

# AGENDA

**Meeting:** TROWBRIDGE AREA BOARD  
**Place:** Ridgeway space - County Hall, Trowbridge BA14 8JN  
**Date:** Thursday 16 January 2014  
**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.

**Feedback from 2012/13 grant recipients from 6:15pm.**

---

Please direct any enquiries on this agenda to David Parkes (Democratic Services Officer) on 01225 718220 / [david.parkes@wiltshire.gov.uk](mailto:david.parkes@wiltshire.gov.uk) or Rachel Efemey (Trowbridge Community Area Manager) on 01225 718608 / [rachel.efemey@wiltshire.gov.uk](mailto:rachel.efemey@wiltshire.gov.uk).

All the papers connected with this meeting are available on the Council's website at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

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

---

## Wiltshire Councillors

Nick Blakemore – Adcroft  
Ernie Clark – Hilperton  
Dennis Drewett – Park  
John Knight – Central  
Stephen Oldrieve – Paxcroft

Helen Osborn – Lambrok  
Jeff Osborn – Grove  
Graham Payne – Drynham  
Horace Prickett – Southwick

	<b>Time</b>
<p>1 <b>Chairman's Welcome and Introductions</b></p>	7:00pm
<p>2 <b>Apologies</b></p> <p>To receive any apologies for the meeting.</p>	
<p>3 <b>Minutes</b> (<i>Pages 1 - 10</i>)</p> <p>To approve the minutes of the meeting held on Thursday 14 November 2013.</p>	
<p>4 <b>Declarations of Interest</b></p> <p>To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.</p>	
<p>5 <b>Chairman's Announcements</b> (<i>Pages 11 - 16</i>)</p> <p>To include the following:</p> <ul style="list-style-type: none"> <li>i. Community Infrastructure Levy (CIL)</li> <li>ii. CCG Integrated Performance Management Report</li> </ul>	
<p>6 <b>Partner Updates</b> (<i>Pages 17 - 40</i>)</p> <p>To note the written reports and receive any updates from the following:</p> <ul style="list-style-type: none"> <li>i. Police and Crime Commissioner (PCC)</li> <li>ii. Wiltshire Police</li> <li>iii. Wiltshire Fire and Rescue Service</li> <li>iv. Trowbridge Community Area Future (TCAF)</li> <li>v. Town and Parish Councils</li> <li>vi. Youth Advisory Group (YAG).</li> </ul>	7.05pm
<p>7 <b>Outside Body Updates</b></p> <p>Wiltshire Councillors appointed as representatives to Outside Bodies will report on any recent news, to include:</p> <ul style="list-style-type: none"> <li>i. Transforming Trowbridge</li> <li>ii. Collaborative Schools</li> <li>iii. Trowbridge Shadow Community Operations Board.</li> </ul>	7.10pm
<p>8 <b>Funding</b> (<i>Pages 41 - 74</i>)</p> <p><b>a. Community Area Grants</b></p> <p>To consider the following applications:</p>	7.15pm

- i) Trowbridge Sea Cadets Unit – to repair the unit roof - £1,000 requested
- ii) Trowbridge Sports Forum – to purchase a mini bus - £5,000 requested
- iii) West Wilts Model Railway Circle – to insulate roof in new clubroom and exhibition area - £345.70 requested
- iv) Wiltshire Mind - to purchase a new laptop for the Trowbridge Peer Support Social Group - £494 requested
- v) Big Community Grow – to purchase a marquee for the Trowbridge Apple Festival – £1,000 requested
- vi) Mead Community School PTA – to purchase a new shed for the school gardening club - £500 requested

**b. Councillor Led Area Board Projects**

To consider the following applications:

- i. Councillor Graham Payne - £5,000 requested to improve Trowbridge Park Bandstand

**c. WW1 Centenary**

To consider a report from Rachel Efemey, Trowbridge Community Area Manager, Wiltshire Council, to allocate £10,000 from the Area Board budget for local events that will commemorate the WW1 Centenary

**Total Amount £23,339.70 requested**

9	<p><b>Legacy for Wiltshire</b></p> <p>Barbara Grey (Senior Events &amp; Campaign Officer) To update on the events and activities following the success of 2012 and how the county is delivering a legacy as a result of this extraordinary year. Throughout 2014 there will be a series of major events which will impact on communities across the county. These include plans for commemorations of WW1, The Big Pledge, Cycle Wiltshire and Wiltshire EXPO. The impact of these events will form the basis of the presentation and discussion at the meeting.</p>	<b>7.45pm</b>
10	<p><b>2014/15 Council Budget Update</b></p> <p>Michael Hudson, Associate Director, Finance (s.151 Officer) Wiltshire Council, will give an update on Wiltshire Council's 2014/15 budget and priorities for the Council</p>	<b>8.15pm</b>
11	<p><b>2014/15 Police and Crime Commissioner Precept</b></p>	<b>8.05pm</b>

	Angus Macpherson, Police and Crime Commissioner for Wiltshire and Swindon, will consult on the 2014/15 precept.	
12	<b>Ashton Street Day Care Centre Update</b> ( <i>Pages 75 - 78</i> )  Rhonda Ward, Head of Service Operations, Wiltshire Council, will update on the plans for the Ashton Street Day centre and the services it provides	<b>8.25pm</b>
13	<b>Towpath Boat Moorings and Boaters in the Trowbridge Community Area</b> ( <i>Pages 79 - 80</i> )  Ken Oliver, Countryside Officer, Environmental Services, Wiltshire Council, will present a report on towpath moorings in the Trowbridge community area. There will be a discussion about how this may impact on the community area.	<b>8.35pm</b>
14	<b>Street Trading Licensing Policy Amendments</b>  Paul Harris, (Principle Highways Enforcement Officer), will provide an update on the Street Trading Licensing Policy Amendments.	<b>8.50pm</b>
15	<b>Peter Black Site Update</b> ( <i>Pages 81 - 82</i> )  To receive a written report from Tim Martienssen, Head of Service, Service Delivery, Economy and Regeneration, Wiltshire Council.	<b>8.55pm</b>
16	<b>Any Urgent Business and Forward Plan</b> ( <i>Pages 83 - 84</i> )  The Chairman will take any items of urgent business.  The meeting is asked to note the future meeting dates below and the Forward Plan.	<b>9.00pm</b>
17	<b>Close</b>	<b>9.05pm</b>

**Future Meeting Dates**

**Thursday 13 March 2014 – 7.00pm**  
Council Chamber, Civic Centre, Trowbridge

**Thursday 27 March 2014 - 10.00am**  
The Lansdown Hall, Civic Centre, Trowbridge

# MINUTES

**Meeting:** TROWBRIDGE AREA BOARD  
**Place:** Ridgeway space - County Hall, Trowbridge BA14 8JN  
**Date:** 14 November 2013  
**Start Time:** 7.15 pm  
**Finish Time:** 9.20 pm

---

Please direct any enquiries on these minutes to Kieran Elliott (Senior Democratic Services Officer), Tel: 01225 718504 or (e-mail) [kieran.elliott@wiltshire.gov.uk](mailto:kieran.elliott@wiltshire.gov.uk).

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

## **In Attendance:**

### **Wiltshire Councillors**

Cllr Graham Payne (Chairman), Cllr Stephen Oldrieve (Vice Chairman),  
Cllr Nick Blakemore, Cllr Ernie Clark, Cllr John Knight, Cllr Helen Osborn,  
Cllr Jeff Osborn, and Cllr Horace Prickett

Cllr Keith Humphries (Cabinet Member for Public Health, Protection Services, Adult Care and Housing (exc strategic housing))

### **Wiltshire Council Officers**

Bill Parks, Head of Local Highways and Streetscene North  
Rachel Efemey, Community Area Manager  
Kieran Elliott, Senior Democratic Services Officer  
Mark Stone, Associate Director (Transformation Programme)  
Amy Bird, Consultant in Public Health  
Allan Creedy, Head of Sustainable Transport  
Siobainn Chaplin, Integrated Youth Service Locality Team leader  
Tim Martienssen, Head of Service, Service Delivery  
Mark Banks, Community Co-ordinator, Highways and Streetscene

### **Town and Parish Councillors**

Trowbridge Town Council - Bob Brice, Peter Fuller  
North Bradley Parish Council - Bernard Clarkson

### **Partners**

Wiltshire Police - Inspector Lisette Harvey  
Wiltshire Fire and Rescue Service - Mike Franklin, Jack Nicholson  
Wiltshire CCG - Dr Steve Rowland, Dr Toby Cookson, Dr Stephen Locke  
Trowbridge Community Area Future - Colin Kay, Tracy Sullivan, Doug Ross, Margaret Howard  
Youth Advisory Group - Becky Bignold, Damian Meaden

**Total in attendance: 73**

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
83	<p><u>Chairman's Welcome and Introductions</u> The Chairman, Councillor Graham Payne, welcomed everyone to the meeting of the Trowbridge Area Board.</p> <p>Prior to the meeting, the Board had received presentations from successful grant applicants from the year 2012/13, as follows:</p> <p>Wiltshire Mind Trowbridge Sea Cadet Unit Trowbridge Town Team Market Trowbridge Town Football Club Gloucester Road Allotment Association The BIG Community Grow The Sunday Club Wiltshire Armed Forces and Veterans Celebration</p> <p>There had been no response from the World Evangelism Bible Church.</p>
84	<p><u>Apologies</u> Apologies for absence were received from Dennis Drewett and the Office of the Police and Crime Commissioner.</p>
85	<p><u>Minutes</u> The minutes of the meeting held on 12 September 2013 were presented for consideration, and it was,</p> <p><b><u>Resolved:</u></b> <b>To APPROVE as a true and correct record and sign the minutes.</b></p>
86	<p><u>Declarations of Interest</u> Councillors Graham Payne, Jeff Osborn, John Knight, Nick Blakemore and Helen Osborn all declared general, non-pecuniary interests in Trowbridge Town Council issues due to being members of the Town Council.</p> <p>Councillor Graham Payne also declared a dispensation for Wiltshire Fire Service issues, due to his role as the Chairman of the Wiltshire and Swindon Fire Authority.</p> <p>Councillor John Knight declared a non-pecuniary interest in Grant B)ii), by virtue of being a Director of the Trowbridge Town Hall Trust.</p>
87	<p><u>Chairman's Announcements</u></p> <p>Through the Chair there were the following announcements:</p> <p>i) Item 9 on the agenda - CCG Update - was to be brought forward to item 6.</p>

	<ul style="list-style-type: none"> <li>ii) An update was received on the Trowbridge Masterplan, as detailed in the agenda pack.</li> <li>iii) An update was received on the Wiltshire and Swindon State of the Environment Report, as detailed in the agenda pack, with copies of the report available at the meeting.</li> <li>iv) An update on the rollout of the NHS 111 Service was received, as detailed in the agenda pack.</li> <li>v) It was announced that a Christmas Fayre would take place in the Atrium of County Hall on Thursday 12 December 2013.</li> <li>vi) At the July meeting of the Board there were questions regarding the library potentially opening on Sundays. It was stated that the relevant Cabinet Member had been informed and that the consultation on the library hours of operation prior to opening had not established being open on Sunday as a priority, but that the matter would be looked into again in a year or two.</li> </ul>
88	<p><u>Clinical Commissioning Group - Health Provision in the Trowbridge Community Area</u></p> <p>Dr Steve Rowland, Chairman of the Wiltshire Clinical Commissioning Group (CCG), along with Drs Stephen Locke and Tobias Cotton, provided an update on the CCG and health provision in Trowbridge.</p> <p>Plans to merge two surgeries in Trowbridge were discussed, and it was stated that while the s.106 money from the development was secured, there were legal delays as a result of the change from the Primary Care Trust to the CCG in releasing the money. It was confirmed there was planning permission for the merged surgeries. The Board requested an update from the planning department on the nature of the delays and a timeline for its resolution.</p> <p>The Board also received a general update on the composition and management makeup of the CCG, and plans to harmonise health provision across Wiltshire, with a system of care co-ordinators, two for Trowbridge, and rolling out schemes on matters such as mental health, which could be piloted in community areas.</p> <p>The Board also discussed plans for the Trowbridge Minor Injury Unit and potential incorporation of health services within a Trowbridge Campus, and were informed discussions were still at an early stage.</p> <p><b><u>Decision:</u></b>  <b>The Board thanked Drs Rowland, Cotton and Locke for their update.</b></p>
89	<p><u>Partner Updates</u></p> <p>Updates from partners were received as follows:</p> <ul style="list-style-type: none"> <li>i. <b>Office of the Police and Crime Commissioner</b> No update was received.</li> <li>ii. <b>Wiltshire Police</b> The written update was noted. Inspector Lisette Harvey also announced a</li> </ul>

	<p>review of staff resource allocation, but which would not lead to fewer community support officers, including the recruitment of a new beat manager, along with plans to focus more resources in the area around the new Cinema Complex, now that more public would be using the area.</p> <p><b>iii. Wiltshire Fire and Rescue Service</b> The written update was noted. Mike Franklin and Jack Nicholson (Station Manager, Trowbridge) also noted the annual Christmas Day lunch at Trowbridge Fire Station, the low impact from recent industrial action and the receipt in the new year of new equipment for retrieving people from damaged vehicles. The dangers from carbon monoxide on Canal boat fires was also raised.</p> <p><b>iv. Trowbridge Community Area Future (TCAF)</b> The written update was noted. Colin Kay announced that two recent events for the polish community had been a success, with further plans to assist in the training of interpreters.</p> <p><b>v. Town and Parish Councils</b> The written update from Trowbridge Town Council was noted, with attention drawn to recommendations regarding the proposed Trowbridge Campus.</p> <p>The Board also requested further details on the Community Governance Review listed in the papers.</p> <p><b>vi. Youth Advisory Group(YAG)</b> Representatives from the YAG gave a verbal update on recent developments, and voiced their support for the development of</p> <p>An update was also provided on a youth arts project, 'Who's Asking?', and support for the town council to improve the park and plans for a skate park.</p> <p>The Chairman thanked the young people for their concise and well delivered update.</p>
90	<p><u>Outside Body Updates</u></p> <p><b>i) Transforming Trowbridge</b> The Board had received copies of the latest minutes from the body.</p> <p><b>ii) Collaborative Schools</b> A written update was provided within the TCAF report. The next meeting would be held on 22 November 2013.</p> <p><b>iii) Shadow Community Operations Board</b> As there was a full agenda item on the Campus, no update was provided.</p>
91	<p><u>Funding</u></p> <p>The Area Board considered the following applications to the Community Area Grant Scheme 2013/14:</p>



a) **Community Grants**

i. **Friends of Newtown Primary School**

The sum of £3000 was requested for the purchase of equipment for the school swimming pool.

**Decision**

**The Area Board awarded the sum of £3000 to Friends of Newtown Primary School.**

**Reason: *The application met the Community Area Grant Criteria 2013/14.***

ii. **Trowbridge Sports Forum**

The application was withdrawn prior to the meeting.

iii. **St John Ambulance**

The application was withdrawn prior to the meeting.

iv. **BA14 Culture**

The sum of £488 was requested for 'Take the Lead(Pop!)', a performance project run for and by young people.

**Decision**

**The Area Board awarded the sum of £788 to BA14 Culture. The additional £300 was awarded to cover the performance fees of the young people.**

**Reason: *The application met the Community Area Grant Criteria 2013/14.***

v. **Monday Wednesday Club**

The sum of £483 was requested to purchase storage equipment and woodwork materials.

**Decision**

**The Area Board awarded the sum of £483 to the Monday Wednesday Club.**

**Reason: *The application met the Community Area Grant Criteria 2013/14.***

b) **Councillor Led Bid Projects**

i) **Councillors Ernie Clark and Stephen Oldrieve**

The sum of £1890 was requested towards the cost of a noise assessment for the proposed Paxcroft Mead Skatepark.

**Decision**

**To award the sum of £1890 towards the cost of a noise assessment for the proposed Paxcroft Mead Skatepark.**

ii) **Councillor Jeff Osborn**

The sum of £6500 was requested towards the cost of tarmacing the footpath of Boundary Walk.

