepared.

#### **Listed Building Consent**

Listed building consent was granted on the 19th April 2011.

The conservation officer has attended site on a number of occasions to supervise and discuss with all parties the extent of work required.

\*\* Please note that expressions of interest from any parties interested in the future of the Town Hall would need to be lodged by 7 October for consideration by the Area Board.

Please contact Neil Ward, Head of Strategic Property Services, [neil.ward@wiltshire.gov.uk](mailto:neil.ward@wiltshire.gov.uk) for more information.



## Trowbridge Area Board – Thursday 8 September 2011

### Chairman's Announcements

#### Help to Live at Home

The Council has been working with the NHS and residents of Wiltshire on a major review of the services that are available to older and vulnerable people living in the county. This is called 'Help to live at Home'. The review aims to improve the experiences of vulnerable adults and carers who require support, whilst ensuring that the changes are sustainable in the future. This is an exciting time to really make a difference to the lives of people in Wiltshire.

We aim to provide an improved service to an increasing number of vulnerable people by:

- Bringing together a variety of separate services into one so that a single service is able to meet a wider range of needs. The sort of services we are including in this are personal care in the home, housing support and other services that support people in their homes.
- Ensuring these services focus on helping people learn or re-learn skills they may have lost as a result of illness, or another event that has resulted in them losing confidence and needing some help.
- Making even better use of the wide range of community services that there are in Wiltshire.
- Making sure these services are focused on doing what people want and helping people to live independent and fulfilling lives.
- Supporting sheltered accommodation schemes.

As a result of this review –

- Services to older and vulnerable people in Wiltshire will be improved with more people able to access help to help themselves through the provision of information, advice and support from within the wider community and less people dependent upon help from the Council.
- More people will be able to remain in their own homes with an improved quality of life
- Less people will require help for long periods of time – more people will be helped to become independent more quickly.
- People who need support will receive it at whatever time of the day or night
- People will receive the right help, at the right time, in the right place.



## **Trowbridge Area Board – Thursday 8 September 2011**

### **Chairman's Announcement**

#### **Queen Elizabeth II Fields Challenge**

Each of the 18 Area Boards have been asked to nominate fields owned by Wiltshire Council for the Queen Elizabeth II Fields Challenge.

The Fields in Trust (FIT) with the assistance of Wiltshire Council, Swindon Borough Council and other local authorities is required to identify playing fields throughout Wiltshire which the councils would be willing to protect.

Trowbridge Area Board has identified three fields to be put forward to the scheme:

- Elm Grove
- Southwick Country Park
- Stallards Field.

The nominations will be inspected to make sure they fit the criteria, if no issues, they will forward them to a panel for final verification and then they will be nominated/designated via Fields in Trust.

For more information contact Colin Brown, Play & Leisure Strategy Officer, Wiltshire Council. T: 01380 734684.



## Trowbridge Area Board – Thursday 8 September 2011

### Chairman's Announcement

#### Screen Me: A celebration of storytelling in film

White Horse Pictures in association with Wiltshire Council is developing a new festival of film. Screen Me will launch in October 2011 and will run for six months, showing a diverse range of films in venues across Wiltshire. The festival will culminate in March 2012 with a rich programme of films, talks and other participatory events.

The festival is a celebration of storytelling in film. The Festival will launch in October 2011, coinciding with Black History Month, and will run for six months, working to engage new audiences in Wiltshire. The festival is being organised by a project group comprising representatives from the **See Me** project group (an Oral history project involving the Archives Service and representatives from various Community Groups in Wiltshire) and the **White Horse Pictures** project group (a new release film project in Wiltshire).

The festival will work with community groups to programme and present a range of new release films as well as thought-provoking older titles. The Festival will recruit a body of volunteers to be trained in technical skills such as film projection, as well as softer skills such as film programming. The festival will also host a series of seminars and workshops to explore film and the artist, social and political aspects of film.

#### **When will it happen and what will it look like?**

The Festival will launch in October 2011 with an evening event culminating in a film screening at the Arc Theatre in Trowbridge. Throughout October there will be other films presented at venues across Wiltshire to engage additional communities. Between October and February the Festival will continue to present screenings in partnership with the venues and community groups. The Festival will culminate in March 2012 with another programme of films and participatory activities. The intention is for this final set of screenings to be organised and delivered by the volunteers, with support from White Horse Pictures.

For more information or if you would like to get involved in the project please visit: <http://www.whitehorsepictures.co.uk/community/screen-me>







## Crime and Community Safety Briefing Paper Trowbridge Community Area Board 7<sup>th</sup> September 2011

### 1. Neighbourhood Policing

#### Current Priorities:

Up-to-date details of the current news about Neighbourhood Policing Teams, including, profiles, priorities and forthcoming community consultation events can be found on the Wiltshire Police Website.

📄 Visit the new and improved website at: [www.wiltshire.police.uk](http://www.wiltshire.police.uk)

#### Team News:

There have been no team changes since the last meeting.

**Mrs Joy Hillyer** is an Independent Member of the Wiltshire Police Authority and has the responsibility for overseeing policing matters in the Community Area. She will be attending the Area Board to provide an update on police performance.

Mrs Hillyer can be contacted via Wiltshire Police Authority:

☎ 01380 734022

📄 <http://www.wiltshire-pa.gov.uk/feedback.asp>

## 2. Vision Wiltshire

Work is continuing to deliver a new emergency response model for the autumn. Once the plans are confirmed the community will be briefed regarding any changes to policing delivery.

## 3. Performance

Performance continues to be good. There is an overall reduction in crime and ASB levels in the Community Area.

**Table 1 – Reported Crime Figures**  
**1<sup>st</sup> August 2009 – 31<sup>st</sup> July 2011**

Trowbridge	Crime				Detections	
	August 2009 - July 2010	August 2010 - July 2011	Volume Change	% Change	August 2009 - July 2010	August 2010 - July 2011
Violence Against the Person	696	652	-44	-6%	44%	55%
Dwelling Burglary	171	138	-33	-19%	12%	27%
Criminal Damage	682	546	-136	-20%	11%	13%
Non Dwelling Burglary	153	169	16	10%	8%	5%
Theft from Motor Vehicle	164	168	4	2%	23%	3%
Theft of Motor Vehicle	65	77	12	18%	14%	29%
<b>Total Crime</b>	<b>3032</b>	<b>2957</b>	<b>-75</b>	<b>-2%</b>	<b>30%</b>	<b>32%</b>
Total ASB	2690	2642	-48	-2%		

Wiltshire Police are compared against a group of 8 most similar forces. Wiltshire Police have performed better than peers in All Recorded Crime and Violent Crime for the most recently reported 3 month period (Apr - Jun 2011)

\*Total Crime comprises all Crime Groupings listed above and also includes Theft and Handling, Fraud and Forgery, Robbery and Sexual Offences  
 \*\* Detections include both Sanction Detections and Local Resolution



**David W Cullop**  
Sector Inspector

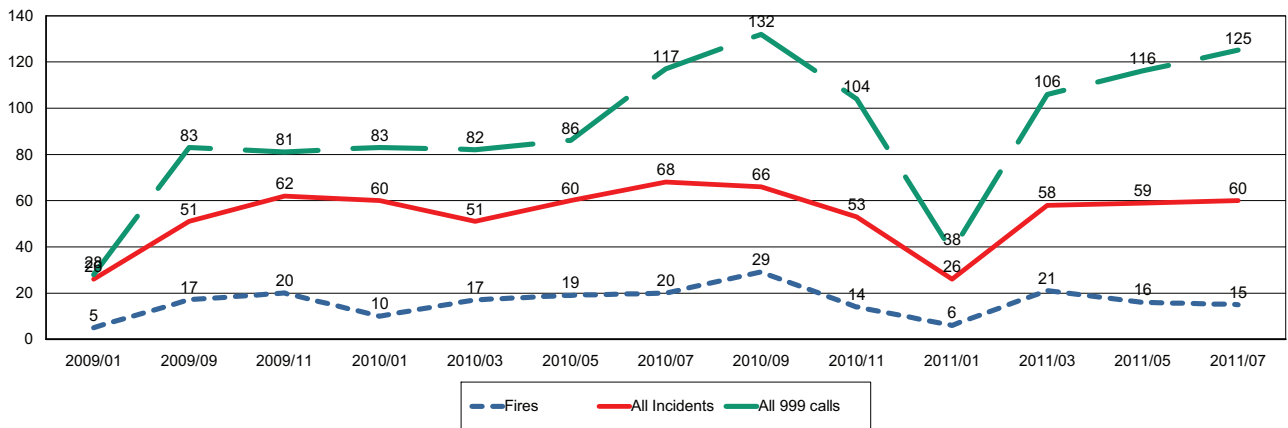
11/08/11



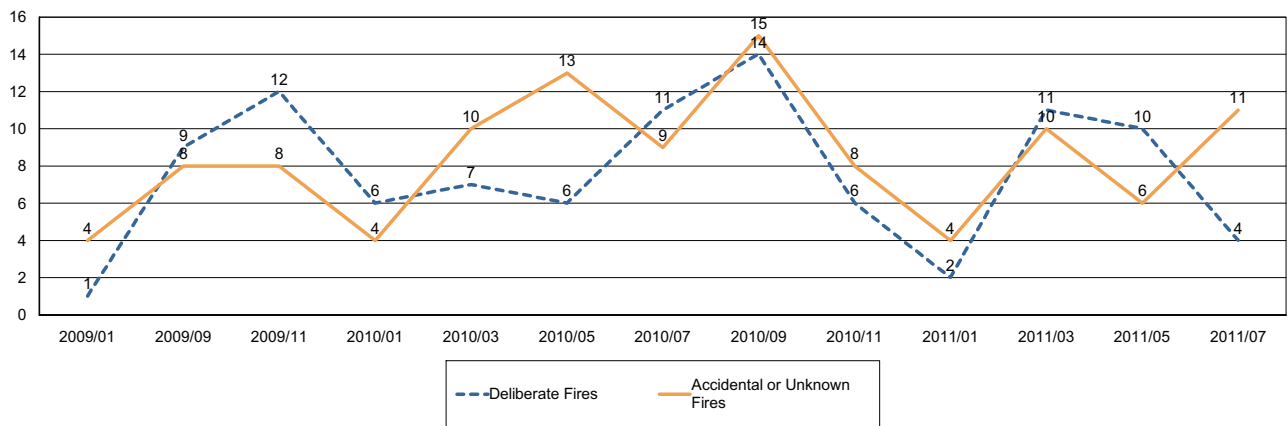
## Report for Trowbridge Area Board

The following is a bi-monthly update of Fire and Rescue Service activity up to and including July 2011. It has been prepared by the Group Manager for the Board's area.

