

AGENDA

Meeting: TROWBRIDGE AREA BOARD
Place: Council Chamber, Civic Centre, Trowbridge, BA14 8AH
Date: Thursday 17 May 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. Election of Chairman and Vice Chairman</p> <p>To elect a Chairman and Vice Chairman for the Municipal Year 2012/13.</p>	7.00pm
<p>2. Chairman's Welcome and Introductions</p>	
<p>3. Apologies</p>	
<p>4. Minutes (Pages 3 - 12)</p> <p>i. To approve the minutes of the meeting held on Thursday 15 March 2012.</p> <p>ii. Matters arising from previous meetings, to include:</p> <ul style="list-style-type: none"> • Margaret Stancomb asset transfer update – Wiltshire Rural Music School. 	
<p>5. Declarations of Interest</p> <p>Councillors are requested to declare any personal or prejudicial interests, or dispensations granted by the Standards Committee.</p>	
<p>6. Chairman's Announcements (Pages 13 - 32)</p> <p>To include the following:</p> <p>i. Your Say on Local Waste & Recycling Centres (attached)</p> <p>ii. Polling Station Review (attached)</p> <p>iii. 11 to 19 Commissioning Strategy Update (attached)</p> <p>iv. Rural Facilities Survey (attached)</p> <p>v. Pathways Improvement Grant Scheme (attached)</p> <p>vi. Cleveland Bridge Weight Restriction (attached)</p> <p>vii. Helping People to Live Safely in their own Homes (attached)</p> <p>viii. Trowbridge Recreational Land</p> <p>ix. Extraordinary Area Board (Older People theme) – Thursday 11 October 2012, 10am.</p>	
<p>7. Nomination of Representatives to Outside Bodies (Pages 33 - 50)</p> <p>To confirm memberships of outside bodies and working groups.</p>	
<p>8. Partner Updates (Pages 51 - 66)</p> <p>To note the written reports and receive any updates from the following:</p>	7.10pm

- i. Wiltshire Police
 - ii. Wiltshire Fire and Rescue Service
 - iii. NHS Wiltshire
 - iv. Trowbridge Community Area Future (TCAF)
 - v. Town and Parish Councils
 - vi. Community Area Young Peoples' Issues Group (CAYPIG).
9. **Outside Body Updates** (*Pages 67 - 70*) **7.20pm**
- Wiltshire Councillors appointed as representatives to Outside Bodies will report on any recent news, to include:
- i. Transforming Trowbridge
 - ii. Collaborative Schools
 - iii. Trowbridge Shadow Community Operations Board (to include information on the role of deputies).
10. **Allocation of 2012/13 Youth Funding** (*Pages 71 - 74*) **7.30pm**
- To agree a process for the allocation of the £7,778 funding allocated to the Trowbridge Area Board for supporting youth related projects.
11. **Area Board Funding** (*Pages 75 - 80*) **7.40pm**
- To ask Councillors to consider:
1. **Community Area Grants**
Three applications seeking Community Area Grant funding, as follows:
 - i. Wiltshire Mind – to run a pilot six month art therapy course - £1,816 requested
 - ii. World Evangelism Bible Church –to run a project to help address post traumatic disorders relating to the terminally ill - £5,000 requested
 - iii. Friends of Southwick Country Park – to run free activities in Southwick Country Park - £899 requested
 2. **Area Board Projects**
One Councillor-led Area Board application, as follows:
 - i. Trowbridge Area Campus – to pay for consultation regarding the Trowbridge Campus – £2,220 requested
 3. **Performance Reward Funding**
A bid for £40,000 for the Jubilee Scout Camp Site and Youth Activity Centre for funding ring fenced for the Area Board from the former Performance Reward Funding scheme.

12.	<p>Visiting Cabinet Representative</p> <p>Councillor John Thomson will talk about his responsibilities for Adult Care, Communities and Housing, and respond to any questions.</p> <p><i>Questions may be submitted in advance. Please email any questions to penny.bell@wiltshire.gov.uk by 10 May.</i></p>	7.55pm
13.	<p>Hitachi Relocation (Pages 81 - 82)</p> <p>To receive a presentation from Hitachi on plans to relocate from Canal Road in Trowbridge to a site in North Bradley near the White Horse Business Park.</p>	8.10pm
14.	<p>Community Area Transport Group (Pages 83 - 84)</p> <ul style="list-style-type: none"> <li data-bbox="295 719 1236 831">i. To consider recommendations from the Community Area Transport Group for small-scale local transport and highways improvement schemes. <li data-bbox="295 869 1236 981">ii. To receive the findings of the topographical survey at Bythesea Road/The Shires Gateway from Martin Rose, Principle Highways Engineer, Wiltshire Council. 	8.30pm
15.	<p>Volunteering in Wiltshire</p> <p>To receive a presentation from Karen Scott, Voluntary Development Manager, Wiltshire Council, on the work being undertaken with partners to develop and support volunteering in Wiltshire.</p>	8.45pm
16.	<p>Local Knowledge - Local Action Event Priorities (Pages 85 - 94)</p> <p>To inform the Area Board of the priorities identified at the Local Knowledge Event in February 2012 and to consider setting priorities for the Area Board funding.</p>	8.55pm
17.	<p>Any Urgent Business and Forward Plan (Pages 95 - 96)</p> <p>The Chairman will take any items of urgent business.</p> <p>The meeting is asked to note the future meeting dates below and the Forward Plan.</p>	
18.	<p>Close</p>	9.00pm

Future Meeting Dates

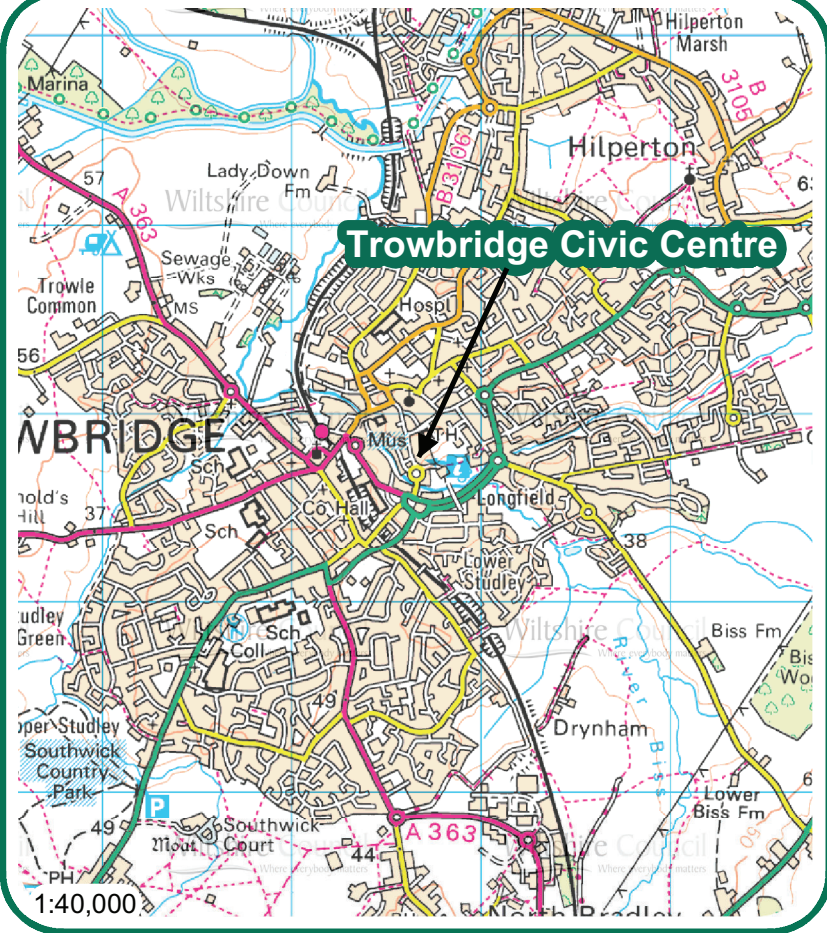
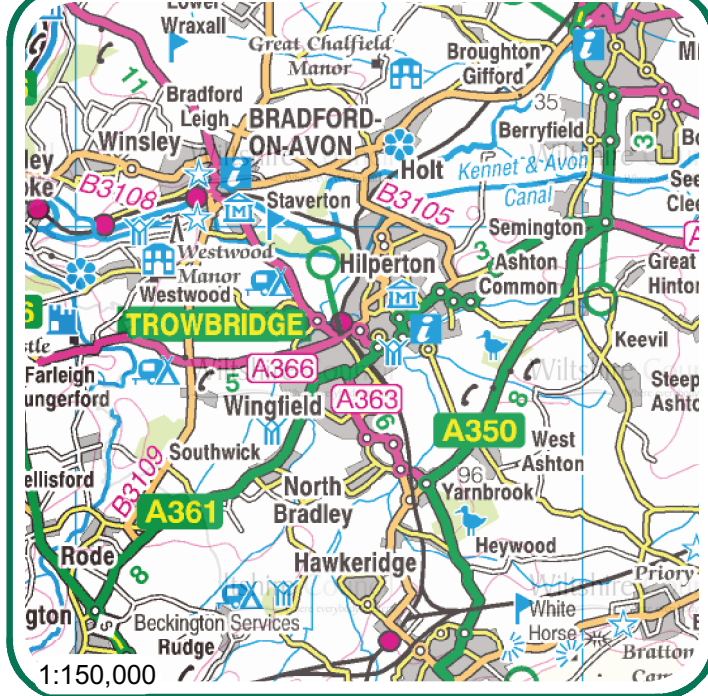
Thursday 12 July 2012 – 7.00pm
The Civic Centre, Trowbridge

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

Thursday 15 November 2012 – 7.00pm
County Hall, Trowbridge

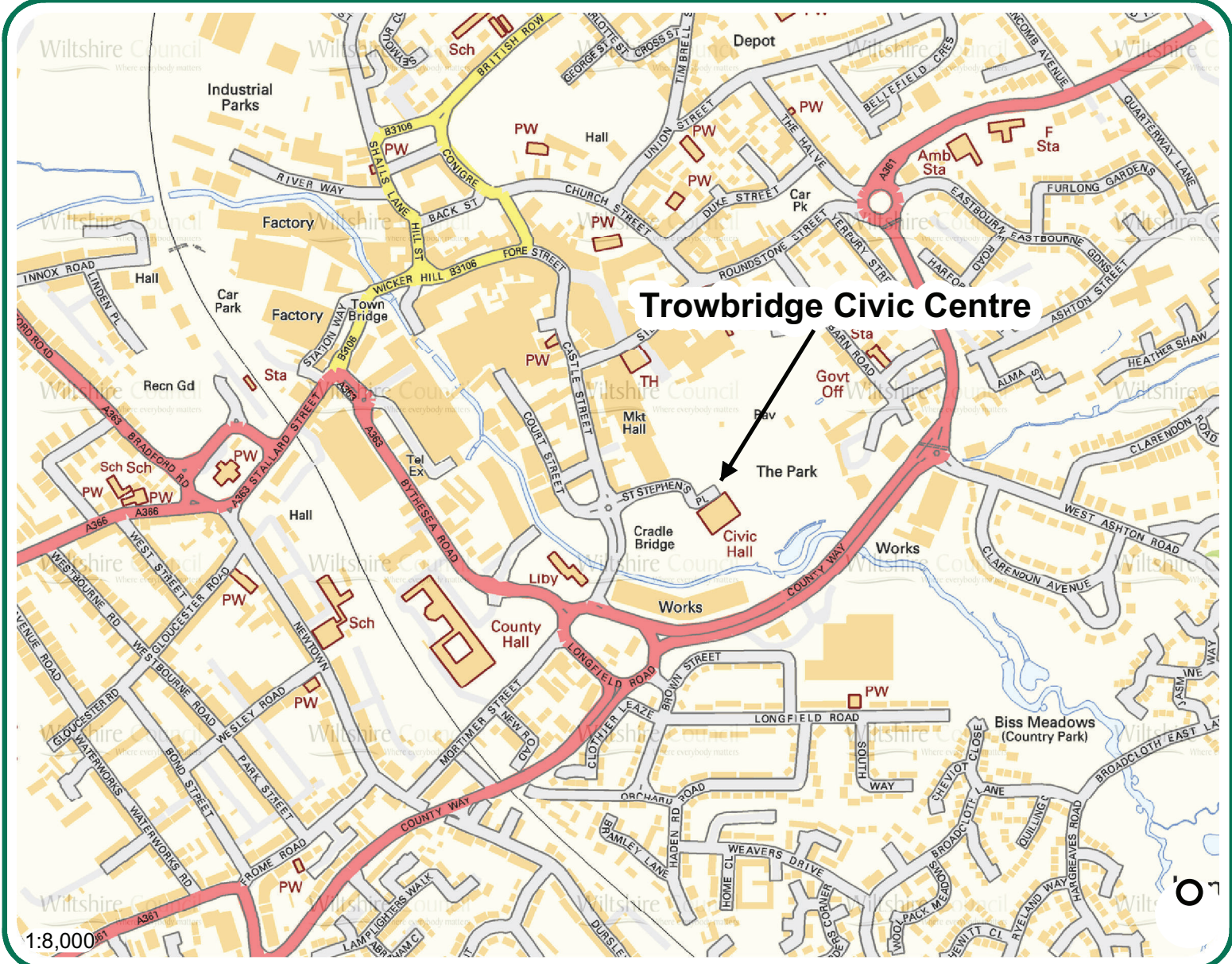
Thursday 17 January 2013 – 7.00pm
County Hall, Trowbridge

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: Council Chamber, Civic Centre, Trowbridge, BA14 8AH
Date: 15 March 2012
Start Time: 7.00 pm
Finish Time: 9.45 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 Jeff Osborn (Chairman), Cllr Peter Fuller (Vice Chairman), Cllr Ernie Clark, Cllr Stephen Oldrieve, Cllr John Knight, Cllr Francis Morland, Cllr Helen Osborn and Cllr Graham Payne

Cllr John Thomson (Deputy Leader and Cabinet Member for Adult Care, Communities and Housing)

Wiltshire Council Officers

Penny Bell, Democratic Services Officer
Rachel Efemey, Trowbridge Community Area Manager
Basil Nankivell, Trowbridge Community Librarian

Town and Parish Councillors

Trowbridge Town Council – Bob Brice
Southwick Parish Council – Kath Noble
West Ashton Parish Council – Ron Pybus, Richard Covington

Partners

Wiltshire Police – Acting Inspector Dave Hobman

Wiltshire Police Authority – Chris Hoare

Wiltshire Fire and Rescue Service – Julian Parsons

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

Transforming Trowbridge – Adam Nardell

Integrated Youth Service – Siobainn Chaplin

Parish Councils Liaison Group – Gaynor Polglase

Selwood Housing – Paul Moore, Paul Walsh

Total in attendance: 56

<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 introduced the councillors and officers present. The Chairman also welcomed the visiting Cabinet representative and Deputy Leader of the Council, Councillor John Thomson.</p>
2.	<p><u>Apologies</u></p> <p>Apologies for absence were received from Colin Kay, Chairman of Trowbridge Community Area Future, David Baker of Trowbridge Chamber of Commerce, Neil Ward, Head of Strategic Property Services, Wiltshire Council and Michael Hudson, Director of Finance, Wiltshire Council.</p>
3.	<p><u>Minutes</u></p> <p>Councillor Francis Moreland requested that he be added to the list of attendees for the minutes of the Extraordinary meeting held on Thursday 19 January 2011.</p> <p><u>Decision</u> The minutes of the meeting held on Thursday 26 January 2011 and the Extraordinary meeting held on Thursday 19 January 2011 were agreed a correct record, subject to the above amendment, and signed by the Chairman.</p> <p>Matters arising from the previous meeting:</p> <ul style="list-style-type: none"> • Member attendance at CATG meetings – the Chairman announced that all members of the Area Board were welcome to attend the CATG meetings if there were items of interest to them/their divisions on the agenda. • Trowbridge Park Update – a briefing note was circulated with the agenda. • Arc Theatre Update – a briefing note was circulated with the agenda. • Studley Green Youth Centre – a letter had been received from the Cabinet member for Children’s Services which confirmed that the cost of renting Studley Green Youth Club would be guaranteed from central funds for an interim period of at least the next financial year pending a longer term solution.
4.	<p><u>Declarations of Interest</u></p> <p>Councillors Jeff Osborn, John Knight, Peter Fuller and Helen Osborn all declared general personal interests in Trowbridge Town Council issues due to being members of the Town Council. All councillors had dispensations allowing</p>

	<p>them to speak and vote on such matters.</p> <p>Councillor Graham Payne declared a general personal interest in Trowbridge Town Council issues due to being a member of the Town Council. No dispensation was in place.</p>
5.	<p><u>Chairman's Announcements</u></p> <p>The Chairman made the following announcements:</p> <ul style="list-style-type: none"> i. The Localism Act 2011 – a briefing note was circulated outlining the main implications of the Localism Act. ii. Help to Live at Home Update – an update on this service was circulated. iii. Boundary Review – a briefing note from the Boundary Commission on the boundary review consultation was circulated. The Area Board was supportive of the proposals contained within the document. Action: Rachel Efemey to write a letter of support to the Boundary Commission on behalf of the Area Board. iv. Wiltshire Core Strategy – the Core Strategy consultation was now open and would last until 5 March 2012. Parish councils were also being invited to attend discussions on the rural planning policies. It was noted that the Parish Councils Liaison Group would be meeting to consider the Core Strategy and submit a response from the parishes. v. Trowbridge Recreational Land – the Chairman reported that a working group had been established and that a meeting would be taking place with the Rugby Club at the end of the month to determine its position. The Chairman also reported that the astro-turf at John of Gaunt School was no longer fit-for-purpose, which added to the need for more sports facilities in the town.
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. The Chairman welcomed to the meeting Acting Inspector David Hobman, who reported that there had been an increase in offences such as non-dwelling burglaries, theft from motor vehicles, theft of motor vehicles and criminal damage. In response to this, a specialist team had been set up and patrols had been increased. <p>Anti-social behaviour was also a priority, and the Neighbourhood Policing Teams were working alongside Wiltshire Council's Anti-Social Behaviour Reduction Team and other partners to take appropriate action against these offences.</p>

Drug offences were not routinely reported to the Area Board, but there was some concern about the level of drug offences in the town. The statistics actually showed a reduction in the level of drug offences in the area.

