

## AGENDA

**Meeting:** TROWBRIDGE AREA BOARD  
**Place:** Council Chamber, Civic Centre, Trowbridge, BA14 8AH  
**Date:** Thursday 13 March 2014  
**Time:** 7.00 pm

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

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**The Area Board welcomes and invites contributions from members of the public. The chairman will try to ensure that everyone who wishes to speak will have the opportunity to do so.**

If you have any requirements that would make your attendance at the meeting easier, please contact your Democratic Services Officer.

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

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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.

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### 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>	<p><b>7:00pm</b></p>
<p>2 <b>Apologies</b></p> <p>To receive any apologies for the meeting.</p>	
<p>3 <b>Minutes (Pages 1 - 8)</b></p> <p>To approve the minutes of the meeting held on Thursday 16<sup>th</sup> January 2014, 19:00.</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 (Pages 9 - 16)</b></p> <p>To include the following:</p> <ul style="list-style-type: none"> <li>• Wiltshire Core Strategy Update.</li> <li>• Dementia Strategy Consultation.</li> <li>• Library Memory Groups.</li> <li>• Bradcroft Surgery Update.</li> <li>• Trowbridge Community Area Manager available for drop in sessions at The Atrium, County Hall</li> </ul>	
<p>6 <b>Partner Updates (Pages 17 - 38)</b></p> <p>To note the written reports and receive any updates from the following:</p> <ol 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 – a short film will be displayed.</li> <li>iv. Trowbridge Community Area Future (TCAF)</li> <li>v. Town and Parish Councils</li> <li>vi. Youth Advisory Group (YAG).</li> </ol>	<p><b>7:05pm</b></p>
<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>	<p><b>7:10pm</b></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>	
8	<p><b>Bus Service Provision</b></p> <p>Bus Service Provision, Ian White, Head of Service Passenger Transport, Wiltshire Council and Cllr John Thomson Cabinet Member for Highways to respond to concerns in reference to bus service provision in the community area.</p>	7:15pm
9	<p><b>Youth Activity Review</b></p> <p>Terance Herbert, Associate Director (Children &amp; Families Social Care) Wiltshire Council, to consult the Area Boards on the review of Youth Activity.</p>	7:30pm
10	<p><b>An Introduction to Healthwatch Wiltshire</b></p> <p>Emma Cooper, Chief Executive of Healthwatch Wiltshire, will provide an introduction to the organisation.</p>	7:45pm
11	<p><b>Balfour Beatty Living Places (BBLP) (Pages 39 - 40)</b></p> <p>Mark Dunleavy, Community Manager North, for BBLP, will present an update on work carried out by BBLP in the community area.</p>	8:00pm
12	<p><b>Wiltshire's New Housing Allocation Policy (Pages 41 - 44)</b></p> <p>Nicole Smith, Head of Strategic Housing, Wiltshire Council, will update on the new Housing allocation Policy and answer questions.</p>	8:15pm
13	<p><b>Campus Update (Pages 45 - 46)</b></p> <p>The Board is to note a written report from Colin Kay, Chair of the Trowbridge SCOB.</p>	8:30pm
14	<p><b>Peter Black Site Update</b></p> <p>A written report will be received.</p>	8:35pm
15	<p><b>Community Area Transport Group (Pages 47 - 48)</b></p> <p>The Board will consider the recommendations from the 6<sup>th</sup> February Community Transport Group.</p>	8:40pm
16	<p><b>Funding (Pages 49 - 56)</b></p> <p><b>a. Community Area Grants</b></p> <p>To consider the following applications:</p> <p><b>1 Wiltshire Youth Marching Band - £1,250 requested for new</b></p>	8:45pm

drums.

**1.2 Longmeadow Tenants and Residents Association** - £5,000 requested for toilet refurbishment at Longfield Community Centre.

**1.3 Relate Mid Wiltshire** - £5,000 requested for relocation of premises.

**1.4 Hilperton Village Hall** - £481.93 requested for screen and projector

**1.5 POWA Primary School** - £946.63 requested towards a new kitchen.

**1.6 The Mead Academy Trust** - £750 requested towards equipment for the Castle Mead Community Club.

**1.7 Collaborative Schools** - £500 requested to replace outdoor play equipment at Larkrise Special School.

**1.8 Trowbridge Arts Festival** - £1,420 requested for an arts project "Small Town Matters."

**1.9 The Multi Sensory Art Project at Larkrise School** - £2,855 requested to provide disabled children with creative and sensory experiences.

**1.10 Trowbridge Town Team** - £4,000 requested for a Trowbridge Teenage Market.

**1.11 St. John's Church, Upper Studley** - £5,000 requested to replace the church hall roof.

**1.12 PTA Grove School** - £500 requested to buy equipment for after school clubs.

**1.13 St John's Catholic Primary School PTA** - £480 requested for equipment to provide refreshments.

**1.14 Beehive Cricket Club, Southwick** - £3,600 requested for a practice cricket net facility.

**1.15 Hope Nature Centre** - £5,000 requested to install CCTV and an alarm system.

**1.16 Friends of Southwick Country Park** - £488.80 requested for volunteers hand tools.

**1.17 Trowbridge and District White Ensign Association** - £5,000 requested for repairs to the Holy Trinity Church WW1 War Memorial.

17 **Any Urgent Business and Forward Plan**

**9:30pm**

The Chairman will take any items of urgent business.

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

18 **Close**

**9.35pm**

**Future Meeting Dates**

**Older People's Area Board - Thursday 27 March 2014 -  
10.00am**

The Lansdown Hall, Civic Centre, Trowbridge

**Thursday 15 May – 7:00PM – The Cotswold Room (rear of  
the Atrium), County Hall, Trowbridge.**

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## MINUTES

**Meeting:** TROWBRIDGE AREA BOARD  
**Place:** Ridgeway space - County Hall, Trowbridge BA14 8JN  
**Date:** 16 January 2014  
**Start Time:** 7.00 pm  
**Finish Time:** 9.05 pm

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Please direct any enquiries on these minutes to:

David Parkes (Democratic Services Officer), Tel: 01225 718220 or (e-mail) [david.parkes@wiltshire.gov.uk](mailto:david.parkes@wiltshire.gov.uk)

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

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### **In Attendance:**

#### **Wiltshire Councillors**

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

Cllr Trevor Carbin (Bradford-Upon-Avon Area Board).

#### **Wiltshire Council Officers**

Barbara Gray, Senior Events and Campaigns Officer.  
Rachel Efemey, Community Area Manager.  
David Parkes, Democratic Service Officer.  
Ken Oliver, Countryside Officer.  
Paul Harris, Principle Highways Enforcement Officer.  
Peter Tyas, Arts and Archives.  
Mark Banks, Highways and Streetscene.

#### **Town and Parish Councillors**

Trowbridge Town Council – Bob Brice, David Halik  
North Bradley Parish Council – Roger Evans  
Southwick Parish Council – Kath Noble, Stephen Carey.

**Partners**

Wiltshire Police – Inspector Lisette Harvey  
Trowbridge Young Advisory Group – Becky Bignold, Damian Meaden.  
Trowbridge Community Area Future – Tracy Sullivan  
Wiltshire People First – Lucy Key  
Trowbridge Sports Forum – Sean Price  
Trowbridge Civic Society – Janet Carpenter  
Trowbridge Town Hall Trust – Ian Walker  
Police & Crime Commission – Commissioner Angus Macpherson

**Total in attendance: 65**

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<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
1	<p><u>Chairman's Welcome and Introductions</u></p> <p>The Chairman, Councillor 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>Friends of Southwick Country Park  Trowbridge Town Council  Wiltshire People First  Trowbridge Rugby Football Club  Trowbridge in Bloom  Trowbridge Learning Centre  Friends of Biss Meadow Country Park  Sounding it Out Community Choir  Trowbridge Civic Society  Trowbridge Chamber of Commerce  World Evangelism Bible Church</p>
2	<p><u>Apologies</u></p> <p>An apology was received from Mike Franklin from the Wiltshire Fire Service.</p>
3	<p><u>Minutes</u></p> <p><b><u>Decision</u></b>  <b>The minutes of the meeting held on Thursday 14 November were presented for consideration, and it was, Resolved:</b>  <b>To APPROVE as a true and correct record and sign the minutes with one amendment; page 4, paragraph 6, should read "...voiced their support for the development of the park".</b></p>
4	<p><u>Declarations of Interest</u></p> <p>Councillors Graham Payne, Jeff Osborn, John Knight 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 declared an interest in item 8, A, i and was therefore substituted by Councillor Stephen Oldrieve as Chairman due to Councillor</p>