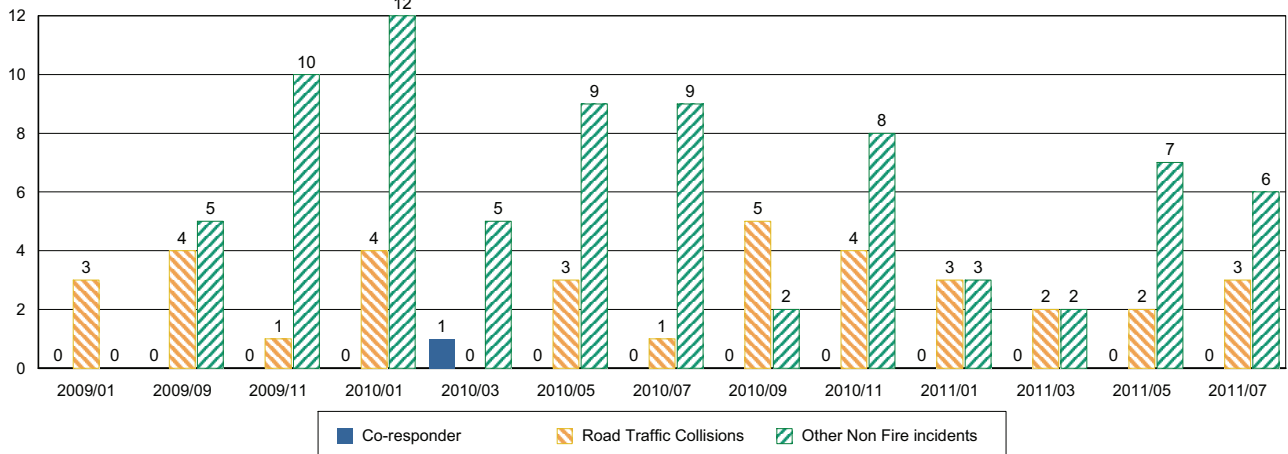
### Incidents and Calls



### Fires by Cause

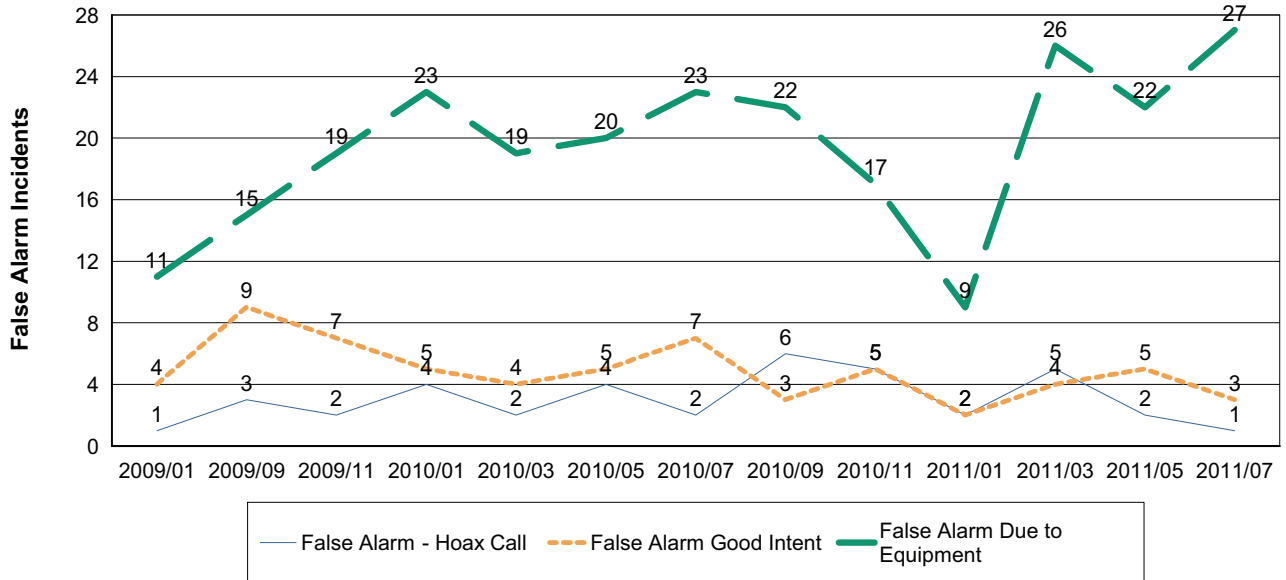


### Non-Fire incidents attended by WFRS

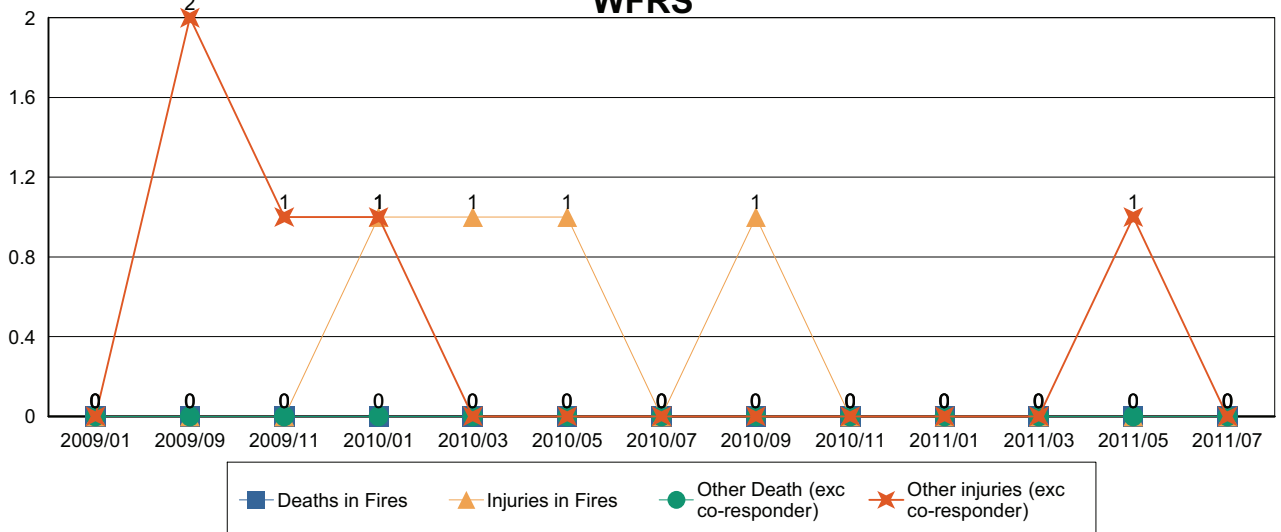




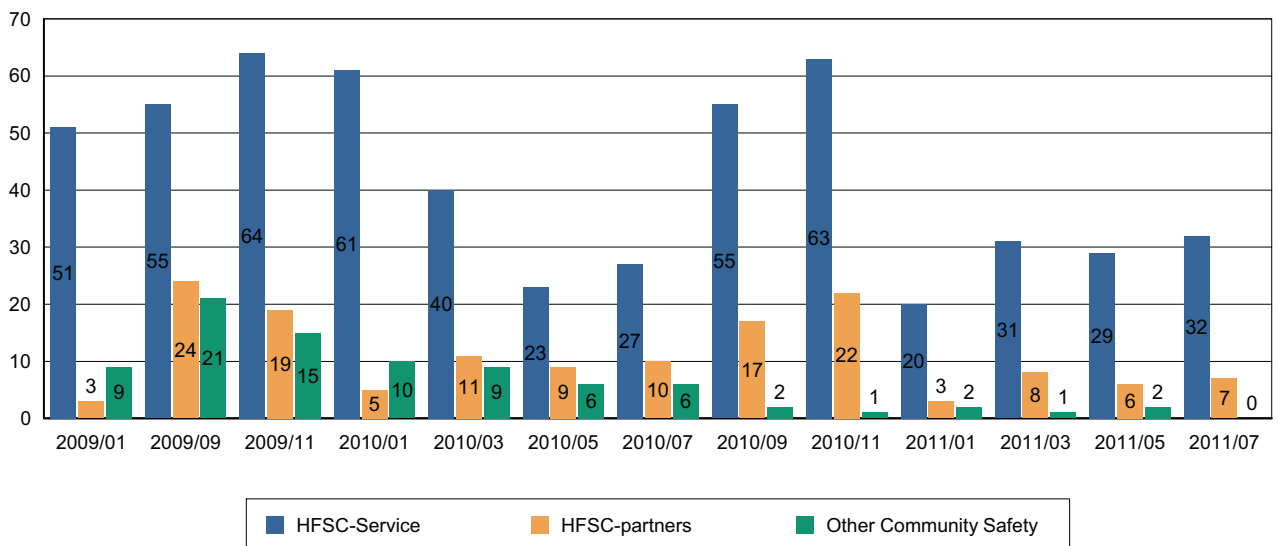
### Number of False Alarm Incidents



### Death & Injuries in incidents attended by WFRS



### Home Fire Safety Checks and other domestic safety



Comments and Interventions overleaf



## NHS Update – August 2011

### Stakeholder Assembly considers the changing face your local NHS

Representatives from patient groups, voluntary and community organisations, Army Primary Care, Wiltshire GPs and the local council met to discuss the future of health care across the county when NHS Wiltshire held its Stakeholder Assembly on Thursday 23 June.