The Area Board wished to formally thank Inspector Dave Cullop for his hard work and commitment to the Trowbridge Community Area over the years.

ii. Wiltshire Fire and Rescue Service

The Wiltshire Fire and Rescue Service was currently consulting on its Integrated Risk Management Plan, which included proposed changes to the service. Full details were available on the website at <http://www.wiltshire.gov.uk/> and a full presentation would be provided at the next Area Board meeting on Thursday 17 May 2012.

iii. NHS Wiltshire

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

The Chairman requested that an update be provided on progress with the joint surgery and the Primary Care Centre.

Action: Rachel Efemey to contact the NHS for updates and to invite them to a future meeting of the Area Board.

iv. Trowbridge Community Area Future (TCAF)

The written update was noted.

v. Town and Parish Councils

The written update from Trowbridge Town Council was noted.

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

The CAYPIG thanked the Area Board and Wiltshire Police for taking action against the safety issues in Trowbridge Park.

Another concern of the CAYPIG at present was dog fouling, and a request was made for the signs around the dog waste bins to be made larger so that people could see them better, and it was also suggested that more signage could be erected to alert people to the fact that general waste bins could now also be used for disposing of dog waste.

Action: Bill Parks to look into the provision of new signs.

The young people also wished to be more involved in the design phases of the new developments around the town. It was suggested that the CAYPIG should get together with Trowbridge Community Area Future to discuss this further.

7.	<p><u>Outside Body Updates</u></p> <p>Updates were received as follows:</p> <ul style="list-style-type: none"> i. Transforming Trowbridge – the planning application for the Bowyers Site had undergone some modifications and a revised application had just been submitted. A new 21-day consultation period would have to be carried out on the revised plans, and it was hoped that this application would come before the Area Planning Committee in April or May. <p>In response to the Mary Portas Pilot Project, it was reported that the Trowbridge County Town Initiative would be submitting a bid for funding to rejuvenate the retail provision within the town. Comments and suggestions should be sent to trowbridgetownteam@gmail.com.</p> <ul style="list-style-type: none"> ii. Extended Schools – Councillor Helen Osborn reported that the next meeting would be taking place in April and an update would be provided to the Area Board following this meeting. iii. Shadow Community Operations Board (COB) – Councillor Peter Fuller reported that a meeting of the Shadow COB had been held and the background of the Campus programme had been explored. The Shadow COB was still very early in the process and further updates would be provided to the Area Board as the process moved forward. <p>Some concern was expressed that the deputies of the Shadow COB had not been invited to the initial meeting and were not clear of their roles on the Shadow COB.</p> <p>Action – Councillor John Thomson undertook to raise these matters with Councillor Stuart Wheeler, Cabinet member for Campus Development.</p> <p>Councillor Thomson reported that the aim of the Campus project was to ensure that new facilities were developed by the community according to the communities needs and aspirations. Therefore it was not possible, at present, to say where the campus would be located or what services and facilities would be available, as these details would be up to the community to determine, within resources.</p>
8.	<p><u>Funding</u></p> <p>The Chairman announced that five Community Area Grant applications had been received, and the total amount requested exceeded the Area Board’s remaining funds by £1,935. The Chairman proposed that each applicant would be given the opportunity to present their application, and following this the Area Board would then vote in turn on each application.</p> <ul style="list-style-type: none"> a. Community Area Grant Scheme 2011/12 The Area Board considered the following applications to the Community

Area Grant Scheme 2011/12:

- i. Trowbridge Amateur Swimming Club
The sum of £5,000 was requested for an open swimming event.

Decision

The Area Board awarded the sum of £5,000 to Trowbridge Amateur Swimming Club to set up and organise a 2-day licensed open swimming meet, on condition that the other funding applied for was raised.

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

- ii. West Ashton Parish Council
The sum of £500 was requested to purchase a laptop projector for parish and community use.

Decision

The Area Board refused the application from West Ashton Parish Council.

Reason: The Area Board felt that there were more appropriate alternative methods for a parish council to raise funds for this type of activity.

- iii. Trowbridge Arts Festival
The sum of £4,877 was requested towards the running of a Trowbridge Arts festival.

Decision

The Area Board awarded the sum of £4,877 to Trowbridge Arts Festival towards the running of a Trowbridge Arts Festival.

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

- iv. Wiltshire Islamic Cultural Centre
The sum of £2,660 was requested to run a pilot BME youth project.

Decision

The Area Board awarded the sum of £2,660 to Wiltshire Islamic Cultural Centre to run a pilot BME Youth Project, on the condition that the group engaged with the local Wiltshire Council youth service and joined the Wiltshire Youth Services Council, which could help support them with regards to training and funding for training..

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

	<p>Area Plan.</p> <p>v. <u>World Evangelism Bible Church</u> The sum of £5,000 was requested for a project to help address post-traumatic disorders relating to the terminally ill.</p> <p><u>Decision</u> The Area Board agreed to defer this application. <i>Reason: The Area Board wished to obtain further information from this applicant to understand the project in greater depth and to ensure there was no duplication of services. The applicant to arrange to meet with the Council's CVS Department so that this information could be obtained.</i></p> <p>Following the refusal of one application and the deferral of another, it was proposed that the remaining funds from the Area Board's 2011/12 budget should be transferred to the Jubilee/Olympic Small Grants fund to enable the approved, but deferred, applications to be awarded their funding.</p> <p><u>Decision</u> The Area Board agreed that the sum of £1,150 from the Area Board's remaining 2011/12 budget should be transferred to the Jubilee/Olympic Small Grants fund.</p> <p>b. 2012 Olympics/Jubilee Grant Applications The Area Board considered 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><u>Decision</u> The Area Board awarded the sum of £2,754.67 to Clarendon College on the condition that the College made reference to the award from the Area Board in any publicity.</p> <p>c. 2012 Olympics/Jubilee Small Projects</p> <p>The Area Board noted the applications that had been awarded funding from the Olympics/Jubilee small project fund by the delegation agreed at the Area Board meeting on 26 January 2012.</p>
9.	<p><u>Selwood Housing</u></p> <p>Paul Moore, Operations Director at Selwood Housing, gave a presentation on the work of the Housing Association, including its key areas of work throughout its main housing developments in the Trowbridge Community Area.</p> <p>Selwood Housing was a Registered Social Landlord which owned and managed</p>

	<p>its own housing stock, however partnerships with other housing associations were formed where required, including the targeting of anti-social behaviour.</p> <p>Selwood Lifeline was a telecare service which offered support to residents 24 hours a day, 7 days a week. This service was mainly used in sheltered housing schemes but was also available to private clients upon request.</p> <p>The Chairman thanked Paul for his presentation.</p>
10.	<p><u>A New Library for Trowbridge</u></p> <p>Basil Nankivell, Trowbridge Community Librarian, Wiltshire Council, gave a presentation on the new library for Trowbridge that was being provided as part of the redevelopments of County Hall.</p> <p>The existing library at Cradle Bridge was now considered inadequate, and the new facility at County Hall would replace this with a modern, more spacious facility that would be one third bigger than the current library.</p> <p>The stock of books, CDs and DVDs would be substantially refreshed and improved, and other facilities at the site would include 14 public computers, study space, customer parking and extended opening hours.</p> <p>The new library was due to open in mid-September of this year, and the current library would close just before to allow stock to be moved.</p> <p>The Chairman thanked Basil for his presentation.</p>
11.	<p><u>Community Asset Transfers</u></p> <p>Neil Ward, Head of Strategic Property Services, Wiltshire Council, had provided a report on the Community Asset Transfers of Trowbridge Town Hall which was circulated prior to the meeting. The report provided an outline of the current situation and the next steps in the process.</p> <p>Tracy Sullivan, Trowbridge Community Area Future Coordinator, outlined the proposal from the Trowbridge Town Hall Group for the group to take over the Town Hall and continue to use it as an arts centre and cultural hub for the Trowbridge Community Area.</p> <p>The Trowbridge Town Hall Group was currently working hard with appropriate organisations to undertake feasibility work and put together a bid to take on the Town Hall. However, the Group was in the early stages and more time was required to allow the Group a period of grace to explore viable uses and investigate funding opportunities.</p> <p>The Cabinet Capital Assets Committee would be considering this request from the Group for a period of grace at its meeting on Wednesday 21 March 2012.</p>

	<p><u>Decision</u></p> <p>The Trowbridge Area Board supported the proposal submitted by the Trowbridge Town Hall Group and recommended to the Cabinet Capital Assets Committee for the Council to support the Town Hall in its vacant state to allow the Group to undertake a phased process of development, its intended uses of the building and investigating and securing funding opportunities.</p>
12.	<p><u>Visiting Cabinet Representative</u></p> <p>The Chairman thanked Councillor John Thomson for attending the meeting and for contributing throughout.</p> <p>Due to the over-running of the meeting, Councillor John Thomson offered to return to the Area Board in the near future to provide an update on his Cabinet portfolio of Adult Care, Communities and Housing.</p>
13.	<p><u>Any Urgent Business and Forward Plan</u></p> <p>Councillor Graham Payne requested an update on the transfer of Margaret Stancomb School, a briefing sheet regarding which was distributed at the meeting.</p> <p>Councillor Thomson announced that part of the Margaret Stancomb site was ear-marked for phase 2 of the PFI housing scheme, and that Wiltshire Rural Music School had been informed that if they were interested in this land then they must come forward with a firm proposal, otherwise the land would be used for PFI.</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 17 May 2012, at 7pm in the Trowbridge Civic Centre.</p>
14.	<p><u>Close</u></p>

Your say on local waste and recycling sites

Following the success of the new improved waste and recycling collection services in Wiltshire, some of the other recycling facilities in Wiltshire are being used less and therefore we are looking to save around £250,000 by making changes to these services. This will help the council to spend more on priority services, such as those for vulnerable adults and children, and roads.

We are now looking for your views on how you use your local recycling facilities and how these savings can be achieved.

Thanks to people in Wiltshire using their blue lidded bins we now recycle more than 700 tonnes of plastic bottles and cardboard every month.

Household recycling centres – summer opening hours

Everyone in Wiltshire can now ask to have a free garden waste collection from the kerbside, making it easy to recycle garden waste from home. During recent summers the household recycling centres have been open until 7pm on Wednesday and Thursday evenings, to help residents to recycle their garden waste in particular. As the new free kerbside collection service will soon be in place it is proposed household recycling centres will go back to normal summer opening, until 5pm, 7 days per week. (This change will affect all sites except Salisbury household recycling centre, Churchfields, where current opening hours are different and will not alter.)



Local mini recycling sites

Paper, glass, cans, clothes, foil, plastic bottles and cardboard are now collected direct from every home in Wiltshire and the use of local mini recycling sites has significantly reduced. In particular we expect sites with plastic bottle and cardboard bins to be used much less, due to the popular new blue lidded bin collections. We therefore propose to remove some local mini recycling sites, whilst keeping a good network for you to use in addition to kerbside collections.

We are proposing to review local mini recycling sites on the following grounds-

- How much recycling is collected from each site
- Distance from the nearest alternative recycling sites
- Number of homes the site is serving
- Ease of use (eg access and parking)
- Ease of emptying the bins
- Condition of the site
- Amount of flytipping or non-residents' waste dumped.

Have your say

If you would like to comment on these proposals, please complete an online questionnaire at www.wiltshire.gov.uk/consultations or call 0300 456 0102 for a paper copy. **Please reply by 28 May 2012.**

Trowbridge Area Board – Thursday 17 May 2012

Chairman's Announcements

Review of Polling Districts and Polling Places– Consultation

Section 16 of the Electoral Administration Act 2006 introduced the requirement for councils to review polling districts and polling places within their Parliamentary constituencies, and to review them again at least every four years.

The 2009 County of Wiltshire Order not only set up the new unitary divisions, but also established new town wards in most urban areas which are co-terminous with the divisions. This will allow us to rationalise a number of polling districts, as they will take effect for the 2013 elections. Until then, the council has had to have polling districts which recognise the boundaries of both the older town wards, and the unitary divisions, resulting in a number of small registers where they overlap.

In May 2013, there will be elections to directly elect members to the New Forest National Park Authority. The National Park affects three Wiltshire parishes, but its boundaries do not coincide completely with existing parish or polling district boundaries. This review proposes to create new polling districts in those parishes, in readiness for those elections.

The Council will need to approve a scheme of polling districts and polling places for the (Acting) Returning Officer (ARO) to then consider in order to select polling stations. The ARO is therefore obliged to be consulted during the review, and any representations must be published within 30 days of receipt.

We are seeking your views on Wiltshire Council's existing polling districts and polling places. As part of the review there is also an opportunity to comment on the polling stations.

The Council has also prepared two documents which refer to proposed changes to polling stations and polling districts. These two documents have been amalgamated and sorted into Area Boards for ease of reference and relevance. A list of existing polling stations has also been compiled which has been separated into Area Board area for ease of reference. These are attached to this briefing note and are also available on the dedicated webpage (please see link below). We would seek your views on any of the points highlighted on this document or any other issues that you feel need to be addressed.

Due to the size of the Council's area and the number of polling districts and polling stations, it is not practical to send detailed hard copy maps to all consultees. However, officers have used the Geographical Information System to plot all existing polling districts, together with the position of known polling stations which is available to use on the dedicated webpage.

For more information on the parameters to use, please go to the webpage and click on the Review of Polling Districts – Briefing Note.

Submissions must be received in writing by Friday 25 May 2012. Forms can be completed online or download from the Council's website at:

<http://www.wiltshire.gov.uk/council/elections/electionsreviewpollingdistrictsplaces.htm>

Submissions will then be reviewed with a final scheme being presented to Full Council for approval in July 2012.