	Payne's current role as Trowbridge Sea Cadets Unit Treasurer.
5	<p><u>Chairman's Announcements</u></p> <p>Through the Chair, there were the following announcements (p.15 of the agenda):</p> <ul style="list-style-type: none"> <li>i) Community Infrastructure Levy (CIL).</li> <li>ii) CCG Integrated Performance Management Report.</li> <li>iii) Broadmead Pond Restoration – phase 1 of maintenance work shall start on 20<sup>th</sup> January 2014 for one week.</li> </ul>
6	<p><u>Partner Updates</u></p> <p>Updates from partners were received as follows:</p> <ul style="list-style-type: none"> <li>i. <b>Wiltshire Police</b> The written update was noted. Inspector Lisette Harvey noted the domestic burglaries figure within the report which had now fallen. Inspector Harvey also thanked local people for their awareness and for reporting their concerns to Wiltshire Police. Social networking was also discussed as it can be a useful tool to provide preventative and informative messages to the public.</li> <li>ii. <b>Wiltshire Fire and Rescue Service</b> The written update was noted. Public consultation is to be opened in March.</li> <li>iii. <b>NHS Wiltshire</b> No update received.</li> <li>iv. <b>Trowbridge Community Area Future (TCAF)</b> The written update was noted.</li> <li>v. <b>Town and Parish Councils</b> The written update discussing budget setting was noted from Trowbridge Town Council.</li> <li>vi. <b>Youth Advisory Group (YAG)</b> The YAG provided a verbal update and stated that three new members were to join. They will be looking to further engage with younger people in the future.</li> </ul>
7	<u>Outside Body Updates</u>

	<ul style="list-style-type: none"> <li>i) <b>Transforming Trowbridge</b> – A meeting will be held in the following week and a report will be provided in March.</li> <li>ii) <b>Collaborative Schools</b> – The next scheduled meeting has been postponed until March.</li> <li>iii) <b>Trowbridge Shadow Community Operations Board</b> – The next meeting will be Tuesday 21<sup>st</sup> January and a printed report was circulated.</li> </ul>
8	<p><b><u>Funding</u></b></p> <p>The Area Board considered the following applications to the Community Area Grant Scheme 2013/14:</p> <ul style="list-style-type: none"> <li>i. <u>Trowbridge Sea Cadets Unit</u> The sum of £1,000 was requested to repair the unit roof.</li> </ul> <p><b><u>Decision</u></b> The Area Board awarded the sum of £1000 to Trowbridge Sea Cadets Unit. <b><i>Reason: The application met the Community Area Grant Criteria 2013/14.</i></b></p> <ul style="list-style-type: none"> <li>ii. <u>Trowbridge Sports Forum</u> The sum of £5,000 was requested to purchase a mini bus.</li> </ul> <p><b><u>Decision</u></b> The Area Board awarded the sum of £5,000 to Trowbridge Sports Forum. <b><i>Reason: The application met the Community Area Grant Criteria 2013/14.</i></b></p> <ul style="list-style-type: none"> <li>iii. <u>West Wilts Model Railway Circle</u> The sum of £345.70 was requested to insulate the roof of the new clubroom and exhibition area.</li> </ul> <p><b><u>Decision</u></b> The Area Board awarded the sum of £345.70 to West Wilts Model Railway Circle. <b><i>Reason: The application met the Community Area Grant Criteria 2013/14.</i></b></p> <ul style="list-style-type: none"> <li>iv. <u>Wiltshire Mind</u> The sum of £494 was requested for the purchase of a new laptop for the Trowbridge Peer Support Social Group.</li> </ul> <p><b><u>Decision</u></b></p>

**The Area Board awarded the sum of £494 to Wiltshire Mind.**  
**Reason: The application met the Community Area Grant Criteria 2013/14.**

v. Big Community Grow

The sum of £1,000 was requested for the purchase of a new marquee for the Big Community Grow.

**Decision**

**The Area Board awarded the sum of £1,000 to Big Community Grow.**

vi. Mead Community School PTA

The sum of £500 was requested for the purchase of a replacement gardening club shed for the Mead Community School PTA.

**Decision**

**The Area Board awarded the sum of £500 to the Mead Community School PTA.**

**b. Councillor Led Area Board Projects**

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

**Decision**

**The Area Board awarded the sum of £5,000 to improve the Trowbridge Park bandstand.**

**c. WW1 Centenary**

i. A report by Rachel Efemey, Wiltshire Council, was considered to allocate £10,000 from the AB budget to local events that will commemorate the WW1 Centenary.

	<p><b><u>Decision</u></b></p> <p><b>The Area Board awarded the sum of £10,000 to from the area board to local events that will commemorate the WW1 Centenary.</b></p>
9	<p><u>Legacy for Wiltshire</u></p> <p>Barbara Gray (Senior Events &amp; Campaign Officer) provided an update on the events and activities following the success of the 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.</p> <p>A handout was provided to members and networking events were discussed. There are more events planned to boost the local economy and support local businesses. There is to be a dinner on March 13<sup>th</sup> which will create funding for local sporting talents to sponsor their training. The Olympic School Games is to be supported, as well as a large cycling event in May. The creation of a foundation to fundraise for young sports people was raised. Mrs Gray stated that it will be the local champions and their creativity that will build the legacy here in Wiltshire.</p>
10	<p><u>2014/15 Council Budget Update</u></p> <p>The written updated was provided as Michael Hudson was unable to attend.</p>
11	<p><u>2014/15 Police and Crime Commissioner Precept</u></p> <p>Angus Macpherson, Police and Crime Commissioner for Wiltshire and Swindon, consulted on the 2014/15 precept. Grants have been reduced by 23% and the funding gap will be £25M (including inflation) by 2016/17. Wiltshire and Swindon Police Force are one of the most efficient and low cost forces per capita in the country. The precept at present is very low, as well as being one of the lowest spending authorities in the country in relation to neighbourhood spending. There has been a 13% reduction in officers and 19% reduction in support staff since 2010. There has been a suggestion of a £3.15 increase to the precept per annum for a band D property rather than a referendum which would ultimately prove too costly.</p> <p>The Force is one of the first in the country to start recruiting and there is a need to recruit more PCSOs as some have now become regular police officers.</p>

	<p>There is a need for investment into IT as it is currently not sufficient. Communications in Devizes will be upgraded as this will provide a better service to the public. Finally, a printed form for feedback was provided to improve the consultation process.</p>
12	<p><u>Ashton Street Day Care Centre Update</u></p> <p>Rhonda Ward, (Head of Service Operation), Wiltshire Council, provided an update on the plans for the Ashton Street Day centre and the service it provides. An autumn 2014 move to County Hall is targeted.</p>
13	<p><u>Towpath Boat Moorings and Boaters in the Trowbridge Community Area</u></p> <p>Ken Oliver, (Countryside Officer - Environmental Services), Wiltshire Council, presented a report on towpath moorings in the Trowbridge community area. There is an estimated 400/500 people living on boats in Wiltshire and the collection of council tax from this community is very difficult.</p>
14	<p><u>Street Trading Licensing Policy Amendments</u></p> <p>Paul Harris (Principle Highways Enforcement Officer), provided an update on the Street Trading Licensing Policy Amendments. Government consultation is taking place which will change national law and therefore do away with peddler's licenses.</p>
15	<p><u>Peter Black Site Update</u></p> <p>A written report from Tim Martienssen (Head of Service, Service Delivery, Economy and Regeneration), Wiltshire Council, was provided within the agenda.</p>
16	<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. The Special Older People's Area Board will be held on 27<sup>th</sup> March at 10:00 at the Civic Centre, Trowbridge.</p> <p>The next Trowbridge Area Board will be held on 13<sup>th</sup> March at 7:00PM at the Civic Centre, Trowbridge.</p>
17	<p><u>Close</u></p>

## Chairman's Announcements

<b>Subject:</b>	<b>Wiltshire Core Strategy</b>
<b>Officer Contact Details:</b>	<b>Georgina Clampitt-Dix</b> 01225 713472 georgina.clampitt-dix@wiltshire.gov.uk
<b>Weblink:</b>	<a href="http://www.wiltshire.gov.uk/wiltshirecorestrategyexamination.htm">http://www.wiltshire.gov.uk/wiltshirecorestrategyexamination.htm</a>

### Summary of announcement:

#### Core Strategy update

Following the examination in public on the draft Wiltshire Core Strategy that ended in July last year, the independent Planning Inspector appointed by the Government to examine the Core Strategy has issued his preliminary findings.

The Inspector has indicated that the housing requirement in the Core Strategy should be raised from 37,000 to 42,000 for the Plan period 2006 to 2026. Work is now being undertaken to review the evidence underpinning the plan to determine how the higher housing growth should be disaggregated across Wiltshire and how this housing will be delivered including through the development of a new housing allocations development plan document.

Specifically in relation to Chippenham, the Inspector has highlighted issues regarding the assessment of options for strategic sites at the Town particularly in relation to the transportation effects of proposals. He has suggested that these sites are removed from the Plan to allow the Council to review its approach to development allocations at the Town and that this could be done through a new development plan document so as not to hold up progress with the submitted Core Strategy.

The Inspector has also raised concerns regarding: the need to update the viability evidence to justify the level of affordable housing being required within the Plan; the assessment of the level of Gypsy and Traveller sites; and the expediency by which town centre retail frontages and settlement boundaries can be reviewed.

