

AGENDA

Meeting: TROWBRIDGE AREA BOARD
Place: The Atrium, County Hall, Trowbridge, BA14 8JN
Date: Thursday 14 March 2013
Time: 7.00 pm

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

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

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

Tea, coffee and the opportunity to talk informally from 6:30pm. A presentation of the achievements of the last 4 years of the Trowbridge Area Board will be shown between 6.30pm and 7.00pm

Prior to the meeting there will also be a public exhibition from 6pm of the emerging Trowbridge Master Plan showing options for the future development of the town centre

Please direct any enquiries on this agenda to Kieran Elliott (Democratic Services Officer) on 01225 718504 / kieran.elliott@wiltshire.gov.uk or Rachel Efemey (Trowbridge Community Area Manager) on 01225 718608 / rachel.efemey@wiltshire.gov.uk.

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

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

Wiltshire Councillors

Ernie Clark – Hilperton (**Vice Chairman**)
Peter Fuller – Park
Tom James MBE – Adcroft
John Knight – Central
Francis Morland – Southwick

Stephen Oldrieve – Paxcroft
Helen Osborn – Lambrok
Jeff Osborn – Grove
Graham Payne – Drynham (**Chairman**)

	Time
1 <u>Chairman's Welcome and Introductions</u>	7:00pm
2 <u>Apologies</u>	
3 <u>Minutes (Pages 1 - 10)</u> To approve the minutes of the meeting held on Thursday 17 January 2013 .	
4 <u>Declarations of Interest</u> To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.	
5 <u>Chairman's Announcements (Pages 11 - 12)</u> To include the following: i. Request from Cllr Oldrieve re issues with Boundary Open Space in new Housing Areas; ii. Parish and Town Council Liaison Group Representative; iii. Residents' Resource Centre, Manor Road, Trowbridge.	7.05pm
6 <u>Partner Updates (Pages 13 - 24)</u> To note the written reports and receive any updates from the following: i. Wiltshire Police ii. Wiltshire Fire and Rescue Service iii. NHS Wiltshire iv. Trowbridge Community Area Future (TCAF) v. Town and Parish Councils vi. Youth Advisory Group (YAG)	
7 <u>Outside Body Updates</u> Wiltshire Councillors appointed as representatives to Outside Bodies will report on any recent news, to include: i. Transforming Trowbridge ii. Collaborative Schools iii. Trowbridge Shadow Community Operations Board	7.15pm
8 <u>Understanding Autism (Pages 25 - 28)</u> To receive a short film on Autism ahead of an interactive discussion led by Maria Cattelona, Commissioning Officer, Wiltshire Council.	7.20pm

a. Community Area Grants

1. Six applications seeking Community Area Grant Funding & one application seeking small grant funding
 - 1.1 Wiltshire Armed Forces Veterans Celebrations - £886 requested towards vehicle tracking mats
 - 1.2 Trowbridge Chamber of Commerce - £4,500 requested towards the costs of running a Trowbridge Service Excellence Awards
 - 1.3 Trowbridge Learning Centre - £4,500 requested for the purchase of equipment to support a Saturday School and Adult Training & School Language Clubs
 - 1.4 Trowbridge Civic Society - £4,329 requested for activities to celebrate the 200th anniversary of Sir Isaac Pitman
 - 1.5 Friends of Biss meadows Country Park - £1,163 requested for Landscaping at Biss Meadows Country Park Pond Renovation Project
 - 1.6 Sounding it Out Community Choir - £5,000 requested for Building Bridges the Trowbridge Song Project
 - 1.7 Preserve Our Past - £350 requested for a small grant for dating the oldest house in Trowbridge

b. Area Board Projects

To consider the following applications:

- i. Councillor Jeff Osborn – £5,000 requested towards the cost of a replacement security fence at Woodmarsh Football ground for Trowbridge Town Football Club

To consider:

1. An application from Trowbridge Community Area Youth Parliament for £1,000 for a young leaders project;
2. An application from the Trowbridge Youth Advisory Group (YAG) for £2,000 to make a professional promotional video about Trowbridge YAG and to run a trip to the Houses of Parliament to learn about politics on a wider scale.

To receive an update from George O'Neill, Head of Commissioning

	Mental Health & Substance Misuse, Wiltshire Council and a representative from AWP, on the temporary closure of Charter House.	
12	<u>Trowbridge Area Community Campus (Pages 91 - 94)</u> To receive a report on the Trowbridge Area Community Campus from Rachel Goff, Project Manager, Wiltshire Council and Colin Kay, Shadow COB Chairman	8.40pm
13	<u>Environmental Health - Out of Hours Noise Complaints (Pages 95 - 98)</u> To receive an update from Graham Steady, Public Protection Manager, Wiltshire Council, on a particular complaint of noise To inform the Area Board of current arrangements for dealing with noise complaints outside of normal hours	8.55pm
14	<u>Trowbridge Allotments Community Assets Transfer to Trowbridge Town Council (Pages 99 - 114)</u> The Area Board is asked to consider an application submitted by Trowbridge Town Council for the transfer of three allotment sites in Trowbridge.	9.05pm
15	<u>Trowbridge Park Community Assets Transfer to Trowbridge Town Council (Pages 115 - 126)</u> The Area Board is asked to consider an application submitted by Trowbridge Town Council for the transfer of Trowbridge Park.	9.10pm
16	<u>Future of Peter Black Site</u> To receive a written update (to be tabled at the meeting) on the progress at the former Peter Black site.	9.15pm
17	<u>Community Area Transport Group Recommendations (Pages 127 - 128)</u> To consider recommendations from the 7 February 2013 Community Area Transport Group	9.25pm
18	<u>Any Urgent Business and Forward Plan (Pages 129 - 130)</u> The Chairman will take any items of urgent business. The meeting is asked to note the future meeting dates below and	

Future Meeting Dates

Thursday 23 May 2013 – 7.00pm
The Atrium ,County Hall, Trowbridge

Thursday 11 July 2013 – 7.00pm
The Atrium ,County Hall, Trowbridge

Thursday 12 September 2013 – 7.00pm
The Atrium ,County Hall, Trowbridge

Thursday 14 November 2013 – 7.00pm
The Atrium ,County Hall, Trowbridge

Thursday 16 January 2014 – 7.00pm
The Atrium ,County Hall, Trowbridge

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MINUTES

Meeting: TROWBRIDGE AREA BOARD
Place: The Atrium, County Hall, Trowbridge, BA14 8JN
Date: 17 January 2013
Start Time: 7.00 pm
Finish Time: 10.00 pm

Please direct any enquiries on these minutes to:

Kieran Elliott (Democratic Services Officer), Tel: 01225 718504 or e-mail:
kieran.elliott@wiltshire.gov.uk

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

In Attendance:

Wiltshire Councillors

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

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

Wiltshire Council Officers

Rachel Efemey, Trowbridge Community Area Manager
James Hazlewood, Senior Democratic Services Officer
Tim Martienssen, Head of Service (Service Delivery)
Kevin Sweeney, Youth Service Area Manager
Martin Aldam, Senior Transport Planner
Nick Glass, Manager for School Strategic Planning
Kieran Elliott, Democratic Services Officer

Town and Parish Councillors

Trowbridge Town Council – Bob Brice, D. Baker
North Bradley Parish Council – L. Lee, R. Evans
Southwick Parish Council – S. Carey, M. Carey, Kath Noble, Gaynor Polglase

Partners

Wiltshire Police – Inspector Lisette Harvey
NHS Wiltshire – Tony Barron
Trowbridge Community Area Future – Doug Ross, Tracy Sullivan, Colin Kay
Youth Advisory Group – Damian Meaden, Yakira Stone, Becky Bignold

Total in attendance: 68

<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>
2	<p><u>Apologies</u></p> <p>Apologies were received from Mr Mike Franklin (Wiltshire Fire and Rescue) and by Mr Peter Westlake on behalf of West Ashton Parish Council.</p>
3	<p><u>Minutes</u></p> <p>The minutes of the meeting held on 15 November 2012 were presented for consideration.</p> <p><u>Decision</u> The minutes of the meeting held on 15 November 2012 were agreed a correct record and signed by the Chairman.</p>
4	<p><u>Declarations of Interest</u></p> <p>Councillors Graham Payne, Jeff Osborn, John Knight, Peter Fuller, 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 Peter Fuller declared a non-pecuniary interest in the Grant a (v), under minute 9, by virtue of being a member of 'Trowbridge Initiative'.</p>
5	<p><u>Chairman's Announcements</u></p> <p>The Chairman a series of announcements, the details of which are contained within the agenda. The Chair also explained that the Trowbridge Joint Surgery item had been moved forward to after the Partner and Outside Body updates.</p>
5.1.	<p><u>Our Community Matters - blog site</u></p>
5.2.	<p><u>Legacy for Wiltshire</u></p> <p>Attention was drawn in particular to the meeting on this topic scheduled for Thursday 31 January 2013 at County Hall, Trowbridge from 1830-2000.</p>
5.3.	<p><u>Draft Police and Crime plan</u></p> <p>It was raised that all the planned meetings to meet with Commissioner Macpherson were scheduled for the East of the County (Salisbury/Swindon). Mr Matthew Keels from the Police and Crime Commissioner's Office, stated they</p>

	<p>would be willing to attempt to organize additional meetings in Devizes or Trowbridge.</p>
6	<p><u>Partner Updates</u></p> <p>Updates from partners were received as follows:</p> <ul style="list-style-type: none"> <li data-bbox="363 488 1495 853"> <p>i. Wiltshire Police The written update was noted. Inspector Lisette Harvey reported that she had now been in post almost six months, and detailed the progress since the last meeting. The drop in incidents of anti-social behaviour was raised as encouraging, and it was reported that neighbourhood schemes appeared to have been initially successful at containing such incident. The rise in incidents of violence was raised as a worry, although the Inspector reported there had been an increase in domestic violence incidents in the run up to Christmas, and that her team were out patrolling and identifying repeat offenders to tackle the issue.</p> <li data-bbox="363 891 1495 965"> <p>ii. Wiltshire Fire and Rescue Service The written update was noted. There were no further updates.</p> <li data-bbox="363 1003 1495 1077"> <p>iii. NHS Wiltshire The written updates were noted. There were no further updates.</p> <li data-bbox="363 1115 1495 1256"> <p>iv. Trowbridge Community Area Future (TCAF) The written update was noted. Colin Kay, TCAF Coordinator, presented the update. The successful securing of over £120,000 for the BA14 Culture scheme was noted.</p> <li data-bbox="363 1294 1495 1413"> <p>v. Town and Parish Councils The written update from Trowbridge Town Council was noted. The next meeting of Parish Council Liaison Group was noted as 06 Feb 2013.</p> <li data-bbox="363 1451 1495 1704"> <p>vi. Youth Advisory Group (YAG) The Board received a verbal update from the YAG, including that a Facebook and Twitter account had been created for the group, and that a report on a new skate park would be presented at the next Area Board meeting. Councillor Helen Osborn, the Board representative to the YAG, congratulated the group on their initial meeting, approving of its enthusiasm and organization.</p> <li data-bbox="363 1742 1495 1917"> <p>vii. Wiltshire Involvement Network (WIN) Update A written update was provided and is attached to these minutes. It was noted that the final meeting of the Network before being replaced by Healthwatch 02 February 2013, 10:30-15:30 at the Devizes Corn Exchange.</p>

7	<p><u>Outside Body Updates</u></p> <p>Updates from the Outside Bodies were received as follows:</p> <p>i. Transforming Trowbridge Councillor Jeff Osborn, Board representative to Transforming Trowbridge, expressed his concerns about the mandate of the body and its confidential nature, where he felt much of its work should come to the Area Board, and tendered his resignation from the body.</p> <p>It was agreed that the matter should be resolved after the May 2013 Local Elections, and a volunteer was sought to serve on the body until then.</p> <p><u>Decision</u> That Councillor Peter Fuller be appointed as the Area Board representative to Transforming Trowbridge.</p> <p>ii. Collaborative Schools It was raised that it would be more useful for the group to become refocused as a community liaison group to ensure community input.</p> <p>iii. Trowbridge Shadow Community Operations Board (COB) The Area Board was informed that the Shadow COB was currently working hard to produce a major item for the March meeting of the Board.</p>
8	<p><u>Trowbridge Joint Surgery</u></p> <p>Drs Toby Cookson, Steve Rowlands, and Mr Tony Barron presented an update on the progression of the Trowbridge Joint Surgery.</p> <p>It was stated that previous plans had included a new Primary Care Centre, but with Trowbridge Hospital remaining open, the new plans involved the merger of two surgeries, including the expansion of Adcroft Surgery. A public consultation meeting had been held at the Civic Hall in Trowbridge in November, and it was stated that 95% of those present had been supportive of the plans, with most comments relating to the parking arrangements.</p> <p>It was further noted that the new scheme would need to be submitted to Wiltshire Council planners by April 2013, and it was hoped construction would be able to be begun in the second half of the year.</p> <p>In response to queries, it was confirmed that although the plan had been to have the new arrangements up and running by the time the Primary Care Trust (PCT) was concluded in April, there had been delays to the process, but that the partners had been reassured funding and support would be in place after the PCT concluded.</p>

	<p>It was further assured that the administration of the merged surgery would be that they would be owned and run by the current partners, without third party involvement. It was also stated that the Primary Care Centre remained an objective for the future, but that this would involve the closure of the hospital, which would have implications for the land usage in the area.</p> <p>Comparisons with developments in Frome were raised by the meeting, and it was commented that the financial situations of Trowbridge and Frome had been considerably different, and that with the £74millions debt of Wiltshire paid off, the incoming Clinical Commissioning Group would be inheriting a surplus, and was in a good position to improve.</p>
9	<p><u>Funding</u></p> <p>The Area Board considered the following applications to the Community Area grant Scheme 2012/13:</p> <p>a) <u>Community Area and Small Grant Applications:</u></p> <p>i. <u>The Big Community Grow - Trowbridge Apple Festival</u> The sum of £2286 was requested towards children’s activities as part of the Trowbridge Apple Festival.</p> <p><u>Decision</u> To award the sum of £2286 towards children’s activities as part of the Trowbridge Apple Festival. <i>Reason: The application met the Community Area Grant Criteria 2012/13 and demonstrates links to the Trowbridge Community Area Plan Theme 6 - Environment - and Theme 7 - Education and Lifelong Learning.</i></p> <p>ii. <u>The Big Community Grow - Let’s Grow at the Children’s Centres</u> The sum of £880 was requested to work with families at two Children’s Centres growing plants/food.</p> <p><u>Decision</u> To award the sum of £440 on condition that ‘4 Children’, the Charity which operates the Children’s Centres who will benefit from the project, fund the remaining £440 towards the project. <i>Reason: The application met the Community Area Grant Criteria 2012/13 and demonstrates links to the Trowbridge Community Area Plan Theme 6 - Environment - and Theme 7 - Education and Lifelong Learning.</i></p> <p>iii. <u>The Sunday Club</u> The sum of £992 was requested to re-establish the Sunday Club for a pilot period, at a new venue with catering and health related activities.</p>

	<p><u>Decision</u> To award the sum of £992 to re-establish the Sunday Club for a pilot period, at a new venue with catering and health related activities. <i>Reason: The application met the Community Area Grant Criteria 2012/13 and demonstrates links to the Trowbridge Community Area Plan Theme 5 - Sport and Active Leisure - and Theme 8 - Health and Social Care.</i></p> <p>iv. <u>Trowbridge in Bloom</u> The sum of £1720 was requested to host the annual South West in Bloom Seminar.</p> <p><u>Decision</u> To award the sum of £520 toward the cost of hosting the annual South West in Bloom Seminar, (being the requested £1720 minus the cost of refreshments). <i>Reason: The application met the Community Area Grant Criteria 2012/13 and demonstrates indirect links to the Trowbridge Community Area Plan Theme 6 - Environment.</i></p> <p>v. <u>Trowbridge Initiative</u> The sum of £5000 was requested to support the 'Tourism in Trowbridge' initiative.</p> <p><u>Decision</u> To award £2050 specifically for the Brown Signs requested. The other items should seek sponsorship direct from the local businesses that will benefit. <i>Reason: The application met the Community Area Grant Criteria 2012/13 and demonstrates indirect links to the Trowbridge Community Area Plan Theme 1 - Economy.</i></p> <p>b) <u>Area Board Project Applications</u></p> <p>i. <u>Councillor Helen Osborn – Defibrillator Trowbridge Civic Centre</u> The sum of £2100 was requested to provide a defibrillator at Trowbridge Civic Centre.</p> <p><u>Decision</u> To award the sum of £2100 to provide a defibrillator at Trowbridge Civic Centre.</p>
10	<p><u>Youth Service Update</u></p> <p>Kevin Sweeney (Youth Service Area Manager, Wiltshire Council) presented a written update on changes to the Youth Development Service.</p>

	<p>It was stated the Youth Service had been interacting closely with the Youth Advisory Group (YAG), which as it developed would have 50% of its membership be aged under 19, and its Chair aged under 25, with the aim that young people would directly be able to hold the Youth Service and other service providers to account. It was emphasized the YAGs would build on the work of the former Community Area Young Peoples' Issues Groups (CAYPIGs) to develop and expand opportunities for volunteering.</p> <p>In response to queries it was stated that in some areas YAGs were responsible for directing some amounts of funding, and it would be down to the YAG and Area Board to determine how they chose to operate.</p>
11	<p><u>Trowbridge Transport Strategy</u></p> <p>Martin Aldam (Senior Transport Planner, Wiltshire Council) and Sean Finney (Mott McDonald) presented the emerging Trowbridge Transport Strategy, asking the Board to consider its adoption as a supporting document to the Wiltshire Core Strategy.</p> <p>It was stated that the emerging strategy had been designed to meet the needs of Trowbridge as it developed, including addressing the pressures on the road network increasing from the planned 6000 new homes laid out in the Core Strategy for the town and surrounding area, using technical projections through the application of a traffic model up to 2026 from a 2009 base level. The strategy had been the subject of three separate consultation exercises with local stakeholders throughout its development.</p> <p>Two committed schemes already at the planning stage, the Hilperton relief road and South-East Trowbridge relief road, were noted, and details were provided on proposed schemes for West Ashton and Yarnbrook. The total cost of the infrastructure investment and revenue costs was estimated at £16.3 millions over 10 years, to be funded through developer contributions, Community Infrastructure Levy, Local Transport Plans and other sources.</p> <p>It was acknowledged by the officers that the strategy aimed to reduce delays across the entire network, including on the A350, so that by 2026, despite increased traffic, delays would be no worse than at present. This could be achieved by highway improvements and by encouraging walking, cycling and passenger transport, although they stated that modelling work demonstrated that the strategy would be less successful at tackling delays at the signalised bridge at Staverton on the B3105. However, officers concluded that the strategy as a whole was seen as balanced, affordable and deliverable.</p> <p>The emerging strategy was then discussed in detail. The suitability of the Hilperton and Yarnbrook schemes was raised, along with issues in Trowbridge relating to lorry use, ease of cycling, the poor state of pavements for walking and lack of consideration for mobility units. Some Board members raised concerns about whether the funds required would be able to be raised as planned, and</p>

	<p>whether the emerging strategy appropriately addressed issues which had been raised during the Core Strategy consultation which it had been stated the transport strategy would address.</p> <p>The local member for Staverton and Holt, also requested that the strategy be sent to Bradford-on-Avon Area Board and Staverton Parish Council given the Trowbridge strategy would directly impact on those areas.</p> <p>In response to queries about the predicted delays on the B3105 at Staverton, officers clarified that the modelling work for the strategy presented the worst case scenario only and claimed that in reality many users would likely react to the increased delay by rerouting and changing their journey times.</p> <p>A scheme involving signal changes and one-way northbound on the B3106 was outlined. Whilst this proposal reduced delays it was acknowledged that delays are likely to be higher in 2026 than at present, and that the scheme had not yet gone out to full consultation.</p> <p><u>Decision</u> That the Area Board thank officers for their work on the Trowbridge Transport Strategy and note the report, but that the Chairman should draft a response to refer the draft back to officers and the Cabinet Member with the following comments on improving the strategy:</p> <ol style="list-style-type: none"> 1) Improved facility for mobility unit users; 2) Improved cyclist strategy; 3) Improved strategy on how to prevent lorries using the town as a through-route; 4) That the draft strategy be considered by Bradford-on-Avon Area Board and Staverton Parish Council, as affected areas.
12	<p><u>Trowbridge Master Plan and Future of the Peter Black site</u></p> <p><u>Master Plan</u> Tim Martienssen (Head of Service - Service Delivery, Wiltshire Council) gave a presentation on the development of the Trowbridge Masterplan.</p> <p>It was stated the Masterplan would proceed in five stages (Baseline Review, Options Assessment, Draft Masterplan, Consultation and Final Masterplan) to develop a family orientated focus for the town's future development, with the final document planned for completion by approximately June 2013.</p> <p>The key issues were noted as including a growing and ageing population, the reuse of Brownfield town centre sites, improvements to the rail station, lack of space for development, market demand for food retail sites, improved leisure offer in the town centre and existing and future care and extra care housing, among other issues.</p>

	<p>The Board discussed the proposed timetable and structure of the Masterplan, and it was noted that the Area Board was not scheduled to meet after March until July, and requested the Final document be presented for consideration at that time. Disappointment was also expressed at the lack of accompanying papers for the agenda item, and it was confirmed the presentation would be circulated with the minutes.</p> <p>In response to queries it was stated that pedestrian schemes would be a priority for the Masterplan, and would be pushed hard with any suggested development.</p> <p><u>Peter Black Site</u></p> <p>An update on the Peter Black site was also presented, with the note that enforcement teams had served the receivers of the site a notice to improve the appearance of the site. It was stated that options on how to deal with the site, including possible demolition of existing structures, would need to be explored further.</p> <p>The Board also expressed disappointment at the continued delays surrounding the site, and noted that its appearance and state were having a negative effect on nearby sites.</p> <p><u>Decision</u></p> <ol style="list-style-type: none"> 1) To note the report, while reiterating that the Area Board has concerns regarding the lengthy delays in serving enforcement on the site, which continues to be a poor reflection of the town. 2) That the Area Board receives a further update on this matter at its next meeting from the Service Director (Economy and Regeneration). 3) That the Chairman write a letter to the Cabinet Member for Economy Development and Strategic Planning, Councillor Fleur de Rhé-Phillipe, requesting details of why the Service Director (Economy and Regeneration) had been unavailable to attend to provide the Board with an update.
13	<p><u>Consultation on new Primary School for east Trowbridge - proposed consultation event</u></p> <p>Nick Glass (Manager for School Strategic Planning, Wiltshire Council) delivered a presentation on the plans for a new Primary School in the east of Trowbridge.</p> <p>It was confirmed that the new school would be an Academy as this was required by current legislation, and therefore there was a proscribed competition process to be followed.</p> <p>The timeline of events for the proposed school was outlined, with the school</p>

	<p>specification to be agreed by Council in early February, to be advertised to prospective bidders in early March along with informing the Department for Education, and with the final announcement of a successful bidder in July 2013 following shortlisting, interviews and a Cabinet decision. It was stated that the Secretary of State for Education could accept the Council recommendation, or reject it.</p> <p>Board Members discussed the proposed scheme, welcoming the likely positive impact on traffic congestion partially resulting from the lack of adequate numbers of primary schools in east Trowbridge, and questioned whether there would ever be a secondary school serving the east of Trowbridge, which it was stated was dependent on development in the area.</p> <p>It was noted that a consultation workshop was being run on 28 January at 6pm at the Town Hall building, and that all were welcome to attend and contribute their views on what the school specification should be.</p>
14	<p><u>Any Urgent Business and Forward Plan</u></p> <p>The Board discussed the proposed forward plan, adding an item on noise nuisance.</p> <p>The Board also discussed adding an extraordinary meeting of the Area Board in May 2013 after the Local Elections in order to elect a new Chairman and Vice-Chairman, due to the next scheduled meeting after the elections not taking place until July 2013.</p> <p>With the consent of the Chair, views were sought from Board Members and the public present on the suitability of the use of the Atrium at County Hall, known formally as The Ridgeway Space, for the use of Board meetings, and officers undertook to take these into account while planning future meetings.</p>
15	<p><u>Close</u></p> <p>The Chairman thanked everyone for attending the meeting. The meeting finished at 10.00pm.</p> <p>The next meeting of the Trowbridge Area Board would take place on Thursday 14 March 2013, 7.00pm at County Hall, Trowbridge.</p>

Agenda Item 5

Chairman's Announcements

Subject:	Residents' Resource Centre, Manor Road, Trowbridge
Officer Contact Details:	a.walsh@selwoodhousing.com Head of Neighbourhoods 01225 715780
Weblink:	
Further details available:	

Summary of announcement:

In November 2012 Selwood Housing's board of directors accepted the findings of an independent review into how it involves tenants in the activities that it undertakes in the community and also in the wider running of Selwood Housing.