	<p><b><u>Decision</u></b>  <b>To award the sum of £6500 towards the cost of tarmacing the footpath of Boundary Walk, minus the amount of any future contribution from North Bradley Parish Council.</b></p> <p>iii) <u>Councillor John Knight</u></p> <p>The sum of £11,360 was requested to purchase equipment and fit a basic kitchen for Trowbridge Town Hall.</p> <p><b><u>Decision</u></b>  <b>To award the sum of £11,360 towards the cost of purchasing equipment and fit a basic kitchen for Trowbridge Town Hall.</b></p>
92	<p><u>Local Authority (LA) Responsibility for Public Health Presentation</u></p> <p>Amy Bird, Consultant in Public Health presented a short video on the incorporation of Public Health responsibilities to Local Authorities along with Councillor Keith Humphries, Cabinet Member for Public Health.</p> <p>It was stated that the fundamental focus for the remit was population health, not individual health, and that increasing the focus of the council's services on public health and protection was key, detailing how teams such as environmental health and community safety had been integrated with the Public Health service to help achieve that aim. The Cabinet Member also stated it was hoped the local connection with Public Health that had been lost under the system of Primary Care Trusts, would be restored.</p> <p>Questions were asked of the Cabinet Member and officer, including on how the Public Health service was communicating with the public.</p> <p><b><u>Resolved:</u></b>  <b>To thank the Cabinet Member and officer for their attendance.</b></p>
93	<p><u>Campus Update</u></p> <p>Mark Stone, Associate Director (Transformation Services), gave a verbal update on the progression of the Trowbridge Campus, with input from Colin Kay, Chairman of the Shadow Community Operations Board (SCOB).</p> <p>It was detailed that with the second consultation which had concluded in the summer and whose recommendations had received endorsement from the Area Board in September, a detailed scheme would need to be produced with partners such as local health providers, which would eventually be sent to the Cabinet for consideration.</p> <p>It was stated that it was planned for the background work to be completed by the end of February 2014, with a decision to be made by Summer 2014. It was noted that it would be important not to duplicate site uses, with reference to the pending appeal from the developers of the Bowyers site on what the site would</p>

	<p>contain, and which as a major part of the town regeneration would have an impact on what would be required or desirable within the community campus.</p> <p>The Board discussed the update, and in response to queries it was stated that while partners would need to be consulted for the design of any campus, the process would not be held up indefinitely by specific partners, although any design would need to be able to accommodate future additions to the campus if specific inclusions were not prepared for the initial approval.</p> <p>The Chairman also thanked the Leader of the Council for their support of the Trowbridge Campus progression, and the assurance given to the Board that the process would be accelerated as fast as possible.</p> <p><b><u>Resolved:</u></b>  <b>To note the update and request further updates as soon as possible.</b></p>
94	<p><b><u>Peter Black Site update</u></b></p> <p>A written update on developments at the Peter Black Site was received from Alistair Cunningham, Associate Director (Economic Development and Planning) and a verbal update from Tim Martiensen (Head of Service, Service Delivery).</p> <p>It was stated the council had appointed agents to assess the value of the site with a view to making an offer for the site if appropriate. The Board were informed the site was on the market as it currently stands and the existing structures would not be demolished first.</p> <p><b><u>Resolved:</u></b>  <b>To receive a further update at the next meeting.</b></p>
95	<p><b><u>Community Area Transport Group (CATG) Report</u></b></p> <p>The report from the Community Area Transport Group (CATG) was presented. It was,</p> <p><b><u>Resolved:</u></b>  <b>To approve the recommendations of the Community Area Transport Group:</b></p> <p><b>To allocate £615 for the provision of 2 x dropped kerbs in Broadmead Road on condition that this sum would be matched by £615 from Trowbridge Town Council.</b></p> <p><b>To allocate £615 for the provision of 2 x dropped kerbs in Downhayes Road on condition that this sum would be matched by £615 from Trowbridge Town Council.</b></p>

96	<p><u>Emerging Trowbridge Transport Strategy</u></p> <p>A report from Martin Aldam (Senior Transport Planner) on the Trowbridge Transport Strategy was presented, with suggested changes following consultation from Board members. It was,</p> <p><b><u>Resolved:</u></b>  <b>That table 5.2 on page 13 of the emerging Trowbridge transport strategy is amended as proposed in table 3.1 of the report:</b></p> <table border="1"> <tr> <td data-bbox="339 539 683 651">Concern:</td> <td data-bbox="683 539 1487 651">That the current message regarding freight was too much focused on the town centre and ignored the network in the wider Trowbridge area.</td> </tr> <tr> <td data-bbox="339 651 683 763">Existing text:</td> <td data-bbox="683 651 1487 763">Table 5.2 page 13. Reference 16: A delivery strategy to restrict the movement of heavy goods vehicles at certain times in the town centre.</td> </tr> <tr> <td data-bbox="339 763 683 987">Proposed amendment:</td> <td data-bbox="683 763 1487 987">Replace reference 16 text with:  <b><i>An access and delivery strategy for the movement of heavy goods vehicles into and through Trowbridge will be developed through consultation with stakeholders.</i></b></td> </tr> <tr> <td colspan="2" data-bbox="339 987 1487 1025" style="background-color: #cccccc;"></td> </tr> <tr> <td data-bbox="339 1025 683 1178">Concern:</td> <td data-bbox="683 1025 1487 1178">The current strategy does not include all users of the footway and doesn't give sufficient regard to the quality of the surface. This is particularly important for mobility scooters.</td> </tr> <tr> <td data-bbox="339 1178 683 1249">Existing text:</td> <td data-bbox="683 1178 1487 1249">N/A</td> </tr> <tr> <td data-bbox="339 1249 683 1440">Proposed amendment:</td> <td data-bbox="683 1249 1487 1440">Add new scheme reference to walking and cycling rows in table 5.2 page 13 as follows: <b><i>Ensure that new and existing footways and cycleways are fit for purpose for potential users, including mobility units.</i></b></td> </tr> <tr> <td colspan="2" data-bbox="339 1440 1487 1476" style="background-color: #cccccc;"></td> </tr> <tr> <td data-bbox="339 1476 683 1554">Concern:</td> <td data-bbox="683 1476 1487 1554">That there was an error in table 5.2 page 13 within reference 6.</td> </tr> <tr> <td data-bbox="339 1554 683 1632">Existing text:</td> <td data-bbox="683 1554 1487 1632">A361 County Way/ Hilperton Rd / Roundstone St Roundabout / - pedestrian improvements.</td> </tr> <tr> <td data-bbox="339 1632 683 1711">Proposed amendment:</td> <td data-bbox="683 1632 1487 1711"><b>Replace Hilperton Road with <i>St Thomas' Road</i>.</b></td> </tr> </table>	Concern:	That the current message regarding freight was too much focused on the town centre and ignored the network in the wider Trowbridge area.	Existing text:	Table 5.2 page 13. Reference 16: A delivery strategy to restrict the movement of heavy goods vehicles at certain times in the town centre.	Proposed amendment:	Replace reference 16 text with:  <b><i>An access and delivery strategy for the movement of heavy goods vehicles into and through Trowbridge will be developed through consultation with stakeholders.</i></b>			Concern:	The current strategy does not include all users of the footway and doesn't give sufficient regard to the quality of the surface. This is particularly important for mobility scooters.	Existing text:	N/A	Proposed amendment:	Add new scheme reference to walking and cycling rows in table 5.2 page 13 as follows: <b><i>Ensure that new and existing footways and cycleways are fit for purpose for potential users, including mobility units.</i></b>			Concern:	That there was an error in table 5.2 page 13 within reference 6.	Existing text:	A361 County Way/ Hilperton Rd / Roundstone St Roundabout / - pedestrian improvements.	Proposed amendment:	<b>Replace Hilperton Road with <i>St Thomas' Road</i>.</b>
Concern:	That the current message regarding freight was too much focused on the town centre and ignored the network in the wider Trowbridge area.																						
Existing text:	Table 5.2 page 13. Reference 16: A delivery strategy to restrict the movement of heavy goods vehicles at certain times in the town centre.																						
Proposed amendment:	Replace reference 16 text with:  <b><i>An access and delivery strategy for the movement of heavy goods vehicles into and through Trowbridge will be developed through consultation with stakeholders.</i></b>																						
Concern:	The current strategy does not include all users of the footway and doesn't give sufficient regard to the quality of the surface. This is particularly important for mobility scooters.																						
Existing text:	N/A																						
Proposed amendment:	Add new scheme reference to walking and cycling rows in table 5.2 page 13 as follows: <b><i>Ensure that new and existing footways and cycleways are fit for purpose for potential users, including mobility units.</i></b>																						
Concern:	That there was an error in table 5.2 page 13 within reference 6.																						
Existing text:	A361 County Way/ Hilperton Rd / Roundstone St Roundabout / - pedestrian improvements.																						
Proposed amendment:	<b>Replace Hilperton Road with <i>St Thomas' Road</i>.</b>																						
97	<p><u>Transwilts Community Rail Partnership</u></p> <p>A short film on the Transwilts Community Rail Partnership was shown, along with a short update from Allan Creedy (Head of Sustainable Transport) and Graham Ellis (Transwilts Community Rail Partnership).</p> <p>The Board noted that trains direct from Trowbridge to Swindon would increase</p>																						

	<p>from 1 to 16 a day from 9 December 2013, and increased trains to London. It was highlighted that this service increase would not remain in place if it was not well used.</p> <p>The Board also discussed the need for Trowbridge station to be better integrated with the Town Centre, with the hope that the development on the former Bowyer's site would achieve that aim.</p> <p><b><u>Resolved:</u></b>  <b>To thank the officers for the update.</b></p>
98	<p><u>Community Asset Transfer: Land at Phillips Way, North Bradley</u></p> <p>The item was withdrawn prior to the commencement of the meeting.</p>
99	<p><u>Any Urgent Business and Forward Plan</u></p> <p>There was no urgent business.</p> <p>The forward plan and future meeting dates were considered. It was noted the meeting of 27 March would be an older person focused event, and be held during the day.</p>
100	<p><u>Close</u></p>

This page is intentionally left blank

# Agenda Item 5

## Chairman's Announcements

<b>Subject:</b>	<b>Community Infrastructure Levy (CIL)</b>
<b>Officer Contact Details:</b>	Georgina Clampitt-Dix, Head of Place Shaping, Economic Development & Planning 01225 713472 <a href="mailto:georgina.clampitt-dix@wiltshire.gov.uk">georgina.clampitt-dix@wiltshire.gov.uk</a>
<b>Weblink:</b>	<a href="http://www.wiltshire.gov.uk/communityinfrastructurelevy">www.wiltshire.gov.uk/communityinfrastructurelevy</a>
<b>Further details available:</b>	<a href="mailto:CIL@wiltshire.gov.uk">CIL@wiltshire.gov.uk</a>

### Summary of announcement:

Wiltshire Council is in the process of preparing a Community Infrastructure Levy (CIL) Charging Schedule. CIL is a charge that local authorities can place on new development to help fund infrastructure needed to support growth.

Consultation is being undertaken on a Draft Charging Schedule that sets out the proposed rates of CIL to be charged on new developments for different types of land use. The consultation starts on 13<sup>th</sup> January 2014 and ends at 5pm on 24 February 2014.

An appendix containing more information on CIL and the consultation including how to comment and the next steps is attached to this Announcement.

This page is intentionally left blank



## WILTSHIRE AREA BOARDS

### COMMUNITY INFRASTRUCTURE LEVY FOR WILTSHIRE - CONSULTATION

(JANUARY 2014)

#### 1. What is the Community Infrastructure Levy (CIL)?

- 1.1 Wiltshire Council is preparing a Community Infrastructure Levy (CIL) charging schedule. This is a new charge that local authorities in England can place on development in their area. The money generated through the levy will contribute towards the funding of infrastructure to support growth. The Charging Schedule will need to strike an appropriate balance between contributing to funding infrastructure and not putting development across Wiltshire at risk.

#### 2. Why has Wiltshire decided to implement the Levy?

- 2.1 The Government has restricted the ability of local authorities to pool funding for off-site infrastructure through existing section 106 agreements (or developer contributions). It considers that this new tariff-based approach provides the best framework to fund infrastructure in a fair and transparent manner. CIL will provide 'up front' certainty about how much developers will be expected to contribute.

#### 3. How will money from CIL be spent?

- 3.1 CIL is designed to contribute towards bridging the 'funding gap' between the total cost of new infrastructure required to support development and the amount of funding available from other sources. Wiltshire Council's Infrastructure Delivery Plan (IDP) identifies a range of physical, community and 'green' infrastructure projects that will be required to support the level of development as set out in the Wiltshire Core Strategy. Informed by the IDP, a list (known as the Regulation 123 list) will identify and prioritise which infrastructure projects will be eligible to receive money from CIL. The Government confirmed earlier this year that local communities will directly benefit from CIL. Town and parish councils will receive 15% of CIL raised in their area, or 25% if an adopted neighbourhood plan is in place.

#### 4. Consultation on the draft charging schedule

- 4.1 Consultation was held on a Preliminary Draft Charging Schedule for Wiltshire between October and November 2012. The comments from this consultation and additional viability work required by subsequent CIL guidance and proposed amendments to the CIL Regulations (2013) have informed the next stage of the process, the development of the Draft Charging Schedule.
- 4.2 Wiltshire Council is now inviting representations on its CIL Draft Charging Schedule from **13 January 2014 until 24 February 2014, at 5pm.**

##### *Availability of Documents*

- 4.3 The following documents have been published on the council's website at [www.wiltshire.gov.uk/communityinfrastructurelevy](http://www.wiltshire.gov.uk/communityinfrastructurelevy):
- The CIL Draft Charging Schedule
  - Evidence to support the CIL Draft Charging Schedule
  - A draft Regulation 123 List, which sets out the types of infrastructure that the Council may fund, entirely or in part, through CIL.
  - How to make representations, including response form
- 4.4 Hard copies of all these documents can be found at council libraries and the main council offices in Chippenham (Monkton Park), Salisbury (27-29 Milford Street) and Trowbridge (County Hall, Bythesea Road) during normal office hours.

### *Submission of representations*

- 4.5 Representations can be made online, by email or by post to the following addresses:
- Consultation portal: <http://consult.wiltshire.gov.uk/portal>
  - Email: [CIL@wiltshire.gov.uk](mailto:CIL@wiltshire.gov.uk)
  - Post: Spatial Planning, Economic Development and Planning,  
Wiltshire Council, County Hall, Bythesea Road, Trowbridge,  
Wiltshire, BA14 8JN.
- 4.6 Following the close of the consultation, responses will be collated and then considered by an independent inspector at an examination.
- 4.7 Organisations and individuals making representations may request the right to be heard at the examination during this consultation period and representations may also be accompanied by a request to be notified, at a specified address, of the following next steps in the process:
- That the Draft CIL Charging Schedule has been submitted to the examiner
  - The publication of the recommendations and the reasons of the examiner
  - The approval of the Charging Schedule by the council
- 5. Further information**
- 5.1 Any queries should be made to Spatial Planning on (01225) 713223 or [CIL@wiltshire.gov.uk](mailto:CIL@wiltshire.gov.uk).

# Chairman's Announcements

**Subject:** Integrated Performance Management Report

**Officer Contact Details:** Communications Department  
Wiltshire CCG  
[communications.wiltshireccg@nhs.net](mailto:communications.wiltshireccg@nhs.net)

**Weblink:** <http://www.wiltshireccg.nhs.uk>

## Summary of announcement:

With winter now upon us, unsurprisingly the urgent care agenda is of paramount importance to the CCG. The CCG has invested significant funds in order to alleviate pressure throughout the winter, and is running a number of projects and schemes conceived of and designed by our Clinical leadership in locality groups.

Much of this work has been designed and developed in very close partnership with social care colleagues in Wiltshire Council. The schemes include additional primary care capacity, and in particular additional primary care support within care homes; additional social work capacity; Discharge co-ordinators to help people to become able to get home sooner; and the appointment of care co-ordinators to be the point of contact for agencies dealing with at risk patients.

We have also implemented a 6 month pilot of a Simple Point of Access, which is a single point of support enabling patients to be managed at home. Of the 11 cases referred here in the first week, just one patient was admitted to hospital. The service will continue to evolve over the coming weeks expanding its ability to both prevent admissions and, by working with the discharge teams, support discharges from the acute hospitals. Many of the initiatives we have put in place are coherent with the objectives of our Community Transformation programme, which continues to make strong progress.

The latest meeting of the Joint Commissioning Board occurred on 24 October 2013, and provided a useful indication of the progress we have made in our working partnership with colleagues from the Council.

As the end of the year approaches, our Annual Planning cycle is reaching a level of maturity. The principal aim of the CCG 2014/15 Plan is to identify programmes of work that, when delivered across the CCG, will have significant impact on supporting the delivery of our strategic aims and objectives, address a recognised performance shortfall or mitigate a key risk, as well as addressing our financial challenge.

The development of the Plan has been rooted in the clinically led locality groups, working with the GPs to ensure that the projects meet real needs and have the active support of our clinical leaders. The Governing Body received an update on progress on 26 November 2013, although naturally they have been kept closely apprised of progress and development throughout the year. We were able to share the direction of travel at a successful and well attended Stakeholder Assembly on 7 November 2013, where we were delighted to engage with a very experienced and well informed audience. A longer term 5 year strategic plan will now be developed, in close consultation with colleagues and partners across the Wiltshire Health and Social care system.

Following its difficult start earlier in the year, we were very pleased that the NHS111 Service for Wiltshire reached Full Service Acceptance on 28 October 2013. This achievement was reached

## ***Chairman's Announcements***

thanks to a strong collaborative working relationship between the CCG and Harmoni, our Service Provider, as well as being the outcome of a great deal of hard work on both sides.

In early November 2013 we staged the first of our Commissioner Development training workshops as part of our on-going commitment to the professional development of our workforce. This was well received, and provides a good platform on which to build incrementally.

A copy of the Integrated Performance Management Report can be found via the following link:

<http://www.wiltshireccg.nhs.uk/wp-content/uploads/2013/11/Paper-09-Integrated-Performance-Report.pdf>

**Director of Planning, Performance and Corporate Services**



## **Trowbridge Area Board January 2014**

### **Neighbourhood Policing**

#### **Current NPT Priorities:**

Up-to-date information about Neighbourhood Policing Teams (NPTs) including profiles, priorities and forthcoming community consultation events can be found on the Wiltshire Police website [www.wiltshire.police.uk](http://www.wiltshire.police.uk)

#### **Team News:**

The NPT continues to tackle crime and local community priorities. The NPT remains under the supervision of PS James Brain and PS Jim Suter.

