

## AGENDA

**Meeting:** TROWBRIDGE AREA BOARD  
**Place:** The Atrium, County Hall, Trowbridge, BA14 8JN  
**Date:** Thursday 23 May 2013  
**Time:** 7.00 pm

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

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

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

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

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

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

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

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### Wiltshire Councillors

Ernie Clark – Hilperton  
Dennis Drewett – Park  
Nicholas Blakemore – Adcroft  
John Knight – Central  
Horace Prickett – Southwick

Stephen Oldrieve – Paxcroft  
Helen Osborn – Lambrok  
Jeff Osborn – Grove  
Graham Payne – Drynham

	<b>Time</b>
<p>1     <b>Welcome and Introductions</b></p> <p>The Democratic Service Officer will open the meeting.</p>	7:00pm
<p>2     <b>Election of Chairman</b></p> <p>To elect a Chairman for the Trowbridge Area Board for the year 2013/14.</p>	
<p>3     <b>Election of Vice-Chairman</b></p> <p>To elect a Vice-Chairman for the Trowbridge Area Board for the year 2013/14.</p>	
<p>4     <b>Apologies</b></p> <p>To receive any apologies for absence.</p>	
<p>5     <b>Declarations of Interest</b></p> <p>To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.</p>	
<p>6     <b>Chairman's Announcements</b> (<i>Pages 1 - 4</i>)</p> <p>To receive announcements including the following:</p> <ul style="list-style-type: none"> <li>i) Wiltshire Local Transport Plan 2011 – 2026: Further Consultation</li> <li>ii) Revised Multi-Agency Thresholds for Safeguarding Children 2013</li> </ul>	
<p>7     <b>Minutes</b> (<i>Pages 5 - 14</i>)</p> <p>To approve the minutes of the meeting held on <b>Thursday 14 March 2013</b>.</p>	
<p>8     <b>Partner Updates</b> (<i>Pages 15 - 34</i>)</p> <p>To note written reports and receive any updates from the following:</p> <ul style="list-style-type: none"> <li>i. Wiltshire Police (<i>Pages 15 - 18</i>)</li> <li>ii. Wiltshire Fire and Rescue Service (<i>Pages 19 - 20</i>)</li> <li>iii. NHS Wiltshire</li> <li>iv. Trowbridge Community Area Future (TCAF) (<i>Pages 21- 24</i>)</li> <li>v. Town and Parish Councils (<i>Pages 25 - 34</i>)</li> <li>vi. Youth Advisory Group (YAG).</li> </ul>	7.10pm

9	<p><b>Outside Body Appointments and update</b> (<i>Pages 35 - 52</i>)</p> <p>To appoint Wiltshire Councillors as representatives to Outside Bodies and Working Groups who will report to future Area Board Meetings. Outside Bodies to include:</p> <ul style="list-style-type: none"> <li>i. Transforming Trowbridge</li> <li>ii. Trowbridge Community Area Future (TCAF)</li> <li>iii. Collaborative Schools</li> <li>iv. Youth Advisory Group</li> </ul> <p>Working Groups</p> <ul style="list-style-type: none"> <li>i. Community Area Transport Group (CATG)</li> <li>ii. Trowbridge Shadow Community Operations Board.</li> </ul> <p>Full details are contained in the agenda report.</p> <p>Included is an update from the Shadow COB (<i>Pages 51 – 52</i>).</p>	7.25pm
10	<p><b>Funding</b> (<i>Pages 53 - 60</i>)</p> <p><b>a. Community Area Grants</b></p> <p>To consider the following applications:</p> <ul style="list-style-type: none"> <li>i) TCAF – Lights, Camera, Action - To purchase 2 high spec video cameras and accessories to be used by groups throughout the Trowbridge Community - £2,680 requested</li> </ul>	7.35pm
11	<p><b>TCAF Funding Agreement</b> (<i>Pages 61 - 72</i>)</p> <p>To determine the funding agreement for Trowbridge Community Area Future.</p>	7.50pm
12	<p><b>Policy for small non-strategic areas of green space</b> (<i>Pages 73 - 74</i>)</p> <p>To receive a written update from Neil Ward (Wiltshire Council: Head of Strategic Property Services) on the progression in development of a County-wide policy for small non-strategic areas of green space.</p>	8.10pm

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| 13 | <b>Collaborative Schools Update</b><br><br>Jayne Bullock (Collaborative Schools) to deliver a presentation on the work and aims of Collaborative Schools.  | <b>8.20pm</b> |
| 14 | <b>Peter Black site update</b> ( <i>Pages 75 - 80</i> )<br><br>To receive written updates from Stephen Hawkins (Wiltshire Council: Enforcement Team Leader) and Alistair Cunningham (Wiltshire Council: Service Director, Economy and Regeneration) on developments at the Peter Black site. | <b>8.35pm</b> |
| 15 | <b>Trowbridge Master Plan</b><br><br>To receive a verbal update from Tim Martienssen (Wiltshire Council: Head of Service, Service Delivery – Economy and Regeneration) to the Area Board on the development of the Trowbridge Master Plan and the upcoming consultation of the Plan.         | <b>8.45pm</b> |
| 16 | <b>Any Urgent Business and Forward Plan</b> ( <i>Pages 81 - 83</i> )<br><br>The Chairman will take any items of urgent business.<br><br>The meeting is asked to note the future meeting dates below and the Forward Plan.  | <b>8.55pm</b> |
| 17 | <b>Close</b>   | <b>9.00pm</b> |

**Future Meeting Dates**

**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

# Agenda Item 6

## Chairman's Announcements

<b>Subject:</b>	<b>Wiltshire Local Transport Plan 2011 – 2026: Further Consultation</b>
<b>Officer Contact Details:</b>	<a href="mailto:transportplanning@wiltshire.gov.uk">transportplanning@wiltshire.gov.uk</a>
<b>Weblink:</b>	
<b>Further details available:</b>	

This consultation provides the opportunity to make comments on a further four sub-documents of the Wiltshire Local Transport Plan 2011-2016 (LTP3):

- Accessibility Strategy
- Cycling Strategy
- Powered-Two Wheeler Strategy
- Smarter Choices Strategy

The Wiltshire LTP3 was adopted by the Council in February 2011 - LTPs are high level documents which aim to steer the delivery of national transport goals at the local level. The Wiltshire LTP3 is currently made up of a long-term strategy document, a shorter-term implementation plan (to be reviewed in 2013) and four sub-documents: Car Parking Strategy; Freight Strategy; Public Transport Strategy; and Road Safety Strategy (available from <http://www.wiltshire.gov.uk/council/howthecouncilworks/plansstrategiespolicies/transportpoliciesandstrategies/localtransportplan3.htm>).

### **Making comments**

Our preferred method of communication is for comments to be submitted on-line at <http://consult.wiltshire.gov.uk/portal>.

Alternatively, comments can be emailed to [transportplanning@wiltshire.gov.uk](mailto:transportplanning@wiltshire.gov.uk) or in writing to: Sustainable Transport Group, Wiltshire Council, County Hall, Trowbridge, Wiltshire BA14 8JD.

Paper copies of the documents will also be available from all libraries.

The consultation is open from **Friday 1st March to 24th May 2013**.

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## Chairman's Announcements

<b>Subject:</b>	<b>Revised Multi-Agency Thresholds for Safeguarding Children 2013</b>
<b>Officer Contact Details:</b>	Tamsin Stone Lead Commissioner and Children's Trust 01225 713504
<b>Weblink:</b>	<a href="http://www.wiltshirepathways.org">www.wiltshirepathways.org</a> and <a href="http://www.wiltshirelscb.org">www.wiltshirelscb.org</a> .
<b>Further details available:</b>	<a href="mailto:Pathways@wiltshire.gov.uk">Pathways@wiltshire.gov.uk</a>

### Accessing the right level of support to safeguard children and young people

A thorough review of guidance on safeguarding thresholds has been undertaken jointly by the Wiltshire Safeguarding Children Board and the Wiltshire Children and Young People's Trust. Working in close collaboration with our partner agencies we have taken the opportunity to consider how we can make integrated working and early intervention even more effective to improve outcomes for children and young people.

To this end the 'Multi-agency Thresholds Document 2011' has been simplified and a collection of supporting tools has been designed to provide clear practical guidance and advice to all agencies. A 'golden thread' running through this is the critical importance of collaborative working between agencies to ensure there is a coordinated approach to supporting the child or young person. Creating a 'team around the child' allows professionals to make fully informed collective decisions and take coordinated action based on what is best for the child or young person.

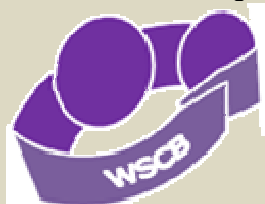
The revised document and practitioners' toolkit can be found at [www.wiltshirepathways.org](http://www.wiltshirepathways.org) and at [www.wiltshirelscb.org](http://www.wiltshirelscb.org). The Wiltshire Safeguarding Children Board is overseeing the dissemination and education of this new guidance and implementation will be led by the multi-agency Early Intervention Group (which reports to both the Board and the Children's Trust).

We all want to ensure that children and young people get the right help at the right time, and I hope that the model outlined in this document will ensure that children and young people with additional needs are identified earlier and that help can be provided before any difficulties become more entrenched.

Your views are very welcome as ever and can be sent to [Pathways@wiltshire.gov.uk](mailto:Pathways@wiltshire.gov.uk).

With regards,

Cliff Turner  
Chair – Wiltshire Safeguarding Children Board



**Wiltshire Safeguarding  
Children Board**

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# MINUTES

**Meeting:** TROWBRIDGE AREA BOARD  
**Place:** The Atrium, County Hall, Trowbridge, BA14 8JN  
**Date:** 14 March 2013  
**Start Time:** 7.00 pm  
**Finish Time:** 9.40 pm

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Please direct any enquiries on these minutes to:

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

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

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## **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.

### **Wiltshire Council Officers**

Rachel Efemey (Community Area Manager)  
Steve Ibbetson (Technical Services Manager)  
Graham Steady (Public Protection Manager)  
Alistair Cunningham (Service Director, Economy and Regeneration)  
Allan Clarke (Media Relations Officer)  
Kieran Elliott (Democratic Services Officer)  
Siobainn Chaplin (Youth Service Locality Team leader)

### **Town and Parish Councillors**

Trowbridge Town Council - Bob Brice  
Hilperton Parish Council - K Jackson  
North Bradley Parish Council - R.E. Evans

### **Partners**

Wiltshire Police - Inspector Lisette Harvey, Sgt Jim Suter  
Trowbridge Community Area Future - Tracy Sullivan, Colin Kay, Margaret Howard, Doug Ross  
Youth Advisory Group - Becky Bignold

**Total in attendance: 54**

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<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
16	<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>
17	<p><u>Apologies</u></p> <p>Apologies for absence were received from Michael Hudson (Service Director, Finance) and Councillor Tom James.</p>
18	<p><u>Minutes</u></p> <p>The minutes of the meeting held on 17 January 2013 were presented for consideration.</p> <p><b><u>Decision</u></b></p> <p><b>That subject to the following corrections:</b></p> <ol style="list-style-type: none"> <li><b>1) Paragraph 1 of Minute 5 – <i>Chairman's Announcements</i> – to include 'made' after the words 'The Chairman';</b></li> <li><b>2) Update 1 of Minute 6 – <i>Partner Updates</i> – to replace 'incident' with 'incidents' for the last word of sentence 3;</b></li> <li><b>3) Decision 3 of Minute 12 – <i>Trowbridge Master Plan and Future of the Peter Black Site</i> – To replace 'Economy Development and Strategic Planning' with 'Economic Development and Strategic Planning' for the Cabinet Member's title.</b></li> </ol> <p><b>The minutes were agreed as a correct record and signed by the Chairman.</b></p>
19	<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 grant b(i) by virtue of being a member of Trowbridge Town Football Club.</p> <p>Councillor Helen Osborn declared a non pecuniary interest in grant a(iii), and stated she would not participate in the debate or vote on the item.</p>
20	<p><u>Chairman's Announcements</u></p> <p>Through the Chair there were the following announcements:</p>

