

AGENDA

Meeting: TROWBRIDGE AREA BOARD
Place: Council Chamber, Civic Centre, Trowbridge, BA14 8AH ****Please note new venue***
Date: Thursday 15 March 2012
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.

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

All the papers connected with this meeting are available on the Council's website at www.wiltshire.gov.uk

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

Wiltshire Councillors

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

Items to be considered	Time
<p>1. Chairman's Welcome and Introductions</p> <p>2. Apologies</p> <p>3. Minutes (<i>Pages 3 - 26</i>)</p> <p style="padding-left: 40px;">i. To approve the minutes of the meeting held on Thursday 26 January 2012 and the minutes of the Extraordinary meeting held on Thursday 19 January 2012.</p> <p style="padding-left: 40px;">ii. Matters arising from previous meetings, to include:</p> <ul style="list-style-type: none"> • Member attendance at CATG meetings • Trowbridge Park update (attached) • Arc Theatre update (attached). <p>4. Declarations of Interest</p> <p>Councillors are requested to declare any personal or prejudicial interests, or dispensations granted by the Standards Committee.</p> <p>5. Chairman's Announcements (<i>Pages 27 - 36</i>)</p> <p>To include the following:</p> <p style="padding-left: 40px;">i. The Localism Act 2011 (attached)</p> <p style="padding-left: 40px;">ii. Help to Live at Home Update (attached)</p> <p style="padding-left: 40px;">iii. Boundary Review (attached)</p> <p style="padding-left: 40px;">iv. Wiltshire Core Strategy (attached)</p> <p style="padding-left: 40px;">v. Report Back on Trowbridge Recreational Land.</p>	<p>7:00pm</p>
<p>6. Partner Updates (<i>Pages 37 - 56</i>)</p> <p>To note the written reports and receive any updates from the following:</p> <p style="padding-left: 40px;">i. Wiltshire Police (attached)</p> <p style="padding-left: 40px;">ii. Wiltshire Fire and Rescue Service (attached)</p> <p style="padding-left: 40px;">iii. NHS Wiltshire (attached)</p> <p style="padding-left: 40px;">iv. Trowbridge Community Area Future (attached)</p> <p style="padding-left: 40px;">v. Town and Parish Councils (attached)</p> <p style="padding-left: 40px;">vi. Community Area Young Peoples' Issues Group.</p>	<p>7.10pm</p>
<p>7. Outside Body Updates</p> <p>Wiltshire Councillors appointed as representatives to Outside Bodies will report on any recent news, to include:</p>	<p>7.25pm</p>

	<ul style="list-style-type: none"> i. Transforming Trowbridge ii. Extended Schools iii. Shadow Community Operations Board. 	
8.	<p>Funding (Pages 57 - 62)</p> <p>a. Community Area Grants Scheme 2011/12 To consider the following applications to the Community Area Grant Scheme:</p> <ul style="list-style-type: none"> i. Trowbridge Amateur Swimming Club – to organise an open swimming event - £5,000 requested. ii. West Ashton Parish Council – to purchase a laptop projector for parish and community use - £500 requested. iii. Trowbridge Arts Festival – towards the running of a Trowbridge Arts festival - £4,877 requested. iv. Wiltshire Islamic Cultural Centre – to run a pilot BME youth project - £2,660 requested. v. World Evangelism Bible Church – for a project to help address post-traumatic disorders relating to the terminally ill - £5,000 requested. <p>b. 2012 Olympics/Jubilee Grant Applications To consider an application from Clarendon College to the youth funding budget of £2,754.67 ring-fenced by the Area Board to support the Olympic Torch Relay.</p> <p>c. To note those applications awarded funding from the Olympic/Jubilee small project fund agreed at the 26 January 2012 Area Board meeting.</p>	7.30pm
9.	<p>Community Asset Transfers (Pages 63 - 90)</p> <p>Neil Ward, Head of Strategic Property Services, Wiltshire Council, will provide an update on the transfers of Trowbridge Town Hall and Margaret Stancomb School. The Area Board will consider any associated recommendations.</p>	8.00pm
10.	<p>Selwood Housing</p> <p>To receive a presentation from Paul Moore, Operations Director, Selwood Housing.</p>	8.15pm
11.	<p>A New Library for Trowbridge</p> <p>To receive a presentation on the new library for Trowbridge, which is being provided as part of the redevelopment of County Hall, from Basil Nankivell, Trowbridge Community Librarian, Wiltshire Council.</p>	8.35pm

12. **Visiting Cabinet Representative**

8.50pm

Councillor John Thomson, Deputy Leader of the Council, will talk about his portfolio responsibilities for Adult Care, Communities and Housing, and respond to any questions.

Questions may be submitted in advance. Please email any questions to penny.bell@wiltshire.gov.uk by 8 March 2012.

13. **Any Urgent Business and Forward Plan (Pages 91 - 92)**

The Chairman will take any items of urgent business.

The meeting is asked to note the future meeting dates below and the Forward Plan.

14. **Close**

9.00pm

Future Meeting Dates

Thursday 17 May 2012 – 7.00pm
The Civic Centre, Trowbridge

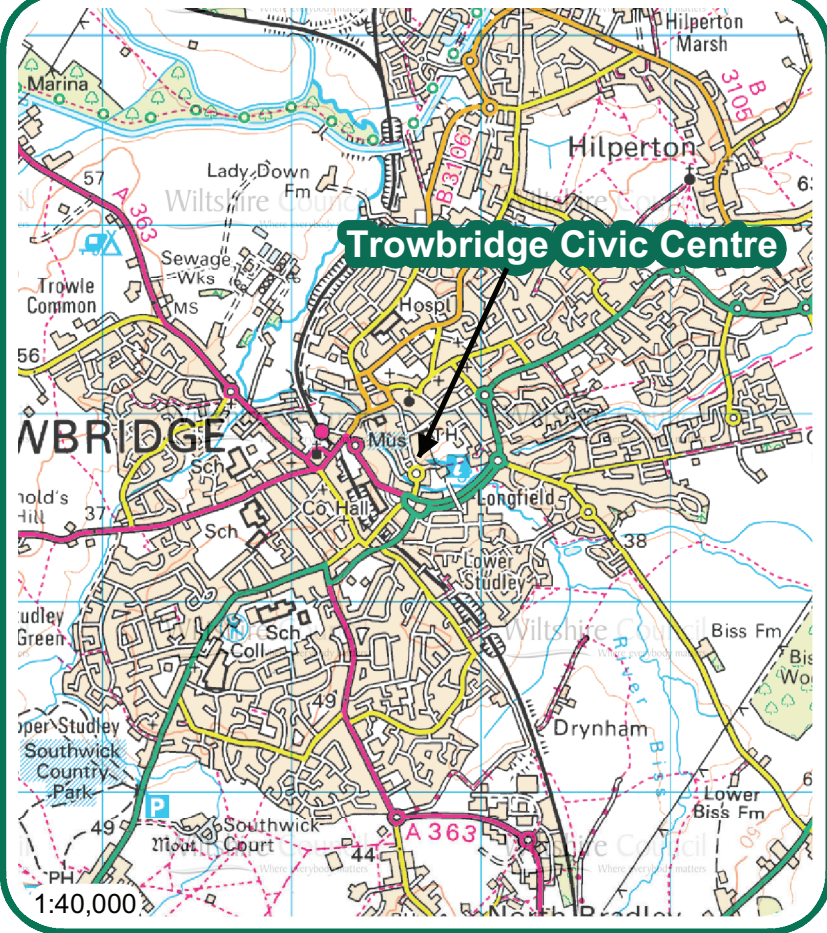
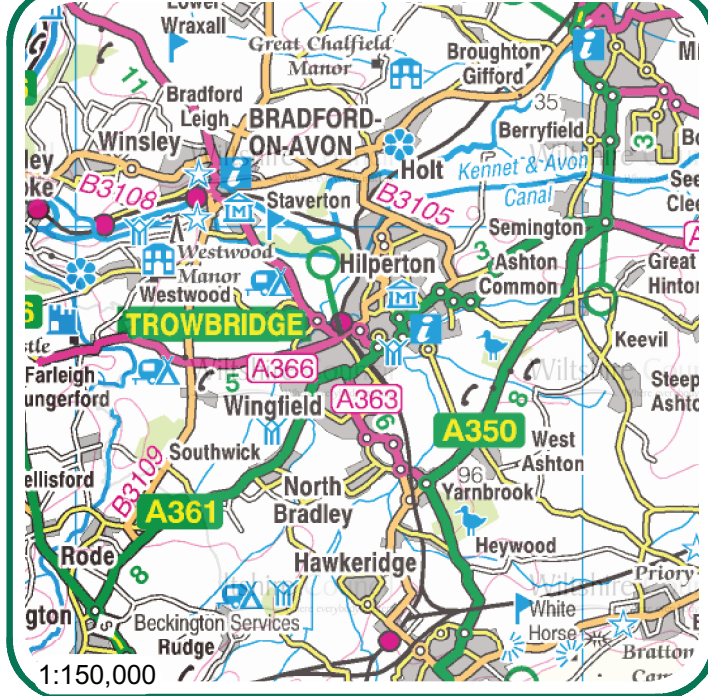
Thursday 12 July 2012 – 7.00pm
The Civic Centre, Trowbridge

Thursday 13 September 2012 – 7.00pm
The Civic Centre, Trowbridge

Thursday 15 November 2012 – 7.00pm
County Hall, Trowbridge

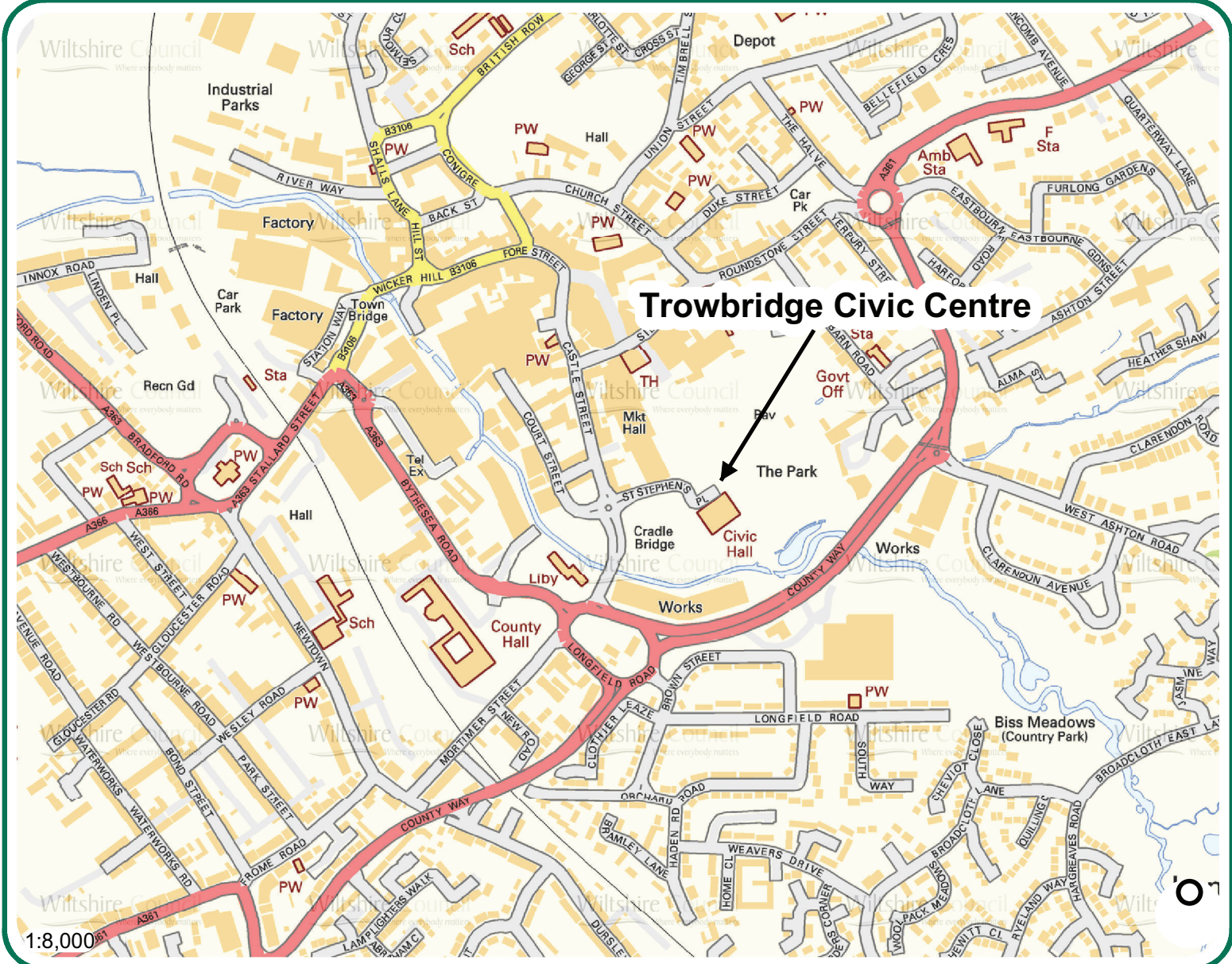
Thursday 17 January 2013 – 7.00pm
County Hall, Trowbridge

Thursday 14 March 2013 – 7.00pm
County Hall, Trowbridge



Trowbridge Civic Centre
St Stephen's Place
Trowbridge
BA14 8AH

Wiltshire Council
 Where everybody matters



MINUTES

Meeting: TROWBRIDGE AREA BOARD
Place: The Civic Centre, St Stephen's Place, Trowbridge, BA14 8AH
Date: 19 January 2012
Start Time: 6.30pm
Finish Time: 8.40pm

Please direct any enquiries on these minutes to:

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

Papers available on the Council's website at www.wiltshire.gov.uk

In Attendance:

Wiltshire Councillors

Cllr Ernie Clark, Cllr Stephen Oldrieve, Cllr Peter Fuller (Vice Chairman),
Cllr John Knight, Cllr Helen Osborn and Cllr Jeff Osborn (Chairman)

Wiltshire Council Officers

Rachel Efemey – Community Area Manager
Marie Todd – Area Board and Member Support Manager

Partners

Trowbridge Community Area Future – Colin Kay and Kate Oatley
Community Area Young Peoples' Issues Group – Haydn and Josh

Total in attendance: 81

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
1.	<p><u>Chairman's Welcome and Introductions</u></p> <p>The Chairman, Councillor Jeff Osborn, welcomed everyone to the meeting of the Trowbridge Area Board and explained how the participatory budgeting process would work.</p>
2.	<p><u>Apologies</u></p> <p>Apologies for absence were received from Councillor Graham Payne, Mike Franklin of Wiltshire Fire & Rescue Service, Inspector Dave Cullop of Wiltshire Police, Martin Fortune of Wiltshire & Swindon Users Network, Kath Noble and Gaynor Polglase of Southwick Parish Council and Michael Hudson, Service Director.</p>
3.	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>
4.	<p><u>Youth Funding - Participatory Budgeting</u></p> <p>The Area Board held a Participatory Budgeting session to consider applications for funding submitted by young people from the Trowbridge Community Area.</p> <p>The Area Board had been allocated a specific youth budget of £9,297 to award to successful applicants for various youth projects and initiatives.</p> <p>Participatory Budgeting provided the opportunity for everyone present at the meeting to have a vote on which applications they felt should be awarded funding. Each application would have to receive a minimum of 50% of the votes in favour, in order to be awarded the funding requested.</p> <p>In order to proceed with the Participatory Budgeting, the Area Board agreed the following:</p> <p><u>Decision</u></p> <ol style="list-style-type: none"> <li data-bbox="363 1659 1495 1839">i. The Area Board agreed that the decisions relating to the Participatory Budgeting should be taken by the community in accordance with the process and conditions outlined in the report. Those projects that received a minimum of 50% of the vote from the public attending the meeting would be funded. <li data-bbox="363 1883 1495 1984">ii. The Area Board agreed that an additional sum of £250 should be awarded to the most popular of the projects in accordance with the process and conditions outlined in the report. This would be the

most popular project as voted by the public attending the meeting and would be used to enhance the project that has been applied for.

The following applications for funding were considered under the Participatory Budgeting processes and conditions. Each applicant made a short presentation and answered questions relating to their project.

- a) Longfield Youth Group - £1,000 requested to purchase a range of console games and board games.

Decision

The votes received for Longfield Youth Group were 81% in favour of the grant and 19% against. The Group was therefore awarded £1,000.

- b) West Ashton School Council - £550 requested to pay for the Crafty Potter to work with groups of children to design and decorate an egg cup each.

Decision

The votes received for West Ashton School Council were 85% in favour of the grant and 15% against. The School was therefore awarded £550.

- c) Studley Green Youth Volunteering Group - £820 requested to take part in a street urban dance project and tea sessions for community volunteering.

Decision

The votes received for Studley Green Youth Volunteering Group were 80% in favour of the grant and 20% against. The Group was therefore awarded £820.

- d) Bridging Project - £500 requested to run an arts and crafts cookery project.

Decision

The votes received for the Bridging Project were 98% in favour of the grant and 2% against. The Project was therefore awarded £500.

- e) Studley Green - £950 requested for babysitting course and sports activities and equipment.

Decision

The votes received for Studley Green were 65% in favour of the grant and 35% against. The project was therefore awarded £950.

- f) Paxcroft Mead Youth Forum - £1,000 requested to purchase 2 benches for the Paxcroft Country Park.