The Stakeholder Assembly, which is organised and held by NHS Wiltshire twice a year, considered changes to the National Health Service as a result of the Health and Social Care Bill 2011 and the priorities for future engagement with stakeholders in the future.

Eighty seven delegates received presentations about the Government's response to the Future Forum Committee's recommendations to the Health and Social Care Bill 2011, the role of Public Health, the establishment of HealthWatch and presentations from local GPs who presented on the organisation and structure of the new Clinical Commissioning Groups as well as the improvement of primary care in care homes. In view of the considerable changes proposed, delegates welcomed the opportunity to take part in a new feature – a question and answer session with a panel consisting of health professionals and GPs. A wide range of questions were raised covering a variety of themes and attendees welcomed the potential to gain a deeper understanding and to hold meaningful discussions which have an impact on future decision making. The input from GPs was much appreciated as bringing a fresh dimension and honesty to the debate.

Broad themes arising from the day will help to set the priorities for joint working between the PCT, Clinical Commissioning Groups and Wiltshire Council, and included an assurance for the smooth, safe and effective transfer of commissioning duties to Clinical Commissioning Groups; to ensure that appropriate patient and public involvement is kept as a priority by Clinical Commissioning Groups; to ensure that equality and parity of services in Wiltshire are kept at the forefront of future planning and that joint working between the PCT and Clinical Commissioning Groups continues so that existing skills and knowledge are maintained and developed.

In conclusion, the Stakeholder Assembly was considered an important opportunity to discuss NHS plans with patients and partners and to think about how local people can be involved as we go forward.

#### Next NHS Wiltshire Board Meeting

The next Board meeting of NHS Wiltshire will be held on **21 September 2011 at 10am - Southgate House**. Members of the public are welcome to attend. Papers are published a week before the meeting on [www.wiltshire.nhs.uk](http://www.wiltshire.nhs.uk) or on request from Stacey Saunders, NHS Wiltshire (tel: 01380 733839, email: [stacey.saunders@wiltshire.nhs.uk](mailto:stacey.saunders@wiltshire.nhs.uk)). For further information or copies of documents referred to above, please email [communications@wiltshire.nhs.uk](mailto:communications@wiltshire.nhs.uk)





<b>Report to</b>	<b>Trowbridge Area Board</b>
<b>Date of Meeting</b>	<b>8 September 2011</b>
<b>Title of Report</b>	<b>Community Area Grants</b>

## **Purpose of Report**

To ask Councillors to consider 3 applications seeking Community Area Grant Funding

1. SPLASH – to run a cultural dance project for young people at the Arc Theatre, Trowbridge - £1,742 requested
2. Monday – Wednesday Club – to develop the physical skills of elderly people through the purchase of curling equipment - £231 requested
3. Trowbridge Tigers FC – to host a national 5 a side football competition to raise the participation of Lesbian/Gay/Bisexual/Transgender people in football – up to £920 requested

**Total Amount requested = up to £2,893**

## 1. Background

- 1.1 Area Boards have authority to approve Area Grants under powers delegated to them by the Deputy Leader and Cabinet member for Community Services (15 April 2011). Under the Scheme of Delegation Area Boards must adhere to the Area Board Grants Guidance for funding.
- 1.2. In accordance with the Scheme of Delegation, any decision of an Area Board that is contrary to the funding criteria and/or the officer's recommendation would need to demonstrate that the application in question has a wider community benefit, and give specific reasons as to why this should justify an exception to the criteria.
- 1.3 Officers are required to provide recommendations in their report, although the decision to support applications and to what level is made by Wiltshire Councillors on the Area Board
- 1.4 Paper copies of funding applications will no longer appear as part of the agenda in an attempt to reduce volume of paper used. However, the application forms will be available on the Wiltshire Council web site and hard copies available upon request.
- 1.5 The 2011/2012 funding criteria and application forms, which have been used for this tranche of funding, are available on the council's website ([www.wiltshire.gov.uk/areaboards](http://www.wiltshire.gov.uk/areaboards)) or paper versions are available from the Community Area Manager.
- 1.6 Trowbridge Area Board has been allocated a 2011/2012 budget of £77,781 for community area grants, community partnership core funding and councillor led initiatives. £3,665 has been carried forward from 2010/11 giving a total of £81,446. TCAF has been awarded £15,556 for 2011/12 and Community Area Grants totalling £10,490 have been allocated so far in 2011/12:
  - Trowbridge Wanderers Youth Football Club – £5,000 to refurbish shower facilities
  - Alzheimers Support – £4,500 to fund the creation of a Dementia Hub in Trowbridge
  - Trowbridge & District Youth Band – £990 to work with children attending Studley Green Primary School to get involved in music making

**This gives a current remaining total of £55,400 available to allocate**

<b>Background documents used in the preparation of this Report</b>	<ul style="list-style-type: none"><li>• Community Area Grant Application Pack 2011/12</li><li>• Trowbridge Community Area Plan</li><li>• Local Agreement for Wiltshire</li><li>• Technical officers report</li></ul>
--	--

## **2. Main Considerations**

- 2.1. Councillors will need to be satisfied that grants awarded in the 2011/12 year are made to projects that can realistically proceed within a year of the award being made.

## **3. Environmental Impact of the Proposals**

- 3.1. Community Area 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.

## **4. Financial Implications**

- 4.1. Awards must fall within the Area Boards budget allocated to the Trowbridge Area Board. It should be noted that there are grant requests totalling more than the funding available.
- 4.2. If grants are awarded in line with officer recommendations the Area Board will have up to £52,507 to allocate for the rest of the financial year.

## **5. Legal Implications**

- 5.1. There are no specific Legal implications related to this report.

## **6. HR Implications**

- 6.1. There are no specific HR implications related to this report.

## **7. Equality and Diversity Implications**

- 7.1. Community Area Grants give local community and voluntary groups, an equal opportunity to receive funding towards community based projects and schemes.
- 7.2. Implications relating to individual grant applications are outlined within section 8 – “Officer Recommendations” where appropriate.

## **8. Officer Recommendations**

The full application is available at [www.wiltshire.gov.uk/areaboards](http://www.wiltshire.gov.uk/areaboards)

<b>Applicant 8.1</b>	<b>Project summary</b>	<b>Funding requested</b>
SPLASH	To run a cultural youth dance project at the Arc Theatre over the October half term	£1,742

- 8.1.1 The applicant meets the grant criteria 2011/12
- 8.1.2 The applicant demonstrates links to the Trowbridge Community Area Plan Theme 4 Culture, including Leisure, Recreation, Heritage & the Arts

- 8.1.3 The application demonstrates links to the Local Agreement for Wiltshire ambition “Safer Communities which also feel Safe.”
- 8.1.4 The applicant has raised the majority of the funding towards the project from other sources
- 8.1.5 The Council’s Arts service rates the application as a high priority in their service area
- 8.1.6 **It is recommended that a grant of £1,742 is approved.**

Applicant 8.2	Project summary	Funding requested
Monday – Wednesday Club	to develop the physical skills of elderly people through the purchase of curling equipment	£231

- 8.2.1 The applicant meets the grant criteria 2011/12
- 8.2.2 The applicant demonstrates links to the Trowbridge Community Area Plan Theme 5 Sport & Active leisure; Theme 8 Health & Social Care 8.1.3 The application demonstrates links to the Local Agreement for Wiltshire ambition “Lives not Services.”
- 8.2.3 The applicant has contributed funding towards the project
- 8.2.4 **It is recommended that a grant of £231 is approved.**

Applicant 8.3	Project summary	Funding requested
Trowbridge Tigers FC	to host a national 5 a side football competition to raise the participation of Lesbian/Gay/Bisexual/ Transgender people in football	Up to £920

- 8.3.1 The applicant meets the grant criteria 2011/12
- 8.3.2 The applicant demonstrates links to the Trowbridge Community Area Plan Theme 5 Sport & Active leisure. The applicant demonstrates links to the Local Agreement for Wiltshire ambition “Building Resilient Communities”
- 8.3.3 The applicant has contributed earned income towards the project
- 8.3.4 Warminster and Westbury Area Boards have also been asked to contribute towards the project as it will benefit their community areas they will meet on 22 September and 6 October respectively
- 8.3.5 **It is recommended that a grant of up to £920 is approved with a request from the Area Board that both Warminster and Westbury Area Boards contribute the remainder of funding towards the project.**

<b>Appendices:</b>	<b>Appendix 1 Grant applications</b>
<b>Report Author</b>	Rachel Efemey - Community Area Manager Tel. 01225 718608 Email: <a href="mailto:rachel.efemey@wiltshire.gov.uk">rachel.efemey@wiltshire.gov.uk</a>



**WILTSHIRE COUNCIL****TROWBRIDGE AREA BOARD****8 SEPTEMBER 2011**

---

**PROCESS FOR ALLOCATION OF 2011/12 YOUTH FUNDING****Purpose of the Report**

1. To agree a process for the allocation of the £7,797 funding allocated to the Trowbridge Area Board for supporting youth related projects.