Polling Districts	Polling Place	Electorate as 1		Area Board	Parliamentary Constituency
		December 2011	Polling Station		
HH1,HP1,HJ4	Trowbridge	3,502	8Trium, WWDC Offices, Bradley Road, Trowbridge, Wiltshire	Trowbridge	South West Wiltshire
HA1,HA2	Trowbridge	2,110	Cricket Club Pavilion, Timbrell Street, Trowbridge, Wiltshire	Trowbridge	South West Wiltshire
FC1, FC3	Hilperton	2,192	Hilperton Village Hall, Whaddon Lane, Hilperton, Trowbridge, Wiltshire	Trowbridge	Chippenham
HM2,HM3	Trowbridge	2,196	Longfield Community Centre, Weavers Drive, Trowbridge, Wiltshire	Trowbridge	South West Wiltshire
HM4	Hilperton	1,525	Paxcroft Community Centre, 17 Hackett Place, Hilperton, Trowbridge, Wiltshire	Trowbridge	South West Wiltshire
GC1	North Bradley	1,419	Progressive Hall, Woodmarsh, North Bradley, Trowbridge, Wiltshire	Trowbridge	South West Wiltshire
HA5,HA7,HM5,HM1	Trowbridge	1,850	Roundstone Prep School, Polebarn Road, Trowbridge, Wiltshire	Trowbridge	South West Wiltshire
GH1	Southwick	1,499	Southwick Village Hall, Frome Road, Southwick, Trowbridge, Wiltshire	Trowbridge	South West Wiltshire
HJ3,HK1,HJ6	Trowbridge	1,921	St Johns Church Hall, Church Lane, Trowbridge, Wiltshire	Trowbridge	South West Wiltshire
HH4,HJ1,HL2	Trowbridge	1,426	St Johns Parish Centre, Wingfield Road, Trowbridge, Wiltshire	Trowbridge	South West Wiltshire
FC2	Hilperton	1,490	St Marys Church Hall, Horse Road, Hilperton, Trowbridge, Wiltshire	Trowbridge	Chippenham

Polling Districts	Polling Place	Electorate as 1		Area Board	Parliamentary Constituency
		December 2011	Polling Station		
HA3,HA4	Trowbridge	1,299	St Thomas` Church Hall, St Thomas` Road, Off Timbrell Street, Trowbridge, Wiltshire	Trowbridge	South West Wiltshire
HJ2,HJ5,HK2,HL1	Trowbridge	3,580	Studley Green Community Centre, Lambrok Road, Trowbridge, Wiltshire	Trowbridge	South West Wiltshire
HH2	Trowbridge	1,061	The Homestead, Ashmead, Trowbridge, Wiltshire	Trowbridge	South West Wiltshire
HA6,HM6, HM8	Trowbridge	1,428	Trowbridge Rugby Club, The Clubhouse, Green Lane, Trowbridge, Wiltshire	Trowbridge	South West Wiltshire
HH3,HH5,HJ7,HM7	Trowbridge	1,576	Wesley Road Methodist Church, Wesley Road, Trowbridge, Wiltshire	Trowbridge	South West Wiltshire
IH1	West Ashton	550	West Ashton Village Hall, Bratton Road, West Ashton, Trowbridge, Wiltshire	Trowbridge	South West Wiltshire

Particular Points for Review

Trowbridge Area Board

This information has been extracted from the 2 master documents that are published on the website - Polling Places and Polling Stations for Review and Proposed Changes to Polling Districts so that it is relevant for each Area Board.

Polling districts where the polling station is situated outside of the parish or Unitary Division

This has to be recorded to denote that the polling place is outside of the polling district or Unitary Division which is permissible within the Regulations.

Polling District	Parish/Unitary Division	Polling Station	Polling Place	Constituency
HM4	Trowbridge Paxcroft	Paxcroft Community Centre, 17 Hackett Place, Hilperton, Trowbridge, Wiltshire	Hilperton	South West Wiltshire

Changes to Polling Stations

This is a list of polling stations that are no longer available for use

Unitary Division	Existing Polling Station	Polling District(s)	Reason	Proposal
Trowbridge Drynham	8Trium, Council Offices, Bradley Road, Trowbridge, Wiltshire	HH1,HP1	No longer available	Seek alternative
Trowbridge Grove	8Trium, Council Offices, Bradley Road, Trowbridge, Wiltshire	HJ4	No longer available.	Seek alternative. Possible option is St Johns Church Hall, Church Lane

This is a list of temporary polling stations used

Unitary Division	Existing Polling Station	Polling District(s)	Reason	Proposal
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NONE

Polling Districts to be merged

Unitary Division	Polling District	Merge with
Trowbridge Adcroft	HA3	HA4
Trowbridge Central	HL2	HH4
Trowbridge Central	HJ1	HH4
Trowbridge Central	HJ7	HH3
Trowbridge Central	HH5	HH3
Trowbridge Central	HM7	HM5
Trowbridge Central	HA7	HM5
Trowbridge Central	HA5	HM5
Trowbridge Grove	HJ6	HJ4
Trowbridge Lambrok	HJ2	HJ5
Trowbridge Lambrok	HK2	HJ5
Trowbridge Park	HM3	HM1
Trowbridge Paxcroft	HM6	HA6

Polling Districts to be split as electorate above 2500

Unitary Division	Polling District	Electorate
NONE		

Other proposals

Unitary Division	Polling District	Issue	Proposal
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Trowbridge Central	HM5	Currently assigned to Roundstone Prep School	Once merged with HM7, HA7, HA5 use a new polling station - Civic Hall
Trowbridge Park	HM3	2 separate areas with same polling district code. Currently assigned to Longfield Community Centre	Once merged with HM1 use Roundstone Prep School as polling station
Trowbridge Paxcroft	HA6, HM6	Currently assigned to Trowbridge Rugby Club as within same Unitary Division.	Once polling districts merged, source a new polling station within the polling district or close by.

Please note that this document represents particular points which the Council are aware of. However, submissions are welcome on any of these points or any other areas which have not been listed.

Trowbridge Area Board – Thursday 17 May 2012

Chairman's Announcement

11 to 19 Commissioning Strategy

On 13 September 2011 Wiltshire Cabinet approved the Commissioning Strategy for 11 to 19 year olds. This included 7 broad priorities on:

- Employment and training
 - Educational attainment
- (These were the top 2 commissioning priorities selected by young people)*
- Housing
 - Transport for young people
 - Involving young people
 - Volunteering
 - Improving Integrated Youth Services

Cabinet also approved a Wiltshire Youth Work Offer. The key features of the Youth Work Offer are:

- Open Access Youth Work
- Higher level targeted youth work support
- Better co-ordination of positive activities for young people
- Stronger partnerships
- Increased use of volunteers

An implementation group which includes councillor representatives has been meeting monthly since September 2011 to coordinate delivery of the Wiltshire Youth Work Offer from 1 April 2012. Good progress has been made to date and the Youth Services Implementation Group would like to invite Area Boards to consider this progress and support the following initiatives:

1. Increase use of volunteers

A sub group of the Youth Services Implementation Group has been exploring ways of encouraging more local volunteers to get involved with youth work provided in Council funded youth centres. This links to the Council's overall partnership Volunteering Strategy and Action Plan.

The group has been working on the establishment of a joint process between the Council and the Voluntary and Community Sector for the registration and training of local volunteers to support youth based activities. A guidance pack is now being developed for all Youth Development Centres which sets out the best way to go about registering and training volunteers. Those who wish to volunteer will be able to claim reasonable expenses and develop their skills through appropriate training opportunities.

The group has noted the importance of attracting and encouraging local people within community areas to become involved in volunteering opportunities within their local Youth Development Centre. Consequently, the group would like to invite Area Boards to support this endeavour by supporting local youth centres to promote volunteering opportunities within each community area.

Details of voluntary roles with young people will be available from the Volunteer Centre and/or local Youth Development Centre from 1 April 2012.

2. Youth Advisory Groups

Part of the Wiltshire Youth Work Offer includes the formation of Youth Advisory Groups in all community areas. Pilots are currently taking place in Malmesbury, Melksham, Southern Wiltshire and Salisbury. The groups will play a key role in improving the co-ordination of positive activities for young people in local areas.

The groups will be set up in each local area, linked to Area Boards. Each Youth Advisory Group will be chaired by a young person under 25 and over 50% of members will be under 19 years of age. Advisory groups will plan and shape local services, making sure local young people know what is available and encouraging partnerships which avoid overlap and fill gaps. Mechanisms will be established to ensure knowledge and ideas are shared between Youth Advisory Groups.

Youth Advisory Groups will have commenced in 20 community areas across Wiltshire by the end of October 2012. Learning from the pilots will be used to inform the development of groups in other areas.

The Youth Services Implementation Group would like to invite Area Boards to support these developments and to establish strong and meaningful links with Youth Advisory Groups in each community area.

3. Income Generation

As part of the Wiltshire Youth Work Offer the Youth Development Service has been set an income generation target of forty five thousand pounds. This will be raised through a combination of subscriptions, fund raising and seeking sponsorship.

A revised staffing funding formula has been used to calculate an income generation target for each community area. The targets will be put into place from 1st April 2012.

The Youth Services Implementation Group would like to invite Area Boards to support local Youth Development Centres in their endeavours to attract and raise income. For example, supporting local fundraising events and attracting local business sponsorship.

The Youth Services Implementation Group invites feedback from Area Boards on any of the initiatives highlighted above.

Any comments, queries or questions should be sent to james.fortune@wiltshire.gov.uk by 31st July 2012.

James Fortune
Lead Commissioner 11-19
01225 713341

Trowbridge Area Board – Thursday 17 May 2012

Chairman's Announcement

Rural Facilities Survey 2012

The rural facilities survey maps the services and amenities available to rural communities within the Wiltshire Council area. The survey has been carried out since 1976, painting a picture of some 233 rural settlements in the county of Wiltshire across 35 years. This gives us a wealth of data to support local communities in rural parts of the county and allows us to track changes in facilities including education and childcare services, local health facilities, food shops, spiritual and leisure facilities and public transport. In recent years, the survey has also examined access to services such as broadband internet connections and mobile phone coverage. There has been a significant decline in a number of basic facilities since 1976. The number of settlements with primary schools has decreased by around 30%, while around two thirds of villages have lost their general food shop. Less than half of settlements in 2008 retained the Post Office they had in 1976. Public transport, however, has improved vastly over the period of the survey.

The most recent survey was carried out in 2008 and a report outlining the results and trends revealed can be seen on the intelligence network website¹ along with an update taking into account the changes to the Wiltshire County Community Area boundaries that occurred in April 2009.

The survey is repeated around every three years and the latest survey is scheduled to be carried out during Spring 2012. Over the coming weeks, the survey will be posted out to the parish clerks for the settlements included in the database and their input is critical to making the survey a success. The results will be analysed for all 20 of Wiltshire's Community Areas and the overview report published in the autumn. The results will also form part of the evidence base that will be used to refresh the Joint Strategic Assessment for Wiltshire.

For more information, please contact:

Knowledge Management Team,
Public Health and Protection Services
Wiltshire Council
(01225) 713186
research@wiltshire.gov.uk

¹ www.intelligencenetwork.org.uk/community

Trowbridge Area Board – Thursday 17 May 2012

Chairman's Announcement

Paths Improvement Grants Scheme (PIGS)

Do you have an idea to improve access to the countryside or to create new links between settlements in your area?

The Paths Improvement Grants Scheme aims to help local people to make innovative improvements to countryside access in their area. In 2012 around £60,000 will be made available for community led projects.

If you have an idea for a scheme please contact Wiltshire Council's Rights of Way and Countryside Team Michael.Crook@wiltshire.gov.uk or Tel: 01225 713349.

Further details of the scheme are available on the Countryside Access Forum website - www.wiltshirelaf.org.uk

The closing date for applications is Friday 13 July 2012.

Trowbridge Area Board – Thursday 17 May 2012

Chairman's Announcement

Cleveland Bridge Weight Restriction

Bath and North East Somerset (B&NES) Council are proposing to implement an experimental weight restriction in Bath between the A36 Bathwick Street and the A36 Beckford Road (commonly known as the Cleveland Bridge restriction). This restriction will effectively prevent a significant proportion of large HGVs (those over 18 tonnes) from travelling through Bath along the A36 and will inevitably have some impact on other routes including some in Wiltshire.

The traffic order has been proposed to address road safety issues, intimidation and air pollution within the London Road area of Bath. This 'experimental' order allows B&NES Council to implement the restriction without the usual formal requirements / consultation of a normal traffic order for a period of 18 months. It also allows B&NES Council to implement the restriction without robust evidence or modelling; instead, B&NES Council will monitor the situation as it occurs. Significantly, the experimental order only allows representations to be made during the first six months of the order period. After the full 18 month period, the order can be made permanent.

Wiltshire Council, other neighbouring authorities, the Highways Agency, various community / parish groups and Area Boards have opposed this restriction on the basis that robust evidence and consultation has not been provided, and that the restriction is being proposed on a route that is part of the primary route network. It is considered that B&NES Councils evidence to support their assessment of the likely redistribution of HGV traffic particularly on Wiltshire roads is unrealistic.

A challenge to the legitimacy of placing a restriction on a Primary Route has been raised against B&NES Council first informally, and then by a Freedom of Information request. As stated Under EU Directive 89/460/EC, the Primary Route Network (of which the A36 forms a part) must provide unrestricted access to 40 tonne vehicles. This was recently re affirmed in the DfT's *Guidance on Road Classification and the Primary Route Network* (March 2012). Therefore placing such a restriction on a Primary Route as intended appears contrary to this directive. The guidance also states that *'Unless the agreement of all affected authorities can be obtained, including the Highways Agency where appropriate, then changes to the primary route should not be made'*. There are clearly still objections and the challenge to this scheme still remains, with B&NES Council withholding information on how the EU Directive can be denied, under legal advice.

Although opposed, B&NES council have decided to continue with this scheme and implementation has recently been delayed until June to allow Wiltshire Council time

to purchase and place monitoring equipment within the County's boundary to record the 'before and after' traffic effects of the scheme.

It is understood that B&NES Council intend to produce a report by the end of April on the informal consultations that they have carried out to date. Prior to formally advertising the experimental order in June, B&NES Council propose to carry out a further selective round of informal consultation with those who have made a previous representation.

Given the limited nature of this consultation, if you consider that B&NES Council's proposed restriction may affect your community, please send your comments to [Councillor Roger Symonds](#) of B&NES Council.

Trowbridge Area Board – Thursday 17 May 2012

Chairman's Announcement

Helping People To Live Safely In Their Own Homes

Following extensive consultation and considerable planning, the care and support service is now in place throughout the county provided by Leonard Cheshire, Aster Living, Enara Complete Care and Somerset Care.

This service is now available to over eight hundred Wiltshire residents and is already delivering some really good outcomes for people, some examples of which include:

- Mrs A, who was able to return home after a period in a care home.
- Mr S, able to manage without support following a period of intensive support from a Help to Live at Home provider.
- Mr P was able to return home from hospital, with an intensive support package from a Help to Live at Home provider rather than take the previously traditional route of a nursing home.
- Mr G was withdrawn and uncommunicative, with the implementation of a flexible care package from a Help to Live at Home provider, within two weeks Mr G started referring to his carers by name and holding short conversations. He has now requested to go shopping with a carer once a week, and is able to manage some personal care.

All services are available to everyone in Wiltshire, not just those eligible for support from the Council and contact details for each Help to Live at Home providers below:

Leonard Cheshire Disability

North and east Wiltshire
Tel: 01225 781126

Aster Care Services

East and south Wiltshire
Tel: 01380 829000

Somerset Care at Home

West and north Wiltshire
Tel: 01225 792925

Enara Complete Care Services

West Wiltshire
01225 791015

Wiltshire Medical Services

Tel: 01249 454000

Medequip UK

Tel: 01249 815052

Further service improvements:

- ✓ The **Help to Live at Home telecare response and community equipment services** are being provided by Wiltshire Medical Services (WMS), Medequip UK and Aster Living. These services have already been implemented in West Wiltshire, as part of the Help to Live at Home pilot test and will be introduced across the county in April.

Medequip UK is now the provider for all community equipment aimed at assisting customers to remain independent in their own homes. Community equipment ranges from the more

traditional aids such as chair raisers, continence products, hoists etc. to more specialist technology including pendant alarms, fall sensors and pressure relief mattresses.

With an aim to make equipment more accessible Medequip is working closely with the Independent Living Centre in Semington to equip a demonstration suite for customers to visit and will be opening a number of retail units across Wiltshire. In addition Medequip will implement a mobile demonstration and assessment unit, able to visit the whole of Wiltshire.

Telecare customers have specialist equipment in their homes which, in an emergency, triggers an alarm at the Wiltshire Medical Service call centre in Chippenham. This can be responded to in a number of ways; a conversation with the customer via the Telecare equipment, contacting a key holder, or a WMS responder visiting the customer.

A telecare service without the ability to visit customers has restrictions. When an alert is triggered, a standard call centre may be able to do little else, except call an ambulance and which can lead to an inappropriate hospital admission. The benefit of the new telecare response service is that it allows customers to receive the most appropriate response, when they need it.

- ✓ **Specialist financial advice** to people seeking assistance with paying for their care is now available.

Around 40 percent of individuals, who go into residential and nursing care in the county have to finance care themselves as they have savings and assets (including their home) worth more than £23,250. Unfortunately up to 25 percent of these individuals run out of funds, leaving little or no inheritance for loved ones. This may be avoidable in some cases.

Paying for care can be an expensive and open-ended commitment so the council would strongly recommend that customers seek specialist information and advice before making any commitments.

If a customer is currently in receipt of care it is still advisable to seek specialist information and advice as there may be options available to you to protect your interests.