	<p><u>Decision</u> The votes received for the Paxcroft Mead Youth Forum were 68% in favour of the grant and 32% against. The Forum was therefore awarded £1,000.</p> <p>g) St Michael's Pre-School - £454.33 requested to purchase a play puppet theatre and to pay for a 'Punch & Judy' show/workshop to enjoy as part of a spring fete.</p> <p><u>Decision</u> The votes received for St Michael's Pre-School were 80% in favour of the grant and 20% against. The School was therefore awarded £454.33.</p> <p>h) Urban Dance - £1,000 requested to buy equipment and PA system for a music, art and dance studio.</p> <p><u>Decision</u> The votes received for Urban Dance were 74% in favour of the grant and 26% against. The group was therefore awarded £1,000.</p> <p>i) £250 bonus.</p> <p><u>Decision</u> The Bridging Project was voted the most popular project overall, and was therefore awarded a bonus of £250 to spend on their project.</p> <p>j) Remaining Funds</p> <p>After allocating the grants as detailed above the Area Board considered how to allocate the remaining youth funding of £2,754.67.</p> <p><u>Decision</u> The Area Board agreed to ring-fence the remaining funds from the specific youth budget to enable Clarendon College to put forward a proposal to the 15 March Area Board meeting for activities for the Olympic Torch event at the school.</p>
5.	<p><u>Funding Update of Applications Awarded 2011/12</u></p> <p>The Area Board received updates from the following projects that were in receipt of Area Board Grant Funding in 2011/12:</p> <p>a) <u>Hilperton Village Hall</u> - £3,253 had been awarded to upgrade the village</p>

hall including fitting a disabled toilet.

Update: The works had now been successfully completed and the grant recipients thanked Wiltshire Council staff, particularly Margaret Tipper, for their help with the application process.

- b) Friends of Trowbridge in Bloom - £5,000 had been awarded for events to encourage local residents to participate in a programme of planting.

Update: Advertising boards had been purchased and events held to encourage participation. The town had received a Gold Award in the competition which was a great achievement.

- c) Newtown School - £2,300 had been awarded for upgrading of changing facilities and providing temporary cover over the outdoor pool.

Update: Over 300 children now participated in swimming activities at the school and the pool was also used by pre-school children. A decking area around the pool had also been provided.

- d) Newtown Area Residents Association - £930 had been awarded for the provision of security lighting at Bond Street Buildings to increase community safety.

Update: Three security lights had been provided and local residents now felt much safer.

- e) Trowbridge Amateur Swimming Club - £1,434 had been awarded for swimming gala and social events to celebrate the 20th meeting of swimming clubs under the twinning arrangements with Leer.

Update: 42 swimmers had participated in the event, a number of activities had taken place and the twinning event had been a great success.

- f) Trowbridge Rangers Football Club - £475 had been awarded for coaching courses to enable the club to run sessions for young people.

Update: A number of coaches had been trained and the Club was now looking to involve all age groups.

- g) West Ashton Village Hall & Institute - £5,000 had been awarded for the creation of a small meeting room attached to the village hall.

Update: The extension had been completed and the new meeting room was being used by a number of local groups. The car park had also been extended and a new kitchen provided.

- h) Trowbridge Town Football Club - £2,446 had been awarded for the

purchase of training and match equipment. £1,687 had also been awarded to fund coaching courses.

Update: New equipment, including footballs, poles, hurdles and bags, had been purchased which was greatly appreciated by all those involved with the Football Club. Coaches had also been trained and CRB checks had been carried out. The Club hoped to invest further in volunteers and young people over the forthcoming year.

- i) Larkrise Community Farm - £4,000 for the construction of a barn for storage of animal feed.

Update: The new barn had now been built and this provided dry storage for hay and straw. The barn was also used for the very successful lambing season.

- j) North Bradley Peace Memorial Hall - £765 for a project development study for renewable energy.

Update: The survey had been undertaken but the funding stream for the project had then been withdrawn. The hall had been modernised and it was hoped that alternative funding could be found as soon as possible.

- k) Phoenix Badminton Club - £851 had been awarded for new nets and posts.

Update: New posts and nets had been purchased which enhanced the facilities available to club members.

- l) Trowbridge Town Council (Area Board Project Bid) - £639 had been awarded for a registry office bench.

Update: The bench had now been provided outside the registry office and was very well used.

- m) Gloucester Road Allotment Association - £5,000 had been awarded for the provision of allotment facilities for disabled people.

Update: Plots and raised beds had been provided. A parking area and toilets had also been provided. All new plots were now in use and a number of disabled people had benefitted greatly from this project.

- n) Trowbridge Town Council - £2,664 had been awarded for the provision of a free National Play Day.

Update: The Play Day had been very successful. 5,000 families had been involved and had participated in activities such as archery and the use of the play bus.

	<p>o) <u>Youth Funding Application, Trowbridge Community Area Youth Parliament & CAYPIG</u> - £6,259 had been awarded for an anti-social behaviour project and transport subsidy.</p> <p>Update: Rail tickets to Bath at a subsidised cost of £1.50 had been provided. The scheme had been very successful and 336 tickets had been sold to under 15s and 268 to over 15s. A display was exhibited at the meeting re the Youth Parliament's anti-social behaviour campaign element of the project.</p> <p>p) <u>College Estate Community Gardens (Area Board Project Bid)</u> - £750 had been awarded for the creation of a community garden.</p> <p>Update: An area that had been neglected for many years had now been tidied up with planting and had been retained for community use. The area was now used and maintained by local people.</p> <p>q) <u>Lavender Fields Residents' Association</u> - £212 to set up an interactive website.</p> <p>Update: The website had now been created and was a great way for local people to keep in touch with issues in their area including neighbourhood watch information.</p>
6.	<p><u>Close</u></p> <p>The Chairman thanked everyone for attending the Extraordinary meeting of the Trowbridge Area Board.</p> <p>The next ordinary meeting of the Trowbridge Area Board would be held on Thursday 26 January 2012, 7pm at The Wiltshire Council Bradley Road Offices in Trowbridge.</p>

MINUTES

Meeting: TROWBRIDGE AREA BOARD
Place: The Atrium, Wiltshire Council, Bradley Road, Trowbridge, BA14 0RD
Date: 26 January 2012
Start Time: 7.00 pm
Finish Time: 9.30 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

Papers available on the Council's website at www.wiltshire.gov.uk

In Attendance:

Wiltshire Councillors

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

Cllr Lionel Grundy OBE (Cabinet Member for Children's Services)

Wiltshire Council Officers

Penny Bell, Democratic Services Officer
Rachel Efemey, Community Area Manager (CAM)
Michael Hudson, Interim Service Director of Finance
Shirley Yeo, Internal Communications Officer

Town and Parish Councillors

Trowbridge Town Council – Lance Allan, Hayley Bell, M Mantle
North Bradley Parish Council – Roger Evans
Southwick Parish Council – Kath Noble

Partners

Wiltshire Police – Dave Cullop, Matt Pullon

Wiltshire Police Authority – Joy Hillyer

Trowbridge Community Area Future – Tracy Sullivan, Kate Oatley, Colin Kay, Doug Ross

Community Area Young Peoples Issues Group – Sam Shore

Youth Development Service – Mal Mundy

Parish Councils Liaison Group – Gaynor Polglase

Total in attendance: 54

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
1.	<p><u>Chairman's Welcome and Introductions</u></p> <p>The Chairman, Councillor Jeff Osborn, welcomed everyone to the meeting of the Trowbridge Area Board.</p>
2.	<p><u>Apologies</u></p> <p>Apologies for absence were received from Bob Brice of Trowbridge Town Council, Mike Franklin of Wiltshire Fire & Rescue Service and Michael Hudson, Service Director, Wiltshire Council.</p>
3.	<p><u>Minutes</u></p> <p><u>Decision</u> The minutes of the meeting held on Thursday 17 November 2011 were agreed a correct record and signed by the Chairman.</p> <p>Matters arising from the minutes of the previous meeting:</p> <ul style="list-style-type: none"> • Security issues at Trowbridge Park – a meeting had been held to discuss the issues concerned, and a programme of actions was to be put together. <i>Action: an update was to be provided at the March Area Board meeting.</i> • Former Caretakers House on Bradley Road – a response from the Cabinet member was circulated, which reported that the property was being kept vacant to enable more flexibility in the future development of the site. Interim options, such as non-secure tenures, were being considered.
4.	<p><u>Declarations of Interest</u></p> <p>Councillors Jeff Osborn, John Knight, Peter Fuller and Helen Osborn all declared general prejudicial interests in Items 10a(iii) and 10a(iv) as they were all members of Trowbridge Town Council. All councillors had dispensations allowing them to speak and vote.</p> <p>Councillor Graham Payne declared a prejudicial interest in Items 10a(iii) and 10a(iv) as he was a member of Trowbridge Town Council. No dispensation was in place and Councillor Payne intended to leave the room for these items.</p>
5.	<p><u>Chairman's Announcements</u></p> <p>The Chairman made the following announcements:</p>

	<ul style="list-style-type: none"> i. Update on recreational land – The Chairman reported on the commitment from the Leader of the Council for a new multi-sports hub. The Council had been in discussions with a number of clubs, and the rugby club was expected to report on its position at the end of February. A decision would then be taken whether to proceed. ii. Have You Got The X Factor? – A short film promoting the 2013 elections had been made and could be viewed at: http://www.youtube.com/watch?v=8Y_CvgVAgvY iii. Youth Advisory Group Pilots – A series of pilots were taking place across the County to establish Youth Advisory Groups which would improve the co-ordination of positive activities for young people. iv. Local Sustainable Transport Fund Consultation – A comprehensive briefing on this consultation was provided in the agenda packs and was also available on the Council’s website. v. Housing PFI – Broad Street Car Park – It was noted that a housing Private Finance Initiative (PFI) contract was signed on 21 December 2011, which would provide 242 social rented homes; 73 of which would be in the Trowbridge area. vi. Core Strategy – On 17 January 2012 Cabinet had considered a submission draft Wiltshire Core Strategy, and Full Council would be asked to approve the draft for consultation at its meeting on 7 February 2012. Consultation would last for six weeks commencing on 20 February 2012 and further information would be available as the Core Strategy progressed.
6.	<p><u>Partner Updates</u></p> <p>Updates from partners were received as follows:</p> <ul style="list-style-type: none"> i. Wiltshire Police The written update was noted. Inspector Dave Cullopp reported that progress was being made with regard to the issues at Trowbridge Park. The Neighbourhood Tasking Group had also met and was working to combine 6 teams into 1 to make services more efficient, and there had been good support from the Neighbourhoods Partnership. <p>Inspector Cullopp also reported that, in addition to the new PCSO who had recently joined the team, Trowbridge would also be gaining a further two PCSOs, which would take the team one over its establishment.</p> <p>Joy Hillyer of Wiltshire Police Authority reported on progress with the transition to a Police and Crime Commissioner (PCC). On 15 November 2012, the public would elect a PCC, who would be accountable for how</p>

crime was tackled in the Wiltshire Police force area. Any views or questions should be submitted to the Wiltshire Police Authority on 01380 734022 or police.authority@wiltshire.pnn.police.uk .

The following questions and issues arose:

- It was enquired whether hate crime statistics could be reported to the Area Board.
Action: Inspector Cullop to send hate crime statistics to Rachel Efemey for distribution to the Area Board.
- As previously advised, the force was required to make cuts of 20%, but was committed to doing everything possible to maintain the level of frontline services.
- It was noted that Chippenham Police Station would be closing by the end of March 2012, and the policing teams would be moving into Wiltshire Council's Monkton Park office. In Trowbridge there were no similar plans in place, however various future options were being considered, particularly with regards to opportunities with the Campus project.
- The current helicopter service was due to end in a couple of year's time. There were attempts to get a national helicopter service but nothing could be confirmed at present.

ii. Wiltshire Fire and Rescue Service

The written update was noted. There were no further updates.

iii. NHS Wiltshire

The written update was noted. There were no further updates.

iv. Trowbridge Community Area Future (TCAF)

The written update was noted. It was reported that there would be a joint event held on 9 February 2012, and anyone wishing to receive an invitation should contact Rachel Efemey, Community Area Manager.

v. Town and Parish Councils

The written update from Trowbridge Town Council was noted. There were no further updates.

vi. Community Area Young Peoples' Issues Group (CAYPIG)

The CAYPIG thanked the Area Board, the Town Council and Wiltshire Police for addressing the issues at Trowbridge Park. There was also concern regarding the cuts to the youth service and worry that this would result in a less efficient service. The CAYPIG also reported that they were keen to be involved in developments with the Riverside and St Stephen's Place sites.

7.	<p><u>Outside Body Updates</u></p> <p>The following updates were provided:</p> <ul style="list-style-type: none"> i. Transforming Trowbridge – Planning applications for the Tesco site and Bowyers site were currently being dealt with by two individual planning officers. The Tesco site application would possibly be considered by Committee in February, but the Bowyers site application was more complicated and running slightly behind. It was hoped that both applications would be considered by the Western Area Planning Committee, and the public were encouraged to submit their views. ii. Extended Schools (Youth Parliament) – A meeting was due to be held on 1 February 2012 to provide an update regarding Trowbridge Park. Feedback would be provided at the next Area Board meeting.
8.	<p><u>Arc Theatre Update</u></p> <p>An update regarding the future of the Arc Theatre was circulated. It was noted that, due to Wiltshire College’s decision to cease the professional programme of performing arts activity, the College would no longer be eligible for regular grant support from Wiltshire Council’s Art Service from April 2012.</p> <p>A number of options had been considered for the future management of the theatre, and Wiltshire College had decided that the Arc would become primarily a student resource, with some availability for use as a venue for hire.</p> <p>The BA14 Culture Group expressed its disappointment at the decision and was keen to develop a strong partnership of interested groups to work towards retaining such services for Trowbridge, including Wiltshire Council, the Town Council, the Area Board, BA14 and local schools and groups.</p> <p>There was a strong desire to retain the Wiltshire Council funding for the Arc in the Trowbridge area, and an interim project was being looked into including consideration of employing a Director of Arts to drive the project forward and secure the future of Arts in Trowbridge.</p> <p><u>Decision</u></p> <p>Having considered the issues surrounding the future of the Arc Theatre in Trowbridge and the strong desire from the community to retain services for Trowbridge, the Area Board agreed:</p> <ul style="list-style-type: none"> i. That it regretted the outcome regarding the future of the Arc Theatre. ii. That the Wiltshire Council funding for the Arc Theatre should be ring-fenced for use within the Trowbridge Community Area. iii. That the Area Board should be kept informed of, and consulted on, any future developments including how the Wiltshire Council funding will be used.

9.	<p><u>2012 - A Year of Celebration</u></p> <p>Shirley Yeo, Communications Officer, Wiltshire Council, gave a presentation regarding '2012 – A Year of Celebration', which included the Olympic Torch relay and celebrations, and the Queen's Diamond Jubilee.</p> <p>The Olympic Torch was due to pass through Trowbridge and Southwick on 22 May 2012; the fourth day of the relay. It was hoped that the community would get together to animate the route and celebrate the event.</p> <p>Wiltshire Council was also planning to hold an event to celebrate the Diamond Jubilee in the grounds of Salisbury Cathedral on either 1 May or 2 May 2012, and it was hoped that each Area Board would have a 'jousting tent' to showcase the history of their local areas.</p> <p>A further event would be held in Salisbury in June to celebrate the Olympic Torch spending the night there. This was considered a fantastic opportunity to showcase local talent and celebrate the Torch passing through Wiltshire; however there was significant disappointment amongst some communities that both major events were being held in Salisbury.</p> <p>The Area Board was asked to consider its requirements and arrangements with regards to the 'jousting tents' for the Jubilee event in May; however there was a general lack of support for this event due to its distance from Trowbridge and the potential costs to the Area Board.</p> <p><u>Decision</u> The Area Board agreed for it to be formally noted that it did not support the recommendations within the report.</p> <p>Councillor Fuller recommended that a small sum of money should be made available to support any groups or organisations that were willing to represent the Trowbridge Community Area at the Jubilee event in Salisbury.</p> <p>There was some general agreement for this, but it was agreed that it would be the responsibility of the individual groups to consider this and approach the Area Board for funding should they wish.</p>
10.	<p><u>Funding</u></p> <p>a. Community Area Grant Scheme The Area Board considered the following applications to the Community Area Grant Scheme 2011/12:</p> <p>i. <u>West Ashton Village Hall & Institute</u> The sum of £2,000 was requested to fit acoustic panels in the main hall to reduce echo and provide lighting in place of the temporary 'fairy lights'.</p>

Decision

The Area Board awarded the sum of £2,000 to West Ashton Village Hall & Institute, on the condition that the Landfill match funding applied for was awarded.

Reason: *The application met the Community Area Grant Criteria 2011/12 and demonstrated an indirect link to the Trowbridge Community Area Plan.*

ii. **Trowbridge Academy of Boxing**

The sum of £975 was requested to replace external lighting and minor repairs to the club building.

Decision

The Area Board awarded the sum of £975 to Trowbridge Academy of Boxing.

Reason: *The application met the Community Area Grant Criteria 2011/12 and demonstrated a link to the Trowbridge Community Area Plan.*

Councillor Payne left the room.

iii. **Trowbridge Town Council**

The sum of £4,979 was requested to run an event in Trowbridge Park on 4 June to celebrate the Queen's Jubilee.

Decision

The Area Board awarded the sum of £4,979 to Trowbridge Town Council.

Reason: *The application met the Community Area Grant Criteria 2011/12 and demonstrated links to the Trowbridge Community Area Plan.*

iv. **Trowbridge Town Council**

The sum of £3,588 was requested to arrange a day of celebration on 22 May when the Olympic Torch would come through Trowbridge, followed by a celebration day on Saturday 26 May for all families to take part in trying Olympic sports which are represented in the 2012 games.