The Trowbridge NPT is as follows:

PC Alison Davies, PCSO Phil Greenaway, PCSO Jo Matthews & PCSO Debbie Robbins – Trowbridge Town (ET11)

PC Jamie Darvill PCSO Nina Marsh & PCSO James Bates– Adcroft & Paxcroft (ET12)

PC Stuart Welch, PCSO Matt Till & PCSO Laura Humphreys – Trowbridge Park (ET13)

PC Helen Daveridge, PCSO Vicky Huntley & PCSO Ben Brown – Drynham & Grove and Lambrok (ET14 & ET15)

PC Mark Hough & PCSO Maria Badder – Trowbridge Rural (ET16)

## Overview

At the foot of this report the performance data is available which covers a 12 month period, to the end of December 2013. It provides a snapshot of reported crime levels for Trowbridge beats.

Since these figures were downloaded, the team has reduced burglary in dwellings and non-dwellings. This has happened as a result of high visibility, quick reaction to reported crime, being assessable to the public and great community engagement including personal interaction with the local Neighbourhood Watch Coordinators.

This combined activity has resulted in significant and positive arrests which have resulted in prison sentences.

Community intelligence is vital in combating crime and disrupting those who commit offences - any information (or suspicions) needs to be shared with the police.

At this time of year, please keep your presents out of sight especially if your tree is visible to anyone outside. Keep windows secure and lock sheds.

Key prevention messages remain as:

- Secure your property
- Mark your property
- Record details of identifiable property and/or take photos of your belongings.

This gives the police more of a chance to identify stolen property.

The website [www.immobilise.com](http://www.immobilise.com) can be used to record these details and may even prevent offenders taking the item in the first place.

**Lisette Harvey**  
**Sector Commander**  
**6 January 2014**

ET Trowbridge NPT	Crime				Detections*	
	12 Months to December 2012	12 Months to December 2013	Volume Change	% Change	12 Months to December 2012	12 Months to December 2013
Victim Based Crime	2696	2189	-507	-18.8%	27%	22%
Domestic Burglary	128	132	+4	+3.1%	16%	9%
Non Domestic Burglary	232	177	-55	-23.7%	3%	5%
Vehicle Crime	301	194	-107	-35.5%	9%	14%
Criminal Damage & Arson	508	401	-107	-21.1%	19%	14%
Violence Against The Person	617	538	-79	-12.8%	47%	30%
ASB Incidents (YTD)	1613	1443	-170	-10.5%		

\* Detections include both Sanction Detections and Local Resolutions

<b>ET11 Trowbridge Central</b>	<b>Crime</b>				<b>Detections*</b>	
	12 Months to December 2012	12 Months to December 2013	Volume Change	% Change	12 Months to December 2012	12 Months to December 2013
Victim Based Crime	957	735	-222	-23.2%	36%	26%
Domestic Burglary	25	25	+0	+0.0%	8%	8%
Non Domestic Burglary	75	37	-38	-50.7%	3%	8%
Vehicle Crime	60	44	-16	-26.7%	13%	18%
Criminal Damage & Arson	162	106	-56	-34.6%	25%	21%
Violence Against The Person	240	210	-30	-12.5%	51%	34%
ASB Incidents (YTD)	551	477	-74	-13.4%		
<b>ET12 Adcroft &amp; Paxcroft</b>	<b>Crime</b>				<b>Detections*</b>	
	12 Months to December 2012	12 Months to December 2013	Volume Change	% Change	12 Months to December 2012	12 Months to December 2013
Victim Based Crime	419	361	-58	-13.8%	22%	20%
Domestic Burglary	21	19	-2	-9.5%	19%	0%
Non Domestic Burglary	30	31	+1	+3.3%	3%	3%
Vehicle Crime	66	42	-24	-36.4%	6%	7%
Criminal Damage & Arson	88	80	-8	-9.1%	14%	11%
Violence Against The Person	92	90	-2	-2.2%	52%	33%
ASB Incidents (YTD)	218	280	+62	+28.4%		
<b>ET13 Trowbridge Park</b>	<b>Crime</b>				<b>Detections*</b>	
	12 Months to December 2012	12 Months to December 2013	Volume Change	% Change	12 Months to December 2012	12 Months to December 2013
Victim Based Crime	360	298	-62	-17.2%	28%	25%
Domestic Burglary	21	27	+6	+28.6%	10%	7%
Non Domestic Burglary	21	16	-5	-23.8%	0%	0%
Vehicle Crime	37	33	-4	-10.8%	8%	9%
Criminal Damage & Arson	78	45	-33	-42.3%	17%	31%
Violence Against The Person	75	63	-12	-16.0%	44%	32%
ASB Incidents (YTD)	211	232	+21	+10.0%		

\* Detections include both Sanction Detections and Local Resolutions

ET14 Drynham & Grove	Crime				Detections*	
	12 Months to December 2012	12 Months to December 2013	Volume Change	% Change	12 Months to December 2012	12 Months to December 2013
Victim Based Crime	391	307	-84	-21.5%	21%	27%
Domestic Burglary	35	28	-7	-20.0%	29%	18%
Non Domestic Burglary	42	26	-16	-38.1%	2%	4%
Vehicle Crime	52	21	-31	-59.6%	10%	14%
Criminal Damage & Arson	63	60	-3	-4.8%	13%	8%
Violence Against The Person	70	60	-10	-14.3%	33%	30%
ASB Incidents (YTD)	260	185	-75	-28.8%		
ET15 Lambrok	Crime				Detections*	
	12 Months to December 2012	12 Months to December 2013	Volume Change	% Change	12 Months to December 2012	12 Months to December 2013
Victim Based Crime	200	174	-26	-13.0%	21%	13%
Domestic Burglary	6	17	+11	+183.3%	17%	6%
Non Domestic Burglary	15	12	-3	-20.0%	0%	0%
Vehicle Crime	31	17	-14	-45.2%	6%	6%
Criminal Damage & Arson	42	42	+0	+0.0%	21%	5%
Violence Against The Person	60	54	-6	-10.0%	30%	22%
ASB Incidents (YTD)	155	107	-48	-31.0%		
ET16 Trowbridge Rural	Crime				Detections*	
	12 Months to December 2012	12 Months to December 2013	Volume Change	% Change	12 Months to December 2012	12 Months to December 2013
Victim Based Crime	369	314	-55	-14.9%	22%	12%
Domestic Burglary	20	16	-4	-20.0%	10%	13%
Non Domestic Burglary	49	55	+6	+12.2%	4%	5%
Vehicle Crime	55	37	-18	-32.7%	7%	24%
Criminal Damage & Arson	75	68	-7	-9.3%	20%	9%
Violence Against The Person	80	61	-19	-23.8%	55%	20%
ASB Incidents (YTD)	217	161	-56	-25.8%		

\* Detections include both Sanction Detections and Local Resolutions



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



*We're making a difference*

TCAF Report to Area Board 16<sup>th</sup> January 2014

Steering Group update:

Collaborative Schools Ltd (CSL), working alongside the Local Authority Schools and Learning branch and the Town Council, are in the processes of applying to the Department for Education to establish a Free School for Alternative Provision in September 2015. The school will fill an identified educational need gap in need in our town and will raise educational standards and opportunities for children and young people.

The new school will provide bespoke and personalised learning, to meet the needs of pupils between the ages of 5 and 16 years, who have been identified as 'vulnerable' to underachievement and low aspiration due to a variety of influences. The school will provide a school environment which allows its learners to develop their social and emotional literacy skills, allowing progress academically. The school will house approximately 60 pupils on both a full time and part time dual role basis. CSL believes in maximising the life chances of every child and learner and we hope you will support this exciting project as it develops. We will know if we are successful in our application by the spring of 2014.

TCAF hosted a Food Hygiene course on December 4<sup>th</sup> at Bridge House, Trowbridge. This was open to any volunteer community members and all delegates passed the course.

There will be a meeting for Discover Safer Trowbridge on Monday 20<sup>th</sup> January 10am-12pm at the Civic Centre when we will be discussing the Purple Flag Agenda. This is an open meeting so please do come along if you can.

We are working with Collaborative Schools to recruit interpreters who will be trained by EMAS to work in the schools and wider community to support Polish families where there are language barriers. We are also working with Citizen's Advice Bureau to update a directory of services for the local Polish community.

Trowbridge Arts continues to run professional events throughout the winter. For further details please visit the website [www.trowbridgearts.com](http://www.trowbridgearts.com)

TCAF are working in partnership with Action for Market Towns (AMT) to assess the town centre including information collated on footfall, car-parking, vacant premises, types of stores in the town centre, user confidence surveys and business confidence surveys. Results will be made available in the Spring-time.

If you would like to join any of the theme groups please contact Kate or Tracy on [tcaf@trowbridge.gov.uk](mailto:tcaf@trowbridge.gov.uk)

Colin Kay  
TCAF Chair

[www.twitter.com/tcafuture](http://www.twitter.com/tcafuture)

[www.tcaf.org.uk](http://www.tcaf.org.uk)

Follow us on Facebook

This page is intentionally left blank

## Town Clerk's Report 8<sup>th</sup> January 2014 to Policy & Resources Committee 14<sup>th</sup> January 2014

### 1. POLICY

**1.1 Community Governance Review** – Wiltshire Council has agreed to commence the preliminary activities prior to undertaking a Community Governance Review, which they anticipate would be implemented in time for the 2017 elections. Wiltshire Councillors and parish and town councils have been asked to identify parishes which require consideration. The Town Council's previous report submitted to Wiltshire Council has been accepted as such a request. Similar requests have been made by Calne, Devizes, Melksham and Salisbury. If anyone would like a copy of the report please contact the Town Clerk.

### 2. FINANCE

**2.1 Local Gov't Act S150(5), Orders For Payment** – The measure is currently progressing through the required parliamentary consultation process. We are awaiting confirmation of the repeal of the requirement that all orders for payment (cheques) are signed by two councillors and new arrangements from government. We are considering arrangements for the introduction of electronic banking in conjunction with this, which would still include two councillors approving a list of payments prior to electronic payments being processed.

### 2.2 Budget and Precept Recommendation (AGENDA ITEM 7)

**2.2.1 Revenue Expenditure Budgets** - Each committee has considered their respective departmental and committee specific budget requirements for 2014/15 and presents these to the Policy & Resources Committee for consideration as follows:

**Table 1 Revenue Expenditure Budgets 2014/15**

<b>Department/Committee</b>	<b>2013/14</b>	<b>2014/15</b>	<b>Diff. £/person</b>	
Leisure Services	90,744	99,913	(£9,169)	£3.09
Civic Centre Management Board	66,369	65,301	£1,069	£2.02
Direct Services	353,804	383,011	(£29,207)	£11.86
Policy & Resources - Democratic	173,677	185,778	(£12,101)	£5.75
Policy & Resources - Mayor	11,680	11,680	£0	£0.36
Policy & Resources - Grants	28,800	33,900	(£5,100)	£1.05
Policy & Resources - Establishment	158,430	161,194	(£2,764)	£4.99
Policy & Resources - Loan Repayments	259,155	259,155	£0	£8.02
Museum and Tourism - Museum	149,057	149,112	(£55)	£4.61
<b>Sub-TOTAL Revenue Expenditure</b>	<b>1,291,716</b>	<b>1,349,044</b>	<b>(£57,328)</b>	<b>£41.76</b>

Details of the activities of each committee are provided in section 4 'SERVICES' below. The significant changes between 2013/14 & 2014/15 are; transfer of the Park, in Direct Services, for which we will receive £18,000 next year from Wiltshire Council, against an expected net cost of around £40,000 and additional pension costs from a higher employer contribution and more staff opting to stay in the pension scheme as a result of auto-enrolment.

The Policy & Resources Committee can approve these departmental revenue budgets, seek to reduce them or increase them, and if so, should either identify specific items of

saving/increased allocation or request that the committees reconsider their requests prior to consideration by Full Council. It would not be appropriate for the Policy & Resources Committee to approve these without making an appropriate precept recommendation to Full Council or allocation from reserves to fund these requirements.

**2.2.2 Project Budgets** - The Town Council has recently adopted a Council Strategy for the period 2013-2017, which identifies those areas which the council should seek to influence, work in partnership to achieve and deliver for the community. The Project Budget recognises these strategic priorities and allocates additional sums in the budget to contribute towards further investment in the town and the council's services as follows:

**Table 2 Project Budgets 2014/15**

<b>Project</b>	<b>2013/14</b>	<b>2014/15</b>	<b>Diff.</b>
Town Development - Projects	20,000	20,000	£0
Museum Project	25,000	25,000	£0
Recreational Project	8,000	8,000	£0
<b>Sub-TOTAL Project Budgets</b>	<b>53,000</b>	<b>53,000</b>	<b>£0</b>

**Town Development Projects** - In past years this fund has been used primarily to support street scene improvements in the town centre and other environmental improvements around the town. Last year we also invested, with support from others, in promotional material including the *Visit Trowbridge* and the *Shop Trowbridge* leaflets. We also supported the branding exercise, which is now progressing implementation of the DISCOVER Trowbridge brand and the feasibility study for the Business Improvement District and will in future be supporting a range of initiatives identified in the Strategy.

**Museum Project** - Councillor J Osborn specifically requested a report detailing the costs of the Museum Project and the savings which could be made by not pursuing, or by postponing the Museum Project. The Strategy says as follows:

### **3.1 MUSEUM EXPANSION**

***Trowbridge Town Council will seek to complete the project to expand the Museum, telling the story of the development and influence of the woollen cloth trade in the West of England.***

***We will progress the option to relocate the Museum to a site at Courtfield House to allow the provision of a link to other aspects of the history of woollen cloth and also opportunities for outdoor space connected to the Museum and as a valuable contribution to the regeneration of Trowbridge, developing a Cultural Quarter, an investment in culture and tourism for the town.***

***The new Museum will expand to include a wider area of the town to tell the story of the influence on the town, its buildings and its people.***

The Council is currently pursuing this part of the Strategy but there is still a great deal of work to be completed before the Council will be in a position to make a decision to proceed or not with the project. All of the costs associated with the project both current year and in 2014/15 are being funded through grants, mainly from the Arts Council, with potentially a small amount taken from the reserve which is earmarked for the Project. If the Council were to decide not to relocate the Museum the alternative would be to remain in the Shires, with

the option of expanding onto a second, upper floor. We are currently in discussion with the landlord's agent regarding a short term extension to our existing tenancy until the end of 2015. Both relocation and expansion options would require an ongoing contribution to the project from the council of around £25,000 per annum, which is included in the current year and 2014/15 budget. The relocation option would increase annual revenue expenditure and this is being factored in to the funding requirements of the project overall, without any increased burden on the Council Tax Charge.

A £25,000 per annum saving is not sufficient to meet the gap between the funding requirement to meet the requests of all of the committees and the funding offered from a CPI only increase in 2014. The Council would need to identify savings in excess of £62,000 as well as making no contribution to reserves in 2014, in order to match an increase to the Council Tax charge of CPI alone. This funding gap increases to over £89,000 in 2016/17 and would exceed £100,000 in 2018 (exacerbated by the further pressure from the removal of the contribution from Wiltshire Council for the Park transitional grant.)

The current position therefore is:

- A. That the Council in pursuing the Museum Project, is not yet committing the Council to any capital expenditure or annual increase in revenue expenditure and will have further opportunities to decide to pursue the Museum Project further or not, if grant funding is not forthcoming, the transfer of the property cannot be agreed or other issues arise.
- B. That the level of savings to be made from stopping the Museum Project of £25,000 are not sufficient to allow the council to restrict the increase in the Council Tax Charge to one which reflects CPI increases in the Council Tax Charge.
- C. That the option of moving to Courtfield House is greater than securing the future of a historic building and expanding the Museum; it is about securing the future of the gardens of Courtfield House, adjacent to the Park, as an amenity available for the public to enjoy.
- D. That if the Council did decide not to proceed with the Museum Project at this stage, there is a risk that the money already secured from funders towards the project would have to be paid back, eliminating the funds remaining in the earmarked reserves and reducing the opportunity to consider the alternative option of expansion on the existing site.
- E. That the Council should pursue the commitment made in the Strategy to the Museum Project and consider at each stage of the process if it is affordable and appropriate to continue. We anticipate that if the project does proceed then it will attract external investment to the community of over £1.5million.

**Recreational Projects** - The £8k allocated in the budget is to be used to enable the Council to enhance facilities in the Park and other recreational areas in the town which are the council's responsibility, or in partnership with Wiltshire Council and others. The £7,000 allocated in the 2013/14 year for sports pitches has been restated for comparison purposes and is included in the Direct Services Revenue Budget for 2014/15. This follows the purchase of 5 acres of land at Devizes Road, Hilperton, next to the new Rugby Club and in effect therefore shows as a saving year on year. The costs of purchasing and in future developing the land will be funded from S106 contributions once these have been secured from developers.

**2.2.3 Reserves** - The Town Council is advised to retain General Reserves, (those which are not allocated against specific areas of known or anticipated expenditure or future projects) and that they should prudently be no lower than 3 months general expenditure and no greater than 6 months general expenditure. The General Reserves of Trowbridge Town Council at 1<sup>st</sup> April 2013 were £306,776 out of a total net budget in 2013/14 of £1,344,716 and a gross budget of £2,205,889 (excluding contributions to reserves and internal cross charges). Three months or one quarter of the annual net budget is £336,719 which is some £29,403 under the minimum level. The Responsible Finance Officer therefore recommends that in addition to the above Revenue Expenditure and Project Budgets, the council should include a contribution to General Reserves of £30,000 for 2014/15.