To support people who pay for their own care, Wiltshire Council is working with two independent care fees specialists to help customers make informed choices about their long term care and specifically how they can fund it.

Both of these Specialists are accredited by SOLLA, (Society of Later Life Advisers) through the Later Life Accreditation Scheme:

Ashton Rowan
Telephone: 01225 475359

Email: wilts@ashcourtrowan.com

Web: www.ashcourtrowan.com/financial-planning

Care Fee Investments Limited

Telephone: 0845 077 5655

Email: wilts@carefeesinvestment.co.uk

Web: www.carefeesinvestment.co.uk

- ✓ The **Customer Reference Group** now has 40 members, 20 of whom have received training and are shortly to hold two coffee mornings for Help to Live at Home customers to hear their views on the service.
- ✓ A **dedicated customer helpline** has been set up for Help to Live at Home issues, this number is staffed 9am-5pm, Monday to Friday on 01225 712553.

Trowbridge Area Board
17 May 2012

Appointments to Outside Bodies and working groups 2012/13

1. Purpose of the Report

- 1.1. To note the appointments to Outside Bodies and Working Groups as set out at Appendix A, which will continue for the forthcoming year 2012/13, unless the Board wishes to make any changes.

2. Background

- 2.1. The Area Board appointed to Outside Bodies at its inaugural meeting in 2009. These appointments will continue for the duration of Councillors' current terms of office, unless the Board determines otherwise.
- 2.2. Similarly, other appointments have been made to Working Groups, such as the Community Area Transport Group (CATG). These appointments will also continue until 2013.

3. Main Considerations

- 3.1. All Area Boards have appointed Community Area Transport Groups (CATGs), which operate as informal working groups making recommendations to the Area Board for approval. Terms of reference are set out at Appendix C. It should be noted that the establishment of the CATGs, along with the delegation of the relevant budget to Area Boards, was a delegation of authority from the Cabinet Member for Highways, and so the Terms of Reference for these cannot be amended.
- 3.2. Some Area Boards have also established Shadow Community Operations Boards to discuss and facilitate the development of Campus proposals. Similarly, these Groups have been established as part of the Council's corporate programme for Campuses, and so the Terms of Reference cannot be amended.
- 3.3. Some Area Boards have established other Working Groups to consider and address local issues. Where these have Terms of Reference, this is for the Area Board to determine and amend where required.

4. Financial and Resource Implications

- 4.1. None.

5. Legal Implications

- 5.1. Some appointments carry responsibilities and duties, for example, those which involve becoming a trustee. Councillors are advised to seek advice on individual appointments if required.
- 5.2. [Protocol 3](#) in the Council's [Constitution](#) sets out Guidance to Members on Outside Bodies.

6. Environmental Impact of the Proposals

- 6.1. None.

7. Equality and Diversity Implications

- 7.1. None.

8. Delegation

- 8.1. Under Wiltshire Council's constitution (Part 4, paragraph 5), appointments to Outside Bodies will be made by the Leader of the Council, Cabinet, Area Boards or a meeting of group leaders, as appropriate. By convention, appointments to Outside Bodies which operate within the boundary of a community area are made by the relevant Area Board.
- 8.2. The appointment of Councillors to working groups operating under the Area Board is a matter for the Area Board to determine.

9. Recommendation

- 9.1. The Area Board is requested to:
 - a. note the appointments to Outside Bodies as set out at Appendix A, and to agree any changes required.
 - b. agree to reconstitute the Working Group(s), and to agree to re-appoint to Working Group(s) as set out at appendix B
 - c. note the Terms of Reference for the Working Group(s), as set out at Appendix C.

Report Author:

Penny Bell
Democratic Services Officer
01249 706613
penny.bell@wiltshire.gov.uk

Appendices:

Appendix A – list of appointments to Outside Bodies

Appendix B – list of appointments to Working Group(s)

Appendix C – Terms of Reference for Working Group(s)

Unpublished background documents relied upon in the preparation of this report

None.

WILTSHIRE COUNCIL OUTSIDE BODIES

Outside Body Title (A to Z)	Appointed By	Why Rep Needed	Organisation aims	Meeting schedule	Voting rights	Reps needed	Rep	On the Web
Community Area Transport Group (CATG)	Area Board - Trowbridge	The CATG needs to obtain the views of local councillors on highways priorities within their area.	To consider priorities for highways projects in the community area and to make recommendations to the Area Board.	Every 8 weeks in the community area	Yes but the group is only able to make recommendations to the Area Board.	At least one member of the Area Board and consisting of up to 10 people from the Town and Parish Council and Community representatives	<ul style="list-style-type: none"> • Cllr Jeff Osborn (Chairman) • Cllr Peter Fuller • Cllr Helen Osborn • Cllr John Knight • Cllr Ernie Clark • Cllr Graham Payne • Cllr Steve Oldrieve • Cllr Francis Morland • Cllr Tom James • Lance Allan (Trowbridge Town Council) • Kate Oatley/Tracy Sullivan (Trowbridge Community Area Future) • Gaynor Polglase (Parish Council Liaison Group) • David Baker (Chamber of Commerce) 	Yes
Collaborative Schools	Area Board - Trowbridge	The Extended Services agenda has evolved massively since its original conception and has an increasing focus on health and wellbeing community initiatives, that support a whole family. Our initiatives are very much locality and needs led, grounded by family consultation. This places us in a key position to provide feedback to the Area Board on welfare issues that are of priority to the community. We have developed strong relationships with a wide variety of local partner agencies, parents and young people, including vulnerable families and believe that an official representation on the Area Board will help to ensure community voice. This communication will also minimise duplication of initiatives.	As a collaborative partnership of schools the vision is to create a community in which parents feel supported to achieve the very best outcomes for their children. The needs of our families are diverse - we aim to empower all parents resulting in raised aspirations and the increased well being of whole families, subsequently impacting positively on our community area. We are committed to keeping the children and their families at the heart of our collective decision making.	The Extended Services and Collaborative Steering Group meet 6 times per year as a whole body, for a meeting duration of 2 / 3 hours. During the periods between these meetings communication between all representatives and the wider constitution is very strong ensuring ongoing progresses.	Yes	1	Cllr Helen Osborn	Yes
Shadow Community Operations Board	Area Board - Trowbridge	To oversee the community campus project and make recommendations to the relevant Area Board.	To maintain an overview of the community campus project including design of the building and discussing which services should be located within the building.	Monthly meetings in the locality	Yes	1	Rachel Goff (Wiltshire Council Officer - Transformation) Cllr Peter Fuller with Cllr Helen Osborn as Deputy Cllr Kendrick Jackson with Cllr Bob Brice as deputy (Town/Parish Council) Colin Kay with Andy Packer as deputy (Education and Young People) David Baker with Tracey Sullivan (Wider Community) Farzana Saker, David Nutley, Paula Drew with Rose Young, Shazuli Iqbal, Robert Greenwood, Hayley Bell as deputies (User and Community Groups)	Yes
Transforming Trowbridge Board	Area Board - Trowbridge	To bring together private and public sector bodies to drive forward development	Regeneration of Trowbridge	6 meetings per year	Yes	1 from Cabinet and 1 from Area Board	Cllr Jeff Osborn	Yes
Trowbridge Community Area Future	Area Board - Trowbridge	To inform on the development of the Community Area Plan	Development of the Community area Plan	Normally every 6-8 weeks	No	1	Cllr Peter Fuller	Yes
Trowbridge Sports Centre Management Body	Area Board - Trowbridge	Councillors can provide representation for the local community and help continuity between the leisure centre and other local services	Management of sporting facilities in Trowbridge Provision of leisure and sports activities to meet the needs of the local community.	Quarterly	No	1	Cllr Tom James MBE	Yes
Trowbridge Youth Issues Group (CAYPIGS)	Area Board - Trowbridge	So young people can present ideas to councillors and council	Youth issues and democracy	4 meetings per year	Yes	Up to 2	Cllr Helen Osborn	Yes

Appointments to Working Groups **Trowbridge Area Board**

Community Area Transport Group (CATG):

- Area Board members x 9
- Lance Allen (Trowbridge Town Council Clerk)
- Kate Oatley/Tracy Sullivan (Trowbridge Community Area Future)
- Gaynor Polglase (Parish Councils Liaison Group)
- David Baker (Chamber of Commerce)

Shadow Community Operations Board (Shadow COB):

- Rachel Goff (Wiltshire Council Officer – Transformation)
- Area Board rep - Councillor Peter Fuller (Councillor Helen Osborn as deputy)
- Town/Parish Council rep - Kendrick Jackson (Bob Brice as deputy)
- Education and Young People rep – Colin Kay (Andy Packer as deputy)
- Wider Community rep – David Baker (Tracy Sullivan as deputy)
- User and Community Groups reps – Farzana Saker, David Nutley, Paula Drew (Rose Young, Shazuli Iqbal, Robert Greenwood, Hayley Bell as deputies)

Trowbridge Park Working Group

- Area Board members – Councillors Jeff Osborn, Peter Fuller, John Knight
- Wiltshire Council Officers, as appropriate
- Trowbridge Town Council Officers, as appropriate

COMMUNITY AREA TRANSPORT GROUP (CATG)

TERMS OF REFERENCE

Membership of the CATG

The CATG will normally be made up of not more than 10 members from the following groups:

- Members of the Area Board
- Town and Parish Council representatives
- Community representatives

Representatives should act as a conduit between their organisations and the CATG by putting forward the views of the body they represent and providing feedback to its members regarding the work of the CATG. The group members will also need to be mindful of the needs of the community area as a whole when making their recommendations, as not all councils and groups can be represented on the CATG.

Recommendations to the Area Board will usually be reached by consensus but if necessary these can be agreed by a show of hands by those representatives present at the meeting.

The group will normally be chaired by a Wiltshire Councillor. Membership of the CATG will cease when a member ceases to hold the stated office as when first appointed.

The CATG may invite representatives from local organisations to its meetings to give technical advice or to share pertinent local knowledge on projects in the area.

Appointment of CATG Members

Appointment of members to the CATG will normally be agreed at a full meeting of the Area Board. Membership may be varied, with the agreement of the Area Board Chairman, subject to approval at the next full Area Board meeting.

Where required for flexibility, the Area Board may appoint an unnamed representative of an organisation to the CATG (e.g. Town/Parish Council or Community Area Partnership) to ensure that the organisation is always represented at meetings. However it is preferred that the same representative attends if possible to ensure consistency of membership.

Media Relations

Members of the CATG must not issue press statements on behalf of the Area Board.

Any press statements about the work of the CATG should be agreed between the Chairman of the CATG and the Chairman of the Area Board.

Meetings

It is recommended that the CATG meet at least four times a year. Meetings are intended to be limited to the Membership set out above, and is open to other members of the Area Board who wish to attend. It can be open to public if the Area Board wishes to do so. It should be noted that CATG is not a constitutional or decision making body and hence proceedings will not be minuted by Democratic Services.

Officer Support

Meetings will be attended by relevant officers from Wiltshire Council including a senior transport planner, a senior traffic engineer and a local highway maintenance engineer as necessary.

Terms of Reference

The CATG has no formal decision making authority on operational matters or budget expenditure but acts as an informal discussion forum making recommendations to the Area Board. Recommendations must be agreed at a full CATG meeting before being brought to the next Area Board for approval.

The CATG's terms of reference are set out at Appendix A:

Terms of Reference

1. Small scale transport schemes – discretionary funding

To make recommendations to the Area Board to determine priorities and levels of expenditure required for small scale transport schemes in the community area. A discretionary highways budget has been allocated to the board by the Cabinet Member for Highways and Transport. The funding allocation is for capital funding and can only be used to provide new and improved highway infrastructure. It is suitable for schemes that improve safety, increase accessibility and sustainability by promoting walking, cycling and public transport and improve traffic management. It cannot be used to fund revenue functions such as maintenance schemes or the provision of passenger transport services. Schemes considered by the CATG should have first been raised through the community issues system and endorsed by the relevant town or parish council.

In choosing their local transport schemes Area Boards will need to be mindful of the priorities of the Local Transport Plan and the likely availability of future funding for implementation.

(Cabinet Member Decision HT-021-10)

2. Small scale transport schemes – substantive funding

To submit bids for funding from the centrally held substantive funds. A scheme qualifies as substantive if the estimated cost is in excess of the total discretionary amount available.

(Cabinet Member Decision HT-026-11)

3. Speed Indication Devices

To make recommendations to the Area Board as to the locations for speed indicator devices (SIDs) in line with the guidance issued by the Cabinet Member for Highways.

(Cabinet Member Decision HT-023-11)

4. C & UC roads speed limit review

To make recommendations to the Area Board as to the priority routes for review on C Class and unclassified roads in accordance with the guidance issued by the Cabinet Member for Highways.

(Cabinet Member Decision HT-027-11)

5. Waiting restrictions

To make recommendations to the Area Board regarding waiting restrictions in areas where the Town or Parish Councils do not wish to undertake this function.

(Cabinet Member Decision HT-031-11)

6. Other decisions

To make recommendations to the Area Board regarding any other local highways issues when requested.

CAMPUS AND OPERATIONAL DELIVERY PROGRAMME

Campus & Operational Estate Management Workstream

Draft Terms of Reference for Shadow Community Operations Board

1 Background

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

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

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

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

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

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

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

2 Campus Management Principles

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

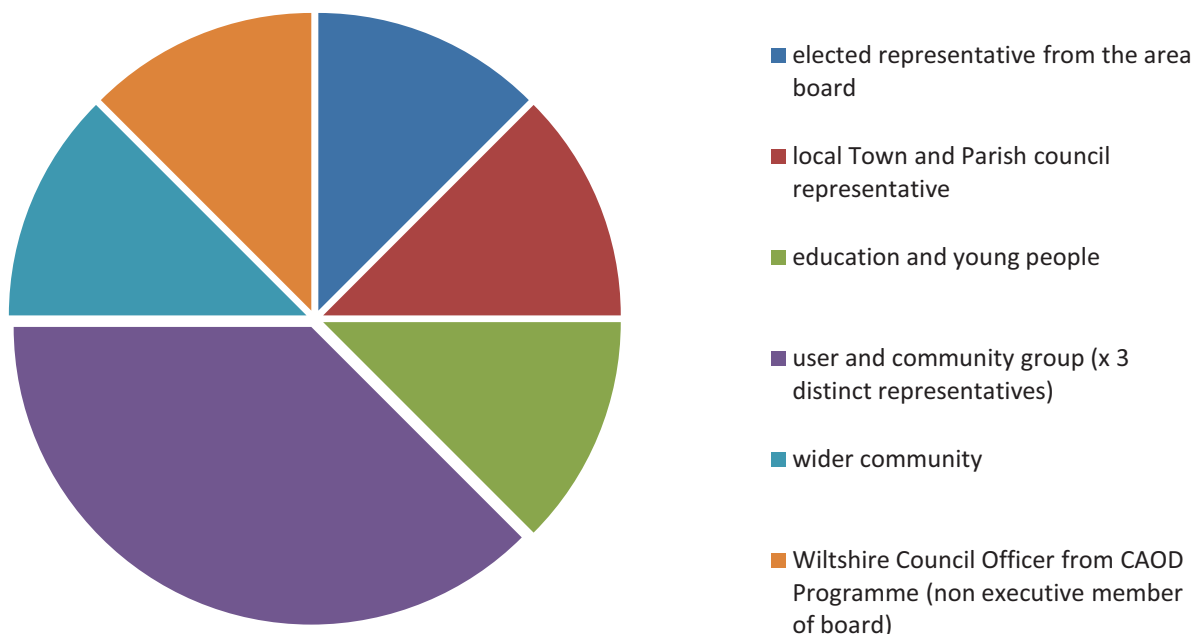
- (i) Create an environment which empowers local people to directly influence the delivery and improvement of unique needs based services in their community.
- (ii) Ensure a singularity of vision to enable local needs to be foremost in strategic planning and operational service delivery.
- (iii) Be proactive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