Decision

The Area Board awarded the sum of £3,588 to Trowbridge Town Council.

Reason: *The application met the Community Area Grant Criteria 2011/12 and demonstrated links to the Trowbridge Community Area Plan.*

Councillor Payne returned to the meeting.

v. Wiltshire Supplementary Cultural School

The sum of £800 was requested to run a series of 3 events focusing on Muslim, Afro Caribbean and Polish histories open to young people and their families.

Decision

The Area Board awarded the sum of £800 to Wiltshire Supplementary Cultural School.

Reason: The application met the Community Area Grant Criteria 2011/12 and demonstrated links to the Trowbridge Community Area Plan.

vi. Wiltshire Youth Marching Band

The sum of £1,000 was requested to purchase uniforms for the band.

Decision

The Area Board awarded the sum of £1,000 to Wiltshire Youth Marching Band.

Reason: The application met the Community Area Grant Criteria 2011/12 and demonstrated links to the Trowbridge Community Area Plan.

b. Area Board Projects Scheme

The Area Board considered the following project application:

i. Councillor John Knight - £2,500 requested

To complete the war memorial upgrade by the design and manufacture of a pair of entrance gates by a young person attending the Trowbridge School.

Decision

The Area Board awarded the sum of £2,500 to complete the war memorial upgrade.

c. Ring Fencing of Funds for Jubilee and Olympics Projects

Decision

The Area Board agreed to commit £5,000 towards a small project scheme with a maximum grant of £300 available to local groups to celebrate the Queen's Diamond Jubilee or the Olympic Torch Relay.

In order to address the time constraints that applicants faced to submit their applications in time for the organisation of their events, the Area Board agreed to delegate authority to the Community Area Manager, in consultation with the Chairman and Vice Chairman of the Area Board, to approve any grant applications relating to the

Jubilee or Olympics between meetings of the Area Board. A report would be submitted at the next available Area Board meeting to detail any grants awarded under this delegation.

In considering such grant applications, the Area Board requested that the Community Area Manager considered the benefits of the application in terms of meeting one or more of the following:

- **Showcases what we have and what we do so well in our area**
- **Promotes our strong and vibrant community spirit.**
- **Reinvigorates our local economy.**

11.

Shadow Community Operations Board

Following a previous meeting of the Area Board, where expressions of interest for members of the Shadow Community Operations Board were invited, the Chairman announced that a number of applications had been received and recommendations for the final membership of the Board were put to the Area Board for consideration.

Decision

The Area Board appointed the membership of the Trowbridge Shadow Community Operations Board, as follows:

Sector	Appointed Member	Agreed Deputy
Wiltshire Council Officer x1	Rachel Goff	Transformation Team Officer
Area Board Representative x1	Cllr Peter Fuller	Cllr Helen Osborn
Town/Parish Council x1	Cllr Kendrick Jackson	Cllr Bob Brice
Education and Young People x1	Colin Kay	Andy Packer
Wider Community x1	David Baker	Tracey Sullivan
User and Community Groups x3	Farzana Saker David Nutley Paula Drew	Rose Young Shazuli Iqbal Robert Greenwood Hayley Bell

The Chairman advised that, following the Area Board's decision, the members of the Shadow Community Operations Board would be contacted by a member of the Campus Team, and an initial meeting of the Shadow Community Operations Board would be convened.

Regular updates on the work and progress of the Shadow Community Operations Board would be provided at future Area Board meetings.

12.

Visiting Cabinet Representative

Councillor Lionel Grundy, Cabinet Member for Children's Services, provided an outline of some of the key issues in Trowbridge Community Area at present.

Court Mills Youth Centre

Councillor Grundy referred to Wiltshire Council's 11 to 19 Youth Commissioning Strategy and confirmed the Council's commitment to open-access youth provision. The Council's Transformation Programme had identified Court Mills as a site to be closed, but this would not happen until alternative provision was identified. The newly-formed Shadow Community Operations Board would begin to look into how youth service provision could fit into the new Campus in the future.

Connexions

The Connexions service was to be significantly reduced from September 2012, due to many of the functions being statutorily transferred by the Government from local authorities directly to schools. The '11 to 19 Strategy' was at the heart of simplifying the manner in which the Council was delivering youth services and being led by the needs and aspirations of young people.

The Connexions staff would remain in the organisation, but they were being streamlined. The Council had also developed an Integrated Youth Service which was now underway.

Other News

It had just been confirmed that Wiltshire's pupil performance rate for GCSE results had been steadily improving at an excellent rate, and schools in Wiltshire were performing extremely well, being 1.6% ahead of the national average.

Following Councillor Grundy's report, the following points were made:

- It was very important to the local community that Studley Green Youth Centre should remain in its current premises, which was currently rented. There was no desire to amalgamate the service with other services as the Campus proposal was developed.
- Concern was raised at the lack of funding for youth activities and Councillor Grundy, being concerned by this, agreed to take this up directly with the Town Council.
- Reassurance was sought that Court Mills would not be closed until alternative Campus provisions were in place. Councillor Grundy advised that there were no timescales confirmed yet, but that he would do his best to ensure a smooth transition of services.
- Some emphasis was put on provision of additional resources for areas of deprivation and poverty, which Councillor Grundy took on board.

13.	<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 highway improvement schemes in the Trowbridge Community Area.</p> <p><u>Decision</u> The Area Board agreed:</p> <ul style="list-style-type: none"> i. To allocate the Speed Indicator Device firstly to the B3105 Trowbridge Road, Hilperton, and then to Bratton Road, West Ashton. ii. To commit £1,830 from the transport and highways budget to implement any recommendations that arise from the findings of the topographical survey being carried out at the Shires Gateway. <p>The Chairman extended an invitation to all members of the Area Board to attend meetings of the Community Area Transport Group should they have any local issues to be considered.</p>
14.	<p><u>Area Board Meeting Venues</u></p> <p><u>Decision</u> The Area Board agreed to hold all future meetings of the Area Board in the Civic Centre until such time as the refurbishments at County Hall were complete, at which time the Area Board meetings would be held at County Hall.</p>
15.	<p><u>Any Urgent Business and Forward Plan</u></p> <p>Councillor Graham Payne requested that the Area Board considered the issue of graffiti at its next meeting. The Chairman advised Councillor Payne to take up this issue with Bill Parks, Head of Service Local Highways and Streetscene (Central).</p> <p>Councillor Payne also requested that the Area Board considered the issues with the buildings at Margaret Stancomb School. The Chairman advised that Councillor Payne should speak to Councillor Knight about this issue, and that Neil Ward from Strategic Property Services would also be attending the next Area Board meeting so could provide an update then if required.</p>
16.	<p><u>Close</u></p> <p>The Chairman thanked everyone for attending the meeting.</p> <p>The next meeting of the Trowbridge Area Board would be held on Thursday 15 March 2012, 7pm at the Trowbridge Civic Centre.</p>

BRIEFING NOTE FOR 15 MARCH 2012 TROWBRIDGE AREA BOARD MEETING

TROWBRIDGE PARK UPDATE

In response to a number of issues that have been received re Trowbridge Park a task group has been established to look into these matters including the following areas:

- The Pond
- Litter/Streetscene
- Anti social behaviour
- CCTV
- Lighting
- Youth Parliament initiatives

The group membership comprises Wiltshire Councillors & relevant officers, Trowbridge Town Councillors and relevant officers, Police, Youth development Service and Extended Services and is chaired by Councillor Jeff Osborn, Chairman of Trowbridge Area Board.

The first meeting of this group was held on 16 January 2012 which included a site visit to the Park to look at some of the identified areas. Actions that came out of the meeting included:

- Monitoring improvements to the pond water level
- Deeper cleans of the Park to be initiated
- Investigate funding for increased lighting especially on the wooden bridge
- Reduce vegetation to make areas less dark/intimidating

The next meeting of the group will have taken place on 5 March to include reviewing the actions from the previous meeting.

Rachel Efemey -Trowbridge Community Area Manager, Wiltshire Council

Trowbridge Area Board – Thursday 15 March 2012

Matters arising from previous meeting - Arc Theatre Update

Dear Cllr. Osborn,

Thank you for your letter regarding the discussions at the Area Board meeting on the 26th of January. I, of course, agree that it is highly regrettable that the Arc Theatre will no longer be showing a programme of high quality professional work. The Arts Service is keen to see the continuation of professional arts practice within Trowbridge and I will keep the Area Board informed as developments take shape. I would hope that a presentation could be brought back to the Area Board towards the end of the year to report on what has been done to fill the void left by the Arc and to describe a clear and coherent plan for the future of the arts within Trowbridge. This plan will need to be built from the community upwards and so I should imagine that the Area Board will be one area from which views will be sought and ideas tested.

With regards to the point that you raise at the end of your letter asking to be informed what plans there are for the funding that had been allocated to the Arc I can confirm that the issue has been discussed with the Cabinet Member and it was agreed that there is a strong need to continue to invest in arts activity in Trowbridge. The mechanism for deciding on the best way to deliver that investment has not been agreed at this stage, but I am sure you will agree there needs to be a transparent and accountable process. I will keep the Area Board informed as you request.

Kind Regards

Peter

Peter Tyas
Manager Arts and Archives
Wiltshire Council

Trowbridge Area Board – Thursday 15 March 2012

Chairman's Announcement

The Localism Act 2011

The Localism Act received Royal Assent on 15 November 2011. **Although the Act contains a number of important measures, most of these are not yet in force.**

The Act contains a number of *enabling provisions*. These give the Secretary of State power to introduce regulations and guidance that will make the measures 'live.' We anticipate that the key areas will come into force from April 2012 onwards.

The government has published a [Plain English Guide to the Localism Act](#) which summarises the main measures under four headings:

- new freedoms and flexibilities for local government
- new rights and powers for communities and individuals
- reform to make the planning system more democratic and more effective
- reform to ensure that decisions about housing are taken locally

We will provide a more detailed briefing on the implications for Wiltshire early in 2012. Although the Act is 497 pages long, the implications of some of the key measures will not be clear until the Secretary of State has introduced regulations and guidance. We will keep you updated on major developments.

A recent publication '[Localism in Action](#)' highlights emerging innovative practice in the South West which may become more commonplace with the implementation of the Act.

New freedoms and flexibilities for local government

- The 'general power of competence' gives local authorities more freedom to do things and this is welcomed. There are some restrictions on how the power can be used and limits on when it can be used to generate income. The Secretary of State can impose further restrictions so the extent of the power will become clearer over time.
- Ministers can order local authorities to pay fines for breaches of EU law in cases where they are deemed responsible for the failure to comply with EU law.
- The current standards framework and the national regulatory body, Standards for England, will be replaced with new local arrangements that will have implications for all councils. The council's monitoring officer will be writing to all town and parish councils about these changes.
- The Act clarifies the rules on 'predetermination' to reflect case law (so there is no change in practice). The rules of predetermination make sure councillors take part in discussions and make decisions with an open mind.
- Councils will have more freedom to offer business rate discounts, but the cost of discounts must be met locally.
- Other measures include some flexibility on governance arrangements, directly elected mayors, and items relating to London and major cities.

New rights and powers for communities and individuals

- The 'community right to challenge' gives groups, parish councils and employees the right to express an interest in running a local authority service. If the challenge is accepted the challenging organisation can bid as part of a procurement exercise.
- The 'community right to bid' gives community groups a chance to bid for assets listed as having 'community value.' Community groups that express an interest will have a limited amount of time to raise money to bid to buy the asset on the open market.
- If a council proposes to raise council tax by more than a threshold set by the Secretary of State it will have to hold a referendum to get approval from local voters.
- Councils will vote on and publish a statement of their policies on pay, including the pay of senior officers.

Reform to make the planning system more democratic and more effective

- The measures are wide ranging and include the abolition of regional strategies, a duty for public bodies to cooperate in planning matters, neighbourhood planning, the community right to build and a requirement for developers to consult communities before submitting certain planning applications.
- The Act contains some stronger planning enforcement powers, reform of the community infrastructure levy, reform of the way local plans are made. It also gives government ministers power to take decisions on nationally significant infrastructure projects.
- The November newsletter provided a link to a [government leaflet](#) on the proposals for neighbourhood planning.
- Further briefings on the changes to planning will be provided in the New Year and updated as regulations are made and implications become clearer.

Reform to ensure decisions about housing are taken locally

- Social housing allocations reform gives local authorities greater freedom over who qualifies to go on the waiting list. Authorities must still make sure social homes go to the most vulnerable and those in greatest need.
- Social housing tenure reform gives social landlords flexibility to grant fixed term tenancies for people entering social housing (not for current tenants).
- Reform of homelessness legislation allows local authorities to meet their homelessness duty by providing good quality private rented homes.
- Reform of council housing finance changes the way social housing is funded, which gives more local control.
- The National Home Swap scheme enables people who would like to swap their social home to access details of all other tenants who may be a suitable match.
- Reform of social housing regulation changes the way that social housing is regulated, abolishes the Tenant Services Authority and changes the way that complaints about social landlords are handled.
- The Act also abolishes the need for people selling their houses to provide Home Information Packs.

Trowbridge Area Board – Thursday 15 March 2012

Chairman's Announcement

Help to Live at Home - update

The council are continuing to work with the NHS, selected providers and residents of Wiltshire to implement the 'Help to live at Home' service. This service will, upon full implementation improve the experiences of people and their carers who require support, whilst ensuring that the changes are sustainable in the future.

The main priority at this stage is managing the movement of customers from existing providers to the new Help to Live at Home providers: Enara Complete Care, Ridgeway Care (now re-named Aster Living), Somerset Care at Home and Leonard Cheshire Disability. This is being managed on an individual basis to ensure that customer requirements are taken into account. It is important that these changes are undertaken with as little disruption as possible to the customer concerned.

Testing out the New Model:

The Help to Live at Home service is a new way of working for the Council and is unique in the country we believe. What is different is that providers will only be paid if they deliver the service that customers, the Council and NHS want. This will be introduced later in the year however, before introducing this new way of working we want to test it out which we plan to do so in February in West Wiltshire working with Somerset Care. Whilst we are testing out this new payment system we are also going to test out the new response service as well as the new equipment service so we can be sure that it all works as we intended.

Practical Help and Support at Home:

In November a new contract for community equipment and practical help in the home was awarded to Medequip Assistive Technology Limited, a national organisation with offices in Calne. In addition to bathing aids, grab rails and ramps, Medequip will also be providing telecare equipment, continence products and pressure care. In the future Medequip will also be opening new retail outlets and will be employing specialist advisors, able to help people to find the right equipment for them. Medequip are also planning to operate a mobile equipment "bus" able to go all over the county so that people in rural areas will be able to see what equipment is available to help them.

Response service

A key part of the Help to Live at Home approach is to offer telecare to customers with a call centre and personal response service able to visit people at home if necessary. This service will be available county-wide and will operate 24 hours a day

and 365 days a year. There will be an opportunity for people to purchase the service privately if they are not eligible for a service from the Council. The response service will be provided by Wiltshire Medical Services (WMS) in partnership with the NHS, which is based in Chippenham. When the customer presses their alarm or a telecare sensor in their home indicates that there may be a problem, an alarm is received by the call monitoring centre at WMS who assess the most appropriate response to resolve the situation.

Issues and Concerns:

In making these changes the Council wants to hear from people who are receiving these services about their experiences. We believe that the changes that are being implemented will provide excellent services to the whole population of Wiltshire but recognise that it will take time for services to settle down. Should you have any concerns about services you or someone you know is receiving please contact: 01225 712553 anytime between 9am and 4pm Monday to Friday.

Newsletter

Issue 1/2012

Secondary consultation period details announced

1. We are pleased to announce the imminent publication of the representations we received on our initial proposals for new Parliamentary boundaries. The initial consultation attracted a very significant and encouraging rate of response and engagement, with well over 22,000 unique written representations being received, in addition to over 1,100 oral representations that were made at public hearings.
2. The publication of the written representations and verbatim transcripts of the public hearings will start the statutory 'secondary consultation period', when individuals and organisations have an opportunity to submit to us comments on the representations that have been made by others. The period of consultation as prescribed in the legislation is short (four weeks), so we are providing advance notice now - to give people maximum opportunity to submit their views in time - of our intention to publish at noon on Tuesday 6 March 2012. Respondents to the secondary consultation will therefore need to ensure that their comments are received by us no later than noon on Tuesday 3 April 2012.
3. We will be publishing all representations on our website in an easily searchable format and encourage people to make use of our site to search, browse and comment on initial representations. More than half of the representations on our initial proposals were made through our website, which provides a secure and quick method through which to give us your views.
4. Whilst our original intention was to publish in hard copy in every proposed constituency within a region all the representations received in relation to that region (see *A guide to the 2013 Review*, paragraph 74), the very high level of response to the initial proposals has meant that we have had to revisit that intention. As the number of representations involved is so large, we have determined that the significant expenditure that would be involved in reproducing hard copies of them all and placing the resulting large number of volumes in hundreds of places of public deposit across England could not justify a further application for additional funds, both having regard to the present pressures on public expenditure and as such expense would not represent value for money. Furthermore, the exercise could not in practice be carried out without having a detrimental impact on the timetable for completing the review or requiring the secondary consultation to take place at times which would not be suitable (over the Easter holidays or at times which would clash with local elections). We therefore consider that there

are strong overriding reasons in the public interest why the representations should be published only on our website and not in hard copies across the country.

5. People who require assistance in viewing the representations online are encouraged to use widely available public internet facilities (such as in most public libraries), where assistance with using the internet is generally available. If any individual is unable to access the internet at all, please contact us. We will consider any reasonable request to provide support for an individual to gain access to the material on the internet if all other steps have failed and we may be able (if strictly necessary to do so) to provide a hard copy of specific representations we have received.