**2.2.4 Localisation of Council Tax Benefit Grant** - The mitigation grant paid by Wiltshire Council to Trowbridge Town Council in 2013 was £197,843 including a top up from Wiltshire Council's own funds. This was the largest grant paid to any of the local councils in Wiltshire. In 2014 Wiltshire Council is reducing the amount of grant paid to local councils. The grant payable to Trowbridge Town Council will be £128,598 which is a reduction of £69,245 year on year.

Whilst Wiltshire Council hopes to be able to continue to passport this grant in future years, many other billing authorities will not be passing on any of the grant this year, (including West Berkshire, Central Bedfordshire, Huntingdonshire, Welwyn-Hatfield, Sevenoaks, Hambleton, Ryedale, East Northants, Mid Sussex and Wakefield), despite clear guidance from DCLG. The risk is that Wiltshire Council may decide not to pass on the grant in 2015 and future years. In addition it should be noted that the existence of the grant has led to dependency between local councils and their billing authorities and that a return to financial independence from both central government and the billing authority at least provides certainty, although with significant funding hurdles to overcome.

An additional contribution to reserves to compensate for the loss of the mitigation grant should be considered by the Council. The Council has made significant savings, not only in recent years in anticipation of the economic downturn, but for a period before that in order to enable investment in services and facilities. For example the number of managers at or above grade 37 has reduced since 2005 from seven to four. This has enabled additional staff to be employed in customer services roles and revenue generating services. As a result of these savings the council has been able to keep the Council Tax charge below the level which it would have reached had a CPI inflation increase been applied each year from 2008 to 2014. We are therefore in the fortunate position of being able to absorb much of the loss of grant this year, next year and in future years, but an increase in reserves of £22,843 to cushion the effect of losing the grant would allow the council to continue to limit increases in the Council Tax Charge to no more than inflation from 2015 onwards, would allow the Council to continue to deliver investment in facilities and services for the town in confidence. It would be a lower increase than many other towns and result in a lower Council Tax Charge than many other towns in Wiltshire. This would equate to a 12.5% increase which is less than 30p per week on the Band D Council Tax Charge.

**2.2.5 Living Wage** - There are currently 21 Town Council employees paid below the Living Wage £7.65/hr out of a total of 48 full and part time staff. The following is a summary for those 21 staff and the additional costs incurred if the living wage was to be applied:-

<b>Area</b>	<b>Staffing Numbers</b>	<b>Current £</b>	<b>Living Wage £</b>	<b>Additional £</b>	<b>Employment Costs £</b>	<b>TOTAL Costs £</b>
Museum	2	£15,436	£17,702	(£2,266)	(£511)	(£2,777)
P&R	1	£13,321	£14,719	(£1,398)	(£340)	(£1,738)
Leisure Services	14	£150,117	£172,446	(£22,329)	(£3,761)	(£26,090)
Direct Services	4	£44,488	£50,322	(£5,834)	(£1,133)	(£6,967)
<b>SUB TOTAL</b>	<b>21</b>	<b>£223,362</b>	<b>£255,189</b>	<b>(£31,827)</b>	<b>(£5,745)</b>	<b>(£37,572)</b>

Casual staff - In addition, we have a number of casual staff who work in the bar, venue and Leisure Services areas. The additional costs on current rates are as follows:-

Leisure Services	(£1,513)
Direct Services	(£4,172)
<b>TOTAL Casual staff</b>	<b>(£5,685)</b>

Total additional costs of applying the Living Wage = **(£43,257)**

For information Current NJC Scales 2013-14 are:

	<b>SCP</b>	<b>£ Annual</b>	<b>Hourly Rate</b>
	*5	£12,435	£6.46
	6	£12,614	£6.56
	7	£12,915	£6.71
	8	£13,321	£6.92
	9	£13,725	£7.13
	10	£14,013	£7.28
<i>Living Wage</i>		<i>£14,719</i>	<i>£7.65</i>
	11	£14,880	£7.73

\*Any staff on SCP 5 will progress to SCP 6 from 1 April 2014

It should be noted that some staff in Team Leader and Supervisor roles are currently paid at or below salary scale points 11 and it would be appropriate therefore to re-grade their roles so that their starting scale is a few points above the level of the Living Wage, this would add further to the overall cost of implementing this change.

It should also be noted that all Town Council Staff are entered into the Local Government Pension Scheme, which from April 1<sup>st</sup> will offer a career average pension which is funded by a 19% employer contribution, which is more than 15% better than a standard 3% pension, making scale point 6 effectively the equivalent of more than £7.55/hr.

**2.2.6 Other Councils** – In addition to the information provided at the budget briefing relating to the council tax and the charges made by other town councils locally and nationally, latest information is:

Marlborough have agreed an increase of 15.49% taking the Band D Charge to £145.82

Salisbury are considering an increase of at least 22.22%

Chippenham are considering an increase of 13% taking the Band D Charge to £154.30

Bradford on Avon are considering an increase of 13%

Devizes are considering an increase of 13%

Melksham will be considering an increase of more than 13%

Wilton are considering an increase of 12.7%

Corsham are considering an increase of 11.3% taking the Band D charge to £136.72

Westbury are considering an increase of 9%

Warminster are considering an increase of 8.84%

Cricklade currently have a Band D Charge of £153.31

Malmesbury currently have a Band D Charge of £172.32

Royal Wootton Bassett currently have a Band D Charge of £184.28

Calne currently have a Band D charge of £199.94

Trowbridge currently have a Band D charge of £122.63

## **BUDGET RECOMMENDATIONS: (AGENDA ITEM 7)**

<b>i) That the Committee approves the Revenue Expenditure Budgets for 2014/15 as set out in Table 1 above and as detailed on the budget spreadsheets, totalling.</b>	<b>£1,349,044</b>
<b>ii) That the Committee approves the Project Budgets for 2014/2015 as set out in Table 2 above, totalling</b>	<b>£53,000</b>
<b>iii) That the Committee approves a contribution to General Reserves as recommended by the Responsible Finance Officer to enable General Reserves to return to minimum 3 months general expenditure and that this contribution be</b>	<b>£30,000</b>
<b>iv) That the Committee approves an additional contribution to General Reserves to enable the Council to recover from the risk of losing the Localisation of Council Tax mitigation grant and enable the Council to establish a degree of certainty and security over future funding. And that this contribution be</b>	<b>£22,843</b>
<b>v) That the Committee recognises the issues faced by many of the Council's employees but that with the current funding pressures it cannot afford to pay the Living Wage as a starting point for staff on the lowest salary scales.</b>	
<b>vi) That the Committee recommends to Council therefore a total budget requirement of</b>	<b>£1,454,887</b>
<b>And that this will be funded in part through a grant from Wiltshire Council of</b>	<b>-£128,598</b>
<b>Leaving a net precept requirement for 2014/15 of</b>	<b>£1,326,290</b>
<b>Which equates to an increase of under 30p/week on Band D Council Tax Charge, from £122.63 to £137.92 per annum, and through making savings of £175,000 an increase in the Town Council precept over two years from 2012/13 (£1,319,488) to 2014/15, of just 0.5%</b>	



**2.4 Policies (AGENDA ITEM 8)** - The Council has had a number of varying arrangements for the distribution of ad-hoc grants over the years, including a Grants Panel, delegation to respective committees and to a single committee. Experience suggests that whilst not perfect, there are fewer issues when all of the grant applications are able to be considered together by a single committee. The Grants Policy has therefore been amended and is presented for adoption. The revised Policy retains two application deadlines each year and for all applications to be considered at two meetings of the Policy & Resources Committee, with an opportunity for relevant departmental officers to make comments and recommendations regarding particular applications. The Grants budget for 2014/15 is £34k, including £5k for the Arts Festival as a cash contribution rather than a value benefit from hall hire and entertainment at the Civic Centre.

**RECOMMENDATION: That the Committee approves the revised Grants Policy, including Core Grant allocations for 2014/15.**

### 3. PERSONNEL

**3.1 3.1.1 Starters** – Following interviews on 7<sup>th</sup> Jan Helen Avent will commence on 13<sup>th</sup> Jan as Civic Centre Supervisor, – 6 month contract, 37 hrs/wk.

**3.1.2 Vacancies** – Leisure Services is currently advertising for an Apprentice Sports Coach. 30 hours per week – 12 month contract. Closing 13 January. Interviews 20 January, advertising Sports Coach, min 30 hours per week, 6 month contract. Closing 13 January. Interviews 17 January. Interviews are also taking place for Casual Coaches on 10<sup>th</sup> January.

**3.1.3 Leavers** - Liam Milburn, Sports Coach leaves on 16<sup>th</sup> January to take up a teaching assistant's position at The Mead Community Primary School.

**3.2 Investors In People – (AGENDA ITEM 9)** a full report has been received from Investors in People and circulated to all councillors, following a review meeting with the assessor on Friday 15<sup>th</sup> November. The committee is asked to consider and note the report.

**3.3 Work Experience** - Daniel Welling left on Friday 20<sup>th</sup> December following his work experience placement as an Administration Assistant dealing with Finance and HR.

### 4. SERVICES

**4.1 Museum & Tourism** – The next committee meeting is 11<sup>th</sup> March.

The Museum, cost centre 101, has a budget for 2014 of £149k. It tells the story of Trowbridge's regional significance as a producer of high quality West of England woollen cloth by utilizing displays of rare and historically significant machinery including a Spinning Jenny. In the 12 months to October there were over 14,400 visitors and in addition over 2100 school children visits. The Education Service, as well as providing significant services to schools and holiday activities, also offers an outreach service to organizations caring for the elderly and those with dementia as well as to adults with learning difficulties. The Museum also provides an enquiry service and reproduces photographs from the collection. In 2014 it will be creating the MUSE, the Museum on the Move, which will incorporate a portable handloom. This will make its first appearance at Armed Forces Day. The Museum also hosts the biennial Textile and Weaving Festival and gives its support to artists involved with Cloth Road by exhibiting an artist's work within the Museum.

**4.1.2 Magna Carta 800 1215-2015** – A copy of the etching 'very much obliged' by Graham Clarke, presented to the Museum by Mr and Mrs Milroy was unveiled by Jane Scott recently, as the launch of our MAGNA CARTA 800 celebrations. Wiltshire is the only county where

visitors will be able to both see an original copy of the 2015 Charter and experience a Baron Town. Our main event will be held at the end of July 2015.

## 4.2 Leisure Services - The next committee meeting is 28<sup>th</sup> January 2014.

The Leisure Services department provides a range of activities and services under the Active Trowbridge brand. The budget for 2014 for cost centre 265 is £100k.

**4.2.1 Schools** - We provide paid for services to local schools. Between April 2013 and March 2014 Active Trowbridge will deliver over 10,000 hours of coaching in Trowbridge and surrounding areas. Schools in the town boundary receive subsidised coaching, whilst those schools outside the town boundary cover the costs through the charges levied.

**4.2.2 Sports Roadshow** - In the summer holidays between July & September our FREE Roadshow provided over 1,300 local children with activities, an average of 266 children per week between the ages of 4 – 12 years. This is our longest sports activity operation which grew out of the Wiltshire wide SPLASH programme keeping kids off the street.

**4.2.3 Fun Days** - Active Trowbridge Fun Days between April & December 2013 have coached over 1,950 children, during the school holidays, providing all day activities at a reasonable cost for local working families.

**4.2.4 Swimming** - Over 300 children per week will be taught swimming from April 2014- July 2014 provided by Active Trowbridge in partnership with Newtown School.

**4.2.5 Sports and Play Festival** - On June 7th 2013 over 12,000 people enjoyed our Festival in Trowbridge Park which provided a FREE, safe and engaging day for children and parents. The day cost £7,500 which is less than 63p per person.

**4.2.6 Sport Relief Mile** - March 2014 will see over 400 people taking part in a 3 mile walk/run to raise charity funds for Comic Relief.

**4.2.7 Trowbridge Sports Forum** – The Forum now has 13 local sports clubs discussing and implementing projects and plans for the future for the local community.

## 4.3 Direct Services – The next committee meeting is 25<sup>th</sup> February.

The Direct Services Department manages a range of facilities and Services for the community. In addition to the staff and the provision of a storage facility at St George's Works the costs are itemised as follows;

**4.3.1 Civic Centre** – The Management Board meets on 13<sup>th</sup> February. The Civic centre has had an excellent 2013, with high utilisation and better than budget income from lettings, catering and bar activities. Our Christmas Parties received significant positive comments from all of the groups attending. The Motown night at the end of December was a sell-out. The 2014 programme of events commences with 'COMEDY – Live at the Civic' with John Thomson of the 1<sup>st</sup> February. Budget Centre 601 covers the cost of running the building, including reception and is covered by cross-charges to other departments. The cost of providing the venue service is in 602, with a budget of £65k for 2014/15. In addition to the running costs the loan repayments for the building of the Civic Centre are £259k per annum.

**4.3.2 Trowbridge Information Centre** – In conjunction with the Friends of TIC and our volunteers we provide a range of information services to the community and visitors including event ticket sales and travel ticket sales. The TIC/Box Office and Town Council Reception are working together to provide a seamless service to all our customers. The TIC budget is £38k and is detailed in cost centre 515.

**Trowbridge Talking News** – We have agreed to offer them a new drop-off point when Knees' town centre stores close in March. The talking newspapers will be delivered daily by Royal Mail and collected by the TTN members once a week from the TIC.

**4.3.3 Town Park** – Significant improvements made since the Town Council took over in July have been detailed and circulated to members, including the new fence around the children's play area and improved lighting with £22,000 funding from the Wiltshire Anti-Social Behaviour Group (WASBRG) we were disappointed that the Police & Crime Commissioner fund was unable to support the security improvements. We are hopeful that the Area Board will support our request for further work to the Bandstand. We are also now establishing a Friends of Trowbridge Park group. The net cost of the Park, including rental income from the kiosk and the Bowls Club is £35k. This will increase to around £54k when the Wiltshire Council contribution ceases in 2018.

**4.3.4 Events** – Our events are either organised by the Town Council; Pancake races, Christmas Lights, supported by council grants; Armed Forces Weekend and Carnival or by officer time; Lions May Fayre and Remembrance Sunday. The total events budget for 2014 is £17k. We spend a further £20k each year providing the Christmas Lights. Those who attended the last committee meeting to seek the council's support for musical events next summer on the bandstand have expressed some disappointment at the committee's lack of enthusiasm. We will be discussing these opportunities further with those concerned and bringing a report and recommendation to the next committee meeting.

**4.3.5 Trowbridge In Bloom** – Trowbridge will be hosting the regional South West In Bloom Awards ceremony at the Civic Centre in September and we will be entering the main competition again in 2014. The majority of our activities are funded through hanging basket sales and sponsorship from local businesses.

**4.3.6 Recreation** – In 2013 the Council purchased 5 acres at Devizes Rd, Hilperton, next to the Rugby Club, to provide future sports pitches, adding to our portfolio of recreation facilities: Grove, Lambrock/Studley Green Community Centre, Stallards Skate Park and Street Snooker, Regent's Place Play Area and Woodmarsh Football Ground. At Woodmarsh we expect the path linking Bradley Road and Boundary Walk to be surfaced in January, funded by the Area Board, The public footpath which runs diagonally across the field is being considered for closure through the planning process, Western Area Planning Committee will consider the matter prior to it being decided by an Inspector. We are also in discussion with the owner regarding options to give the Football Club longer term security to facilitate investment. Our recreational facilities have a net cost of £27k in the 2014/15 budget.

**4.3.7 Grounds Maintenance Contracts** – Our In Bloom activities and other grounds maintenance, including the Park are covered by contracts. We are seeking quotes for the period from April 2014. The budget is £40k for these excluding the Park.

**4.3.8 CCTV** – The Town Council provides the Town Centre CCTV system, which is monitored by the Shires Shopping Centre. The cost of CCTV in the 2014 budget is £45K

**4.3.9 Longfield Community Centre.** The net budget for Longfield for 2014/15 is £6k.

## 5. MARKETING, PROMOTION & EVENTS

**5.1 Newsletter** – We will continue to publish the newsletter as part of the Trowbridge Magazine in January, March, May, July, September and November 2014.

**5.2 Calendar of Events** (please see DISCOVER Trowbridge at the end of the report)

**5.3 Website** – The Town Council web-site [www.trowbridge.gov.uk](http://www.trowbridge.gov.uk) provides information about all council activities and services as well as links to other Trowbridge web-sites. Our other web-

sites are: [www.trowbridgecivic.co.uk](http://www.trowbridgecivic.co.uk) for information about the Civic Centre, events and activities & [www.trowbridgemuseum.co.uk](http://www.trowbridgemuseum.co.uk) for the Museum.

**5.4 DISCOVER Trowbridge** – Re-branding, linked to the Masterplan, BID, Wiltshire Enterprise 'Open for Business' and our application to (DCLG) to join the Community Budget Our Place programme, focussing on economic growth, is included in the Strategy. Professional support to develop the brand as an open-source design and an umbrella under which organisations will work, will deliver in February. Discover Trowbridge can be used for all aspects of the town, to present a confident message to our existing population that Trowbridge has changed and to the external population that Trowbridge has much to offer.

**6. TOWN DEVELOPMENT** – Committee meets 28<sup>th</sup> January & 18<sup>th</sup> February 2014 to consider all applications for planning permission in the town received by Wiltshire Council.

**6.1 Town Enhancement Award** – closing date for nominations 31<sup>st</sup> December. Nominations to be considered by the Town Development Committee at their meeting on 28<sup>th</sup> January.