The Council has responded to these and other findings and has prepared timetables including public consultation for the production of two new development plan documents - one for Chippenham and the other to provide additional housing allocations elsewhere in Wiltshire - which was reported to Cabinet on 21<sup>st</sup> January 2014 through a revision to the Council's Local Development Scheme.

Further information on the Inspector's preliminary findings and Council's response can be found on the Council's website at:

<http://www.wiltshire.gov.uk/wiltshirecorestrategyexamination.htm>

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## Chairman's Announcements

<b>Subject:</b>	<b>Dementia Strategy Consultation</b>
<b>Officer Contact Details:</b>	Rhian Bennett 01225 712554 dementiaconsultation@wiltshire.gov.uk
<b>Weblink:</b>	<a href="http://www.wiltshire.gov.uk/council/consultations.htm">www.wiltshire.gov.uk/council/consultations.htm</a>
<b>Further details available:</b>	Please contact Rhian Bennett

### Summary of announcement:

A draft dementia strategy for Wiltshire has been developed and a consultation process will be launching in mid February (anticipated to be 19<sup>th</sup> February) for three months.

The draft strategy was agreed by Wiltshire Council Cabinet and the Governing Body of NHS Wiltshire Clinical Commissioning Group in January and these organisations will be inviting people with an interest in dementia, whether through personal or professional experience, to contribute their comments and viewpoints.

The strategy outlines plans for how organisations in Wiltshire will work together to support people with dementia and their carers and families to live well in Wiltshire. With the number of people with dementia predicted to rise by 28% in 2020 to 8,350 people, the key message of the strategy is that dementia is everyone's business and we all need to play our part in making Wiltshire a good place to live with dementia.

To make this happen, one of the priorities within the strategy is to develop dementia friendly communities in Wiltshire. These will involve bringing together partners within local communities, including people with dementia, to deliver small improvements that make a difference to the quality of life for people living with dementia. Examples might include giving bus drivers dementia awareness training or local areas deciding that they want to set up dementia friendly activities. Community area boards will be central to this and Royal Wootton Bassett will be acting as the pilot area to test a new dementia friendly community toolkit, which will then be made available to all areas across Wiltshire. Work will be commencing in February and area boards will be kept informed of progress.

The strategy also looks at the care and support services that are available for people from the point at which they start to have concerns about their memory through to the end of lives.

The consultation documents will be placed upon the consultation pages of Wiltshire Council and NHS Wiltshire Clinical Commissioning Group websites on the launch date, allowing all interested parties to respond accordingly.

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## Chairman's Announcements

<b>Subject:</b>	<b>Library memory groups</b>
<b>Officer Contact Details:</b>	Rebecca Bolton Email: <a href="mailto:rebecca.bolton@wiltshire.gov.uk">rebecca.bolton@wiltshire.gov.uk</a> Tel: 01225 713706
<b>Weblink:</b>	
<b>Further details available:</b>	Please contact Rebecca Bolton

### Summary of announcement:

#### Library memory groups launched

Four new library memory groups started in January for people with memory loss and dementia and their carers in Pewsey, Purton, Warminster & Mere.

Funded by Wiltshire Council and NHS Wiltshire Clinical Commissioning Group, they are run by The Reader Organisation and designed to provide an enjoyable environment where people with dementia can meet with each other to enjoy literature and reading.

Sessions are free of charge and run on a weekly basis in libraries. One or two pieces of literature are used as the focus of each session and people are encouraged to contribute as much or as little as they wish to. No one has to be able to read and no one has to read aloud – although many people do, as their confidence improves.

They will be taking place as follows:

#### Wednesdays

- Warminster Library, Three Horseshoes Walk, BA12 9BT - 11.30am – 1.00pm
- Mere Library, Barton Lane, BA12 6JA - 2.30pm – 4.00pm

#### Thursdays

- Purton Library, High Street, SN5 4AA - 11.30am – 1.00pm
- Pewsey Library, Aston Close, SN9 5EQ - 2.30pm – 4.00pm

As well as promoting this opportunity to people with memory loss and dementia and their carers, Wiltshire Libraries are keen to speak to anyone who may be interested in volunteering at these groups.

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## Chairman's Announcements

<b>Subject:</b>	<b>Trowbridge Community Area Manager available for drop in sessions at The Atrium, County Hall</b>
<b>Officer Contact Details:</b>	<b>Rachel Efemey</b> Tel: 01225 718608 Email: <a href="mailto:rachel.efemey@wiltshire.gov.uk">rachel.efemey@wiltshire.gov.uk</a>
<b>Further details available:</b>	From Rachel Efemey

### Summary of announcement:

#### **Trowbridge Community Area Manager available for drop in sessions at The Atrium, County Hall**

The Trowbridge Community Area Manager, Rachel Efemey, will be piloting once a month drop in sessions over the next few months.

Rachel will be available on the following dates/times in the Atrium at County Hall to provide information and advice about community area grants, issues within the community or signposting people to organisations/Council officers who may be able to help them with community matters. Please note I am unable to deal with matters relating to individuals eg. Health/social care matters, housing advice etc.

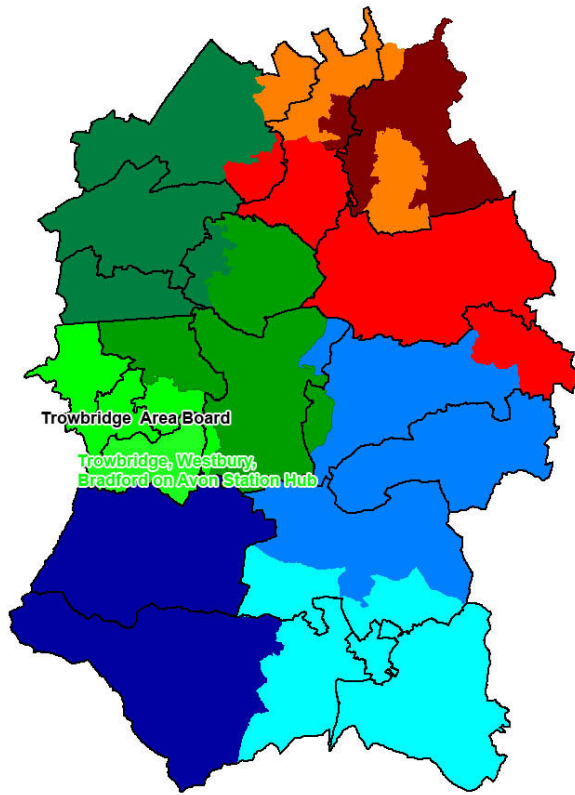
The drop in sessions will be as follows with no need to book an appointment:

Fri 21<sup>st</sup> March – 11am – 1pm  
Wed 30 April – 12pm – 2pm  
Thurs 15<sup>th</sup> May – 2pm – 5pm  
Wed 25 June – 12pm – 2pm

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**Briefing report for Trowbridge Area Board**



Wiltshire Fire & Rescue Service has grouped together neighbouring fire stations into station hubs, to work more effectively and efficiently, supporting each other to improve the service we provide.

**Responding to incidents:**

Your Area Board's / Locality's communities immediate emergency response will be provided by staff at these stations and where necessary additional support from staff and specialist equipment from other stations.

**Prevention work:**

Staff from other departments also provide the community with specialist services giving fire safety and road safety advice and interventions such as talks and visits.

**Protection work:**

Specialist staff provide expert knowledge, give advice and undertake enforcement action working very closely with the planning authorities to keep communities safe from fire.

In an **emergency dial 999**, for other non urgent matters you can either visit our website: [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk) or contact the following people:

	<u>Manager / Department</u>	<u>Telephone</u>	<u>email</u>
Operational matters	Station Manager - Jack Nicholson, Trowbridge, Bradford-on_Avon, Westbury Station Hub	07809 548048	jack.nicholson@wiltshire.gov.uk
Operational matters			
Operational matters			
Partnership and community engagement issues	Michael Franklin (Wiltshire Council Area)	07919 306037	mike.franklin@wiltshire.gov.uk
Home fire safety visits and for talks and visits	Community safety department	0800 389 7849	www.wiltshire.gov.uk and then complete the on line request