**Background**

2. Each Area Board has been allocated funds to support young people's projects. £7,797 has been allocated to Trowbridge Area Board for 2011/12.

**Main Considerations**

3. The Area Board Coordinating meeting of 28 July 2011 considered a proposal for the way of allocating this funding that took on board good practise from several other Area Boards in their allocation of the 2010/11 youth funding.

4. The proposal is to hold a participatory budgeting session where young people, councillors and members of the public attending a special Area Board meeting are allowed to vote (with the voting handsets) for the projects they find most deserving.

It is proposed that groups of young people (a group must be a minimum of 6 young people) are invited to apply for funds towards projects/activities/equipment that will make a difference to them in their local community. Groups will be able to apply for up to a maximum of £1,000 which means the Area Board would be able to fund at least projects. Applications must be made directly by the young people not any third party groups/organisations. Groups will not need to be affiliated to any other organisation as the council will pay the invoices direct.

The scheme will be advertised widely through mailing lists/schools/youth groups/parish councils etc.

A simple application form will be drawn up by the Community Area Manager for interested groups to complete and submit by a set date. If there are a large number of responses then these to be shortlisted at the 8 December Area Board Coordinating meeting; if not, then all would go forward. Those whose applications are shortlisted would be invited to attend the Area Board meeting bringing a maximum of 10 people with them so as not to skew the voting.

The meeting would hear a brief presentation from each group – we would welcome pictures/PowerPoint displays if they wish to use these. At the end of all presentations



those in the meeting would vote, with the most popular receiving funds until it is all spent.

### **Financial Implications**

4. £7,797 has been made available for the Area Board to allocate.

### **Legal Implications**

5. N/A

### **HR Implications**

6. N/A

### **Equality and Diversity Implications**

7. The funding will enable young people to address issues they have identified that affect their lives

### **Recommendations**

8.1 It is recommended that the Area Board members agree to the process for the allocation of the youth funding.

8.2 It is recommended that a special Area Board funding meeting is held on Thursday 19<sup>th</sup> January starting at 6.30pm to allocate the youth funding and also receive reports back from 2010/11 Area Board grants recipients as agreed at the 7 July 2011 Area Board meeting

Report Author: Rachel Efemey  
Tel No: 01225 718608  
E-Mail: rachel.efemey@wiltshire.gov.uk

---

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

**Wiltshire Council**

**Cabinet**

**15 February 2011**

---

**Subject: Outline Campus Development Timetable and Campus Management Proposal**

**Cabinet member: Councillor Jane Scott OBE, Leader of Council**

**Key Decision: Yes**

---

### **Executive Summary**

This report outlines the proposed future approach to how the Council facilitates the delivery of services from Campuses to neighbourhoods and communities in Wiltshire. It gives an overview of the campus development element of the Workplace Transformation Programme and the timetable for developing and implementing a proposed alternative approach to estate management and ownership that is flexible, innovative, expandable and not based on the continuation of existing service division or structures.

To meet the challenges facing local government and its partners and to complement the national context of the Localism Bill there is the potential to embrace alternative solutions to the management of public services. There is an opportunity for the Council to facilitate the delivery of value for money services tailored to local need and influenced by local people and partners. In order to do so, the council needs to take a holistic approach to the development of a single not for profit organisation that covers all of its local service delivery.

The proposals within this paper authorise the Workplace Transformation Programme to take forward the physical development of Campuses, with the long term aim to have each community area served by a campus, the style and content of which will vary depending on local needs, and to actively involve local communities in their delivery and management.

The long term proposal outlined in this report for estate management and service delivery is proposed to be centred on some form of not for profit organisation with a community purpose that delivers local services across Wiltshire and the two year preliminary management project will be designed to develop and test models to deliver this.

A future county wide management model would operate alongside the Council which would retain the responsibility for and concentrate on certain core services and strategic service specifications. It is proposed that a full options appraisal and preferred model is recommended to Cabinet prior to April 2013

and that the over arching organisation would ensure that rather than having a series of individual service based mutual or social enterprise vehicles the council would instead develop a single coherent approach within one overall programme of activity. However, there are many forms that this approach could take and the preliminary management outlined within this paper will enable a informed assessment of various options and models.

This approach will allow the council to expand its unique community based working and act as the facilitator and commissioner of an integrated new way of working whilst delivering the Big Society agenda. It is important to recognise that any large scale change to local delivery management and ownership will have a significant impact on the future size, shape and function of the council and Cabinet. Whilst creating a platform for analysis and providing approval for coordination of the councils over all approach to these issues, this paper does not request Cabinet to make a final decision, but rather to commence the work to allow Cabinet to make an decision prior to April 2013 whilst still allow the council to work positively with local communities in the mean time to develop, manage and deliver Campuses.

There is a need to establish appropriate management arrangements for the emerging community campuses and other operational estate. These buildings are community based and community focussed so it makes sense that local people have a direct role in their operations.

The implementation of a preliminary management project is the most suitable way to test the proposal and identify the most successful manner in which new management arrangements could be established to deliver and support certain public services in Wiltshire.

This report proposes the implementation of a preliminary management project in Corsham, Melksham, Pewsey, Tisbury and Wootton Bassett which would commence in April 2011 as part of providing the evidence base for a future Cabinet decision on a long term model that would apply across the council.

The proposals set out in this paper will be delivered by the campus and operational estate management workstream that forms part of the Workplace Transformation Programme.

## **Proposals**

That Cabinet:

- (i) approve the outline timetable and, subject to budget setting by full council, authorise the Workplace Transformation Programme to take forward the physical delivery of Campus buildings in conjunction with local communities.
- (ii) approve the work stream principles within the Workplace Transformation Programme covering the development and assessment of proposals for future management arrangements of

campuses and local service delivery.

- (iii) approve the implementation of the preliminary management project outlined in this paper, with the aim of making a further recommendation based on the outcome of this to Cabinet by April 2013. This subsequent recommendation will include a formal assessment of the suitability, long term viability, and costs of a range of options to deliver a single council wide approach to the creation of a strategic not for profit community led organisation encompassing both property ownership and local service delivery.

**Reasons for Proposal:**

There is a growing national impetus for local authorities to consider how public services can be decentralised and how local people can be given the opportunity to directly influence the service offer in their community. In addition there is a need to establish appropriate management arrangements for the emerging community campuses and other operational estate.

The proposals recognise this by authorising the implementation of a preliminary management scheme, which will assist the development of a fully costed options appraisal for a new Wiltshire wide community focused management arrangement to be formally considered by Cabinet prior to April 2013.

**Mark Boden**

**Corporate Director Department of Neighbourhood and Planning**

**Subject: Outline Campus Development Timetable and Campus Management Proposal**

**Cabinet member: Councillor Jane Scott OBE, Leader of Council**

**Key Decision: Yes**

---

### **Purpose of Report**

1. This report outlines the proposed future approach to how the Council facilitates the delivery of services to neighbourhoods and communities in Wiltshire.
2. The report builds on the Leisure Review and outlines the proposed campus development programme and the timetable for developing and implementing an alternative approach to operational estate management and ownership.

### **Background**

3. In December 2009 Cabinet confirmed its support for several projects which sought to rationalise properties within the Council's operational estate in order to provide fit for purpose accommodation for services. This has prompted a review of the whole operational estate which has resulted in an outline proposal to rationalise and improve it. In turn this will ensure the Council can reduce the risks associated with the operation of a large number of unsustainable buildings whilst significantly improving the services offered.
4. In December 2010 Cabinet approved the principle to improve indoor leisure provision across the county. The accompanying leisure review consultation exercise highlighted strong community support for leisure and in some areas support for alternative management arrangements under the assumption that appropriate support would be made available.
5. The rationalisation of the operational estate can be best described by the development of community campus buildings. A campus is a building, or collection of buildings, in a community area that provides all the services communities need in easy to access location/s. In this sense the term services is all encompassing and includes services delivered by the Council, its partners, other public service providers and services provided by the voluntary and community sector.
6. The Council is committed to providing or facilitating the development of a number of community campus buildings across the county. The design and

service offer of each building will directly reflect the needs of the area it serves therefore they will take different forms and will be driven by different factors. An indicative timeline of the campus development programme is provided in **Appendix A**.

7. There is a need to establish appropriate management arrangements for the emerging community campuses and other operational estate. These buildings are community based and community focussed so it makes sense that local communities have a direct role in their operations.
8. This paper proposes the implementation of a preliminary management project that would contribute to the long term objective of developing some form of not-for-profit community led organisation that delivers a variety of community services in Wiltshire. The concept is built around how the Council delivers to local people and local communities and aims to improve the levels of provision through tailor-made points of delivery. The Council would retain the overall responsibility for the delivery of certain core services, which could be specifically contracted to target specific outcomes to address local needs or inequalities.
9. This management project would assist in providing a platform that could, subject to further Cabinet consideration, ultimately create a single multi-service based vehicle to generate maximum financial robustness and long term viability. The approval of the project would allow the various activity in relation to alternative models of service delivery to be coordinated and delivered via a single strategic programme rather than by a series of individual service based initiatives and allow any future organisation to benefit from a sustainable and predictable income source and the capital assets of the campuses themselves.

### **Big Society and the Localism Bill**

10. The emphasis of Big Society is to give communities more powers, encourage people to take an active role in shaping and delivering services and to decentralise power and funding. Crucially the initiative aims to support social enterprises and allow greater community involvement in the running of public services.
11. The Localism Bill provides the platform for the Council to develop proposals for local decentralisation. The proposed initiative set out in this paper is the embodiment of Big Society and Wiltshire's commitment to empower local residents.