**6.2 Transforming Trowbridge** – [www.transformingtrowbridge.org.uk](http://www.transformingtrowbridge.org.uk) Established by Wiltshire Council, a partnership to support regeneration of the town centre is leading on development of the Masterplan.

**6.2.1 Core Strategy and Masterplan** – The Inspector's letter prior to full report (due in January), identifies a need to increase the number of houses by at least a further 5,000, which may lead to some additional sites coming forward in the Trowbridge area. Other issues relate to justification for the level of affordable housing and the need to reconsider the site allocations in Chippenham. Public consultation has been undertaken on the Trowbridge Town Centre Masterplan, which appears to have been received very positively.

**6.3 Business Improvement District (BID)** - Consultants Mosaic have been appointed by the Town Council to undertake the feasibility study. They are also undertaking the work in Chippenham and have successfully achieved a YES vote in Salisbury. Wiltshire Council will fund the remaining stages of the process.

**6.4 Town Centre Developments**

**St Stephens Place** – ODEON, Premier Inn, Prezzo and Nando's are all open with Frankie & Benny's due in February.

**Cradle Bridge** – Former Peter Black site is for sale, Wiltshire Council have made a bid.

**Bowyers** – Optimisation appeal for the original application commenced at the Civic Centre on 7<sup>th</sup> January. An application for rerouting of public rights of way, based upon the consented scheme has been revised following the Town Council's comments. I also understand that the roundabout has been reduced in size, in part accommodating the Town Council's objection.

**County Hall Remodelling** - The refurbishment of Old County Hall is now complete, staff and activities temporarily based at Shurnhold will now transfer to Trowbridge.

**Court Street** – the proposal for a mixed use office and residential scheme on the former Tremans Factory site has received permission.

**Retail** – Starbucks opened in Fore St in December, whilst Knees have announced that they are moving to Bradley Rd, leaving two sites available for alternative operators in Fore St.

**6.5 Housing** – The following major sites are under development, totalling over 1,200 houses.

**H9 Southview Farm**, Wain Homes, 300 houses for sale.

**H11 Castle Mead**, Persimmon and Charles Church 650 houses for sale, the link road to West Ashton Road is now complete and the new Primary School is taking shape.

**H8d Brook Meadow**, Barratt & Taylor Wimpey 150 houses for sale.

**H8c The Pastures** off Parsonage Way, Abbey New Homes 180 houses for sale.

**St James' Gardens** off Union Street, Newland Homes 75 houses all SOLD.

**Broad Street and York Buildings** PFI sites for social housing nearing completion.

**Centenary Court**, Yeoman Way, Selwood Housing social housing site now commenced.

**Rugby Club, Green Lane** – Green Square, 90 houses now commenced.

**Ashton Park** – Mainly in West Ashton and North Bradley Parishes, proposes around 2,500 houses. Consultation events were held recently, including details of the proposed improvements to the A350 around West Ashton cross roads and Yarnbrook. An application is expected in the New Year.

### **6.5.1 Wiltshire Council Policy Development on maintaining/disposing of small pockets of open green space. (AGENDA ITEM 10)**

Councillor Oldrieve raised this issue at a meeting of Wiltshire Council on 12<sup>th</sup> November. These areas, many of which are found around the Paxcroft Mead development are overgrown and un-maintained, some are unsightly. In some locations residents have unofficially extended their garden fence lines to include these areas. It was hoped that Wiltshire Council would be persuaded to adopt a policy of maintenance or transfer. Cabinet Member for planning and property Councillor Toby Sturgis has responded suggesting that the areas in question could be transferred to the Town Council. Having undertaken a site visit with Councillors Oldrieve and Andrews it is clear that none of the parcels of land have a general community value and that it is therefore not appropriate for the Town Council to take over these assets and their maintenance. There may be benefit gained from considering an approach to the Wiltshire Wildlife Trust. The transfer to residents would not necessarily result in an overall improvement to the situation as some residents may not wish to increase their boundaries, resulting in a haphazard approach.

**RECOMMENDATION: That the Town Council does not wish to pursue the transfer of small parcels of land adjacent to residential properties, which have no general community amenity value and suggests to Wiltshire Council that they adopt a policy for the maintenance and possible transfer to other organisations such as the Wiltshire Wildlife Trust or to neighbouring residents only where this has an overall beneficial impact.**

**6.6 Community Infrastructure Levy (CIL) (AGENDA ITEM 11)** – Wiltshire Council is in the process of introducing a CIL schedule, expected to be introduced in line with the adoption of the Core Strategy in 2014. This now (compared to the previous draft) proposes a different and lower level of charge for the Trowbridge Area (as well as Melksham, Calne, Westbury, Dilton Marsh and Warminster) relatively to the remainder of the county for residential developments and also treats Trowbridge and some other towns differently from other towns for retail development.

<https://cms.wiltshire.gov.uk/documents/s67814/CIL%20report%20Appendix%201.pdf>

**RECOMMENDATION: That the Committee responds to the CIL consultation supporting the proposals made by Wiltshire Council and seeks confirmation that regular reviews will be undertaken as market circumstances change, resulting from development taking place and proposed within the Trowbridge Area.**

**6.6.1 Infrastructure Delivery Plan (IDP)** - Items included in the IDP will be funded by the CIL. The Town Council will need to consider the IDP as part of the developing Council

Strategy to ensure that items required by the community are included. Such items would include; allotments, cemetery, play areas, highways, cycle routes and sports pitches, for which some money from developers through Section 106 contributions is already available. The IDP should be reviewed by Wiltshire Council on an annual basis.

**6.7 Rail Services** – The additional 8 return journeys each day to Melksham, Chippenham and Swindon were introduced with the December timetable, affording significant improvements to journey times from Trowbridge to London in addition to the four through trains each day. Significant improvements to the Railway Station Forecourts are expected in the Spring, which have been planned in conjunction with the developers of the Bowyer’s site.

**7. PARTNERSHIP**

**7.1 Wiltshire Council** - The parish newsletter is now published weekly and is circulated to members. [www.wiltshire.gov.uk/council/parishnewsletterhome.htm](http://www.wiltshire.gov.uk/council/parishnewsletterhome.htm)

**7.1.1 Area Board** – The next meeting is on 16<sup>th</sup> January at County Hall. The Community Area Web Site is operational at [www.trowbridge.ourcommunitymatters.org.uk](http://www.trowbridge.ourcommunitymatters.org.uk)

**7.1.2 Community Area Transport Group (CATG)** – Next meeting 6<sup>th</sup> February.

**7.1.3 Stallard Recreation Ground Changing Rooms** – This facility on Innox Rd will be implemented by Wiltshire Council, with a contribution from the Town Council, once football foundation money is confirmed.

**7.1.4 Enterprise Wiltshire** – [//theenterprisenetwork.co.uk/](http://theenterprisenetwork.co.uk/) The business start-up facility at Ascot Court Enterprise Centre, White Horse Business Park is now open.

**7.1.5 Campus** – Following the second consultation we now await confirmation regarding the funding, location and timescales for implementation of the Trowbridge Campus plans.

**7.2 Trowbridge Community Area Future (TCAF)** – <http://tcafuture.wordpress.com/> TCAF is funded through the Area Board and the Town Council, and is based at the Civic Centre. They bring together the work of a variety of partnerships and other voluntary groups to work for the future of the town. The Town Council budget for 2014/15 includes a grant to TCAF of £7,100.

TCAF Steering Group Meeting	10 <sup>th</sup> January	4pm	Civic Centre
TCAF Neighbourhood P’ship	13 <sup>th</sup> January	6pm	Civic Centre
Collaborative Schools	17 <sup>th</sup> January	9.30am	JOG
Safer Trowbridge	20 <sup>th</sup> January	10am	Civic Centre
TCAF Parishes Liaison Group	29 <sup>th</sup> January	7pm	Town Hall

NO MEETINGS FEBRUARY

**7.2.1 Collaborative Schools Ltd (CSL)** – A not for profit company and partnership of all Trowbridge catchment area schools, works to deliver a range of activities and support to local schools. The ‘Every Child Matters’ community group of CSL operates as the Education Theme Group of TCAF. Next meeting 17<sup>th</sup> January 09:30 John of Gaunt Hub. The Town Clerk has been invited to be a director for the free school being established by Collaborative Schools for an alternative provision school to provide for those pupils who would otherwise be excluded. The new primary school at Castle Mead is currently under construction.

- 7.3 Police and Community Safety** – Inspector Harvey gives a written report to Full Council meetings, including details of neighbourhood teams. We are working with Lisette, TCAF and the Wiltshire Community Safety Partnership to re-establish a local safety partnership.
- 7.4 Wiltshire Association of Local Councils (WALC)** – Latest newsletter was circulated. [www.wiltshire-alc.org.uk](http://www.wiltshire-alc.org.uk) .
- 7.5 NHS** - The application for the **Bradcroft surgery** was approved by Wiltshire Council in May subject to a S106 agreement, including the provision of replacement cricket facilities.
- 7.6 Citizen’s Advice Bureau** – Following questions asked at a previous meeting I have discussed the situation with the local manager. Demand for their services has been very high and in most cases they have been able to accommodate requests for appointments. In some instances the availability of volunteers has not met the demand from clients and this has led to some delays, although these should not have been significant. Any additional volunteers would be welcome. I also enquired about alternative provision. The CAB works with Wiltshire Council on the Wiltshire Money programme which provides training and accreditation, other organisations should ideally only be supported if they have trained volunteers and are accredited through the programme.

## 8. PROJECTS

- 8.1 ALLOTMENTS** – The transfer of the three sites at Gloucester Road, Mornington Gardens and Home Close Farm to the Town Council is expected to be completed in March.

## 9. CIVIC & DEMOCRATIC ACTIVITIES

- 9.1 Council Meeting Dates.** Council and committee meetings for the next few months are:

Tuesday 14 <sup>th</sup> January	Policy & Resources
Tuesday 21 <sup>st</sup> January	Full Council (Precept Setting)
Tuesday 28 <sup>th</sup> January	Leisure Services (6.15pm)
Tuesday 28 <sup>th</sup> January	Town Development
Tuesday 4 <sup>th</sup> February	NO MEETING
Tuesday 11 <sup>th</sup> February	NO MEETING
Tuesday 18 <sup>th</sup> February	Town Development
Tuesday 25 <sup>th</sup> February	Direct Services
Tuesday 4 <sup>th</sup> March	Policy & Resources

- 9.2 Civic Award – (AGENDA ITEM 12)**

**RECOMMENDATION To consider nominations received and approve the recipient for the 2013/14 award.**

- 9.3 Twinning** - The town is twinned with Leer in Germany, Charenton in France, Elblag in Poland (jointly with Bradford, Melksham, Warminster and Westbury) and Oujda in Morocco. The council makes a small contribution to each association annually as well as supporting the Mayor’s visits and hosting of visitors. The budget is £2k.

**Charenton, France** - The Mayor and Mayoress have accepted an invitation from the Mayor of Charenton to attend their New Year Celebrations on Monday 6<sup>th</sup> January 2014.

**Lance Allan**

**Town Clerk**

Trowbridge Town Council,  
The Civic Centre,

St Stephen’s Place,  
TROWBRIDGE,

Wilts, BA14 8AH

E: [info@trowbridge.gov.uk](mailto:info@trowbridge.gov.uk)

T: 01225 765072

W: [www.trowbridge.gov.uk](http://www.trowbridge.gov.uk)

[www.trowbridgecivic.co.uk](http://www.trowbridgecivic.co.uk)

[www.trowbridgemuseum.co.uk](http://www.trowbridgemuseum.co.uk)



# ***DISCOVER TROWBRIDGE***

**For further event details, please click on links where applicable**

## **REGULAR ACTIVITIES**

Monday	Active Trowbridge: Extreme Sports 5:30-7:00	John of Gaunt
Monday	Ginger Jive	Civic Centre
Wednesday	Town Team & Wiltshire Council: Weekly Street Market	Fore Street
2 <sup>nd</sup> & 4 <sup>th</sup>	Farmers Market	Fore Street
Fri		
2 <sup>nd</sup> Sunday	Sunday Club	Civic Centre

## **2014**

### **JANUARY**

16	<a href="#">Area Board 7pm</a>	County Hall
----	--------------------------------	-------------

### **FEBRUARY**

1	<a href="#">Comedy Live at the Civic – John Thomson</a>	Civic Centre
13	Trowbridge In Bloom – Young Voice of Trowbridge	John of Gaunt
15	<a href="#">Exhibition: 'Popular Pitman, Convivial Crabbe' opens</a>	Museum
17 to 21	<a href="#">Active Trowbridge Half Term Fun Days</a>	Walwayne Court
18 to 21	Museum Half Term activities	Museum
23	Wedding Fayre	Civic Centre

### **MARCH**

4	Pancake Races	Fore Street
13	Area Board 7pm	Civic Centre
15	Civic Dinner	Civic Centre
22	Comedy Live at the Civic	Civic Centre

### **APRIL**

6	Prom Fashion Show	Civic Centre
7 to 17	Active Trowbridge Easter Fun Days	Walwayne Court
15-18	Easter craft activities; <i>Fab Fossils, Dinosaurs, Origami Birds &amp; Brilliant Bookmarks.</i>	Museum
19	Exhibition: 'Popular Pitman, Convivial Crabbe' closes	Museum
27	<a href="#">Trowbridge In Bloom - Spring Open Gardens event</a>	Various
29	Annual Town Meeting & Town Gathering	Civic Centre

## MAY

3	<a href="#">Lions May Fayre</a> including Town Council Stand	Fore Street
3	Music 80s night	Civic Centre
3-11	<a href="#">Cloth Road Artists</a>	incl. Museum
10	Comedy Live at the Civic – Milton Jones	Civic Centre
28	Love Your Local Market event	Fore Street

## JUNE

7	<a href="#">Sports and Play Festival</a> including Town Council Stand	Town Park
14	Pro Evolution Wrestling	Civic Centre
28	Motown Live at the Civic - Soulside	Civic Centre
28 & 29	<a href="#">Wiltshire Armed Forces and Veterans Weekend</a>	Town Park
28	<b>FREE PARKING IN ALL COUNCIL CAR PARKS</b>	

## JULY

13	<a href="#">Trowbridge In Bloom – Summer Open Gardens event</a>	Various
25 to 30 Aug	Active Trowbridge Sports Roadshow	Town Park

## AUGUST

3	Civic Service	St James'
16	Live at the Civic -	Civic Centre
17	Trowbridge Carnival Soap-Box Derby	Castle Street

## SEPTEMBER

6	<a href="#">Carnival Country Fayre</a> including Town Council Stand.	Town Park
7	Wedding Fayre	Civic Centre

## OCTOBER

4	Comedy Live at the Civic -	Civic Centre
17 to 2 Nov	<a href="#">Trowbridge Arts Festival</a>	Various
18	Trowbridge Carnival Procession	Town Centre
17/18 & 24/25	Ladies Nights	Civic Centre
29	Teen Market 3pm-8pm	Fore Street
31	Halloween Disco	Civic Centre

## NOVEMBER

1	Halloween Ball	Civic Centre
9	Remembrance Service & Parade	St James' & Park
22	Comedy Live at the Civic -	Civic Centre

- |    |   |                |
|----|---|----------------|
| 29 | <i>Christmas Lights Switch on and Craft Fayre</i> | <i>Various</i> |
| 29 | <b>FREE PARKING IN ALL COUNCIL CAR PARKS</b>      |                |

## **DECEMBER**

- |          |                                 |                     |
|----------|---------------------------------|---------------------|
| 11/12/13 | <i>Christmas Party Nights</i>   | <i>Civic Centre</i> |
| 18/19/20 |                                 |                     |
| 27       | <i>Music – Motown, Soulside</i> | <i>Civic Centre</i> |
| 31       | <i>New Year’s Eve Disco</i>     | <i>Civic Centre</i> |

## **2015**

## **JULY**

- |            |                                     |                |
|------------|-------------------------------------|----------------|
| 24, 25, 26 | <i>MAGNA CARTA 800 Charter Fair</i> | <i>Various</i> |
|------------|-------------------------------------|----------------|

This page is intentionally left blank

<b>Report to</b>	<b>Trowbridge Area Board</b>
<b>Date of Meeting</b>	<b>16 January 2014</b>
<b>Title of Report</b>	<b>Area Board Funding Applications</b>

### **Purpose of Report**

To ask Councillors to consider six funding applications to the community area grants fund scheme and one Councillor led project bid:

**1. Six applications seeking Community Area Grant Funding (appendix 1)**

- 1.1 Trowbridge Sea Cadets Unit – to repair the unit roof - £1,000 requested
- 1.2 Trowbridge Sports Forum – to purchase a mini bus - £5,000 requested
- 1.3 West Wilts Model Railway Circle – to insulate roof in new clubroom and exhibition area - £345.70 requested
- 1.4 Wiltshire Mind - to purchase a new laptop for the Trowbridge Peer Support Social Group - £494 requested
- 1.5 Big Community Grow – to purchase a marquee for the Trowbridge Apple Festival – £1,000 requested
- 1.6 Mead Community School PTA – to purchase a new shed for the school gardening club - £500 requested

**2. One councillor led project bid (appendix 1)**

- 2.1 Councillor Graham Payne – Security & improvements to Trowbridge Park Bandstand - £5,000 requested

**Total Amount requested = £13,339.70**

## 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 (5 April 2013). Under the Scheme of Delegation Area Boards must adhere to the Area Board Grants Guidance 2013/2014. The emphasis in 2013/14 will be that the Area Board funding will support volunteering, community involvement and addressing community priorities.