	<ul style="list-style-type: none"> <li>i. <u>Request from Cllr Oldrieve re issues with Boundary Open Space in new Housing Areas</u> Councillor Oldrieve raised the issue of boundary open space in new housing areas, and handed over two letters of complaint he had received to the Chairman, and requested a report be prepared for the Board on the assessment of what constitutes non-strategic green space on boundaries.</li> <li>ii. <u>Parish and Town Council Liaison Group Representative</u> The Area Board was informed Gaynor Polglase was not standing for re-election in May and so would not be continuing as the Parish and Town Council Liaison Group Representative. The Chairman stated he would write a letter on behalf of the Area Board to thank Mrs Polglase for her efforts, and that a new representative would be sought following the May elections.</li> <li>iii. <u>Residents' Resource Centre, Manor Road, Trowbridge.</u> The Chairman drew attention to the written update provided with the agenda, and invited comments from the Studley Green Tenant and Residents Association (TARA) and Selwood Housing.</li> <li>iv. <u>Agenda Order</u> The Chairman stated that due to the availability of speakers, agenda item 11 - <i>Temporary Closure of Charter House Mental Health Assessment Unit</i> - would be moved forward to Agenda Item 9, following the item on 'Understanding Autism'.</li> </ul>
21	<p><u>Partner Updates</u></p> <p>Updates from partners were received as follows:</p> <ul style="list-style-type: none"> <li>i. <u>Wiltshire Police</u> The written update was noted. Inspector Lisette Harvey reported that where there had been some increases, such as with burglaries, efforts had been undertaken and the figures were now decreasing again.</li> <li>ii. <u>Wiltshire Fire and Rescue Service</u> The written update was noted. There were no further updates.</li> <li>iii. <u>NHS Wiltshire</u> The written updates were noted. It was commented that the update referred to Primary Care Centres, but the Board noted that Trowbridge was to be serviced by a joint surgery for the foreseeable future. There were no further updates.</li> <li>iv. <u>Trowbridge Community Area Future (TCAF)</u> A written update was presented and is attached to these minutes. A questionnaire from the BA14 Culture group was circulated on Trowbridge</li> </ul>

	<p>and the Arts.</p> <p>v. <u>Town and Parish Councils</u> The written update from Trowbridge Town Council was noted.</p> <p>vi. <u>Youth Advisory Group (YAG)</u> A verbal update was received from the Youth Advisory Group.</p>
22	<p><u>Outside Body Updates</u></p> <p>i) <u>Transforming Trowbridge</u> Councillor Peter Fuller gave a verbal update on the latest meeting of 'Transforming Trowbridge', which had mostly concentrated on the developing Trowbridge Masterplan, of which an exhibition had been provided before the Area Board meeting.</p> <p>ii) <u>Collaborative Schools</u> Tracy Sullivan from Trowbridge Community Area Future (TCAF) drew attention to the update on collaborative schools contained in the TCAF report attached to Minute 21.</p> <p>iii) <u>Trowbridge Shadow Community Operations Board (COB)</u> Colin Kay from the Shadow COB stated the Board were presenting an item later in the agenda, which would update the Area Board on latest developments.</p>
23	<p><u>Understanding Autism</u></p> <p>Emma Townsend (Wiltshire Council, Contracts and Commissioning Lead – disabilities) and Patti Harrison (Wiltshire Parent Carers Council) delivered a presentation on autism, ahead of a short video prepared to help spread awareness and understanding of the numbers of those with autism in Wiltshire, and some of the challenges those with the condition faced.</p> <p>The Area Board then discussed the video and asked questions of the presenters on various methods and options to assist those with autism.</p>
24	<p><u>Temporary Closure of Charter House Mental Health Assessment Unit</u></p> <p>The Area Board considered the written update provided in the agenda, and noted the further update from Alzheimer's Support commenting on the temporary closure of Charter House, and which is attached to these minutes.</p> <p>Councillor Jeff Osborn updated the Area Board regarding the meeting of Wiltshire Council's Health Select Committee which discussed the closure in the morning of 14 March 2013, and that the Committee had determined that the new Council to be elected in May 2013 would look into the provision of in-patient</p>

	<p>dementia care in Wiltshire as a whole, in light of the concerns raised about provision and lack of notice or engagement prior to the notice of temporary closure of Charter House.</p> <p>It was noted that several Area Board Members had attended a site visit to Charter House on 07 March 2013, and that it was clear that some of the concerns and difficulties expressed by Avon and Wiltshire Partnership (AWP) were valid, particularly in terms of maintenance of the building and appropriateness for the specified use, but that the lack of notice was of serious concern.</p> <p>Roger Bullock and Julie Warner from AWP then addressed the Area Board to detail the reasoning behind the proposed closure, and stated the intended aim was to continue and extend provision across Wiltshire, but that currently Charter House was not fit for purpose, and would work closely with the Area Board in future to avoid the confusion that arisen on this occasion.</p>
25	<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>Wiltshire Armed Forces Veterans Celebrations</u> The sum of £886 was requested towards vehicle tracking mats.</p> <p><b><u>Decision</u></b> <b>The Area Board awarded the sum of £886 as part of the Wiltshire Armed Forces Veterans Celebrations.</b> <b><i>Reason: The application met the Community Area Grant Criteria 2012/13 and demonstrates links to the Trowbridge Community Area Plan, Theme 4: Culture</i></b></p> <p>ii. <u>Trowbridge Chamber of Commerce</u> The sum of £4500 was requested towards the costs of running a Trowbridge Service Excellence Awards.</p> <p><b><u>Decision</u></b> <b>The Area Board awarded the sum of £3500 to Trowbridge Chamber of Commerce on condition it cannot be used towards prize money.</b> <b><i>Reason: The application met the Community Area Grant Criteria 2012/13 and demonstrates links to the Trowbridge Community Area Plan, Theme 1 - Economy</i></b></p> <p>iii. <u>Trowbridge Learning Centre</u> The sum of £4500 was requested for for the purchase of equipment to support a Saturday School and Adult Training &amp; School Language Clubs.</p>

**Decision**

The Area Board awarded the sum of £3500 to the Trowbridge Learning Centre on condition that the match funding is raised.

***Reason: The application met the Community Area Grant Criteria 2012/13 and demonstrates links to the Trowbridge Community Area Plan, Theme 7 – Education and Lifelong Learning.***

iv. **Trowbridge Civic Society**

The sum of £4329 was requested to support activities to celebrate the 200<sup>th</sup> anniversary of Sir Isaac Pitman.

**Decision**

The Area Board awarded the sum of £3703 to Trowbridge Civic Society on condition that the match funding is raised.

***Reason: The application met the Community Area Grant Criteria 2012/13 and demonstrates links to the Trowbridge Community Area Plan, Theme 1 – Economy.***

v. **Friends of Biss Meadows Country Park**

The sum of £1163 was requested for landscaping at Biss Meadows Country Park Pond Renovation Project.

**Decision**

The Area Board awarded the sum of £1163 to Friends of Biss Meadows Country Park.

***Reason: The application met the Community Area Grant Criteria 2012/13 and demonstrates inks to the Trowbridge Community Area Plan, Theme 6: Environment.***

vi. **Sounding it Out Community Choir**

The sum of £5000 was requested for the Building Bridges: The Trowbridge Song Project.

**Decision**

The Area Board awarded the sum of £4000 to the Sounding it Out Community Choir on condition that all the match funding is received and a fully detailed budget and detailed schedule for the project, once all funding is received, is provided.

***Reason: The application met the Community Area Grant Criteria 2012/13 and demonstrates inks to the Trowbridge Community Area Plan, Theme 4 - Culture.***

vii. **Preserve our Past**

The sum of £350 was requested to date the oldest house in Trowbridge.

**Decision**

The Area Board awarded the sum of £350 Preserve our Past.

***Reason: The application met the Community Area Grant Criteria 2012/13 and demonstrates inks to the Trowbridge Community Area Plan, Theme 4 – Culture including Heritage.***

	<p>b) <u>Area Board Project Applications</u></p> <p>i) <u>Councillor Jeff Osborn – Trowbridge Town Football Club</u>  The sum of £5000 was requested towards the cost of a replacement security fence at Woodmarsh Football ground for Trowbridge Town Football Club.</p> <p><b><u>Decision</u></b></p> <p><b>To award the sum of £4000 towards the cost of a replacement security fence at Woodmarsh Football ground for Trowbridge Town Football Club on condition evidence of match funding is provided.</b></p>
26	<p><u>Youth Funding</u></p> <p>The Area Board received the report and verbal representations regarding two applications for youth funding. Both were concerned with expanding the access of young people to democracy in action.</p> <p>For the application from the Youth Advisory Group (YAG), it was noted that any approval would be subject to the provision of official cost estimates, and other conditions detailed in the agenda papers.</p> <p><b><u>Decision</u></b></p> <p><b>1) To approve £1000 for an application from Trowbridge Community Area Youth Parliament for a young leaders project;</b>  <b>2) To approve £2000 for an application from the Trowbridge Youth Advisory Group (YAG) 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.</b></p>
27	<p><u>Trowbridge Area Community Campus</u></p> <p>Colin Kay (Shadow Community Operations Board) presented an update on plans for the proposed Trowbridge Area Community Campus. It was stated a public consultation was scheduled for May/June 2013, and that the work was to be linked in with the development of the Trowbridge Master Plan and its consultation period. The working proposal as detailed in the report was presented.</p> <p>The cost effective interlinking of community and leisure facilities was stated to be a key consideration, and it was confirmed that the current plan was for a single main Campus building, but that other sites might be linked to the Campus for use with specific activities which could not be accommodated at the main site.</p>

	<p>The Area Board then discussed aspects of the proposals, including leisure provision, and the issue of cost. It was confirmed detailed costings had not been prepared at this early stage, and that the consultation was aspirational in nature, in part to convince the Wiltshire Cabinet of the public need and support when the proposal was ready to be approved.</p> <p><b><u>Decision</u></b></p> <p><b>To approve the working proposal so that the Shadow COB can then consult with local people to check it reflects the first consultation.</b></p>
28	<p><u>Environmental Health - Out of Hours Noise Complaints</u></p> <p>Graham Steady (Public Protection Manager, Wiltshire Council) presented a report on Wiltshire Council's policy on out of hours noise reports, following a request from the Area Board in relation to a specific incident of noise nuisance.</p> <p>The Board was informed of actions taken in relation to the specific incident. Increased communication with the police to improve consistency of approach in future was highlighted. It was emphasized that noise nuisance was not a regular problem in Wiltshire, and that Wiltshire Council officer resources for out of hours was limited to two officers on call.</p> <p>The Board then discussed the level of powers available to the police and council officers for noise nuisance incidents.</p> <p><b><u>Decision</u></b></p> <ol style="list-style-type: none"> <li><b>1) To thank officers and note the report; and</b></li> <li><b>2) To support continuation of the out of hours service in a letter to the appropriate Cabinet Portfolio Holder.</b></li> <li><b>3) To ask officers to implement a protocol to provide members of the public who have raised urgent complaints regarding extreme noise nuisance incidents outside of office hours with an immediate response (probably jointly with the Police)</b></li> </ol>
29	<p><u>Trowbridge Allotments Community Assets Transfer to Trowbridge Town Council</u></p> <p>The report on the Community Asset Transfer of the Trowbridge Allotments to Trowbridge Town Council as detailed in the agenda papers was presented.</p> <p><b><u>Decision</u></b></p> <p><b>To approve the transfer.</b></p>
30	<p><u>Trowbridge Park Community Assets Transfer to Trowbridge Town Council</u></p> <p>The report on the Community Asset Transfer of Trowbridge Park to Trowbridge</p>