Contact details

The Boundary Commission for England
35 Great Smith Street
London
SW1P 3BQ

T: 020 7276 1102

E: information@bcommengland.x.gsi.gov.uk

W: consultation.boundarycommissionforengland.independent.gov.uk/

Wiltshire Core Strategy pre-submission document:

Your opportunity to discuss proposed rural planning policies

An invitation has been sent out to all parish councils to attend an event to discuss the approach the core strategy has taken to identifying large and small villages and the relationship between the core strategy and neighbourhood plans. The dates for these events are:

- Biddestone Village Hall, Wednesday 7th March, 6.30 for a 7 pm start
- Michael Herbert Hall, Wilton, Thursday 15th March, 6.30 for a 7pm start
- Bouverie Hall, Pewsey, Monday 19th March, 6.30 for a 7 pm start
- Wessex room, Corn Exchange, Devizes, Thursday 22nd March, 6.30 for a 7pm start

If you wish to attend one of these events please call Rachael Swann on 01225 718456 or email rachael.swann@wiltshire.gov.uk

For further information on the core strategy generally please:

- follow this link to the published [core strategy](#) or
- call the spatial planning team on 01225 713223 or
- email spatialplanningpolicy@wiltshire.gov.uk

Locations for summary information:

Community Area	Location
Amesbury	Amesbury library, SP4 7AL
Bradford-on-Avon	Bradford on Avon library, BA15 1BY
Calne	Calne library, SN11 0JU
Corsham	Corsham library, SN13 9BJ
Chippenham	Chippenham library, SN15 3EJ
Devizes	Devizes library, SN10 1DL Town Hall, Devizes SN10 1BN
Southern Wiltshire	Venue in Downton to be confirmed
Malmesbury	Malmesbury library, SN16 9BG
Marlborough	Marlborough library, SN8 1HD
Melksham	Melksham library, SN12 7DZ
Mere	Mere library, BA12 6JA
Pewsey	Pewsey library, SN9 5EQ
Salisbury	Salsibury library, SP1 1BL
Tidworth	Tidworth library, SP9 7QN
Tisbury	Venue in Tisbury to be confirmed
Trowbridge	Trowbridge library, BA14 8BA
Warminster	Warminster library, BA12 9BT
Westbury	Westbury library, BA13 3BD
Wilton	Venue in Wilton to be confirmed
Royal Wootton Bassett and Cricklade	Wootton Bassett library, SN4 7AX, Cricklade town council offices, SN6 6EA



Wiltshire Local
Development
Framework

Wiltshire Council
Where everybody matters

Wiltshire Core Strategy Pre-submission document

The Wiltshire Core Strategy contains the council's planning policies and proposals to direct, manage and influence development over the period to 2026. It includes an overall vision for Wiltshire and a strategy for each community area.

Comments are invited on the 'soundness' of the draft plan and whether the correct legal processes have been followed. Copies of the consultation documents are available for inspection at the council offices in Trowbridge (Bradley Road and County Hall), Chippenham (Monkton Park), Devizes (Browfort), Salisbury (Milford Street) and local libraries or visit www.wiltshire.gov.uk/wiltshirecorestrategy to find out more.

Comments should be returned by

5pm Monday 2 April 2012

either on line, by e-mail

(spatialplanningpolicy@wiltshire.gov.uk) or in writing to:

Spatial Planning, Economy and Enterprise,
Wiltshire Council, County Hall, Bythesea Road,
Trowbridge, BA14 8JN.

For more information on the Wiltshire Core Strategy call the
Spatial Planning team on 01225 713223



Crime and Community Safety Briefing Paper Trowbridge Community Area Board 15th March 2012

1. Neighbourhood Policing

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

Mrs Joy Hillyer is an Independent Member of the Wiltshire Police Authority and has the responsibility for overseeing policing matters in the Community Area.

Mrs Hillyer can be contacted via Wiltshire Police Authority:

☎ 01380 734022

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

2. Performance

We have noted the increase in in certain types of offences across Trowbridge and other areas of Wiltshire so specific

focus has been given to reduce offending. These offences can be broadly categorised as;

Non Dwelling burglary (sheds, garages, commercial premises), theft from motor vehicles, theft of motor vehicles and criminal damage.

A specialist team has been set up to provide increased, early response to these types of offences and local officers have increased patrols both overtly and in plain clothes to reduce and detect these crimes.

Through ongoing, regular review we have been able to redirect resources to tackle the issues but there are also actions we can all take to further reduce offences. It has become clear that many offences are committed due to the visibility of valuables and lack of security of vehicles and 'outbuildings'. We are promoting a 'lock it or lose it' approach to security and asking that people remove valuables from vehicles particularly when leaving them overnight.

Anti Social Behaviour has been highlighted in four of our six beats within the Town as specific priorities but it is also being tackled in the other two.

Our Neighbourhood Policing Teams are working alongside the Wiltshire Council's ASB reduction team and other statutory partners to identify and take appropriate action against a number of people who commit large amounts of ASB. Currently there are 19 individuals being monitored and this includes three with AntiSocial Behaviour Orders (ASBO), one more to attend court at time of writing, three who have signed AntiSocial Behaviour Contracts (ABC), another three to be requested to sign ABC and two young people who have received a warning letter.

Table 1 – Reported Crime Figures

1st February 2010 – 31st January 2012

Trowbridge	Crime				Detections	
	February 2010 - January 2011	February 2011 - January 2012	Volume Change	% Change	February 2010 - January 2011	February 2011 - January 2011
Violence Against the Person	703	652	-51	-7%	55%	43%
Dwelling Burglary	171	143	-28	-16%	19%	27%
Criminal Damage	578	567	-11	-2%	14%	17%
Non Dwelling Burglary	158	184	26	16%	3%	5%
Theft from Motor Vehicle	184	190	6	3%	22%	6%
Theft of Motor Vehicle	65	73	8	12%	22%	26%
Total Crime	3035	3044	9	0%	33%	29%
Total ASB	2101	2516	415	20%		

Wiltshire Police are compared against a group of 8 most similar forces. Wiltshire Police have performed better than peers for All Crime and for Violent Crime in the previous 12 month period (Jan 2011 - Dec 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 Hobman
Acting Sector Inspector

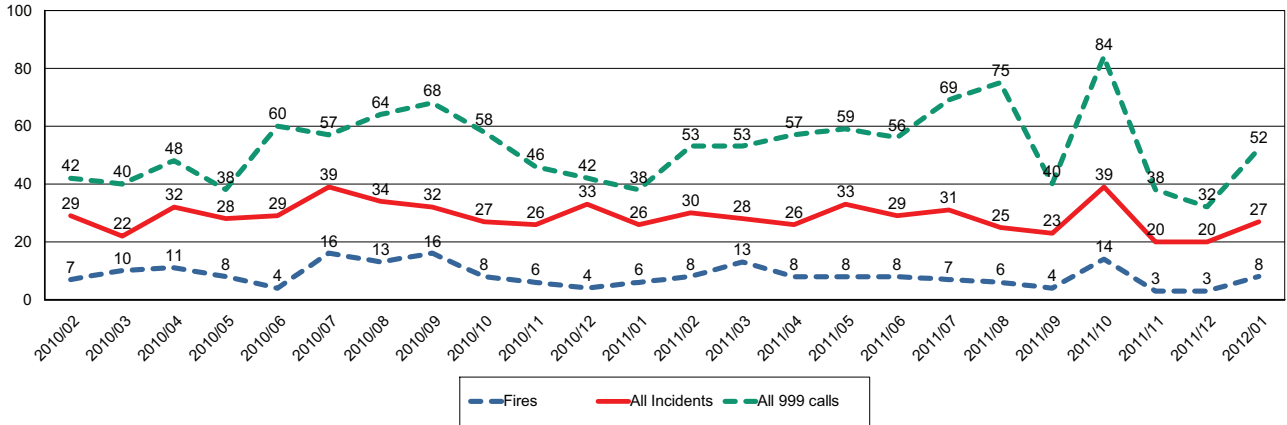
27/02/12



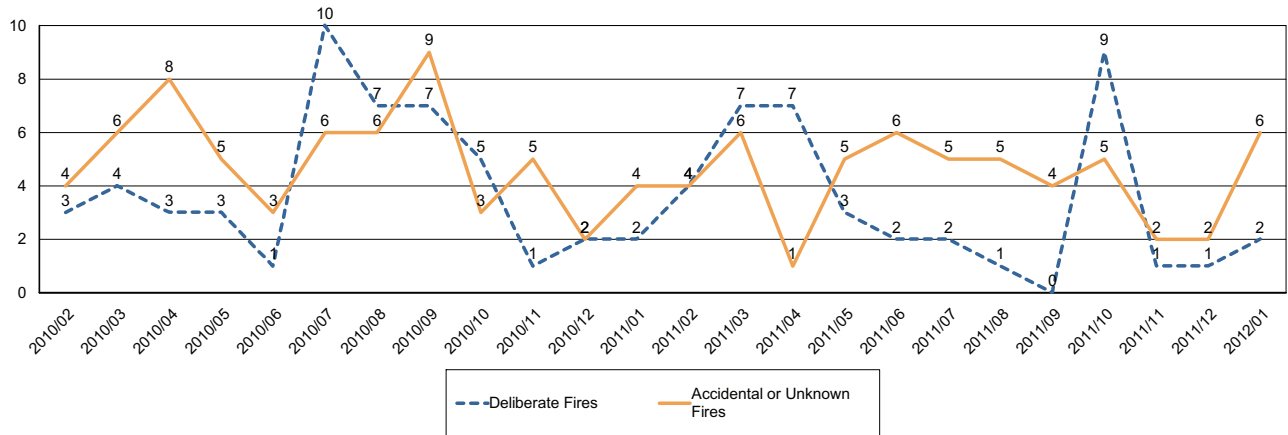
Report for Trowbridge Area Board

The following is an update of Fire and Rescue Service activity up to and including January. It has been prepared using the latest information and is subject to change.

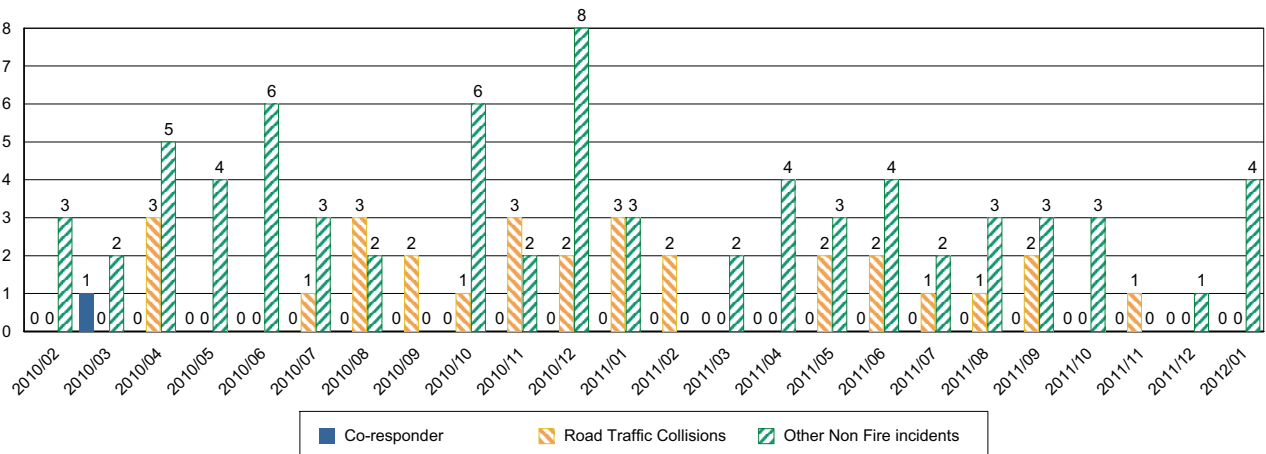
Incidents and Calls



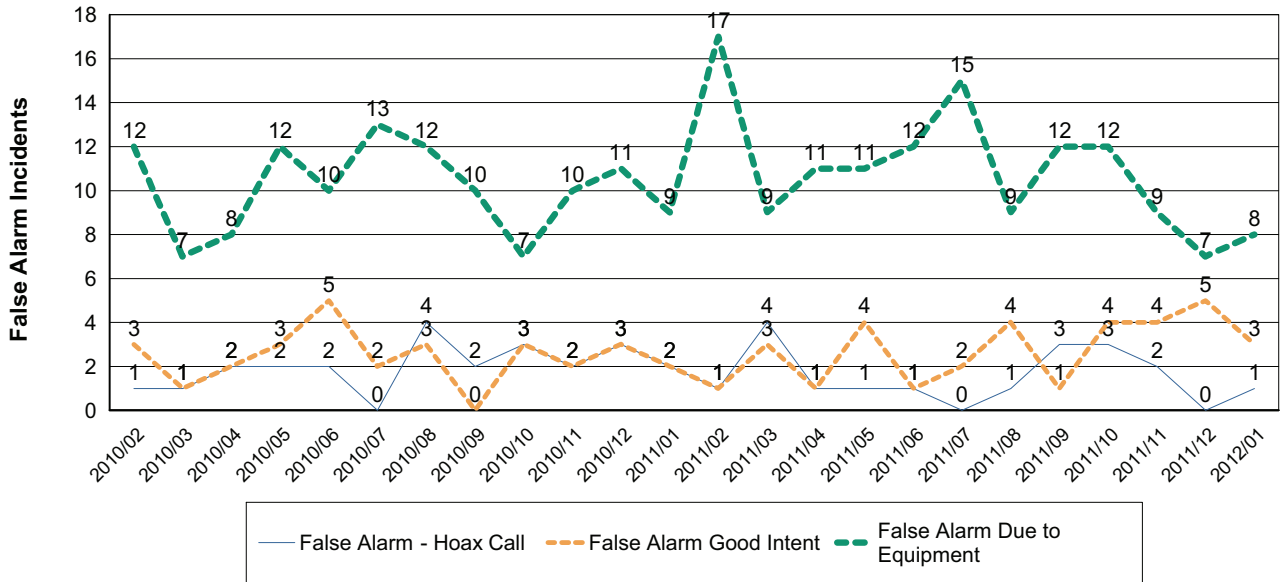
Fires by Cause



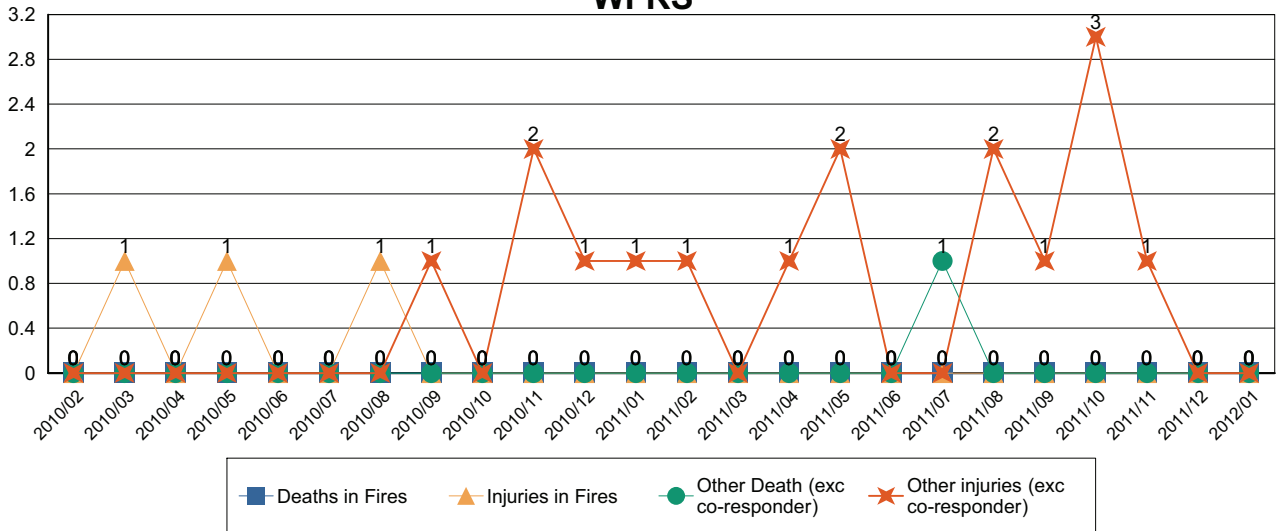
Non-Fire incidents attended by WFRS



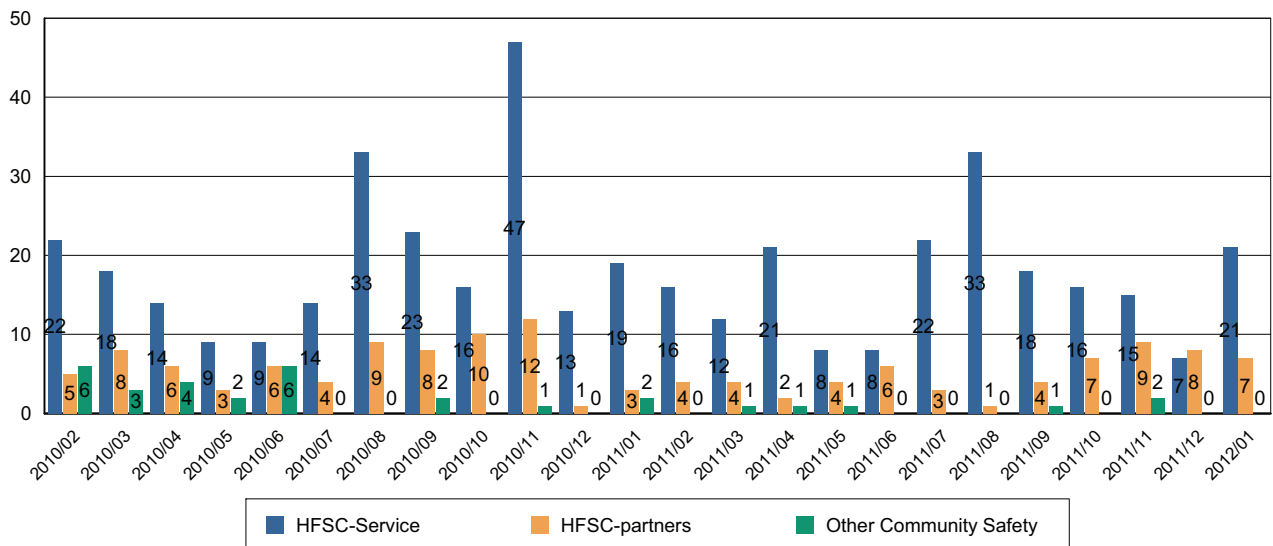
Number of False Alarm Incidents



Death & Injuries in incidents attended by WFRS



Home Fire Safety Checks and other domestic safety



Comments and Interventions overleaf

Wiltshire Fire & Rescue Service Fire Safety Messages to Area Boards February 2012

House fire started by Chinese lantern

Wiltshire Fire & Rescue Service is again warning people about the dangers of Chinese lanterns, after a fire in Swindon on Monday night (30 January).