1.2 Trowbridge Area Board has a total budget for 2013/2014 of £113,785 for community area grants (CAGS), community area partnership (CAP) core funding and area board/councillor led initiatives. Pursuant to the budget approved by full Council, the Area Board has a capital budget allocation of £92,036 for CAGS/Councillor led projects and Digital Literacy Fund grants and £21,749 for revenue funding including the CAP core funding. £47,107 has been allocated to date:

- £15,556 - TCAF CAP core funding
- £2,680 – TCAF – Lights Camera Action
- £1,500 – West Wiltshire Scouts – Equipment & secure store
- £500 - Wiltshire Youth Marching Band - new band instruments
- £2,850 - Gloucester Road Allotment Association – creation of paved pathway
- £3,000 – Friends of Newtown Primary School – to purchase equipment for the swimming pool
- £788 – BA14 Culture - Take the Lead (Pop) young peoples' performance project
- £483 – Monday Wednesday Club – to purchase storage equipment and woodwork materials
- £1,890 – Councillor led project – noise assessment for proposed Paxcroft mead Skatepark
- £6,500 - Councillor led project – to tarmac footpath of Boundary Walk
- £11,360 - Councillor led project – to purchase equipment and kitchen for Trowbridge Town Hall

This leaves a remaining budget total of **£66,683** to allocate in 2013/14.

1.3 Area Boards will be encouraged to develop ways of linking grant funding to locally agreed priorities emerging from the Joint Strategic Assessment, the local community plan or other relevant local evidence.

1.4 An on-line funding application process has been introduced for all applicants.

1.5 In 2013/14 up to £500 unmatched funding will be available to support small local projects. All applications for projects exceeding £500 will be expected to provide match funding (either in cash or in kind) to the value of a minimum of 50% of the total requested

1.6 In 2013/14 applications specifically for Wiltshire Online, Digital Literacy will be considered, with £1,500 being allocated to each area board and distributed through the community area grants process.

- 1.7 In support of the Olympic and Paralympic legacy, in 2013/14 the Area Boards will particularly welcome applications that encourage young people and people with disabilities to become more actively involved in sports, outdoor activities, recreation, arts and volunteering.
- 1.8 Area Boards will not consider 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.
- 1.9 In accordance with the Scheme of Delegation, any decision of an Area Board that is contrary to the funding criteria 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.
- 1.10 In addition to CAGs, 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.
- 1.11 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.
- 1.12 Funding applications will be considered at every ordinary Area Board meeting.
- 1.13 Paper copies of funding applications no longer appear as part of the agenda in an attempt to reduce paper. They are however available to view on the Wiltshire Council web [http://portal.wiltshire.gov.uk/areaboard\\_grants/grants\\_list.php](http://portal.wiltshire.gov.uk/areaboard_grants/grants_list.php)
- 1.14 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.

**Background documents used in the preparation of this Report**

- Area Board Grant Guidance 2013/14 as presented for delegated decision
- Technical Officers report

**2. Main Considerations**

- 2.1. Councillors will need to be satisfied that grants awarded in the 2013/14 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. If the funding is allocated according to the recommendations in this report there will still be funding remaining in the budget for 2013/14.

### 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 Grant Applications

Applicant 8.1	Project summary	Funding requested
Trowbridge Sea Cadets Unit	To repair the unit roof	£1,000

8.1.1 The application meets the grant criteria and will encourage more young people to be involved in sporting activity.

8.1.2 The applicant is contributing over 50% of other funding towards the project.

8.1.3 **It is recommended that a grant of £1,000 is approved.**

Applicant 8.2	Project summary	Funding requested
Trowbridge Sports Forum	To purchase a mini bus	£5,000

8.2.1 The application meets the grant criteria and will encourage more people including young people to be involved in active sport.

8.2.2 The applicant is contributing over 50% of other funding towards the project.



8.2.3 The Council's sports development department is supportive of the application and believe it will benefit the local community

8.2.4 **It is recommended that a grant of £5,000 is approved.**

<b>Applicant 8.3</b>	<b>Project summary</b>	<b>Funding requested</b>
West Wilts Model Railway Circle	To insulate roof in new clubroom and exhibition area	£345.70

8.3.1 The application meets the grant criteria. As the new premises are in the Bradford on Avon community area the group has applied to both area boards as a joint application.

8.3.2 The applicant is contributing over 50% of other funding towards the project.

8.3.3 **It is recommended that a grant of £345.70 is approved.**

<b>Applicant 8.4</b>	<b>Project summary</b>	<b>Funding requested</b>
Wiltshire Mind	To purchase a new laptop for the Trowbridge Peer Support Social Group	£494

8.4.1 The application meets the grant criteria specifically from the Wiltshire Online, Digital Literacy fund,

8.4.2 The applicant is not contributing any funding towards the project.

8.4.3 **It is recommended that a grant of £494 is approved**

<b>Applicant 8.5</b>	<b>Project summary</b>	<b>Funding requested</b>
Big Community Grow	To purchase a marquee for the Trowbridge Apple Festival	£1,000

8.5.1 The application meets the grant criteria and will benefit the local community including children and young people.

8.5.2 The applicant is contributing over 50% of other funding towards the project.

8.5.3 **It is recommended that a grant of £1,000 is approved**

<b>Applicant 8.6</b>	<b>Project summary</b>	<b>Funding requested</b>
Mead Community School PTA	To purchase a new shed for the school gardening club	£500

8.6.1 The application meets the grant criteria and will specifically encourage children to be involved in outdoor activity.

8.6.2 The applicant is contributing 50% of other funding towards the project.

8.6.3 **It is recommended that a grant of £500 is approved**

## 9. Councillor Led Project Application

Applicant 9.1	Project summary	Funding requested
Submitted by Councillor Graham Payne	Security & improvements to Trowbridge Park Bandstand	£5,000

9.1.1 Councillors led projects should address or resolve 'sticky' community issues and/or projects and initiatives which have been identified by the community as priorities. It should not be used to fill gaps where there are service shortfalls or where it is possible for them to be resolved through use of the Area Grant funding scheme. Grants will not normally exceed £5,000. The Board will need to consider whether the application meets one or more of the following:

- Evidence of community need
- Clear links to the community plan
- Evidence that it addresses an on-going issue that has been logged via the Community Issues System

**9.1.2 It is recommended the Area Board considers the Area Board project application to determine whether to allocate funding from the Area Board budget.**

## 10. Recommendations

**10.1 It is recommended that the Area Board agrees to the recommendations for the Community Area Grant applications contained within paragraphs 8.1.3, 8.2.4, 8.3.3, 8.4.3, 8.5.3 & 8.6.3 of this report.**

**10.2 It is recommended that the Area Board makes a decision re allocating funding for the Councillor led project as outlined in paragraph 9.**

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

Grant Applications for Trowbridge on 16/01/2014

ID	Grant Type	Project Title	Applicant	Amount Required
433	Community Area Grant	Trowbridge Peer Support Social Group - new laptop	Wiltshire Mind	£494
286	Community Area Grant	Trowbridge Sports Forum Mini Bus	Trowbridge Sports Forum	£5000
448	Community Area Grant	Sea Cadet Unit Roof repairs	TROWBRIDGE SEA CADET UNIT (TS Achilles)	£1000
455	Community Area Grant	Insulation of roof in new clubroom and exhibition area	West Wiltshire ModelRailway Circle	£345.70
465	Community Area Grant	Gardening Club Shed	Mead Community School PTA	£500.00
459	Community Area Grant	Trowbridge Apple Festival 2014	The Big Community Grow	£1000.00

ID	Grant Type	Project Title	Applicant	Amount Required
433	Community Area Grant	Trowbridge Peer Support Social Group - new laptop	Wiltshire Mind	£494
<p><b>Submitted:</b> 20/11/2013 13:56:01</p> <p><b>ID:</b> 433</p> <p><b>Current Status:</b> Application Appraisal</p> <p><b>To be considered at this meeting:</b> 16/01/2014 Trowbridge</p> <p><b>1. Which type of grant are you applying for?</b> Community Area Grant</p> <p><b>2. Amount of funding required?</b> £0 - £500</p> <p><b>3. Are you applying on behalf of a Parish Council?</b> No</p> <p><b>4. If yes, please state why this project cannot be funded from the Parish Precept</b></p> <p><b>5. Project title?</b> Trowbridge Peer Support Social Group - new laptop</p> <p><b>6. Project summary:</b></p>				

Wiltshire Mind requires a laptop, software and broadband dongle for our Trowbridge Group to enable client members start a new project. The project involves our client members accessing the internet to carry out research, seek mental health information together with the opportunity to type documents. The internet will be used by clients suffering with mental health issues to research various matters such as mental illness, diet and nutrition job searching, benefits information, housing, personal banking, advocacy, public transport timetables, pay bills online etc. In addition the laptop will be used to type letters to GPs, MPs, employers etc and also prepare CVs.

**7. Which Area Board are you applying to?**

Trowbridge

**Electoral Division**

**8. What is the Post Code of where the project is taking place?**

BA14 8DY

**9. Please tell us which theme(s) your project supports:**

Health, lifestyle and wellbeing

Inclusion, diversity and community spirit

If Other (please specify)

**10. Finance:**

**10a. Your Organisation's Finance:**

**Your latest accounts:**

03/2013

**Total Income:**

£79855

**Total Expenditure:**

£(126480)

**Surplus/Deficit for the year:**

£(46625)

**Free reserves currently held:**

**(money not committed to other projects/operating costs)**

£25000

**Why can't you fund this project from your reserves:**

Our reserves are committed to fund core costs and provide contingency.

We are a small community group and do not have annual accounts or it is our first year:

**10b. Project Finance:**

Total Project cost		£494		
Total required from Area Board		£494		
Expenditure (Itemised expenditure)	£		Income (Itemised income)	Tick if income confirmed
Mobile Broadband dongle	15			£
ACER Aspire Laptop	379			
Software	100			
<b>Total</b>		<b>£494</b>		<b>£0</b>

**11. Have you or do you intend to apply for a grant from another area board within this financial year?**

No

**12. If so, which Area Boards?****13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?**

Local residents suffering from a wide range of mental health illnesses and disabilities in Trowbridge will benefit from this project. We estimate 15 people per week will benefit from the project. The project will benefit the community in the following ways:- 1. An increased ability amongst those suffering mental distress to manage daily tasks. 2. Better access to support and health services, including courses on managing mental health conditions, via use of the internet. 3. Enabling of social participation and empowerment by providing access to information, peer support networks and personalised services. 4. Helping people with mental health issues build confidence. 5. Improvement in organisation skills for mental health sufferers. 6. Improved access to job market vacancies and volunteering vacancies for mental health sufferers. The project also helps meet local priorities, for example the project meets The Community Area Plan 2011 aim of working together to achieve improved health and social care for the residents of the community area.

**14. How will you monitor this?**

We will carry out monthly evaluations to monitor the following changes with our service users. 1. Level of improvement in managing daily tasks. 2. Level of improvement in accessing information, local support and health services. 3. Comment on use of peer support networks being developed at the group. 4. Levels of increase in confidence. 5. Levels of improvement in organisation skills. 6. Use in accessing details in job and volunteering vacancies.

**15. If your project will continue after the Wiltshire Council funding runs out, how will**

**you continue to fund it?**

The capital items are one off purchases and will last for some years. When the laptop ceases to be operational we will be applying for funding from other sources to replace it. Similarly we will apply for funding to update the software when required.

**16. Is there anything else you think we should know about the project?**

Not Applicable.

**17. DECLARATION**

**Supporting information - Please confirm that the following documents will be available to inspect upon request:**

**Quotes:**

yes I will make available on request 1 quote for individual project costs over £500 & 2 quotes for project costs over £1000 (Individual project costs are listed in the expenditure section above)

**Accounts:**

yes I will make available on request the organisation's **latest accounts**

**Constitution:**

yes I will make available on request the organisation's Constitution/Terms of Reference etc.

**Policies and procedures:**

yes I will make available on request the necessary and relevant policies and procedures such as Child Protection, Safeguarding Adults, Public Liability Insurance, Access audit, Health & Safety and Environmental assessments.

**Other supporting information (Tick where appropriate, for some project these will not be applicable):**

**And finally...**

yes The information on this form is correct, that any award received will be spent on the activities specified.

286	Community Area Grant	Trowbridge Sports Forum Mini Bus	Trowbridge Sports Forum	£5000
-----	----------------------	----------------------------------	-------------------------	-------

**Submitted:** 23/09/2013 13:15:47

**ID:** 286

**Current Status:** Application Appraisal

**To be considered at this meeting:**

16/01/2014 Trowbridge

**1. Which type of grant are you applying for?**

Community Area Grant

**2. Amount of funding required?**

£501 - £5000

**3. Are you applying on behalf of a Parish Council?**

No

**4. If yes, please state why this project cannot be funded from the Parish Precept**

**5. Project title?**

Trowbridge Sports Forum Mini Bus

**6. Project summary:**

Trowbridge sports forum is a community group set up to bring sporting opportunities within the town for the community. We currently have 15 local sporting clubs on the forum. We would like to buy a mini bus to enable sports clubs to attend events, offer communitiy outreach sporting programmes, arrange trip for our local community

**7. Which Area Board are you applying to?**

Trowbridge

**Electoral Division**

Trowbridge Central

**8. What is the Post Code of where the project is taking place?**

ba41 8ha

**9. Please tell us which theme(s) your project supports:**

Children & Young People

2012 Olympic Legacy

Festivals, pageants, fetes and fayres

Health, lifestyle and wellbeing

Inclusion, diversity and community spirit

Sport, play and recreation

If Other (please specify)

**10. Finance:**

**10a. Your Organisation's Finance:**

**Your latest accounts:**

09/2013

**Total Income:**

£0

**Total Expenditure:**

£0

**Surplus/Deficit for the year:**

£0

**Free reserves currently held:**

**(money not committed to other projects/operating costs)**

£2,100

**Why can't you fund this project from your reserves:**

Our reserves wont cover any where near the costs to buy a mini bus. We wish to use this money to insure and tax the mini bus.

We are a small community group and do not have annual accounts or it is our first year: yes

**10b. Project Finance:**

Total Project cost		£11400		
Total required from Area Board		£5000		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Mini Bus	£11,400	Sports Clubs	yes	6400
Total	<b>£0</b>			<b>£6400</b>

**11. Have you or do you intend to apply for a grant from another area board within this financial year?**

No

**12. If so, which Area Boards?**

Trowbridge

**13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?**

This project will support our local communtiy groups, sporting clubs and over 1000 people a year could use the bus to attend sporting events and clubs alongside offering the bus out to other local communtiy groups to use.

**14. How will you monitor this?**

We will have booking forms which will indictae the group using the bus alonside total number of participants so these will be able to be provided to you.

**15. If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?**

We will use the forum to plan chairty events to continue to maintain the mini bus alongside



any other groups can pay a small fee to hire the bus this will then help the project to be self funded going forward.

**16. Is there anything else you think we should know about the project?**

17. DECLARATION

**Supporting information - Please confirm that the following documents will be available to inspect upon request:**

**Quotes:**

yes I will make available on request 1 quote for individual project costs over £500 & 2 quotes for project costs over £1000 (Individual project costs are listed in the expenditure section above)

**Constitution:**

yes I will make available on request the organisation's Constitution/Terms of Reference etc.

**Policies and procedures:**

yes I will make available on request the necessary and relevant policies and procedures such as Child Protection, Safeguarding Adults, Public Liability Insurance, Access audit, Health & Safety and Environmental assessments.

**Other supporting information (Tick where appropriate, for some project these will not be applicable):**

**And finally...**

yes The information on this form is correct, that any award received will be spent on the activities specified.

448	Community Area Grant	Sea Cadet Unit Roof repairs	TROWBRIDGE SEA CADET UNIT (TS Achilles)	£1000
-----	----------------------	-----------------------------	---	-------

**Submitted:** 26/11/2013 14:49:53

**ID:** 448

**Current Status:** Application Appraisal

**To be considered at this meeting:**

16/01/2014 Trowbridge

**1. Which type of grant are you applying for?**

Community Area Grant

**2. Amount of funding required?**

£501 - £5000

**3. Are you applying on behalf of a Parish Council?**

No

**4. If yes, please state why this project cannot be funded from the Parish Precept**

**5. Project title?**

Sea Cadet Unit Roof repairs

**6. Project summary:**

Essential repairs are required to stop leaks in the roof and to make the unit more energy efficient. If repairs are not done, it could hamper the use of the building - twice weekly meetings and occasional 'sleepovers'

**7. Which Area Board are you applying to?**

Trowbridge

**Electoral Division**

Trowbridge Drynham

**8. What is the Post Code of where the project is taking place?**

BA14 0DQ

**9. Please tell us which theme(s) your project supports:**

Children & Young People

If Other (please specify)

**10. Finance:**

**10a. Your Organisation's Finance:**

**Your latest accounts:**

11/2013

**Total Income:**

£4280

**Total Expenditure:**

£15348

**Surplus/Deficit for the year:**

£3605

**Free reserves currently held:**

**(money not committed to other projects/operating costs)**

£nil

**Why can't you fund this project from your reserves:**

In May 2013 we purchased a minibus for £12,000(which is shared with Clarendon

school)from money previously raised expressly for this purpose. We only have Â£3605 left for all our overheads and other expenses connected with running the unit.