	<p>Town Council as detailed in the agenda papers was presented.</p> <p><b><u>Decision</u></b></p> <p><b>To approve the transfer.</b></p>
31	<p><b><u>Future of Peter Black Site</u></b></p> <p>Alistair Cunningham (Wiltshire Council: Service Director, Economy and Regeneration) gave a verbal update on progress at the Peter Black site as requested by the Area Board at its meeting on 17 January 2013. This was in addition to the written update in the agenda supplement from the Wiltshire Council Enforcement Team.</p> <p>The Service Director (Economy and Regeneration) presented details on the ownership of the site, and it was noted that the complex nature of the ownership of site as it was held in receivership, contributed to making negotiations on marketing, sale and usage of the site difficult in the current economic climate. It was stated, however, that the enforcement notice as detailed in the report to clean up the site was expected to be complied with.</p> <p>In response to queries, it was also confirmed that the presence of sewers and culverts on the site, requiring significant work for a new developer, added to the lack of viability for prospective buyers at the present time. A possible short term use as a car park was suggested, and it was confirmed that the Council welcomed any approach from prospective purchasers who wanted to discuss their ideas with the council. Additional details regarding the site were stated to be commercially sensitive, and the Service Director (Economy and Regeneration) offered to brief councillors confidentially on those details.</p> <p><b><u>Decision</u></b></p> <ol style="list-style-type: none"> <li><b>1) That the Area Board Members receive a confidential briefing from the Service Director (Economy and Regeneration) on further commercially sensitive details regarding the Peter Black site; and</b></li> <li><b>2) That the Area Board receive a further update on progress at the Peter Black site at its next meeting on 23 May 2013.</b></li> </ol>
32	<p><b><u>Community Area Transport Group Recommendations</u></b></p> <p>The Area Board noted the report on the Community Area Transport Group Recommendations.</p> <p><b><u>Decision</u></b></p> <p><b>To agrees the recommendations of the Community Area Transport Group, as follows:</b></p> <ol style="list-style-type: none"> <li><b>1) That £700 be allocated towards a new bend warning sign and</b></li> </ol>

	<p>chevron board on the corner of Wiltshire Drive, Trowbridge.</p> <p><b>2) 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.</b></p> <p><b>3) To provide £1,900 to fund 2 x dropped kerbs in Brook Road, Trowbridge</b></p>
33	<p><u>Any Urgent Business and Forward Plan</u></p> <p>There was no urgent business.</p> <p>It was requested a further update on progress at the Peter Black site be added to the Forward Plan for 23 May 2013.</p>
34	<p><u>Close</u></p>



## **Trowbridge Area Board May 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](http://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 Jo Matthews & PCSO Debbie Robbins – Trowbridge Town

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

PC Sonya Stockhill, PCSO Matt Till & PCSO Helen Ringstead – Trowbridge Park

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

PC Jade Coupland, 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 reported within the Trowbridge area for the period of 1 April 2012 to 31 March 2013.

It can be seen that all crime types have a reduction except for non-dwelling burglary. This crime is one where the offender enters a premises that is not a place where a person lives, for example a detached garage or shed.

Trowbridge had this increase over the past financial year however since April 2013 there has been a reduction of this crime type. For the month of April 2013, Trowbridge suffered 25 non-dwelling burglaries. This is too high and many are not helped by owners not securing their sheds or garages.

## **Local operations**

Work is still going locally in respect of concentrating on certain individuals under Operation Vegas and for about two weeks Operation Magpie has started up which focusses on burglaries. The deployments are determined from intelligence gained from the community and analytical work to ensure the right locations are attended in a drive to prevent offences occurring.

Both Operation Vegas and Magpie will continue until reductions and/or arrests occur in the key crime priorities such as the non-dwelling burglaries.

Operation Exit continues on Friday and Saturday nights to offer reassurance and prevent violent crime through increase police visibility. This operation aims to alter a perception to show that Trowbridge is in fact a safe place to visit during the evenings.

Operation Harness has now started as a force led initiative to disrupt offenders and increase public confidence. Trowbridge ran the first wave of activity with 10 warrants being executed under the Misuse of Drugs Act. A number of people were arrested & PCSOs were utilised to offer reassurance and gauge public reaction – full results can be made available verbally at the Area Board.

## **Community engagement**

NPT is currently working with the volunteers from Biss Meadows to reduce anti-social behaviour (ASB). This work is part of increased engagement with partner agencies under the recently formed 'Sector Partnership Group' which will focus of tackling ASB, damage and arson. The intention is to run an Operation Sweep in a specific location where agencies will come together with the community to clean/clear the area. This is work in development.

**Lisette Harvey**  
**Sector Commander**  
**9 May 2013**

ET Trowbridge	Crime				Detections	
	April 2011 - March 2012	April 2012 - March 2013	Volume Change	% Change	April 2011 - March 2012	April 2012 - March 2013
Victim Based Crime	2802	2551	-251	-9%	24%	29%
Domestic Burglary	147	129	-18	-12%	23%	16%
Non Domestic Burglary	178	231	53	30%	4%	3%
Vehicle Crime	321	260	-61	-19%	13%	12%
Criminal Damage & Arson	550	482	-68	-12%	18%	18%
Violence Against The Person	589	597	8	1%	35%	49%
ASB Incidents (Year to Date)	2566	2048	-518	-20%		
<p>Wiltshire Police are compared against a group of 8 most similar forces. Wiltshire Police have performed in line with peers and better than average for Victim Based Crime and significantly better than peers for Domestic Burglary in the previous 12 month period (March 2012 - February 2013).</p> <p>* Detections include both Sanction Detections and Local Resolution</p>						

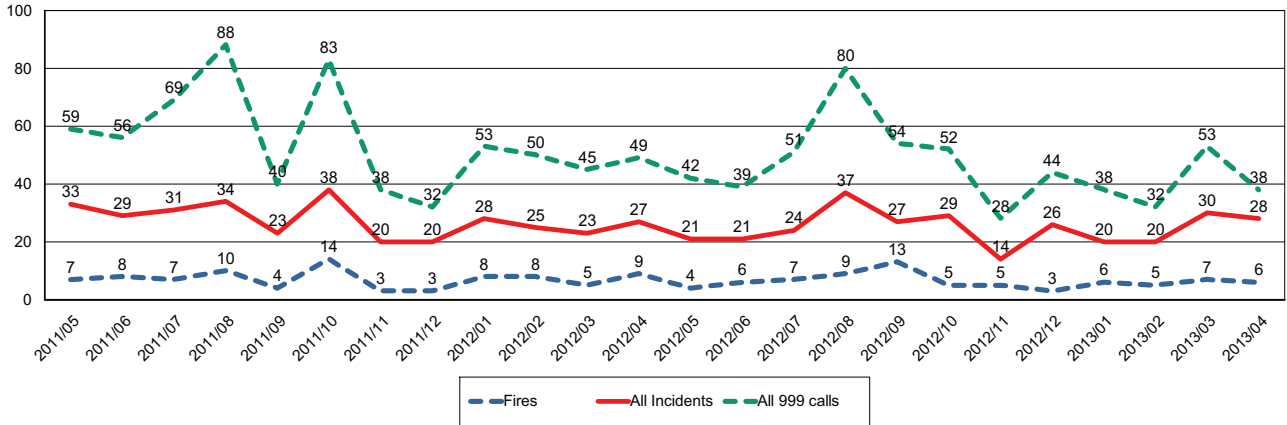
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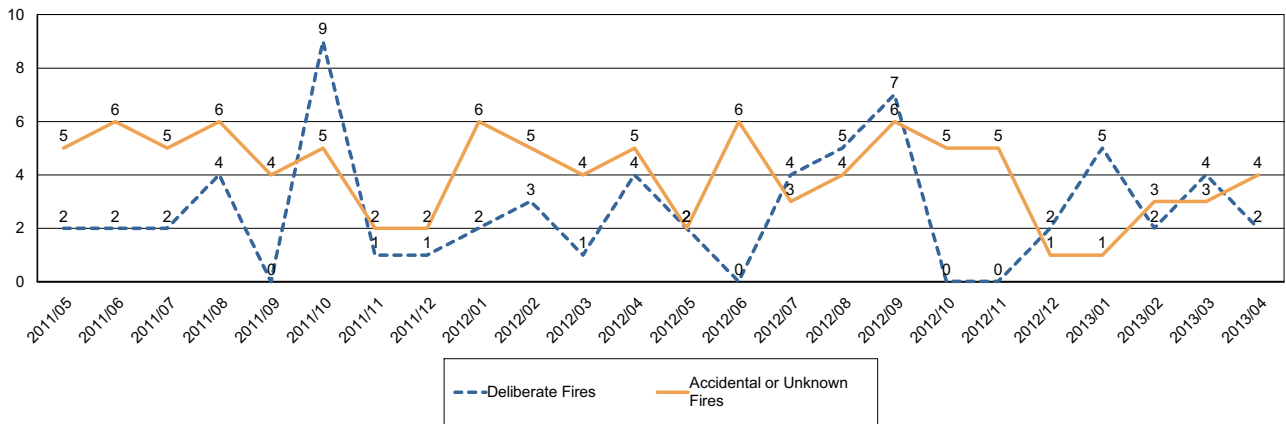
## Report for Trowbridge Area Board