Chinese lanterns, also known as wish or flying lanterns, have become increasingly popular worldwide as a means of celebrating special occasions – however, they carry a significant risk of fire or injury if not used wisely.

The lanterns are generally made from paper, supported by a wire frame that incorporates a holder at the base for a solid fuel heat source.

Crews from Swindon and Stratton fire stations were called to a property in Bright Street, Gorse Hill at 8.13pm on Monday after fire was reported in the guttering. It is believed the fire was started by a Chinese lantern, which had landed on the roof and ignited debris from birds' nests.

Group Manager Alan Harper said: "The problem with Chinese lanterns is that you can't control the actual direction they take or where they will land – in addition, there is no guarantee that the fuel source will be fully extinguished and cooled when the lantern eventually descends, and that presents a fire hazard. Chinese lanterns are very attractive when flying, but we would urge people to think twice before lighting them in residential areas – there is a real risk."

Locations that should be considered unsuitable for flying lanterns include areas with standing crops, anywhere near buildings with thatched roofs, areas of dense woodland and areas of heath or bracken, especially in dry conditions. Consideration should also be given to the proximity to major roads or airfields.

An advice sheet on the use of Chinese Flying Lanterns is available at www.wiltshire.gov.uk

Service warning on electrical fire safety

Wiltshire Fire & Rescue Service is supporting the national Fire Kills campaign and the Electrical Safety Council by warning people about the risks of using electrical equipment in the home.

New national statistics have been released which show that half of all accidental house fires in 2010/11 were caused by faulty or misused electrical equipment.

From faulty fridges and abandoned irons to dodgy plugs and wiring, electrical equipment can be an unnoticed fire hazard in the home – and, with the recent cold weather, many sockets could still be overloaded with space heaters and electric blankets.

In 2010/11, there were 234 fires in Wiltshire that were caused by faulty or misused electrical products – one such fire, which started in a two-bar electric heater, led to the death of a man.

Group Manager Perry Payne, from the community safety department, said: “Electrical equipment is a vital part of all our lives, from essentials like heating and lights to luxuries like entertainment systems and smaller things like hair styling tongs etc. Half of all accidental fires begin with an electrical appliance, so it’s really important to make sure that your electrics are in good working order. If electrical equipment is properly used, properly fused, properly wired and properly maintained then it shouldn’t present a problem.”

He added: “Most electrical fires start in the kitchen, so be extra careful with cooking equipment. Fire in the home can be devastating, but most blazes are preventable. By following some simple steps, you can help keep you and your loved ones safe.”

Safety tips include:

- Don’t overload plug sockets.
- Regularly check for worn or frayed wires.
- Unplug appliances when not in use.
- Keep appliances clean and in good working order.
- Consider using an RCD – Residual Current Device - which works like a circuit breaker to protect against electric shocks and reduces the risk of electrical fires.

In addition, the Electrical Safety Council advises that heaters should be kept clear from curtains and furniture and should never be used for drying clothes, while your electric blanket should be unplugged before you go to bed, unless it has a thermostat for safe all-night use – and check it regularly for signs of wear.

Michael Franklin
Partnerships & Community Engagement Manager
February 2012

NHS Update – February 2012

Ed Macalister-Smith has been appointed as Chief Executive / Accountable Officer to the Wiltshire and Bath & North East Somerset PCT cluster with effect from 1 January 2012. Ed is an experienced NHS Chief Executive, having led NHS Buckinghamshire and the Isle of Wight NHS Primary Care Trust as well as having a wealth of experience gained from working in a number of other NHS organisations, including Wiltshire Health Authority and Bath Community Health Council. He will now lead the PCT through the next fifteen months 'transition' phase as commissioning of healthcare services transfers to the ownership of the four Clinical Commissioning Groups in Wiltshire and Bath & North East Somerset from 1 April 2013.

Got 20 minutes to spare for a free NHS Health Check?

GPs in Wiltshire are now inviting people aged 40 – 74 to a free health check. Don't miss out – find out how your body is handling your lifestyle! The check – more like an MOT for your body – will take approximately 20 minutes and keep you running like clockwork.

Everyone is at risk of developing heart disease, stroke, diabetes or kidney disease. The good news is that these conditions can often be prevented – even if you have a history of them in your family. Health Checks are free, quick and easy and your GP will provide you with simple, practical and realistic steps to help you reduce any health risks and stay healthy.

If you want to live a longer and healthier life, make a health check appointment when you receive your letter.

Be alert to the signs and symptoms of bowel cancer

NHS Wiltshire is supporting the Be Clear on Cancer bowel cancer campaign launched this month by the Government. The campaign will run for two months from 30 January and will incorporate TV, radio, print and online advertising. It aims to raise awareness of the signs and symptoms of bowel cancer and encourage people with symptoms to see their doctor.

Bowel cancer is England's second most common cancer, with around 33,000 new cases each year. It affects both men and women and is responsible for more than 13,000 deaths a year. Nine out of ten people diagnosed with bowel cancer are aged over 55 and those with a family history are more at risk.

The good news is that early detection of bowel cancer makes it more treatable. The key signs and symptoms of bowel cancer are blood in poo, or looser poo for three weeks or more. For further information about the signs and symptoms of bowel cancer, please visit www.nhs.uk/bowelcancer

NHS Update – March 2012

Are you looking for an NHS dentist?

It's a lot easier to see an NHS dentist than you might think. In fact, there are lots of NHS dentists throughout Wiltshire who are taking on new NHS patients now, and it's very simple to make an appointment. Call the NHS Wiltshire Dental Helpline number for more information: **0845 7581926** or go to: www.nhs.uk

Bladder and kidney cancer awareness campaign launches

Bladder and kidney cancer kill more than 7,000 people in England every year - that's 20 people every day, or almost one person every hour. But cancer experts believe that with earlier diagnosis 1,000 lives could be saved each year if patients recognised the possible symptoms and visited their GP straight away.

In Bristol, Bath, North Somerset, Somerset, South Gloucestershire and Wiltshire, Primary Care Trusts have received a £245,000 investment from the Department of Health to raise awareness of the symptoms of bladder and kidney cancer and more importantly, to take action if people have them. The campaign is called "Blood in your pee?" and posters and leaflets will be sent to all GP surgeries to raise awareness of symptoms and to encourage people to speak to their doctor.

In Wiltshire, mortality rates from both kidney and bladder cancer are very similar to those for England as a whole, with four deaths from kidney cancer per 100,000 population in 2007-9, and five deaths from bladder cancer per 100,000 population over the same period. The number of deaths in Wiltshire could be reduced if people identify and act on the signs of bladder and kidney cancer, and get an early diagnosis.

The most common symptom of both bladder and kidney cancer is blood in the urine, which is not necessarily painful and can come and go. Anyone who notices they are passing blood in their urine should contact their GP. Other symptoms of bladder cancer include the need to pass urine very often and / or very suddenly, and pain when passing urine. Other symptoms of kidney cancer can include painful spasms in the ureters or the bladder caused by blood clots, a lump in the area of the kidney, a dull pain in the side and a persistently high temperature, which can include night sweats, tiredness and weight loss. If people are experiencing any of these symptoms they should see their doctor.

Board Meeting

The next Board meeting will be held on 28 March 2012 at Dorothy House, Winsley, Bradford on Avon, BA15 2LE. Members of the public are welcome to attend. Papers are published a week before the meeting on www.wiltshire.nhs.uk or on request from Stacey Saunders, NHS Wiltshire (tel: 01380 733839, email: stacey.saunders@wiltshire.nhs.uk). For further information please email communications@wiltshire.nhs.uk

Trowbridge Community Area Future
Trowbridge Civic Centre
St Stephens Place, Trowbridge, Wiltshire.
BA14 8HA
Tel: 01225 765072
tcaf@trowbridge.gov.uk



We're making a difference

Report to Trowbridge Area Board 15th March 2012.

1. The Steering Group Meeting.

- TCAF have been given a place on the Shadow Board for the Community Campus.
- We have advertised for new volunteers to help TCAF and we have a couple of new members.
- TCAF hosted the JSA/knowledge sharing event on 9th February and we are looking at the outcomes and how best to move forward with this.
- TCAF have recruited a Social Media and Admin employee on a 6 month contract. Further details to follow.
- Transforming Trowbridge – The L & G planning for the former Tesco site has been given permission for a 7 screen cinema complex and 80 bed hotel, 6/7 restaurants plus 110 parking spaces.
- The Morrison's/Prorsus application for the former Bowyers site for a large supermarket and 8 screen cinema is expected to go to planning committee in April.
- TCAF have advertised the Jubilee/Olympic area board grants in the March edition of the Trowbridge Magazine.

2. Economy and Transport.

- Transforming Trowbridge continues to meet to discuss potential developments particularly in the Town Centre.
- TCAF officers have attended presentations from developers in order to keep up to date on current proposals.

3. Housing.

- TCAF will be looking to further develop its working relationship with Selwood Housing.

4. BA14 Culture.

- BA14 Culture is supporting the development of the Trowbridge Arts Festival in 2012. This is being headed by Trowbridge Town Councillor Andrew Bryant who has formed a committee and preparations are well under way.
- Following the announcement of closure of the Arc Theatre, BA14 Culture have put together a statement for those linked to the Arts in Trowbridge and the group is looking at how to ensure arts provision for the Trowbridge Community Area.
- The next BA14 Culture meeting is Monday 30th April 7.30pm in the Pitman room at the new Civic Centre, Trowbridge. Any newcomers welcome.

www.twitter.com/tcafuture

www.tcaf.org.uk

Follow us on Facebook

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We're making a difference

5. Sport and Active Leisure.

- We have recently formed a new Sport and Active Leisure Group, with Bob Brice as the new Group Champion. We have included a section in the Community Area Plan under this heading to deal with issues arising. Bob Brice will convene a meeting of this group as it is felt there is action required.
- Jeff Osborn chairs a Group called the Trowbridge Outdoor Sports Pitches Group which has a wide membership of outdoor sports clubs and we are presently using this group, which Bob Brice attends, to address the shortage of formal playing fields and Changing Rooms in and around Trowbridge.

6. Local Environment Awareness Forum.

- Our next meeting is to be held on Wednesday 18th April 2012 at Civic Centre Trowbridge in the Pitman room starting at 7pm where we will be discussing local environmental issues. Newcomers are welcome to attend.
- The group are working with Growing Communities to secure a piece of land for lease in Trowbridge where a community garden can be developed.
- The group will be involved in organising an Apple Day in September in the Trowbridge Area.

7. Education.

- Extended Services are in the final stages of becoming a Social Enterprise, Collaborative Schools Ltd. TCAF will be a partner of the Social Enterprise and will attend the Community Group meetings.
- The new Social Enterprise will be started in the Spring 2012.
- TCAF has signed a partnership agreement with Collaborative Schools Ltd.

8. Health and Social Care.

- This group has not met since our last report but will have by the Area Board meeting so happy to give a verbal report at the meeting.

9. Safer Trowbridge.

- The Safer Trowbridge have not met since our last report but will have by the Area Board meeting so happy to give a verbal report at the meeting.

**Trowbridge Community Area Future
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We're making a difference

10. Parish Councils Liaison Group.

- We do not currently have any updates from the Parish Councils but could give a verbal update at the LAB meeting

11. Trowbridge Neighbourhoods Partnership.

- Approval has been given for dropped kerbs.
- Community Pay Back workers are being used for cleaning litter.
- Bluz N Zuz had the most successful ever disco with 255 taking part. More Year 10's were involved with a more organised collection system put in place.
- TTC weekly Sunday club continues at Longfield CC with a January event having been requested. A canal boat trip has been arranged which will include an ice cream trip.
- The Seymour Hub opened at the beginning of January with a lot of local interest. It will take a bit of time to build up the income required to make it self-sufficient.
- Paxcroft Mead Community Forum has acquired 2 more benches which will be fitted in due course. The Youth Forum is making progress with the plans for a skate park despite some opposition on a new site.
- Longmeadow TARA continues with the various activities, the recent family disco having attracted 90 people. Another newsletter has been sent out.

12. Tasking Group

- Street drinkers are impacting on Park users and action is to be taken.
- Lighting in the park needs to be improved.
- Speed-watch Partnerships are being set up and community speed watch groups have been formed who will receive the necessary training of 2 hours.

Town Council Report to Area Board 15th March 2012

1. POLICY

- 1.1 **Localism Act** – The Town Council will work with Wiltshire Council to introduce a new code of conduct when the new regulations come into force.
- 1.2 **Proposed ban on HGVs Cleveland Bridge, Bath** – We await further consultation.
- 1.3 **Rail Franchise** - <http://www.dft.gov.uk/consultations/dft-2011-36> The council has responded in full to the consultation on respecification of the Great Western Franchise.
- 1.4 **Repeal of S150 (5) of the LGA 1972** – This will allow town and parish councils to utilise internet banking. No further progress to report from DCLG.

2. MARKETING & EVENTS

- 2.1 **Newsletter** – The February issue is out. The April edition is due on 26th March.
- 2.2 **Calendar of Events:**
 - Sunday 25th March - Comic Relief Mile** - 11am Trowbridge Park.
 - Saturday 5th May - May Fayre**, Fore Street with Heritage activities in the town.
 - Tuesday 22nd May - OLYMPIC Torch**, travelling through the town.
 - Saturday 26th May – OLYMPIC Celebration Day**, Town Park.
 - Monday 4th June Queen’s Diamond Jubilee**, Fifties party in the Park.
 - Sat 30th June/Sun 1st July - Wiltshire Armed Forces & Vets Weekend** Trowbridge Park.
 - South West in Bloom Judging Day** – early July
 - Sunday 15th July** – Civic Service, St James’ Parish Church at 6.30pm
 - Tuesday 25th September - Trowbridge in Bloom Awards Evening**, The Civic Centre.
 - September 2012 - Trowbridge Arts Festival 2012.**
 - Saturday 24th November - Christmas Lights Switch On** - Fore Street at 6pm. To be followed by Shoppers Carol Service in St James’ Church at 6.30pm.
- 2.3 **Jubilee Event, 1st May, Salisbury.** The Council has applied for £300 from the Area Board and if successful will arrange with TCAF and others to represent the community area, subject to the tent being funded by WC. If anyone wishes to attend, could they advise the Council Secretary.

3. Museum & Tourism - The next committee meeting is 24th April.

3.1 **Exhibitions – Trowbridge Sporting Heroes & a History of the Olympics** – now open.

3.2 **Events –**

Saturday 17th March from 10am, card making for Mothering Sunday.

Saturday 24th March from 10:30 Kings & Queens family history day.

Monday 26th March from 10:30 Trowbridge Tots.

Tuesday 3rd April from 10am Easter card making. FREE.

Wednesday 4th April from 10am Easter Baskets. FREE.

Thursday 12th April from 10am Sports Star T shirts.

Friday 13th April from 10:30 Festivals Family History Day

Monday 30th April from 10:30 Trowbridge Tots.

Wednesday 16th May, playwright and poet Josephine Coran, National Flash Fiction session.

4. Leisure Services - The next committee meeting is 24th April.

4.1 **Youth Services** – The TIC is hoping that the discount rail tickets for young people to go to Bath, funded by Wiltshire Council will be repeated at Easter.

4.2 **CAYPIG** – Next meeting is Tuesday 8th May.

4.3 **Sports Pitches** – The Council is working with WC and sports clubs to progress this proposal.

5 Direct Services – The next committee meeting is 3rd April.

5.1 Sunday Club The next Sunday Club is on 8th April 2012.

5.2 Trowbridge In Bloom – Activities throughout the year.

5.3 Stallards Rec. – the Council is installing a Street Snooker set.

5.4 Civic Centre Events:

Dancing - Ginger Jive Every Monday and **Ceroc** Every Wednesday

Blood Donors - Wednesdays 21st March, 11th April and 2nd May

Fairtrade Art Competition - Saturday 10th March

Morphew School of Dance Annual Show - Wednesday 28th March to Sunday 1st April

Comedy Night - Saturday 14th April

Big Band Dance - Saturday 21st April

Age Awareness Day - Friday 27th April

Medieval Banquet - Saturday 2nd June

6. TOWN DEVELOPMENT – next Committee meetings are 27th March and 17th April.

6.1 Transforming Trowbridge – www.transformingtrowbridge.org.uk

St Stephens Place – Work has commenced on site for cinema, hotel and restaurants.