As part of this review, the Selwood Tenants' Voice (STV) was closed and Selwood Housing created new and more inclusive methods of involving its tenants. This meant that any sub committees of STV, such as the management committee of the Manor Road Resource Centre in Trowbridge, were no longer able to comply with their terms of reference or license and as such would have to end.

The Manor Road Resource Centre will still be open as a community resource. We are not stopping any activities; in fact we want to increase them. For example we are looking to strengthen the Friday "drop in" (that is undertaken by Studley Green TARA members) to have a neighbourhood manager there to deal with any housing management issues raised. We are recruiting two new staff to strengthen our tenant involvement team to increase the community work we undertake.

We wrote to the members of the Manor Road Resource Centre management committee on 22nd February 2013 explaining the changes and asking them to return their keys and to remove any personal effects. A copy of this letter is attached for information.

We are very grateful to everyone that was involved in its running for all the hard work that they have injected into this valuable community resource; it is our intention to continue all the activities that are currently undertaken there.

We know the Area Boards have been heavily involved in providing funding for the furniture and other equipment for the benefit of the community and this will remain there for the community's use.

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Trowbridge Community Area Board March 2013

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

Team News:

PS James Brain and PS Jim Suter continue to supervise the Trowbridge NPT. The team includes:

PC Jamie Darvill, PCSO Laura Humphreys, PCSO Peter Tscherniawsky, PCSO Jo Matthews & PCSO Debbie Robbins – Trowbridge Town

PC Jodie Price, PCSO James Bates & PCSO Nina Marsh – Adcroft & Paxcroft

PC Sonya Stockhill & PCSO Matt Till – Trowbridge Park

PC Helen Beaven, PCSO Vicky Huntley & PCSO Phil Greenaway – Drynham & Grove

PC Alison Davies, PCSO Xanthe Knowles & PCSO Ben Brown – Lambrok

PC Mark Hough & PCSO Maria Badder – Trowbridge Rural

Crime Overview

This report includes a table at the foot of the report that shows the crime type per beat. Overall performance is good however there are a few points to highlight.

Trowbridge Central (ET11) shows an increase in non-dwelling burglaries. This has been reported over past months and as yet has not seen a reduction that would be ideal. The burglaries are mainly garages and sheds where bikes, tools and golfing equipment have been stolen. Most offences happen overnight and many have insecure doors or locks that are not fitted.

In contrast ET11 has seen a reduction in victim based crime and although the figures are low, this is very encouraging in keeping the community safe.

Adcroft & Paxcroft (ET12) has an increase in vehicle crime and violence against the person (VAP). The vehicle crime is again no helped by owners not always locking their cars even if parked off the road or in garages. Owners are leaving valuables in easy sight of anyone looking into the cars rather than taking the time to take their personal belongings indoors with them. If a thief can see anything and an opportunity to gain entry to a car without making a noise, they will steal anything.

The VAP has increased however this is not stranger based crime, sadly in the main the person being assaulted knows the other person. Often the assaults are happening behind closed doors and therefore hard to prevent. It is urged that victims however do report such incidents to police or support agencies so that safeguarding measures can be put in place and action can be taken against those responsible.

Trowbridge Park (ET13) has reductions in the majority of crime categories and where there are increases, the numbers are very low. Of particular note are 100 less antisocial behaviour (ASB) offences than the same period last year.

Drynham & Grove (ET14), Lambrok (ET15) and Trowbridge Rural (ET16) have all seen reductions with some increased but again the figures are particularly low.

NPT activity

PC Helen Daveridge (ET14) and PC Sonya Stockhill (ET13) have executed a number of warrants in their beats under the Drugs Act. The intelligence to gain such warrants has come from the public as well as police information. All warrants have been successful with arrests made and more intelligence being gained. This police tactics continues to be invaluable in disrupting those driven by drugs as well as stealing to raise money to continue their habits. Wherever possible the police will work with partner agencies to try to get people out of the habit of such abuse.

Spitfire Retail Park

Police enforcement of speeding vehicles and noisy motorists has continued into 2013 with another operation planned. Vehicles have been seized, arrests made and tickets issued to reduce ASB.

Noise – police powers

This will be spoken about at the meeting but in essence the police have no powers to deal with noise. If calls come to the police, the current policy is to refer the matter to the Council.

Police patrolling

As it is known officers working from Trowbridge come from two teams. One team is the NPT and other is Operational Response.

NPT in the main remain on foot patrol to provide a visible presence to the public. The Operational Response however will travel in police vehicles to be ready to be deployed within the town or travel to Warminster, Devizes or Pewsey. The officers from this team will not normally leave their cars unless specifically deployed to a NPT run operation. Equally when Specialist Operations attend the town to assist NPT, they will not necessarily leave their vehicles so that they can be rapidly deployed throughout the County.

This may give the perception that officers are just driving about rather than getting out of vehicle to walk around. Resources are limited and officers are deployed on foot when possible however this cannot be guaranteed for operational reasons.

Lisette Harvey
Sector Commander
7 February 2013

ET Trowbridge	Crime			
	February 2011 - January 2012	February 2012 - January 2013	Volume Change	% Change
Victim Based Crime	2758	2633	-125	-5%
Domestic Burglary	144	130	-14	-10%
Non Domestic Burglary	184	233	49	27%
Vehicle Crime	298	291	-7	-2%
Criminal Damage & Arson	560	488	-72	-13%
Violence Against The Person	567	601	34	6%
ASB Incidents (Year to Date)	2191	1757	-434	-20%

ET11 Trowbridge Central	Crime				Detections*	
	12 Months to January 2012	12 Months to January 2013	Volume Change	% Change	12 Months to January 2012	12 Months to January 2013
Victim Based Crime	991	947	-44	-4.4%	32%	35%
Domestic Burglary	32	26	-6	-18.8%	38%	8%
Non Domestic Burglary	37	75	+38	+102.7%	5%	5%
Vehicle Crime	86	63	-23	-26.7%	20%	11%
Criminal Damage & Arson	177	156	-21	-11.9%	19%	24%
Violence Against The Person	231	237	+6	+2.6%	39%	50%
ASB Incidents (YTD)	760	594	-166	-21.8%		

* Detections include both Sanction Detections and Local Resolution

ET12 Adcroft & Paxcroft	Crime				Detections*	
	12 Months to January 2012	12 Months to January 2013	Volume Change	% Change	12 Months to January 2012	12 Months to January 2013
Victim Based Crime	439	417	-22	-5.0%	18%	21%
Domestic Burglary	32	21	-11	-34.4%	25%	19%
Non Domestic Burglary	45	36	-9	-20.0%	2%	0%
Vehicle Crime	40	68	+28	+70.0%	13%	6%
Criminal Damage & Arson	102	81	-21	-20.6%	18%	12%
Violence Against The Person	63	93	+30	+47.6%	29%	51%
ASB Incidents (YTD)	378	249	-129	-34.1%		

* Detections include both Sanction Detections and Local Resolution

ET13 Trowbridge Park	Crime				Detections*	
	12 Months to January 2012	12 Months to January 2013	Volume Change	% Change	12 Months to January 2012	12 Months to January 2013
Victim Based Crime	405	346	-59	-14.6%	29%	29%
Domestic Burglary	24	19	-5	-20.8%	13%	11%
Non Domestic Burglary	17	19	+2	+11.8%	18%	0%
Vehicle Crime	32	37	+5	+15.6%	25%	11%
Criminal Damage & Arson	87	74	-13	-14.9%	16%	19%
Violence Against The Person	105	72	-33	-31.4%	37%	44%
ASB Incidents (YTD)	334	234	-100	-29.9%		

* Detections include both Sanction Detections and Local Resolution

ET14 Drynham & Grove	Crime				Detections*	
	12 Months to January 2012	12 Months to January 2013	Volume Change	% Change	12 Months to January 2012	12 Months to January 2013
Victim Based Crime	365	382	+17	+4.7%	17%	25%
Domestic Burglary	27	35	+8	+29.6%	37%	29%
Non Domestic Burglary	30	39	+9	+30.0%	7%	5%
Vehicle Crime	47	46	-1	-2.1%	17%	9%
Criminal Damage & Arson	69	57	-12	-17.4%	9%	14%
Violence Against The Person	47	73	+26	+55.3%	40%	32%
ASB Incidents (YTD)	288	277	-11	-3.8%		

* Detections include both Sanction Detections and Local Resolution

ET15 Lambrok	Crime				Detections*	
	12 Months to January 2012	12 Months to January 2013	Volume Change	% Change	12 Months to January 2012	12 Months to January 2013
Victim Based Crime	203	191	-12	-5.9%	20%	20%
Domestic Burglary	10	6	-4	-40.0%	0%	17%
Non Domestic Burglary	6	15	+9	+150.0%	0%	0%
Vehicle Crime	28	27	-1	-3.6%	14%	7%
Criminal Damage & Arson	49	44	-5	-10.2%	24%	20%
Violence Against The Person	61	55	-6	-9.8%	36%	29%
ASB Incidents (YTD)	206	167	-39	-18.9%		

* Detections include both Sanction Detections and Local Resolution

ET16 Trowbridge Rural	Crime				Detections*	
	12 Months to January 2012	12 Months to January 2013	Volume Change	% Change	12 Months to January 2012	12 Months to January 2013
Victim Based Crime	355	350	-5	-1.4%	14%	24%
Domestic Burglary	19	23	+4	+21.1%	26%	9%
Non Domestic Burglary	49	49	+0	+0.0%	4%	4%
Vehicle Crime	65	50	-15	-23.1%	5%	10%
Criminal Damage & Arson	76	76	+0	+0.0%	16%	20%
Violence Against The Person	60	71	+11	+18.3%	37%	59%
ASB Incidents (YTD)	225	235	+10	+4.4%		
Wiltshire Police are compared against a group of 8 most similar forces.						
* Detections include both Sanction Detections and Local Resolution						

March 2013 update

This update will be the last from NHS Wiltshire; from April 1st 2013 the commissioning of local health care services will be managed by Wiltshire Clinical Commissioning Group, who will provide the first of their updates to Local Area Boards next month. In the meantime, a message from NHS Wiltshire's Chairman, Tony Barron, as the PCT hands over the baton of responsibility:

In 2006, I took the helm of NHS Wiltshire, a new Primary Care Trust merging three smaller organisations. Today, as we move towards a new model of NHS commissioning, I would like to record some of the ways in which NHS Wiltshire has made a difference.

When the new board first met, we had a £63million debt and a system that provided patchy and uneven care to a widely dispersed population. Some areas were very well served but others, including some of the most deprived parts of Wiltshire, were under-resourced. Unlikely as it may have seemed at the time, we managed to tackle this debt while improving services across the county.

Doing this meant keeping tight control of our purse-strings, driving a hard bargain with those providing the services, and a remorseless focus on getting the best value for every NHS £. Inevitably and very publicly, this meant taking some tough decisions, but also introducing some award-winning innovations in care such as the Neighbourhood Teams and Primary Care Centres. Today, people in Wiltshire benefit from some of the most cutting-edge and innovative community health services, many of which are the envy of other parts of the UK and are now being replicated due to their outstanding success.

In 2013, Wiltshire's NHS has been 'in the black' for four consecutive years. We have new buildings providing top-notch primary care facilities. Thousands more patients are treated by NHS dentists. People can see a GP at a time that suits them, and Wiltshire was rated one of the top six PCTs for sharing health resources fairly in a national study.

Some of our legacy successes are detailed below:

Neighbourhood Teams: Introduced in 2007, Wiltshire's pioneering Neighbourhood Teams have won ringing endorsements from the patients they care for. Caring for patients mainly in their own homes, the teams bring nurses, physiotherapists, occupational therapists and others together to provide seamless, all-round care. Eleven Neighbourhood Teams cover the whole county and provide a range of services including rapid response to patients' urgent needs, rehabilitation services, and nursing and therapy services as part of a planned care package. The model of service provided by Neighbourhood Teams is being replicated across the UK to ensure that patients maintain their independence for longer and enjoy a better quality of life – by cutting down on the need to be admitted to hospital and by helping to reduce delays in patients leaving hospital.

Primary Care Centres: Doctors, nurses, therapists, pharmacists, working together in modern buildings ... all but one of the five developments we envisaged in 2007 are up and running: Malmesbury (opened 2008), Westbury White Horse Health Centre

(opened 2012), Salisbury (new replacement surgery at Avon Approach, and Primary Care development at Old Manor underway), Trowbridge (new replacement surgery development underway, hospital refurbished). Progress on the Devizes Primary Care Centre is far less advanced. It has been difficult to find a site that everyone can agree on and which is affordable, but the CCG will continue to work to a successful conclusion.

Dentistry: A huge turn-round in access to NHS dentistry has been one of NHS Wiltshire's biggest achievements. Consistently number one on the 'wish list' expressed by Wiltshire people at our regular Stakeholder Assemblies, access to an NHS dentist has gone up by a third in the lifetime of NHS Wiltshire. Thanks to an investment of £3.1m, NHS Wiltshire expanded dentistry overall, but also invested in measures to shorten waiting times for orthodontic treatment and a highly successful programme to improve the oral health of under-fives, setting a foundation for a lifetime of healthy teeth.

Stroke: Wiltshire is one of the country's top performers in the care and treatment of people who have had a stroke, according to the CQC in 2011.

Cancer: People diagnosed with cancer in Wiltshire do better than the national average, according to the ONS figures. Better screening services and encouraging a healthier lifestyle are the two prongs of the county's Cancer Reform Strategy.

Cleaner hospitals: Wiltshire Community Health Service was commended by the CQC for its effectiveness in tackling hospital-acquired infections (figures produced prior to management of WCHS transferring to Great Western Hospitals NHS Foundation Trust).

Stop smoking: Wiltshire's Stop Smoking Service has consistently smashed through its targets, helping thousands of smokers to quit.

These and many more success stories make me proud of what we've done at NHS Wiltshire. I'd like to thank the extraordinary team of people who have worked so hard to make this happen, and send Wiltshire CCG the very best wishes for continued success as the National Health Service moves towards a new era of delivering health care.

Tony Barron
Chair, NHS Wiltshire
March 2013

The next PCT Board Meeting will be held on **Wednesday 13th March** – venue and time to be confirmed – please refer to the NHS Wiltshire website: www.wiltshire.nhs.uk
Members of the public are welcome to attend. Papers are published a week before the meeting on or on request from Stacey Saunders, NHS Wiltshire, email: stacey.saunders@wiltshire.nhs.uk

Town Council Report to Area Board March 2013

Newsletter – The March newsletter is currently available from the Trowbridge Magazine further editions will be published this way in May, July, September and November.

Calendar of Events 2013

Current – Rich & Rare Exhibition at the Museum until 3rd August.

EVERY STAURDAY Active Trowbridge Saturday Club, Walwayne Court School.

Sunday 17th March Sunday Club at the Civic Centre.

Monday 25th to Thurs 28th March & Tuesday 2nd to Friday 5th April Active Trowbridge Easter Fun Days at Walwayne Court School.

Tuesday 26th to Thurs 28th March and Tuesday 2nd to Friday 5th April Easter Activities at the Museum.

Wednesday 27th March – TOWN TEAM launch of weekly street market.

Friday 29th March - Comedy Live at the Civic Sean Hughes and Dan Antopolski.

Saturday 30th March – TOWN TEAM Easter Saturday Market.

Sunday 14th April Sunday Club at the Civic Centre.

Sunday 21st April – TIB Spring Open Gardens 1pm – 4pm

Thursday 2nd May – Town Council and Wiltshire Council elections.

Saturday 4th May – Lion's May Fayre, Fore Street. The Town Council will be present.

This will be your first opportunity to meet the new councillors following the elections.

Tuesday 28th to Friday 31st May Active Trowbridge Fun Days, Walwayne Court School.

Tuesday 28th to Friday 31st May Half-term activities at the Museum include; lino cutting and press printing relating to Blossom Day; part of the Apple Festival.

Sunday 2nd June Big Lunch event at Courtfield House as part of the Apple Festival.

Saturday 8th June – Sports Festival, Park.

Sat 29th & Sun 30th June - Wiltshire Armed Forces & Veterans Weekend, Park.

Saturday 29th June – TOWN TEAM Vintage Market – FREE parking day.

Sunday 14th July – TIB Summer Open Gardens 1pm – 5pm.

July – TIB competition judging and SW in Bloom Judging Day

Saturday 13th and Sunday 14th July, CREATIVITY, Craft Fair, the Civic Centre.

Sunday 21st July – Civic Service, St James' Parish Church at 6.30pm.

Saturday 17th August Trowbridge's fifth Textile and Weaving Festival opens; to 16th Nov.

Sunday 18th August – Carnival Soap Box Derby, Castle Street.

Saturday 31st August – TOWN TEAM Fore Street Food Fest and Park.

Saturday 7th September – Carnival Country Fayre, Park - the Town Council stand will be present, councillors should advise Trish of their availability to assist.

Saturday 7th September – TIB Home Produce Fayre, Fore Street 10am – 2pm

Tuesday 24th September - Trowbridge in Bloom Awards Evening, Civic Centre

Friday 18th October to Saturday 2nd November Trowbridge Arts Festival.

Saturday 19th October – Trowbridge Carnival Procession

Friday 25th October – New ODEON CINEMA due to open

October Half-term holidays 29th October-1st November, activities tbc

Saturday 30th November – **Christmas Craft & Community Fayre Civic Centre,**

TOWN TEAM Victorian market Fore Street & Christmas Lights Switch On –

followed by Shoppers Carol Service - **FREE parking & late night shopping to 7pm.**

Saturday 7th December Dickensian Christmas Experience opens at the Museum.

Sundays 15th/22nd/29th December Sunday shopping in Trowbridge.

Wednesday 18th December late night shopping to 7pm.

TOWN DEVELOPMENT

St Stephens Place – ODEON, Premier Inn, Prezzo and Nando's due to open October.

Cradle Bridge – Former Peter Black site is for sale.

Bowyers – Morrisons supermarket, petrol station etc. has received permission.

County Hall Remodelling. The refurbishment of Old County Hall continues.

Masterplan – A consultation event was held at County Hall on Thursday 7th March at 7pm.

Housing – The following major sites are all now under construction; **H9 Southview Farm**, Wain Homes, 300. **H11 Castle Mead**, Persimmon & Charles Church 650. **H8d Brook Meadow**, Barratt & Taylor Wimpey 150. **H8c The Pastures**, Abbey New Homes 180.

St James' Gardens, Newland Homes 75. **Broad Street** and **York Buildings** PFI sites.

Wiltshire Core Strategy – Examination in Public commences 7th May at the Civic Centre.

Bradcroft Surgery – application being considered.

PARTNERSHIP - Wiltshire Council

Stallard Recreation Ground

a. Changing Rooms – Permission was granted for a facility on Innox Rd. This is now being progressed, with a contribution from the Town Council.

b. Lighting and fencing – Planning and funding in place, work due to be completed soon.

Town Park – The Council is considering an offer to take over this asset.

Allotments – The Council is considering an offer to take over the three sites.

PROJECTS

MUSEUM We are progressing a lease and funding for a new site close to the Park.

SPORTS PITCHES We are pursuing purchase of land at Paxcroft for additional sports pitches, funded through S106 contributions.

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

Tuesday 19 th March	Full Council
Tuesday 26 th March	Town Development
Tuesday 9 th April	Direct Services
Tuesday 16 th April	Town Development
Tuesday 23 rd April	Annual Town Meeting 6:30pm followed by Town Gathering
Tuesday 14 th May	Annual Council Meeting
Tuesday 21 st May	Town Development (5 weeks of applications to consider)
Tuesday 28 th May	Museum & Tourism 6:30pm
Tuesday 28 th May	Leisure Services
Tuesday 4 th June	Direct Services
Tuesday 11 th June	Town Development
Tuesday 25 th June	Extra Full Council – sign off accounts
Tuesday 25 th June	Policy & Resources

Trowbridge Town Council

Working with the Community

Area Board March 2013

Trowbridge Town Council, The Civic Centre, St Stephen's Place, TROWBRIDGE, Wilts, BA14 8AH

T: 01225 765072

E: info@trowbridge.gov.uk

WEB: www.trowbridge.gov.uk

www.trowbridgcivic.co.uk

www.trowbridgemuseum.co.uk

‘Understand autism’

Briefing for Trowbridge Area Board - 14 March 2013

“Treat me the way they would like to be treated. Take into account my disability but remember me and my rights” (Wiltshire resident)

Introduction – What is autism?

Autism is a lifelong condition that affects how a person communicates with, and relates to other people and the world around them.

Autism is a spectrum condition, which means that, while all people with autism share certain difficulties, their condition will affect them in different ways.

The three main areas of difficulty which all people with autism share are sometimes known as the 'triad of impairments'. People have difficulties with:

1. social communication (e.g. difficulty with both verbal and non-verbal language, interpreting comments very literally, while thinking that people always mean exactly what they say)
2. social interaction (e.g. difficulty recognising or understanding other people's emotions and feelings, and expressing their own, which can make it hard to fit in socially)
3. social imagination (e.g. difficulty understanding and predicting other people's thoughts or behaviour and making sense of abstract ideas or situations outside of the immediate daily routine).

“The complexities of communication with people with autism are more than just a noisy room and speaking plainly” (Wiltshire resident)

Why are we going to area boards?

“they feel alone and alienated as people will often give them a wide berth”

(Wiltshire resident)

1. It can be hard to create awareness of autism as people with the condition do not 'look' disabled: parents of children with autism often say that other people simply think their child is naughty; while adults find that they are misunderstood. We would therefore like to share how autism affects individuals in Wiltshire so there is more understanding about the condition.
2. We have worked with a lot of local people with autism and their families to form a plan about how changes will be made. We would like to share this with you and see where your local area can support any improvements.

Why this area is important?

- **Autism is not uncommon**

It is estimated that 1 in every 100 people have autism and therefore in Wiltshire, we estimate that over 4,500 individuals are affected by the condition. That would represent over 420 people in Trowbridge.