We are a small community group and do not have annual accounts or it is our first year:

**10b. Project Finance:**

Total Project cost	£2245		
Total required from Area Board	£1000		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed
repairs to damaged area	2245	Trowbridge Town Council	£
		Trowbridge Town Trust	Â£500
		Fundraising Donations	yes      Â£245
<b>Total</b>	<b>£2245</b>		<b>£0</b>

**11. Have you or do you intend to apply for a grant from another area board within this financial year?**

No

**12. If so, which Area Boards?**

**13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?**

At present 19 cadets.8 adult volunteer staff ensure that cadets have 'serious fun' in a disciplined way, within the Royal Navy ethos, to teach them life skills, self confidence, team spirit, seamanship, competitive sport, engineering, cooking and other skills. It is essential that the unit is in a good, safe condition for the twice weekly meetings and occasional 'sleepovers'. The repairs to the roof are essential.

**14. How will you monitor this?**

Feedback from adult staff and cadets themselves. Unit Management Committee will monitor the efficacy of the work done

**15. If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?**

We are applying for grants and donations from other sources to reach our target of Â£2245

**16. Is there anything else you think we should know about the project?**

N/A

17. DECLARATION

**Supporting information - Please confirm that the following documents will be available to inspect upon request:**

**Quotes:**

yes I will make available on request 1 quote for individual project costs over £500 & 2 quotes for project costs over £1000 (Individual project costs are listed in the expenditure section above)

**Accounts:**

yes I will make available on request the organisation's **latest accounts**

**Constitution:**

yes I will make available on request the organisation's Constitution/Terms of Reference etc.

**Policies and procedures:**

yes I will make available on request the necessary and relevant policies and procedures such as Child Protection, Safeguarding Adults, Public Liability Insurance, Access audit, Health & Safety and Environmental assessments.

**Other supporting information (Tick where appropriate, for some project these will not be applicable):**

yes I will make available on request evidence of ownership of buildings/land

**And finally...**

yes The information on this form is correct, that any award received will be spent on the activities specified.

455	Community Area Grant	Insulation of roof in new clubroom and exhibition area	West Wiltshire Model Railway Circle	£345.70
-----	----------------------	--	-------------------------------------	---------

**Submitted:** 01/12/2013 10:21:13

**ID:** 455

**Current Status:** Application Appraisal

**To be considered at this meeting:**

16/01/2014 Trowbridge

**1. Which type of grant are you applying for?**

Community Area Grant

**2. Amount of funding required?**

£501 - £5000

**3. Are you applying on behalf of a Parish Council?**

No

**4. If yes, please state why this project cannot be funded from the Parish Precept**

**5. Project title?**

Insulation of roof in new clubroom and exhibition area

**6. Project summary:**

After 42 years the club has to quit Andil House, Trowbridge by 23rd March 2014. We have found rented space in the former Tannery at Holt. It is 46.5 feet by 18.5 feet. To obtain an affordable rent we have to pay for and undertake the upgrading of the room ourselves. The corrugated tin roof needs to be insulated, to reduce heat loss and stop condensation. We will have to install a lattice of timber and 48 sheets of Celotex roof insulation. Club members will be undertaking all the installation themselves, The roofing project is estimated at Â£1332.82 for the main materials plus a further Â£60 for other finishing materials, making a total cost of Â£1382.82

**7. Which Area Board are you applying to?**

Trowbridge

**Electoral Division**

**8. What is the Post Code of where the project is taking place?**

BA14 6RJ

**9. Please tell us which theme(s) your project supports:**

Children & Young People

Arts, crafts and culture

Festivals, pageants, fetes and fayres

Recycling and green initiatives

Technology & Digital literacy

If Other (please specify)

**10. Finance:**

**10a. Your Organisation's Finance:**

**Your latest accounts:**

10/2013

**Total Income:**

£1519.87

**Total Expenditure:**

£1068.53

**Surplus/Deficit for the year:**

£451.34

**Free reserves currently held:**

**(money not committed to other projects/operating costs)**

£3941.61

**Why can't you fund this project from your reserves:**

The funding shown is actually all of our funds and takes account of the one-off sale of the main layout for just under £400. The quoted \\\\

We are a small community group and do not have annual accounts or it is our first year:

**10b. Project Finance:**

Total Project cost		£1382.82		
Total required from Area Board		£345.70		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
108 lengths CLS timber	216.00	Club Funds	yes	691.41
48 panels of 50mm Celotex	1093.44	Bradford on Avon Area Board		345.70
200 screws 5 x 70mm	23.38			
Sealing tape, misc items	50			
Total	<b>£1382.82</b>			<b>£1037.11</b>

**11. Have you or do you intend to apply for a grant from another area board within this financial year?**

Yes

**12. If so, which Area Boards?**

Bradford on Avon

Trowbridge

**13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?**

Just over 50% of the members live in Trowbridge area. Having previously been located on the 5th floor of a mill in Trowbridge we have lost members as they become more infirm and have only been able to accommodate able bodied people. The new premises will provide ground floor access. This will give access to wheelchairs and other disabled people. It will also allow the club to accept supervised children from the age of 12 and hopefully attract

former members who found the access too difficult at the Mill. The new premises will allow the club to open up for regular public exhibitions. (The first one is planned for May Bank Holiday). We also hope to link events with other organisations in Holt, in particular, and in the wider area. A publicity campaign aims to double the current membership.

**14. How will you monitor this?**

Monitoring of membership will be recorded on a half yearly basis and visitor numbers will be recorded at any exhibition. The effectiveness of the new roof insulation will become clear in actual heating and operation of the building.

**15. If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?**

This is a one-off installation capital project. Any additional work will be funded from club funds.

**16. Is there anything else you think we should know about the project?**

This project is part of the overall project of making the premises habitable. The total cost of the project is likely to be in the region of a further Â£500, plus an estimated 240 man-hours of work by members to bring the building up to a workable standard.

17. DECLARATION

**Supporting information - Please confirm that the following documents will be available to inspect upon request:**

**Quotes:**

yes I will make available on request 1 quote for individual project costs over £500 & 2 quotes for project costs over £1000 (Individual project costs are listed in the expenditure section above)

**Accounts:**

yes I will make available on request the organisation's **latest accounts**

**Constitution:**

yes I will make available on request the organisation's Constitution/Terms of Reference etc.

**Policies and procedures:**

yes I will make available on request the necessary and relevant policies and procedures such as Child Protection, Safeguarding Adults, Public Liability Insurance, Access audit, Health & Safety and Environmental assessments.

**Other supporting information (Tick where appropriate, for some project these will not be applicable):**

yes I will make available on request any other form of licence or approval for this project has been received prior to submission of this grant application.

**And finally...**

yes The information on this form is correct, that any award received will be spent on the

activities specified.

465	Community Area Grant	Gardening Club Shed	Mead Community School PTA	£500.00
-----	----------------------	---------------------	---------------------------	---------

**Submitted:** 05/12/2013 00:07:55

**ID:** 465

**Current Status:** Application Appraisal

**To be considered at this meeting:**

16/01/2014 Trowbridge

**1. Which type of grant are you applying for?**

Community Area Grant

**2. Amount of funding required?**

£0 - £500

**3. Are you applying on behalf of a Parish Council?**

No

**4. If yes, please state why this project cannot be funded from the Parish Precept**

**5. Project title?**

Gardening Club Shed

**6. Project summary:**

The Mead Community Primary School Gardening Club runs every week of the school year with children after school. They grow vegetables and flowers which are used in the school kitchen and taken home to eat with their families. The tools and equipment for the club are kept in 2 small sheds in the school garden. The sheds are too small and do not allow children to get into them to put things away. The PTA has been saving up for a new larger and more secure shed which will enable the children to put tools away carefully and safely and to store harvests. In the last week the school garden was vandalised and the 2 sheds broken into damaging the doors and making the need for new sheds more urgent. The Gardening Club is a popular and important experience for many children at the school and the shed is the centre of garden activities - the new shed will teach them how to care for and store tools, store produce and tidy up after themselves.

**7. Which Area Board are you applying to?**

Trowbridge

**Electoral Division**

**8. What is the Post Code of where the project is taking place?**

BA14 7GN



**9. Please tell us which theme(s) your project supports:**

Children & Young People  
Food, farming and local markets  
Health, lifestyle and wellbeing  
Recycling and green initiatives

If Other (please specify)

**10. Finance:**

**10a. Your Organisation's Finance:**

**Your latest accounts:**

08/2013

**Total Income:**

£29418

**Total Expenditure:**

£16667

**Surplus/Deficit for the year:**

£12750

**Free reserves currently held:**

**(money not committed to other projects/operating costs)**

£0.00

**Why can't you fund this project from your reserves:**

The PTA has already committed to large project donation to the school for sensory immersive space for SEN and other children . Â£500 has been raised towards a new shed but the PTA cannot allocated more than this at this time.

We are a small community group and do not have annual accounts or it is our first year:

**10b. Project Finance:**

Total Project cost		£1000.00		
Total required from Area Board		£500.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
12x6 Shed	1000.00	PTA Funds	yes	500.00
Total	<b>£1000</b>			<b>£500</b>

**11. Have you or do you intend to apply for a grant from another area board within this**

**financial year?**

No

**12. If so, which Area Boards?**

Trowbridge

**13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?**

Children in all year groups and volunteers will be able to access the shed during gardening session during school time and after school. The shed will give storage for tools and produce enabling children to learn about how to look after their tools and store them safely. The new shed will also enable storage of produce giving them a better understanding of the growing and harvesting cycle. - maintenance of all the garden areas at school is carried out by parent volunteers and children so the shed is vital in ensuring they are well equipped and able to access the tools they need. The Gardening Club is a popular and important experience for many children at the school and the shed is the centre of garden activities - the new shed will teach them how to care for and store tools, store produce and tidy up after themselves. The school and PTA are working hard to give children important experiences in the garden "growing their own food, harvesting it and eating it. This will help them live healthier lives and encourage them to try and eat more vegetables. The school garden plays an important part in school life encouraging children to play outside and enjoy vegetables and bringing volunteers into the school " it is a community project that gives a real sense of pride with the school taking part in Trowbridge in Bloom and RHS It's your Neighbourhood Scheme. The school has also taken part in the Open Gardens scheme this year. The different areas of the school garden give the children the chance to understand different habitats and wildlife which we hope will give them an appreciate of their outdoor environment helping them to become citizens of the future that value green spaces in their towns and local area.

**14. How will you monitor this?**

Children's participation in gardening club Children's ability to tidy and manage the shed independently

**15. If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?**

the funds requested along with funds already raised will complete the project.

**16. Is there anything else you think we should know about the project?**

not applicable

17. DECLARATION

**Supporting information - Please confirm that the following documents will be available to inspect upon request:**

**Quotes:**

yes I will make available on request 1 quote for individual project costs over £500 & 2 quotes for project costs over £1000 (Individual project costs are listed in the expenditure section above)

**Accounts:**

yes I will make available on request the organisation's **latest accounts**

**Constitution:**

yes I will make available on request the organisation's Constitution/Terms of Reference etc.

**Policies and procedures:**

yes I will make available on request the necessary and relevant policies and procedures such as Child Protection, Safeguarding Adults, Public Liability Insurance, Access audit, Health & Safety and Environmental assessments.

**Other supporting information (Tick where appropriate, for some project these will not be applicable):****And finally...**

yes The information on this form is correct, that any award received will be spent on the activities specified.

459	Community Area Grant	Trowbridge Apple Festival 2014	The Big Community Grow	£1000.00
-----	----------------------	--------------------------------	------------------------	----------

**Submitted:** 03/12/2013 23:13:49

**ID:** 459

**Current Status:** Application Appraisal

**To be considered at this meeting:**

16/01/2014 Trowbridge

**1. Which type of grant are you applying for?**

Community Area Grant

**2. Amount of funding required?**

£501 - £5000

**3. Are you applying on behalf of a Parish Council?**

No

**4. If yes, please state why this project cannot be funded from the Parish Precept****5. Project title?**

Trowbridge Apple Festival 2014

**6. Project summary:**

We would like to buy a marquee to help us put on events and be weather-proof - enabling us to have a community feel by having key activities all in one space. In between events we would hire out the marquee to local groups and PTAs to raise some funds to help support the Apple festival and make it sustainable into the future. The Trowbridge Apple Festival

celebrates and raises awareness of local food, growing & cooking your own food, enjoying the outdoors, seasons and traditional pastimes. Activities will give opportunities for sharing food and experiences with their community. 21 Schools/3 childrenscentres will be centres for, and/or invited to take part in, growing & cooking activities linked to the apple tree-events - Blossom Day/AppleFair/Apple Workshops/BigLunch - between May and October 2014. Trowbridge Apple map will raise awareness of the festival and natural bounty in the town. Schools will be given free vegetable seeds and support to grow veg, cook & eat it. We will be borrowing equipment and gaining donations for the event from local groups and businesses- this will include tables, chairs, gazebos, tools, craft resources.

**7. Which Area Board are you applying to?**

Trowbridge

**Electoral Division**

**8. What is the Post Code of where the project is taking place?**

BA14 7EG

**9. Please tell us which theme(s) your project supports:**

Children & Young People

Arts, crafts and culture

Festivals, pageants, fetes and fayres

Food, farming and local markets

Health, lifestyle and wellbeing

Heritage, history and architecture

Inclusion, diversity and community spirit

If Other (please specify)

**10. Finance:**

**10a. Your Organisation's Finance:**

**Your latest accounts:**

08/2013

**Total Income:**

£3286

**Total Expenditure:**

£792.98

**Surplus/Deficit for the year:**

£2493.02

**Free reserves currently held:**

**(money not committed to other projects/operating costs)**

£0

**Why can't you fund this project from your reserves:**

We don't have any reserves or income other than grants for specific projects which are already allocated or spent.

We are a small community group and do not have annual accounts or it is our first year:

**10b. Project Finance:**

Total Project cost		£2700.00		
Total required from Area Board		£1000.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Marquee (12m x 6m)	1200.0	Donations cash	yes	100.00
		Income raised from Festival in 2012	yes	100.00
Equipment/Resources	500.00	Volunteers to run events/put up marquee (in kind)	yes	1000.00
Activity leaders & stewards	1000.00	Loan of equipment/resources (in kind)	yes	500.00
Total	<b>£2700</b>			<b>£1700</b>

**11. Have you or do you intend to apply for a grant from another area board within this financial year?**

No

**12. If so, which Area Boards?**

Trowbridge

**13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?**

Children and families in the Trowbridge area will gain an understanding of where food comes from – the apple festival will give opportunities to grow and cook food – alongside an appreciate of food and seasonality the festival will encourage enjoyment of the outdoors – giving opportunities to enjoy and understand wildlife and traditional games and outdoor pursuits. Apple workshops will take the apple press (previously purchased with area board funding in 2013) to local schools and children's centres to share apple tasting and pressing activities with children and adults of all ages. Participants will enjoy making their own juice and gain an understanding of local food and seasonality as well as how food is made. The aim is to give as many children and adults as possible a chance to take part by holding central whole town events and taking opportunities to different communities (different parts of Trowbridge). Blossom Day will engage local schools in understanding the wildlife living in an orchard and how the blossom will lead to the apple harvest – children

will be able to enjoy apple related craft and cooking activities. Apple Day will celebrate autumn and harvest with traditional games, crafts and apple day activities for all the family. Local residents will be able to visit stalls showcasing local food and crafts and meet Apple Experts “ with lots of food to taste and free activities. Local adults and children will enjoy the outdoors and gain an understanding of the harvest and their local community/producers. Local community groups will be invited to promote their projects and young people invited to perform/have stalls as part of the apple day. The Apple Festival will tackle local issues around health, wellbeing and community: encouraging shopping for local food and sustainable living, developing a sense of community and improving community cohesion and improving chances for children by supporting the development of healthy lifestyles and eating.

**14. How will you monitor this?**

Participating schools and centres will complete initial questionnaire about the activities and experiences of their children Photos and observations taken/make at workshops and 3 events Produce grown and planted at centres/schools will be recorded - using blog Questionnaire to children, schools, families post event/ workshops Attendance at events will demonstrate awareness and interest in project

**15. If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?**

rom revenue at events, general fundraising, other grants and donations

**16. Is there anything else you think we should know about the project?**

not applicable

17. DECLARATION

**Supporting information - Please confirm that the following documents will be available to inspect upon request:**

**Quotes:**

yes I will make available on request 1 quote for individual project costs over £500 & 2 quotes for project costs over £1000 (Individual project costs are listed in the expenditure section above)

**Accounts:**

yes I will make available on request the organisation's **latest accounts**

**Constitution:**

yes I will make available on request the organisation's Constitution/Terms of Reference etc.

**Policies and procedures:**

yes I will make available on request the necessary and relevant policies and procedures such as Child Protection, Safeguarding Adults, Public Liability Insurance, Access audit, Health & Safety and Environmental assessments.

**Other supporting information (Tick where appropriate, for some project these will not**

**be applicable):**

**And finally...**

yes The information on this form is correct, that any award received will be spent on the activities specified.