Incident details for your community area

Incident Type	Detail	January, 2013	February, 2013	March, 2013	April, 2013	May, 2013	June, 2013	July, 2013	August, 2013	September, 2013	October, 2013	November, 2013	December, 2013	January, 2014	February, 2014
Chimney Fire		0	1	0	0	1	0	0	0	1	0	0	1	1	0
Emerg Spec Svc Calls		1	2	0	2	0	1	0	0	2	4	1	1	0	1
	Animal Rescue	0	0	0	0	1	0	0	0	0	0	0	0	0	0
	Assist Amb/Social Service	1	0	1	0	0	0	1	0	0	0	1	1	0	0
	Effecting Entry	0	0	0	0	2	1	0	1	2	0	0	2	1	0
	Flooding	1	0	0	0	0	0	1	0	0	0	0	7	2	0
	Lift Release	1	0	0	0	1	1	0	0	1	0	0	1	0	0
	Making safe	1	0	0	1	0	0	1	0	0	0	0	0	0	0
	Person Rescue/Release	0	0	0	1	0	0	0	2	1	0	0	0	0	0
	Remove Obj. from People	0	0	1	2	0	0	1	1	1	1	0	0	0	0
	RTC - Make Safe	0	0	0	1	1	0	0	0	1	1	0	1	0	0
	RTC - Services not req'd	0	0	1	0	0	0	0	0	0	0	0	0	0	0
Spills and Leaks	1	0	0	1	0	0	0	0	0	0	0	0	2	0	
False Alarm Good Intent		2	1	6	4	2	3	6	4	1	6	6	6	2	0
False Alarm Malicious		0	0	0	1	0	1	1	0	0	0	0	0	0	0
FDR1 Fire		5	3	7	5	5	7	4	7	2	7	9	2	4	0
Secondary Fire		0	0	0	1	1	1	2	0	5	1	0	1	1	1
	Fence/Lamp	0	0	0	0	0	0	0	1	0	0	0	0	0	0
	Grass/Heath/Railway/Tree	1	1	1	0	0	0	8	2	1	1	2	0	0	0
	Refuse/Container	0	0	0	0	0	0	1	0	0	1	0	0	0	0

To see more detail on incidents and fire service activity in your area please go to our website and select community area (In development)



## Warning about dangers of lit candles

Wiltshire Fire & Rescue Service is reminding people of the dangers of leaving lit candles and oil burners unattended.

Two crews from Salisbury were called to a flat recently, where smoke alarms were sounding. An investigation found that there had been a small fire in a cupboard, started by oil burners and candles that had been lit.

We would encourage everyone to follow our simple advice, and to make sure they have working smoke alarms.”

The Service has the following top tips around the use of candles and oil burners:

- Never leave lit candles or oil burners unattended.
- Make sure such items are secured in fire resistant holders and away from furniture and curtains.
- Keep loose clothing and hair away from candles and oil burners when they are lit.
- Always leave at least 10cm (4ins) between lit candles and oil burners, and never place them underneath shelves or other enclosed spaces.
- Put out candles and oil burners when you leave the room and make sure they are fully extinguished before you go to bed or leave the property.
- Never burn a candle right down into the holder.
- Use a snuffer or spoon to extinguish candles – it’s safer than blowing them out, as sparks can fly when you do that.
- Don’t try and move a lit candle or oil burner, as this just increases the risk of fire.
- If using tea lights, be aware that the foil container can get extremely hot and should therefore not be placed onto a surface that could melt, such as the side of a bath or the top of a television. Always use a proper holder.

All properties should also be fitted with working smoke alarms, which should be tested regularly.

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## **Trowbridge Area Board March 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, PC Jamie Darvill, PCSO Jo Matthews & PCSO Phil Greenaway – Trowbridge Town (ET11)

PC Amy Hardman, PCSO Nina Marsh & PCSO Jason Greenland – Adcroft & Paxcroft (ET12)

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

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

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

## Overview

1 As shown at the foot of this report the performance data for a 12 month period, to the end of January 2014, is overall very positive with less crime than the previous year.

The one crime that is an ongoing concern is burglary in people's homes.

Through Operation Magpie the Sector has continued to work towards preventing such crimes through a variety of methods including both overt and covert policing, offender management, working with partner agencies and NHW as well as raising public awareness through the press and social media to promote crime prevention.

The battle is not over and the drive in to end the financial year with an overall reduction. The outcome of the work over the next 5-6 weeks will be reported on at the next 2014 Area Board.

Key prevention messages though do remain as:

- Report to police, or via Crime stoppers, any information you have or any concerns or suspicions about anyone involved in criminality
- 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.

2 Op Harness will have taken place by the time of the March Area Board. The theme on this occasion, as mentioned at the last Area Board, will be NPT Sector work. In Trowbridge this will be including the support of councillors and members of partner agencies.

A verbal update will be given at the March Area Board.

3 Beat boundaries were raised at the last meeting – a map of each beat area is available and will be supplied to the Chair for copying & distribution.

4 Although the end of the financial (and performance) year is not at an end, I would like to thank you for your support in all aspects. By working together, I believe we are continuously striving to make Trowbridge a good town to live in and visit. I look forward to moving forward and facing the challenges ahead.

**Lisette Harvey**  
**Sector Commander**  
**25 February 2014**

<b>ET Trowbridge NPT</b>	<b>Crime</b>			
	12 Months to January 2013	12 Months to January 2014	Volume Change	% Change
Victim Based Crime	2666	2419	-247	-9.3%
Domestic Burglary	129	144	+15	+11.6%
Non Domestic Burglary	233	188	-45	-19.3%
Vehicle Crime	292	197	-95	-32.5%
Criminal Damage & Arson	490	472	-18	-3.7%
Violence Against The Person	608	598	-10	-1.6%
ASB Incidents (YTD)	1758	1655	-103	-5.9%

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*(c) reporting or providing commentary on proceedings of a meeting, orally or in writing, so that the report or commentary is available as the meeting takes place or later to persons not present. Any persons who attend meetings of relevant local government bodies with the aim of reporting may use any communication methods, including the internet, to publish, post or otherwise share the results of their reporting activities*

*Publication and dissemination can take place at the time of the meeting or occur after the meeting. Any person attending a meeting shall so far as practicable, be afforded reasonable facilities for taking their report.*

*Where any person is excluded from a meeting, local government bodies are also permitted to exclude and prevent persons from reporting using methods which can be carried out without that person's presence.*

*While the meeting is open to the public:*

*Duly accredited representatives of newspapers attending the meeting for the purpose of reporting the proceedings for those newspapers shall, so far as practicable, be afforded reasonable facilities for taking their report,*

This means that anyone will be able to attend the normal public part of a council or committee meeting and record the meeting or report on the meeting, including as it happens, including use of social media during the meeting. Arrangements for the press remain the same and when the press and public are excluded they will not be able to continue recording the meeting.

## **b. Record of Decisions and Access to Documents**

*The decision making officer or other suitable officer within a local government body is required to produce a written record of any decision if it would otherwise have been taken by the relevant local government body, or a committee, sub-committee or joint committee of that body but it has been delegated to an officer of that body either—*

*(a) under a specific express authorisation; or*

*(b) under a general authorisation to officers to take such decisions and, the effect of the decision is to—*

*(i) grant permissions or licences;*

*(ii) affect the rights of individuals;*

*(iii) award contracts; or*

*(iv) incur expenditure which materially affects that local government body's financial position.*

*The written record should be produced as soon as reasonably practicable after an officer has made a decision and should contain the following information—*

*(a) the title of the decision making officer;*

*(b) the date the decision was taken;*

*(c) a record of the decision taken along with reasons for the decision;*

*(d) details of alternative options considered and rejected; and*

*(e) the names of any member of a relevant local government body who has declared a conflict of interest in relation to the decision.*

*Decisions to be made available to the public*

*The written records described above, along with any connected or supporting documents, must as soon as reasonably practicable be made available to the public—*

*(a) at the offices of the relevant local government body;*

*(b) on website of the relevant local government body, if it has one; and,*

*(c) through any other means thought appropriate by the relevant local government body.*

*On request and on receipt of payment of postage, copying or other necessary charge for transmission, the relevant body must provide*

*(a) a copy of the written decision.*

*(b) a copy of connected and supporting documents.*



*Any written record required to be available for inspection by members of the public, must be retained by the local government body and made available for inspection by the public for a period of at least 6 years beginning on the date on which the decision, to which the record relates, was made.*

*Any connected or supporting documents relating to a decision, must be retained by the local government body and made available for inspection by the public for a period of at least 4 years beginning on the date on which the decision, to which the record relates, was made.*

*Confidential and Exempt information*

*Nothing in this Part is to be taken to authorise or require the disclosure of confidential information in breach of the obligation of confidence.*

*Nothing in this Part—*

*(a) authorises or requires a local government body to disclose to the public or make available for public inspection any document or part of a document if, in the opinions of the proper officer, that document or part of a document contains or may contain confidential information; or*

*(b) requires a local government body to disclose to the public or make available for public inspection any document or part of a document if, in the opinion of the proper officer, that document or part of a document contains or is likely to contain exempt information.*

*Offences*

*A person who has custody of a document which is required to be available for inspection by members of the public commits an offence if, without reasonable excuse, that person—*

*(a) intentionally obstructs any person exercising a right conferred in relation to inspecting written records and connected and supporting documents; or*

*(b) refuses any request to provide written records and connected and supporting documents.*

*A person who commits an offence is liable on summary conviction to a fine not exceeding level 1 on the standard scale.*

I have asked the National Association of Local Councils (NALC) to ensure DCLG provide a definition of parts of the Regulations, in particular 'permissions or licences'. The concern is that this would extend to all arrangements for the hire of rooms at the Civic Centre, Longfield, allotment tenancies and other regular or frequent but insignificant activities. This would add a significant administrative burden on the council, and therefore significant cost, with little evidence that there is a demand from the public for this information. It may be appropriate to consider responding to the consultation suggesting that a deminimis level of at least £500 is applied, below which it is not necessary to publish the information, which would accord with the guidelines on publishing expenditure.