In Wiltshire, we know about (a little over) one thousand children and adults with the condition. Many of these people will also have a learning disability or mental health problem (autism, in itself, is neither).

We therefore believe that there are over 3,500 people in Wiltshire with autism who are unknown and may not get any support from other means.

This may well be appropriate as many people with autism can live relatively independent lives, however, because of the hidden nature of the condition, many people have also said that they find it difficult to get the right understanding and support, at the right time, from the same local services as everyone else.

We think that this could affect around 2000 in Wiltshire who have a form of autism (aspergers or high functioning autism) which is 'hidden' but nevertheless, may still struggle in life.

Very often, without low level natural and community support or understanding, these individuals tend to come to the attention of statutory services later on in life; this is usually at crisis point which has a negative impact on the individual and tends to be much more intensive and costly.

“Bewildered, not knowing where to turn” (Wiltshire resident)

“Prevention and support is much better than trying to pick up pieces afterwards” (Wiltshire resident)

- **Poor outcomes**

People with autism tend to have significantly poorer outcomes than others. As an example, national research shows that only 15% of adults with autism have a job. In comparison, the employment rate for disabled people, as a whole, is 48% indicating the low rates. This is despite the fact that many people with autism have unique skills and abilities that can help a business thrive (ie. problem solving skills, attention to retail, ability to retain detailed factual knowledge, excellent memory, technical abilities etc).

“Use of careful planning, strategy and therapeutic relationships can steer them through this [work] successfully developing their self awareness and ability to cope” (Wiltshire resident)

- **The Autism Act 2009 places duties on local areas**

“It seems that there is the assumption that at 18, all problems cease”

(Wiltshire resident)

In March 2010, the first ever strategy for improving the lives of adults with autism in England was published.

This strategy set out a number of key actions and recommendations which the government decided were the most important:

1. Making sure that more people understand about autism.
2. Making it easier for adults to get a diagnosis of autism. A diagnosis is when a doctor tells someone that they have autism.
3. Making it easier for adults with autism to choose how they live, and get the help that they need to do this.
4. Helping adults with autism to find jobs.
5. Helping local councils and health services to write plans so that the adults with autism who live in their area get the help that they need.

If you would like to find out more detail about what the strategy says, please follow this link: www.autism.org.uk/dhstrategy

The Wiltshire Autism Partnership

To help Wiltshire plan how to make these key priorities happen, a 'Wiltshire Autism Partnership' meet five times per year. This group includes people with autism, parent/ carers and professionals from different teams, agencies and organisations.

The group have done a lot of work to consult with local people. They have developed a strategy and are now finalising a plan detailing how the changes will be made. To view these documents, please visit:

<http://www.wiltshire.gov.uk/healthandsocialcare/disabilities.htm>

How Trowbridge area board can help?

“Awareness that certain groups in our communities are more sensitive and vulnerable.....gives me faith that this can be extended to those on the autistic spectrum” (Wiltshire resident)

To promote more understanding and acceptance about the nature of autism in the local area: improved recognition, awareness and minor adjustments in the community would alone, contribute significantly. We would therefore welcome the opportunity to hear your views and ideas for improvements as the success of this work will be limited if there is a 'standalone' approach.

Useful websites

- <http://www.wiltshire.gov.uk/healthandsocialcare/disabilities.htm>
- <http://www.autism.org.uk/>

Contacts

For further information about the autism work please contact the disabilities commissioning team on 01225 718559 or email: disabilities@wiltshire.gov.uk

If you are a carer or person with autism (or think you may have autism) and feel that you may need some help, please contact 0300 456 0111 and someone will be able to tell you about the process of having an assessment to see if you are eligible for support.

Report to	Trowbridge Area Board
Date of Meeting	14 March 2013
Title of Report	Community Area Board Funding

Purpose of Report

To ask Councillors to consider:

1. Six applications seeking Community Area Grant Funding & one application seeking small grant funding (Appendix 1)
 - 1.1 Wiltshire Armed Forces Veterans Celebrations - £886 requested towards vehicle tracking mats
 - 1.2 Trowbridge Chamber of Commerce - £4,500 requested towards the costs of running a Trowbridge Service Excellence Awards
 - 1.3 Trowbridge Learning Centre - £4,500 requested for the purchase of equipment to support a Saturday School and Adult Training & School Language Clubs
 - 1.4 Trowbridge Civic Society - £4,329 requested to support installations & a trail to celebrate the 200th anniversary of Sir Isaac Pitman
 - 1.5 Friends of Biss Meadows Country Park - £1,163 requested for Landscaping at Biss Meadows Country Park Pond Renovation Project
 - 1.6 Sounding it Out Community Choir - £5,000 requested for Building Bridges the Trowbridge Song Project
 - 1.7 Preserve Our Past - £350 requested for a small grant for dating the oldest house in Trowbridge
2. One Councillor led grant application (Appendix 1)
 - 2.1 Councillor Jeff Osborn – £5,000 requested towards the cost of a replacement security fence at Woodmarsh Football ground for Trowbridge Town Football Club

Total Amount requested = £25,728

1. Background

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

- 1.10. Applicants are encouraged to contact and seek funding help from Charities Information Bureau (CIB) who work on behalf of Wiltshire Council. CIB support community and voluntary groups, town and parish councils to seek funding for community projects and schemes both from the Area Board and other local and national funding sources.
- 1.11. Paper copies of funding applications no longer appear as part of the agenda in an attempt to reduce paper. They are however available on the Wiltshire Council web site with the area board agenda papers and hard copies available upon request.
- 1.12. The 2012/2013 funding criteria and application forms are available on the council's website (www.wiltshire.gov.uk/areaboards) and paper versions are available from the Community Area Manager.
- 1.13. All recipients of area board funding are expected to complete and return an evaluation form as soon as the project or activity has been completed and this should be accompanied by receipts and invoices, as well as photographs if possible. Failure to return the evaluation requested will preclude them from being considered for any future funding from the area board. This applies to all grants made by the area board.
- 1.14. Trowbridge Area Board has a 2012/2013 budget of £78,681 for community grants, small grants, community partnership core funding and area board/councillor led initiatives. Community Area Board grants and Area Board projects totalling £57,579 have been allocated so far:
- TCAF Funding - £15,556 allocated
 - Wiltshire Mind – £1,816 for a pilot six month art therapy course -
 - World Evangelism Bible Church – £5,000 for a project to help address post traumatic disorders relating to the terminally ill
 - Friends of Southwick Country Park – £899 for free activities in Southwick Country Park
 - Cllr Peter Fuller Area Board bid - £2,220 for Trowbridge Area Campus consultation
 - Trowbridge Sea Cadet Unit – £5,000 to purchase a minibus
 - Trowbridge Town Council – £5,000 to run an Active Sports and Play Festival
 - Wiltshire People First – £500 for an Oral History & DVD project about the lives of people with learning disabilities
 - Trowbridge Town Football Club – £1,000 to purchase a mower
 - Trowbridge Town Team – £500 to run a Dickensian Market in Trowbridge
 - Trowbridge Town Team – £5,000 to purchase umbrellas for a new Trowbridge Market
 - Seymour TARA Community Hub – £350 to purchase relaxed seating for the Hub
 - Bradley Gardens Residents Association – £200 to run a Hallowe'en event
 - Trowbridge Rugby Football Club - £5,000 towards additional sports pitches
 - Gloucester Road Allotment Association - £800 for drainage
 - Hilperton School & Community Recorder Consort - £350 to develop a recorder music library

- The Big Community Grow - £2,286 towards children’s activities for the Trowbridge Apple Festival
- The Big Community Grow - £440 for “Lets Grow” at Children’s Centres.
- The Sunday Club - £992 for the Sunday Club revamp project
- Trowbridge in Bloom - £520 for South West in Bloom Seminar 2013.
- Trowbridge Initiative - £2,050 for Supporting Tourism in Trowbridge.
- Councillor Helen Osborn – £2,100 for a Defibrillator at Trowbridge Civic Centre

This gives a current remaining total of £21,102 available to allocate. Please note there are applications being considered requesting a total of £25,728

<p>Background documents used in the preparation of this Report</p>	<ul style="list-style-type: none"> • Area Board Grant Guidance 2012/13 as presented for delegated decision • Trowbridge Community Area Plan • Technical Officer report
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2. Main Considerations

- 2.1. Councillors will need to be satisfied that grants awarded in the 2012/13 year are made to projects that can realistically proceed within a year of the award being made.

3. Environmental Impact of the Proposals

- 3.1. Community Area Grants will contribute to the continuance and/or improvement of cultural, social and community activity and wellbeing in the community area, the extent and specifics of which will be dependent upon the individual project.

4. Financial Implications

- 4.1. Awards must fall within the budget allocated to the Trowbridge Area Board.
- 4.2. Members will need to note that there is a shortfall of £4,626 from the funding requested and the total remaining in the budget. This is reflected in any approval recommendations stating that funding be allocated up to the requested amount.

5. Legal Implications

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

6. HR Implications

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

7. Equality and Diversity Implications

7.1. Community Area Grants give local community and voluntary groups, an equal opportunity to receive funding towards community based projects and schemes.

7.2. Implications relating to individual grant applications are outlined within section 8 where appropriate.

8. Community Area and Small Grant Applications

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

Applicant 8.1	Project summary	Funding requested
Wiltshire Armed Forces Veterans Celebrations	Towards vehicle tracking mats	£886

8.1.1 The applicant meets the grant criteria.

8.1.2 The applicant demonstrates links to the Trowbridge Community Area Plan Theme 4 Culture

8.1.3 The applicant will be contributing funding of £950 towards the project

8.1.4 **It is recommended that a grant of up to £886 is approved**

Applicant 8.2	Project summary	Funding requested
Trowbridge Chamber of Commerce	Towards the costs of running a Trowbridge Service Excellence Awards	£4,500

8.2.1 The applicant meets the grant criteria,

8.2.2 The applicant demonstrates links to the Trowbridge Community Area Plan Theme 1 Economy

8.2.3 The applicant is contributing 50% other funding/income towards the project

8.2.4 **It is recommended that a one off grant of up to £4,500 is approved which cannot be used towards prize money.**

Applicant 8.3	Project summary	Funding requested
Trowbridge Learning Centre	For the purchase of equipment to support a Saturday School and Adult Training & School Language Clubs	£4,500

8.3.1 The applicant meets the grant criteria.

8.3.2 The applicant demonstrates links to the Trowbridge Community Area Plan Theme 7 Education & Lifelong Learning

8.3.3 The applicant is contributing over 50% of the funding towards the project

8.3.4 **It is recommended that a grant of up to £4,500 is approved on condition that the match funding is received.**

Applicant 8.4	Project summary	Funding requested
Trowbridge Civic Society	To support activities to celebrate the 200 th anniversary of Sir Isaac Pitman	£4,329

- 8.4.1 The applicant meets the grant criteria.
- 8.4.2 The applicant demonstrates links to the Trowbridge Community Area Plan Theme 1 Economy
- 8.4.3 The applicant is contributing 50% funding towards the project
- 8.4.4 **It is recommended that a grant of up to £4,329 is approved on condition that the match funding is raised**

Applicant 8.5	Project summary	Funding requested
Friends of Biss Meadows Country Park	Landscaping at Biss Meadows Country Park Pond Renovation Project	£1,163

- 8.5.1 The applicant meets the grant criteria.
- 8.5.2 The applicant demonstrates links to the Trowbridge Community Area Plan Theme 6 Environment
- 8.5.3 The applicant is contributing 50% of the funding towards the project
- 8.5.4 **It is recommended that a grant of up to £1,163 is approved.**

Applicant 8.6	Project summary	Funding requested
Sounding it Out Community Choir	Building Bridges the Trowbridge Song Project	£5,000

- 8.6.1 The applicant meets the grant criteria.
- 8.6.2 The applicant demonstrates links to the Trowbridge Community Area Plan Theme 4 Culture
- 8.6.3 The applicant is contributing over 50% of the funding towards the project
- 8.6.5 The Council's Arts Service is supportive of this project
- 8.6.5 **It is recommended that a grant of up to £5,000 is approved on condition that all the match funding is received and a fully detailed budget & detailed schedule for the project, once all funding is received, is provided.**

Applicant 8.7	Project summary	Funding requested
Preserve Our Past	To date the oldest house in Trowbridge	£350

- 8.7.1 The applicant meets the grant criteria.
- 8.7.2 The applicant demonstrates indirect links to the Trowbridge Community Area Plan Theme 4 Culture inc Heritage
- 8.7.3 **It is recommended that a grant of up to £350 is approved.**

9. Area Board Project Applications

Applicant 9.1	Project summary	Funding requested
Submitted by Councillor Jeff Osborn	Towards the cost of a replacement security fence at Woodmarsh Football ground for Trowbridge Town Football Club	£5,000

9.1.1 Councillors will need to consider whether the application meets one or more of the following:

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

9.1.2 **It is recommended the Area Board considers the Area Board project application to determine whether to allocate funding from the Area Board budget and whether to put any conditions on this funding regarding match funding.**

10. Recommendations

10.1 It is recommended that the Area Board agrees to the recommendations for the Community Area applications contained within paragraphs 8.1.4, 8.2.4, 8.3.4 & 8.4.4, 8.5.4, 8.6.5, 8.7.3 of this report.

10.2 It is recommended that the Area Board determines whether to allocate funding from the Area Board budget towards Councillor led application 9.1.

Appendices:	Appendix 1 - Community Area & Councillor led grant applications
Report Author	Rachel Efemey - Community Area Manager Tel. 01225 718608 Email: rachel.efemey@wiltshire.gov.uk

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Community Area Grant Application Form 2012/2013

Please ensure that you have read all the Funding Criteria and Additional Guidance Notes before completing this form
PLEASE COMPLETE ALL SECTIONS TO ENSURE THAT YOUR APPLICATION CAN BE CONSIDERED

To fund projects up to £1,000 without the need for matched funding
To fund up to 50% of projects costs of projects over £1,000
Maximum Grant £5,000

For larger projects we strongly advise you to contact Charities Information Bureau three months before you approach the area board. [\(See Section 2 for contact details\)](#)
Please contact your Community Area Manager before completing your application
[\(See Section 3 for contact details\)](#)

1. Your organisation or group

Name of organisation	Wiltshire Armed Forces & Veterans Celebrations		
Contact name			
Contact address			
Contact number		e-mail	
Organisation type	Not for profit organisation <input checked="" type="checkbox"/> Parish/town council <input type="checkbox"/> Other, please specify		

2. Your project

Project Title/Name	Grounds Protection - Vehicle Tracking Mats		
What is your project about and what does it aim to achieve? <i>Important: This section is limited to 600 characters only (inclusive of spaces).</i>	With over 10,000 people and a wide range of vehicles expected in Trowbridge Park in June for Armed Forces Celebrations we would like to purchase tracking mats in order to safeguard and prevent damage to the grass areas. With the uncertain weather conditions it will also be necessary to protect entranceways to marquees and corners of paths. This will ensure the safety of the public, exhibitors and thus future users of the Park.		
In which community area does your project take place? (Please give name – see section 3)	Trowbridge		
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/>	Date	No <input type="checkbox"/>
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/>	Date	No <input type="checkbox"/>

Where will your project take place?	Trowbridge Park
When will your project take place?	29/30 June 2013
How did you discover there was a need for your project (<i>please provide evidence</i>) and how will your project benefit your local community? <i>Important: Please do not type/write in paragraphs – This section is limited to 700 characters only (inclusive of spaces)</i>	During Celebrations 2012 due to the heavy rain in the weeks prior to the event the Park was not able to cope with the sudden downpour late Saturday afternoon which caused flooding and large mud patches in several places. It became hazardous to the spectators many of whom then left on foot churning up the ground even more. At the end of the event more manpower was required to enable the vehicles to leave safely, causing as little damage as possible to the Park.
How many people will benefit from your project?	15,000 per year
How does your project demonstrate a direct link to the local community plan for your area? (see www.wiltshire.gov.uk/areaboards) or priorities of your area board) Please provide a reference/page no.	Economy,tourism, public safety, environmental safeguarding, education, culture and sport 1,4,5,6,7
Any other information about your project. (Limited to a 1000 characters) The mats will be useful at all future Celebrations to ensure minimum damage to the Park grounds and improved public access and walkways. The mats could then be hired out at a minimal charge to other users so as to allow a small amount of fundraising for the Committee.	
To be completed ONLY where town/parish councils are making an application	
Is your project one which parish/town councils have powers to raise local taxes to fund?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Could your project be funded from your reserves?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is your project urgent (having to be completed in this financial year? <i>If you answer YES please provide evidence elsewhere on the application form</i>)	Yes <input type="checkbox"/> No <input type="checkbox"/>

3. Management

How many people are involved in the management of your group/organisation?
Of these, how many are:

Over 50 years	Male	<input type="text" value="8"/>	Female	<input type="text" value="2"/>
25 – 50 years	Male	<input type="text" value="1"/>	Female	<input type="text"/>
Under 25 years	Male	<input type="text"/>	Female	<input type="text"/>
Disabled People	Male	<input type="text" value="1"/>	Female	<input type="text"/>
Black and Minority Ethnic people	Male	<input type="text"/>	Female	<input type="text"/>

If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?
N/A

How will you know whether your project has made a difference in the community? What information will be collected to enable you to know that the project has made a positive impact on your community and met the local need?

Via the feedback from exhibitors and visitors (especially in bad weather conditions), looking at the condition of the Park during and after the event. Also comments from subsequent Park users

Has Charities Information Bureau (CIB) helped you with this application/to seek funding for this project?

Yes

Date contacted CIB

No

To whom have you applied for funding for this project (*other than Wiltshire Council*)?

Name of Funder

Amount Applied For

Amount Received

Please list with amount applied for and whether you have been successful

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

Yes

No

If yes, please state which one(s).

Are you in receipt or anticipating other funding from other Wiltshire Council departments for this project?

Yes

No

4. Information relating to your last annual accounts (if applicable)				
Year ending: 2012	Month: Sept	Year: 2012		
A - Total income:	£17,875.00			
B - Minus total expenditure:	£17,216.03			
Surplus/deficit for year: (A minus B)	£658.97			
Free reserves currently held (i.e. money not committed to other projects/operating costs)	£NIL			
5. Financial information – If you can claim back V.A.T. please <u>exclude</u> VAT from the figures you provide us. If you have to pay the V.A.T then please include V.A.T. in the figures you provide us.				
Project Costs A Please provide a <u>full</u> breakdown e.g. equipment, installation etc.		Project Income B Please list all sources of funding for this project, as provisional (P) or confirmed (C)		
			P/C	
Tracking mats 12x £153	£1,836	Own fundraising/reserves		£
	£			£
	£	Parish/town council		£950
	£			£
	£	Trusts/foundations		£
	£			£
	£	In kind		£
	£			£
	£	Other		£
	£			£
Total Project Expenditure	£1,836	Total Project Income		£950
Total project income B		£950		
Total project expenditure A		£1,836		
Project shortfall A – B		£886		
Grant sought from Wiltshire Council Area Board		£886		
Bank Details				
Please give the name of the organisations' bank account e.g. Barclays				
Please give the name of the organisations' bank account e.g. Chippenham Scouts				

6. Supporting information – Please enclose all the following documentation as failure to do so may lead to a delay in your application being considered

Enclosed (please tick)

- All written quotes including the one(s) you are going to use
- Latest inspected/audited accounts or annual report or Income/expenditure budget for current financial year
- Terms of reference/constitution/group rules
- Evidence of ownership/lease of buildings and/or land

For new groups, only the group's terms of reference and a projected income and expenditure budget covering a period of 12 months is required.

7. Declaration (on behalf of organisation or group) – I confirm that...

- This application meets all the funding criteria
- The information on this form is correct, that any award received will be spent on the activities specified, that I will complete a monitoring form (if requested) following completion of the project.
- If a grant is received, I will provide copies of all receipts and invoices associated with the grant and provide information and photographs to demonstrate how the grant was spent.
- That any other form of licence or approval for this project has been received prior to submission of this grant application.
- That the necessary policies and procedures will be in place prior to the commencement of the project outlined in this application.
- Child Protection Safeguarding Adults
- Public Liability Insurance Equal opportunities
- Access audit Environmental impact
- Planning permission applied for (date) or granted (date)
- That acknowledgement will be given of Wiltshire Council support in any publicity, printed or website material.
- I give permission for press and media coverage by Wiltshire Council in relation to this project.

Name:

Date: 13/12/2012

Position in organisation: Treasurer

Please return your completed application to the appropriate Area Board Locality Team ([see section 3](#))



Community Area Grant Application Form 2012/2013

Please ensure that you have read all the Funding Criteria and Additional Guidance Notes before completing this form
PLEASE COMPLETE ALL SECTIONS TO ENSURE THAT YOUR APPLICATION CAN BE CONSIDERED

To fund projects up to £1,000 without the need for matched funding
To fund up to 50% of projects costs of projects over £1,000
Maximum Grant £5,000

For larger projects we strongly advise you to contact Charities Information Bureau three months before you approach the area board. [\(See Section 2 for contact details\)](#)
Please contact your Community Area Manager before completing your application
[\(See Section 3 for contact details\)](#)

1. Your organisation or group

Name of organisation	Trowbridge Chamber of Commerce		
Contact name			
Contact address			
Contact number		e-mail	
Organisation type	Not for profit organisation <input checked="" type="checkbox"/> Parish/town council <input type="checkbox"/> Other, please specify		

2. Your project

Project Title/Name	Trowbridge Service Excellence Award		
What is your project about and what does it aim to achieve? <i>Important: This section is limited to 600 characters only (inclusive of spaces).</i>	To organise and carry out a competition to find the businesses with the best customer service in Trowbridge. We will get nominations from the public, visit nominated businesses, choose 15 finalists, then put together a panel to interview each of them, and finally to put on a celebration evening at Trowbridge Civic Centre to present the awards. all finalists are invited to this event. We are seeking funding from the Area Board for the cost of holding the event and the printing for the competition. The TCC will raise the prize money from local businesses and cover administration costs.		
In which community area does your project take place? (Please give name – see section 3)	Trowbridge		
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/>	Date	No <input type="checkbox"/>
I/we have discussed our project with our Wiltshire councillor?	Yes <input type="checkbox"/>	Date	No <input checked="" type="checkbox"/>

Where will your project take place?	Trowbridge
When will your project take place?	May to October 2013
How did you discover there was a need for your project (<i>please provide evidence</i>) and how will your project benefit your local community? <i>Important: Please do not type/write in paragraphs – This section is limited to 700 characters only (inclusive of spaces)</i>	The number of empty shops and the reports from local retailers provide clear evidence that Trowbridge is still suffering from the recession. Although in the period immediately before and after Christmas trading was good since then sales have slumped. There is a need for additional initiatives to stimulate interest in Trowbridge. This event will do this by both involving the public and challenging all businesses to improve the way they treat their customers.
How many people will benefit from your project?	50 retailers & hundreds of customers
How does your project demonstrate a direct link to the local community plan for your area? (see www.wiltshire.gov.uk/areaboards) or priorities of your area board) Please provide a reference/page no.	Enhancing the local economy and encouraging more people to spend their free time and money in Trowbridge Theme 1
Any other information about your project. (Limited to a 1000 characters) In the past it was organised for Wessex and not just for Trowbridge. Wessex will no longer organise an event of this kind in Trowbridge. The independent Trowbridge Chamber wishes to organise the event specifically for our town. It believes that when the town is still suffering due to the economic recession this event, with a proven track record of celebrating the quality of service excellence in Trowbridge, would be critical in raising the town's profile and encouraging the public to spend their time and money locally. Service excellence can differentiate between businesses and turn our county town into "one of the best, not one of the rest". The project has the support of the Trowbridge Initiative, The Trowbridge Town Team and the Trowbridge Town Council. The final event needs to be of a high quality to make customer service prominent and attract maximum media attention. The whole project will benefit both customers and business and the whole community.	
To be completed ONLY where town/parish councils are making an application	
Is your project one which parish/town councils have powers to raise local taxes to fund?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Could your project be funded from your reserves?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is your project urgent (having to be completed in this financial year? <i>If you answer YES please provide evidence elsewhere on the application form</i>)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

3. Management

How many people are involved in the management of your group/organisation?