Version3 – 5/4/11

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

3 Membership

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



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

4 Roles and responsibility

4.1 Community leadership & engagement

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

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

4.2 Responsibility for outcomes

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

4.3 Project coordination and reporting

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

4.4 The role of Wiltshire Council

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

5 Outcomes

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

6 Confidentiality

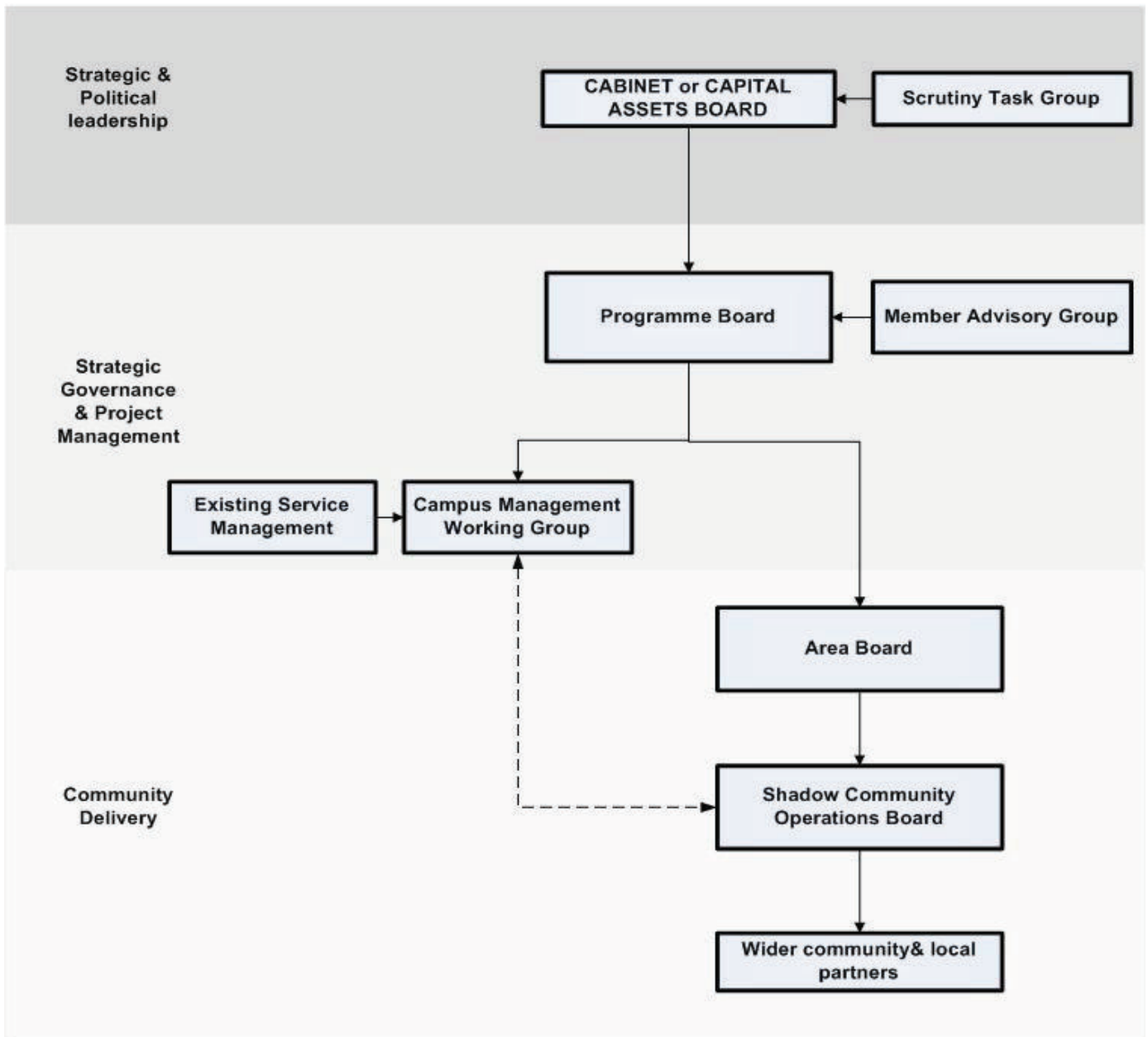
Whilst most information provided by the council or other participants or partners will be non-confidential in nature there may be occasions when due to the commercial nature of discussions or where matters are relevant to policy development by the council, it may request that individual information or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

7 Governance Arrangements

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

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

Preliminary Management Project Governance Arrangements



Trowbridge Park Working Group

Statement of Purpose

The Trowbridge Park Working Group has been set up to respond to community issues that have been raised regarding issues in the park as follows:

- The Pond
- Litter/Street scene
- Anti Social Behaviour/CCTV

Membership of the Trowbridge Park Working Group comprises:

- 3 Area Board representatives (Councillors Jeff Osborn, Peter Fuller, John Knight)
- Wiltshire Council Officers as appropriate
- Trowbridge Town Council Officers as appropriate

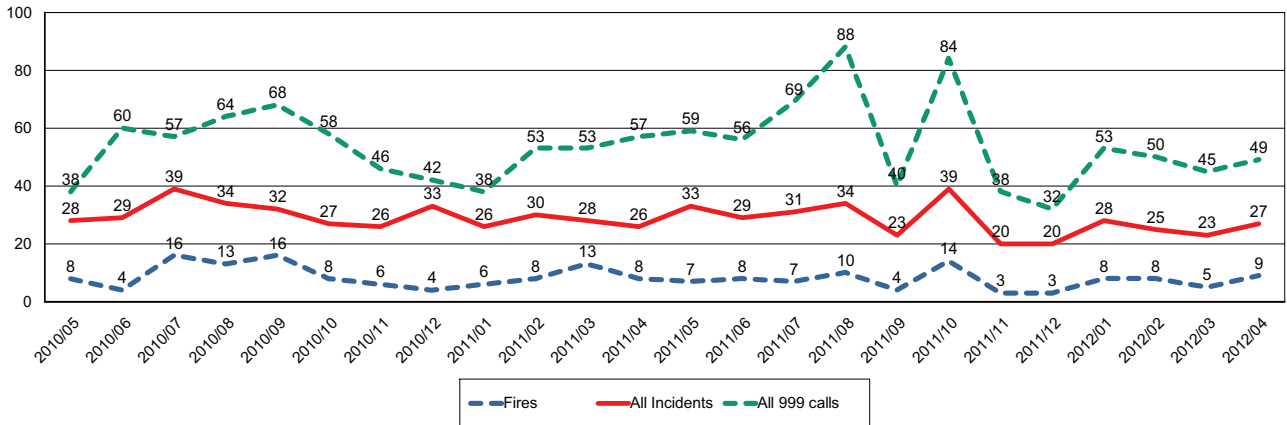
The Trowbridge Park Working Group has no formal decision making authority on operational matters or budget expenditure but acts as an informal discussion forum making recommendations to the Area Board, where appropriate.



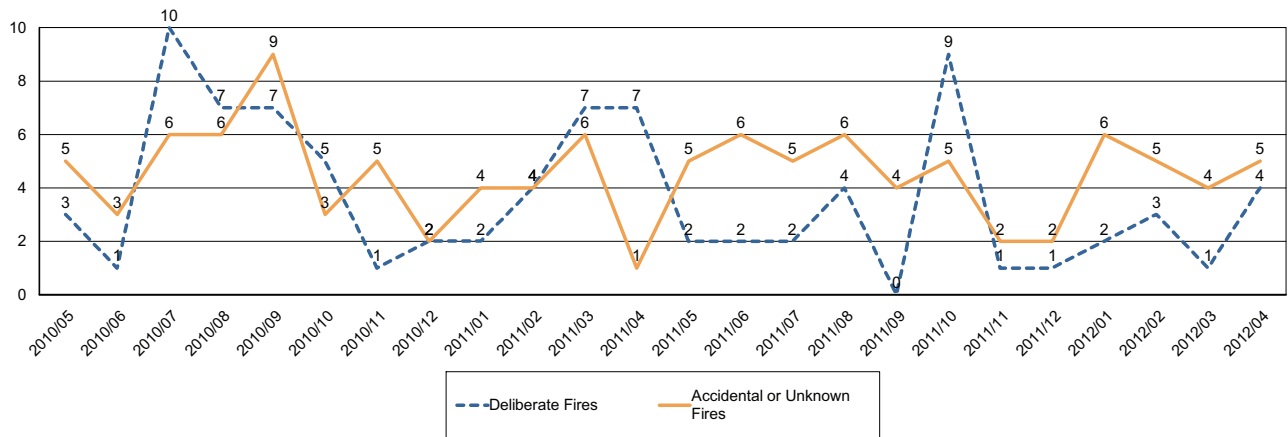
Report for Trowbridge Area Board

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

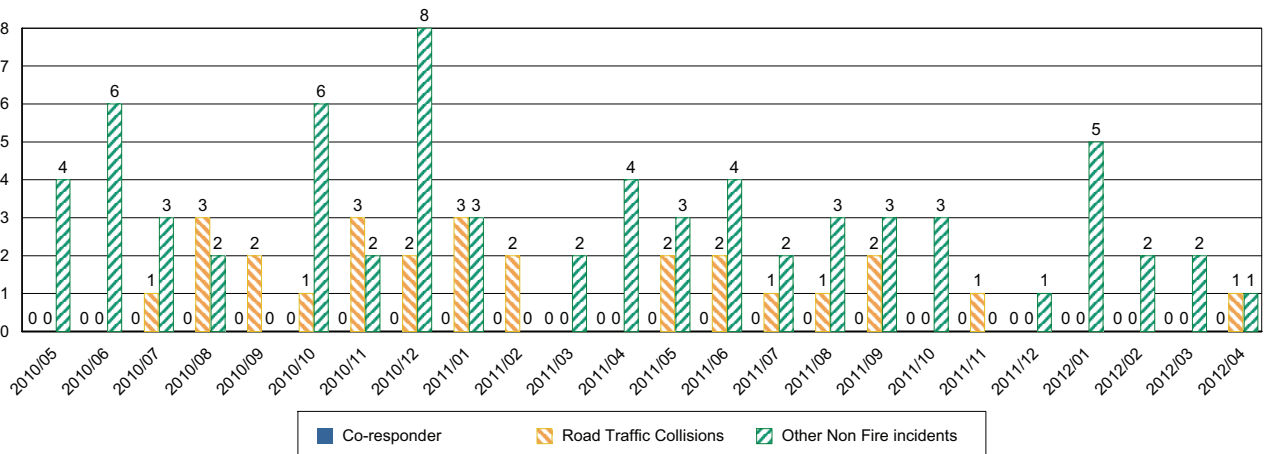
Incidents and Calls



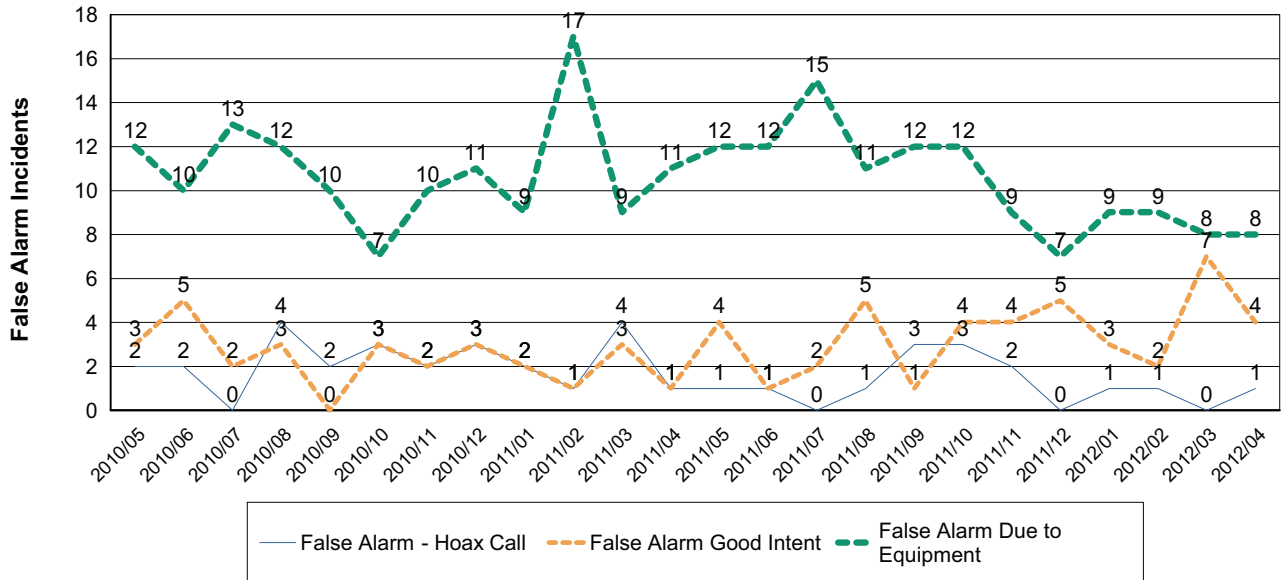
Fires by Cause



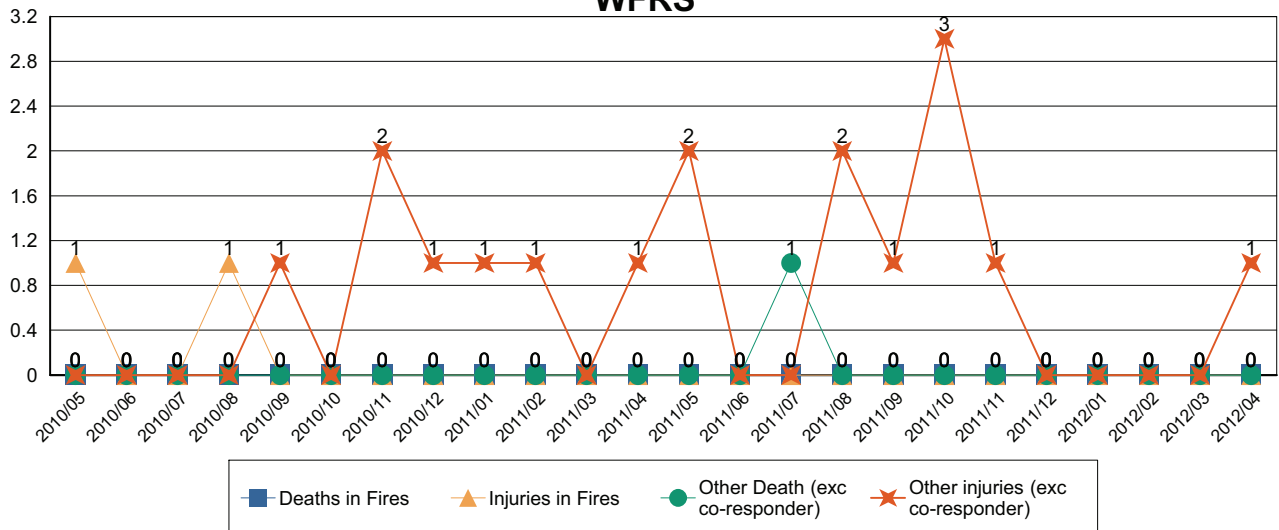
Non-Fire incidents attended by WFRS



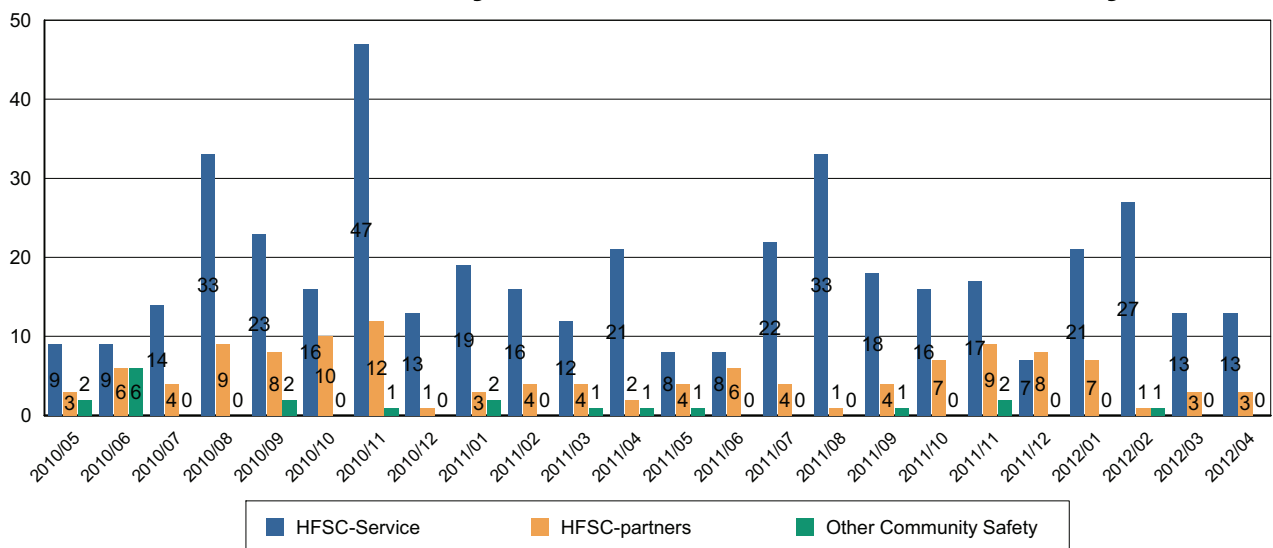
Number of False Alarm Incidents



Death & Injuries in incidents attended by WFRS



Home Fire Safety Checks and other domestic safety



Comments and Interventions overleaf

April update

Summary Care Record – your emergency care summary

The NHS in England is introducing the Summary Care Record, which will be used by doctors and nurses in the event of unscheduled or emergency care. The record will contain information about any medicines you are taking, allergies you suffer from and any bad reactions to medicines you have had, to ensure those caring for you have enough information to treat you safely. It is already being used successfully in many parts of the country and will affect the whole of the patient population of Wiltshire. More information is below:

People in Wiltshire will receive letters with information and a leaflet about the Summary Care Record from 16th April onwards.