**RECOMMENDATION: That the Town Council responds to the consultation requesting that a deminimis level of no less than £500 is applied, below which it would not be necessary to publish information under the Openness of Local Government Bodies Regulations.**

## 2. FINANCE

**2.1 Local Gov't Act S150(5), Orders For Payment** – The measure has now been passed in parliament and is awaiting enactment. 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 accompanying the detailed invoices,

prior to electronic payments being processed, covered by a change to Financial Regulations.

### **3. PERSONNEL**

**3.1 3.1.1 Starters** – Adam Casserly, Sports Coach, Clifford Sakyi, Sports Coach, Aimee Parsons, Sports Apprentice and Richard Alley, Museum Assistant.

**3.1.2 Vacancies** – None.

**3.1.3 Leavers** – Emily Hunter and Liam Wilkins.

### **4. SERVICES**

**4.1 Museum & Tourism** – The next committee meeting is 11<sup>th</sup> March at 6:30pm

**4.1.1 Museum Project** – Building surveys have been completed and we are now undertaking an options appraisal. Mrs Pearce has been kept up to date with progress.

**4.1.2 Holiday Activities** - operated during the half term and will again operate at Easter.

**4.1.3 Exhibition** - "Fossils, Fashion & Feeding The Baby" ends 19/4/14.

**4.1.4 Magna Carta 800 1215-2015** – Wiltshire is the only county where it is possible to visit an original copy of the Charter and a Baron Town. Our main event will be held in the Park on the 24<sup>th</sup>/25<sup>th</sup>/26<sup>th</sup> July 2015. We will also host a conference on Saturday 25<sup>th</sup> April.

**4.2 Leisure Services** - The next committee meeting is 22<sup>nd</sup> April 2014 at 6:30pm

**4.2.1 Educ8** - We are working in partnership with Educ8 to provide training at Court Mills for a group of young people as an alternative to school. The contract runs until July.

**4.2.2 Sports Roadshow** – Will operate once again during the summer holidays, focussed on the Park this year and a smaller number of other locations.

**4.2.3 Fun Days** – Fun Days operated in February half term and will operate at Easter.

**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 7<sup>th</sup> 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** - Sunday 23<sup>rd</sup> March 2014 will see over 400 people taking part in a 3 mile walk/run to raise charity funds for Comic Relief based on Trowbridge Park.

**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.

**4.2.8 Chamber of Commerce Service Excellence Awards** – 6<sup>th</sup> March, Civic Centre. Active Trowbridge is one of three finalists for Service Provider of the Year.

**4.3 Direct Services** – The next committee meeting is 27<sup>th</sup> May.

**4.3.1 Civic Centre** – The Management Board met on 13<sup>th</sup> February. New pricing schedules will commence on 1<sup>st</sup> April. Many of our events this year are being run in conjunction with partner organisations, reducing the risk to the council, this is reflected in the budget.

**4.3.2 Trowbridge Information Centre – 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 Bandstand (AGENDA ITEM 9)** – Following receipt of a grant towards the fencing of the bandstand we have received representation from young people that they would lose the only shelter available in the Park if this took place. They have offered to self-police the issues and delay implementing the fencing solution.

**RECOMMENDATION: That the council delay implementation of the fencing of the bandstand for a period of three months whilst the young people provide a self-policing, monitoring and resolution of issues. If the situation does not improve at the end of three months the fencing solution be implemented and the council then works with the young people to seek funding to provide an alternative shelter facility.**

**4.3.4 Events** – Pancake races take place in Fore St on Tuesday 4<sup>th</sup> March. The Lions May Fayre takes place on Saturday 3<sup>rd</sup> May in Fore Street, any help from councillors on a Town Council Stand would be welcome. Full details at the end of the report.

**4.3.5 Trowbridge In Bloom** – We are hosting the South West In Bloom Awards at the Civic Centre on 18<sup>th</sup> September. The group has recently been reconstituted with Jennifer Polledri remaining as Chair. The Young Voice of Trowbridge was held on 13<sup>th</sup> February at John of Gaunt School, the overall winning school was Clarendon Academy.

**4.3.6 Studley Green Community Centre (AGENDA ITEM 10)** - The Town Council owns Studley Green Community Centre, Changing Rooms, sports pitches and recreation areas located at the corner of Wingfield Road and Lambrok Road. The Council has had a lease since 2001 with the trustees of Trowbridge Studley Green Community Association (Rose Parsons and Sandra Blake). The building is managed, under the lease by the Management Committee of Studley Green Community Association. The lease was extended last year to June 2014. The Council needs to consider if it is appropriate to offer a new lease. The existing trustees have indicated they do not wish to be trustees of a new lease. The committee have agreed to put forward two new trustees (Paul Ivory and Sue Chilton) and it would be appropriate for the Town Council to put forward two trustees, so that both parties are represented and can take an active responsibility for overseeing the management of the centre. It would also be appropriate to offer a reasonable length of lease. There have been issues for a number of years regarding the sharing of utility bills between the football club and the community association. As part of the new lease the Town Council will take on responsibility for the payment of bills for gas, electric and water and will

recover a fair share from the two tenants. The lease allows the trustees and the Community Association Management Committee to use the facility as a Community Centre. They have raised income through allowing a local coach company to park one of their vehicles in the car park which has subsidised the cost of running the facility. No complaints from residents have been received regarding this.

**RECOMMENDATION: That the Town Council offers the Trowbridge Studley Green Community Association Trustees a new 16 year lease from June 2014 for the Studley Green Community Centre on similar terms to the existing lease, with a variation in respect of arrangements for payment of utility bills and variation in respect of additional responsibility for maintenance of the enclosed area of the car-park. And that Full Council is asked to approve the appointment of two trustees in addition to Mr Paul Ivory and Mrs Sue Chilton proposed by the Management Committee.**

**4.3.7 Lambrok Playing Fields and Changing Rooms (AGENDA ITEM 11)** – See above. The Town Council has had a lease with Trowbridge Wanderers Football Club which has been extended to June 2014. Trowbridge Wanderers have also reached an agreement with the Rugby Club to use a pitch for their senior team and are exploring solutions for changing facilities. We are exploring the option of allowing them to convert the stables on our land next to the Rugby Club for this purpose.

**RECOMMENDATION that the Town Council offers Trowbridge Wanderers Football Club a new 16 year lease from June 2014 for the Lambrok Playing Fields and Changing Rooms on similar terms to the existing lease.**

## **5. MARKETING, PROMOTION & EVENTS**

**5.1 Newsletter** – We will continue to publish the newsletter as part of the Trowbridge Magazine in 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 – (AGENDA ITEM 12)** Our design consultant team, drawing upon a number of links, has developed a number of potential logo and branding designs, with the preferred one based upon a T incorporated into a signpost. The typefaces proposed link to our Latin motto on the town crest, interpreted as “Respecting the past, embracing the future.” As a town we have a story to tell which goes back over more than 800 years of history and heritage, yet is growing to deliver a developing sustainable community.



**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 complete.

**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 soon. Further briefings have been held for town and parish council representatives.

**6.6 Community Infrastructure Levy (CIL)** – The Town Council has responded to the recent consultation on the CIL Charging Schedule.

**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 elements identified in the Masterplan as well as; 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, and are proving more popular than expected. 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 OUR PLACE (AGENDA ITEM 13)** – The Town Council's bid to 'Our Place' has been successful. We will receive a £3,000 grant which will facilitate all of the partners including Wiltshire Council and the Wiltshire Clinical Commissioning Group working together to plan for the future of our town centre. We will also receive consultant support.

**7.2 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 13<sup>th</sup> March at the Civic Centre. 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 Thurs 8<sup>th</sup> May 2pm at the Civic Centre.

**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** – A review meeting is being held at County Hall on 6<sup>th</sup> March.

**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. The Campus will be a significant element of the Our Place project and the links to health facilities. We will be in contact with Wiltshire Council and the Wiltshire Clinical Commissioning Group to take the discussion forward.

**7.1.6 Review of Positive Leisure-Time Activities for Young People (AGENDA ITEM 14)** – Wiltshire Council has commenced a consultation on the future of Youth Services, the review offers four options, with a clear steer that a local delivery solution with Area Board style grant funding for activities is their preferred choice.