Of these, how many are:

Over 50 years	Male	<input type="text" value="2"/>	Female	<input type="text"/>
25 – 50 years	Male	<input type="text" value="2"/>	Female	<input type="text" value="2"/>
Under 25 years	Male	<input type="text"/>	Female	<input type="text"/>
Disabled People	Male	<input type="text"/>	Female	<input type="text"/>
Black and Minority Ethnic people	Male	<input type="text" value="1"/>	Female	<input type="text"/>

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

This is a project to hold a single event but the Chamber will follow it up by maintaining a focus on customer service.

How will you know whether your project has made a difference in the community? What information will be collected to enable you to know that the project has made a positive impact on your community and met the local need?

The number of nominations received from the public.

The coverage given in the local media.

The quality of those nominated and of the eventual winners.

Evidence of increased business being done in the Trowbridge Area collected by the Chamber and the Town Team.

Has Charities Information Bureau (CIB) helped you with this application/to seek funding for this project?

Yes

Date contacted CIB

No

To whom have you applied for funding for this project (*other than Wiltshire Council*)?

Name of Funder

Amount Applied For

Amount Received

Please list with amount applied for and whether you have been successful

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

Yes

No

If yes, please state which one(s).

Are you in receipt or anticipating other funding from other Wiltshire Council departments for this project?

Yes

No

4. Information relating to your last annual accounts (if applicable)				
Year ending: 31/12/11		Month: December	Year: 2011	
A - Total income:		£6,364		
B - Minus total expenditure:		£7,443		
Surplus/deficit for year: (A minus B)		£1,079 deficit		
Free reserves currently held (i.e. money not committed to other projects/operating costs)		£4,562 now reduced to £1,000		
5. Financial information – If you can claim back V.A.T. please <u>exclude</u> VAT from the figures you provide us. If you have to pay the V.A.T then please include V.A.T. in the figures you provide us.				
Project Costs A Please provide a <u>full</u> breakdown e.g. equipment, installation etc.		Project Income B Please list all sources of funding for this project, as provisional (P) or confirmed (C)		
			P/C	
Prize money	£1,500	Own fundraising/reserves	c	£1,000
Venue & catering	£3,500	Business sponsorship	p	£1,500
Trophies	£250	Parish/town council		£
Printing and copying	£500			£
Telephone costs	£250	Trusts/foundations		£
Administration time	£2,500			£
Evening presentations	£500	In kind	c	£1,000
	£			£
	£			
	£	Other		£
	£	Ticket sales	p	£1,000
Total Project Expenditure	£9,000	Total Project Income		£4,500
Total project income B		£4,500		
Total project expenditure A		£9,000		
Project shortfall A – B		£4,500		
Grant sought from Wiltshire Council Area Board		£4,500		
Bank Details				
Please give the name of the organisations' bank account e.g. Barclays				
Please give the name of the organisations' bank account e.g. Chippenham Scouts				

6. Supporting information – Please enclose all the following documentation as failure to do so may lead to a delay in your application being considered

Enclosed (please tick)

- All written quotes including the one(s) you are going to use
- Latest inspected/audited accounts or annual report or Income/expenditure budget for current financial year
- Terms of reference/constitution/group rules
- Evidence of ownership/lease of buildings and/or land

For new groups, only the group's terms of reference and a projected income and expenditure budget covering a period of 12 months is required.

7. Declaration (on behalf of organisation or group) – I confirm that...

- This application meets all the funding criteria
- The information on this form is correct, that any award received will be spent on the activities specified, that I will complete a monitoring form (if requested) following completion of the project.
- If a grant is received, I will provide copies of all receipts and invoices associated with the grant and provide information and photographs to demonstrate how the grant was spent.
- That any other form of licence or approval for this project has been received prior to submission of this grant application.
- That the necessary policies and procedures will be in place prior to the commencement of the project outlined in this application.
- Child Protection Safeguarding Adults
- Public Liability Insurance Equal opportunities
- Access audit Environmental impact
- Planning permission applied for (date) or granted (date)
- That acknowledgement will be given of Wiltshire Council support in any publicity, printed or website material.
- I give permission for press and media coverage by Wiltshire Council in relation to this project.

Name:

Date: 29/01/2013

Position in organisation: Vice President

Please return your completed application to the appropriate Area Board Locality Team ([see section 3](#))



Community Area Grant Application Form 2012/2013

Please ensure that you have read all the Funding Criteria and Additional Guidance Notes before completing this form
PLEASE COMPLETE ALL SECTIONS TO ENSURE THAT YOUR APPLICATION CAN BE CONSIDERED

To fund projects up to £1,000 without the need for matched funding
To fund up to 50% of projects costs of projects over £1,000
Maximum Grant £5,000

For larger projects we strongly advise you to contact Charities Information Bureau three months before you approach the area board. [\(See Section 2 for contact details\)](#)
Please contact your Community Area Manager before completing your application
[\(See Section 3 for contact details\)](#)

1. Your organisation or group

Name of organisation	Trowbridge Learning Centre (TLC) - Charity Number: 1149514		
Contact name			
Contact address			
Contact number		e-mail	
Organisation type	Not for profit organisation <input checked="" type="checkbox"/> Parish/town council <input type="checkbox"/> Other, please specify		

2. Your project

Project Title/Name	Purchase of Equipment to support Phase 2 of Sat School, Adult Training & School Language Clubs		
What is your project about and what does it aim to achieve? <i>Important: This section is limited to 600 characters only (inclusive of spaces).</i>	Most students receiving tuition support at TLC are from economically deprived homes with very little income to pay tuition fees. By providing lessons at highly subsidised rates TLC makes accessible what is usually only the preserve of the few who can afford to pay for private lessons. The improvement in academic performance, confidence & skills of these disadvantaged children is evident in the reports received from school & parents. TLC barely covers the cost of tuition. Supporting us to purchase these items of equipment will reduce overheads significantly & enable us to enrol more students		
In which community area does your project take place? (Please give name – see section 3)	Trowbridge		
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/>	Date	No <input type="checkbox"/>

I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/>	Date	No <input type="checkbox"/>
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Where will your project take place?	Hired hall on the Trowbridge United Church premises & local schools
When will your project take place?	April 2013
How did you discover there was a need for your project (please provide evidence) and how will your project benefit your local community? <i>Important: Please do not type/write in paragraphs – This section is limited to 700 characters only (inclusive of spaces)</i>	Survey results to questionnaires distributed to main stream schools gave a resounding support from students advocating for heritage activities as well as tuition support mainly in Maths, English, Science & languages. Support from local school headteachers in participating in TLC programmes like the "Hop on The Languages Bus Project" and promoting TLC services to pupils all indicate that TLC fills a niche in the market and plays a unique role. Feedback obtained from roadshows organised indicated a high number of adults wanting to 'brush up' on their skills. Enquiries from parents also give us an indication of what needs are most pressing to meet.
How many people will benefit from your project?	200
How does your project demonstrate a direct link to the local community plan for your area? (see www.wiltshire.gov.uk/areaboard) or priorities of your area board) Please provide a reference/page no.	Academic performance & achievement are highly improved & students are better prepared for selection into higher education and social empowerment Theme 7
Any other information about your project. (Limited to a 1000 characters)	As a learning institution printing costs are very high. An industrial printer/photocopier will reduce costs significantly.TLC has since inception provided tuition support through the Saturday School & After School Tuition programmes to 8 A' level , 12 GCSE & 20 students in KS 1-3 in Maths, English, Phycis, Chemistry, Biology, Spanish & French. Literacy, numeracy & language lessons are also provided to adults.The founding trustees have sponsored a good number of students while paying tutors the going competitive rates.The Hop on the Lanugages Bus project currently being run in collaboration with Trowbridge Library has over 90 pupils from Trowbridge participating. Projects lined up like Summer School 2013, Celebration of Culture and the Ethnic Dance/Music Club will all benefit greatly from these items of equipment we wish to purchase. TLC will provide a better quality of service if supported to acquire some of these items.
To be completed ONLY where town/parish councils are making an application	
Is your project one which parish/town councils have powers to raise local taxes to fund?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Could your project be funded from your reserves?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is your project urgent (having to be completed in this financial year? If you answer YES please provide evidence elsewhere on the application form	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

3. Management

How many people are involved in the management of your group/organisation?
Of these, how many are:

Over 50 years	Male	<input type="text"/>	Female	<input type="text"/>
25 – 50 years	Male	<input type="text" value="2"/>	Female	<input type="text" value="2"/>
Under 25 years	Male	<input type="text"/>	Female	<input type="text"/>
Disabled People	Male	<input type="text"/>	Female	<input type="text"/>
Black and Minority Ethnic people	Male	<input type="text"/>	Female	<input type="text"/>

If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?
Alternative funding is being sought from Santander Foundation

How will you know whether your project has made a difference in the community? What information will be collected to enable you to know that the project has made a positive impact on your community and met the local need?

By recording & comparing results of student performance levels in initial & continuous termly assessments progress can be monitored & evaluated. Results will be benchmarked against existing standards & information on student levels of performance for a fair deduction on how effective it has been. Questionnaires will be given to parents & students to assess their satisfaction with our service

Has Charities Information Bureau (CIB) helped you with this application/to seek funding for this project?

Yes

Date contacted CIB

No

To whom have you applied for funding for this project (*other than Wiltshire Council*)?

Name of Funder

Amount Applied For

Amount Received

Please list with amount applied for and whether you have been successful

Trowbridge Town Council

1,000

1,000

St. James Parish

1,000

500

Santander Foundation

3286

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

Yes

No

If yes, please state which one(s).

Are you in receipt or anticipating other funding from other Wiltshire Council departments for this project?

Yes

No

4. Information relating to your last annual accounts (if applicable)				
Year ending:	Month: March	Year: 2013		
A - Total income:	£19,199			
B - Minus total expenditure:	£21,103			
Surplus/deficit for year: (A minus B)	£(1,904)			
Free reserves currently held (i.e. money not committed to other projects/operating costs)	£215			
5. Financial information – If you can claim back V.A.T. please <u>exclude</u> VAT from the figures you provide us. If you have to pay the V.A.T then please include V.A.T. in the figures you provide us.				
Project Costs A Please provide a <u>full</u> breakdown e.g. equipment, installation etc.		Project Income B Please list all sources of funding for this project, as provisional (P) or confirmed (C)		
			P/C	
Furn/Fittings	£1,640	Own fundraising/reserves		£1,500
Laptops/ Desktop PC-	£980			£
Projector&Tripod Scree	£558	Parish/town council		£1,500
Prof. Photocopier	£2,229			£
Lighting /Stage Props	£1,913	Trusts/foundations		£
Trad. Instruments	£1,782	Santander Foundation		£3,286
Binding/Trimmer	£476	In kind		£
Poster Stands/Boards	£392			£
Whiteboards Flip chart	£816			
	£	Other		£
	£			£
Total Project Expenditure	£10,786	Total Project Income		£6,286
Total project income B		£6,286		
Total project expenditure A		£10,786		
Project shortfall A – B		£4,500		
Grant sought from Wiltshire Council Area Board		£4,500		
Bank Details				
Please give the name of the organisations' bank account e.g. Barclays				
Please give the name of the organisations' bank account e.g. Chippenham Scouts				

6. Supporting information – Please enclose all the following documentation as failure to do so may lead to a delay in your application being considered

Enclosed (please tick)

- All written quotes including the one(s) you are going to use
- Latest inspected/audited accounts or annual report or Income/expenditure budget for current financial year
- Terms of reference/constitution/group rules
- Evidence of ownership/lease of buildings and/or land

For new groups, only the group's terms of reference and a projected income and expenditure budget covering a period of 12 months is required.

7. Declaration (on behalf of organisation or group) – I confirm that...

- This application meets all the funding criteria
- The information on this form is correct, that any award received will be spent on the activities specified, that I will complete a monitoring form (if requested) following completion of the project.
- If a grant is received, I will provide copies of all receipts and invoices associated with the grant and provide information and photographs to demonstrate how the grant was spent.
- That any other form of licence or approval for this project has been received prior to submission of this grant application.
- That the necessary policies and procedures will be in place prior to the commencement of the project outlined in this application.
- Child Protection Safeguarding Adults
- Public Liability Insurance Equal opportunities
- Access audit Environmental impact
- Planning permission applied for (date) or granted (date)
- That acknowledgement will be given of Wiltshire Council support in any publicity, printed or website material.
- I give permission for press and media coverage by Wiltshire Council in relation to this project.

Name:

Date: 21/01/2013

Position in organisation: Trustee

Please return your completed application to the appropriate Area Board Locality Team ([see section 3](#))

Reference no
Log no
For office use

Community Area Grant Application Form 2012/2013

Please ensure that you have read all the Funding Criteria and Additional Guidance Notes before completing this form
PLEASE COMPLETE ALL SECTIONS TO ENSURE THAT YOUR APPLICATION CAN BE CONSIDERED

To fund projects up to £1,000 without the need for matched funding
To fund up to 50% of projects costs of projects over £1,000
Maximum Grant £5,000

For larger projects we strongly advise you to contact Charities Information Bureau three months before you approach the area board. (See Section 2 for contact details)
Please contact your Community Area Manager before completing your application (See Section 3 for contact details)

1. Your organisation or group	
Name of organisation	Trowbridge Civic Society
Contact name	
Contact address	
Contact number	e-mail
Organisation type	Charity
2. Your project	
Project Title/Name	Sir Isaac Pitman Anniversary Project
What is your project about and what does it aim to achieve? <i>Important: This section is limited to 600 characters only (inclusive of spaces).</i>	In this, the 200 th anniversary year of the birth of Sir Isaac Pitman, we are seeking to highlight the historical importance of this locally born but internationally recognized historical figure. This will be achieved through the updating of an existing high quality Pitman trail combined with educational installations around the town which will be based on Pitman's beliefs, philosophy and achievements.
In which community area does your project take place? <i>(Please give name – see section 3)</i>	Trowbridge
I/we have discussed our project with the town/parish council?	Yes Date 28/01/13
I/we have discussed our project with our Wiltshire councillor?	N/A Date

Where will your project take place?	Throughout the town centre	
When will your project take place?	June 2013	
How did you discover there was a need for your project (<i>please provide evidence</i>) and how will your project benefit your local community? <i>Important: Please do not type/write in paragraphs – This section is limited to 700 characters only (inclusive of spaces)</i>	Trowbridge Museum and the Town Council have been contacted by the national press including The Independent asking about the significance of Sir Isaac Pitman and what Trowbridge is doing to commemorate the 200 th anniversary of his birth. Trowbridge Museum has put on a temporary exhibition about him as well as highlighting their permanent display dedicated to him. In addition the Civic Society and the Museum were planning to update the existing Pitman trail when a Wiltshire based company approached town based organizations with regard to utilizing empty shop units to promote the town. This resulted in the formulation of an interactive Pitman trail which will provide educational benefits to Trowbridge visitors. The concept will instill pride amongst locals, inform as it will focus on facts about Pitman his vegetarianism, the worldwide impact of his invention of shorthand and it will be part of an ongoing marketing strategy to establish Trowbridge as a tourist destination particularly as this year Trowbridge is on the national stage.	
How many people will benefit from your project?	Projects of this type are accessible and beneficial to a wide cross-section of the residential and business community as well as to tourists and visitors.	
How does your project demonstrate a direct link to the local community plan for your area? (see www.wiltshire.gov.uk/areaboard) or priorities of your area board) Please provide a reference/page no.	<p>P1 Economy, Tourism: This project will highlight the town's rich heritage and improve its accessibility to tourists which will draw more tourists to the town thus boosting the local economy.</p> <p>P4 BA14 Culture: The project has the potential to link with this year's Arts Festival</p> <p>P6 Environment: Masking empty shop units in the town and transforming them into an attractive cultural experience which will draw tourists and instill pride in the local population.</p> <p>P7 Education: historical references presented in an engaging and lively way will appeal to a wide range of ages.</p>	
Any other information about your project. (Limited to a 1000 characters)		
Please see supplemental data		
To be completed ONLY where town/parish councils are making an application		
Is your project one which parish/town councils have powers to raise local taxes to fund?		No
Could your project be funded from your reserves?		No
Is your project urgent (having to be completed in this financial year?) <i>If you answer YES please provide evidence elsewhere on the application form</i>		Yes

3. Management			
How many people are involved in the management of your group/organisation? 12 Of these, how many are:			
Over 50 years	Male 7	Female 4	
25 – 50 years	Male 1	Female	
Under 25 years			
Disabled People			
Black and Minority Ethnic people			
If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?			
In creating the match funding for the window wrapping project, by engaging with large businesses in the town, the aim is to establish a legacy that will carry on after the life of this installation. It is hoped that this legacy will also provide the funding to up-date marketing literature for other trailas that have been researched by The Civic Society			
How will you know whether your project has made a difference in the community? What information will be collected to enable you to know that the project has made a positive impact on your community and met the local need? From June until Christmas, organisations in the town have agreed to measure the impact of the project by undertaking surveys into perceptions of visitors, residents and the business community through a carroty of media including online surveys, one-to-one surveys and through an on-line poll where people will be encouraged to vote for their favourite window.			
Has Charities Information Bureau (CIB) helped you with this application/to seek funding for this project?	Yes	Date contacted CIB	28/01/13
To whom have you applied for funding for this project (<i>other than Wiltshire Council</i>)? <i>Please list with amount applied for and whether you have been successful</i>	Name of Funder	Amount Applied For	Amount Received
	Business in the town		
Have you or do you intend to apply for a grant from another area board within this financial year?	No		
<i>If yes, please state which one(s).</i>			

Are you in receipt or anticipating other funding from other Wiltshire Council departments for this project?	No
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4. Information relating to your last annual accounts (if applicable)

Year ending:	Month:	Year:
A - Total income:	£ 2869.51	
B - Minus total expenditure:	£ 2301.13	
Surplus/deficit for year: (A minus B)	£ 568.38	
Free reserves currently held (i.e. money not committed to other projects/ operating costs)	£ All reserves are to be utilised towards paying for a series of plaques on the Pitman Trail in this commemorative year.	

5. Financial information – If you can claim back V.A.T. please exclude VAT from the figures you provide us. If you have to pay the V.A.T then please include V.A.T. in the figures you provide us.

Project Costs A Please provide a <u>full</u> breakdown e.g. equipment, installation etc.	Project Income B Please list all sources of funding for this project, as provisional (P) or confirmed (C)	P/C		
Design, Artwork and Installation of 10 units	£ 7947.36 (inc VAT)	Own fundraising/reserves	P	£ 4329.93 (P)
7,500 leaflets	£ 712.50		P	£
	£	Parish/Town council	C	£
	£			£
	£	Trusts/foundations		£
	£			£
	£	In kind		£
	£			£
	£	Other		£
	£			
Total Project Expenditure	£ 8,659.86	Total Project Income		£ 4,329.93
Total project income B	£ 4,329.93			

Total project expenditure A	£ 8,659.86
Project shortfall A – B	£ 4,329.93
Grant sought from Wiltshire Council Area Board	£ 4,329.93
Bank Details	
Please give the name of the organisations' bank account e.g. Barclays	
Please give the name of the organisations' bank account e.g. Chippenham Scouts	

6. Supporting information – Please enclose all the following documentation as failure to do so may lead to a delay in your application being considered

Enclosed (please tick)

All written quotes including the one(s) you are going to use

Latest inspected/audited accounts or annual report or Income/expenditure budget for current financial year

Terms of reference/constitution/group rules

Evidence of ownership/lease of buildings and/or land

For new groups, only the group's terms of reference and a projected income and expenditure budget covering a period of 12 months is required.

7. Declaration (on behalf of organisation or group) – I confirm that

- ✓ This application meets all the funding criteria
- ✓ The information on this form is correct, that any award received will be spent on the activities specified, that I will complete a monitoring form (if requested) following completion of the project.
- ✓ If a grant is received, I will provide copies of all receipts and invoices associated with the grant and provide information and photographs to demonstrate how the grant was spent.
- ✓ That any other form of licence or approval for this project has been received prior to submission of this grant application.
- ✓ That the necessary policies and procedures will be in place prior to the commencement of the project outlined in this application.

Child Protection Safeguarding Adults

Public Liability Insurance Equal opportunities

Access audit Environmental impact

Planning permission applied for (date) or granted (date)

That acknowledgement will be given of Wiltshire Council support in any publicity, printed or website material.

I give permission for press and media coverage by Wiltshire Council in relation to this project.

Name:

Date: 30/01/13

Position in organisation:

Please return your completed application to the appropriate Area Board Locality Team (see section 3)



Community Area Grant Application Form 2012/2013

Please ensure that you have read all the Funding Criteria and Additional Guidance Notes before completing this form
PLEASE COMPLETE ALL SECTIONS TO ENSURE THAT YOUR APPLICATION CAN BE CONSIDERED

To fund projects up to £1,000 without the need for matched funding
To fund up to 50% of projects costs of projects over £1,000
Maximum Grant £5,000

For larger projects we strongly advise you to contact Charities Information Bureau three months before you approach the area board. [\(See Section 2 for contact details\)](#)
Please contact your Community Area Manager before completing your application
[\(See Section 3 for contact details\)](#)

1. Your organisation or group

Name of organisation	Friends of Biss Meadows Country Park		
Contact name			
Contact address			
Contact number		e-mail	
Organisation type	Not for profit organisation <input checked="" type="checkbox"/> Parish/town council <input type="checkbox"/> Other, please specify		

2. Your project

Project Title/Name	Landscaping at Biss Meadows Country Park Pond Renovation Project		
What is your project about and what does it aim to achieve? <i>Important: This section is limited to 600 characters only (inclusive of spaces).</i>	Last October we 90% completed a £70k Big Lottery / Community Spaces project to restore the pond and make improvements to paths, seating, interpretation area, tiered seating for school parties, etc. Ground works around this seating proved difficult compounded by the heavy rain. Architect recommend work stop until spring 2013 and that we fund additional landscaping work to restore the area. By landscaping to a satisfactory standard it will cease to distract from the fantastic works around the rest of the pond, be safer for children, deter vandalism and look good for our expected Royal opening.		
In which community area does your project take place? (Please give name – see section 3)	Trowbridge		
I/we have discussed our project with the town/parish council?	Yes <input checked="" type="checkbox"/> <input type="checkbox"/>	Date 22/Nov/12	No
I/we have discussed our project with our Wiltshire councillor?	Yes <input checked="" type="checkbox"/> <input type="checkbox"/>	Date 6/Feb/13	No <input type="checkbox"/>

Where will your project take place?	Biss Meadows Country Park, nr Broadcloth Lane East, Trowbridge
When will your project take place?	April 2013
How did you discover there was a need for your project (please provide evidence) and how will your project benefit your local community? <i>Important: Please do not type/write in paragraphs – This section is limited to 700 characters only (inclusive of spaces)</i>	Planned works required extra sub-soil and it was agreed by all parties to excavate a large flat area in front of the tiered educational seating as this area could be used to erect gazebos and stage our wildlife events and art events. But the ground proved extremely difficult (clay and rubble) and then heavy rain turned it into a quagmire. The ground is very lumpy and difficult to walk on. This landscaping will make the educational seating area safer, attractive and pleasant to use. It will complete our Pond Restoration Project. All these give improved well-being of our citizens.
How many people will benefit from your project?	1,000s visitors; 100s schoolchildren
How does your project demonstrate a direct link to the local community plan for your area? (see www.wiltshire.gov.uk/areaboards) or priorities of your area board) Please provide a reference/page no.	Trowbridge Community Area Plan 2011: supports the environment and childrens' education Themes 2, 6, 7
Any other information about your project. (Limited to a 1000 characters) Since October the Friend's working parties have continued to work on the pond area to ensure this area is ready for the big launch event in May/June. We are engaging with those showing anti-social behaviour. We work with Community Payback, Probation Service and local schools. We have had tremendous support from passersby, but also criticism by some about the state of the ground. We agree this needs rectifying but are short of funds.	
To be completed ONLY where town/parish councils are making an application	
Is your project one which parish/town councils have powers to raise local taxes to fund?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Could your project be funded from your reserves?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is your project urgent (having to be completed in this financial year? If you answer YES please provide evidence elsewhere on the application form)	Yes <input type="checkbox"/> No <input type="checkbox"/>

3. Management

How many people are involved in the management of your group/organisation?
Of these, how many are:

Over 50 years	Male	3	Female	1
25 – 50 years	Male	5	Female	
Under 25 years	Male		Female	
Disabled People	Male		Female	
Black and Minority Ethnic people	Male	1	Female	

If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?
We have a Sustainability Grant (SG) to fund the coming year's events, training and maintenance tools - the tools will last for many years. All this work is done by volunteers. SG cannot be used for capital works.