### **Main Considerations for the Council**

12. To meet the challenges facing local government and its delivery partners there is the potential to embrace alternative solutions to deliver value for money services tailored to local need. The development of an innovative not-for-profit distributing organisation model allows the reform and continued improvement of service delivery whilst minimising the financial impact on the

Council. It allows for surpluses to be reinvested into frontline community service and would enable local interests and needs to be foremost in service delivery.

13. There is an opportunity for the Council to expand on its excellent and unique community based working and act as the facilitator and commissioner of a new way of working at a community level. Crucially the Council will retain its role as a protector of public interests.
14. The not-for-profit distributing organisation proposal meets the six actions required to deliver decentralisation as identified in the Localism Bill. By definition a not-for-profit distributing organisation is likely to be less bureaucratic and in this sense the empowerment of local communities is critical to its success. It is intended that where possible local communities will have control over financial contributions to services in their area and the potential for alternative modes of service delivery will be fundamental to the business model. Additionally local people will be directing service delivery therefore local scrutiny and accountability is core to the governance structure.
15. A sustainable not-for-profit distributing organisation model would create opportunities for the Council to meet economic challenges and widen the scope for increased investment in services and assets. This also offers the potential reduction in the Council's costs of procuring and commissioning services, which will be tested through the preliminary management project.
16. Working with others is key to the success of the type of management proposed in this paper. There is scope to improve the links with a view to sharing the achievement of goals, improve local services for local people and gain efficiencies in service delivery. Partners could include the health sector, police, fire service, town and parish councils, Ministry of Defence, schools and third sector organisations amongst others.
17. An innovative not-for-profit distributing organisation model would create an environment where local people can influence the delivery and improvement of tailor made services in their community and promote social inclusion and resilience by increasing opportunities for volunteering.
18. An initial desktop appraisal has identified any number of services could be included but it is evident that a wider scope of services is critical to success and creates more opportunities to achieve economies of scale, capability and consistencies. This reflects the feedback from communities in relation to the leisure review and general good practice in respect of the development of sustainable not-for-profit organisations. However, the impact of such a large scale approach to devolved management on the future size, shape and function of the council will need careful assessment.

### **Workstream Principles**

19. The following principles form the basis of any options appraisal that would be carried out and apply to the future management arrangements of existing and future operational estate.

- (i) Create an environment which empowers local people to directly influence the delivery and improvement of unique needs based services in their community.
- (ii) Ensure a singularity of vision to enable local needs to be foremost in strategic planning and operational service delivery.
- (iii) Be proactive in meeting economic challenges and widen the scope for investment in services and assets.
- (iv) Share the accountability for service delivery with the community and partners.
- (v) Secure a sustainable and innovative form of management that complements the evolving national context of the delivery of local services.
- (vi) Promote social inclusion and resilience by increasing accessible opportunities for volunteering.
- (vii) Make specific provision for accessible opportunities for partnership working.
- (viii) Accessible decision making processes and governance structures.
- (ix) Provide opportunities for a consistent and sustainable support network for the voluntary and community sector in Wiltshire.
- (x) Provide a consistent strategic vehicle for all services in a locality that is financially robust and able to respond to the changing face of the public and community service delivery rather than a range of competing initiatives based on existing service models.

### **Preliminary Management Project**

20. The implementation of a preliminary management project is the most suitable way to test the proposal and identify the most successful manner in which a countywide not-for-profit distributing organisation could be established to deliver and support public services in Wiltshire.
21. In order to carry out a constructive preliminary management project that the Council can extract valuable information from it would be necessary to work in those community areas that display certain characteristics. For example the operational estate may be in a particularly poor condition or there is evidence to suggest service needs are not being met. Additionally in some community areas there is already an appetite from various parties for a campus building and new or improved facilities are immediately deliverable.
22. Taking the above into account and assuming formal support, Corsham, Melksham, Pewsey, Tisbury and Wootton Bassett have been identified as



suitable locations for the preliminary management project. An indicative timeline that would be applied to the project can be found in **Appendix B**.

23. Assuming the council pursue the proposals in this report the local and partner provision will be defined through a process of service and community engagement via the Workplace Transformation Programme. The approach will depend on the individual needs of services and the community being served. Engagement will encompass the following principles:
- (i) Clear leadership to ensure the customer is central to sustainable future service delivery.
  - (ii) Consultation with stakeholders using a variety of methods leading to a service design specification.
  - (iii) A cost-benefit analysis against proposals.
  - (iv) Mutual agreement from service users, the community and the Council leading to implementation.
24. A specific project reporting structure within the Workplace Transformation Programme will be implemented to oversee and monitor the preliminary management project. This will include a member advisory board that will be responsible for influencing the project. An officer working group with representatives from services across the authority will be formed.

#### **Indicative Timeline**

25. The preliminary management project will be in place from April 2011. Preparation will then take place to ensure a draft version of the strategic legal vehicle required to underpin the project is ready by early 2013. Provided the full options appraisal and full model that will be recommended to Cabinet prior to April 2013 is approved the, legal vehicle can then be put in place in readiness for the transfer of services during the 2013/14 financial year. Alongside this the council would work with communities within the context of the preliminary management project from April 2011 to define the service offer locally.
26. In order to identify the most appropriate governance arrangements the Council will need to develop, assess and test preferred options through the preliminary management project. This work will take place between April 2011 and March 2013.

#### **Environmental and Climate Change Considerations**

27. The development of the campus buildings and the rationalisation of operational estate will significantly reduce the Council's carbon emission by at least 40%.
28. This reduction will occur due to the high construction and quality standards that will be applied to the new build and refurbished facilities and measures

will be taken to mitigate against wider environmental risks through an extensive climate change adaptation project where appropriate.

## Equalities Impact of the Proposal

29. An equality impact assessment has been completed which demonstrates that the campus development programme and the resulting proposals for management fully promote equality of opportunity. Services and operational estate will be designed to meet immediate local need and improvements will mean improved, fully accessible services and facilities for all sections of the community.

## Risk Assessment

30. **Table 1** highlights the headline risks and proposed management of those risks associated with the proposals in this report.

**Table 1**

<b>Risks of proposals</b>	<b>Mitigation of risks</b>
Financial investment with long term commitments.	<p>All financial and delivery aspects form part of the wider workplace transformation programme which reduces the risk as any expenditure will be considered against priorities within a single programme</p> <p>Prudent budgetary management will be applied and savings captured centrally.</p> <p>Inevitable reduction in financial support for delivery of frontline services through a reduced community services fee and reduced building operational costs.</p> <p>Robust, detailed, evolving risk assessment to be completed and monitored.</p>
Inevitable loss of some control over service provision.	The proposal firmly meets the national agenda to decentralise services so the council can be confident that it is delivering against political desire.
The need to develop legal governance arrangements.	<p>Seek specialist external advice throughout project.</p> <p>Legal services and financial services to have a key role on project working group.</p> <p>Robust, detailed, evolving risk assessment to be completed and monitored.</p>
Communities not having the desire to get involved.	<p>The council and partners, particularly from the third sector organisations, to provide a robust support network and to continue to assist communities in realising sustainable decentralisation.</p> <p>Develop a comprehensive communication plan which enables the council to be proactive as opposed to reactive.</p>

## **Financial Implications**

31. All future proposals brought forward via the Workplace Transformation Programme that have capital investment proposals and/or revenue implications will be assessed on an individual basis and will be subject to the council's budget setting process and approval.
32. The Council's business plan includes revenue proposals that cover the anticipated project management from April 2011. These have been assessed as part of the 2011/12 budget setting process and will be approved at Council on 22 February 2011.
33. The final options appraisal for the delivery of a future management model will include a full financial appraisal.

## **Legal Implications**

34. The proposal set out in this paper will be subject to various legislative provision and the legal risks to the Council and will be minimised as the project develops with the use of specific external legal advice where appropriate and effective monitoring and influence from legal services.

## **Options Considered**

35. Two distinct options have been assessed in the development of this report:
  - (i) The Council retains responsibility for all operational estate.
  - (ii) The Council delivers the proposal set out in this report.
36. Option (i) has been discounted as broadly speaking the retention of all operational estate under the current arrangements does not provide a sustainable financial model for future service delivery. In addition option (i) does not allow the Council to reduce operational costs and it lessens the opportunities to deliver an innovative approach to the wider Big Society and decentralisation agendas.
37. Option (ii) has been identified as the most appropriate way forward as it offers a variety of benefits and opportunities to the council and local communities. Examples include paving the way for an innovative approach to decentralisation, improved tailor made services, full community influence, increased opportunities for volunteering, more partnership working, engagement with marginalised groups in the community and fewer restrictions than those placed on a local authority. In addition there are potential financial advantages for the community purpose vehicle and the capacity to attract external investment from sources not accessible to the council.