[cms.wiltshire.gov.uk/documents/b23261/Agenda%20Supplement%20No.%202%2021st-Jan-014%2010.30%20Cabinet.pdf?T=9](http://cms.wiltshire.gov.uk/documents/b23261/Agenda%20Supplement%20No.%202%2021st-Jan-014%2010.30%20Cabinet.pdf?T=9)

Assuming Option D is implemented, officers believe the Town Council is in a good position to offer options for young people to seek funding and to work with Active Trowbridge to supplement our existing activities. The suggested budget for allocation by Area Boards is around £438,000, although the decision to add £250,000 to this budget by Wiltshire Council may increase this; a number of issues need to be addressed. The relevant information is:

Community Area	Proposed Youth Activities Budget		Youth Work Budget 2013/14		13-19 Population	Proposed £/person	Participants (2010-11)	Proposed £/participant
AMESBURY & DURRINGTON	27,921	6.4%	65,400	5.0%	2,976	£ 9.38	611	£ 45.70
BRADFORD	18,519	4.2%	56,900	4.3%	1,558	£ 11.89	158	£ 117.21
CALNE	18,121	4.1%	56,600	4.3%	2,162	£ 8.38	285	£ 63.58
CHIPPENHAM	33,865	7.7%	110,400	8.4%	4,388	£ 7.72	667	£ 50.77
CORSHAM	15,256	3.5%	53,300	4.1%	1,787	£ 8.54	511	£ 29.85
DEVIZES	37,603	8.6%	82,300	6.3%	3,135	£ 12.00	200	£ 188.02
MALMESBURY	14,880	3.4%	54,500	4.2%	1,620	£ 9.18	310	£ 48.00
MARLBOROUGH	24,146	5.5%	62,100	4.7%	2,526	£ 9.56	360	£ 67.07
MELKSHAM	23,305	5.3%	62,600	4.8%	2,546	£ 9.15	414	£ 56.29
MERE & TISBURY	40,485	9.2%	87,200	6.7%	1,055	£ 38.37	183	£ 221.23
PEWSEY	17,952	4.1%	52,300	4.0%	1,201	£ 14.95	250	£ 71.81
SALISBURY	30,168	6.9%	116,200	8.9%	3,596	£ 8.39	507	£ 59.50
SOUTHERN WILTSHIRE	15,985	3.6%	50,400	3.9%	1,873	£ 8.53	86	£ 185.88
TIDWORTH & LUDGERSHALL	22,891	5.2%	59,600	4.6%	1,749	£ 13.09	267	£ 85.73
TROWBRIDGE	32,279	7.4%	110,000	8.4%	3,651	£ 8.84	905	£ 35.67
WARMINSTER	20,814	4.7%	56,000	4.3%	2,064	£ 10.08	547	£ 38.05
WESTBURY	16,856	3.8%	60,300	4.6%	1,634	£ 10.31	517	£ 32.60
WILTON	12,335	2.8%	15,600	1.2%	615	£ 20.06	62	£ 198.95
WOOTTON BASSETT & CRICKLADE	15,338	3.5%	97,100	7.4%	2,707	£ 5.67	452	£ 33.93
<b>TOTAL</b>	<b>438,720</b>		<b>1,308,800</b>		<b>42,843</b>		<b>7,292</b>	

Can Wiltshire Council justify the apparent unfairness of the allocations to Area Boards?

Will young people be able to work with town and parish councils, for funding or will they be penalised, as they are with the main grant scheme, due to ability to precept?

**RECOMMENDATION: That the Town Council responds to the Review of Positive Leisure-Time Activities for Young People consultation and seeks answers to the**

**issues regarding allocation of funding to ensure that Trowbridge Community Area is treated fairly.**

**7.3 Trowbridge Community Area Future (TCAF) – <http://tcafuture.wordpress.com/>**

TCAF Health & Social Care	5 <sup>th</sup> March	12.30pm	Civic Centre
TCAF Steering Group Meeting	10 <sup>th</sup> March	4.00pm	Civic Centre
TCAF Culture	10 <sup>th</sup> March	7.00pm	Civic Centre
Safer Trowbridge	17 <sup>th</sup> March	10.00am	Civic Centre
TCAF Parishes Liaison Group	30 <sup>th</sup> April	7.00pm	Town Hall

**7.4 Collaborative Schools Ltd (CSL) –** The 'Every Child Matters' group of CSL operates as the Education Theme Group of TCAF. Next meeting 7<sup>th</sup> March 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 to provide an alternative for those pupils otherwise be excluded.

**7.5 Police and Community Safety –** Inspector Harvey gives a written report to Full Council meetings, including details of neighbourhood teams.

**7.6 Wiltshire Association of Local Councils (WALC) –** Newsletters are regularly circulated or available on their website [www.wiltshire-alc.org.uk](http://www.wiltshire-alc.org.uk)

**7.7 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. But the interest of the Wiltshire Clinical Commissioning Group in providing primary health facilities in the Campus may delay decisions to proceed.

## 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.

**8.2 SPORTS PITCHES –** Officers held a meeting with Mark Young of Wiltshire Football Association to discuss our plans and options for development of football facilities and we are waiting for them to respond before considering the most appropriate way forward for Woodmarsh and Devizes Rd.

## 9. CIVIC & DEMOCRATIC ACTIVITIES

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

Tuesday 4 <sup>th</sup> March	Policy & Resources
Tuesday 11 <sup>th</sup> March	Museum & Tourism (6:30pm)
Tuesday 11 <sup>th</sup> March	Town Development
Tuesday 18 <sup>th</sup> March	FULL COUNCIL
Tuesday 25 <sup>th</sup> March	NO MEETING
Tuesday 1 <sup>st</sup> April	Town Development



Tuesday 8 <sup>th</sup> April	NO MEETING
Tuesday 15 <sup>th</sup> April	NO MEETING
Tuesday 22 <sup>nd</sup> April	Leisure Services (6:30pm)
Tuesday 22 <sup>nd</sup> April	Town Development
Tuesday 29 <sup>th</sup> April	Annual Town Meeting and Gathering (6:30pm)
Tuesday 6 <sup>th</sup> May	Policy & Resources

**9.2 Twinning** - The Deputy Mayor of Leer, Germany, Mr Hauke Sattler, together with Councillor Ulf Heinrichsdorf, will be attending the Mayor's Civic Dinner & Dance. The Mayor has been invited via the French Twinning Association to meet French students from Charenton Le Pont at John of Gaunt School on 10<sup>th</sup> March 2014.

**9.3 Civic Award** – Will be announced at the Civic Dinner on Saturday 15<sup>th</sup> March.

## 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  
@Trowbridgegov #Trowbridge  
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

### 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
23	Sport Relief Mile	Town Park

## APRIL

6	Prom Fashion Show	Civic Centre
7 to 17	Active Trowbridge Easter Fun Days	Walwayne Court
15-18	Easter craft activities; Fab Fossils, Dinosaurs, Origami Birds & Brilliant Bookmarks.	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> and Freedom Parade for Royal Artillery	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 July (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
11	Trowbridge Apple Festival	Courtfield House
17 Oct (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



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## Trowbridge Community Area Board Meeting 13<sup>th</sup> March 2014

### Community Team for Trowbridge

- 1 x Community Steward
- 5 x Grounds/Grass
- 2 x Litter/Bins
- 1 x Barrow Man

### Services delivered to you by your Community Team

- Litter Picking
- Dead Animal removal
- Minor Fly Tipping – up to 3 cubic metres
- Pavement sweeping
- Fly Posting removal
- Graffiti
- Shopping Trolley Removal
- Litter Bins maintenance and emptying
- Leaf Sweeping
- Park & Highway Furniture maintenance
- Shrub Beds preparation, cutting and maintenance
- Hedge cutting and maintenance
- Grass cutting and maintenance
- Bedding/Borders preparation and maintenance
- Sports Pitches maintenance and line marking
- Car Parks maintenance and daily inspections
- Designated Depot Maintenance
- Community Days
- Open/Closed Cemeteries maintenance
- Community Stewards
- Bus Stop Maintenance

## Community Day Programme 2014

Trowbridge – 12/3/14, 02/04/14, 14/05/14, 04/06/14, 25/06/14, 06/08/14, 17/09/14, 08/10/14, 19/11/14, 10/12/14, 31/12/14

Hilperton – 19/03/14, 30/04/14, 11/06/14, 23/07/14, 03/09/14, 15/10/14, 26/11/14,

West Ashton – 09/04/14, 09/04/14, 21/05/14, 02/05/14, 02/07/14, 13/08/14, 24/09/14, 05/11/14, 17/12/14

North Bradley – 26/03/14, 07/05/14, 18/06/14, 30/07/14, 10/09/14, 22/10/14, 03/12/14

Southwick – 05/03/14, 16/04/14, 28/05/14, 09/07/14, 20/08/14, 01/10/14, 12/11/14, 24/12/14

**PEMs** – sample range of issues dealt with by your Community Team following the items below being reported to the Council through the **MY WILTSHIRE** App.