How will you know whether your project has made a difference in the community? What information will be collected to enable you to know that the project has made a positive impact on your community and met the local need?

We undertook a survey to understand people's priorities and we involved local schools in identifying the educational opportunities. This shaped our design and build. We will measure attendance at events and school visits (Longmeadow has already run one event with tree planting and art work at the new facilities, and John O'Gaunt recently helped build a willow screen). We will run another survey.

Has Charities Information Bureau (CIB) helped you with this application/to seek funding for this project?

Yes Date contacted CIB No

To whom have you applied for funding for this project (*other than Wiltshire Council*)?

Name of Funder	Amount Applied For	Amount Received

Please list with amount applied for and whether you have been successful

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

Yes No

If yes, please state which one(s).

Are you in receipt or anticipating other funding from other Wiltshire Council departments for this project?

Yes No

4. Information relating to your last annual accounts (if applicable)				
Year ending: 2011	Month: Dec	Year: 2011		
A - Total income:	£5002.62			
B - Minus total expenditure:	£4743.80			
Surplus/deficit for year: (A minus B)	£258.82			
Free reserves currently held (i.e. money not committed to other projects/operating costs)	£473.88			
5. Financial information – If you can claim back V.A.T. please <u>exclude</u> VAT from the figures you provide us. If you have to pay the V.A.T then please include V.A.T. in the figures you provide us.				
Project Costs A Please provide a <u>full</u> breakdown e.g. equipment, installation etc.		Project Income B Please list all sources of funding for this project, as provisional (P) or confirmed (C)		
			P/C	
Landscaping (5Rivers)	£1,536	Own fundraising/reserves		£
20t topsoil (Acres)	£790			£
	£	Parish/town council		£
	£			£
	£	Trusts/foundations		£
	£			£
	£	In kind		£
	£			£
	£	Other		£
	£	Big Lottery Contingency funds	C	£1,163
Total Project Expenditure	£2,326	Total Project Income		£1,163
Total project income B		£1,163		
Total project expenditure A		£2,326		
Project shortfall A – B		£1,163		
Grant sought from Wiltshire Council Area Board		£1,163		
Bank Details				
Please give the name of the organisations' bank account e.g. Barclays				
Please give the name of the organisations' bank account e.g. Chippenham Scouts				

6. Supporting information – Please enclose all the following documentation as failure to do so may lead to a delay in your application being considered

Enclosed (please tick)

- All written quotes including the one(s) you are going to use
- Latest inspected/audited accounts or annual report or Income/expenditure budget for current financial year
- Terms of reference/constitution/group rules
- Evidence of ownership/lease of buildings and/or land

For new groups, only the group's terms of reference and a projected income and expenditure budget covering a period of 12 months is required.

7. Declaration (on behalf of organisation or group) – I confirm that...

- This application meets all the funding criteria
- The information on this form is correct, that any award received will be spent on the activities specified, that I will complete a monitoring form (if requested) following completion of the project.
- If a grant is received, I will provide copies of all receipts and invoices associated with the grant and provide information and photographs to demonstrate how the grant was spent.
- That any other form of licence or approval for this project has been received prior to submission of this grant application.
- That the necessary policies and procedures will be in place prior to the commencement of the project outlined in this application.
- Child Protection Safeguarding Adults
- Public Liability Insurance Equal opportunities
- Access audit Environmental impact
- Planning permission applied for (date) or granted (date) 20/12/11
- That acknowledgement will be given of Wiltshire Council support in any publicity, printed or website material.
- I give permission for press and media coverage by Wiltshire Council in relation to this project.

Name:

Date: 06/02/2013

Position in organisation:

Please return your completed application to the appropriate Area Board Locality Team ([see section 3](#))

Reference no
Log no
For office use

Community Area Grant Application Form 2012/2013

Please ensure that you have read all the Funding Criteria and Additional Guidance Notes before completing this form
PLEASE COMPLETE ALL SECTIONS TO ENSURE THAT YOUR APPLICATION CAN BE CONSIDERED

To fund projects up to £1,000 without the need for matched funding

To fund up to 50% of projects costs of projects over £1,000

Maximum Grant £5,000

For larger projects we strongly advise you to contact Charities Information Bureau three months before you approach the area board. [\(See Section 2 for contact details\)](#)

Please contact your Community Area Manager before completing your application

[\(See Section 3 for contact details\)](#)

1. Your organisation or group	
Name of organisation	Sounding it Out Community Choir Association
Contact name	
Contact address	
Contact number	e-mail
Organisation type	Not for profit organisation
2. Your project	
Project Title/Name	Building Bridges - the Trowbridge Song Project
What is your project about and what does it aim to achieve? <i>Important: This section is limited to 600 characters only (inclusive of spaces).</i>	<p>Building Bridges is a community project which aims to:</p> <ul style="list-style-type: none"> • • Increase understanding, friendship, and appreciation of the cultural heritage, values and beliefs of different ethnic groups in Trowbridge (including White British), through the use of song • • Develop awareness among young people and Trowbridge town in general, aspects of their own cultural wealth and heritage <p>This will be achieved by:</p> <ul style="list-style-type: none"> • • Facilitating the collecting of songs from different ethnic groups and cultures • • Facilitating the collecting of stories of how people came to Trowbridge • • Co-ordinating a series of events to enable the public to share in these stories and songs including a high profile performance in the Civic Centre • • Creating a Trowbridge exhibition of photos, film, audio of song and story.
In which community area does your project take place? <i>(Please give name – see section 3)</i>	Trowbridge
I/we have discussed our project with the town/parish council?	Not as yet. We are currently preparing a document, which summarises the project for Town Councillors which will invite their feedback. We hope to

	distribute this by email to the Councillors before the Area Board meeting where this application will be discussed. Date
I/we have discussed our project with our Wiltshire councillor?	Yes, with Stephen Oldrieve, Councillor for Trowbridge Paxcroft.

<p>Where will your project take place?</p>	<p>Various locations in Trowbridge, including the Civic Centre, all within the Trowbridge Community Board area - Trowbridge, Southwick, Hilperton, North Bradley & West Ashton.</p>
<p>When will your project take place?</p>	<p>Over two years, 2013-2015</p>
<p>How did you discover there was a need for your project (<i>please provide evidence</i>) and how will your project benefit your local community?</p> <p><i>Important: Please do not type/write in paragraphs – This section is limited to 700 characters only (inclusive of spaces)</i></p>	<p>There are many different ethnic cultures in Trowbridge, amongst them: Moroccan, Caribbean, Polish, Turkish, Bangladeshi, Portuguese, Chinese and Filipino. Trowbridge, along with Salisbury, is the most ethnically mixed town in Wiltshire. (ECBL data.) Wiltshire Council recognises the need to integrate communities by funding groups like ECBL and by its Equality and Inclusion Team, whose aims include to 'work with internal and external partners to promote good community cohesion and inclusion.' The benefits of the project are building strong ties between groups, developing respect and education of each others cultures, and bridging gaps between communities as well as between generations within those communities.</p> <p>We've consulted informally with many different community groups and Wiltshire officers about this project :</p> <p>Peter Tyas, Head of Arts and Heritage Wiltshire, Simon Weintroub, Programme Leader - Media Production (TV & Film) at Wiltshire College , Trowbridge Tracy Sullivan, John Feane from BA14 Carl Davis ECBL WREC Meryl Morgan Arts Development officer Farzana Saker, West Wilts Inter Faith Forum Polish Social Club. We have already spent 2 hours recording Emelia Kenich's story. Glenys Henriette- W. Wilts multifaitth women's group, English forum Wali Abdur Raman, Wiltshire Islamic Cutural Centre Rose Young Chair of West Wits Community Club. The choir has had 2 meetings already with WWCC, sharing and singing songs. See attached email from Rose Young. They are very enthusiastic to be involved. Rosie Upton Trowbridge Village Pump Folk Club</p> <p>The project's aims have resonated with many people we've spoken to, who are keen to be involved.</p>
<p>How many people will benefit from your project?</p>	<p>Approx 1k directly, 10k indirectly</p>
<p>How does your project demonstrate a direct link to the local community plan for your area? (see www.wiltshire.gov.uk/areaboards) or priorities of your area board) Please provide a reference/page no.</p>	<p>'OUR AIM: To support, develop and sustain a wide range of cultural activities and to encourage a vibrant and inclusive community.'</p>

Any other information about your project. (Limited to a 1000 characters)

Sounding it Out Community Choir meet weekly in Trowbridge. Many of us have sung together for 16 years. We have performed at community events such as Arc Theatre Trowbridge, Party in the City, Bath, Cleeve House carols, Wiltshire Music Centre, Bath Abbey, Send a Cow and Water Aid charity events, West Wilts Community Club, Trowbridge Christmas Lights, Wiltshire Celebration of Diversity event, Trowbridge 9.3.13, BA14 Dance Bazaar/Sounding It Out Song and Dance events 2011.

The project will be led by a small committee of Sounding it Out members and Candy Verney, the choir leader. Candy has 30 years experience using song and voice to build bridges. She has worked in nursing homes, hospitals, Wiltshire Council and businesses, using singing as a medium to cross cultural understanding. All committee members have experience and enthusiasm for community work: Miriam Zaccarelli is Town Clerk to Melksham Council, initiating and supporting community events; Mike Groves has expertise in local business, also Erlestoke prison; Sarah Talbot Williams works in Health and Disability charities; Robin Botley works with youth at risk; Nell Farrally is an Arts Producer and Project Manager, has successfully applied for arts funding for projects in Trowbridge schools.

Choir members live in Trowbridge, Westbury, Warminster, Bradford on Avon, Devizes and surrounding villages. 25 members of the choir have expressed interest to be involved in a voluntary capacity.

Through our wealth of shared singing experience, we recognise that singing has enormous power to bridge barriers and build trust and understanding. (See attached email from Rose Young, West Wilts Community Club) The overarching aim of the Building Bridges project is to create a lasting legacy of stronger ties built between different communities throughout Trowbridge, with high profile performance and display so that the whole town will recognise a more integrated community.

The project will start with the gathering of stories and songs from the diverse ethnic groups on audio and video. Songs will be arranged for performance at several small events - including linking with existing events, e.g. Trowbridge Arts Festival - in which groups sing each others songs, culminating in a high profile performance at the Civic Hall in Trowbridge in 2015 and a large photographic and audio display.

To be completed ONLY where town/parish councils are making an application

Is your project one which parish/town councils have powers to raise local taxes to fund?

Yes

No

Could your project be funded from your reserves?

No

Is your project urgent (having to be completed in this financial year? *If you answer YES please provide evidence elsewhere on the application form*)

Yes

No

3. Management

How many people are involved in the management of your group/organisation? 7
Of these, how many are:

Over 50 years Male 2 Female 1

25 – 50 years Male female 4

Under 25 years Male Female

Disabled People Male Female

Black and Minority Ethnic people Male Female 1

<p>If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?</p>				
<p>How will you know whether your project has made a difference in the community? What information will be collected to enable you to know that the project has made a positive impact on your community and met the local need?</p> <p>How will you know whether your project has made a difference in the community?</p> <p>We recognise that such a large scale project requires a rigorous evaluation, and this is the one aspect of the project where we need help. We intend to engage an evaluator who is experienced at evaluating community arts projects who will help us to create an evaluation plan and tools to measure how well the project is achieving it's aims. It's likely that a range of evaluation data collection methods will be used including written questionnaires, structured interviews and focus groups. The evaluation plan will be designed to measure how successful we are at achieving the project's aims. We will gather data from a range of people involved in the project. We will know if the project has made a difference if people tell us that their knowledge and understanding of other cultures has increased due to this project. There will be a lasting legacy of this project – a rich heritage gathered in the stories and song which will be kept by the Wiltshire Heritage Centre and available for others to access in the future.</p>				
<p>Has Charities Information Bureau (CIB) helped you with this application/to seek funding for this project?</p>		<p>No</p>		
<p>To whom have you applied for funding for this project (<i>other than Wiltshire Council</i>)?</p> <p><i>Please list with amount applied for and whether you have been successful</i></p>		<p>Name of Funder</p>	<p>Amount Applied For</p>	<p>Amount Received</p>
		<p>Grants for the Arts, Arts Council England.</p> <p>Application is due to be submitted by end of Feb 2013.</p>	<p>£37,398K</p>	
		<p>Trowbridge Town Council, in respect of the Civic Hall hire</p>		
<p>Have you or do you intend to apply for a grant from another area board within this financial year?</p> <p><i>If yes, please state which one(s).</i></p>		<p>No</p>		
<p>Are you in receipt or anticipating other funding from other Wiltshire Council departments for this project?</p>		<p>No</p>		

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4. Information relating to your last annual accounts (if applicable)			
Year ending:	Month: Sept	Year: 2012	
A - Total income:	£ 14750.50		
B - Minus total expenditure:	£ 14289.00		
Surplus/deficit for year: (A minus B)	£ 461.50		
Free reserves currently held (i.e. money not committed to other projects/operating costs)	£ 0.00 NB The figures above belong to SIO association, but do not relate to Building Bridges project. They relate to 2 trips to Bulgaria and Brecon, that the choir went on. This money was raised by choir members specifically for this purpose.		
5. Financial information – If you can claim back V.A.T. please <u>exclude</u> VAT from the figures you provide us. If you have to pay the V.A.T then please include V.A.T. in the figures you provide us.			
Project Costs A Please provide a <u>full</u> breakdown e.g. equipment, installation etc.	Project Income B Please list all sources of funding for this project, as provisional (P) or confirmed (C)		
	P		£
Recording Equipment £639			
Transcription software and transcription work. History Centre will fund. In kind. £2000	C	Transcription software and transcription work. History Centre will fund. In kind.	£2000
Staff: Artistic, recording of songs and stories, event creation, project management, co=ordination, marketing + Admin £36,950	P	Grants for the Arts, Arts Council England	£37,407
Recording and collection of songs and stories- volunteers @£50 x 35 days. In kind. £1750	C	Recording and collection of songs - volunteering - in kind @£50 x 35 days.	£1750
Office overheads £2068			
Publicity: website, logo and identity creation, Social media pages, advertising costs. £3550			
Evaluation £2000			
Public engagement events: 4 major events: venue hire @£250 + technical support. £1800			
Public engagement events: 10 small events, venue hire @£100. £1000			
Performance by 20 members of choir at 10 small events @£30. In kind. £6000	C	Performance by 20 members of choir at 10 small events @£30 - in kind	£6000
Performance by 45 members of choir at 4 large events @£30. In kind. £5400	C	Performance by 45 members of choir at 4 large events @£30	£5400
	P	Ticket sales: 10 small events. 30 @£5	£1500
	P	Ticket sales: 1 major event. 250@£8	£2000
	P	Ticket sales: 3 major events- 100@£7	£2100
£63,157			£58,157
Total project income B	£58,157		
Total project expenditure A	£63,157		
Project shortfall A – B	£5,000		

Grant sought from Wiltshire Council Area Board	£5,000 We are asking Wiltshire Council to fund specifically: Recording Equipment, Public engagement events, and some publicity.
Bank Details	
Please give the name of the organisations' bank account e.g. Barclays	
Please give the name of the organisations' bank account e.g. Chippenham Scouts	

6. Supporting information – Please enclose all the following documentation as failure to do so may lead to a delay in your application being considered

Enclosed (please tick)

All written quotes including the one(s) you are going to use

Latest inspected/audited accounts or annual report or Income/expenditure budget for current financial year

Terms of reference/constitution/group rules

Evidence of ownership/lease of buildings and/or land

For new groups, only the group's terms of reference and a projected income and expenditure budget covering a period of 12 months is required.

7. Declaration (on behalf of organisation or group) – I confirm that...

This application meets all the funding criteria

The information on this form is correct, that any award received will be spent on the activities specified, that I will complete a monitoring form (if requested) following completion of the project.

If a grant is received, I will provide copies of all receipts and invoices associated with the grant and provide information and photographs to demonstrate how the grant was spent.

That any other form of licence or approval for this project has been received prior to submission of this grant application.

That the necessary policies and procedures will be in place prior to the commencement of the project outlined in this application.

Child Protection Safeguarding Adults

Public Liability Insurance Equal opportunities

Access audit Environmental impact

Planning permission applied for (date) r granted (date)

That acknowledgement will be given of Wiltshire Council support in any publicity, printed or website material.

I give permission for press and media coverage by Wiltshire Council in relation to this project.

Name:

Date:

Position in organisation:

31 .1.2013

Please return your completed application to the appropriate Area Board Locality Team ([see section 3](#))



Small Grant Application Form

2012/2013

For small projects requiring funding - maximum award £350
where total projects costs do not exceed £350

Please ensure that you have read the Funding Criteria before completing this form
PLEASE COMPLETE ALL SECTIONS TO ENSURE THAT YOUR APPLICATION CAN BE
CONSIDERED

1. Your organisation or group

Name of organisation	Preserve Our Past		
Contact name			
Contact address			
Contact number		e-mail	
Organisation type	Not for profit organisation <input checked="" type="checkbox"/> Other, please specify		

2. Your project

Project Title/Name	Dating the Oldest House in Trowbridge		
Please briefly tell us about the project /activity you want to organise and why <i>Important: This section is limited to 600 characters only (inclusive of spaces).</i>	<p>The aim of the project is to date the oldest house in Trowbridge using dendro chronology as well as produc a written report on the actual construction of the building.</p> <p>The building in Church Street is said to be a 15th century Medieval 'hall' house, yet the British Listed buildings website dates it to the 17th century. The project aims to provide clearer evidence as to the date of the building and its place in the Medieval town.</p> <p>Sampling involves small 10mm diameter cores being taken from the timbers in order to identify the year the tree was felled and its subsequent year of construction.</p>		
In which community area does your project take place? (Please give name – see section 3 of the grants pack)	Trowbridge, Wiltshire.		
Where will your project take place?	Trowbridge, Wiltshire		
When will your project take place?	If and when a grant is awarded		

<p>How will your project benefit your local community?</p> <p><i>Important: This section is limited to 300 characters only (inclusive of spaces).</i></p>	<p>This project will promote Trowbridge and its historic past by dating a building such as the 'hall house', which will increase the interpretation for local people concerning their medieval past. The results will be made freely available to all</p>		
<p>How many people will benefit from your project?</p>	<p>local people and those visiting</p>		
<p>Any other information about your project. Avebury, Salisbury and Bradford on Avon have all undertaken dendrochronology within their towns and we would like to include Trowbridge due to the important nature of this particularly historic building.</p> <p>The town of Trowbridge expanded during 12th and 13th and 14th centuries and although those original buildings no longer survive, the 'hall house' in Trowbridge may now be the town's oldest building, possibly dating from the 15th century. This project if successful will contribute towards our understanding of this wonderful building and may provide evidence as to its date in our town's history.</p> <p>The sampling will be undertaken by Dr Andy Moir from Tree dating Services and the project will be overseen by Dr Richard Haddlesey, an expert in Medieval Architecture.</p>			
<p>3. Funding</p>			
<p>What will be the total cost of your project?</p>	<p>£ 350</p>		
<p>How much funding are you applying for (maximum £350)?</p>	<p>£ 350</p>		
<p>If you are expecting to receive any other funding for your project, please give details</p>	<p>Source of Funding</p>	<p>Amount Applied For</p>	<p>Amount Received</p>
<p>Name of the organisation and the bank account name (but not the number) your grant funding will be paid in to: (Please Note: we cannot pay money into an individual's bank account)</p>			
<p>4. Declaration (on behalf of organisation or group) – I confirm that...</p>			
<p><input checked="" type="checkbox"/> The information on this form is correct and that any grant received will be spent on the activities specified</p> <p><input checked="" type="checkbox"/> Any form of licence, insurance or other approval for this project will be in place before the start of the project outlined in this application</p> <p><input checked="" type="checkbox"/> That acknowledgement will be given of Wiltshire Council support in any publicity, printed or website material.</p> <p><input checked="" type="checkbox"/> I give permission for press and media coverage by Wiltshire Council in relation to this project.</p>			
<p>Name:</p>	<p>Date: 14/02/2013</p>		
<p>Position in organisation: Secretary</p>			

Please return your completed application to the appropriate Area Board Locality Team [\(see section 3\)](#)



Area Board Projects and Councillor Led Initiatives

Application Form 2012/2013

To be completed by the Wiltshire Councillor leading on the project

Please ensure that you have read the Funding Criteria before completing this form
PLEASE COMPLETE ALL SECTIONS TO ENSURE THAT YOUR APPLICATION CAN BE
CONSIDERED

1. Contact Details	
Area Board Name	Trowbridge
Your Name	Jeff Osborn
Contact number	e-mail .
2. The project	
Project Title/Name	Contribution to the cost of replacement of security fence at Woodmarsh Football ground - Trowbridge Town Football Club
Please tell us about the project /activity you want to organise/deliver and why? <i>Important: This section is limited to 600 characters only (inclusive of spaces).</i>	Trowbridge Town Football Club, based on Woodmarsh, runs over twenty junior and adult teams. They have spent thousands of their own funds on improving and securing the ground, but regrettably they have been subject to a series of criminal damage incidents that have destroyed the security fence they erected. The Police are trying to apprehend the culprits but in the meantime with the fence down the ground is open to more criminal damage which the club can ill afford to pay for.
Where is this project taking place?	Woodmarsh Football Ground,
When will the project take place?	As soon as fundraising is complete, hopefully within next two months
What evidence is there that this project/activity needs to take place/be funded by the area board?	Without the Woodmarsh ground being made secure, criminal damage will continue and it is very likely that Trowbridge Town Football Club will close and hundreds of local children will be denied access

How will the local community benefit?	Provision of safe recreational/sports ground for players and spectators of all ages. Give Trowbridge a sporting asset to be proud of. Allow the club to consolidate and enable more youth - boys and girls - to participate in 2790 worthwhile healthy activity.		
Does this project link to a current Community Issue? (if so, please give reference number as well as a brief description)	Yes - 2790		
Does this project link to the Community Plan or local priorities? (if so, please provide details)	Theme 5 Sport & Active Leisure		
What is the desired outcome/s of this project? A safe and secure ground so that the club can continue and go from strength to strength			
Who will be responsible for managing this project? Ralp McCaldon, Chairman of Trowbridge Town Football Club			
3. Funding			
What will be the total cost of the project?	£ 27,000		
How much funding are you applying for?	£ 5,000		
If you are expecting to receive any other funding for your project, please give details	Source of Funding	Amount Applied For	Amount Received
	Volunteer Fund Raising	15,000	
	St James Trust	5,000	
	Studley Green TARA	25	25
Please give the name of the organisation and bank account name (but not the number) your grant will be paid in to. (N.B. We cannot pay money into an individual's bank account)			
4. Declaration – I confirm that...			
<input type="checkbox"/> The information on this form is correct and that any grant received will be spent on the activities specified <input type="checkbox"/> Any form of licence, insurance or other approval for this project will be in place before the start of the project outlined in this application			
Name: Jeff Osborn			Date: 31 January
Position in organisation: Wiltshire Councillor			
Please return your completed application to the appropriate Area Board Locality Team (see section 3)			

WILTSHIRE COUNCIL

TROWBRIDGE AREA BOARD

14 MARCH 2013

ALLOCATION OF 2012/13 YOUTH FUNDING

Purpose of the Report

To agree the allocation of the remaining £3,778 funding allocated to the Trowbridge Area Board for supporting youth related projects.