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

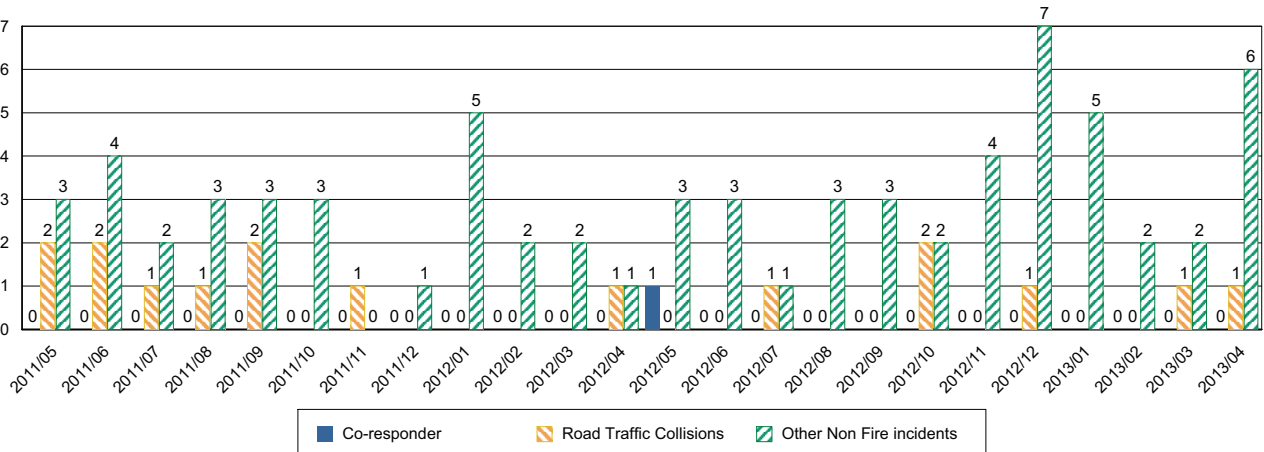
### Incidents and Calls



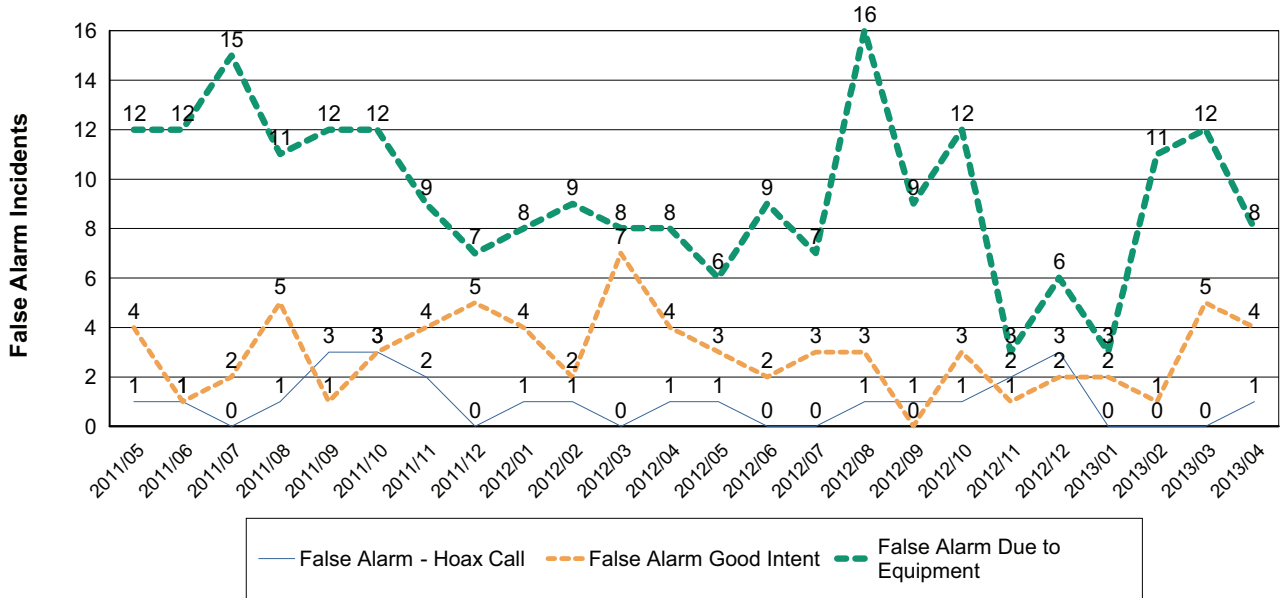
### Fires by Cause



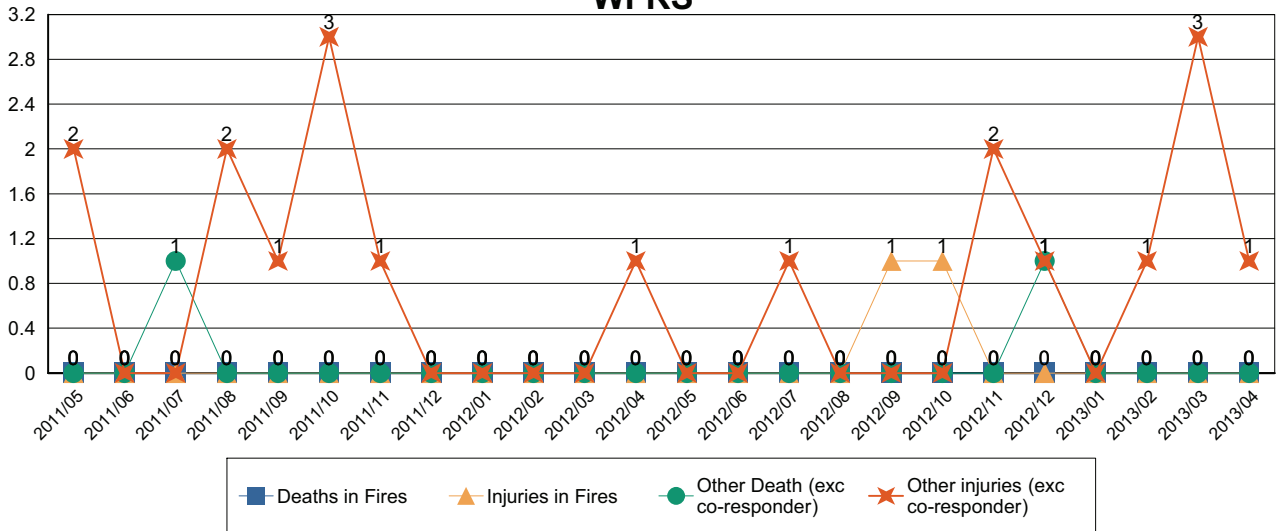
### Non-Fire incidents attended by WFRS



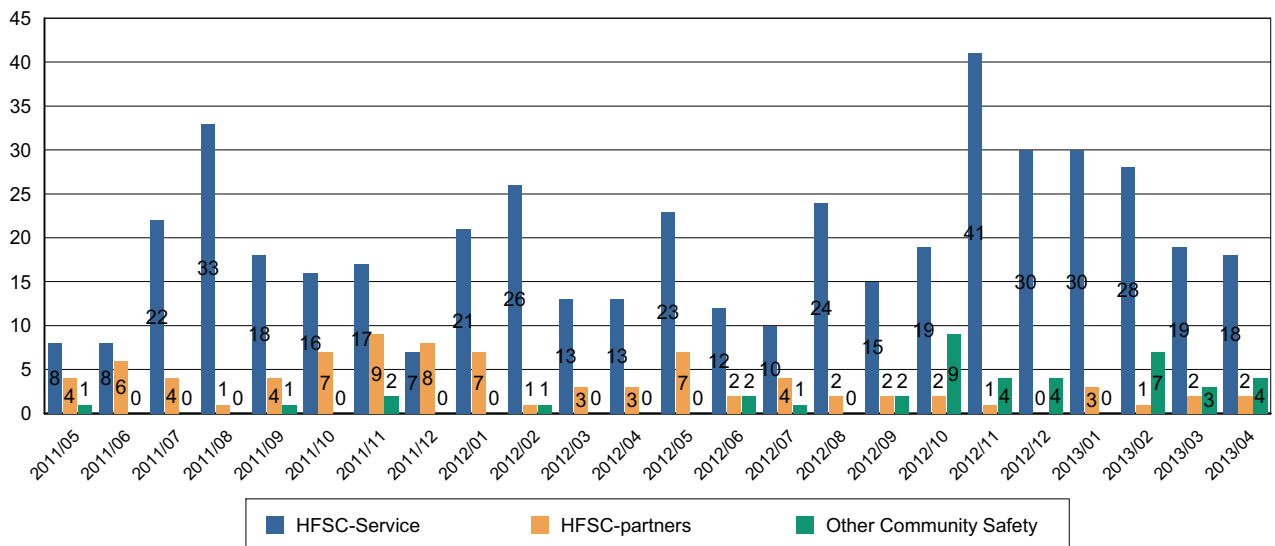
### Number of False Alarm Incidents



### Death & Injuries in incidents attended by WFRS



### Home Fire Safety Checks and other domestic safety



Comments and Interventions overleaf



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



*We're making a difference*

## **Report to Trowbridge Area Board 23<sup>rd</sup> May 2013.**

### **Steering Group Update:**

TCAF have submitted the workplan and budget for 2013/14 to the Area Board and await approval.

The Core Strategy will be available for public consultation again from 7th May and will be open until June.

Our next Steering Group meeting is to be held on April 29<sup>th</sup> at 4pm.

### **Neighbourhood Partnership**

1. This group supported by Doug Ross held an event in The Shires on 15<sup>th</sup> & 16<sup>th</sup> March to share information and give support to the community on the Welfare Reform. A further event will be organised in the autumn and TCAF are working with Wiltshire Money in order that we support our community in the best way throughout the welfare changes.
2. The housing agenda is to be supported through the neighbourhood partnerships. Any strategic developments will be discussed and managed outside of the group and involving the relevant TCAF members.
3. The Tasking Group will identify and key areas of work that will be taken on as the need arises in place of the Safer Trowbridge group.

### **BA14 Culture**

1. Trowbridge Arts enjoyed success with their first event, Le Voyageur Debout – Just Good Friends performance held in the Atrium at County Hall on 11<sup>th</sup> April.
2. TCAF are represented on the Trowbridge Arts Festival group and plans for this year's festival are well underway.

### **Economy and Transport**

1. TCAF continue to attend the Transforming Trowbridge meetings. The next draft of the Masterplan is due to be published for community consultation in the coming weeks.
2. Trowbridge County Town Initiative meetings are also attended and the group are looking at developing a Trowbridge Communication Strategy taking into consideration the recent Hidden Britain Report as well as the Action for Market Towns (AMT) survey.

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

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

Follow us on Facebook

**Health & Social Care**

This group is met on 13<sup>th</sup> March to look at the direction of the group and how best to move forward. It was agreed that the group will hold fewer formal meetings allowing officer time to be spent on live projects, the first of which will link in with the Children's Society Big Conversation project.

**Collaborative Schools**

1. Youth Parliament is leading on a campaign on animal welfare, the schools have been asked to design pet poster. TCAF were asked to assist in the judging of the competition on 17<sup>th</sup> April where pupils from St John's, Hilperton, Staverton and the Grove were amongst the winners of the most outstanding design.
2. This year's Apple Day will be held on October 12th
3. Big Lunch a legacy from Olympics will be held on Sunday June 2nd and will be hosted at The Mead

TCAF continues to attend the CoB and is preparing to be involved in the next phase of consultation which will take place over May and June to consult about the working proposal of the CoB.

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

### **Area Board Revised Grant Guidelines**

We, in the Trowbridge Community Area Future are very grateful that in a difficult financial situation Wiltshire council has been able to find funding to continue the provision of grants. We also understand why because of the lack of revenue funding this is for capital items only. However we do have real concerns about the impact that this will have.

- The definition of what is and is not a capital item is complicated and does not appear entirely consistent.
- Providing things does not develop capacity nor does it necessarily lead to actions.
- It will be easier for larger organisations to put together bids for capital items.
- It is much harder to demonstrate the impact of a capital item as opposed to a project

We are worried that groups who have bid in the past especially small groups will no longer feel able to bid. We would, therefore, ask that the Board monitors the number and nature of bids it receives and compares them with those submitted in previous years.

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## **Town Council Report to Area Board May 2013**

### **Councillors**

The Councillors elected to Trowbridge Town Council for the period May 2013 – May 2017 are:

<b>Trowbridge Adcroft</b>	Cllr Anne Ball (LIBDEM)	Cllr Nick Blakemore (LIBDEM)* Cllr Linda Self (LIBDEM)
<b>Trowbridge Central</b>	Cllr Clive Blackmore (LIB DEM)	Cllr John Knight (LIB DEM)* Cllr Stewart Palmen (LIBDEM)
<b>Trowbridge Drynham</b>	Cllr David Halik (CON)	Cllr Deborah Halik (CON) Cllr Graham Payne (CON)*
<b>Trowbridge Grove</b>	Cllr Jeff Osborn (IND)*	Cllr Geoff Whiffen (CON) VACANT
<b>Trowbridge Lambrok</b>	Cllr Chris Beaver (LIBDEM)	Cllr Bob Brice (LIBDEM) Cllr Helen Osborn (IND)*
<b>Trowbridge Park</b>	Cllr Glyn Bridges (LIB DEM)	Cllr Rollie Cleere (LIBDEM) Cllr Peter Fuller (CON)
<b>Trowbridge Paxcroft</b>	Cllr Roger Andrews (LIBDEM)	Cllr Andrew Bryant (LIBDEM) Cllr Derek Coop (CON)

*\*Wiltshire Councillor*

### **1. POLICY**

The Town Council's written policies mainly relate to management and administration of the council's business, in addition the council has a Strategy which is reviewed in line with council term of office. A new Trowbridge Town Council Strategy will be developed during the first six months of this new council year. Other policy responses to Wiltshire Council, National Govt. and others are generally considered by the Policy & Resources Committee. Copies of written policies are available from the Council Secretary.