Cradle Bridge - The site is being marketed and interest shown.

Bowyers – Morrisons application for a supermarket, cinema, petrol filling station and restaurants not yet determined by WC.

County Hall Remodelling. Work ongoing for completion this year, including new library.

6.1.1 Masterplan – WC have appointed consultants, Arup, to undertake this work, which is jointly funded with the Homes and Communities Agency.

6.2 Housing - H9 Southview Fm 300 in progress. H11 Green Ln (S); 650 commenced. H8d N of Paxcroft Way; approval for 152. H8c Green Lane (NE); approval for 186.

6.3 Wiltshire Core Strategy – Final consultation on the draft plan is now ongoing.

7. PARTNERSHIP

7.1 Wiltshire Council -

7.1.1 Transfer of assets and services – Following discussion with leading members and officers the provision of cost information regarding the Park and other WC assets is progressing.

7.1.2 Collaborative Schools Ltd - Following approval by WC of the establishment of a not for profit company for schools in the area the Council approved signing of a partnership agreement.

7.1.3 The Halve Social Centre – following recent break-ins, the centre has been repaired and re-opened on 30th January. The committee have agreed a withdrawal plan with users which will see the centre close in line with the sale of the Clinic next door.

8. CIVIC & DEMOCRATIC ACTIVITIES

8.1 Council Meeting Dates. Council and committee meetings for the next 2 months are:

Tuesday 20 th March	Full Council	Civic Centre 19:00
Tuesday 27 th March	Town Development	Civic Centre 19:00
Tuesday 3 rd April	Direct Services	Civic Centre 19:00
Tuesday 17 th April	Town Development	Civic Centre 19:00
Tuesday 24 th April	Museum & Tourism	Civic Centre 18:30
Tuesday 24 th April	Leisure Services	Civic Centre 19:00
Wednesday 25 th April	Annual Town Meeting & Gathering	Civic Centre 19:00
Tuesday 1 st May	Policy & Resources	Civic Centre 19:00
Tuesday 8 th May	Town Development	Civic Centre 19:00
Tuesday 15 th May	Annual Council meeting	Civic Centre 19:00

8.2 Mayor's Civic Dinner 2012 – is being held on Saturday 24th March at the Civic Centre.

9. Budget 2012/13

The Town Council increased the Band D charge by 4.55% to £119.93 which is less than inflation. The majority of parish and town councils in Wiltshire have increased their Band D charge, with an average 2.33% increase. The 22 largest councils by band D charge, which represent over 50% of the population, have an average band D charge of £114.36 and the 11 largest, which represent over one third of the population, have an average charge of £127.53

Lance Allan, Town Clerk

Report to	Trowbridge Area Board
Date of Meeting	15 March 2012
Title of Report	Community Area Board Funding

Purpose of Report

To ask Councillors to consider:

1. Five applications seeking Community Area Grant Funding: (Appendix 1)
 - i. Trowbridge Amateur Swimming Club - to organise an open swimming event - £5,000 requested
 - ii. West Ashton Parish Council - to purchase of a laptop projector for Parish & community use - £500 requested
 - iii. Trowbridge Arts Festival - towards the running of a Trowbridge Arts Festival - £4,877 requested
 - iv. Wiltshire Islamic Cultural Centre – to run a Pilot BME Youth Project - £2,660 requested
 - v. World Evangelism Bible Church – £5,000 for a project to help address post traumatic disorders relating to the terminally ill

Total Amount requested = £18,037
2. The application from Clarendon College for the funding of £2,754.67 ring fenced on 19 January 2012 to help with celebrations around the Olympic Torch Relay (Appendix 2)
3. To note the allocation of funding of small grants up to £300 for Jubilee and Olympic Celebrations as agreed at the 26 January 2012 Area Board meeting (Appendix 3)

1. Background

- 1.1 Area Boards have authority to approve Community 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. In addition to the Community Area Grant Scheme, Area Boards may wish to use a proportion of their funding for projects which fall outside the criteria of the Community Area Grant Scheme. These projects would be initiated by Area Board members for consideration and approval by the Area Board.
- 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 for Community Area Grant applications, 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) or paper versions are available from the Community Area Manager.
- 1.6 Trowbridge Area Board has a 2011/2012 budget of £86,446 for community area grants, community partnership core funding and councillor led initiatives. TCAF has been awarded £18,998 for 2011/12 and Community Area Grants & Area Board projects totalling £51,346 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
 - SPLASH - £1,742 to run a cultural dance project for young people at the Arc Theatre, Trowbridge
 - Monday - Wednesday Club - £231 to develop the physical skills of elderly people through the purchase of curling equipment
 - The Amber Foundation – £4,400 to run a conservation training project for unemployed homeless young people
 - Application from Councillor Tom James for Seymour TARA Hub - £5,640.50 awarded for equipment
 - Application from Councillor John Knight for Trowbridge Town Hall feasibility study - £8,000 awarded

- West Ashton Village Hall & Institute – to fit Acoustic Panels in the main hall to reduce echo and provide lighting in place of the temporary "fairy lights" - £2,000 awarded.
- Trowbridge Academy Of Boxing - to replace external lighting & minor repairs to the club building - £975 awarded
- Trowbridge Town Council – to run an event in Trowbridge Park on 4 June to celebrate the Queen’s Jubilee - £4,979 awarded
- Trowbridge Town Council - to arrange a day of celebration on 22 May when the Olympic Torch comes through Trowbridge followed by a celebration day on Saturday 26 May for all families to take part in trying Olympic sports which are represented in the 2012 games - £3,588 awarded
- Wiltshire Cultural Supplementary School – to run a series of 3 events focusing on Muslim, Afro Caribbean & Polish histories open to young people and their families - £800 awarded
- Wiltshire Youth Marching Band – to purchase uniforms for the band - £1,000 awarded
- Application from Councillor John Knight to complete the War Memorial upgrade by the design and manufacture of a pair of entrance gates by a young person attending a Trowbridge School –£2,500 awarded
- £5,000 committed to a small project fund for local projects to celebrate the Queen’s Jubilee and Olympic events in Wiltshire

This gives a current remaining total of £16,102 available to allocate

<p>Background documents used in the preparation of this Report</p>	<ul style="list-style-type: none"> • Community Area Grant Application Pack 2011/12 • Trowbridge Community Area Plan • Technical Officers reports
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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. Applications received are requesting more funding than is left in the Area

Board budget by £1,935

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 where appropriate.

8. Community Area Grant Applications

The full applications are available at www.wiltshire.gov.uk/areaboards

Applicant 8.1	Project summary	Funding requested
Trowbridge Amateur Swimming Club	To set up and organise a 2 day Licensed open swimming meet	£5,000

8.1.1 The applicant meets the grant criteria 2011/12

8.1.2 The applicant demonstrates a link to the Trowbridge Community Area Plan Theme 5 Sport & Active Leisure

8.1.3 The applicant is contributing £10,843 of other funding/income towards the project

8.1.4 **It is recommended that a grant of up to £5,000 is approved on condition that the other funding applied for is raised.**

Applicant 8.2	Project summary	Funding requested
West Ashton Parish Council	to purchase of a laptop projector for Parish & community use	£500

8.2.1 The applicant meets the grant criteria 2011/12 although as it is an application from a Parish Council the Area Board may wish to consider whether the applicant could raise the funds for the item via its precept

8.2.2 The applicant demonstrates an indirect link to the Trowbridge Community Area Plan Theme 10 Community Partnership Working in Practice

8.2.3 The applicant is contributing 50% funding towards the project from their own funds

8.2.4 **It is recommended that a grant of up to £500 is approved.**

Applicant 8.3	Project summary	Funding requested
Trowbridge Arts Festival	Towards the running of a Trowbridge Arts Festival	£4,877

- 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 1 Economy, including Tourism & Employment and Theme 4 Culture, Heritage & Arts
- 8.3.3 The applicant is contributing for £15,750 funding/income towards the project
- 8.3.4 The Council's Arts Service sees this project as a high priority and states the development of an ambitious cultural festival will have a significant impact in terms of enriching the community and supporting the local economy.
- 8.3.5 **It is recommended that a grant of up to £4,877 is approved on condition that the other funding applied for is raised**

Applicant 8.4	Project summary	Funding requested
Wiltshire Islamic Cultural Centre	to run a Pilot BME Youth Project	£2,660

- 8.4.1 The applicant meets the grant criteria 2011/12
- 8.4.2 The applicant demonstrates links to the Trowbridge Community Area Plan Theme 7 Education & Lifelong Learning & Theme 9 Crime & Community Safety
- 8.4.3 The applicant will contribute over 50% of the funding towards the project from its own funds
- 8.4.4 The project will have positive Equality & Diversity implications
- 8.4.5 The Council's Youth Development Service recognises this project fills a need that exists in Trowbridge for Muslim young people
- 8.4.5 **It is recommended that a grant of up to £2,660 is approved with the condition that the group engages with the local Wiltshire Council youth service and joins the Wiltshire Youth Services Council, which could help support them in regards to training and funding for training.**

Applicant 8.5	Project summary	Funding requested
World Evangelism Bible Church	for a project to help address post traumatic disorders relating to the terminally ill	£5,000

- 8.5.1 The applicant meets the grant criteria 2011/12 stating that the project is non religious
- 8.5.2 The applicant demonstrates links to the Trowbridge Community Area Plan Theme 8 Health & Social Care
- 8.5.3 The applicant is providing £18,350 in other funds/income towards the project
- 8.5.4 **It is recommended that a grant of up to £5,000 is approved**

9. Appendix 3 outlines the applications awarded funding of small grants up to £300 for Jubilee and Olympic Celebrations as agreed at the 26 January 2012 Area Board meeting

10. Recommendations

10.1 **It is recommended that the Area Board agrees to the recommendations for the Community Area Grant applications contained within paragraph 8 of this**

report.

10.2 It is recommended the Area Board considers the application from Clarendon College (Appendix 2) for the youth funding of £2,754.67 to determine whether to allocate the funding

Appendices:	Appendix 1 - Community Area Grant applications Appendix 2 - Clarendon College Youth Funding Application Appendix 3 - Applications awarded funding of small grants for Jubilee and Olympic Celebrations
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Report Author	Rachel Efemey - Community Area Manager Tel. 01225 718608 Email: rachel.efemey@wiltshire.gov.uk
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Wiltshire Council

**Trowbridge Area Board
15 March 2012**

**Cabinet (Capital Assets) Committee
21 March 2012**

**Subject: Proposal for the Community Asset Transfer of
Trowbridge Town Hall**

**Cabinet member: Councillor Toby Sturgis - Waste, Property, Environment
and Development Control Services**

Key Decision: No

Executive Summary

Trowbridge Town Hall will become vacant during October 2012 when the Coroner's Service relocates to Salisbury. The property has been assessed to be unsuitable for the provision of Council services, and significant investment is required to enable the building to be returned to sustainable and viable use. On that basis, the Town Hall will be declared surplus on vacation of the building later in 2012.

Following an invitation made through the Trowbridge Area Board, a proposal has been submitted by the Trowbridge Town Hall Group, requesting a period of grace during which they intend to explore viable uses further, whilst investigating opportunities for grant funding and undertaking key activities related to the constitution and governance of their group.

The group request that the Council supports the building in a vacant state whilst they undertake a phased process of developing their group, its intended uses of the building and investigating and securing funding opportunities. This exposes the Council to additional revenue costs and risks related to the securing and maintenance of the property during this period of time.

Proposal

That:

- Members of the Trowbridge Area Board consider the proposal made by the Trowbridge Town Hall Group, and make a recommendation to the Cabinet (Capital Assets) Committee on the basis of the issues identified in this paper.
- Members of the Cabinet (Capital Assets) Committee consider the proposal made by the Trowbridge Town Hall Group, and approve

investigation of potential funding opportunities in line with the approach set out in paragraphs 8 and 9 of the report, acknowledging the unfunded revenue pressure this will place on the transformation property revenue budget, as identified in the body of this report.

- Members of both the Area Board and Committee receive a further report on progress later in 2012, to evaluate the way in which the Group's proposals have developed, and to confirm the commitment to maintaining the property vacant for a further period of time. Members should expect to see good progress at this stage and assurance as to the timeframes for the following stages leading up to the transfer of the asset.

Reason for Proposal

To fully explore a long term, sustainable future for a key community asset.

To support the ambitions of the Trowbridge community to bring a locally significant asset back into public use.

To responsibly dispose of a building which is surplus to Council needs, and inefficient to maintain and run without significant investment.

Dr Carlton Brand
Corporate Director

Wiltshire Council

**Trowbridge Area Board
15 March 2012**

**Cabinet (Capital Assets) Committee
21 March 2012**

**Subject: Proposal for the Community Asset Transfer of
Trowbridge Town Hall**

**Cabinet member: Councillor Toby Sturgis - Waste, Property, Environment
and Development Control Services**

Key Decision: No

Purpose of Report

1. The purpose of this report is to outline the proposal that has been developed by Trowbridge Town Hall, for the future transfer of Trowbridge Town Hall for the purposes outlined in the proposal contained in Appendix A.

Background

2. Trowbridge Town Hall has been used by the Coroners Service for the past few years, but this use will cease by the end of October 2012. An item was presented to the Trowbridge Area Board in July 2011, to request expressions of interest from community groups who may be interested in expressing interest in the property under the Council's Community Assets Transfer policy. NB: At that time the property was expected to become vacant in January 2012.
3. In line with the policy, expressions of interest were requested at which point it was intended that the Area Board would decide whether any expressions warranted further exploration and development into a Business Case for transfer.
4. The building is in need of significant investment to make it fit for use for any viable purpose, due to its antiquated mechanical and electrical systems, issues around condition of the building fabric, accessibility and suitability for a long term, sustainable future. The Council have recently carried out stonework repairs to the building to address elements of deterioration in the external fabric.

Main Considerations for the Council

5. Officers of Strategic Property Services have been in discussion with the Trowbridge Town Hall Group, who have identified an interest in developing the Town Hall as a public facility centred around the provision of a venue for the professional arts.
6. The group has as yet not been formally constituted, but are receiving advice from the Asset Transfer Unit (www.atu.org.uk) on issues of Governance and Business Case preparation. The Asset Transfer Unit offer advice and input to community groups, funded by DCLG up to 5 days, to support them through an asset transfer process. A preliminary meeting has been held with members of the group to commence this process.
7. The Group seek to develop their proposals, contained in Appendix A, with a view to making applications for grant funding for capital and revenue funds, from funding bodies such as the Heritage Lottery Fund and the Arts Council.
8. The Group therefore seek from the Council an initial period up to September 2012 during which they intend to fully resolve the governance of the group, make preliminary enquiries with funding bodies, to carry out pre-feasibility work to appraise them of the likely scale of the works necessary in the building and to evaluate potential revenue income streams which would diversify the source of funding for their proposals. A more thorough definition of the stages of work is identified on pages 5-7 of the group's proposal at Appendix A.
9. Following this initial period, it is expected that it will take at least a further year to be in a position to secure funding through appropriate bodies, through two further stages of development. The transfer of the asset would take place once funding is secured, although the Council may be requested to confirm its intention to transfer ahead of this point, subject to appropriate conditions.
10. The Group are conscious of making links with the now constituted Community Operations Board (COB), to tie up community needs across the Community Area. Tracy Sullivan, one of the group's lead members, is a deputy member of the COB.
11. The asset is generally considered to be non-strategic in nature, due to its unsuitability for delivering Council services, and its relatively low market value. On this basis alone, it would be normal for the Town Hall to be considered a "Category 2" asset under the Council's Community Asset Transfer policy. The recent Committee paper confirming the Council's Community Asset Transfer policy is included in Appendix B for reference purposes.
12. However, in this instance, due to the period over which the building will need to be maintained as vacant whilst the Town Hall Group progress their project to secure funding, the revenue burden of this decision is considered important to the decision to support the proposal. For this

reason, this application is proposed to be dealt with as a “Category 1” or Strategic Asset, to vest the final decision making with the Cabinet (Capital Assets) Committee, based on a recommendation from the Area Board.

13. Any future transfer of the asset is proposed to be a freehold transfer in accordance with the Councils policy on this matter.

Environmental and climate change considerations

14. Any development of the Town Hall will be expected to demonstrate key improvements in the energy efficiency of the building, and therefore to reduce its CO₂ emissions. This is likely to be a requirement of any funding body, but the Group have also confirmed their commitment to fully exploring opportunities through their proposals, which in themselves will reduce the revenue burden of the building in the long term.
15. Due to its historic wood panelling, the building needs to be kept at a constant temperature. Whilst the building is vacant, the council will ensure the energy and heating provided to the building will be kept to the minimum required to protect the building, in order to reduce the council’s CRC liability.
16. An eventual transfer of the building to a third party will include the transfer of responsibility for energy and heating, and this will therefore reduce the council’s own emissions responsibility.

Equalities Impact of the Proposal

17. Likewise, any development of the Town Hall will be expected to demonstrate key improvements in the equality of access to the functions undertaken in the building. The Council will expect to see a demonstration of how these issues are addressed in any eventual scheme prior to commitment to the transfer.

Risk Assessment

18. Key risks:
 - Financial impact of maintaining the building in a vacant state – eg. heating, security.
 - Ongoing maintenance risk related to keeping the building whilst vacant – eg. deterioration of external fabric.
 - Failure of the Group’s to achieve their funding ambition – deferring commencement of a sale on the open market.