2. Background

2.1 Each Area Board is allocated funds to support young people's projects. £7,778 was been allocated to Trowbridge Area Board for 2012/13. £3,000 was allocated to the Youth Development Service for rail travel subsidy; £600 to the Youth Parliament towards a joint schools mosaic project; and 2 small grants of £200 each.

3. Main Considerations

3.1 The Trowbridge Area Board Coordinating meeting of 30 January 2013 agreed that as there were so few small grant applications being received that the newly formed Youth Advisory Group (YAG) and the Youth Parliament would be asked to bid for the remaining funds.

3.2 The YAG and Youth Parliament were sent an application form with a deadline date of 22nd February for their applications.

3.3 The Youth Parliament submitted an application (appendix 1) to develop young leaders with funding of £1,000 requested which is less than 50% of the total project cost.

3.4 The YAG submitted an application (appendix 1) to make a professional promotional video about Trowbridge YAG and to run an overnight trip to the Houses of Parliament to learn about politics on a wider scale. £2,000 is requested or this is not a final figure until quotes are received

4. Financial Implications

If the application is approved there is enough funding to fund the project.

5. Legal Implications

N/A

6. HR Implications

N/A

7. Equality and Diversity Implications

The funding will enable young people to enhance their lives

8. Recommendations

8.1 It is recommended that the Area Board agrees to allocate £1,000 to the Youth Parliament towards developing their young leader's project.

8.2 It is recommended that the Area Board agrees to allocate up to £2,000 to the Youth Parliament to make a professional promotional video about Trowbridge YAG and to run a trip to the Houses of Parliament to learn about politics on a wider scale on condition that proper quotes are received.

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

Appendices

Appendix A – Application Form: Youth Parliament
Appendix B – Application Form: YAG

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

Trowbridge Area Board Youth Funding Application 2012/13

Name of group: Trowbridge Youth Parliament (TYP)

Name of person applying: Jayne Bullock

Contact email: jbullock@johnofgaunt.wilts.sch.uk

Contact phone number: 01225 711162

**Contact address: The Community Hub, The John of Gaunt School, Wingfield Road,
BA14 9EH**

1. What do you want the funding for?

Following a consultation with children and young people (C&YP) in the Community Area, both members and non-members of TYP, a need was identified to develop young leaders with the potential to become active citizens, influencing their peers and others, leading by example.

One opportunity for the C&YP to help them to achieve this goal will be through enabling them to gain an understanding of local and national democratic processes and structures, through visits to the Houses of Parliament and the Town or County Councils.

A visit to the Houses of Parliament would provide the opportunity for the C&YP to:

- Witness debate in a unique, positive and inspiring environment
- Develop their understanding of democracy and Parliament and their relevance
- Be informed about the role, work and history of Parliament
- Hopefully meet their MP and question him about the qualities and skills needed of a good leader

A visit to the Town Council or County Council would allow them to:

- Understand the distinction between local and national government
- Understand the nature of local democratic leadership

The C&YP have decided that they would like the visits to involve democratically elected representatives (50 in total) from across the 21 schools. This will help relationships to be built across the area

The visit would be organised and co-ordinated by Collaborative Schools which will take responsibility for:

- An introductory workshop
- Organisation of the visits and accompaniment providing the necessary level of care
- Follow on development work, to enable the knowledge gained to be translated into practical skills
- Assist in sharing the learning more widely with others

2. Where will the project take place?

Main visit will take place at the Houses of Parliament and the Town Council/County Hall

3. When will the project take place? (cannot be before 21 March 2013)

4. How will the project benefit young people in the local community

We anticipate the benefits, whilst a challenge to quantify, will be far reaching.

The gains to attending children and young people, who will be our future adults, are vast, inclusive of raising self-esteem, increasing knowledge of local and national government, realising the benefits of positive debate, making new friendships, all underpinned by the development of new skills.

It is our intention to encourage chosen students to share their new skills and knowledge within school environments and wider community groups that they attend. Utilising the structures of school systems (pupil councils, assemblies etc) we will support our young leaders, encouraging their passion, to achieve the practical embedment of democracy into everyday activities, personal choices and lifestyles and positively aspire their peers by example.

- It will give them a greater understanding of the importance of effective public participation and empower them and encourage their active participation in society. It will help them understand the tools and skills necessary to be agents of change in their own lives and in the wider community
- They will become more politically literate, with some knowledge and understanding about the skills needed to make positive informed, contributions as active and responsible citizens
- It is the intention that they will gain greater respect for, and engagement with the formal political process. They will understand who represents them and how they can ask for issues to be changed if they so desire.
- It will help show them how they can have a **voice** and see and feel the effectiveness of getting involved
- It will help them see the importance of making informed choices as voters and community members. They will gain an appreciation of the leadership skills needed to guide and motivate others to take action to address issues of concern in their neighbourhood and wider society and inspire them to become young leaders.

We will work with core students to create a culture of democracy which we hope, and those children and young people we consulted with believe, will have impacts both immediate and into the future on our community.

5. How much will your project cost in total? (please list the expenditure items and their costs)

£300 coach hire for transport to London
£300 lunch and refreshments
£150 resource packs for each child attending
£100 additional transport to ensure every child can attend follow on workshops
£1100 staff cover to accompany the trip, and develop and deliver follow on workshops
£300 co-ordination cover
£50 printing costs – parent letters, workshop resources and leader delivery pack

6. How much funding do you want from the Area Board

£1000

7. Additional information

Please return your application to Rachel Efemey, Trowbridge Community Area Manager.
rachel.efemey@wiltshire.gov.uk

If you would like any advice on completing your form please contact Rachel Efemey on 01225 718608



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Trowbridge Area Board Youth Funding Application 2012/13

<p>Name of group: Trowbridge YAG</p> <p>Name of person applying: Becky Bignold</p> <p>Contact email:</p> <p>Contact phone number:</p> <p>Contact address:</p>
<p>1. What do you want the funding for?</p>
<p>To make a professional promotional video about Trowbridge YAG for the youth of Trowbridge. To run an overnight trip to the Houses of Parliament to learn about politics on a wider scale.</p>
<p>2. Where will the project take place?</p>
<p>The video will be based at Court Mills Youth Centre and the surrounding areas. The trip will take place in London.</p>
<p>3. When will the project take place? (cannot be before 21 March 2013)</p>
<p>.The video will be made around April and the trip will be scheduled in June/July.</p>
<p>4. How will the project benefit young people in the local community</p>
<p>The video will raise awareness of Trowbridge YAG and may raise the attendance of the meetings. The trip is aimed to educate the existing members of YAG in national politics so they can learn in depth how governments function.</p>
<p>5. How much will your project cost in total? (please list the expenditure items and their costs)</p>
<p>£2000 – rough value as exact prices are yet to be confirmed (£500 – professional video assistance, £500 – publicity and additional expenditure, £1000 – travel, food & accommodation in London)</p>

6. How much funding do you want from the Area Board

£2000

7. Additional information

Figures are subject to change as plans are not yet fully in place.

Please return your application to Rachel Efemey, Trowbridge Community Area Manager.
rachel.efemey@wiltshire.gov.uk

If you would like any advice on completing your form please contact Rachel Efemey on 01225 718608

Activity:	Wiltshire Mental Health Services for Older People – Charter House, Trowbridge
Date of Report:	13th February 2013
Report Completed by:	Rhian Burgess (Commissioning Contract Lead - Dementia) and George O'Neill, Head of Commissioning, Mental Health

Purpose of report

1. To provide a briefing for elected members on the intentions of the Avon and Wiltshire Mental Health Partnership (AWP) to close, on a temporary basis, the specialist mental health in-patient unit at Charter House, Trowbridge.

Background information

2. Commissioned by NHS Wiltshire, AWP provide a range of specialist mental health services across Wiltshire for older people and included within this is Charter House, a 24-bedded specialist inpatient assessment unit for older people with organic mental health problems, including dementia.

Main considerations

3. In January 2013 Wiltshire Council was informed by AWP that it had taken the decision to stop admitting patients to Charter House on a temporary basis due to a number of issues including low occupancy, environmental problems and the stand alone nature of the site. On 25th January AWP issued a statement explaining their plans to stakeholders which can be seen in Appendix 1.
4. Further to this AWP has stated that the timing of the decision to suspend placements is based upon several factors coming together (indicated in the original statement) and the increased focus within the Trust on ensuring that all their services are consistently of a high quality. A drop in the number of inpatient admissions has added to the ability to deliver a viable service. In addition, the structure of the building is not conducive to delivering services for people with dementia in that it provides limited observation, a lack of 'meaningful wandering space' and inadequate quiet spaces for therapies. These have been issues for some time and the combination of this and problems with the building structure such as problems with flooring, damp, odours, leakages - none of which can be easily fixed. AWP state that these issues are exacerbated by recruitment problems which mean that they are unable to provide consistent care with a team of staff who know the patients and can plan the care required. They therefore have taken the decision to close on a temporary basis.
5. It is understood that there are currently four individuals receiving a service at Charter House, two of which are ready for discharge and Wiltshire Council is currently sourcing care for these individuals, as they have responsibilities for doing so under normal discharge processes. AWP has stated that work will

take place to safely and sensitively move the remaining two individuals to appropriate accommodation as near to their families as possible.

6. During the period of temporary closure, individuals requiring an assessment bed will be accommodated in Salisbury or Bath (and possibly Swindon). There are no other changes in services to Trowbridge residents. AWP have stated that it is their aim to admit people into assessment wards as a last resort. Most assessments are now conducted in the community or in care home settings. Where admission is required, this period is kept as short as possible, with the aim to move the individual back into accommodation in the community as soon as possible. There should therefore be minimal disruption to patients.
7. Whilst some discussions about the potential future of Charter House had been discussed with Wiltshire Council prior to this announcement, it should be noted that the decision taken to cease admissions on a temporary basis at Charter House was taken by AWP. It was not a decision of Wiltshire Council , or NHS Wiltshire.
8. AWP have stated that there are real issues surrounding the delivery of a quality inpatient service in Charter House, as earlier detailed, which is the basis upon which they took the decision to temporarily cease admissions. However, they also note that no final decision about the future of Charter House will be made until after a review designed to look at the whole model of care provision for people with dementia in Wiltshire has been completed. It is anticipated that the review will include a three month consultation period to consider options for the future provision of specialist mental health services for people with dementia.
9. The review will look at how specialist mental health services for people with dementia are structured to meet the current and future needs of Wiltshire, including community based services, as well as in-patient assessment units. AWP state that the demand for in patient dementia beds is falling in Wiltshire, as it is elsewhere, due to more care being provided in the community, both at home and in care homes. Beds are also occupied for shorter periods of time as AWP see, treat and move people to the most appropriate care location more swiftly. Traditionally more beds have been provided in Wiltshire per head of population which obviously has impacted on investment in community services. AWP believe that the review will hopefully reach a consensus as to the most effective way of spending funds on dementia services in Wiltshire. It is anticipated that this review will be led by the Wiltshire CCG as the commissioner, and AWP, as the provider, and Wiltshire Council will be invited to be involved in this as a key strategic partner in supporting older people within Wiltshire.
10. Ideally AWP would have wished to undertake the review prior to any decision to temporarily close, but because of the combination of factors, previously described, they did not think they would be able to provide a viable and quality service within Charter house in its current design and physical state of the building.
11. AWP have noted that they are keen to complete the review as soon as possible so that they can fully focus on providing the best dementia support possible. In the meantime, the community mental health service serving

Trowbridge and West Wiltshire continues to operate from Charter House and AWP are also looking to extend this to provide more memory clinics and to increase the support groups for people with functional problems. They note that they are able to continue to provide some services from Charter House as there is a difference between the requirements of a 24/7 inpatient unit and those of a community service. Although based in the same building, community staff work from the office accommodation and AWP believe that they can use the space currently used for outpatient clinics more frequently and more effectively. They state that they have already undertaken a range of improvement works to Charter House over a period of time and that any future work will be undertaken in the context of the future use of the building.

Conclusion

12. The decision to suspend admissions to Charter House on a temporary basis has been taken by AWP due to a number of issues, including environmental problems affecting the quality of care provision. AWP have stated that this suspension will remain in place, until a review of specialist mental health services has been undertaken which will determine the future model of services. In terms of moving forwards, Wiltshire Council needs to indicate to AWP and Wiltshire CCG when they will be able to participate in the review, which will then determine the timeframes of the future decisions.

Wiltshire Council will request that they are kept informed and involved, as appropriate, in the plans relating to Charter House.

13. From an operational perspective, Wiltshire Council is working to ensure that for those individuals ready, discharge plans are implemented as soon as possible.

Appendix 1

Charter House Statement: 25 January 2013 Issued by AWP

“Delivering consistently high quality care to dementia patients in Charter House, Trowbridge is proving increasingly difficult as a result of low occupancy, environmental problems and the stand alone nature of the site.

Following preliminary discussions between AWP, NHS Wilts and the CCG, AWP has decided to temporarily stop admitting patients to the unit during the current joint review of all care provided to older people across the county – particularly those with dementia.

However, there is a commitment for AWP to ensure services continue to be provided within West Wiltshire, and Charter House will continue to provide the team base serving the population of Trowbridge and West Wiltshire, as well as providing the out-patient clinics currently held there.

There is also a plan to utilise the space and provide some additional memory service clinics as part of a joint project with NHS Wiltshire to implement a new service model

for memory services which will reduce the waiting times for assessment and treatment in line with national targets, and the Prime Minister's dementia challenge

As these issues are considered, we will keep all our partners, including Wiltshire County Council, fully briefed and will fully engage with them in any decisions about the future of Charter House.

Over the coming weeks, the existing service users on the unit will continue to be moved safely and sensitively to appropriate accommodation as near to their families as possible. This will be discussed fully with families and carers. After these patients have been safely transferred, staff will be temporarily redeployed to other trust facilities and services.

AWP is committed to working closely with health and social care partners to deliver the best quality services for the people of Wiltshire.”



Report to the Area Board March 2013

Progress since the November Board Meeting

Since the November Area board Meeting the SCOB has met four times. It has held discussions with representatives from

- Trowbridge Town Hall Board
- Wiltshire Council Leisure Services
- Wiltshire Council Integrated Youth Service
- Wiltshire council Learning Disability Service

Working Proposal

On the basis of these discussions and a thorough analysis of the phase 1 consultation, which was accepted by the Area Board in November 2012 the SCOB has drawn up a Working Proposal, see attached, for a Community Campus for Trowbridge. The SCOB are seeking the Area Board's approval to take this Working Proposal out to consultation in May and June 2013.

At this stage the proposal does not include consultation on a site for the campus.

The SCOB is unable to do this until Wiltshire Council has identified for the SCOB which sites in Trowbridge could potentially be affordable and deliverable for the campus.

We ask that the Area Board consider approving the working proposal (attached) so that the Shadow COB can then consult on this with local people to check it reflects the first consultation.

We will then be able to ask Wiltshire Council to try and find a site that could deliver our working proposal for a campus, delivering as much of the working proposal as possible.

Dear member of the community

Thank you if you took part in the first phase of consultation that we held from July to October 2012. We have carefully analysed the responses we received and we have drawn up a working proposal to create a community campus in Trowbridge based upon them.

The Shadow COB would now like your views on this proposal. We can then take this proposal to Wiltshire Council and ask them to try and find a site that could deliver our working proposal for a campus, delivering as much of the working proposal as possible.

Strong views were expressed for the need for facilities like an ice rink which are outside our remit. We have passed these on to the appropriate bodies.

Please read the working proposal and then answer the key questions that follow. This questionnaire can be returned to or completed online at

The Working Proposal

If a site can be found to accommodate a campus for Trowbridge we would ask that it would deliver the following;

To create a new building combining community and leisure facilities and services on a central site in Trowbridge with adequate parking and good access for pedestrians, cyclists and those using public transport. Every effort will be made to integrate the leisure and community facilities. The building would be completely accessible to those with learning or other disabilities. The space will also be organised to enable artwork to be displayed in it. It is not possible at this stage to consult about any specific site.

1. The Shadow Community Operations Board is proposing that the council consider options for delivery of the following;
 - A. A community aspect with
 - A single point of contact to provide information or signposting to the appropriate service
 - IT rooms equipped with computers and WFI that can be used for learning by adults and young people
 - Multi use rooms with adequate storage that can be used by young people, adults with learning difficulties or community groups
 - A kitchen where food can be prepared and eaten
 - A health and wellness centre including personal care rooms, a sensory room, rooms for quiet reflection and a medical room
 - Small rooms suitable for interviews and meetings
 - A café/catering facility linked to the leisure facilities
 - A space for music practice and recording

B. A leisure aspect. capable as acting as a regional centre staging regional competitions and other regional events as well as encouraging increased participation, containing

Water related activities

- A 6 lane swimming pool that can be used for community swimming, water polo and canoeing, as well as competitions with spectator accommodation
- A learner swimming pool
- A leisure swimming pool with flume rides and other water features
- A facility for diving that can also be used for synchronised swimming and sub aqua
- Sauna and Jacuzzi linked to the health and wellness centre

Dry activities

- An 8 badminton court size sports hall that can be used for many activities including basketball, badminton, 5-side football, archery, fencing, Tai Kwando with retractable seating for audiences.
- A large fitness suite that can be used for a range of fitness activities.
- Multi-purpose spaces with adequate storage that can be used for various activities including aerobics, dance or gymnastics.
- Provision for squash which can also be used for other activities like Thai Chi or provide additional space for dance and aerobics
- A climbing wall

Key Questions

1. Do you agree with this proposal Yes/No
2. Do you agree with the community facilities proposed? Yes/No
3. Please add any additional community facilities that you think are needed here.
4. Do you agree with the sports and leisure facilities proposed? Yes/No
5. Please add any additional sports or leisure facilities that you think are needed here.
6. Equality and diversity question.

Equalities & diversities question

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WILTSHIRE COUNCIL

TROWBRIDGE AREA BOARD

14 MARCH 2013

ENVIRONMENTAL HEALTH – OUT OF HOURS NOISE COMPLAINTS

Purpose of the Report

To update the Area Board on a particular complaint of noise

To inform the Area Board of current arrangements for dealing with noise complaints outside of normal hours

1. Background

- 1.1 On 28 December 2012 a private event was held in a garden in Paxcroft Mead. This event caused widespread annoyance to residents in the vicinity. Following police intervention the event ended before midnight.
- 1.2 Some residents were frustrated that, although they were able to report the incident at the time to the Council's call centre, there was no provision for an officer to visit at the time.
- 1.3 In accordance with normal procedures, the incident had been forwarded to the Public Protection Service for follow up.
- 1.4 Following the matter being raised by Councillor Oldrieve it was recognised that this complaint should be further investigated. Accordingly, following liaison with the police, statements were provided by officers who attended. These statements corroborate the views of local residents that this was an exceptionally noisy event, albeit in the event of relatively short duration. On balance, it was concluded that this did amount to a statutory nuisance. A further verbal update will be provided at the meeting.

2 Outline of the incident

- 2.1 It is understood that the event consisted of a marquee erected in a small back garden. A DJ and sound system were operating in the garden from about 1900 hrs. Some neighbours made requests for the sound levels to be moderated but were rebuffed. Calls to the out of hours service were logged but not passed through to the on call officer.
- 2.2 Following complaints to the Police from several neighbours regarding loud noise and people spilling into the street, Police Community Support Officers

attended at about 22.45 hours, and then Police Officers at about 2300 hrs for possible breach of the peace. It is understood that the officers did receive a hostile reception but were able to defuse the situation and prevent a breach of the peace. The event appears to have broken up soon after the police intervention.

- 2.3 It should be noted that the police considered they were dealing with a public order issue, rather than a noise nuisance issue. As such, no assistance from Public Protection was sought.
- 2.4 The details of the complaints were passed through to the Public Protection Team on the next working day.

3. Statutory noise nuisance and investigation

- 3.1. Under the Environmental Protection Act 1990, the Authority is under a duty:

“where a complaint of a statutory nuisance is made to it by a person living within its area, to take such steps as are reasonably practicable to investigate the complaint.”

What steps are “reasonable” depends on the particular circumstances of the complaint, but in addition, it is for the authority to determine what resources it wishes to devote to this area of work.

- 3.2. There are a number of different issues that can be dealt with as “statutory nuisances”, for example, noise, odours, accumulations, light trespass.
- 3.3. The meaning of the phrase “Statutory Nuisance” is not defined in statute but it is commonly accepted to mean “an unlawful interference with the use and enjoyment of land”. In other words, the interference being complained of must cause such interference as to render an otherwise lawful act unlawful.
- 3.4. There is a significant amount of case law which gives more guidance on this concept. The case law makes it clear that whilst a single event can cause so severe a disturbance as to amount to a statutory nuisance, in most cases there will be an element of an ongoing activity. Consequently, resources are concentrated on addressing ongoing or repetitive incidents rather than on single events.
- 3.5. The Environmental Protection team receives over 1800 noise complaints each year of which over 500 are in the West area. Each one receives a response, even if only by use of telephone call or standard letter, but it is not practicable to investigate each one in detail, particularly as a significant proportion relate to events that are not repeated, or occur perhaps no more often than once or twice a year.
- 3.6. The effect on human health of interference with sleep, or interference with normal activities, by repeated incidents of excessive noise should not be under-estimated. By contrast, a single noisy event such as a one off birthday party may cause legitimate annoyance to neighbours at the time, but if the

event is not repeated the long-term effects are unlikely to be significant. For that reason, the Public Protection procedures for addressing noise issues are aimed at focusing resources at the minority who persist in regularly inflicting noise on their neighbours.