**1.1 Data Transparency** – The government has indicated that it wishes to extend regulations to town and parish councils, requiring us to publish information on our web-site about our expenditure. I responded to the government consultation following the resolution at the last meeting. We await the outcome.

**1.2 General Power of Competence** – This was introduced in 2011/12 and allows eligible parish and town councils to do anything which a member of the public is allowed to do in law, rather than only those powers specifically given to councils. In accordance with The Parish Council (General Power of Competence)(Prescribed Conditions) Order

2012; Trowbridge Town Council is able to re-confirm that it meets the criteria necessary for it to re-adopt the General Power of Competence at the Annual Council Meeting, namely that:

- (a) The number of members of the council that have been declared to be elected, whether at ordinary elections or at a by-election, is equal to or greater than two-thirds of the total number of members of the council;
- (b) The clerk to the council holds the Certificate in Local Council Administration; and
- (c) The clerk to the council has completed the relevant training.

And therefore it is **RECOMMENDED that the council re-adopts the General Power of Competence** at the Annual Council meeting on 14<sup>th</sup> May 2013.

## **2. FINANCE**

The Town Council receives the majority of its income via the Council Tax. Our 'precept' is issued to Wiltshire Council (the billing authority) in January each year, following agreement of the town council's budget at the January meeting. The Town Council Band D Council Tax charge for 2013/14 is £122.63, which is lower than many other towns in Wiltshire. From 2013 we also receive top up funding from Wiltshire Council as part of the localisation of Council Tax Benefit. Our other income comes from grants and charges made for the services we provide. Financial management and personnel are the responsibility of the Head of Corporate Services, Richard Mills who is the council's designated Responsible Finance Officer (RFO). At the extraordinary meeting in June the council will be asked to approve the annual accounts for 2012-13.

- 2.1 Local Gov't Act S150(5), Orders For Payment** – We are awaiting confirmation of repeal of the requirement that all orders for payment (cheques) are signed by two councillors and new arrangements from The Dept. of Communities and Local Govt. (DCLG). We are considering arrangements for the introduction of electronic banking in advance of the changes.

## **3. PERSONNEL**

An organisation chart of council staff can be accessed on the web-site.

- 3.1 Recruitment** – There have been a few changes to our Sports Coaching team recently. Tom Gailey and Ben Deadman have left the team and joining are Jason Henley, Scott Williams, Imraj Heer and Edward Cooper.

- 3.2 Investors In People** – The Town Council has been accredited for a number of years and officers will be recommending that the council seeks reaccreditation for a further three year period during 2013. The assessment is provisionally scheduled for late September. The Town Clerk's Review Panel (appointed by P&R) will meet in early July to set targets in line with the Council Strategy, these will be cascaded through the team during the annual appraisal process in July and August prior to the assessment.

## **4. SERVICES**

**4.1 Museum & Tourism** – The next committee meetings are 28<sup>th</sup> May and 10<sup>th</sup> September. Museum Curator, Clare Lyall leads the team at the Museum. In 2013 we will be progressing our project to move the museum to a Bigger, Bolder and Better location at Courtfield House, close to the Town Park, part of the town's Cultural Quarter. We are currently in negotiations with the current owner regarding the transfer of the property to the Friends of Trowbridge Museum. Clare is also responsible for ensuring the council supports the promotion of tourism. Along with the Arts Festival we are partners of Visit Wiltshire.

**4.1.1 Education:** Our education team provide services for visiting school groups and also other organisations seeking to learn more about the history of West of England woollen cloth production and the history of Trowbridge.

**4.1.2 Exhibitions: Rich & Rare** - The current exhibition focuses on rare and unique items from our collection relating to the important local cloth industry; it runs until the 3<sup>rd</sup> August.

**4.1.3 Textile & Weaving Festival 2013** - 17<sup>th</sup> August – 16<sup>th</sup> November, - to celebrate the 5<sup>th</sup> anniversary there will be *A Quintet of Quality Quirky, and Quaint Quilts* produced by local groups. The project also involves working with Bath Spa University, Wiltshire College and local textile artists. There will be a '*Fleece to Fabric*' event and free craft activities for all.

**4.1.4 Cloth Road 2014** - The Exhibition & Arts Officer is working with artists to get involved in the project. Saturday 3<sup>rd</sup> May – 27<sup>th</sup> September 2014.

**4.1.5 Trowbridge Arts Festival** - 19<sup>th</sup> October - 2<sup>nd</sup> November. Paul Workman would like schools/groups to produce 20 medals inspired by Pitman for the 200<sup>th</sup> anniversary.

**4.2 Leisure Services** - The next committee meetings are 28<sup>th</sup> May and 23<sup>rd</sup> July. The committee provides a range of sports activities with schools under our 'Active Trowbridge' brand and also works in partnership with Wiltshire Council's Youth Service. Leisure Services Manager is Hayley Bell.

**4.2.1 Sports Festival** – FREE event in the park on Saturday 8<sup>th</sup> June. Activities for all.

**4.2.2 Fun Days** – will be held during half term and the main summer holidays at Walwayne Court, John of Gaunt and Newtown Schools.

**4.2.3 Roadshow** – FREE in various locations around the town during the Summer Holidays.

**4.3 Direct Services** – The next committee meetings are 4<sup>th</sup> June and 27<sup>th</sup> August. Other services are grouped together in this department, led by Head of Direct Services, Bill Austin. Outdoors we provide Neighbourhood Services including Trowbridge In Bloom. Community Development work including event support and the Civic Centre, managed by Karl Buckingham with Claire Williams looking after Customer Services.

**4.3.1 Trowbridge In Bloom** – We were awarded Gold in 2011 and 2012 and will be entering the main competition again in 2014. We have also been chosen to host the main SW awards event in September 2014.

## 5. MARKETING, PROMOTION & EVENTS

The Town Council organises a series of events both in the Civic Centre and also in the Park, Fore Street and around the town. These are promoted in the press and our newsletter, a list of events is provided separately. We also support other events with grants and staff time. The Lion's May Fayre in Fore Street on Saturday 4<sup>th</sup> May was supported by the Town Council and an opportunity for councillors to meet the public immediately following the elections. Our marketing activity is coordinated by the TIC staff and the Museum Curator.

**5.1 Newsletter** – The May newsletter will be incorporated into the Trowbridge Magazine; further editions will be published this way in July, September and November.

**5.2 Calendar of Events (please see copy attached)**

**5.3 Website** – The Town Council web-site [www.trowbridge.gov.uk](http://www.trowbridge.gov.uk) aims to provide information about all council activities and services as well as links to other web-sites in the town. Our other web-sites are: [www.trowbridgecivic.co.uk](http://www.trowbridgecivic.co.uk) for information about the Civic Centre and events and activities & [www.trowbridgemuseum.co.uk](http://www.trowbridgemuseum.co.uk) for the Museum. Links to other websites relating to Trowbridge are provided on the main town council site, particularly in the Partnership tab.

**6. TOWN DEVELOPMENT** – Committee meetings 21<sup>st</sup> May, 11<sup>th</sup> June, 2<sup>nd</sup> and 23<sup>rd</sup> July. The Town Development committee considers all applications for planning permission in the town received by Wiltshire Council.

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

**St Stephens Place** – work is progressing on site, to schedule to provide a 7-screen ODEON cinema, 80-bed Premier Inn, Prezzo, Nando's and 4 other restaurant units.

**Cradle Bridge** – Former Peter Black site is for sale, Wiltshire Council are working towards securing demolition of the buildings prior to opening of the cinema.

**Bowyers** – Alternative application for Morrisons supermarket, petrol station etc. has received permission and sign off from the Secretary of State.

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

**6.1.1 Masterplan** – Arup are progressing this work, jointly funded by WC and the Homes and Communities Agency. It will be incorporated into the wider Core Strategy.



## 6.2 Housing – The following major sites are under construction.

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

**H11 Castle Mead** off Green Lane, Persimmon and Charles Church 650 houses for sale.

**H8d Brook Meadow**, Paxcroft, Barratt and Taylor Wimpey 150 houses for sale, including the new foot/cyclepath from Paxcroft Mead to Ashton Street, which is now open, giving access to the town centre for Paxcroft Mead for the first time.

**H8c The Pastures** off Parsonage Way, Abbey New Homes 180 starting soon.

**St James' Gardens** off Union Street, Newland Homes 75 houses for sale.

**Broad Street** PFI site for social housing now commenced.

**York Buildings** PFI site for social housing now commenced.

## 6.3 Wiltshire Core Strategy – The Examination in Public commenced at the Civic Centre, on Tuesday 7<sup>th</sup> May and lasts until 19<sup>th</sup> July. The Trowbridge issues day has been re-scheduled for Wednesday 10<sup>th</sup> July. The Town Clerk will represent the Town Council, with specific issues around the allocation of a new secondary school site in the area and the Masterplan for the redevelopment of the town centre.

**6.3.1 Waste and Minerals Plan** – These Plans are developed jointly by Wiltshire Council and Swindon Borough Council. The Waste Site Allocations Plan was adopted in March 2013. Apart from the Canal Road Recycling Centre this does not directly impact upon Trowbridge.

## 6.4 Community Infrastructure Levy (CIL) – [www.wiltshire.gov.uk/wiltshire-preliminary-draft-charging-schedule](http://www.wiltshire.gov.uk/wiltshire-preliminary-draft-charging-schedule) Wiltshire Council is in the process of introducing a CIL schedule for Wiltshire, which is expected to be introduced in line with the adoption of the Core Strategy in 2014. The draft plan proposes a levy of £70/m<sup>2</sup> for residential property, student accommodation and hotels and £175/m<sup>2</sup> for large format retail including supermarkets. CIL will not apply to any developments which have substantive planning permission prior to its introduction. CIL replaces Town & Country Planning Act Section 106 contributions (S106) funding for most infrastructure. The government has introduced a statutory instrument to parliament which will determine the proportion of the CIL which must be offered to parish and town councils. This is 25% for parishes with a Neighbourhood Plan and 15% (limited to £100 per existing household per annum in the parish) for parishes without a Neighbourhood Plan. In relation to Trowbridge; the £100 per household is not relevant as this would be in excess of £1million per annum. If 100 houses were built, each averaging 50m<sup>2</sup> the total CIL would be £350,000 and the town council would receive £52,500 (or £87,500 if a neighbourhood plan were in place).

## 6.5 Infrastructure Delivery Plan - Items included in the Infrastructure Delivery Plan (IDP) will be funded by the CIL. The Town Council will need to consider the IDP to ensure that items required by the community are included. Such items would include; allotments, cemetery, play areas, highways, cycle routes and sports pitches, for which some money from developers through Section 106 contributions is already available. The IDP should be reviewed by Wiltshire Council on an annual basis.

**7. PARTNERSHIP** – The Town Council works in partnership with a range of organisations providing services to the Trowbridge community.

**7.1 Wiltshire Council**

**7.1.1 Stallard Recreation Ground** – This is owned by Wiltshire Council.

**a. Changing Rooms** – Permission was granted for a facility on Innox Rd. This is now being progressed, with a contribution from the Town Council. Ground clearance is expected to commence soon and construction, once the Football Foundation Grant has been approved.