The Summary Care Record can be very useful to health staff – particularly if you are taken ill or have an accident in an area where you do not live. Healthcare staff will be able to check your information so that they know what will be the best way to treat you if, for instance, you are allergic to a particular medicine.

Healthcare staff who can see your Summary Care Record:

- Need to be directly involved in caring for you;
- Need to have a smartcard with a chip and passcode (like a bank card and PIN)
- Will only see the information they need to do their job and
- Will have their details recorded

By law, everyone working for the NHS, or on behalf of the NHS, must respect your confidentiality and keep all information about you secure – and more information about this is contained in the leaflet you will receive.

As a patient you have a choice:

- **Yes I would like a Summary Care Record** – you do not need to do anything when you receive your letter, and a Summary Care Record will be created for you. If you have an accident, or need some emergency or unscheduled healthcare, healthcare staff will ask your permission before they look at your record, except in certain circumstances (for example if you are unconscious).
- **No I do not want a Summary Care Record** – a freepost opt out form will be included with your letter. **This form should be completed, sealed and returned, or alternatively you can hand it into your GP practice.** Additional copies of the opt out form can be picked up from your GP practice or requested from the dedicated NHS Summary Care Record Information line on **0300 123 3020.**

If you feel you would like more information to help you decide, you can telephone the dedicated NHS Summary Care Record Information Line on **0300 123 3020** or visit the website at **www.nhscarerecords.nhs.uk**, where you can find information in other formats and languages.

You can choose not to have a Summary Care Record and you can change your mind at any time by informing your GP practice.

If you are a parent or guardian of a child under 16 then you may wish to discuss this with them – they will automatically receive a Summary Care Record unless you opt them out.

Your Summary Care Record will be created over the next six months from receipt of your letter; if you choose not to have a Summary Care Record then you need to send the opt-out form back within 12 weeks from the date of your letter.

If you do nothing the NHS will assume that you are happy and create a Summary Care Record for you.

NHS Continuing Healthcare

Introduction of deadlines for requests for assessments of eligibility for cases during the period 2004-2012

On 15 March 2012, the Department of Health announced the introduction of deadlines for new cases which require assessment of eligibility for NHS Continuing Healthcare funding.

The deadlines apply to previously un-assessed periods of care, which occurred in the following time periods:

Period	Deadline
1 April 2004 – 30 September 2007	30 September 2012
1 October 2007 – 31 March 2011	30 September 2012
1 April 2011 – 31 March 2012	31 March 2013

If you think that this affects you or a family member, please contact the Continuing Healthcare Team at NHS Wiltshire for further information on how to notify the PCT of a request for assessment of eligibility. This notification should be given within the deadlines above. Some cases may be accepted after the dates outlined above if there are exceptional circumstances for doing so.

Contact the CHC team at NHS Wiltshire on **01380 733865** or **chcoffice@wiltshire.nhs.uk**

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We're making a difference

Report to Trowbridge Area Board 15th March 2012.

1. The Steering Group Meeting.

- TCAF have agreed to undertake some of the consultation work for the Campus on behalf of the Shadow Board.
- Following on from the JSA/knowledge sharing event on 9th February TCAF have taken the priorities back to the respective theme groups to progress any actions and to ensure that the priorities are considered.
- TCAF intends to re-start the Economy and Transport Theme Group to carry on the work carried out by Transforming Trowbridge.
- TCAF continue to work with the Trowbridge Magazine to raise TCAF's profile.
- TCAF are working with the Area Board to organise an Older Persons Area Board on Thursday 11th October 2012 – further details to follow.

2. Economy and Transport.

- We submitted our response to Wiltshire Council's Core Strategy document as required.
- Legal and General held a launch event at the Civic Centre on 30th April 2012 in respect of the development of the former Tesco Site in St Stephen's Place, which will include a 7 screen Odeon cinema, 80 bed Premier In Hotel and several restaurants. TCAF supported this planning application.
- While we support the building of a Morrison supermarket on the Bowyers site the current revised application is disappointing in that there is no filling station, no proper link with the Railway Station and poorer cyclist and pedestrian access than in the original application. Now that there is an approved planning application with a cinema for the former Tesco site we would like to see the Cinema and some Restaurants replaced by housing. We would like also to have access to the river walk opened up by removing the building closest to the Town Bridge.
- We have membership of and participate in meetings of Transferring Trowbridge where the consultants are part way through the development of the Town Centre Masterplan which will be used to promote town centre redevelopment to potential developers.
- We have membership and participate in meetings of the Trowbridge County Town Initiative. We were a party to the development of the Portas Pilot bid and we have concerns with the changes to Transforming Trowbridge. We support the development of a Business Improvement District (BID) in Trowbridge but are concerned about funding for this.

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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.
- BA14 Culture are waiting to hear from G4A on a grant 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.

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 23rd May 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.
- LEAF is supporting the organisation of an Apple Day with Growing Communities on 6th & 7th October. More details to follow.
- The Friends of Biss Meadows go from strength to strength and are presently working on developing the pond area having secured a significant amount of money for the project.
- LEAF will be putting together a calendar of events for the coming 12 months for those with an interest in environmental issues to get involved in.

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7. Education.

- Extended Services have now become a Social Enterprise, Collaborative Schools Ltd. TCAF is a partner of the Social Enterprise and will attend the Community Group meetings. The next meeting is Friday 1st June where the group will decide on the operational priorities of the Every Child Matters (ECM) and Community Group.
- TCAF has signed a partnership agreement with Collaborative Schools Ltd.

8. Health and Social Care.

- The group has identified key areas of need from the knowledge sharing event namely: that men not going to the Drs; Language and translation services in Drs services; support for those suffering with Alzheimer's and their carers. The group will be working with Wiltshire Council to see who it can best support these areas.
- Representatives from the group have attended a the most recent Stakeholders Assembly
- The next meeting of the group is June 14th.

9. Safer Trowbridge.

- On the retirement of Insp Dave Cullop Bill Austin has taken up the role prior to a quorate meeting where a new Chair can be voted in.
- The group has met with Siobainn Chaplin to look at how it can support the needs of the young people she works with.
- The group are following the developments and effectiveness of the CCTV systems that have been invested in across the town.
- The group heard about the continued success of the Bluez and Zuz young person's project and how it has been receiving more supervision at the end of the event.
- Touch 2 ID that was piloted in Trowbridge has been a success and is now being rolled out in Melksham.

10. Parish Councils Liaison Group.

- The PCLG still have an eye on developments regarding the closure of the Cleveland Bridge in Bath. Staverton Parish Council has asked the PCLG to share any info with them.
- The PCLG also held a special meeting to draft a response to the Core Strategy and a fairly lengthy response was sent off to the appropriate department.
- The next meeting is scheduled for Wednesday 9th May.

www.twitter.com/tcafuture

www.tcaf.org.uk

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11. Trowbridge Neighbourhoods Partnership.

1. Trowbridge Neighbourhoods Group.
 - 1.1 The Bluez 'n' Zuz Disco Events, for young people between 12 & 16, at Mou Mous, continue to be very popular with more than 250 attending the latest event.
 - 1.2 The Monthly Sunday Club events continue to be well attended and the next event, a canal boat outing is fully booked. For details of future events contact Maryrose on 01225 765072. These events are open to anyone over the age of 50. They provide live entertainment, a bingo session, a raffle and a buffet all for £2.50 for Trowbridge residents or £3.50 for non residents.
 - 1.3 There are concerns re the failure to have the Dropped Kerbs, jointly funded by the Board and the Town Council, installed by 31.03.2012 as previously promised.
 - 1.4 Neighbourhood Groups will again be participating in the Trowbridge in Bloom's entry in the South West in Bloom competition.
 - 1.5 The new Seymour Tenants and Residents Association's (STARA) Community Hub is progressing well with a Knitting & Sewing Group, an Arts Group, the Stroke Club, the Quakers and the Credit Union all now using the premises. All are welcome to drop in for a coffee or a tea etc. at reasonable prices. Contact Penny Williamson on 07772 222162 or schuee2@yahoo.co.uk .
 - 1.6 Paxcroft Mead Community Forum reports that with help from a Community Payback Group the Paxcroft Brook has been cleared and is now running freely. For details of activities and contact details go to www.paxcroftmead.org.uk/forum/ .
 - 1.7 The Studley Green TARA's Resource Centre in Manor Road now has an exercise session for the elderly, the Credit Union operates on Mondays from 3-4pm; CAYPIG holds meetings and a Knitting Group and a Gardening Club are based there. Contact phone number 752535 or email elizabethwragg@cavendishdrive6.freeserve.co.uk .
 - 1.8 Longmeadow TARA runs a range of events for local people of all ages at the Longfield Community Centre. For full details contact Mac on 01225 765831, 07842 811554 or mcdonald2650@btinternet.com.
 - 1.9 Longmeadow TARA is concerned about the Woolpack Meadows Play Park equipment and is now in touch with Colin Brown of Wiltshire Council.

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1.10 College Estate Residents Association continues to meet regularly and to help run Bingo sessions. Full details of all activities can be obtained from Derek Adams on derek06adams@googlemail.com or on 01225 764755

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.

May Report to Area Board

1 POLICY

1.1 Localism Act - The General Power of Competence came into force on 6th April and the Town Council is pursuing training to enable it to take up the power.

Code of Conduct and Disclosure of Interests. These regulations are expected to come into force in July. The Council will be required to adopt a new simple code of conduct, and may adopt the same code as Wiltshire Council and other councils in Wiltshire. In addition members will be required to make a Declaration of Disclosable Pecuniary Interests. There will no longer be personal and prejudicial interests. The Council will also need to consider revisions to Standing Orders to incorporate these and consequential changes.

2 MARKETING/PROMOTION & EVENTS

2.1 Newsletter – The June edition is due out next week.

2.2 Website – Please let us know of any suggestions www.trowbridge.gov.uk

2.3 Calendar of Events:

Tuesday 22nd May - OLYMPIC Torch, travelling along Frome Rd 12:40, lunching 1pm-2pm at Clarendon continuing via County Way, Bythesea Rd, Stallard St and Bradford Rd.

Saturday 26th May - OLYMPIC Celebration Play Day, Park 11am-4pm FREE.

Monday 4th June Queen's Diamond Jubilee, Celebration in the Park 10am-4pm FREE.

Sat 30th June & Sun 1st July - Wiltshire Armed Forces & Veterans Weekend Park.

South West in Bloom Judging Day – to be confirmed (during 1st/2nd week of July)

Sunday 15th July – Civic Service, St James' Parish Church at 6.30pm.

Tuesday 25th September - Trowbridge in Bloom Awards Evening, Civic Centre.

September 2012 - Trowbridge Arts Festival 2012 – Cllr Bryant is leading on this.

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.

3 Museum & Tourism – www.trowbridgemuseum.co.uk

Exhibitions - Cloth Road 2012 - Fragments opened on 5th May runs to 29th

September. The exhibition is a partnership between Cloth Road Arts Week, Trowbridge Museum, Trowbridge Arts Festival and: **Heritage Open Days 2012:** from 6th-8th September 2012 with a craft activity on Saturday 8th - Funky Felt Making, ages 4+.

Museum Expansion – The committee approved the principle of pursuing Courtfield House as a new location. Officers will meet the HLF in Exeter on 17th May.

4 Leisure Services – In addition to next week's Olympic celebrations there will be a full programme of **Active Trowbridge** activities in half term and the summer school holidays.

CAYPIG – Next meeting with young people’s reps. is Tuesday 10th July.

5 Direct Services – Including the Civic Centre, Longfield Community Centre.

Sunday Club The next Sunday Club is on 10th June.

Trowbridge In Bloom – Once again gearing up for a full programme of activities.

6 TOWN DEVELOPMENT

6.1 Transforming Trowbridge – www.transformingtrowbridge.org.uk

Adam Nardell’s role as Vision Director has ended following reorganisation at Wiltshire Council, the council wishes him well for the future.

St Stephens Place – ODEON and Premier Inns have signed contracts, a ground breaking ceremony took place on 30th April. Main contract work should commence in June.

Cradle Bridge – For Sale.

Bowyers – Revised Morrisons application for a supermarket, Cinema and restaurants was considered by Wiltshire Council on 9th May.

County Hall Remodelling. Work ongoing with Library due to open September.

Masterplan – Arup are progressing this work, jointly funded by WC and the Homes and Communities Agency. Those who attended a presentation to Transforming Trowbridge were impressed with the concentration on how the plan seeks to knit various aspects of the town centre together, not just identify sites and uses.

Portas Bid – the Town Council, along with other partnership organisations, has recently supported the County Town Initiative’s bid to the Portas Pilot for town centre regeneration.

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

7. PARTNERSHIP with Wiltshire Council -

Stallard Recreation Ground – Permission was granted for a Changing Room facility on Innox Road. The town council is pursuing lighting and fencing upgrades to the skatepark and a street snooker facility funded by S106.

Sports Pitches – Following the decision of the Rugby Club to relocate to Hilperton, Wiltshire Council have indicated that there is limited likelihood of a joint development taking place at that location. It is disappointing that a suitable solution could not be found.

Town Hall – Consideration is being given to setting up a community Interest Company to take over the Town Hall to develop an Arts Centre.

Transfer of assets and services – Following discussion with leading members and officers from the transformation project we still have not received any cost information regarding the Park and other WC assets.

The Halve Social Centre – Only a handful of users remain and closure plans are in place.

8. CIVIC & DEMOCRATIC ACTIVITIES

8.1 Twinning – Leer – an official delegation arrives on Friday 13th July until Tuesday 17th July.

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

Tuesday 29 th May	Town Development
Tuesday 12 th June	Direct Services
Tuesday 19 th June	Town Development
Tuesday 26 th June	Full Council extra – accounts
Tuesday 26 th June	Policy & Resources
Tuesday 10 th July	Town Development
Tuesday 17 th July	Full Council

8.3 Mayor's Civic Service 2012 – will be held on Sunday 15th July at St James at 6:30pm

Lance Allan

Town Clerk

Trowbridge Town Council,

The Civic Centre,

St Stephen's Place,

TROWBRIDGE,

Wilts, BA14 8AH

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Trowbridge Area Board – Thursday 17 May 2012

Update from Trowbridge Shadow Community Operations Board (Shadow COB)

At the second meeting of the Shadow COB, the group selected Colin Kay as the Chairman, and discussed different approaches that other Shadow COBs have take on consulting with their local communities about campuses. The Shadow COB has planned out the next three meetings and is going to do a piece of work to understand the services and facilities provided for people in the Trowbridge Community Area at the moment, as well as meeting with Mark Stone and the libraries service to understand some of the other changes happening with services and facilities in Trowbridge.

11th April, 4pm-6pm at the governance meeting room at County Hall.

24th April 4pm-6pm at Trowbridge Fire Station.

9th May 3pm-5pm - Location to be confirmed.

These meeting are to be attended by members of the Shadow COB only, and updates will be provided to the Area Board at subsequent meetings.

Trowbridge Shadow Community Operations Board (SCOB) Proposed Consultation Strategy

Introduction

The SCOB's task is to develop a proposal for a community campus for Trowbridge. In order to do this it is expected to carry out two phases of consultation so that the campus proposed represents the views and meets the needs of the community of the Trowbridge Area. The consultation is expected to be in two phases.

Phase 1

Explain the concept of the campus and the opportunities it offers and collect views on what it should be like.

Phase 2

Consult on a detailed proposal for the campus and where it should be sited.

Mark Stone has made it very clear to the SCOB that Trowbridge is in many ways a special case. The cost of developing a campus in Trowbridge will be high. The proposal has to be accepted by both the Trowbridge Area Board and the Wiltshire Council Cabinet. He made it clear that a convincing proposal for Trowbridge would need to be based on the evidence of a very thorough consultation that engaged in particular sections within the community that are traditionally hard to reach and seen as disadvantaged. The SCOB, therefore, is trying to plan a major consultation. Much of the cost of this will be met by Wiltshire Council. TCAF, the community area partnership, has also offered its support to the process. Despite this and the commitment of its members the SCOB feels that it will more than likely need extra funds in order to do the job effectively and thoroughly.