3.7. During 2012, 11 Noise Abatement Notices were served following investigations in the west area alone. On two occasions following persistent breach of those notices the team seized “noise making equipment” and prosecuted the individuals concerned. On both occasions the Magistrates subsequently permanently deprived the offenders of some or all of the equipment seized as well as imposing fines.

4. Liaison with Police

4.1. The primary responsibility for the investigation of statutory nuisance rests with the local authority and there are no formal arrangements for the police to investigate such complaints. Such investigations are not “core business” for the police. Nevertheless, there are incidents which cross over into areas of public safety or maintenance of the peace where the police may decide to intervene.

4.2. In any case where a police officer witnesses levels of noise which he or she considers to be unacceptable, the public protection team will use that evidence to support the authorities’ investigation. On occasions Abatement Notices have been served on the evidence of police officers alone.

4.3. The Police may request the attendance of a Public Protection Officer outside of normal hours.

5. Out of Hours service

5.1. There is no statutory duty to provide an out of normal hours service for environmental health issues, but a number of authorities provide some level of service. The level of service varies both as to what areas of work are covered and to the level of response. An increasing number of councils are withdrawing this service altogether due to financial constraints.

Some inner city authorities provide a fully manned response service, particularly for noise issues, either for part of the week or just for weekends. Rural authorities often respond only to certain specific emergencies.

5.2. Since the formation of Wiltshire Council, a consistent out of hours service has been brought into effect covering the whole of the County. The service is only intended to respond to defined emergencies and a small number of ongoing investigations. It is not intended to provide a response to one-off events.

5.3. This service is provided seven days a week up until midnight by an officer covering the north and west of the County, with another covering the south and east. As far as noise issues are concerned currently complaints to the

service would only be passed to the officer on call at the time if:

- It relates to a malfunctioning intruder alarm
- Assistance has been requested by police or another Council service
- The case is subject to ongoing investigations and the complainant has been told to call the service.

5.4. It should be stressed that a significant amount of work does take place outside of normal hours by planned visits. It is rare for a week to pass without one or more officers working out of normal hours. In addition, ongoing investigations where noise occurs irregularly are investigated by the use of calibrated recording equipment operated by the complainants.

5.5. Considerations of officer safety are important as they are working alone in potentially hostile situations. Control measures in place include

- An automatic lone worker monitoring system
- Training in dynamic risk assessments
- Works instructions to investigate but not normally to intervene.
- Works instructions to withdraw if, at any time, the officer considers their personal safety to be compromised.

5.6. Decisions based on careful consideration of the evidence can then be taken after the event with the primary purpose of preventing a repetition.

6. Review of the Out of Hours Service

6.1. As part of ongoing considerations of resources, the Cabinet Member for the Public Health and Public Protection is reviewing the provision of services outside of normal hours. In addition, there is a corporate review of all out of hours services in process.

7. Recommendations

7.1. It is recommended that the Area Board note the report.

Report Author: Graham Steady
Tel No: 01225 770238
E-Mail: graham.steady@wiltshire.gov.uk

WILTSHIRE COUNCIL

TROWBRIDGE AREA BOARD

14 MARCH 2013

COMMUNITY ASSET TRANSFER

Allotment Sites at Trowbridge

Executive Summary

This report deals with an application for the transfer of three allotment sites at Trowbridge to be transferred to Trowbridge Town Council in accordance with Wiltshire Council's Community Asset Transfer Policy.

Proposal

The Area Board is asked to consider an application submitted by Trowbridge Town Council for the transfer of three allotment sites in Trowbridge.

Reasons For Proposal

This proposal supports and implements Wiltshire Council's Community Asset Transfer Policy.

Recommendation

To approve the transfer.

Rachel Efemey

Trowbridge Community Area Manager

COMMUNITY ASSET TRANSFER

Allotment Sites at Trowbridge

Purpose of Report

1. The Area Board is asked to consider an application submitted by Trowbridge Town Council for the transfer of three allotment sites at Trowbridge. The applicant's proposal is attached at Appendix 1 and the plans at Appendices 2-4.

Background

2. Wiltshire Council is supporting the principle of the transfer of community assets in order to empower and strengthen local communities. The Council believes that transferring appropriate public assets to communities leads to more responsive services that better meet local people's priorities.
3. Transfer of an asset can also provide the opportunity to lever more resources into a community and provide a more accessible and responsive base from which to deliver local services.
4. A community group or organisation can benefit from greater financial stability and build confidence through having ownership (or long term security through a lease) of a physical asset. This financial sustainability can help the organisation become less dependent on grants, provide security for further borrowing and opportunities for further growth.
5. Typically, organisations that would be considered appropriate are Voluntary and Community Groups/Associations, Town or Parish Councils, Trusts or Charities, or Social Enterprise Groups.

The application before the Area Board

6. The application from Trowbridge Town Council relates to the transfer of three allotment sites at Mornington Gardens (edged red on the plan at Appendix 2), Home Farm (edged red on Appendix 3) and Gloucester Road (edged red on Appendix 4), Trowbridge.
7. The application was submitted in accordance with the Council's application process and meets the requirements for consideration by the Area Board.

8. The Community Area Manager has consulted with Strategic Property Services, who have undertaken appropriate consultation with service departments across the Council. Local consultation has been undertaken by the applicant in accordance with the application checklist and the outcome of the consultation is included within the application. The local members, have been apprised.

The views of Council officers

9. On behalf of the Council, Strategic Property Services (who have overall responsibility for the Council's estates and property) has provided the following observations to the Area Board.
 - 9.1 Wiltshire Council manages Mornington Gardens and Home Farm allotments.
 - 9.2 Gloucester Road allotments are subject to an agreement with Gloucester Road Allotment Association. The agreement is for 25 years from 2008.
 - 9.3 Access to Mornington Gardens is over a track which will be retained by Wiltshire Council. This also provides access to the adjacent garages and the playing field at St Augustine's Catholic School. The other sites have direct access from the highway.
 - 9.4 The land is to be transferred on the standard basis. This is that there will be a covenant restricting use of the land to community purposes. If the land should cease to be used for this purpose it will revert to Wiltshire Council.
 - 9.5 The land has no value other than as allotment land and any operational costs and income will be dealt with under service delegation provisions. Therefore, there are no financial implications arising from the transfer.

Recommendation

10. To approve the transfer.

Rachel Efemey

Trowbridge Community Area Manager

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Form CAT01

Community asset transfer: application Trowbridge Allotments

Your details

Your Organisation	<i>Trowbridge Town Council</i>
Contact name	<i>Lance Allan</i>
Position held	<i>Town Clerk</i>
Address	<i>Trowbridge Town Council The Civic Centre St Stephen's Place TROWBRIDGE Wilts</i>
Postcode	<i>BA14 8AH</i>
Telephone	<i>01225 765072</i>
Email	<i>lance.allan@trowbridge.gov.uk</i>

Your proposal

(please complete Checklist CAT02 before filling in the following form)

Details of asset

Please include exact location, address, postcode, size, boundaries, access points and a map if possible

The three allotment sites in Trowbridge Town at; Gloucester Road, (which is leased to and managed by the Gloucester Road Allotment Association); Mornington Gardens, located off Bradford Road, just before Travis Perkins. 55 plots with water and parking; Home Close Farm, located off Dursley Road. 38 plots with water and parking.

Summary of proposal

Why do you want the asset and how will this benefit the local community?

The majority of allotments in Wiltshire are provided by first tier local councils, Trowbridge Town Council is statutorily required to provide additional allotments of the Council considers demand requires additional provisions, but finds it difficult to assess this without having responsibility for the existing provision.

Community use

Please explain how the asset will be used

(Please refer to questions 5-8 in the checklist - CAT02)

The Town Council will maintain the allotments as a statutory service.

Suitability for purpose

Please explain why this asset is suitable for the intended purpose

(Please refer to questions 5-8 in the checklist - CAT02)

The Town Council does not intend changing the substantive nature of the Allotments.

Community support and consultation

Please set out who you have consulted about your proposal and how you have addressed any concerns raised
(Please refer to questions 9-14 in the checklist - CAT02)

The Town Council has an adopted Strategy which identifies asset transfer as a key aim. No issues of concern have been raised with the council regarding this aim. We have discussed this with members of the Gloucester Road Association.

Legal issues

Please set out how you will address any legal, planning, insurance and health and safety matters associated with the asset *(Please refer to questions 15-18 in the checklist - CAT02)*

We do not envisage any issues.

Financial matters

How will you fund running costs and maintenance? Are you willing to pay for the asset?
(Please refer to questions 19-23 in the checklist - CAT02)

The Town Council is not willing to pay for the asset , but accepts that there is no on-going funding associated with allotment transfers.

Future management

How will you manage the asset and ensure that it continues to contribute to the wellbeing of the local community in the future?
(Please refer to questions 24-27 in the checklist - CAT02)

We will continue to maintain the asset using skilled staff or contractors as necessary and will continue to manage activities in a similar way to past and current arrangements.

DECLARATION

I confirm that the details included in this application are correct

Signed:

Name (please print): LANCE ALLAN

Date: 28 Jan 2013

Form CAT02

Community asset transfer: checklist

	Question	Yes	No	Note
Community use	1. Is the asset to be provided for a public purpose?	X	<input checked="" type="checkbox"/>	<i>Other than in exceptional circumstances, the Council will only dispose of assets for private or commercial use by way of open market sale</i>
	2. Will the asset be hired or used by third parties?	X	<input type="checkbox"/>	<i>If 'yes' your application should set out how this will work</i>
	3. Will your organisation supervise use of the asset?	X	<input type="checkbox"/>	<i>If 'no' your application should explain how use will be supervised</i>
	4. Will the public have access to the asset?	X	<input type="checkbox"/>	<i>If 'yes' your application should set out how your liabilities will be covered</i>

	Question	Yes	No	Note
Is the asset fit for proposed use?	5. Is it big enough?	X	<input checked="" type="checkbox"/>	<i>The Council will only transfer assets that are fit for purpose</i>
	6. Is it in the right location?	X	<input checked="" type="checkbox"/>	<i>The Council will not transfer assets that increase unnecessary car use</i>
	7. Is it safe?	X	<input checked="" type="checkbox"/>	<i>The Council will not transfer assets that are unsafe</i>
	8. Does it have utilities? (Water, electricity, drainage, etc)	X	<input type="checkbox"/>	<i>If 'no'- your application should explain if they are needed</i>

	Question	Yes	No	Note
Community Support and consultation	9. Have you consulted nearby residents?	X	<input type="checkbox"/>	<i>If 'no'- please consult before submitting your application</i>
	10. Have you consulted adjoining owners?	X	<input type="checkbox"/>	<i>If 'no'- please consult before submitting your application</i>
	11. Have you consulted others affected by the proposal?	X	<input type="checkbox"/>	<i>If 'no'- please consult before submitting your application</i>
	12. Have you consulted the local Wiltshire Councillor?	X	<input type="checkbox"/>	<i>If 'no'- please consult before submitting your application</i>
	13. Have you consulted the local Parish Council?	X	<input type="checkbox"/>	<i>If 'no'- please consult before submitting your application</i>
	14. Is there community support for the change of use?	X	<input type="checkbox"/>	<i>If 'no' - consider carefully whether you wish to proceed with your application</i>

Legal

Question	Yes	No	Note
15. Are there any covenants or other legal constraints?	X	<input type="checkbox"/>	<i>If 'yes' your application should explain implications</i>
16. Does the proposed use require planning consent?	<input type="checkbox"/>	X	<i>If 'yes' your application should explain implications</i>
17. Have you considered insurance cover?	X	<input type="checkbox"/>	<i>If 'no' your application must explain implications</i>
18. Have you assessed health and safety liabilities?	X		<i>Your application must explain how you will deal with risks and liabilities</i>

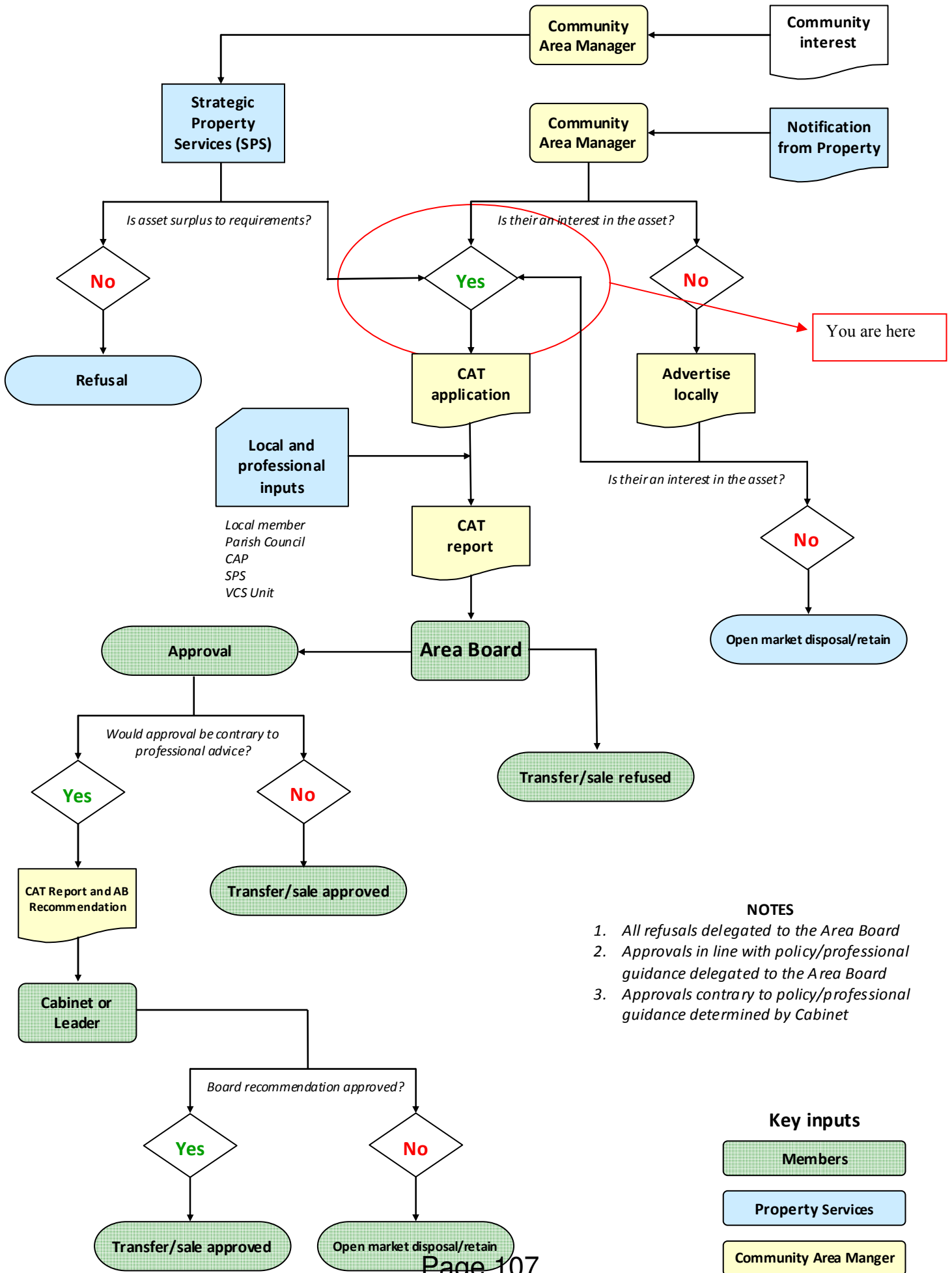
Finance

Question	Yes	No	Note
19. Can you meet all conversion costs?	<input type="checkbox"/>	X	<i>If 'no' your application should explain how funding will be provided</i>
20. Can you meet all capital maintenance costs?	<input type="checkbox"/>	X	<i>If 'no' your application should explain how funding will be provided</i>
21. Can you meet all day-to-day running costs?	<input type="checkbox"/>	X	<i>If 'no' your application should explain how funding will be provided</i>
22. Will you use the asset to generate income?	<input type="checkbox"/>	X	<i>If 'yes' your application should provide further details</i>
23. Will any third party be assisting with the costs?	<input type="checkbox"/>	X	<i>If 'yes' your application should provide further details</i>
24. Do you have any contingency funds?	<input type="checkbox"/>	X	<i>If 'no' your application should set out how you will deal with contingencies</i>
25. Are you prepared to pay for the asset ?	<input type="checkbox"/>	X	<i>If 'yes' your application should set out your offer</i>

Management

Question	Yes	No	Note
26. Will you manage the asset?	X	<input type="checkbox"/>	<i>If 'no' your application should set out who will manage the asset.</i>
27. Will a management committee be set up?	<input type="checkbox"/>	X	<i>If 'yes' your application should set out how this will work</i>
28. Will users of the asset be involved?	<input type="checkbox"/>	X	<i>If 'yes' your application should set out how this will work</i>
29. Will someone be employed to manage the asset?	<input type="checkbox"/>	X	<i>If 'yes' your application should set out how this will work</i>

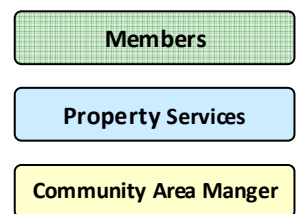
Community Asset Transfer



NOTES

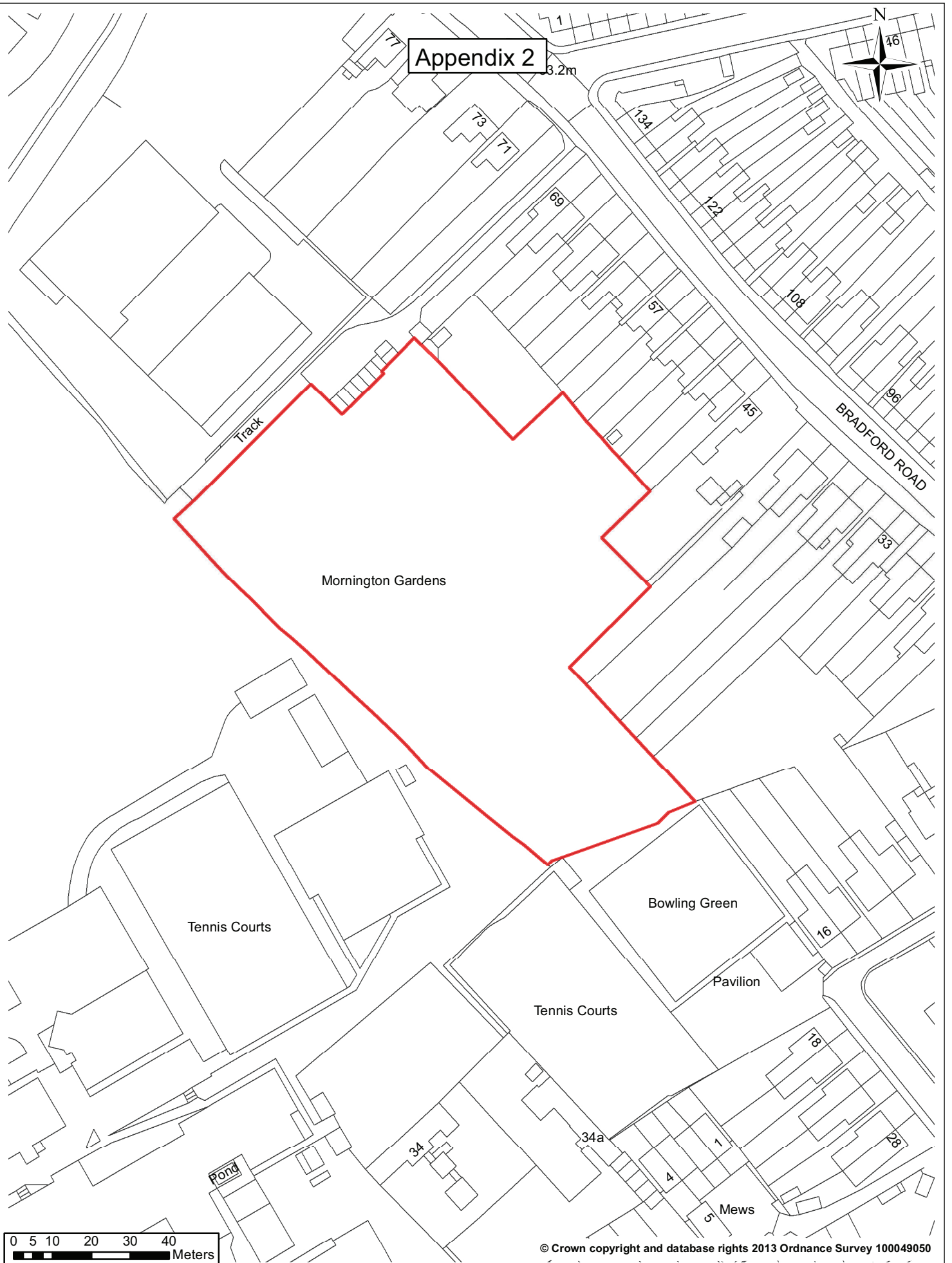
1. All refusals delegated to the Area Board
2. Approvals in line with policy/professional guidance delegated to the Area Board
3. Approvals contrary to policy/professional guidance determined by Cabinet

Key inputs



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Appendix 2



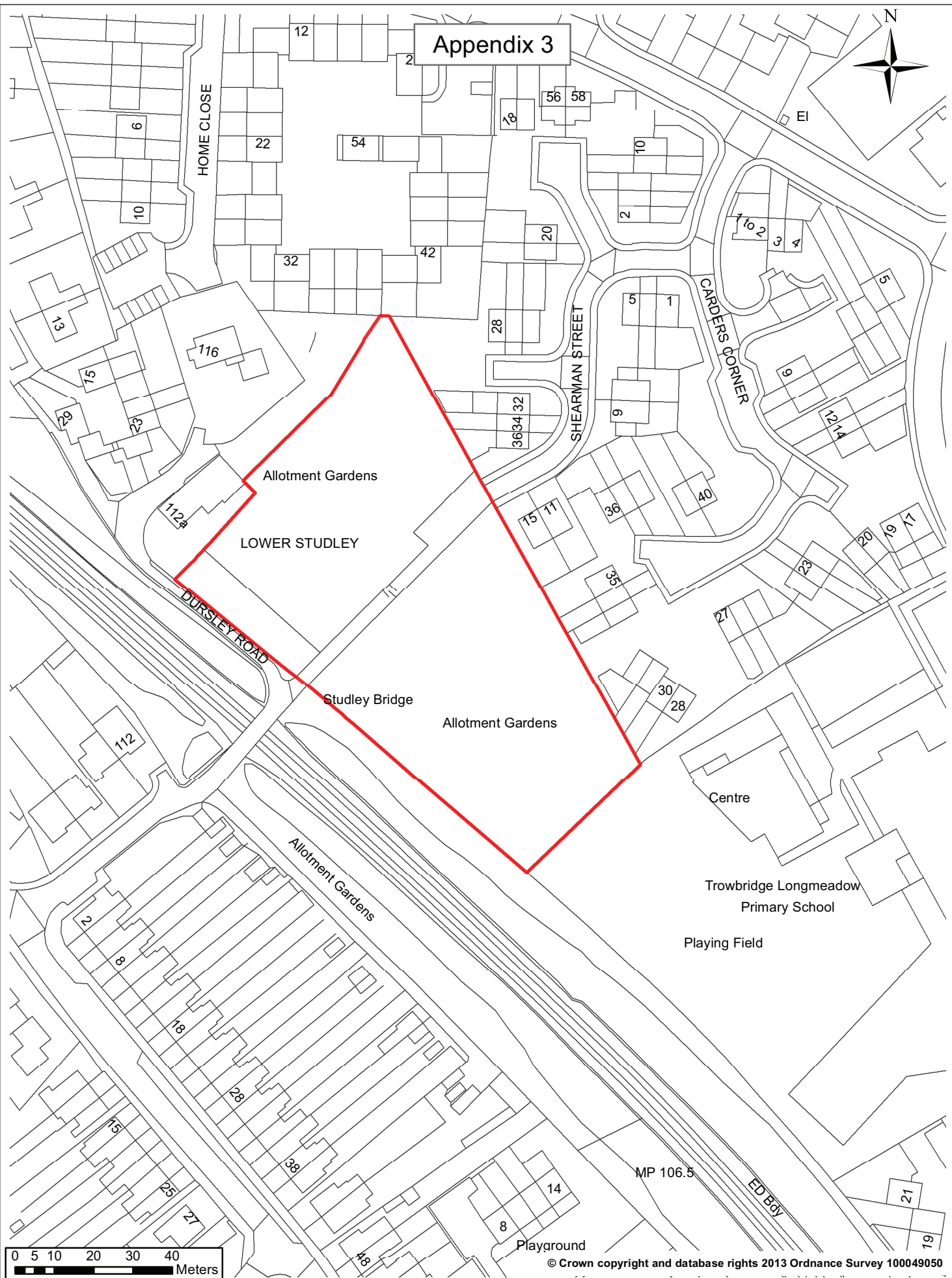
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Date: Feb 2013

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Appendix 3



Title: **Trowbridge Home Farm Allotments**

Date: Feb 2013
Scale: 1:1,250



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Appendix 4



Title: **Trowbridge
Gloucester Road Allotments**

Date: Feb 2013

Scale: 1:1,250

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WILTSHIRE COUNCIL

TROWBRIDGE AREA BOARD

14 MARCH 2013

COMMUNITY ASSET TRANSFER

Trowbridge Park

Executive Summary

This report deals with an application for the transfer of Trowbridge Park to be transferred to Trowbridge Town Council in accordance with Wiltshire Council's Community Asset Transfer Policy.