**b. Lighting and Fencing** – Extension of the fencing has been completed and lighting installed to operate 16:00-21:00. Undertaken by the Town Council and funded by S106.

**7.1.2 Enterprise Wiltshire** – [//theenterprisenetwork.co.uk/](http://theenterprisenetwork.co.uk/) I attended a meeting on 11<sup>th</sup> April at the Civic Centre. One major project has been the establishment of an Enterprise Centre business start-up facility at Ascot Court on the White Horse Business Park.

**7.1.5 Trowbridge Shadow Community Campus Operations Board** – They have completed their initial consultation on proposed activities for a campus. A second consultation on potential locations is expected later this year.

**7.2 Wiltshire Association of Local Councils (WALC)** – [www.wiltshire-alc.org.uk](http://www.wiltshire-alc.org.uk) provides training and support to parish and town councils, linked to the National Association of Local Councils (NALC). The council pays a membership fee to both organisations.

**7.3 Trowbridge Initiative** – A group working to support the vitality of the town centre. Marketing is one of their key aims. The VISIT Trowbridge leaflet has been produced and is now in circulation. The SHOP Trowbridge leaflet is in production. The initiative is also looking to work with the Town Council in the future on the provision of improved signage around the town centre and from key arrival points.

**7.6.1 Markets** – The weekly market started on 27<sup>th</sup> March as a partnership between Wiltshire Council and the Town Team (A Community Interest Company and the operational arm of the Initiative). The umbrellas have been purchased by the Town Council using the money provided by the DCLG and Area Board. They will also be running Saturday themed markets on the fifth Saturdays in 2013: Armed Forces Day 29<sup>th</sup> June, Food Festival 31<sup>st</sup> August and Christmas Lights 30<sup>th</sup> November. Wiltshire Farmers Market has changed each month to two Fridays.

**7.4 Fairtrade** – Latest newsletter circulated recently, announcing that they have successfully been reaccredited for the town. The Civic Centre provides Fairtrade Tea & Coffee and will in future provide a Fairtrade food option via the contract caterers.

**7.5 NHS** - The planning application for the new **Bradcroft surgery** was considered by the Town Development Committee with no objection, subject to improved pedestrian access and inflation increase in the S106 contribution to cricket facilities. It has now been granted permission by Wiltshire Council.

**8. PROJECTS** – The Town Council undertakes a number of projects, often involving capital expenditure, aimed to improve our services and community facilities.

- 8.1 MUSEUM RELOCATION** - We have appointed a consultant to assist with grant applications. Securing the alternative property is progressing and a meeting with the HLF held in Exeter recently. Our Arts Council Grant has also been confirmed. English Heritage and the Architectural Heritage Fund have also visited and are supporting the project.
- 8.2 SPORTS PITCHES** – We are progressing with the purchase of 5 acres adjacent to the new Rugby Club Ground at Devizes Road, which will be funded from developer contributions (£106) via Wiltshire Council.
- 8.3 ASSET TRANSFER**  
**TOWN PARK** – We are progressing the transfer with solicitors.  
**ALLOTMENTS** – We are progressing the transfer with solicitors.

## **9. CIVIC & DEMOCRATIC ACTIVITIES**

**9.1 Twinning** - The town is twinned with Leer in Germany, Charenton in France, Elblag in Poland (jointly with Bradford, Melksham, Warminster and Westbury) and Oujda in Morocco. The council makes a small contribution to each association annually.

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

Tuesday 14 <sup>th</sup> May	Annual Council Meeting
Tuesday 21 <sup>st</sup> May	Town Development (5 weeks of applications to consider)
Tuesday 28 <sup>th</sup> May	Museum & Tourism 6:30pm
Tuesday 28 <sup>th</sup> May	Leisure Services
Tuesday 4 <sup>th</sup> June	Direct Services
Tuesday 11 <sup>th</sup> June	Town Development
Tuesday 18 <sup>th</sup> June	NO MEETING
Tuesday 25 <sup>th</sup> June	Extra Full Council – sign off accounts
Tuesday 25 <sup>th</sup> June	Policy & Resources
Tuesday 2 <sup>nd</sup> July	Town Development

**Lance Allan**  
**Town Clerk**

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

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

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

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

## CALENDAR OF EVENTS

<b>MAY</b>		
<b>Thursday 2<sup>nd</sup></b>	<b>Town Council and Wiltshire Council elections</b>	<b>Civic Centre</b>
<b>Saturday 4<sup>th</sup></b>	<b>Lions' May Fayre</b> The Town Council stand will be present. This will be your first opportunity to meet the new councillors following the elections.	<b>Fore Street</b>
<b>Tues 28 to Fri</b>	<b>Active Trowbridge Fun Days</b>	<b>Walwayne Court Sch'l</b>
<b>Tuesday 28<sup>th</sup> to Friday 31<sup>st</sup></b>	<b>Half-term activities include; lino cutting &amp; press printing relating to Blossom Day; part of the Apple Festival.</b>	<b>Trowbridge Museum</b>
<b>Thursday 30<sup>th</sup></b>	<b>FLEECE TO FABRIC event £2.50 adults £1.50 children 10am – 4pm</b>	<b>Courtfield House</b>
<b>JUNE</b>		
<b>Sunday 2<sup>nd</sup></b>	<b>Big Lunch, part of the Apple Festival</b>	<b>Courtfield House</b>
<b>Saturday 8<sup>th</sup></b>	<b>Sports Festival 11am – 4pm Fun for all and FREE</b>	<b>Town Park</b>
<b>Sat 29 &amp; Sun 30</b>	<b>Wiltshire Armed Forces &amp; Veterans Weekend</b>	<b>Town Park</b>
<b>Saturday 29<sup>th</sup></b>	<b>TOWN TEAM Vintage Market – FREE PARKING in Wiltshire Council Car Parks</b>	
<b>Saturday 29<sup>th</sup></b>	<b>MOTOWN disco night at the Civic</b> <a href="http://www.trowbridgecivic.co.uk/event/Live+at+the+Civic+MOTOWN">www.trowbridgecivic.co.uk/event/Live+at+the+Civic+MOTOWN</a>	<b>£6 ticket</b>
<b>JULY</b>		
<b>Sunday 14<sup>th</sup></b>	<b>TIB Summer Open Gardens</b>	<b>1 – 5pm</b>
<b>July</b>	<b>TIB competition judging and SW in Bloom Judging Day</b>	
<b>Sat 13 &amp; Sun 14</b>	<b>CREATIVITY Craft Fair</b>	<b>Civic Centre</b>
<b>Sunday 21<sup>st</sup></b>	<b>Civic Service 6.30pm</b>	<b>St James' Church</b>
<b>Thurs 25 – Fri 9 August</b>	<b>Active Trowbridge Fun Days</b>	<b>Walwayne Court School</b>
<b>AUGUST</b>		
<b>Mon 12 – Fri 16</b>	<b>Active Trowbridge Fun Days</b>	<b>John of Gaunt School</b>
<b>Mon 19 – Fri 30</b>	<b>Active Trowbridge Fun Days</b>	<b>Newtown School</b>
<b>Saturday 17<sup>th</sup></b>	<b>5<sup>th</sup> Textile and Weaving Festival opens</b>	<b>to 16 Nov</b>
<b>Sunday 18<sup>th</sup></b>	<b>Carnival Soap Box Derby</b>	<b>Castle Street</b>
<b>Saturday 31<sup>st</sup></b>	<b>TOWN TEAM Food Fest</b>	<b>Fore St &amp; Town Park</b>
<b>SEPTEMBER</b>		

<b>Saturday 7<sup>th</sup></b>	<b>Carnival Country Fayre</b> The Town Council stand will be present, councillors should advise Trish of their availability to assist	<b>Trowbridge Park</b>
<b>Saturday 7<sup>th</sup></b>	<b>TIB Home Produce Fayre</b>	<b>Fore Street 10 – 2pm</b>
<b>Tuesday 24<sup>th</sup></b>	<b>Trowbridge in Bloom Awards Evening</b>	<b>Civic Centre</b>
<b>OCTOBER</b>		
<b>Fri 18 to Sat 2 November</b>	<b>Trowbridge Arts Festival</b>	
<b>Saturday 19<sup>th</sup></b>	<b>Trowbridge Carnival Procession</b>	
<b>Friday 25<sup>th</sup></b>	<b>New ODEON CINEMA due to open</b>	<b>St Stephen's Place</b>
<b>29 -1 November</b>	<b>October Half-term holiday activities</b>	<b>Trowbridge Museum</b>
<b>Mon 28 to Tues 5 November</b>	<b>Active Trowbridge Fun Days</b>	<b>Walwayne Court School</b>
<b>NOVEMBER</b>		
<b>Saturday 30<sup>th</sup></b>	<b>Christmas Craft &amp; Community Fayre</b>	<b>Civic Centre</b>
<b>Saturday 30<sup>th</sup></b>	<b>TOWN TEAM Victorian market</b>	<b>Fore Street</b>
<b>Saturday 30<sup>th</sup></b>	<b>Christmas Lights Switch On followed by Shoppers Carol Service at St James' Church. Late night shopping to 7pm</b>	<b>Fore Street</b>
<b>Saturday 30<sup>th</sup></b>	<b>FREE PARKING in Wiltshire Council Car-parks</b>	
<b>DECEMBER</b>		
<b>Sat 7<sup>th</sup></b>	<b>Dickensian Christmas Experience opens</b>	<b>Trowbridge Museum</b>
<b>12<sup>th</sup> 13<sup>th</sup> &amp; 14<sup>th</sup></b>	<b>Winter Wonderland party nights at the Civic Centre</b>	
<b>Sunday 15/22/29</b>	<b>Sunday shopping in Trowbridge</b>	
<b>Wednesday 18<sup>th</sup></b>	<b>Late night shopping to 7pm.</b>	
<b>FEBRUARY 2014</b>		
<b>Mon 17 – Fri 21</b>	<b>Active Trowbridge Fun Days</b>	<b>Walwayne Court Sch'l</b>
<b>Sat 15<sup>th</sup> Feb</b>	<b>EXHIBITION – Popular Pitman &amp; Convivial Crabbe (to April 19<sup>th</sup>)</b>	<b>Trowbridge Museum</b>
<b>Tues 18 – Fri 21</b>	<b>Half-term holiday activities</b>	<b>Trowbridge Museum</b>
<b>MARCH</b>		
<b>Tuesday 4<sup>th</sup> March</b>	<b>Shrove Tuesday Pancake Races</b>	<b>Fore Street</b>

Trowbridge Area Board  
23 May 2013

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**Appointments to Outside Bodies, and Constitution of and Appointments to Working Groups 2013/14**

**1. Purpose of the Report**

- 1.1. To appoint representatives to Outside Bodies, and to reconstitute and appoint to Working Groups for the year 2013/14.

**2. Background**

- 2.1. The Area Board is invited to appoint Councillor representatives to the Outside Bodies listed at Appendix A. These appointments will continue for the duration of Councillors' terms of office, unless the Board determines otherwise.
- 2.2. Similarly, the Area Board is invited to reconstitute the Working Groups set out at Appendix B, with the Terms of Reference set out at Appendix C, and to make appointments to these groups. These appointments are for 2013/14.

**3. Main Considerations**

- 3.1. In 2010, all Area Boards appointed Community Area Transport Groups (CATGs), which operated as informal working groups making recommendations to the Area Board for approval. Terms of reference are set out at Appendix C. It should be noted that the establishment of the CATGs, along with the delegation of the relevant budget to Area Boards, was a delegation of authority from the Cabinet Member for Highways, and so the Terms of Reference for these cannot be amended.
- 3.2. Some Area Boards also established Shadow Community Operations Boards to discuss and facilitate the development of Campus proposals. Similarly, these Groups were established as part of the Council's corporate programme for Campuses, and so the Terms of Reference cannot be amended.
- 3.3. Some Area Boards have established other Working Groups to consider and address local issues. Where these have Terms of Reference, this is for the Area Board to determine and amend where required.