Financial Implications

19. The annual costs of maintaining the Town Hall as a vacant building are considered to be in the order of £40-60,000. The use of the building by

the Coroners' Service is expected to last until October 2012, contributing a sum of approximately £12,500 to the running costs of the property during the period from 1 April to 30 October. The residual cost would be allocated the property revenue budget, but would in itself present an unfunded revenue burden. A contribution in the order of £25,000 per annum are paid by the Coroners' Service, but this arrangement will cease on vacation of the service, expected to be in October 2012 when the service relocates jury hearings to refurbished premises in Salisbury.

20. These costs would be bourn if the property were placed on the open market, whilst suitable purchasers are secured. An open market sales process is expected to be a lengthy process regardless of when this happens. The full impact of the proposal is therefore to cover over 18 months of revenue costs prior to sale in the event that the transfer does not happen.
21. In the absence of a special purchaser, the market value of the property is considered by Strategic Property Services to be below £250,000. Early soft market testing over the past year or so has indicated a severely depressed market for this type of property. It is expected that a significant marketing period would be required, with no guarantees as to the robustness of proposals for its future use. Any sale would have to be made in accordance with English Heritage's guidance on the sale of heritage assets, which seeks to provide assurances of responsibility of purchasers.
22. The Trowbridge Town Hall Group have secured an Area Board Grant of £8,000 which has been matched by the Trowbridge Area Communities Future (TCAF). The Group therefore have funds of £16,000 available to develop their feasibility work over the next six months.

Legal Implications

23. No legal implications at this stage, although input will be provided by the Legal Services to the proposed approach to a future transfer. The Town Hall Group are aware of the need to appoint their own legal advisors to assist with matters related to the constitution of their group and the eventual transfer.

Options Considered

24. Open market disposal of the property – this would progress attempts to dispose of the property at an earlier stage than would be possible should the proposal not result in a transfer.
25. Use of the building for delivery of Council services – the building has been considered on a number of occasions over previous years in relation to the feasibility for its use for provision of Council services. This has previously led to a conclusion that any possible uses have not been considered viable due the extent of works required to the building, and the

long term revenue burden presented by the property. In addition to this, the Town Council have also given consideration to their own use of the building, and likewise drawn the same conclusion.

Conclusion

26. The Town Hall will cease to be used by Wiltshire Council in October 2012, following which the building will become surplus to requirements.
27. The proposal from the Trowbridge Town Hall Group enables a sustainable, long term use of the building by members of the community to be explored fully, before further decisions can be made as to whether to complete a Community Asset Transfer to the group, or to seek disposal of the property on the open market.

Dr Carlton Brand
Corporate Director

Report Author:

Neil Ward
Head of Strategic Property Services

24 February 2012

Background Papers

None

Appendices

Appendix A – Trowbridge Town Hall Group – Proposal for Council Asset Transfer

Appendix B – Cabinet (Capital Assets) Committee paper – Policy for the Transfer of Community Assets, 26 July 2011

Proposal for Council Asset Transfer – Trowbridge Town Hall



Trowbridge Town Hall Group

February 2012

Introduction

This submission is made by the Trowbridge Town Hall Group (“TTHG”) to seek a strategic partnership with Wiltshire Council to effect an asset transfer of Trowbridge Town Hall. TTHG intends to make a formal application for asset transfer but needs first to undertake a robust feasibility exercise under the guidance of the Asset Transfer Unit (“ATU”). The purpose of this submission is to seek the commitment of the Council to work with TTHG and allow it the necessary time and opportunity to undertake the feasibility process required to complete the application.

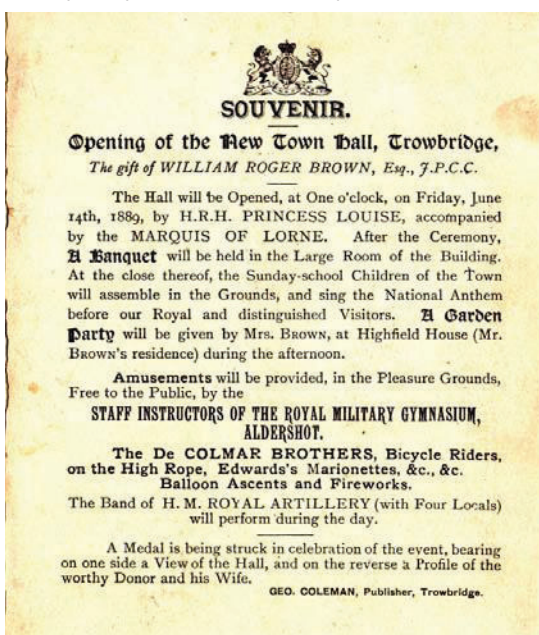
Our vision is to create a public facility in the centre of town which complements and enhances the existing civic, commercial and leisure infrastructure, centred around the provision of a venue for the professional arts.

Background

Trowbridge Town Hall was given to the people of Trowbridge by Sir William Roger Brown, a wealthy local clothier and philanthropist. At the ceremony to mark the laying of the foundation, timed to commemorate also the golden jubilee of Queen Victoria, Mrs Brown announced, to loud cheers:

“In the name of God the Father, God the Son and God the Holy Ghost, I declare this stone well and truly laid, that on it a Town Hall may be erected for the benefit of the inhabitants of Trowbridge, as a memorial of the blessings vouchsafed to us, the people of England, during the fifty years of Her Majesty’s reign, completed on this day. God Save the Queen!”

The opening, two years later in June 1889, was awaited with great anticipation. Princess Louise, daughter of Queen Victoria, was invited to preside and the town went to great lengths to celebrate the occasion. A processional route was laid out through the town with masts and scarlet cloths every 25 yards and a triumphal arch erected on Wicker Hill. Shops and houses were bedecked with



flowers. Shops and factories were closed for the day and entertainments were laid on in the park. The building represented a sense of great pride, confidence and ambition in a town that had not only grown wealthy but, by the time of the opening, had also become the county town.

Over the next century or so, the building remained a central part of life in Trowbridge with the building holding dances, meetings and concerts in addition to its civic function. Centenary celebrations in 1989 extended over five days, including a re-enactment of the opening ceremony by schoolchildren, exhibitions, street markets, bands and a centenary ball.

Today, however, the building stands anonymous and completely disconnected from town life. Given over to use as a magistrates court in the 1970's the

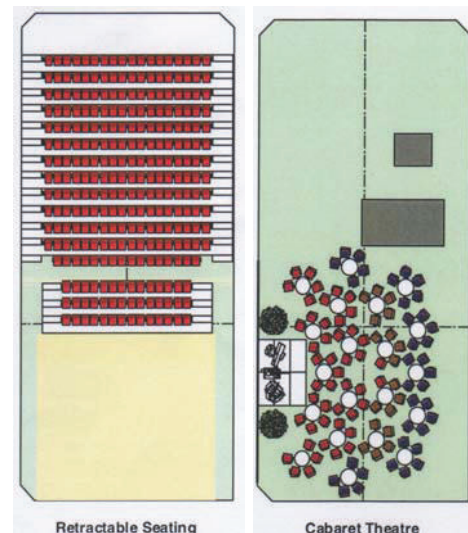
building has become effectively closed to the public with the consequence that few residents below the age of around 50 and none of the many people who have moved to the town in recent years are likely ever to have been inside.

The Council's declaration that it wishes to dispose of the building presents a golden opportunity to regain the building for the benefit of the people of Trowbridge as Roger Brown intended. The Trowbridge Town Hall Group was formed following a public meeting held in September 2011 and our aim is to grasp this opportunity with both hands.

Our Vision

Our proposal is to create a cultural facility in the building with a key focus on the provision of a professional arts venue and a place for emerging artists to develop. Spaces will be multi-use where possible to encourage a wide spectrum of supplementary uses (and revenue streams) and a central location for community activities, clubs, workshops, etc. Our aim is not only to return the building to community use but to bring a cultural amenity to the town that is currently lacking, raise the profile of Trowbridge in the region and create a catalyst for subsidiary activity in the town centre.

The building's suitability as an arts venue has been considered by theatre design consultants, TheatrePlan LLP. The building incorporates a number of spaces of differing sizes which lend themselves very well to this use and potentially with limited intervention/alteration. Their outline plans (see appendix A) propose a theatre space within the Great Hall which, with retractable seating, could also be used for dance, cabaret or large functions, the Council Chamber as a studio theatre, the Supper Room as a dance studio and some of the smaller rooms used for incubation spaces for up-and-coming artists. We would look to secure the basement as a youth-led space for young people to run and use with the support of the arts professionals running the rest of the venue.



Indicative Layouts for the Great Hall

Flexibility and multiple use of space is considered key to financial viability because it will maximise use of the building and broaden the range of potential revenue streams and capital funding. We have held initial meetings with Nash Partnership, architects and urban regeneration specialists and we will engage them to prepare a strategic plan on this basis. They have identified the potential for forging strategic partnerships between activities within the building and organisations outside and there is currently a timely opportunity to consider how the building might fit into the Trowbridge Masterplan being commissioned by Transforming Trowbridge and the Community Campus proposals.

The following will be key design considerations in the realisation of our vision:

- Ensuring improved access into and around the building for people of all abilities;
- Working to minimise the environmental impact of the building both in construction and in use;
- Engaging the community in learning and participating in the heritage value of the building;
- Working in partnership with the custodians of the Sensory Garden.

Who we are

The Trowbridge Town Hall Group was formed essentially as a steering group. Our members include:

- Tracy Sullivan: Former director of The Arc Theatre, Development Manager for Wiltshire Arts Promoters (a network of professional arts organisations from across Wiltshire) and Project Officer for the Trowbridge Community Area Partnership.
- Ian Walker; a chartered quantity surveyor specialising in the conservation and reuse of historical buildings; trustee of the Warminster Preservation Trust.
- Mary Pearce; ex town-councillor, head and owner of Roundstone School; member of the Sensory Garden Steering Group
- Glyn Bridges; retired teacher, Town Councillor, Chairman of the Trowbridge Civic Society, Wiltshire Rural Music School, the Town Council's Museum and Tourism Committee and the Trowbridge Almshouses Trust.
- John Knight; town and county councillor; Trowbridge deputy Mayor; 30 years in the building industry. Active supporter of the various Town Hall projects since 2003.
- Andrew Bryant; town councillor and chairman of the Trowbridge Arts Festival
- Rosemary Hawkes: Specialist Supply Teacher in Primary Education; experienced in writing promotional copy for youth theatre
- Jonathan Hawkes: communications engineer with practical experience of building renovation, particularly in an arts context. Web designer.
- Diana King: Former manager of a government office in the town; committee member of BA14 Culture and Trowbridge Civic Society.

In shaping our plans we have received initial professional advice from:

- Nash Partnership, a Bath-based architectural practice with a strong track record in urban regeneration, reuse of redundant buildings and the conservation of heritage buildings
- TheatrePlan, consultancy for performing arts venues. A specialist consultancy providing advisory and design services to performing arts companies, venue managements, architects, project managers and engineers. They specialise in creating theatres, opera houses and music venues, conference centres and education facilities in existing and listed buildings, found spaces and new structures
- Arts partners from across the county

What we have achieved so far

In preparation for this application and the processes that would follow the Council's approval, we have taken several important steps already:

1. Initial meeting held with Wiltshire Council Strategic Property Services, held 21 December 2011, which resulted in broad support for our proposal.
2. Following contact with the Asset Transfer Unit in January 2012, our application for their free consultation sessions was approved on 30 January 2012 and our first session was held on 14 February with representatives of Wiltshire Council and the Town Hall Group in attendance.
3. Grant funding totalling £16,000 has been allocated by the Trowbridge Area Board and Trowbridge Communities Area Future ("TCAF") for the purposes of undertaking the feasibility study.
4. Advice has been sought and received from Wiltshire Historic Buildings Trust.
5. Initial consultations with Nash Partnership Architects to assist us in mapping out a strategy towards our vision and undertaking the feasibility study.
6. Initial consultations with TheatrePlan LLP to consider suitability of space within the building for various arts uses.
7. Consultation with the Director of Transforming Trowbridge.
8. Research into feasibility work previously undertaken on the town hall.
9. Creation of a web site (currently: www.hawkes.gb.com/townhall/history.html).

Action Plan

Following our first consultation session with our Asset Transfer Unit consultant, we have mapped out a preliminary action plan. This provides for a step-by-step approach with staged approvals to proceed by Wiltshire Council.

Stage 1 – Pre-feasibility stage (Approximating to RIBA Design Stage A)

Target Date: September 2012; funding already in place

In this phase we will undertake research to establish potential uses for the building around our core vision of provision for the arts and formulate an outline business plan and a delivery strategy. We will also need to evolve from an informal body of concerned residents into a properly structured and legally constituted organisation with the appropriate skills and capacity to take the project forward and with the necessary credibility to gain the support of potential funding organisations. Our objectives include the following (not necessarily in chronological order):

-
1. Establishing a board with the necessary skills, experience and capacity to take the project forward. We will advertise for candidates and undertake a selection process with advice from the ATU.
 2. Establishing contact with other groups who have successfully achieved completed projects. This will also inform our selection process for board members.
 3. Establishing a formal governance structure and constitution.
 4. Undertaking consultation with the local community, community groups, civic and quasi-civic bodies (including Transforming Trowbridge and the Community Operations Board) to identify needs and opportunities, including potential strategic 'fit' with wider policy objectives (such as, for example, campus services and the proposed Trowbridge Masterplan).
 5. Setting out a key role for the Town Hall in meeting these needs and objectives.
 6. Establishing contact with potential funding organisations
 7. Alongside the above, encourage public interest and involvement in the project by developing the web site, involving the press and holding open days in the building.
 8. Assessing options for patterns of use of the spaces within the building.
 9. Formulating an outline business plan including revenue streams and capital and running costs.
 10. Making pre-application enquiries to potential funding bodies to establish likelihood of achieving funding.
 11. Submitting details to Wiltshire Council and seeking approval to proceed to project development phase.

Stage 2 – Full feasibility/ project development stage (Approximating to RIBA Design Stages B and C)

Target Date: 12-14 months after completion of Stage 1, funding to be sought from the Lottery, Arts Council and Community Right to Bid funds through the ATU/ Locality

In this phase we will further develop our proposals to a stage where we can apply for capital funding from grant aiding bodies. This will include:

1. Applying for project development funding to enable us to appoint professional design and cost consultants in order to further develop the scheme.
2. Appointing design and cost consultants.
3. Developing the scheme to RIBA design stage C which includes preparation of the concept design (including proposals for structural and building services) and a preliminary cost plan. Developing the business plan accordingly.

4. Submitting details to Wiltshire Council and seeking approval to proceed.

Stage 3 – Finalising Proposals (Approximating to RIBA Work stage D)

In this phase we will further develop the scheme to a stage where funders can give the go-ahead to procurement and project delivery. It is difficult at this time to suggest a target delivery date as we are likely to be applying to numerous grant-aiding bodies and will be subject to their timetables.

1. Formally applying for capital funding.
2. Provided funding is secured, developing the scheme to RIBA Work Stage D which includes development of the concept designs and the cost plan.
3. Securing go-ahead from funders and Wiltshire Council.

Stage 4 – Procurement and project delivery

Our Partnership with Wiltshire Council and what we are Seeking

We do not underestimate the challenges of achieving a successful transfer of this building. Success will rely on the positive and sustained collaboration between TTHG and the Council. At this stage, we need:

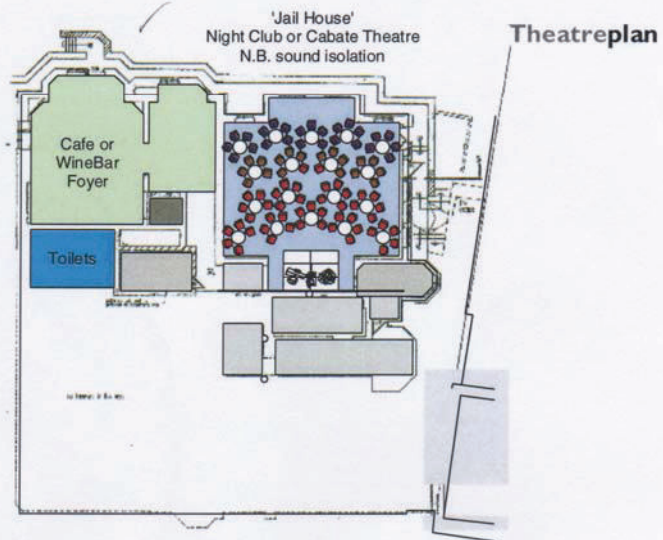
1. A commitment, by way of a memorandum of understanding or similar, to transfer the tenure of the building to the Trowbridge Town Hall Group (or the properly constituted not-for-profit organisation that supersedes it) in the event that we establish a viable project. This is necessary in order to give funders and other organisations and individuals the confidence to offer their financial and other support to the project.
2. Time to undertake the various stages of the action plan described above and to make a formal application for asset transfer.
3. A commitment that the Council will continue to maintain the building and meet the costs of maintenance until the asset transfer can be completed or unless the process is terminated.