Proposed Communication Strategy

Phase 1

To capture responses through

- An online questionnaire linked to a 3-5 minute video to explain the concept
- A paper questionnaire

The community will be encouraged to complete these questionnaires through the following

- Meetings of existing groups
Members of the SCOB and TCAF will attend the meetings of existing groups like TARAs, sports clubs, parish councils etc. They will explain the idea and give out questionnaires asking those at the meetings to give them out to their members.
- A presence in Trowbridge
It is intended to put up an exhibition in the Town Hall, the library, the exhibition space in the Shires (There are unlikely to be vacant shops in the Shires at the time of the consultation). Questionnaires will be distributed to the general public and if possible an opportunity to complete it on line.

- Raising people's awareness
The Wiltshire Times will be asked to publish an article about the campus and publish the questionnaire which can be cut out and completed and returned or completed online.
An interview on BBC Radio Wiltshire and follow up opportunities on a regular basis
Posters everywhere.
- **Working with any organisations that will send out or receive questionnaires**
 - CAYPIG
 - Schools. Pre schools
 - The Youth Parliament
 - Supermarkets
 - Local shops
 - Churches
 - Doctors/ Veterinary surgeries
 - Sports centres
 - TCAF
 - Ethnic minority groups
 - Disabled groups
 - Chamber of Commerce
 - Town Council
 - College
 - Library
 - Community centres
 - Church halls

Every effort will be made to deliver and collect questionnaires in ways that will engage as many people as possible but at minimum cost. In order to engage all sections of the community it may be necessary to hold specific events where there are not existing groups and to distribute some questionnaires with reply paid envelopes.

Phase 2

This has not yet been fully planned. It is likely to be based on the same techniques, but using the experience of the first phase of the consultation.

Costs

Most costs will be met by support from Wiltshire Council and TCAF. There is likely to be a need for additional funding to cover

- 2 Banners to publicise events e.g. in the Town Hall
- Creating a professional video

ALLOCATION OF 2012/13 YOUTH FUNDING

Purpose of the Report

1. To agree a process for the allocation of the £7,778 funding allocated to the Trowbridge Area Board for supporting youth related projects.

2. Background

2.1 Each Area Board has been allocated funds to support young people's projects. £7,778 has been allocated to Trowbridge Area Board for 2012/13.

3. Main Considerations

3.1 The Trowbridge Area Board Coordinating meeting of 5 April 2012 considered proposals for the way of allocating the youth funding allocation for 2012/13. In 2010/11 the Board jointly funded proposals from the CAYPIG and Youth Parliament and in 2011/12 ran a participatory budgeting event where eight project applications were funded plus funding was allocated to Clarendon College for the Olympic Torch event.

3.2 The proposal for 2012/13 is to consider bids from the CAYPIG for funding towards subsidised rail tickets for young people and from the Youth Parliament towards a mosaic project in Trowbridge Park marking the 2012 Olympics (Appendix 1)

3.3 The remaining budget of £4,178 to be delegated to the Community Area Manager in consultation with the Chairman and Vice Chairman for small grants to young people's projects of up to £200 subject to the Area Board's approval of this process. These small grants will have the following criteria:

- Groups can apply for up to £200 to take part in activities, buy equipment or any other project ideas that will enhance their informal learning in their local community
- Groups of young people up to the age of 21 are eligible to apply (a group must be a minimum of 6 young people)
- Groups must have access to a bank account of a constituted organisation to pay the grant into

The small grants scheme will be advertised widely through mailing lists/schools/

youth groups/parish councils etc.

Financial Implications

4. £7,778 has been made available for the Area Board to allocate.

Legal Implications

5. N/A

HR Implications

6. N/A

Equality and Diversity Implications

7. The funding will enable young people to enhance their lives

Recommendations

8.1 It is recommended that the Area Board members agree to allocate £3,000 to the Youth Development Service for rail travel subsidy on condition that this is the last time that the Area Board funds the youth rail subsidy scheme.

8.2 It is recommended that the Area Board members agree to allocate £600 to the Youth Parliament towards their mosaic project.

8.3 It is recommended that the remaining budget of £4,178 be delegated to the Community Area Manager, in consultation with the Chairman and Vice Chairman of the Area Board, for small grants to young people's projects of up to £200, subject to the criteria at 3.3 and to the details of any awards being reported to the Area Board at the next available meeting.

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

Report to	Trowbridge Area Board
Date of Meeting	17 May 2012
Title of Report	Community Area Board Funding

Purpose of Report

To ask Councillors to consider:

1. Three applications seeking Community Area Grant Funding:
 - i. Wiltshire Mind – to run a pilot six month art therapy course - £1,816 requested
 - ii. World Evangelism Bible Church –to run a project to help address post traumatic disorders relating to the terminally ill - £5,000 requested
 - iii. Friends of Southwick Country Park – to run free activities in Southwick Country Park - £899 requested
2. One Councillor led Area Board application
 - i. Trowbridge Area Campus – to pay for consultation regarding the Trowbridge Campus – £2,220 requested

Total Amount requested = £9,935

3. A bid for £40,000 for the Jubilee Scout Camp Site and Youth Activity Centre for funding ring fenced for the Area Board from the former Performance Reward Funding scheme

1. Background

- 1.1. Area Boards have authority to approve Area Grants under powers delegated to them by the Deputy Leader and Cabinet member for Adult Care, Communities and Housing (4 April 2012). Under the Scheme of Delegation Area Boards must adhere to the Area Board Grants Guidance 2012/2013.
- 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 for why this should justify an exception to the criteria.
- 1.3. The emphasis in the Coalition Government's Localism agenda supports the ethos of volunteering and community involvement and the nurturing of resilient communities. With this in mind Community Area Grants (CAGs) should be encouraged from and awarded to community and voluntary groups. Likewise, Small Grants (new this year) should be awarded to similar groups, as well as un-constituted groups of people wanting to improve things near to where they live.
- 1.4. Applications of up to and including £1,000 can be made for a Community Area Grant, which will not require matched funding. Amounts of £1,000 - £5000 will be required to find matched funding. The area board will rarely award more than £5,000.
- 1.5. Small Grants, new for this year, will fund up to £350 where the total cost of the project does not exceed £350. This grant is aimed at enabling groups (including those not formally constituted) to implement projects, involving local people to make their community a better place to live.
- 1.6. Area boards will not consider Community Area Grant (CAG) applications from town and parish councils for purposes that relate to their statutory duties or powers that should be funded from the local town/parish precept. However this does not preclude bids from town/parish councils, encouraging community projects that provide new opportunities for local people or those functions that are not the sole responsibility of the town/parish council.
- 1.7. In addition to CAGs and Small Grants, Councillors can submit an Area Board/Councillor Led Initiative. This enables area boards to tackle sticky community issues and/or community identified priorities. Cabinet have emphasised that they do not wish these to be used to avoid complying with Community Area Grant criteria or for filling gaps where there are council service shortfalls. The application process and form has been updated to bring it in line with the other grants.
- 1.8. Officers are required to provide recommendations in their funding reports (except in the case of Area Board/Councillor led initiatives), although the decision to support applications is made by Wiltshire Councillors on the Area Board.
- 1.9. Funding applications will be considered at every Area Board meeting.

- 1.10. Applicants are encouraged to contact and seek funding help from Charities Information Bureau (CIB) who work on behalf of Wiltshire Council. CIB support community and voluntary groups, town and parish councils to seek funding for community projects and schemes both from the Area Board and other local and national funding sources.
- 1.11. Paper copies of funding applications no longer appear as part of the agenda in an attempt to reduce paper. They are however available on the Wiltshire Council web site with the area board agenda papers and hard copies available upon request.
- 1.12. The 2012/2013 funding criteria and application forms are available on the council's website (www.wiltshire.gov.uk/areaboards) and paper versions are available from the Community Area Manager.
- 1.13. All recipients of area board funding are expected to complete and return an evaluation form as soon as the project or activity has been completed and this should be accompanied by receipts and invoices, as well as photographs if possible. Failure to return the evaluation requested will preclude them from being considered for any future funding from the area board. This applies to all grants made by the area board.
- 1.14. Trowbridge Area Board has been allocated a 2012/2013 budget of £77,781 for community grants, small grants, community partnership core funding and area board/councillor led initiatives. **This gives a current remaining total of £77,781 available to allocate**

Background documents used in the preparation of this Report

- Area Board Grant Guidance 2012/13 as presented for delegated decision
- Trowbridge Community Area Plan
- Technical Officers reports

2. Main Considerations

- 2.1. Councillors will need to be satisfied that grants awarded in the 2012/13 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 budget allocated to the Trowbridge Area Board.

4.2. If community area grants are awarded in line with officer recommendations, Trowbridge Area Board will have a balance of **£70,066**.

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
Wiltshire Mind	To run a 6 month arts therapy course in Trowbridge for those with mental illness	£1,816

8.1.1 The applicant meets the grant criteria.

8.1.2 The applicant demonstrates links to the Trowbridge Community Area Plan Theme 8 Health & Social Care

8.1.3 The application was previously presented to the Area Board in July 2011 but deferred until suitable match funding had been secured. The applicant is contributing 50% of other funding towards the project

8.1.4 **It is recommended that a grant of £1,816 is approved**

Applicant 8.2	Project summary	Funding requested
World Evangelism Bible Church	for a project to help address post traumatic disorders relating to the terminally ill	£5,000

8.2.1 The applicant meets the grant criteria stating that the project is non religious

8.2.2 The applicant demonstrates links to the Trowbridge Community Area Plan Theme 8 Health & Social Care

8.2.3 The applicant is providing £18,350 in other funds/income towards the project

8.2.4 The application was deferred at the 15 March Area Board meeting as the Area

Board wished to obtain further information from this applicant to understand the project in greater depth and to ensure there was no duplication of services. The applicant to arrange to meet with the Council's VCS Department so that this information could be obtained. A meeting was held with an officer from that department who has established that the Wiltshire Evangelical Bible Church appears to be reaching some carers and families from minority ethnic communities who are in extreme distress and are not in contact with other services. They provide a particularly intensive, practical support service as well as counselling and help in resolving conflict. Help is provided with child care, shopping and housework, for example- free of charge to the families. The VCS department recommends that the project is funded since the applicant reaches families that are not in contact with other carer support organisations; offer support to carers and their children and are offering more intensive 'hands on' practical help than that provided by other services.

8.2.5 It is recommended that a grant of up to £5,000 is approved on condition that the applicant networks with the following organisations: ECBL, CIB & Wiltshire & Swindon Community Foundation

Applicant 8.3	Project summary	Funding requested
Friends of Southwick Country Park	to run a series of free nature based family activities at Southwick Country Park	£899

8.3.1 The applicant meets the grant criteria

8.3.2 The applicant demonstrates links to the Trowbridge Community Area Plan Theme 7 Education & Lifelong Learning & Theme 6 Environment including Countryside & Land Based issues

8.3.3 The applicant is not contributing any funding towards this project but it is offering the activities for free

8.3.4 The Council's Countryside Service supports this application and state that the project supports the work they have been doing to promote the site and engage with the local community and it will have an immediately positive effect on those who use it.

8.3.5 It is recommended that a grant of £899 is approved on condition that this is a one off application for such activities

9. Area Board Project Application

9.1 An application has been made by Councillor Peter Fuller on behalf of the Trowbridge Area Campus to pay for consultation regarding the Trowbridge Campus. £6,480 is requested to contribute towards the consultation

10. Jubilee Scout Camp Site and Youth Activity Centre Bid

10.1 Wiltshire West District Scouts originally submitted a bid to the Performance Reward Grant Scheme in 2010 to purchase a woodland site, Roundwood Campsite. The Area Board supported the bid and it was subsequently approved for a Performance Reward Grant of £40,000 on the proviso that certain

community access conditions were met. The original campsite fell through in 2011 and subsequent work by the Scout Association has identified another site adjacent to Biss Wood that they wish to purchase.

10.2 As the Performance Reward Grant Scheme has now closed the Area Board has been asked to make the decision whether to support the revised bid; £40,000 has been ring fenced from the original Performance Reward Grant Scheme if it is to be supported.

11. Recommendations

11.1 It is recommended that the Area Board agrees to the recommendations for the Community Area Grant applications contained within paragraphs 8.1.4, 8.2.5 and 8.3.5 of this report.

11.2 It is recommended that the Area Board considers the Area Board project application request for £2,220 from Councillor Fuller

11.3 It is recommended that the Area Board considers whether to approve the ring fenced £40,000 for the Jubilee Scout Camp Site and Youth Activity Centre with the following conditions:

- i. That the purchase of the site must be concluded within 12 months of this award
- ii. That the Council's assistance with the purchase should be acknowledged on a permanent sign board at the site
- iii. Approval of this award is subject to reasonable public access to the site being extended to all properly supervised scout and guide association groups and fully supervised school and community groups during term times and at other times as may be agreed by prior arrangement with the applicants
- iv. This approval is subject to the applicant seeking all necessary consents, licenses, approvals that may be required in connection with the proposed uses and future development of the site
- v. The site shall not be sold off or converted to any other use in the future without the prior consent of the Council.

Appendices:	Grant Pack, containing: - Community Area Grant applications - Area Board project Bid - Jubilee Scout Camp Site and Youth Activity Centre application
Unpublished Documents	The following unpublished documents have been relied upon in the preparation of this report: Technical Officers Report
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Trowbridge Area Board 17 May 2012

Briefing Note: Hitachi Capital Commercial Vehicle Services Relocation

The Business and Expansion Plans

Hitachi Capital Commercial Vehicle Services (HCCVS) is a dynamic and leading business in the preparation, leasing, financing, maintenance and management of bespoke commercial vehicles. The company provides services for major clients including National Grid, the RAC and Trowbridge based Apetito. Trowbridge is the UK headquarters for this part of the Hitachi business.

Over the past year HCCVS has seen a 42% growth in its business and is planning further expansion and jobs growth. The company wishes to commit to retaining and growing its headquarters in Trowbridge but to do this a new site is required:

- HCCVS has grown to 97 staff in Trowbridge and is currently recruiting a further 12 staff.
- Over the next 3 years the company expects to expand to 150 staff.