**4. Financial and Resource Implications**

- 4.1. None.

## **5. Legal Implications**

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

## **6. Environmental Impact of the Proposals**

- 6.1. None.

## **7. Equality and Diversity Implications**

- 7.1. None.

## **8. Delegation**

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

## **9. Recommendation**

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

### Report Author:

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Democratic Services Officer  
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Appendices:

Appendix A – list of appointments to Outside Bodies

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

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

Unpublished background documents relied upon in the preparation of this report

None

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**WILTSHIRE COUNCIL OUTSIDE BODIES**

Outside Body Title ( A to Z )	Appointed By	Why Rep Needed	Organisation aims	Meeting schedule	Voting rights	Reps needed	Rep for 2012/13
Collaborative Schools Steering Group	Area Board - Trowbridge	The Extended Services agenda has evolved massively since its original conception and has an increasing focus on health and wellbeing community initiatives, that support a whole family. Our initiatives are very much locality and needs led, grounded by family consultation. This places us in a key position to provide feedback to the Area Board on welfare issues that are of priority to the community. We have developed strong relationships with a wide variety of local partner agencies, parents and young people, including vulnerable families and believe that an official representation on the Area Board will help to ensure community voice. This communication will also minimise duplication of initiatives.	As a collaborative partnership of schools the vision is to create a community in which parents feel supported to achieve the very best outcomes for their children. The needs of our families are diverse - we aim to empower all parents resulting in raised aspirations and the increased well being of whole families, subsequently impacting positively on our community area. We are committed to keeping the children and their families at the heart of our collective decision making.	The Extended Services and Collaborative Steering Group meet 6 times per year as a whole body, for a meeting duration of 2 / 3 hours. During the periods between these meetings communication between all representatives and the wider constitution is very strong ensuring ongoing progresses.	Yes	1	Position Vacant. Previously Cllr Helen Osborn
Transforming Trowbridge Board	Area Board - Trowbridge	To bring together private and public sector bodies to drive forward development	Regeneration of Trowbridge	6 meetings per year	Yes	1 from Cabinet and 1 from Area Board	Cllr Peter Fuller
Trowbridge Community Area Future	Area Board - Trowbridge	To inform on the development of the Community Area Plan	Development of the Community area Plan	Normally every 6-8 weeks	No	1	Cllr Peter Fuller
Youth Advisory Group (YAG)	Area Board - Trowbridge	So young people can present ideas to councillors and council	Youth issues and democracy	4 meetings per year	Yes	Up to 2	Cllr Helen Osborn

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## **Appointments to Working Groups** **Trowbridge Area Board**

### **Community Area Transport Group:**

#### **Why Representative needed**

The CATG needs to obtain the views of local councillors on highways priorities within their area.

#### **Organisation Aims**

To consider priorities for highways projects in the community area and to make recommendations to the Area Board.

#### **Meeting Schedule**

Every 8 weeks in the community area

#### **Voting Rights**

Yes but the group is only able to make recommendations to the Area Board.

#### **Reps Needed**

At least one member of the Area Board and consisting of up to 10 people from the Town and Parish Council and Community representatives.

#### **Reps for 2012/13**

- All Area Board Members
- Lance Allan (Trowbridge Town Council)
- Kate Oatley/Tracy Sullivan (Trowbridge Community Area Future)
- Gaynor Polglase (Parish Council Liaison Group)
- David Baker (Chamber of Commerce)

Shadow Community Operations Board (COB):

**Why Representative needed**

To oversee the community campus project and make recommendations to the relevant Area Board.

**Organisation Aims**

To maintain an overview of the community campus project including design of the building and discussing which services should be located within the building.

**Meeting Schedule**

Monthly meetings in the locality

**Voting Rights**

Yes.

**Reps Needed**

One

**Reps for 2012/13**

- Cllr Peter Fuller with Cllr Helen Osborn as Deputy
- Cllr Kendrick Jackson with Cllr Bob Brice as deputy (Town/Parish Council)
- Colin Kay with Andy Packer as deputy (Education and Young People)
- David Baker with Tracey Sullivan (Wider Community)
- Farzana Saker, David Nutley, Paula Drew with Rose Young, Shazuli Iqbal, Robert Greenwood, Hayley Bell as deputies (User and Community Groups)

**COMMUNITY AREA TRANSPORT GROUP (CATG)**

**TERMS OF REFERENCE**

**Membership of the CATG**

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

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

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

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

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

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

**Appointment of CATG Members**

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

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

**Media Relations**

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

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

### **Meetings**

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

### **Officer Support**

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

### **Terms of Reference**

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

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



**Terms of Reference**

1. Small scale transport schemes – discretionary funding

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

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

*(Cabinet Member Decision HT-021-10)*

2. Small scale transport schemes – substantive funding

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

*(Cabinet Member Decision HT-026-11)*

3. Speed Indication Devices

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

*(Cabinet Member Decision HT-023-11)*

4. C & UC roads speed limit review

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

*(Cabinet Member Decision HT-027-11)*

5. Waiting restrictions

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

*(Cabinet Member Decision HT-031-11)*

6. Other decisions

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

# CAMPUS AND OPERATIONAL DELIVERY PROGRAMME

## Campus & Operational Estate Management Workstream

---

### Draft Terms of Reference for Shadow Community Operations Board

#### 1 Background

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

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

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

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

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

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

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

#### 2 Campus Management Principles

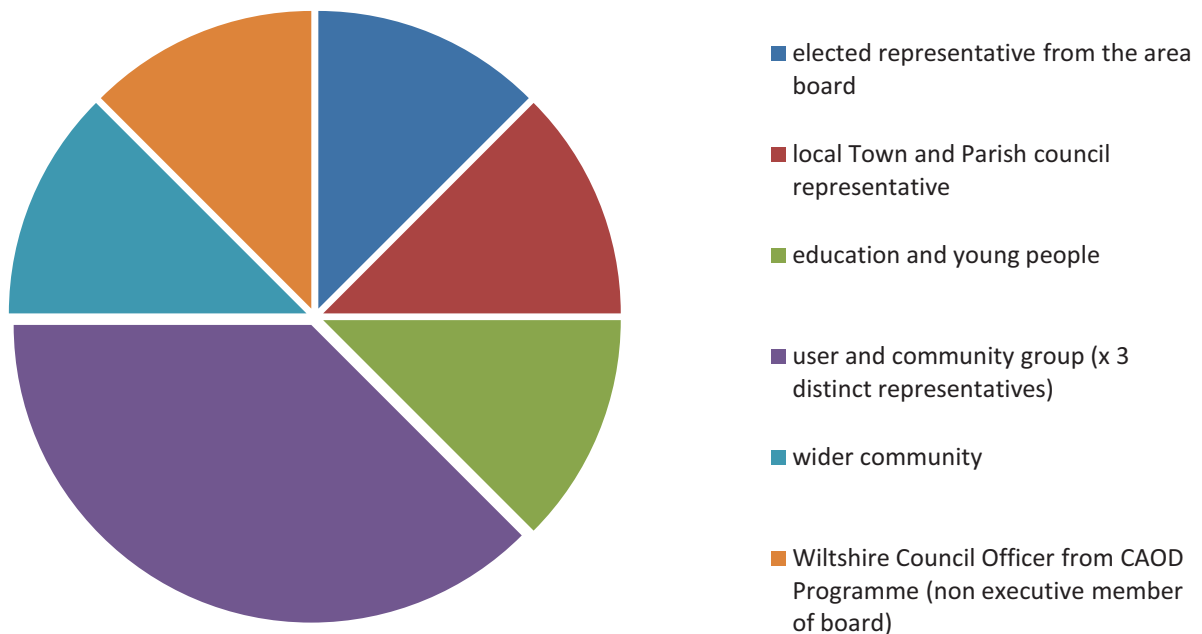
The Shadow Community Operations Board will need to work with the Council and its partners to ensure that the following approved principles are delivered:

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

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

### 3 Membership

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



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

### 4 Roles and responsibility

#### 4.1 Community leadership & engagement

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

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

#### **4.2 Responsibility for outcomes**

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

#### **4.3 Project coordination and reporting**

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

#### **4.4 The role of Wiltshire Council**

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

### **5 Outcomes**

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

### **6 Confidentiality**

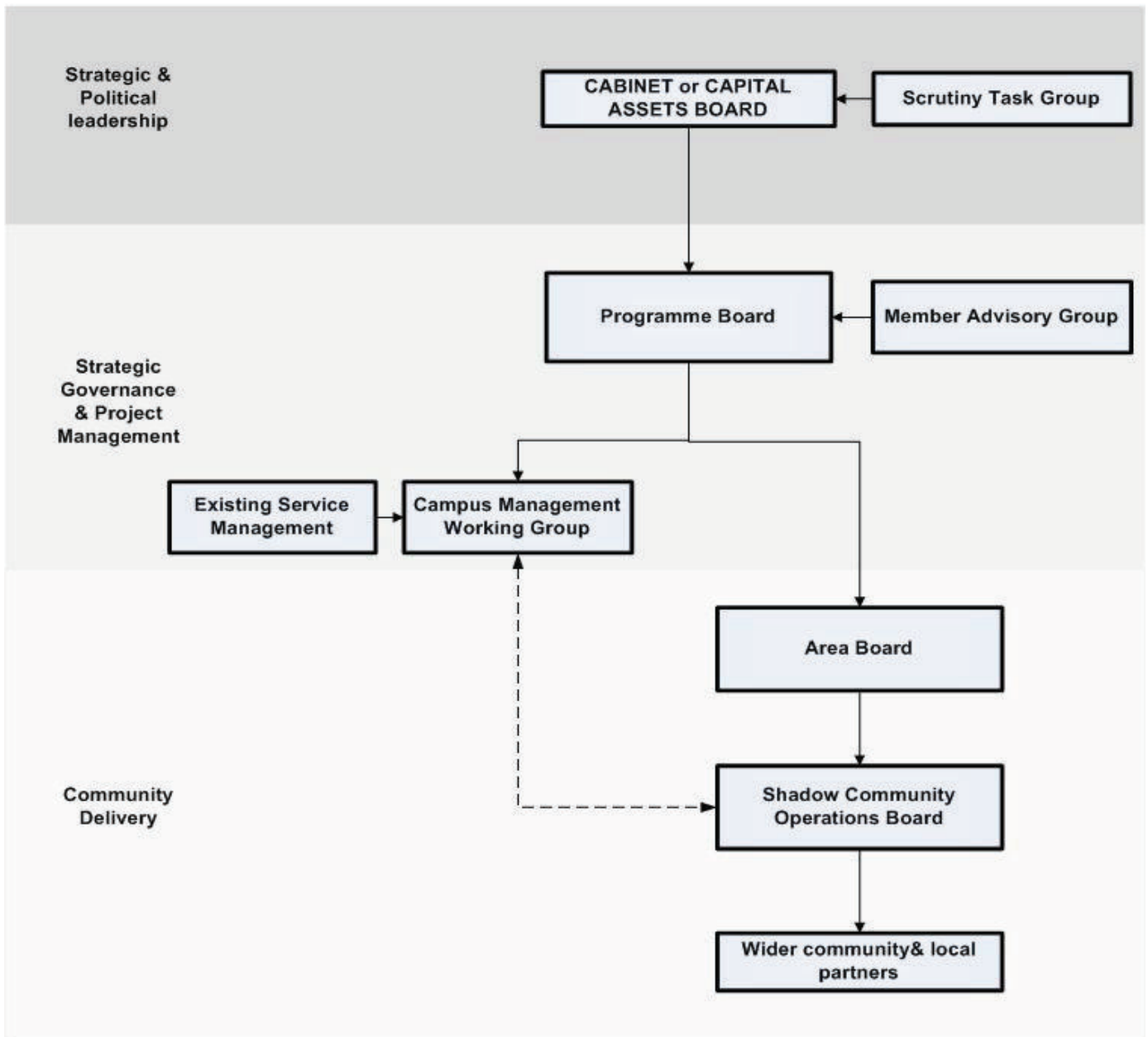
Whilst most information provided by the council or other participants or partners will be non-confidential in nature there may be occasions when due to the commercial nature of discussions or where matters are relevant to policy development by the council, it may request that individual information or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