## **Conclusions**

38. Cabinet are recommended to approve the proposals in this report for the reasons set out.

**Mark Boden**

**Corporate Director, Department of Neighbourhood and Planning**

---

## **Report Authors:**

Mark Stone, Programme Director - ICT, Information Management and Workplace Transformation, Workplace Transformation Programme

Lucy Murray Brown, Campus & Operational Estate Management Lead, Workplace Transformation Programme

Date of report: 2 February 2011

## **Background Papers**

The following unpublished documents have been relied on in the preparation of this report: None

## **Appendices**

Appendix A Indicative community campus programme timeline

Appendix B Indicative pilot management scheme timeline

Appendix C Draft programme team structure

---

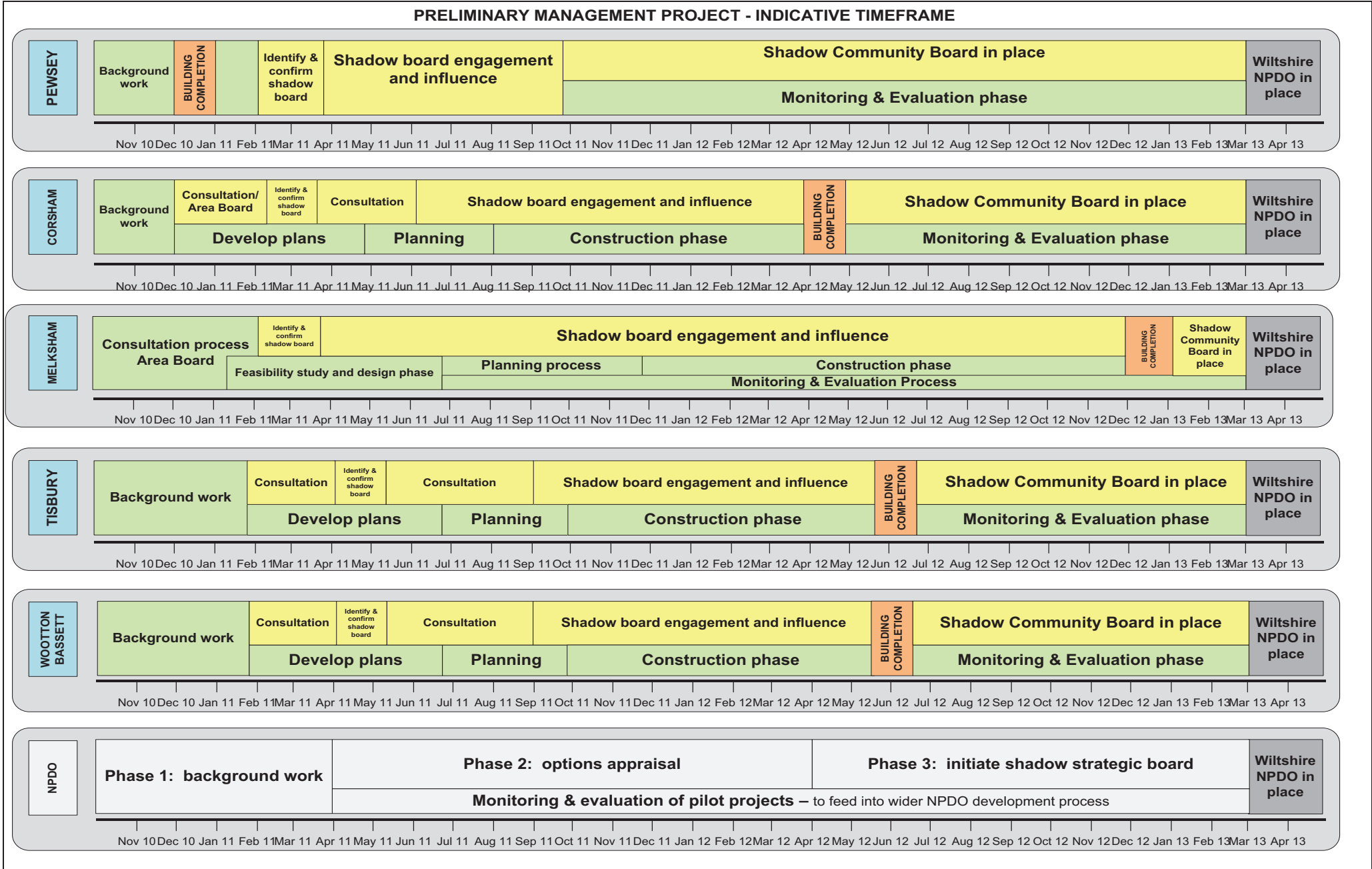


**APPENDIX A  
COMMUNITY CAMPUSES - INDICATIVE PROGRAMME**

	2010	2011			2012				2013				2014/15	
	Oct-Dec 10	Jan-Mar 11	Apr-Jun 11	Jul-Sep 11	Oct-Dec 11	Jan-Mar 12	Apr-Jun 12	Jul-Sep 12	Oct-Dec 12	Jan-Mar 13	Apr-Jun 13	Jul-Sep 13	Oct-Dec 13	
<b>SECOND TRANCHE</b>														
Amesbury		Consultation/Design			Planning		Construction				Occupancy			
<i>Property Sales</i>									Strategy	Develop plan/Market	Sales			
Chippenham (2)		Consult/Design		Planning		Construction			Occupancy					
<i>Property Sales</i>							Strategy	Develop plan/Market	Sales					
Corsham		Consult/Design		Planning		Construction		Occupancy						
<i>Property Sales</i>					Strategy	Develop plan/Market		Sales						
Cricklade									Occupancy					
<i>Property Sales</i>									Occupancy?					
Devizes														
<i>Property Sales</i>														
Melksham		Consultation/Design			Planning		Construction			Occupancy				
<i>Property Sales</i>								Strategy	Develop plan/Market	Sales				
Pewsey (2)		Design	Refurbish/Remodel		Occupancy									
<i>Property Sales</i>	N/A													
Salisbury (1)		Design	Planning		Construction		Occupancy							
<i>Property Sales</i>					Strategy	Develop plan/Market		Sales						
Tisbury		Consult/Design		Planning		Construction		Occupancy						
<i>Property Sales</i>						Strategy	Develop plan/Market		Sales					
Trowbridge		Consultation/Design				Planning		Construction				Occupancy		
<i>Property Sales</i>										Strategy	Develop plan/Market		Sales	
Warminster (1)		Remodel	Occupancy											
<i>Property Sales</i>	N/A													
Wootton Bassett		Consult/Design		Planning		Construction		Occupancy						
<i>Property Sales</i>														
<b>THIRD TRANCHE</b>														
Bradford on Avon														Occupancy
Calne														Occupancy
Malmesbury														Occupancy
Marlborough														Occupancy
Mere														Occupancy
Salisbury (2) - City Hall		Design		Remodel		Occupancy?		Remodel		Occupancy?				
Southern Wilts (Downton)														Occupancy
Tidworth	?													Occupancy
Warminster (2)														Occupancy
Westbury														Occupancy
Wilton														Occupancy



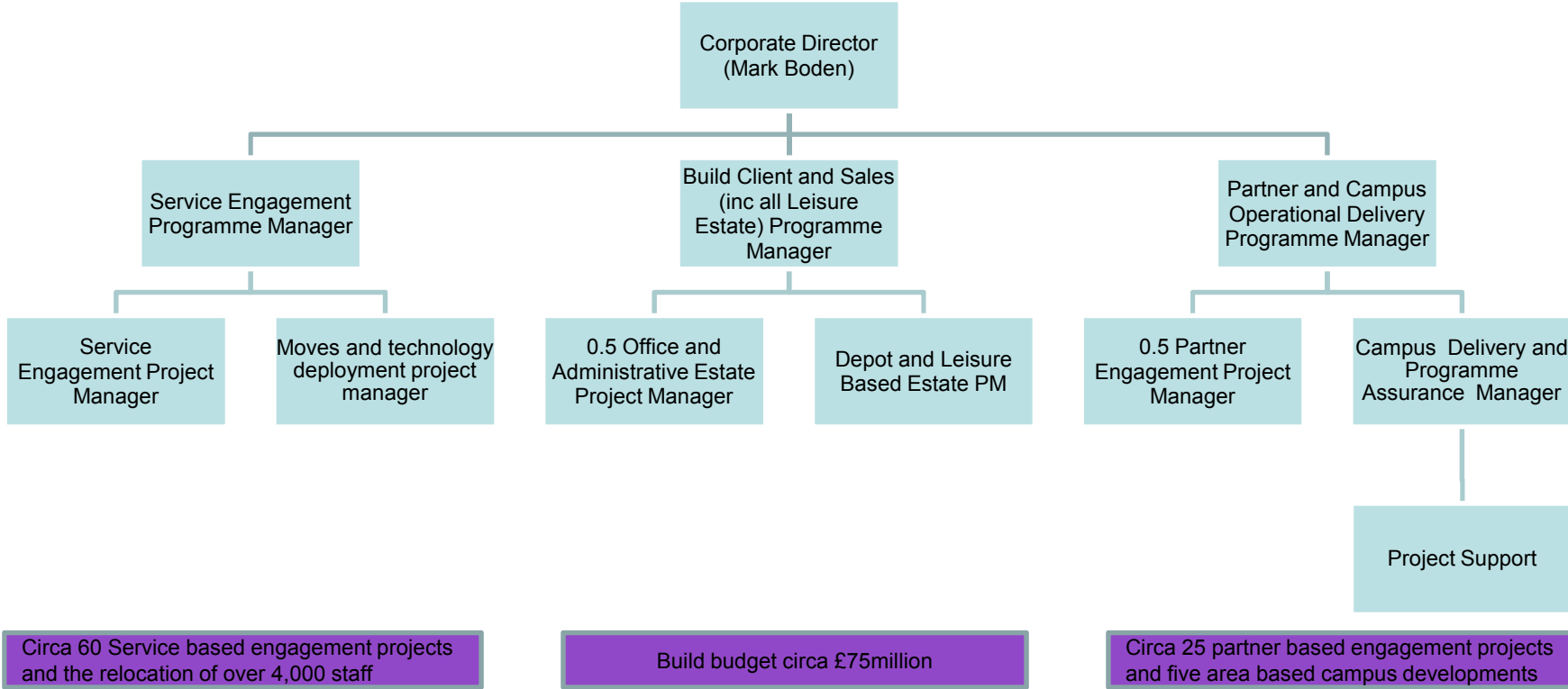
PRELIMINARY MANAGEMENT PROJECT - INDICATIVE TIMEFRAME







# Proposed Programme Team Structure





**CAMPUS AND OPERATIONAL DELIVERY PROGRAMME****Campus & Operational Estate Management Workstream****Draft Terms of Reference for Shadow Community Operations Board****1 Background**

On 15 February 2011 Wiltshire Council's Cabinet approved the implementation of the Campus and Operational Delivery Programme. The Programme will:

- Work with local communities to develop, facilitate and deliver community campus buildings across Wiltshire which seek to co-locate existing Council and partners services in one accessible location (or possibly more if appropriate) in a community area.
- Carry out the development of campus facilities in line with the Campus and Operational Management workstream principles (noted in section 2 of this document).
- Implement the Preliminary Management Project which will test the potential to develop some form of community driven strategic non-profit distributing organisation to deliver and support public services across Wiltshire.