Relocation Requirements

- Hitachi Capital in Trowbridge has outgrown its current Canal Road site. Temporary accommodation has been installed to accommodate the recent growth in staff numbers but this is an unsatisfactory solution that can only be accepted by the company as a short term stop-gap.
- To enable the business to remain and grow in Trowbridge it needs to relocate to a new site by March 2014, when the lease expires at Canal Road.
- A site that combines capacity for business growth with the level of quality demanded by the company brand is essential. A high quality headquarters environment is required with:
 - Main Office building
 - Vehicle Preparation Facility
 - Extensive fleet parking
 - Vehicle sales area
 - Staff parking
 - Capacity for future expansion

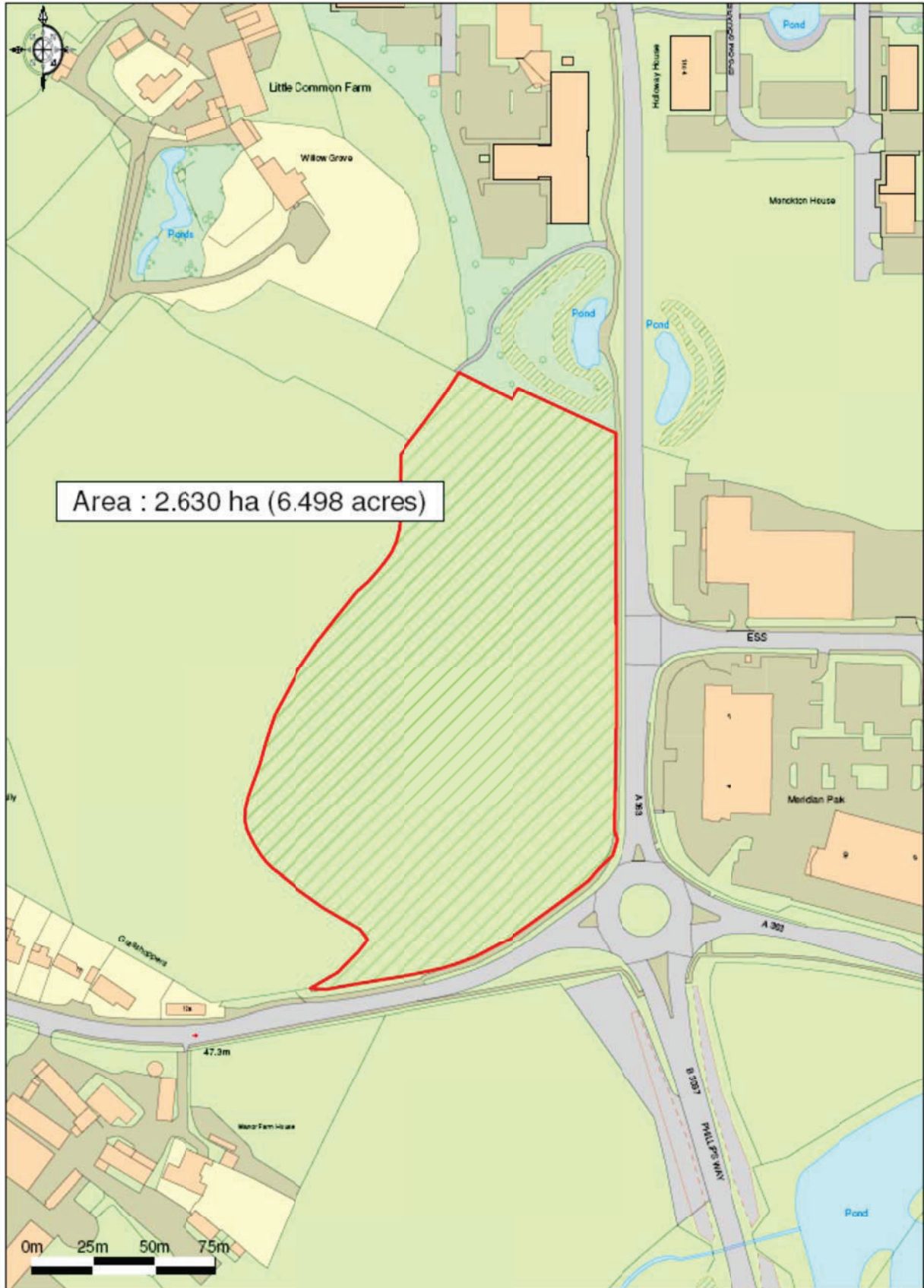
Relocation Proposal

A wide range of sites and premises has been assessed and the land opposite White Horse Business Park, as shown on the attached plan, is the only option that meets the Hitachi requirement in the Trowbridge area.

Quality is a key feature of the project, which will represent a major investment in the future of Trowbridge by Hitachi. In addition to meeting the HCCVS business requirements, the quality of the development and associated landscaping will be designed to enhance views from North Bradley, create a strong wooded boundary to define separation from the village and provide a high calibre gateway on the southern approach to Trowbridge. It is envisaged that the office building will follow the curve of the site frontage opposite the roundabout and that the western boundary will retain the existing hedgerow, augmenting this with a gently banded swathe of woodland.

Consultation and Delivery

Consultation is being undertaken with local residents and other key stakeholders to help shape the development proposal before submission of a planning application. It is anticipated that an application will be submitted in June and, subject to this, construction is scheduled to commence towards the end of 2012.



Area : 2.630 ha (6.498 acres)



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FOR IDENTIFICATION

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

Purpose of the Report

To put forward for approval recommendations from the Community Area Transport Group

1. Background

- 1.1. In 2012/13 Trowbridge Area Board has been allocated £15,354 discretionary budget to involve them in the assessment and selection of small-scale transport schemes and other Highways matters to be progressed in their community area.
- 1.2. It should be noted that this allocation is for capital funding and can only be used to provide new and improved infrastructure. It is to be used for schemes that improve safety, increase accessibility and sustainability by promoting walking, cycling and public transport, and improve traffic management. It cannot be used to fund maintenance schemes, these are selected using technical surveys and inspections. In addition, it cannot be used to pay for revenue functions such as the funding of bus stops.
- 1.3. Due to the complexity of assessing and selecting schemes from the many requests, and the potential time that such an agenda item would take, each Area Board was requested to set up a Community Area Transport Group (CATG) to make recommendations to the Area Board.

2. Main Considerations

- 2.1 It was agreed that, following a topographical survey undertaken at the Shires Gateway/Bythesea Road, to recommend to the Area Board to allocate £7,500 from the small scale transport and highway improvement schemes budget towards a Substantive Highways Scheme bid to implement the recommendations from the findings of the topographical survey. A presentation about the findings of the survey will be given at the Area Board meeting.
- 2.2 It was agreed to recommend to the Area Board to allocate £1,400 from the small scale transport and highway improvement schemes budget for a three zone pedestrian count on Bradley Road following issues for pedestrians crossing the road close to the Spitfire Retail Park. The count is to assess the level of the issue to determine if improvements would be required. It should be noted that a smaller one zone pedestrian count could be undertaken for £595.

2.3 It was agreed to recommend to the Area Board the allocation of a SID to Silver Street Lane to assist the Community Speedwatch Group

3. Environmental Impact of the Proposals

3.1 There is no environmental impact

4. Financial Implications

4.1 In 2012/13 Trowbridge Area Board has been allocated £15,354 discretionary Budget for small scale highway improvement schemes

5. Legal Implications

None

6. HR Implications

None

7. Equality and Diversity Implications

None

8. Recommendations

8.1 It is recommended that £7,500 is committed from the small scale transport and highway improvement schemes budget to go towards a Substantive Highways Scheme bid to implement recommendations from the findings that have come out of the topographical survey that has been carried out at the Shires Gateway.

8.2 It is recommended that £1,400 is committed from the small scale transport and highway improvement schemes budget towards a 3 zone pedestrian count on Bradley Road following issues with pedestrians crossing the road close to the Spitfire Retail Park. The count is to assess the level of the issue to determine if improvements would be required.

8.3 It is recommended that the Area Board allocates a SID, in rotation with other prioritised SIDs, to Silver Street Lane to assist the Community Speed watch Group.

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**TROWBRIDGE COMMUNITY AREA LOCAL KNOWLEDGE: LOCAL ACTION
EVENT PRIORITIES**

Purpose of the Report

To inform the Area Board of the priorities identified at the Local Knowledge Event in February 2012.

1. Background

1.1 Trowbridge Area Board in partnership with TCAF ran a consultation event on 9 February 2012 to consider findings from the Joint Strategic Assessment of the Community Area and also the priorities in the Community Area Plan.

2. Main Considerations

2.1 Over 60 people representing a wide range of statutory and voluntary organisations attended the event and identified priorities under the headings of the Community Area Plan. The priorities can be seen in Appendix 1.

2.2 Following the event a survey was sent out to all attendees and the responses received demonstrated that the event had been very successful:

- 100% of respondents were satisfied with the event with over 80% thinking it was good or very good
- 100% of respondents thought the information presented on the evening was useful to their organisation
- Over 60% said the event exceeded their expectations
- 94% said they would attend another similar type event
- 70% said they would participate in projects to improve their community

3. Where Next

3.1 TCAF has taken the priorities back to its respective theme groups to progress any actions and to ensure that the priorities are considered (Appendix 2).

3.2 The Area Board is asked to consider if they wish to set any funding priorities for the Community Area Grants in light of the priorities identified

Financial Implications

4. Any funding would be from the already allocated 2012/13 Area Board Budget

Legal Implications

5. N/A

HR Implications

6. N/A

Equality and Diversity Implications

7. Actions arising from the priorities may help address equality and diversity issues

Recommendations

8.1 It is recommended that the Area Board members familiarise themselves with this report and the outcomes of the Local Knowledge event and bear this in mind when considering future grant applications.

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

(APPENDIX 1)

TROWBRIDGE LOCAL KNOWLEDGE: LOCAL ACTION EVENT

9 FEBRUARY 2012

NOTES FROM THEMATIC SESSIONS

TRANSPORT INCLUDING ACCESS & TRAFFIC

Top Priorities:

1. Addressing accessibility for walkers & cyclists also improving signage and publicity – Action needed: To improve linkages for footpaths/cycle paths and filling in gaps. Need for better signposting and improved publicity using a range of media & the schools.
2. A350 improvements particularly at West Ashton & Yarnbrook with new developments helping fund these improvements.

Other Identified Priorities:

- Parking Charges too high but aim is to raise money for buses – not working in Trowbridge
- Addressing congestion around Stallards Roundabout, Trowbridge
- Core strategy Road Plans for A350 is not the solution to West Ashton & Yarnbrook
- Walking (health improvement) - needs publicity & signage
- Poor facilities at Trowbridge Railway Station – requires walking access to the town centre
- More volunteers required for the Link Service to meet increasing demand – requires publicity of the scheme.

CULTURE INCLUDING LEISURE, RECREATION, HERITAGE & THE ARTS

Top Priorities:

1. A strategy for Culture
2. Need to return funding in Trowbridge that was invested in The Arc
3. Being seen as the County Town via Arts & Culture

Other Identified Priorities:

- Arts need visibility in Trowbridge – Town Hall or other venue
- Children & family engagement in reading – sustain and grow summer reading challenge

- Build engagement – Arts festival supported
- An audit of performance spaces in the community area
- Annual plan of events and promoted through a marketing plan
- Support to artists to build their careers – provide incubation spaces for emerging artists eg. Empty shops
- Cultural supplementary school – needs continuing support

HOUSING & THE BUILT ENVIRONMENT

Top Priorities:

1. Production of affordable sustainable housing – Actions needed: Free land released to social housing developers from Council.
2. Financial wellbeing to enable people to afford housing - Actions needed: Make credit unions more accessible; financial education for young in school; money management awareness

Other Identified Priorities:

- Fuel poverty – improve energy efficiency of older properties
- Homelessness prevention
- Anti social behaviour on estates – need for community liaison/mediation/local resolution possibly restorative practise
- Obesity/Health issues that come with poverty – build in playground, cycleways walkways, safe walking to school

CRIME & COMMUNITY SAFETY

Top Priorities:

1. Volunteers - Actions needed: Mapping; briefing of current groups; strategy & coordination
2. Anti social behaviour approach to signal crimes. Priority to deal with problems early
3. Punishment doesn't fit the crime - Actions needed: Improved restorative justice – community panels. Parental responsibility

Other Identified Priorities:

- Alcohol – licensing act relaxation a common factor in many crime and disorder problems
- Domestic Abuse – for statutory services to deal with

- Community Cohesion – Strategy for new build developments to provide community leadership - Area Boards to lead

HEALTH & SOCIAL CARE

Top Priority:

1. Supporting potential hospital patients to avoid hospital by community support eg Dementia patients, minority groups

Other Identified Priorities:

- Child obesity
- Teenage pregnancy
- Muslim women seeing male GP's
- Language/translation issues at surgeries – receptionists to flag up need for translators
- Minority Groups need information about services available via nominated person/people in their community

ECONOMY INCLUDING TOURISM & EMPLOYMENT

Top Priority:

1. Developing the Leisure economy - Actions needed: Development of Town Hall, Leisure and Sports complex

Other Identified Priorities:

- More support for small businesses
- Get people back into the town centre
- Need to tidy up the town centre
- Trowbridge needs to develop a brand and marketing strategy
- Up skill the adult workforce - apprenticeships

EDUCATION & LIFELONG LEARNING

Top Priority:

1. Narrow the attainment gap for LSO and other areas - Actions needed: Budget for a hardship fund; mentoring scheme

Other Identified Priorities:

- Information sharing – bringing together communities

- NEETS, cuts to Connexions – more funding needed
- Vocational skills/apprenticeships – closer links with employers, employers into schools
- Adult Education – retraining post redundancy and appropriate advice
- How to help vulnerable people – need for clear sign posting
- Schools nurse, behaviour support etc moving to school's remit – how will schools manage this
- Hub at John of Gaunt School -

SPORT & ACTIVE LEISURE

Top Priority:

1. Work to provide a multi sport hub club for outdoor sports (club house & pitches including artificial pitches for continuous use) & a Leisure complex for indoor activities - Actions needed: Need to get all the sports clubs to get together and pool resources.

Other Identified Priorities:

- More paid professionals working with clubs and existing coaches and providers
- Get more volunteers
- Educate parents
- Get children to walk and cycle - provide more cycle and walkways and improve knowledge of existing ones
- Help deprived children to do activities – funding
- Decrease anti social behaviour – provide positive activities

ENVIRONMENT INCLUDING COUNTRYSIDE & LAND BASED ISSUES

Top Priority:

1. Protection of green space & green corridors through built areas to include growing spaces

Other Identified Priorities:

- Safe cycling networks
- Lacking maintenance of ponds and streams
- Reduce carbon footprint – neighbourhood projects
- Promotion of insulation projects
- Provision of land for allotments and community allotments

- More play and green space areas
- Out of school activities and events

(Appendix 2)

TROWBRIDGE LOCAL KNOWLEDGE: LOCAL ACTION EVENT
UPDATE FROM TCAF ON ACTIONS TO DELIVER THE TOP PRIORITIES FROM
THEMATIC SESSIONS

TRANSPORT INCLUDING ACCESS & TRAFFIC

Top Priorities:

1. Addressing accessibility for walkers & cyclists also improving signage and publicity – Action needed: To improve linkages for footpaths/cycle paths and filling in gaps. Need for better signposting and improved publicity using a range of media & the schools.
2. A350 improvements particularly at West Ashton & Yarnbrook with new developments helping fund these improvements.

CULTURE INCLUDING LEISURE, RECREATION, HERITAGE & THE ARTS

Top Priorities:

1. A strategy for Culture **Ba14 Culture have a cultural strategy which will be reviewed this year**
2. Need to return funding in Trowbridge that was invested in The Arc – **BA14 Culture are applying for funding to fill this gap by commissioning 2-3 pieces of Professional arts in various venues throughout the town.**
3. Being seen as the County Town via Arts & Culture – **The work in point 2 should go some way to highlighting Trowbridge as the county town. Also the 2 week long arts festival planned for the Autumn.**

HOUSING & THE BUILT ENVIRONMENT

Top Priorities:

1. Production of affordable sustainable housing – Actions needed: Free land released to social housing developers from Council.
2. Financial wellbeing to enable people to afford housing - Actions needed: Make credit unions more accessible; financial education for young in school; money management awareness

CRIME & COMMUNITY SAFETY

Top Priorities:

1. Volunteers - Actions needed: Mapping; briefing of current groups; strategy & coordination
2. Anti social behaviour approach to signal crimes. Priority to deal with problems early

3. Punishment doesn't fit the crime - Actions needed: Improved restorative justice – community panels. Parental responsibility

HEALTH & SOCIAL CARE

Top Priority:

1. Supporting potential hospital patients to avoid hospital by community support eg Dementia patients, minority groups

ECONOMY INCLUDING TOURISM & EMPLOYMENT

Top Priority:

1. Developing the Leisure economy - Actions needed: Development of Town Hall, Leisure and Sports complex – **This should be incorporated into the Campus which is about to start public consultation. TCAF support the rugby club development on land opposite Paxcroft Farm in Hilperton.**

EDUCATION & LIFELONG LEARNING

Top Priority:

1. Narrow the attainment gap for LSO and other areas - Actions needed: Budget for a hardship fund; mentoring scheme – **At the most recent ECM and Community meeting (Every Child Matters), The mentoring scheme was discussed as narrowing the gap is one of the main focuses for Collaborative Schools Ltd.**

SPORT & ACTIVE LEISURE

Top Priority:

1. Work to provide a multi sport hub club for outdoor sports (club house & pitches including artificial pitches for continuous use) & a Leisure complex for indoor activities - Actions needed: Need to get all the sports clubs to get together and pool resources. – **TCAF sit on the Sports and Outdoor pitches group who are trying to look at pooling resources across a number of Trowbridge Sports clubs.**

ENVIRONMENT INCLUDING COUNTRYSIDE & LAND BASED ISSUES

Top Priority:

1. Protection of green space & green corridors through built areas to include growing spaces – **LEAF group are looking at taking a more active role in celebrating our Green Spaces and are currently planning an Apple Day to be held in a school orchard in October 2012.**

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 12 July 2012	The Atrium, Wiltshire Council Offices, Bradley Road	<p>Provisional Items: Wiltshire Community Bank/Tackling Social Exclusion Joint Surgery and Primary Care Centre Update Review of Local Bus Services</p> <p>Community Area Grants will be considered</p>	Councillor Fleur de Rhé-Philippe (Economic Development and Strategic Planning)
Thursday 13 September 2012	The Atrium, Wiltshire Council Offices, Bradley Road	<p>Provisional Items: Asset Management Strategy – initial input</p> <p>Community Area Grants will be considered</p>	Councillor Stuart Wheeler (Campus Development and Culture (including Leisure, Sport and Libraries))

Officer Contacts:

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