A female toilet issue, A male toilet issue, Blocked Gully, Broken Gully, Broken Glass, Broken manhole cover, Chewing gum on pavement, Damaged kerb, Damaged play equipment, Damaged public litter bin, Damaged Sign, Damaged Structure, Dangerous tree, Dead domestic animal on network, Dead wild animal on network, Dirty bus shelter, Dog fouling on the network, Fallen tree, Flooding, Fly posting report on network, Fly tipping of black bags (commercial), Fly tipping of black bags (domestic), Fly tipping of construction or demolition, Fly tipping of green/garden waste, Fly tipping of other commercial, Fly tipping of other electrical, Fly tipping of other household, Fly tipping of other unidentified, Fly tipping of tyres, Fly tipping of vehicle parts, Full public litter bin, General detritus, Graffiti, Leaves present, Leaves present on footway, Missing manhole cover, Missing public litter bin, Missing sign, Missing verge markers, Mud on Road, Obscured Sign, Obstruction of footway, Obstruction of highway by skip or scaffold, Offensive graffiti on Council property, Other graffiti on Council property, Overgrown hedges, Overgrown shrubs, Pothole in carriageway, Pothole in footway, Racist graffiti on Council property, Rocking footway slabs, Rocking slabs under load, Rocking kerbs, Street litter present, Tree Overgrown, Trip hazard on slabbed footway, Uneven footway, Urban Amenity issue, Vomit/Excrement, Weeds

This list is not exhaustive

### **PEMs** received for Trowbridge area

September 2013 – **1.25** per week

October 2013 – **12.5** per week

November 2013 – **26.5** per week

December 2013 – **24.25** per week

January 2014 – **44.5** per week

February 2014 – **66.25** per week

## **Wiltshire Council's New Allocation Policy (To be implemented during Summer 2014)**

### **Area Board Briefing**

The Housing Act 1996 Part VI (as amended by the Homelessness Act 2002 and Localism Act 2012) requires the Council to have a scheme which determines how allocations and nominations will be made. In Wiltshire we operate a Choice Based Lettings policy called Homes4Wiltshire which was adopted shortly before unitary.

The purpose of the Council's Choice Based Lettings Policy is to set out clear guidelines to ensure that affordable housing is allocated fairly and according to applicants' need for housing while at the same time taking into account effective management of the affordable housing stock across Wiltshire.

There is a high demand for affordable homes in Wiltshire, and across the UK in general. At the current time, over 19,000 households are registered for re-housing with the numbers growing daily. Demand will always outweigh supply so the Council needs to ensure that those with the greatest need are prioritised for re-housing.

The Council receives around 2,000 nominations a year. The majority of applicants on the Housing Register therefore will not be nominated or referred for a vacancy. It is important therefore that our policy is able to clearly identify those in the greatest housing need and minimises the level of time taken to assess applicants that are not going to receive active consideration for vacancies. This will free up time for the Council to offer a more comprehensive housing advice and options service to help applicants find housing.

Housing is allocated according to the Council's Allocations Policy which represents the fairest and most transparent way for the Authority to decide who should be prioritised. The Localism Act in 2011 introduced new freedoms for local authorities to decide to whom and how properties should be allocated and Wiltshire Council has used this opportunity to review its policy and make important changes that residents have advised us that they want to see. The review was far reaching and took into account the views of elected members, residents, area boards and the landlords and partners that we work with. Our new policy, which will be implemented during Autumn 2014, is substantially different from the current way we allocate our homes.

What came out from our review was primarily that:

- People wanted to see local homes go to local people.
- People wanted honesty in being able to manage the expectations of what people can expect in terms of their housing options.
- We should make the best use of the housing stock available due to the high demands
- It should reward those who have demonstrated that they will make good tenants.

This will be done by:

- Giving priority to those with a local connection – Local homes for local people
- Changes to the banding system

- Adopting the national bedroom standard
- Introducing qualifying persons criteria

### **Giving priority to those with a local connection – Local homes for local people**

If an applicant does not meet the connection criteria to live in the Wiltshire Council area they will not qualify to register. An applicant's individual circumstances will be considered when deciding if they meet the connection requirement to live in Wiltshire, and will comply with any appropriate statutory guidance by using a local connection exclusion group. This group will include amongst other things the statutory guidance regarding members of the Armed Forces and Reserve Forces, statutory homeless and those fleeing from violence.

The majority of vacant homes will now be matched to applicants with a strong local connection within an adopted neighbourhood plan area or the town or parish, based on the following criteria:-

- A person who is resident in that area. The residency will need to be permanent and have lived in the area 6 months out of the last 12 or 3 years out of the last 5, or
- A person who is in permanent paid employment or has a fixed term contract for a minimum of one year or permanent offer of paid employment in the area, or is self employed and works predominately in the area or
- A person with close family (grand-parents, parents, legal guardian, adult children or brothers and sisters) who have lived in the parish or town for 5 years or longer.

Once local connection has been confirmed we will allocate to the applicant in the highest band with the longest effective date, which is the date of application.

### **Changes to the Banding System**

The banding system has changed and we have simplified the structure to ensure social housing is accessible to those most in need. Applicants will, however, still have their housing need assessed in the same way and be banded according to their assessed need to move.

Band 1 (urgent need)	Statutory requirement Move on Urgent medical or welfare need
Band 2 (high need)	Under occupying and suffering financial hardship Social care
Band 3 (medium need)	No fixed abode Temporary accommodation Supported accommodation Seriously overcrowded Medical and welfare need Under occupying in social housing Other statutory requirements
Band 4 (low need)	Lacking or sharing facilities Overcrowded Armed forces & reserve forces Intentionally homeless Sheltered or extra care
<b>Eligible to bid on selected properties ONLY</b>	
Open Market Register	Low Cost Home Ownership Home Buy Shared Ownership



	Market rented properties Older people accommodation Specialist accommodation for those with specific needs
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### **Adopting the national bedroom standard**

When deciding the size of property for which applicants are eligible the Government's bedroom standard will now be used. This means that houses will be allocated strictly according to household size to ensure every allocation is made to best effect and to counter the imposition of the "bedroom tax". It will bring the policy in line with housing benefit rules and housing in the private sector.

### **Introducing "qualifying persons" criteria**

The Localism Act in 2011 gave local authorities the freedom to determine who should and shouldn't qualify for social housing. The Council, through its review, has chosen to exclude the following:

- Unacceptable behaviour – those who have caused unacceptable behaviour enough to make them unsuitable as a prospective tenant, including those with rent arrears and those who have caused anti social behaviour
- Local connection – those who do not meet the connection criteria to live in the Wiltshire council area
- Financial resource limit – those who have assets or income above the financial resource limit and could resolve their own housing needs themselves
- No identified housing need – those who are already adequately housed
- Housed within the last 12 months – those who have moved into social housing within the last 12 months
- Those who have deliberately worsened their circumstances - those whose own actions have made their housing worse.

The new criteria means that there will be a greater onus on people taking responsibility for their actions.

Everyone currently registered for housing with Homes 4 Wiltshire will be contacted and moved onto the new scheme in a transition process over the Spring/Summer 2014 period and need to do nothing at the current time.

For further information please contact Nicole Smith, Head of Strategic Housing.

[Nicole.smith@wiltshire.gov.uk](mailto:Nicole.smith@wiltshire.gov.uk)

01249 706567

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## **Trowbridge Campus Area Board Update March 2014**

### **Work with Partners**

While strategic discussions are being carried on with health the SCOB has continued to meet with partners to develop a greater understanding of what they might require.

- Relate. They have just relocated to a new building but would like to have a presence in the campus.
- CAB. They are keen to explore opportunities for co-location in the campus
- Trowbridge Sports Forum – 2 members of the SCOB gave a presentation to the Sports Forum meeting in February to maintain the dialogue with local clubs.

Other meetings are planned with the Police, the town Hall Trust, Alzheimer's Support

### **Relations with other SCOBs**

Trowbridge hosted the new Campus network meeting on Tuesday 4 March. A key issue on the agenda was a discussion of potential future governance arrangements.

### **Visits to other facilities**

Colin Kay visited the National Sports Centre on the Isle of Man, a similar facility. This has raised some interesting issues. Further visits are currently being planned.

### **Future Work**

The SCOB will continue to develop the detail of its proposal and its vision for the campus taking into account a variety of different dimensions such as décor, energy, storage, multi-use.

Colin Kay  
Chair of the Trowbridge SCOB

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WILTSHIRE COUNCIL

AGENDA ITEM NO

TROWBRIDGE AREA BOARD

13 March 2014

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

**Purpose of the Report**

To put forward for approval recommendations from the Community Area Transport Group meeting of the 6 February 2014

**1. Background**

- 1.1 Due to the complexity of assessing and selecting schemes from the many requests, and the potential time that such an agenda item would take, each Area Board was requested to set up a Community Area Transport Group (CATG) to make recommendations to the Area Board
- 1.2 In 2013/14 Trowbridge Area Board has a budget of £21,864 discretionary budget to involve them in the assessment and selection of small-scale transport schemes and other Highways matters to be progressed in their community area.
- 1.3 It should be noted that this allocation is for capital funding and can only be used to provide new and improved infrastructure. It is to be used for schemes that improve safety, increase accessibility and sustainability by promoting walking, cycling and public transport, and improve traffic management. It cannot be used to fund maintenance schemes; these are selected using technical surveys and inspections.

**2. Main Considerations**

2.1 It was agreed to recommend to the Area Board to allocate **£9,728** towards the costs of making the turning out of Halfords / B&Q, Trowbridge a no right turn. The estimated total cost of the scheme is £13,000.