Some of the benefits that the Council is seeking to achieve from a campus are:

- Accessible facilities that accurately reflect the specific needs of the local area being served.
- Reducing the Council's estate producing an estimated 40% reduction in operational costs across all estate (this is an estimation based upon an initial assessment of the impact of the Workplace Transformation Programme which preceded the Campus and Operational Delivery Programme).
- Combining point of contact arrangements and improving accessibility to services.
- Developing and providing sustainable and energy efficient buildings.
- Ensuring long term flexibility in terms of the use of space is fundamental to the design.
- Developing the synergies between the management of individual services at a community level.
- Working with communities to develop a coherent and effective volunteering policy relevant to the local campus.
- Reducing the current overall risk to the Council from aging, disparate and inefficient buildings.
- Increased, beneficial and sustainable partnership working.

Fundamental to the successful implementation of the programme is the commitment to empower local people to have a direct influence on the delivery of public services in their area. This supports the concepts of Localism and the decentralisation of decision making to local communities.

The Preliminary Management Project will initially be focused on Corsham, Melksham, Pewsey, Tisbury and Wootton Bassett. This will encompass the creation of Shadow Community Operations Boards, reporting into the Area Board who will make final recommendations to Cabinet for their consideration. The Shadow Community Operations Boards, will, subject to the agreement of the Area Board, take on a key role in coordinating and leading communications, influencing, and local engagement. This will cover areas such as the consultation processes, commenting on facility design and development and the ongoing indirect management and strategic planning of the resulting campus facility.

The preliminary management project will be in place from April 2011 through to April 2013 unless the Council determines otherwise.

**2 Campus Management Principles**

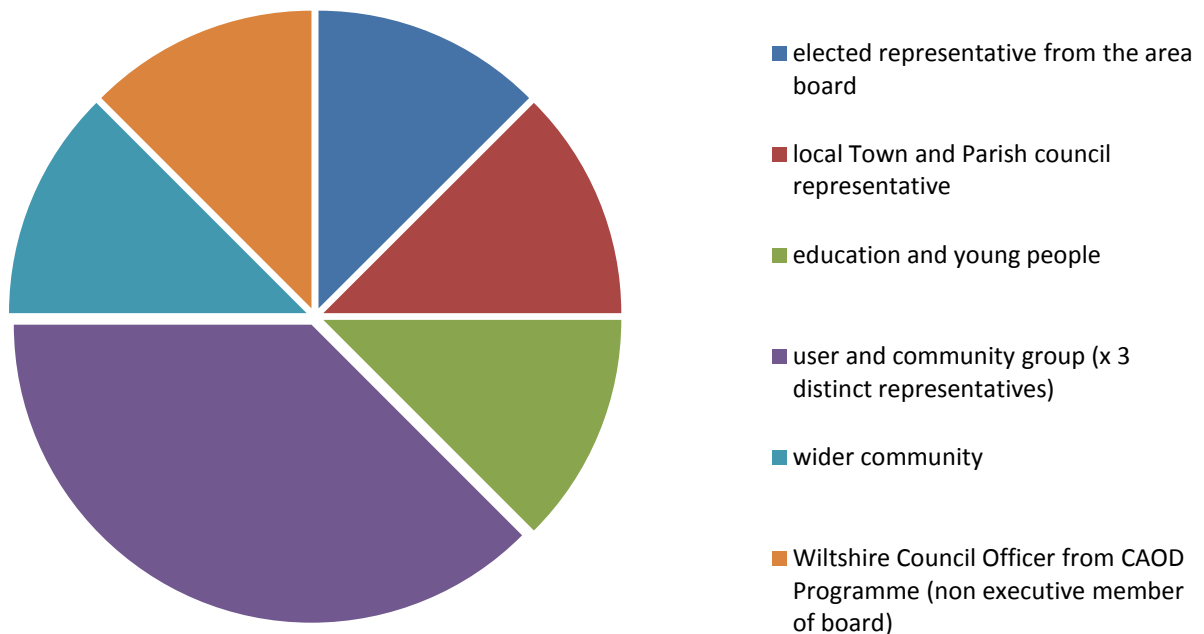
The Shadow Community Operations Board will need to work with the Council and its partners to ensure that the following approved principles are delivered:

- (i) Create an environment which empowers local people to directly influence the delivery and improvement of unique needs based services in their community.
- (ii) Ensure a singularity of vision to enable local needs to be foremost in strategic planning and operational service delivery.
- (iii) Be proactive in meeting economic challenges and widen the scope for investment in services and assets.
- (iv) Share the accountability for service delivery with the community and partners.

- (v) Secure a sustainable and innovative form of management that complements the evolving national context of the localisation of service delivery.
- (vi) Promote social inclusion and resilience by increasing accessible opportunities for volunteering and community involvement
- (vii) Make specific provision for accessible opportunities for partnership working.
- (viii) Provide accessible local decision making processes and governance structures.
- (ix) Provide opportunities for a consistent and sustainable support network for the voluntary and community sector in Wiltshire.
- (x) Provide a consistent strategic vehicle for all services in a locality that is financially robust and able to respond to the changing face of the public and community service delivery rather than a range of competing initiatives based on existing service models.

### 3 Membership

The shadow community operations board membership will be determined by the Area Board and should consist of an appropriate, mutually agreeable representative from the following broad sectors of the local community area:



- (i) There will be one representative for each party identified.
- (ii) The board will need to nominate a chairperson at its inaugural meeting.
- (iii) The board will need to determine if the suggested representation appropriately reflects the description of the party.
- (iv) There will be up to three representatives identified by the user and community group sector and approved by the Area Board. Such representatives should be selected so as to ensure proper representation from distinct interest groups within that sector.
- (v) The Wiltshire Council liaison representative will be an officer from the Campus and Operational Delivery Programme team and will be invited to sit on the board as a non-executive party.
- (vi) Each party should endeavour to be represented at each formal meeting.
- (vii) Each executive party will have equal rights.

### 4 Roles and responsibility

#### 4.1 Community leadership & engagement

- (i) On behalf of the Area Board, provide effective community leadership and accountability for the preliminary management project and ensure the workstream principles are met.
- (ii) As required by the Area Board, to effectively manage the communications of the project within the community area and to liaise with the officer working group to ensure any locally focused communications plan complements the wider strategic communications plan.

- (iii) To make representation to the Area Board based on ongoing community engagement and consultation to determine or recommend levels of services provided within each phase of the project.
- (iv) To work with the Area Board to identify local partners and facilitation and support of sustainable partnership working.

#### **4.2 Responsibility for outcomes**

- (i) To define community need and make recommendations to the Area Board over facility specification and operations.
- (ii) Support the Area Board in the delivery of the campus building.
- (iii) On behalf of the Area Board develop, and subject to future cabinet approval, implement a local volunteering strategy (specific framework for the engagement and management of volunteers) to support the campus.
- (iv) Influence the campus design and specification where appropriate by recommendation to the Area Board
- (v) Positive engagement in the ongoing strategic planning, programming and operation of the campus

#### **4.3 Project coordination and reporting**

- (i) To develop a community led action plan that clearly sets out the approach the shadow board will take and seek Area Board approval for this
- (ii) To assist the Campus and Operational Delivery Team in developing, managing and monitoring the progress and delivery of an action plan
- (iii) To assess any potential risks and advise the Campus Management Working Group and Area Board accordingly.
- (iv) To develop a marketing plan and strategy, to be supported by the Council, that sets out the proposed approach to maximising sustainable community use of the campus facility, subject to approval by the Area Board and Wiltshire Council Cabinet
- (v) To ensure a co-ordinated community approach to the engagement, development and operation of a campus facility.
- (vi) To report progress and make recommendations to the Area Board and officer working group for improved services, community orientated services based upon need, facility development and local opinion
- (vii) Partner role in the wider not for profit distributing management options and governance appraisal

#### **4.4 The role of Wiltshire Council**

- (i) The ultimate responsibility for all service delivery and responsibility for the delivery of the Campus will remain with the Council for the duration of the preliminary management project.
- (ii) There may be elements or decisions required within the preliminary management project that will need to be determined by elected members of the Area Board or Cabinet following recommendation to them by the Area Board
- (iii) The Council will endeavour to support the approach the Shadow Community Operations Board takes where that approach supports the principles set out in section two of this document and has been supported by the Area Board

### **5 Outcomes**

- (i) The local community and partners in the widest sense are informed and proactively engaged with the process of delivering and the future operation of a community campus.
- (ii) The community campus is delivered within the timescales set, with full proactive engagement from the local community and the service delivery meets local needs.
- (iii) The community-led aspect of campus delivery is clearly defined, managed and continually assessed to ensure maximum use of the facility by the local community and continued engagement in concept of local people directly influencing the delivery of local services.