Proposal

The Area Board is asked to consider an application submitted by Trowbridge Town Council for the transfer of Trowbridge Park.

Reasons For Proposal

This proposal supports and implements Wiltshire Council's Community Asset Transfer Policy.

Recommendation

To approve the transfer.

Rachel Efemey

Trowbridge Community Area Manager

WILTSHIRE COUNCIL

TROWBRIDGE AREA BOARD

14 MARCH 2013

COMMUNITY ASSET TRANSFER

Trowbridge Park

Purpose of Report

1. The Area Board is asked to consider an application submitted by Trowbridge Town Council for the transfer of Trowbridge Park (see plan attached at Appendix 2). The application is attached at Appendix 1.

Background

2. Wiltshire Council is supporting the principle of the transfer of community assets in order to empower and strengthen local communities. The Council believes that transferring appropriate public assets to communities leads to more responsive services that better meet local people's priorities.
3. Transfer of an asset can also provide the opportunity to lever more resources into a community and provide a more accessible and responsive base from which to deliver local services.
4. A community group or organisation can benefit from greater financial stability and build confidence through having ownership (or long term security through a lease) of a physical asset. This financial sustainability can help the organisation become less dependent on grants, provide security for further borrowing and opportunities for further growth.
5. Typically, organisations that would be considered appropriate are Voluntary and Community Groups/Associations, Town or Parish Councils, Trusts or Charities, or Social Enterprise Groups.

The application before the Area Board

6. The application from Trowbridge Town Council relates to the transfer of Trowbridge Park.
7. The application was submitted in accordance with the Council's application process and meets the requirements for consideration by the Area Board.
8. The Community Area Manager has consulted with Strategic Property Services, who have undertaken appropriate consultation with service departments across the Council. Local consultation has been undertaken

by the applicant in accordance with the application checklist and the outcome of the consultation is included within the application. The local members, have been apprised.

The views of Council officers

9. On behalf of the Council, Strategic Property Services (who have overall responsibility for the Council's estates and property) has provided the following observations to the Area Board.
 - 9.1 The park was acquired in two parts, each of which is held on trust. The northern part is to be used as a public pleasure ground and the remainder for the recreation and use of the public.
 - 9.2 The areas coloured green on the plan are not owned by Wiltshire Council but it has rights of way over them. The transfer will be with the benefit of these rights.
 - 9.3 The area coloured orange on the plan is part of the footbridge over County Way. This is highway and will not be transferred, although Trowbridge Town Council will be given the right to use the area under the bridge as part of the park.
 - 9.4 The area hatched purple on the plan will be retained by Wiltshire Council but Trowbridge Town Council will be permitted to use it as part of the park.
 - 9.5 The land is to be transferred on the standard basis. This is that there will be a covenant restricting use of the land to community purposes. If the land should cease to be used for this purpose it will revert to Wiltshire Council.
 - 9.6 Due to the existence of the trusts the land has no value other than as a public park. In addition, the costs and income attributable to the operation of the park by Trowbridge Town Council will be dealt with as part of the service delegation. Therefore, there are no financial implications arising from the transfer.
 - 9.7 The park is designated as public open space and the disposal will have to be advertised in the local paper for two weeks. The Community Asset Transfer policy requires the applicant to bear the cost of the advertisements.

Recommendation

10. To approve the transfer.

Rachel Efemey

Trowbridge Community Area Manager

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Form CAT01

Community asset transfer: application Trowbridge Town Park

Your details

Your Organisation	<i>Trowbridge Town Council</i>
Contact name	<i>Lance Allan</i>
Position held	<i>Town Clerk</i>
Address	<i>Trowbridge Town Council The Civic Centre St Stephen's Place TROWBRIDGE Wilts</i>
Postcode	<i>BA14 8AH</i>
Telephone	<i>01225 765072</i>
Email	<i>lance.allan@trowbridge.gov.uk</i>

Your proposal

(please complete Checklist CAT02 before filling in the following form)

Details of asset

Please include exact location, address, postcode, size, boundaries, access points and a map if possible

Trowbridge Town Park, also known as the People's Park, Park Street, Trowbridge including those parts acquired in 1887 under the 1875 Act (but excluding the area disposed of in 1966; the area acquired in 1919 (excluding the area to the West of the children's play area and all access roads to the West of the kerb line along the West elevation of the Civic Centre, these areas to be retained by Wiltshire Council)(and excluding the Civic Centre gifted to Trowbridge Town Council in 2001).

Summary of proposal

Why do you want the asset and how will this benefit the local community?

Trowbridge Town Council considers that it is appropriate for the Town Council, under the principles of localism to take responsibility for the provision and maintenance of local assets which are primarily provided for the enjoyment of residents of the town. The Town Council offices are located adjacent to the park and the Town Council will therefore be able to monitor the facility more closely than Wiltshire Council or its contractors.

Community use

Please explain how the asset will be used
(Please refer to questions 5-8 in the checklist - CAT02)

The Town Council will maintain the park for the enjoyment of residents and visitors to the town, including the rights enjoyed over that part of the park which is specifically covered by the 1875 Act. The Town Council has for many years arranged activities and events in the park with great success. The Town Council has a licence which includes the Park.

Suitability for purpose

Please explain why this asset is suitable for the intended purpose

(Please refer to questions 5-8 in the checklist - CAT02)

The Town Council does not intend changing the substantive nature of the Park.

Community support and consultation

Please set out who you have consulted about your proposal and how you have addressed any concerns raised

(Please refer to questions 9-14 in the checklist - CAT02)

The Town Council has an adopted Strategy which identifies asset transfer and in particular the Park as key aims. No issues of concern have been raised with the council regarding this aim. Members of the public have indicated their support for a more proactive approach by the Town Council to the Park.

Legal issues

Please set out how you will address any legal, planning, insurance and health and safety matters associated with the asset *(Please refer to questions 15-18 in the checklist - CAT02)*

We do not envisage any issues – we will maintain access rights and already are the license holder.

Financial matters

How will you fund running costs and maintenance? Are you willing to pay for the asset? *(Please refer to questions 19-23 in the checklist - CAT02)*

The Town Council is not willing to pay for the asset and is in discussion with officers of Wiltshire Council to identify and acceptable medium term approach to funding which is acceptable within policy to Wiltshire Council. This would see Wiltshire Council providing full funding in the first year following transfer and rolled up funding reflecting the long term funding policy of Wiltshire Council spread of a reduced number of years at a consequently lower rate of drop off in the first few years.

Future management

How will you manage the asset and ensure that it continues to contribute to the wellbeing of the local community in the future?

(Please refer to questions 24-27 in the checklist - CAT02)

We will continue to maintain the asset using skilled staff or contractors as necessary and will continue to manage activities in a similar way to past and current arrangements.

DECLARATION

I confirm that the details included in this application are correct

Signed:

Name (please print): LANCE ALLAN 28/01/2013

Date:

28 Jan 2013

Form CAT02

Community asset transfer: checklist

	Question	Yes	No	Note
Community use	1. Is the asset to be provided for a public purpose?	X	<input checked="" type="checkbox"/>	<i>Other than in exceptional circumstances, the Council will only dispose of assets for private or commercial use by way of open market sale</i>
	2. Will the asset be hired or used by third parties?	X	<input type="checkbox"/>	<i>If 'yes' your application should set out how this will work</i>
	3. Will your organisation supervise use of the asset?	X	<input type="checkbox"/>	<i>If 'no' your application should explain how use will be supervised</i>
	4. Will the public have access to the asset?	X	<input type="checkbox"/>	<i>If 'yes' your application should set out how your liabilities will be covered</i>

	Question	Yes	No	Note
Is the asset fit for proposed use?	5. Is it big enough?	X	<input checked="" type="checkbox"/>	<i>The Council will only transfer assets that are fit for purpose</i>
	6. Is it in the right location?	X	<input checked="" type="checkbox"/>	<i>The Council will not transfer assets that increase unnecessary car use</i>
	7. Is it safe?	X	<input checked="" type="checkbox"/>	<i>The Council will not transfer assets that are unsafe</i>
	8. Does it have utilities? (Water, electricity, drainage, etc)	X	<input type="checkbox"/>	<i>If 'no'- your application should explain if they are needed</i>

	Question	Yes	No	Note
Community Support and consultation	9. Have you consulted nearby residents?	X	<input type="checkbox"/>	<i>If 'no'- please consult before submitting your application</i>
	10. Have you consulted adjoining owners?	X	<input type="checkbox"/>	<i>If 'no'- please consult before submitting your application</i>
	11. Have you consulted others affected by the proposal?	X	<input type="checkbox"/>	<i>If 'no'- please consult before submitting your application</i>
	12. Have you consulted the local Wiltshire Councillor?	X	<input type="checkbox"/>	<i>If 'no'- please consult before submitting your application</i>
	13. Have you consulted the local Parish Council?	X	<input type="checkbox"/>	<i>If 'no'- please consult before submitting your application</i>
	14. Is there community support for the change of use?	X	<input type="checkbox"/>	<i>If 'no' - consider carefully whether you wish to proceed with your application</i>

Legal

Question	Yes	No	Note
15. Are there any covenants or other legal constraints?	X	<input type="checkbox"/>	<i>If 'yes' your application should explain implications</i>
16. Does the proposed use require planning consent?	<input type="checkbox"/>	X	<i>If 'yes' your application should explain implications</i>
17. Have you considered insurance cover?	X	<input type="checkbox"/>	<i>If 'no' your application must explain implications</i>
18. Have you assessed health and safety liabilities?	X		<i>Your application must explain how you will deal with risks and liabilities</i>

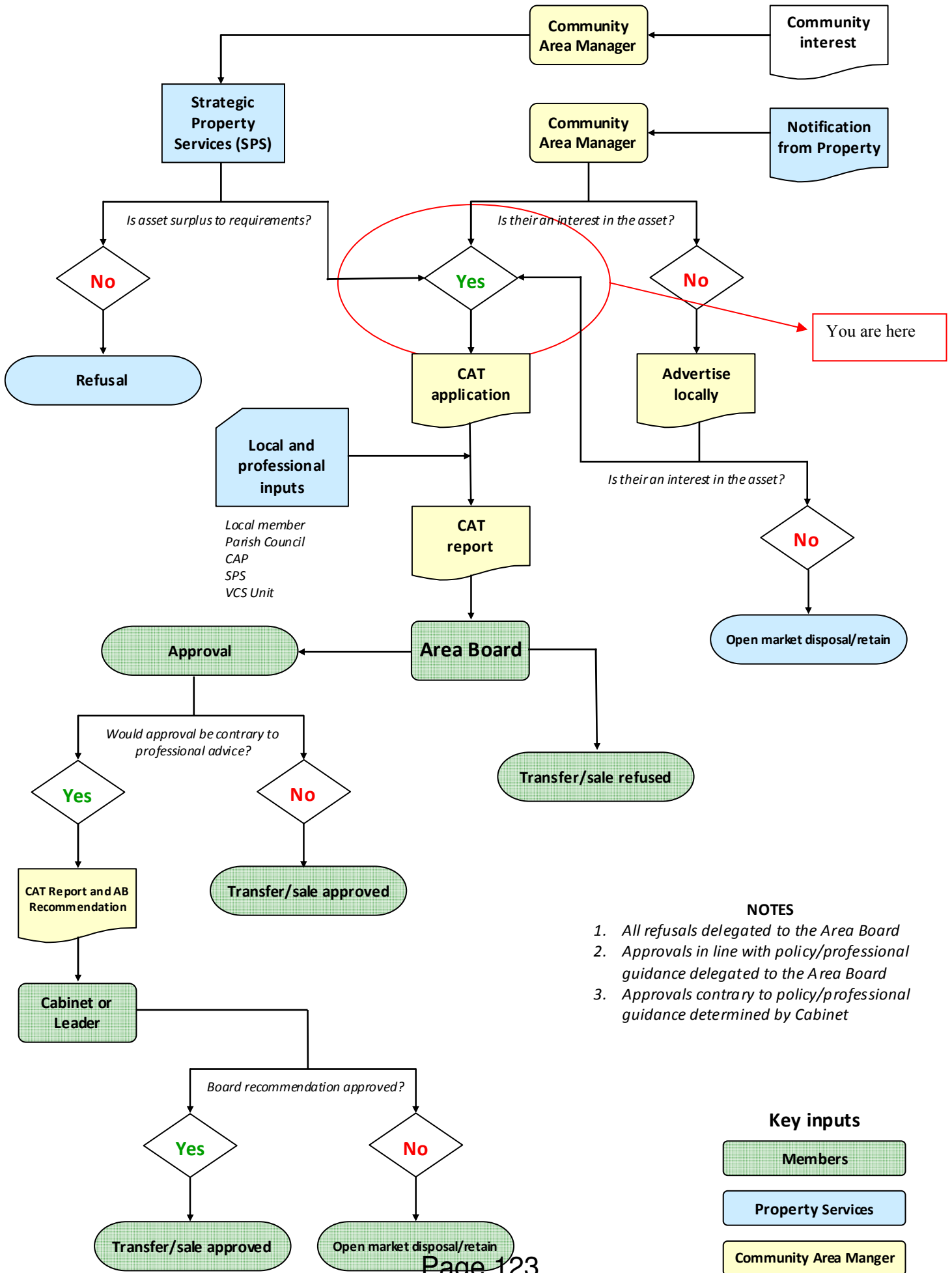
Finance

Question	Yes	No	Note
19. Can you meet all conversion costs?	<input type="checkbox"/>	X	<i>If 'no' your application should explain how funding will be provided</i>
20. Can you meet all capital maintenance costs?	<input type="checkbox"/>	X	<i>If 'no' your application should explain how funding will be provided</i>
21. Can you meet all day-to-day running costs?	<input type="checkbox"/>	X	<i>If 'no' your application should explain how funding will be provided</i>
22. Will you use the asset to generate income?	<input type="checkbox"/>	X	<i>If 'yes' your application should provide further details</i>
23. Will any third party be assisting with the costs?	<input type="checkbox"/>	X	<i>If 'yes' your application should provide further details</i>
24. Do you have any contingency funds?	<input type="checkbox"/>	X	<i>If 'no' your application should set out how you will deal with contingencies</i>
25. Are you prepared to pay for the asset ?	<input type="checkbox"/>	X	<i>If 'yes' your application should set out your offer</i>

Management

Question	Yes	No	Note
26. Will you manage the asset?	X	<input type="checkbox"/>	<i>If 'no' your application should set out who will manage the asset.</i>
27. Will a management committee be set up?	<input type="checkbox"/>	X	<i>If 'yes' your application should set out how this will work</i>
28. Will users of the asset be involved?	<input type="checkbox"/>	X	<i>If 'yes' your application should set out how this will work</i>
29. Will someone be employed to manage the asset?	<input type="checkbox"/>	X	<i>If 'yes' your application should set out how this will work</i>

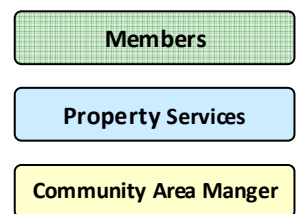
Community Asset Transfer



NOTES

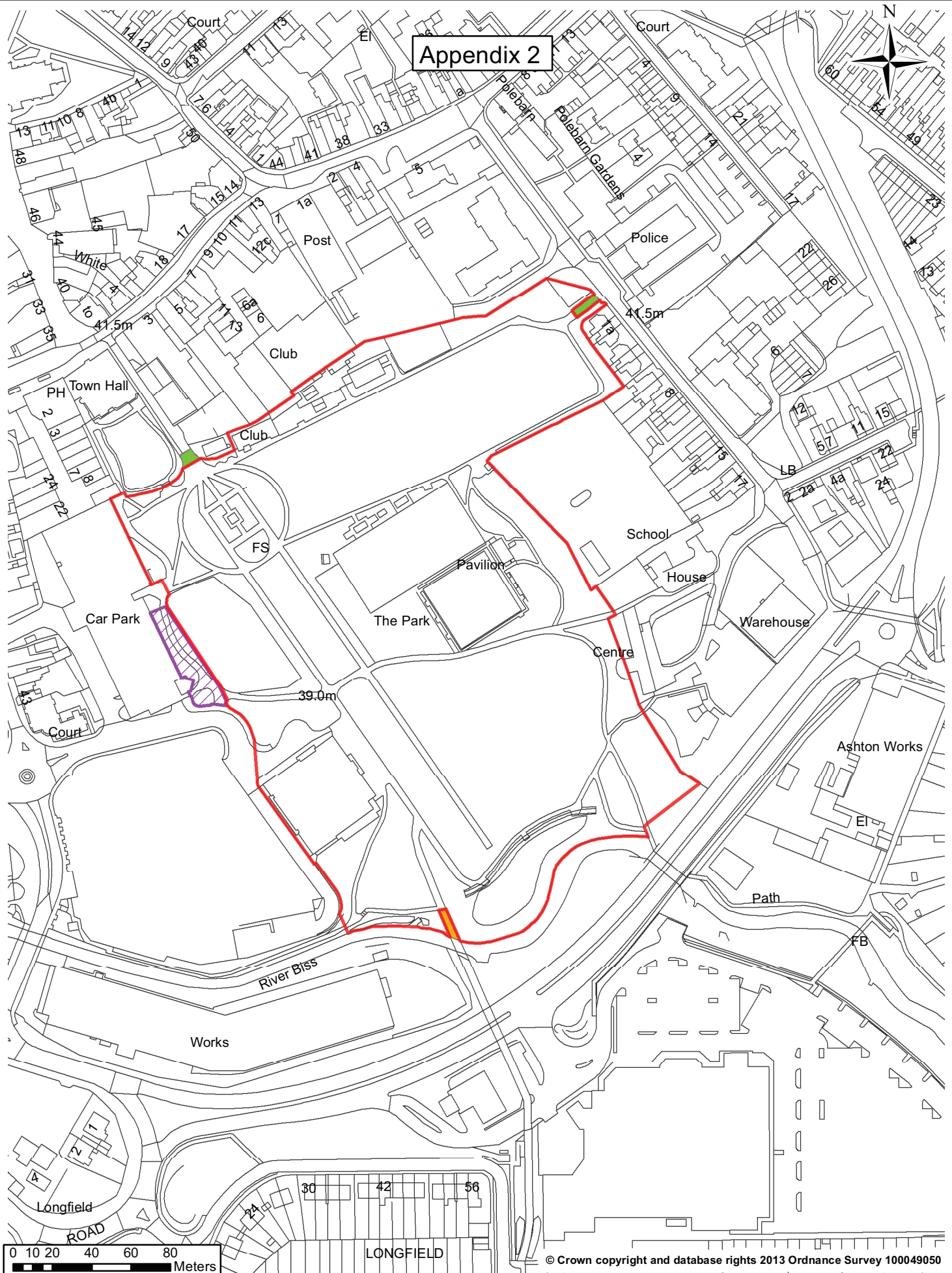
1. All refusals delegated to the Area Board
2. Approvals in line with policy/professional guidance delegated to the Area Board
3. Approvals contrary to policy/professional guidance determined by Cabinet

Key inputs



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Appendix 2



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WILTSHIRE COUNCIL

TROWBRIDGE AREA BOARD

14 March 2013

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 7 February 2013.

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 2012/13 Trowbridge Area Board has been allocated £15,354 discretionary budget to involve them in the assessment and selection of small-scale transport schemes and other Highways matters to be progressed in their community area. £5,595.97 is remaining in this year's budget
- 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. In addition, it cannot be used to pay for revenue functions such as the funding of bus stops.

2. Main Considerations

- 2.1 It was agreed to recommend to the Area Board that £700 be allocated towards a new bend warning sign and chevron board on the corner of Wiltshire Drive, Trowbridge.
- 2.2 It was agreed to recommend to the Area Board that £2,000 be allocated for the purchase of new grit bins, a maximum of 2 per Wiltshire Council Division. Trowbridge Town Council has agreed to refill the salt and to recharge proportionate costs to the Parishes. Area Board members to inform the Community Area Manager of the 2 sites where they would like grit bins provided in their Division by 31st March 2013.

2.3 It was agreed to recommend to the Area Board to provide £1,900 to fund 2 x dropped kerbs in Brook Road, Trowbridge

3. Environmental Impact of the Proposals

3.1 There is no environmental impact

4. Financial Implications

4.1 In 2012/13 Trowbridge Area Board has been allocated £15,354 discretionary Budget for small scale highway improvement schemes. The proposals above can be funded from this budget.

5. Legal Implications

None

6. HR Implications

None

7. Equality and Diversity Implications

7.1 Dropped kerbs will increase access for disabled people and other people with mobility issues

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, 2.2 & 2.3 of this report

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TROWBRIDGE AREA BOARD FORWARD PLAN

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

Date	Location	Area Board Agenda Items	Cabinet Member Attending
Thursday 23 May 2013	County Hall, Trowbridge	Provision items <ul style="list-style-type: none"> • Trowbridge Master Plan • Election of Chairman and Vice-Chairman • Reconstitution of Sub groups – Community Area Transport Group and Shadow Community Operations Board. • Appointments to Outside Bodies <p>Standard items including Updates and Community Area Grants</p>	TBC
Thursday 11 July 2013	County Hall, Trowbridge	Provisional Items TBC	TBC
Upcoming future items		<ul style="list-style-type: none"> • Review of Local Bus Services • Asset Management Strategy 	

Officer Contacts:

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Democratic Services Officer:
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