**3. Environmental Impact of the Proposals**

3.1 There is no environmental impact

**4. Financial Implications**

4.1 In 2013/14 Trowbridge Area Board has a discretionary budget of £21,864 for small scale highway improvement schemes. The proposal above can be funded from this budget.

**5. Legal Implications**

None

**6. HR Implications**

None

**7. Equality and Diversity Implications**

**8. Recommendations**

**8.1 It is recommended that the Area Board agrees to the recommendations of the Community Area Transport Group set out in paragraphs 2.1**

Report Author: Rachel Efemey -Trowbridge Community Area Manager

Tel No: 01225 718608

E-Mail: rachel.efemey@wiltshire.gov.uk

<b>Report to</b>	<b>Trowbridge Area Board</b>
<b>Date of Meeting</b>	<b>13 March 2014</b>
<b>Title of Report</b>	<b>Area Board Funding Applications</b>

**Purpose of Report**

To ask Councillors to consider seventeen funding applications to the community area grants fund scheme.

1. Seventeen applications seeking Community Area Grant Funding (appendix 1)

**1.1 Wiltshire Youth Marching Band** - £1,250 requested for new drums.

**1.2 Longmeadow Tenants and Residents Association** - £5,000 requested for toilet refurbishment at Longfield Community Centre.

**1.3 Relate Mid Wiltshire** - £5,000 requested for relocation of premises.

**1.4 Hilperton Village Hall** - £481.93 requested for screen and projector

**1.5 POWA Primary School** - £946.63 requested towards a new kitchen.

**1.6 The Mead Academy Trust** - £750 requested towards equipment for the Castle Mead Community Club.

**1.7 Collaborative Schools** - £500 requested to replace outdoor play equipment at Larkrise Special School.

**1.8 Trowbridge Arts Festival** - £1,420 requested for an arts project "Small Town Matters."

**1.9 The Multi Sensory Art Project at Larkrise School** - £2,855 requested to provide disabled children with creative and sensory experiences.

**1.10 Trowbridge Town Team** - £4,000 requested for a Trowbridge Teenage Market.

**1.11 St. John's Church, Upper Studley** - £5,000 requested to replace the church hall roof.

**1.12 PTA Grove School** - £500 requested to buy equipment for after school clubs.

**1.13 St John's Catholic Primary School PTA** - £480 requested for equipment to provide refreshments.

**1.14 Beehive Cricket Club, Southwick** - £3,600 requested for a practice cricket net facility.

**1.15 Hope Nature Centre** - £5,000 requested to install CCTV and an alarm system.

**1.16 Friends of Southwick Country Park** - £488.80 requested for volunteers hand tools.

**1.17 Trowbridge and District White Ensign Association** - £5,000 requested for repairs to the Holy Trinity Church WW1 War Memorial.

**Total Amount requested = £42,272.36**

## 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:

- £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
- £1,000 - Trowbridge Sea Cadets Unit – to repair the unit roof
- £5,000 - Trowbridge Sports Forum – to purchase a mini bus
- £345.70 - West Wilts Model Railway Circle – to insulate roof in new clubroom and exhibition
- £494 - Wiltshire Mind - to purchase a new laptop for the Trowbridge Peer Support Social Group
- £1,000 - Big Community Grow – to purchase a marquee for the Trowbridge Apple Festival
- £500 - Mead Community School PTA – to purchase a new shed for the school gardening
- £5,000 – Councillor led project - Security & improvements to Trowbridge Park Bandstand

This leaves a remaining budget total of **£43,483.93** 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 be **£1,211.57 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**

<b>Applicant 8.1</b>	<b>Project summary</b>	<b>Funding requested</b>
<b>Wiltshire Youth Marching Band</b>	To purchase 5 new drums	£1,250

- 8.1.1 The application meets the grant criteria and will encourage more young people to

be involved in musical activity.

8.1.2 The applicant will contribute 50% of other funding towards the project.

8.1.3 **It is recommended that a grant of £1,250 is approved.**

<b>Applicant 8.2</b>	<b>Project summary</b>	<b>Funding requested</b>
<b>Longmeadow Tenants and Residents Association</b>	To refurbish toilets at Longfield Community centre	£5,000

8.2.1 The application meets the grant criteria.

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

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

<b>Applicant 8.3</b>	<b>Project summary</b>	<b>Funding requested</b>
<b>Relate Mid Wiltshire</b>	Towards the relocation of premises	£5,000

8.3.1 The application meets the grant criteria.

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 £5,000 is approved.**

<b>Applicant 8.4</b>	<b>Project summary</b>	<b>Funding requested</b>
<b>Hilperton Village Hall</b>	To purchase screen and projector for the hall	£481.93

8.4.1 The application meets the grant criteria.

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

8.4.3 **It is recommended that a grant of £481.93 is approved**

<b>Applicant 8.5</b>	<b>Project summary</b>	<b>Funding requested</b>
<b>Parents of West Ashton Primary School</b>	Towards providing a new kitchen for the school.	£946.63

8.5.1 The application meets the grant criteria and will benefit the local community as well as children and young people attending the school.

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 £946.63 is approved**

<b>Applicant 8.6</b>	<b>Project summary</b>	<b>Funding requested</b>
<b>The Mead Academy Trust</b>	Towards equipment for the Castle Mead Community Club.	£750

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

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

8.6.3 **It is recommended that a grant of £750 is approved**

<b>Applicant 8.7</b>	<b>Project summary</b>	<b>Funding requested</b>
<b>Collaborative Schools</b>	To replace outdoor play equipment at Larkrise Special School.	£500

8.7.1 The application meets the grant criteria and will benefit disabled children.

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

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

<b>Applicant 8.8</b>	<b>Project summary</b>	<b>Funding requested</b>
<b>Trowbridge Arts Festival</b>	Towards an arts project "Small Town Matters."	£1,420

8.8.1 The application meets the grant criteria.

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

8.8.3 **It is recommended that a grant of £1,420 is approved**

<b>Applicant 8.9</b>	<b>Project summary</b>	<b>Funding requested</b>
<b>The Multi Sensory Art Project at Larkrise School</b>	To provide disabled children with creative and sensory experiences.	£2,855

8.9.1 The application meets the grant criteria and will benefit the severely disabled children.

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

8.9.3 **It is recommended that a grant of £2,855 is approved**

<b>Applicant 8.10</b>	<b>Project summary</b>	<b>Funding requested</b>
<b>Trowbridge Town Team</b>	To run a teenage market	£4,000

8.10.1 The application meets the grant criteria and will benefit young people.

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

8.10.3 **It is recommended that a grant of £4,000 is approved**

<b>Applicant 8.11</b>	<b>Project summary</b>	<b>Funding requested</b>
<b>St. John's Church, Upper Studley</b>	To replace the church hall roof.	£5,000

8.11.1 The application meets the grant criteria.

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

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

<b>Applicant 8.12</b>	<b>Project summary</b>	<b>Funding requested</b>
<b>PTA Grove School</b>	To purchase equipment for after school clubs	£500

8.12.1 The application meets the grant criteria and will benefit the local community including children.

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

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

<b>Applicant 8.13</b>	<b>Project summary</b>	<b>Funding requested</b>
<b>St John's Catholic Primary School PTA</b>	For equipment to provide refreshments at community events	£480

8.13.1 The application meets the grant criteria and will benefit the local community including children.

8.13.2 The applicant is not contributing any funding towards the project

8.13.3 **It is recommended that a grant of £480 is approved**

<b>Applicant 8.14</b>	<b>Project summary</b>	<b>Funding requested</b>
<b>Beehive Cricket Club, Southwick</b>	Towards a practice cricket net facility.	£3,600

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

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

8.14.3 **It is recommended that a grant of £3,600 is approved**

<b>Applicant 8.15</b>	<b>Project summary</b>	<b>Funding requested</b>
<b>Hope Nature Centre</b>	To install CCTV and an alarm system	£5,000

8.15.1 The application meets the grant criteria and will benefit the local community including people with learning & physical disability.

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

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

<b>Applicant 8.16</b>	<b>Project summary</b>	<b>Funding requested</b>
<b>Friends of Southwick Country Park</b>	To purchase hand tools for volunteers	£488.80

8.16.1 The application meets the grant criteria.

8.16.2 The applicant not contributing any other funding towards the project.

8.16.3 **It is recommended that a grant of £488.80 is approved**

<b>Applicant 8.17</b>	<b>Project summary</b>	<b>Funding requested</b>
<b>Trowbridge and District White Ensign Association</b>	Repairs to the Holy Trinity Church WW1 War Memorial.	£5,000

8.17.1 The application meets the grant criteria and will be a part of the WW1 Centenary commemorations.

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

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

## **9. Recommendations**

**9.1 It is recommended that the Area Board agrees to the recommendations in paragraphs 8.1 - 8.17**

<b>Appendices:</b>	Appendix 1 - Community Area Grant applications
<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>