Appendix A

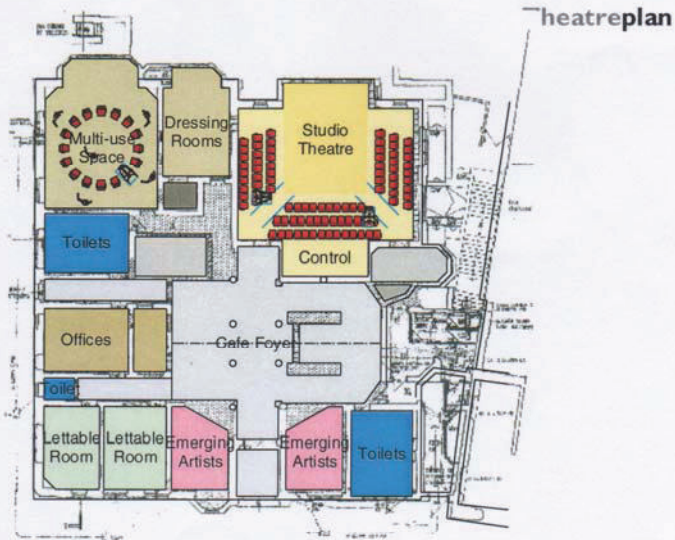
TheatrePlan LLP Indicative Layout Plans

Trowbridge Town Hall

Sketch Usage Diagrams
13 October 2011

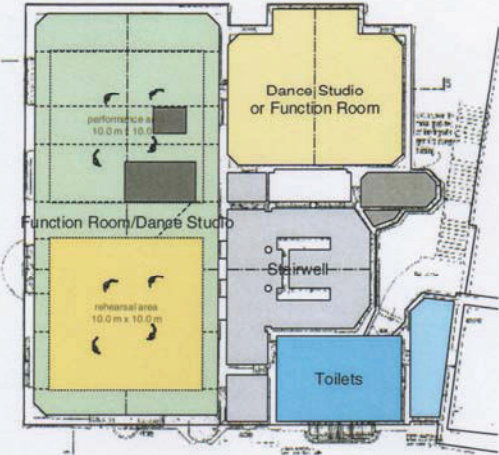


Basement Plan



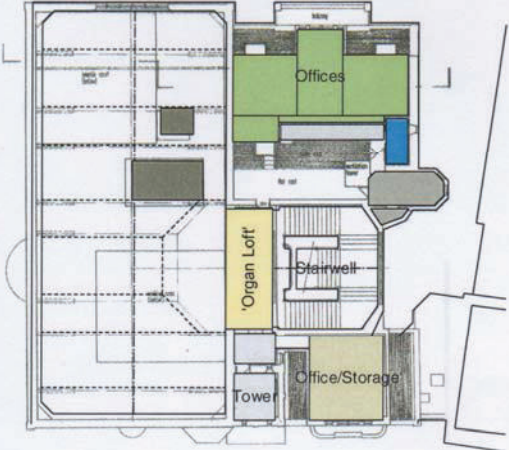
Ground Floor Plan

Theatreplan



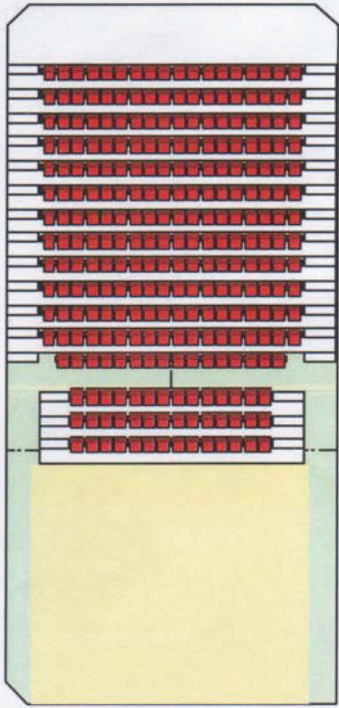
First Floor Plan

Theatreplan

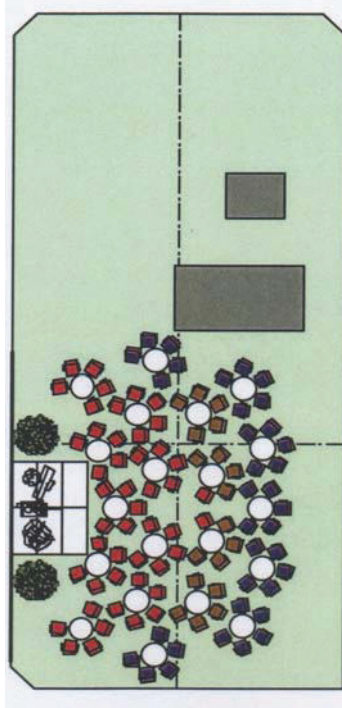


Second Floor Plan

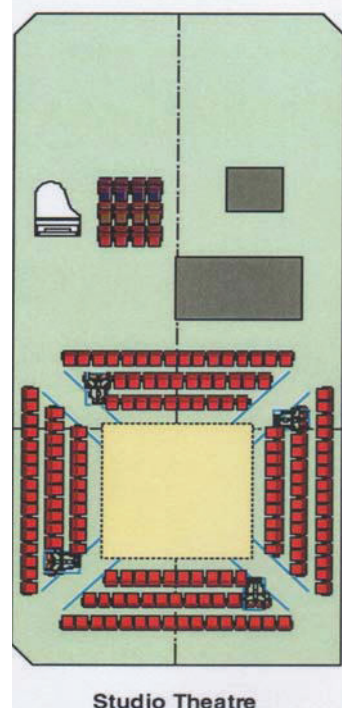
Theatreplan



Retractable Seating

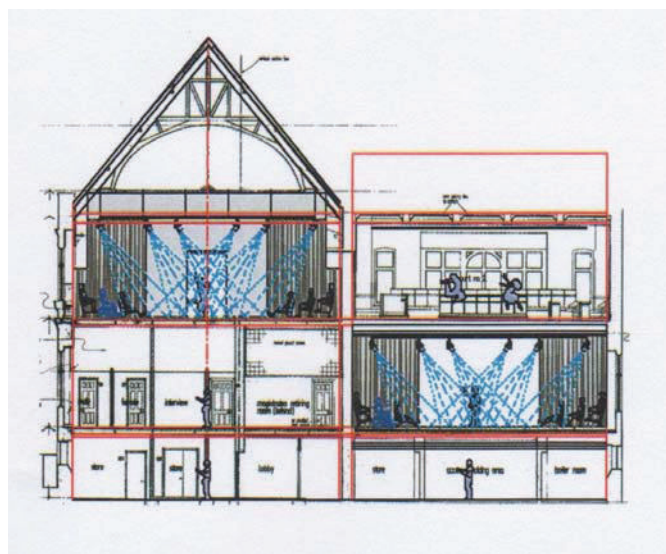


Cabaret Theatre



Studio Theatre

Alternative Layouts For Great Hall



Section

WILTSHIRE COUNCIL

CABINET (CAPITAL ASSETS) COMMITTEE

26 July 2011

Subject: Policy for the Transfer of Community Assets

Cabinet Member: Toby Sturgis – Waste, Property and Environment

Key Decision: Yes

Purpose

1. To request that members confirm the Council's policy in respect of the Transfer of Community Assets.

Background

2. The Community Asset Transfer Policy was approved by Cabinet on 15th December 2009. It set out a framework whereby all properties declared surplus by the Council would be subject to consultation with Area Board members. There were three main strands:
 - Area Board Members should be pro-active in identifying priority community projects to ascertain whether the Council can assist delivery of that project through asset transfer;
 - There should be some tangible benefit to the community with the transfer being a specific catalyst to achieve a specific objective.
 - To make the process quick and easy, through the use of short-form templates and applying standard transfer documents as far as possible.
3. Cabinet resolved on 14th September 2010 to apply a further clarification to the process, by proposing a distinction between strategic and non-strategic property sales recognising the need to streamline the process to reflect the volume of sales expected through the Workplace Transformation Programme and the Corporate Plan. A strategic property is defined as having a value in excess of £250k, or if it has been identified to fund a strategic corporate project. A similar approach is taken where the property is being sold or transferred to a third party to deliver a corporate policy or statutory function.
4. The Cabinet Capital Assets Committee resolved on 10 January to request the Director of Resources to carry out a review of the Community Asset Transfer policy, and to report to a future Committee meeting with a proposed amended policy.

Main Considerations

Policy Description

5. The Council will promote and facilitate the transfer of assets currently in its ownership to community groups where the community value of such a transfer can be demonstrated to exceed the strategic value to the Council. The policy should sit alongside the equivalent policy regarding the delegation of services to Parish and Town Councils, but seeks to take a pragmatic approach to avoid unnecessary duplication between them.

Categorisation of Assets

6. Applications for a Community Asset Transfer will be considered in three main categories.
 - Category 1 – Applications for an asset that is defined as “Strategic” in terms of its contribution to the Council’s aims.
 - Category 2 – Applications for an asset that is not defined as strategic, but where the asset has third party land interests, complicated legal title issues, or where the asset is a building. Applications in this category may include instances where the status of the community group requires further confirmation.
 - Category 3 – Applications for an asset that is not defined as strategic, where the transfer would be a straightforward exercise following satisfactory legal title verification, and the community group’s status is clear or requires no further investigation.
7. By categorisation in this way, the following process will be tailored to suit the level of complexity associated the application and the asset in question.

The application process

8. It is proposed that further work be carried out between the relevant Area Board Manager, officers in Strategic Property Services, Legal Services and the Community Governance team to develop and update the guidance documents available to community groups, members, Area Board members and officers, to provide a clear and concise guide to the process and their roles within it.
9. It is proposed that three main stages exist for all community asset transfer requests:

- 1) Pre-application Stage
 - 2) Application Evaluation and Decision Stage
 - 3) Legal implementation Stage
10. At the end of each stage, a key gateway exists. Key aspects of each stage are outlined below:

Pre-application Stage

11. Advice is available from officers in Strategic Property Services in advance of an application being made, to assist enquiries from groups who may be looking for piece of land or a building to meet a specific need.
12. During this stage, it should be possible to identify which of the above categories an eventual application may sit within, and to enable the depth of supporting business case and application information to be tailored accordingly.
13. This stage of the process should culminate in the following being produced:
 - Completed Community Asset Transfer Application Forms
 - Applicants Business Case
 - Community Area Managers Report
14. At the pre-application stage, any links between an Asset Transfer within scope for this policy, and a Service Delegation should be identified. It should be established at between the parties and officers of the relevant Council Departments which is the predominant factor. The predominant factor should dictate which policy prevails, in order to avoid duplication in processes and unnecessary complexity to the application and approval processes.

Application Evaluation and Decision Stage

15. On receipt of the application, Strategic Property Services will allocate it to the appropriate category. The governance and decision making process proposed is as follows:
16. For Category 1 applications – the application must first be considered by the Area Board to determine whether they support the application, and are satisfied by the credentials of the applicant and its business case. This should be based on the template report, and completed by the Area Board Manager.
17. If the Area Board recommends the approval of the application, they should submit the Community Area Manager's report to the Cabinet (Capital Assets) Committee for consideration as a strategic asset. The Committee will decide whether the application's community benefits outweigh the strategic importance of the asset either in terms of its continued ownership

by the Council or in terms of its importance to the Council's financial planning.

18. For Category 2 applications – the application will be considered by the Area Board on the basis of the Community Area Manager's Report. The Area Board has delegated authority to approve or reject the application, noting any complexities associated with the transfer process. A suitable outline timescale for the transfer should be identified, and the applicant should be able to confirm that they have the support available to progress the transfer process and respond to complex title issues within reasonable timescales.
19. Area Board Members in consultation with officers may need to consider:
 - (i) Any Legal matters relating to the property/terms of transfer.
 - (ii) Any financial costs/benefits/issues arising from the proposal.
 - (iii) Experience/capacity/capability of the Council/organisation involved.
 - (iv) Detailed risk assessment of the proposal.
 - (v) Details of the transfer agreement.
20. For Category 3 applications – the application will be considered by the relevant Area Board who will have delegated authority to approve or reject an application, on the basis of adequate checks by Strategic Property Services and Legal Services. Subject to the satisfactory input from the applicant, and reasonable timescales for responses from their legal advisors, such applications are expected to be completed within an eight week period from the point of approval of the application.
21. Where this period is likely to be exceeded for reasons that emerge through the process, the Council may consider the use of a licence to pass early possession of the asset to the applicant ahead of the formal transfer being completed. However, this approach should be reserved for exception cases, and priority focused on completing the land transfer within the timescale outlined in 20. above.
22. In all cases, the community proposal applicant would be required to submit a formal Business Case to support the proposal. This would enable officers to fully consider the implications to the Council of any asset transfer.
23. In straight forward cases, this could be done using a short form, the template for which could be prepared and managed by the Community Area Manager in conjunction with the applicant to speed up the process of assessing applications.

Legal Implementation Stage

24. This is the stage at which the legal transfer will be completed. During this stage, contact between Strategic Property Services, Legal Services and the applicant and their legal advisors will be ongoing. Even in straight-

forward Category 3 transfers, this process may involve numerous exchanges, and this should be expected. The timescales within which each party responds should be reasonable, but it should be noted that the Council will do all that is reasonable to expedite the transfer once a decision has been made.

25. The use of standard template documentation is intended to ensure consistency and fairness, but also to help speed up the process of transfer.
26. Where the property concerned is land, in order to be consistent then this should be transferred to the community group (including Parish or Town Councils) on the same terms as those which were passed across to Salisbury City Council.
27. Where the property concerned is a building, there may be more complex terms to be applied. This should be noted by all parties, and explained carefully to applicants to avoid expectations on the speed of transfer to be unduly raised.

Environmental and climate change considerations

28. None.

Equalities Impact of the Proposal

29. The Business Case submitted by community groups should identify how they intend to provide equality of access for their proposed use of the asset. This should be a core consideration in evaluating applications.

Risk Assessment

30. Whilst there is a clear intention in favour of transfer of assets to provide local community services in appropriate cases, the Council has to consider its statutory and financial obligations as part of any such arrangements.
31. Members should note that this policy should not seek to pass across properties that become liabilities to community projects. There is a risk that a community proposal identifies a property that is not fit for purpose thereby undermining the sustainability of that project through an opportunistic transfer.
32. There may be risks resulting from some specific proposals but these will be dealt with as part of the individual assessment of each case.

Financial & Legal Implications

33. Members will be aware that in some cases the asset will underpin the

Council's budget in terms of specific service reviews, including the Campus and Operational Delivery Programme. The loss of a significant capital receipt may be financially and legally unacceptable without being off-set by identified compensatory savings, irrespective of the merits of the community proposal. These implications will be assessed by the Cabinet Capital Assets Committee in evaluating Category 1 applications as determined in paragraph 16.

34. There may be other financial and legal issues connected with some specific proposals but these will be dealt with as part of the individual assessment of each case.
35. Since its introduction in December 2009 a high number of applications and pre-application requests have been received. This has thus far placed an unfunded revenue pressure on Strategic Property Services and Legal Services. The Council's Section 151 Officer has confirmed that the Council's internal staffing costs in Property and Legal Services associated with applications under this policy are able to be legitimately recovered from Capital Receipts. This will enable resource to be dedicated to the operation of this policy and would enable applications to be dealt with more pro-actively than has been possible until now.
36. Members are asked to note that since its introduction a backlog of requests has built up. This backlog will take some time to clear, but the above described policy and process will enable applications to be dealt with more swiftly in future.

Conclusions

37. This paper proposes a number of amendments to the Community Asset Transfer policy that are intended to improve the speed and clarity with which applications are dealt.
38. The implications of implementing the changes are considered to be minimal on applicants to the process, but will assist officers in progressing straight forward applications with a minimum of delay.
39. Further guidance will be developed to ensure that all parties involved in transfers are clear of the policy, its implementation and the roles and responsibilities of those involved.

Proposal

40. That the Cabinet (Capital Assets) Committee approves the above approach to the transfer of community assets.
41. That Cabinet (Capital Assets) Committee approves the following delegations of authority under this policy:

- a) Decisions related to Category 2 applications under the policy are delegated to Area Boards;
- b) Decisions related to Category 3 applications under the policy are delegated to the Director Of Transformation & Resources following consultation with the Cabinet Member, Property and Development Control;

42. That a plan for communication of this decision be developed in conjunction with Democratic Services, Area Board Team and Communications, together with the development of an improved guidance document to support all parties involved in the process.

Reason for Proposal

43. To ensure that the Community Asset Transfer policy continues to be deliverable and that the policy remains relevant to the Council's objectives in line with the Business Plan, and evolving work related to building resilient communities.

Dr Carlton Brand
Director of Transformation & Resources

Report Author:
Neil Ward
Head of Strategic Property Services
Tel. 01225 713298

Date of report:
4th July 2011

Background Papers

The following unpublished documents have been relied on in the preparation of this report:

None

Appendices

None

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TROWBRIDGE AREA BOARD FORWARD PLAN

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 May 2012	The Atrium, Wiltshire Council Offices, Bradley Road	<p>Provisional Items: Volunteering in Wiltshire/Volunteers Update Fees and Charges Policy Appointments to Outside Bodies and Working Groups Election of Chairman and Vice Chairman Update from Community Planning event</p> <p>Community Area Grants will be considered</p>	Councillor Dick Tonge (Highways and Transport)
Thursday 12 July 2012	The Atrium, Wiltshire Council Offices, Bradley Road	<p>Provisional Items: No provisional items</p> <p>Community Area Grants will be considered</p>	Councillor Fleur de Rhé-Philippe (Economic Development and Strategic Planning)

<p>Thursday 13 September 2012</p>	<p>The Atrium, Wiltshire Council Offices, Bradley Road</p>	<p>Provisional Items: No provisional items</p> <p>Community Area Grants will be considered</p>	<p>Councillor Stuart Wheeler (Campus Development and Culture (including Leisure, Sport and Libraries)</p>
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Officer Contacts:

Community Area Manager:
Democratic Services Officer:
Service Director:

Rachel Efemey (rachel.efemey@wiltshire.gov.uk)
Penny Bell (penny.bell@wiltshire.gov.uk)
Michael Hudson (michael.hudson@wiltshire.gov.uk)