### **6 Confidentiality**

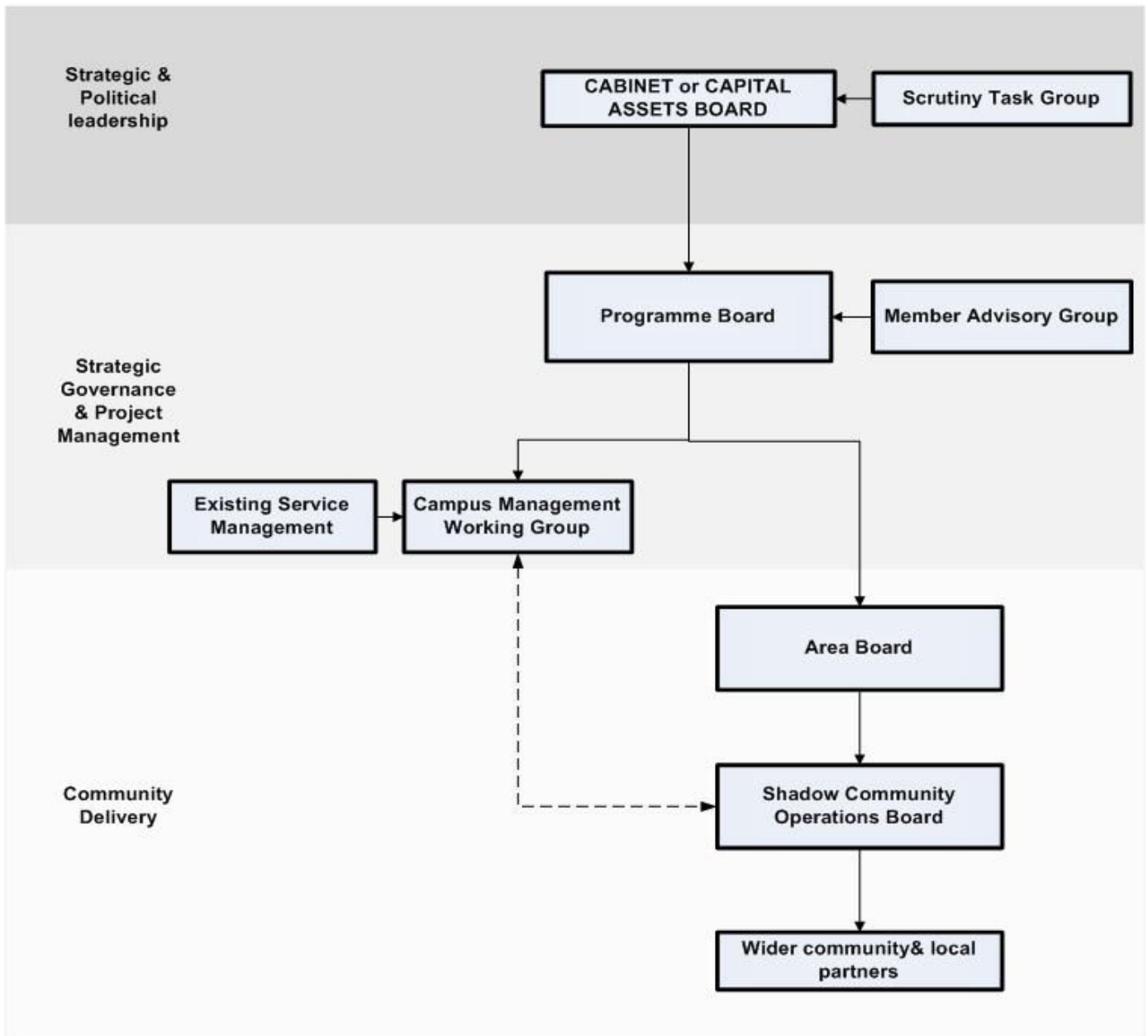
Whilst most information provided by the council or other participants or partners will be non-confidential in nature there may be occasions when due to the commercial nature of discussions or where matters are relevant to policy development by the council, it may request that individual information or items are confidential. Should any participant be unable to respect this request they must absent themselves from the meeting prior to discussion and consideration of the relevant item.

**7 Governance Arrangements**

The project remit currently extends up to April 2013. Prior to this there is a need to implement an interim governance structure that provides an appropriate framework to operate. It should be noted that managerial responsibility for operations, health and safety, staff etc remains with the Council for the duration of the project however there is scope for the Shadow Community Operations Board to influence, plan and programme services, subject to Cabinet approval following a recommendation from the Area Board. A chart showing the relationships between the various parties is noted below.

- (i) The Shadow Community Operations Board will meet as necessary and as determined by the Board.
- (ii) The Shadow Community Operations Board will be chaired by a representative elected by the Board.
- (iii) The Shadow Community Operations Board will report to the Area Board, but where request to do so by the Area Board, may provide advice directly to the Campus Management Working group, which is a cross departmental officer team coordinated by the Campus and Operational Delivery Programme.
- (iv) The administration of the Shadow Community operations Board will be the responsibility of the Board itself.
- (v) There may be occasions whereby sub-groups of the Shadow Community Operations Board will be necessary. In this instance any sub-group will report directly to the Shadow Community Operations Board in governance terms.

**Preliminary Management Project Governance Arrangements**



**WILTSHIRE COUNCIL****TROWBRIDGE AREA BOARD****8 September 2011**

---

**COMMUNITY AREA TRANSPORT GROUP**  
**SMALL-SCALE TRANSPORT AND HIGHWAY IMPROVEMENT SCHEME**

**Purpose of the Report**

To put forward for approval proposals made by the Community Area Transport Group for small scale transport and highway improvement schemes for the Trowbridge Community Area.

**1. Background**

- 1.1. In 2011/12 Trowbridge Area Board has been allocated £15,354 discretionary budget to involve them in the assessment and selection of small-scale transport schemes to be progressed in their community area. To date the Area Board has allocated £2,150 of this budget to undertake a combined pedestrian count on Bythesea Road at the Shires Gateway.
- 1.2. It should be noted that this allocation is for capital funding and can only be used to provide new and improved infrastructure. It is to be used for schemes that improve safety, increase accessibility and sustainability by promoting walking, cycling and public transport, and improve traffic management. It cannot be used to fund maintenance schemes, these are selected using technical surveys and inspections. In addition, it cannot be used to pay for revenue functions such as passenger transport.
- 1.3. Due to the complexity of assessing and selecting schemes from the many requests, and the potential time that such an agenda item would take, each Area Board was requested to set up a Community Area Transport Group (CATG) to make recommendations to the Area Board.

**2. Main Considerations**

- 2.1 At the 8th July CATG meeting it was agreed to put forward the following proposals to the 8 September Trowbridge Area Board meeting.
- 2.2 £6,000 to extend the pavement area to cover the grassed bus stop area at Leap Gate Paxcroft Mead.
- 2.3 £5,000 for match funding for the Town and Parish Councils for dropped kerbs.

**3. Environmental Impact of the Proposals**

- 3.1 At this stage of agreeing the budget allocation there is no environmental impact



#### **4. Financial Implications**

- 4.1 £13,204 remains in the small scale transport scheme discretionary budget. If these schemes are approved there will be £2,204 remaining for other small-scale transport schemes

#### **5. Legal Implications**

None

#### **6. HR Implications**

None

#### **7. Equality and Diversity Implications**

None at this stage

#### **8. Recommendations**

- 8.1 It is recommended that the Area Board approve the proposals made by the CATG.
- 8.2 To spend £6,000 to extend the pavement at Leap Gate bus stop.
- 8.3 To allocate £5,000 for match funding to Town and Parish Councils for dropped kerbs

Report Author: Rachel Efemey -Trowbridge Community Area Manager  
Tel No: 01225 718608  
E-Mail: rachel.efemey@wiltshire.gov.uk

---

## TROWBRIDGE AREA BOARD FORWARD PLAN

ITEM 14

Please note that this is a working document which is subject to change due to availability of the relevant officers/partners and time scales.

Date	Location	Area Board Agenda Items	Cabinet Member Attending
Thursday 17 November 2011	The Atrium, Wiltshire Council Offices, Bradley Road	<p><b>Provisional Items:</b>            Extended Services/The Hub Update            Town Hall – Community Asset Transfer Applications            Shadow Community Operations Board – to determine membership            Section 106 Update            Winter Highways Maintenance Display            Polling Station and Parliamentary Boundary Review</p> <p><b>Community Area Grants will be considered</b></p>	Cllr Toby Sturgis (Waste, Property and Environment)
Thursday 26 January 2012	The Atrium, Wiltshire Council Offices, Bradley Road	<p><b>Provisional Items:</b>            Fees and Charges Policy</p> <p><b>Community Area Grants will be considered</b></p>	Cllr Lionel Grundy (Children’s Services)

Thursday 15 March 2012	The Atrium, Wiltshire Council Offices, Bradley Road	<b>Provisional Items:</b> No provisional items  <b>Community Area Grants will be considered</b>	Councillor John Thomson (Adult Care, Communities and Housing)
---------------------------	--	--	--

**Officer Contacts:**

Community Area Manager: Rachel Efemey ([rachel.efemey@wiltshire.gov.uk](mailto:rachel.efemey@wiltshire.gov.uk))

Democratic Services Officer: Penny Bell ([penny.bell@wiltshire.gov.uk](mailto:penny.bell@wiltshire.gov.uk))

Service Director: Michael Hudson ([michael.hudson@wiltshire.gov.uk](mailto:michael.hudson@wiltshire.gov.uk))