---

---

---

This page is intentionally left blank





## Area Board Projects and Councillor Led Initiatives Application Form 2013/2014

**To be completed by the Wiltshire Councillor leading on the project**  
Please ensure that you have read the Funding Criteria before completing this form  
**PLEASE COMPLETE ALL SECTIONS TO ENSURE THAT YOUR APPLICATION CAN BE  
CONSIDERED**

### 1. Contact Details

<b>Area Board Name</b>	Trowbridge		
<b>Your Name</b>	Graham Payne		
<b>Contact number</b>	01225 755018	<b>e-mail</b>	sailorpayne@btinternet.com

### 2. The project

<b>Project Title/Name</b>	Trowbridge Park Bandstand		
<b>Please tell us about the project /activity you want to organise/deliver and why?</b>	<p><i>The Bandstand in Trowbridge Park has now become the focal point for drinkers and youths with many resultant forms of anti social behaviour. This was highlighted during the Remembrance Parade and Service when swastikas were in plain view for all to see. The project will involve securing the Bandstand with grilles/ gates to stop access by the perpetrators and to secure all windows and doors with safety locks. The Bandstand will then be repainted, white furniture replaced and the cellar repaired so as to allow entertainment to be held on the stage thus bringing this piece of Trowbridge heritage back into use and so be enjoyed by residents and visitors to the county town. When complete people will then be able to walk along the pathway in front of the Bandstand without fear of verbal or physical abuse.</i></p>		
<b>Where is this project taking place?</b>	Trowbridge Park - Bandstand		
<b>When will the project take place?</b>	March 2014		

<b>What evidence is there that this project/activity needs to take place/be funded by the area board?</b>	The Police and the community have identified that the perception of security and anti-social behaviour in the Town park needs to be improved including at the bandstand		
<b>How will the local community benefit?</b>	Recent improvement to evening economy leisure facilities in the vicinity of the Park have led to the Park being used as a thoroughfare for people to access on foot. Whilst the Town Council have made significant improvements to the area since they took over responsibility in the Summer, including new lighting and reprofiling of shrubs and trees, a significant issue remains with the bandstand being used by drinkers and as a location for anti-scoial behaviour. This initiative will improve security and perceptiopn of safety in this important area.		
<b>Does this project link to a current Community Issue?</b> (if so, please give reference number as well as a brief description)	Community Safety		
<b>Does this project link to the Community Plan or local priorities?</b> (if so, please provide details)	Improving the evening economy, and walking routes.		
<b>What is the desired outcome/s of this project?</b> Improved perception of safety in the Park			
<b>Who will be responsible for managing this project?</b> Trowbridge Town Council			
<b>3. Funding</b>			
<b>What will be the total cost of the project?</b>	£ 7225		
<b>How much funding are you applying for?</b>	£ 5000		
<b>If you are expecting to receive any other funding for your project, please give details</b>	<b>Source of Funding</b>	<b>Amount Applied For</b>	<b>Amount Received</b>
	Trowbridge Town Council	2225	2225
<b>Please give the name of the organisation and bank account name (but not the number) your grant will be paid in to.</b> (N.B. We cannot pay money into an individual's bank account)	Trowbridge Town Council  Trowbridge Town Council 2		
<b>4. Declaration – I confirm that...</b>			
<input checked="" type="checkbox"/> The information on this form is correct and that any grant received will be spent on the activities specified  <input checked="" type="checkbox"/> Any form of licence, insurance or other approval for this project will be in place before the start of the project outlined in this application			

<b>Name:</b> Lance Allan	<b>Date:</b> 18/12/2013
<b>Position in organisation:</b> Town Clerk	
<b>Please return your completed application to the appropriate Area Board Locality Team (<a href="#">see section 3</a>)</b>	

This page is intentionally left blank

**Wiltshire Council**

**Trowbridge Area Board**

**16 January 2014**

---

**ALLOCATION OF FUNDING FOR WORLD WAR ONE CENTENEARY  
COMMEMORATION EVENTS**

**Purpose of the Report**

1. To agree to the allocation of £10,000 from the Area Board budget for local groups to apply for funding for events and activities to commemorate the World War 1 (WW1) centenary.

**2. Background**

2.1 2014 sees the centenary of WW1 and local communities will be holding events to commemorate the centenary. The Area Board has allocated funds in the past for specific events eg. Queen's Golden Jubilee and the 2012 Olympics. The process for how this funding scheme would be operated is outlined in the report.

**3. Main Considerations**

3.1 The Trowbridge Area Board has a budget of £113,785 for 2013/13 and currently has £66,683 remaining. It is proposed that £10,000 is allocated for a special project funding scheme for WW1 events organised by the local community.

3.2 The project funding scheme would consider bids of up to £1,000 from local community groups and parish councils who wish to put on events/activities that are specifically to commemorate the WW1 centenary.

3.3 The budget will be delegated to the Community Area Manager who will consult with the Chairman and Vice Chairman re the approval or refusal of any funds. The guidelines for applicants to be as follows:

- Groups can apply for up to £1,000 to run events/activities that will commemorate the WW1 centenary for the benefit of the local community.
- Groups must have the bank account of a constituted organisation to pay the grant into.
- A simple application form will be made available; applications will only be accepted on this form.
- The deadline for applications to be 20 March 2014. After that date all applications will be considered and decisions made on funding. If there is

more funding requested than is available then the applications will be considered in date order of those received.

The funding scheme will be advertised widely through mailing lists/schools/parish councils/TCAF etc.

### **Financial Implications**

4. £10,000 from the 2013/14 Area Board budget of £113,785 is proposed

### **Legal Implications**

5. N/A

### **HR Implications**

6. N/A

### **Equality and Diversity Implications**

7. Funding will be for activities for all ages

### **Recommendations**

**8.1 It is recommended that £10,000 be delegated to the Community Area Manager to set up a scheme to fund events/activities to commemorate the WW1 Centenary as outlined in paragraph 3.3 of this report. Funding decisions to be finalised with the Chairman and Vice Chairman of the Area Board.**

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

---

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

Trowbridge Area Board January 2014

Background or History

In 2001 Central Government issued a White Paper called Valuing People – this paper related to the Health and Social Care approach, support and services offered to Adults with a learning disability and their family carers.

This document made clear recommendations to move away from day service buildings used only for and by people with a learning disability, the emphasis being to support people to access and be part of their local towns and communities.

Wiltshire Council undertook a Best Value Review of Learning Disability Services in 2001-2 which recommended a 9 staged approach to the modernisation of all its in house provision.

For Day Services this meant updating the approach offered by staff, providing a more flexible approach (move away from traditional Monday to Friday 9am-4pm Service) and the move out of old large institutional style buildings into those that continue to offer a base for people, for some activities to take place but the bigger emphasis was put of supporting people to access community facilities near to where they live and alongside other members of the public.

Ashton Street is the last of the original 9 day services in Wiltshire to move or be modernised in the way explained above.

The building was built in the 1950's and was originally a school, later moving to the traditional day service model which at the time would have supported around 100 people on a daily basis to take part in activities in the building.

The building now supports around 25-30 people per day (total on the books around 60). People use the building for around 20% of the activity program - crafts, music, cooking and the other 80% happens in the community – using leisure centres, library, meeting friends for social activities, drama, dance, rambling to name but a few.

Since the Learning Disability Best Value Review began in 2002 we have regularly met with customers, families and staff updating them on the changes happening around the County, sharing service designs and plans at all times making people aware that the proposals related to all the day services Wiltshire Council run.

Over the last 2 years the service with the support of the transformation team has been searching for suitable alternate properties in Trowbridge for the service to move to. When the developments within County Hall were coming to fruition with the support of Jane Scott it was suggested that the service move in to part of County Hall.

The plans were approved in late October and the service began contacting and talking to Customers, families and staff on the 13<sup>th</sup> of November.

This briefing is to provide Trowbridge Area Board with an update on the planned move of the service, it is anticipated that the service will move from its current location into a part of County Hall in the autumn of 2014.

## Communication of recent events

In November the service started to talk to customers, families and stakeholders about the option of moving the Ashton Street base from its current location on the outskirts of Trowbridge town into a section of County Hall on the ground floor.

Sessions with the people who use the service, staff and families were held. We talked to people about this proposal and answered questions and concerns about the move.

The service has sent out a letter explaining the proposal to all those who currently use Ashton Street and enclosed a proposed floor plan of the space in County Hall where the base will move to.

A small number of parents have responded with questions regarding the move, these have been about:

- Parking and mini bus storage
- A concern that the public and staff at county hall may not interact well with customers in the building /atrium
- The change from a building they know well may be difficult.
- Will the staff be the same
- Will people still be able to meet their friends
- Will the range of activities be the same
- Will the number of sessions people attend change

Most parents and carers have been positive about the move and customers and staff are excited about the move.

The staff at Ashton Street continue to talk to customers about the move to County Hall in a positive way and when visiting the library and atrium have been able to talk about being able to visit more often and being based in the building, we hope this gradual approach will help to reduce any anxieties customers have about the move.

## Information / Key Points

A project meeting and a definite building plan will start a pictorial timeline that will be produced by the service and sent out to all customers and families.

Regular Newsletters and Coffee Mornings will be set up to ensure people are kept informed of progress and involved in developments.

## Options

The service with support from the Council's Transformation team have been looking at possible alternate buildings and locations for the last 3 years, the option of moving the service to County Hall is the most appropriate option and meets all of the main criteria and reasons for this service change:

- An accessible base where people can meet and go out into the community from
- Modern/fit for purpose building
- Shared with others – flexible use
- Local to town and community facilities
- Integrated with local communities and members of the public



## Conclusion

This will be a positive move for the service and is in line with the Councils priorities to deliver quality services, promote community participation and sharing use of buildings, resources and facilities.

## Current Action to be taken

A project group will be set up to oversee the refurbishment of the location in County Hall once the current occupants have moved.

Staff working in Ashton Street continue to discuss the move with Customers and their families and any issues or concerns they have about the move are responded to where answers are known, any un answered queries are being noted and will be responded to as progress is made.

Any questions or queries can be sent to:

Rhonda Ward – [Rhonda.ward@wiltshire.gov.uk](mailto:Rhonda.ward@wiltshire.gov.uk) work mobile 07990508507

Malcolm Wilson – [Malcolm.wilson@wiltshire.gov.uk](mailto:Malcolm.wilson@wiltshire.gov.uk) work mobile 07786174395

Diane Jenkins – [Diane.jenkins@wiltshire.gov.uk](mailto:Diane.jenkins@wiltshire.gov.uk) work mobile 07768921552

Rhonda Ward Head of Service Operations, Adult Social Care

8 January 2014

This page is intentionally left blank

## Report to Trowbridge Area Board Boat Moorings on the Kennet & Avon Canal

The Map in Appendix 1 shows the extent of the K&A Canal within the Trowbridge Area Board.

From west to east the length starts adjacent to the railway crossing and extends approximately 4km to Hill Farm.

The moorings\* in Staverton Marina are technically within the Bradford on Avon Area Board but I have included the information.

Information from Canal & River Trust:

Formal Leisure Moorings

KA-101-003	Hilperton Marsh - L3 Mooring	Online Offside	25
KA-101-012	WATERSIDE 9 Maxcroft Ln - L11 Mooring	Online Offside	1
KA-102-001	Hilperton Frontage - L5 Mooring	Online Offside	11
*KA-102-002	Hilperton Marina Alvechurch - L5 Mooring	Offline basin or layby	94

**Total Leisure Moorings:131**

Boat checker information (weekly check of boats moored on the towpath)

Data Feb 2010 4km section from Hilperton Marina:

KA-099	8
KA-100	5
KA-101	11
KA-102	10

**Total towpath moorings: 33 (snapshot Feb 2010)**

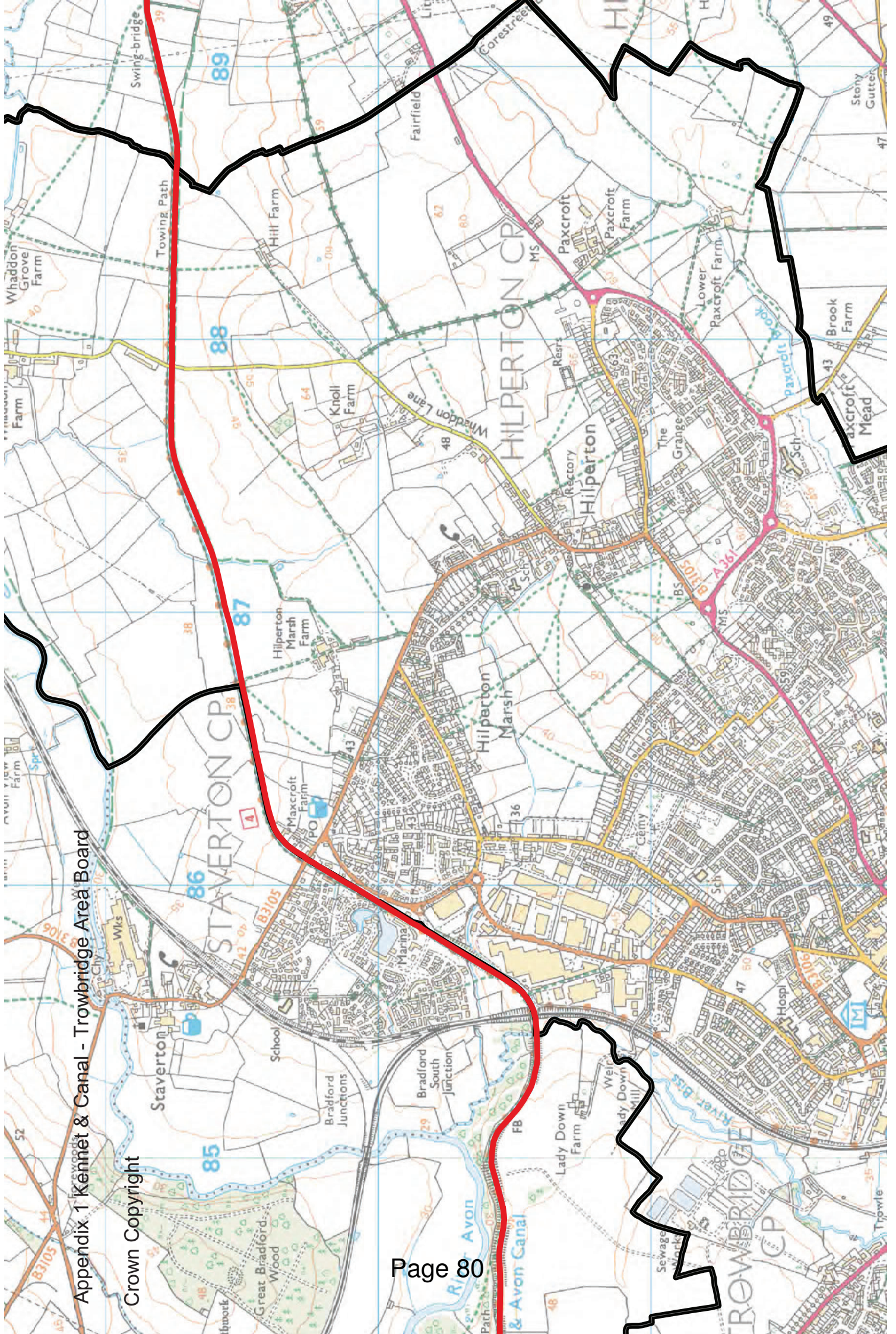
### Notes

- None of this information captures whether the boats are used residentially - as a very approximate guide 90% of the towpath moored boats and 10% of the leisure moorings are likely to be used residentially. From the above figures it could be estimated that 45 boats in the Trowbridge Area Board section of the K&A canal are being used residentially

Ken Oliver  
Countryside Officer July 2011

Appendix 1 Kennet & Canal - Trowbridge Area Board

Crown Copyright



## **Cradle Bridge / Peter Black Site Update for Trowbridge Area Board**

1. Wiltshire Council submitted a bid for the unencumbered freehold interest in site in November.
2. The level of the council's bid is commercially sensitive and cannot be disclosed until such a time that the marketing process has completed.
3. The council has been advised that bids have been submitted by several other parties.
4. The Council received independent advice from agents Alder King to inform the level of its bid.
5. Council officers considered all the relevant information available to them about the site and a site visit was made to inspect the property.
6. Approval to submit the council's bid was obtained from the Cabinet Member for Property.
7. It is anticipated that the agent acting for the seller (JLL) will be making a recommendation to its client within the next few weeks after which the successful bidder will be notified.
8. Should the council's bid be successful, then the council would in accordance with the report submitted to Cabinet Capital Assets Committee on 23 July 2013 demolish the derelict structure on the site, which would provide an opportunity in the short term to employ it as a car park, and in the longer term for further development of the site in line with the objectives of the Local Development Plan, and emerging Trowbridge Masterplan.
9. Whatever the outcome of the marketing of the site, the council will support and assist imaginative development proposals for the site that meet the objectives of the Core Strategy and Trowbridge Masterplan.

Report Author: Alistair Cunningham  
Economic Development and Planning  
14 November 2013

This page is intentionally left blank

## 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
13 March 2014	Council Chamber, Trowbridge Civic Centre, St Stephen's Place	Evening Bus services	John Thomson (TBC)
27 March 2014 (Older Persons Event)	Lansdown Hall, Trowbridge Civic Centre, St Stephen's Place		Keith Humphries (TBC)

### Officer Contacts:

Community Area Manager:  
Democratic Services Officer:  
Associate Director (Finance):

Rachel Efemey ([rachel.efemey@wiltshire.gov.uk](mailto:rachel.efemey@wiltshire.gov.uk))  
David Parkes ([david.parkes@wiltshire.gov.uk](mailto:david.parkes@wiltshire.gov.uk))  
Michael Hudson ([michael.hudson@wiltshire.gov.uk](mailto:michael.hudson@wiltshire.gov.uk))

This page is intentionally left blank