**7 Governance Arrangements**

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

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

**Preliminary Management Project Governance Arrangements**



### **Trowbridge Campus Area Board Update May 2013**

The Shadow Community Operations board SCOB was set up by the Area Board in December 2011. It is responsible for drawing up proposals for a community campus including sports and leisure facilities. It carried out its first round of consultation between July and October 2012 gaining over 1500 responses. The SCOB has produced a working proposal based on these results. In March 2013 the Area Board accepted this proposal and agreed that the SCOB could carry out its second round of consultation between May and July 2013. The consultation is to make sure that what is being proposed has the support of the community. The consultation does not cover the issue of where the campus will be sited as this will be done through the consultation on the Master Plan for Trowbridge in July. The intention is to bring the results of the consultation back to the Area Board, first in July and then in September with a view to taking the proposal to Cabinet during the autumn of 2013. The SCOB is, therefore poised to start this consultation

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<b>Report to</b>	<b>Trowbridge Area Board</b>
<b>Date of Meeting</b>	<b>23 May 2013</b>
<b>Title of Report</b>	<b>Community Area Board Funding</b>

**Purpose of Report**

To provide information on the changes to the funding for 2013/14 and ask Councillors to consider:

1. One application seeking Community Area Grant Funding (appendix 1)
  - TCAF – Lights, Camera, Action - To purchase 2 high spec video cameras and accessories to be used by groups throughout the Trowbridge Community - £2,680 requested

**Total Amount requested = £2,680**

## **1. Background**

- 1.1 Area Boards have authority to approve Area Grants under powers delegated to them by the Deputy Leader and Cabinet member for Adult Care, Communities and Housing (5 April 2013). Under the Scheme of Delegation Area Boards must adhere to the Area Board Grants Guidance 2013/2014. The emphasis in 2013/14 will be that the Area Board funding will support volunteering, community involvement and addressing community priorities.
- 1.1 In 2013/14 the Area Boards grant scheme will be restricted to capital projects that deliver enduring community infrastructure improvements – such as new equipment, facilities or environmental improvements. Guidance will be provided to applicants on eligibility.
- 1.3 Trowbridge Area Board has an increased budget for 2013/2014 budget of £111,127 for community area grants (CAGS), community area partnership (CAP) core funding and area board/councillor led initiatives. Pursuant to the budget approved by the Council, the Area Board will be provided with revenue and capital budget allocation as follows:
  - £88,486 capital funding for CAGS/Councillor led projects
  - £17,697 revenue funding for the CAP
  - £1,500 capital for the Digital Literacy Fund grants
  - £3,444 revenue operational budget
- 1.4 Area Boards will be encouraged to develop ways of linking grant funding to locally agreed priorities emerging from the Joint Strategic Assessment, the local community plan or other relevant local evidence
- 1.5 An on-line funding application process will be introduced for all applicants.
- 1.6 In 2013/14 up to £500 unmatched funding will be available to support small local projects. All applications for projects exceeding £500 will be expected to provide match funding (either in cash or in kind) to the value of a minimum of 50% of the total requested
- 1.7 In 2013/14 applications specifically for Wiltshire Online, Digital Literacy will be considered, with £1,500 being allocated to each area board and distributed through the community area grants process.
- 1.8 In support of the Olympic and Paralympic legacy, in 2013/14 the Area Boards will particularly welcome applications that encourage young people and people with disabilities to become more actively involved in sports, outdoor activities, recreation, arts and volunteering.
- 1.9 Area Boards will not consider CAG applications from town and parish councils for purposes that relate to their statutory duties or powers that should be funded from the local town/parish precept. However this does not preclude bids from town/parish councils, encouraging community projects that provide new opportunities for local people or those functions that are not the sole responsibility of the town/parish

council.

- 1.10 In accordance with the Scheme of Delegation, any decision of an Area Board that is contrary to the funding criteria would need to demonstrate that the application in question has a wider community benefit, and give specific reasons for why this should justify an exception to the criteria.
- 1.11 In addition to CAGs, Councillors can submit an Area Board/Councillor Led Initiative. This enables area boards to tackle sticky community issues and/or community identified priorities. Cabinet have emphasised that they do not wish these to be used to avoid complying with Community Area Grant criteria or for filling gaps where there are council service shortfalls.
- 1.12 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.
- 1.13 Funding applications will be considered at every ordinary Area Board meeting.
- 1.14 Paper copies of funding applications no longer appear as part of the agenda in an attempt to reduce paper. They are however available to view on the Wiltshire Council web [http://portal.wiltshire.gov.uk/areaboard\\_grants/grants\\_list.php](http://portal.wiltshire.gov.uk/areaboard_grants/grants_list.php)
- 1.15 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.

<b>Background documents used in the preparation of this Report</b>	<ul style="list-style-type: none"><li>• Area Board Grant Guidance 2013/14 as presented for delegated decision</li></ul>
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## **2. Main Considerations**

- 2.1. Councillors will need to be satisfied that grants awarded in the 2013/14 year are made to projects that can realistically proceed within a year of the award being made.

## **3. Environmental Impact of the Proposals**

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

#### 4. Financial Implications

4.1. Awards must fall within the budget allocated to the Trowbridge Area Board.

#### 5. Legal Implications

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

#### 6. HR Implications

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

#### 7. Equality and Diversity Implications

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

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

#### 8. Community Grant Applications

Applicant 8.1	Project summary	Funding requested
TCAF	Lights Camera Action	£2,680

8.1.1 The applicant meets the grant criteria.

8.1.2 The applicant will be contributing funding of £3,500 towards the project

8.1.3 **It is recommended that a grant of £2,680 is approved**

#### 9. Recommendations

10.1 **It is recommended that the Area Board agrees to the recommendation for the Community Area Grant application contained within paragraphs 8.1.3 of this report.**

Appendices:	Appendix 1 - Community Area grant application
Report Author	Rachel Efemey - Community Area Manager Tel. 01225 718608 Email: <a href="mailto:rachel.efemey@wiltshire.gov.uk">rachel.efemey@wiltshire.gov.uk</a>

## Grant Applications for Trowbridge Area Board on 23/05/2013

ID	Grant Type	Project Title	Applicant	Amount Required
63	Community Area Grant	Lights, Camera, Action!	Trowbridge Community Area Future	£2680
<p><b>Submitted:</b> 29/04/2013 12:54:39</p> <p><b>ID:</b> 63</p> <p><b>Current Status:</b> Application Appraisal</p> <p><b>To be considered at this meeting:</b> 23/05/2013 Trowbridge</p> <p><b>1. Which type of grant are you applying for?</b> Community Area Grant</p> <p><b>2. Amount of funding required?</b> £501 - £5000</p> <p><b>3. Are you applying on behalf of a Parish Council?</b> No</p> <p><b>4. If yes, please state why this project cannot be funded from the Parish Precept</b></p> <p><b>5. Project title?</b> Lights, Camera, Action!</p> <p><b>6. Project summary:</b> To purchase 2 high spec video cameras and accessories to be used by groups throughout the Trowbridge Community Area to celebrate and promote events, groups and the town via you-tube and Trowbridge TV Channel. We will also be providing training in use of the cameras from a professional film-maker.</p> <p><b>7. Which Area Board are you applying to?</b> Trowbridge</p> <p><b>Electoral Division</b> Trowbridge Central</p> <p><b>8. What is the Post Code of where the project is taking place?</b> BA14 8AH</p> <p><b>9. Please tell us which theme(s) your project supports:</b> Children &amp; Young People Arts, crafts and culture Countryside, environment and nature</p>				

Economy, enterprise and jobs  
 Festivals, pageants, fetes and fayres  
 Food, farming and local markets  
 Health, lifestyle and wellbeing  
 Heritage, history and architecture  
 Inclusion, diversity and community spirit  
 Recycling and green initiatives  
 Safer communities  
 Sport, play and recreation  
 Transport and roads  
 Technology & Digital literacy

If Other (please specify)

**10. Finance:**

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

**Your latest accounts:**

12/2012

**Total Income:**

£20,968.80

**Total Expenditure:**

£21,090.37

**Surplus/Deficit for the year:**

£-121.57

**Free reserves currently held:**

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

£14,400.99

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

We propose to match-fund the bid from our reserves. The remainder of the money is for community projects already identified by TCAF. Some reserves are necessary as we employ two Project Officers.

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

**10b. Project Finance:**

Total Project cost		£6180		
Total required from Area Board		£2680		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
2 x cameras	4600	TCAF	yes	2500

2 x tripods	240	Training & Support x 10 days	yes	1000
Insurance	180			
2 x Lapel Mics	280			
2 x Lapel mics				
2 x cables & Boom Poles	180			
LED Top Light	60			
2 x Capture Cards	180			
2 x ND Filter	220			
2 x extra battery	80			
2 x carry bags	160			
<b>Total</b>	<b>£6180</b>			<b>£3500</b>

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

No

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

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

It's a key priority to promote the brand 'Trowbridge' within our community area and to the wider region. Previous films made including Portas Pilot, Dickensian Market, Trowbridge Festival and the Campus project have demonstrated the positive image we can present of the town through this medium. By owning the cameras and equipment it will make it more feasible for groups to record their own events and upload their films.

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

TCAF will keep a log of who takes part in training and makes use of the equipment. We will send out questionnaires following use of the equipment ensuring correct usage.

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

TCAF will continue to run the project by charging a small fee to hire the equipment to cover costs of upkeep. Advanced training/mentoring in short film-making will be offered to community groups at a small fee to upskill local people.

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

17. DECLARATION

**Supporting information - Please confirm that the following documents will be available**

**to inspect upon request:**

**Quotes:**

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

**Accounts:**

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

**Constitution:**

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

**Policies and procedures:**

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

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

**And finally...**

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



**Wiltshire Council**

**Trowbridge Area Board**

**23 May, 2013**

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**Trowbridge Community Area Future (TCAF) Claim for Core Funding 2013/2014**

**1. Purpose of the Report**

- 1.1. To seek the Board's approval to core funding to TCAF covering the financial year 2013/14 to be agreed at this meeting, 23 May 2013

**2. Background**

- 2.1. Officers are required to provide recommendations in a report, however the decision to support the community partnership and to what level, is made by Wiltshire Councillors on this Area Board.
- 2.2. There will be 2 tranches of funding to community partnerships during 2013/14 (up to 50% of their total projected costs in each tranche). The first is contained within this report, and the Partnership Development Officer will advise TCAF that the second tranche can be requested at an Area Board meeting in November 2013 when evidence is received of how the first tranche has been spent.
- 2.3. Trowbridge Area Board has been allocated a 2013/2014 budget of £111,127 for community area grants, community partnership core funding, digital literacy and councillor led initiatives.
- 2.4. Community Area Partnerships are invited to apply for up to 20% of the community area grant budget. 20% of the Trowbridge Area Board budget 2013/14 is £17,697.

**3. Main Considerations**

- 3.1. Councillors will need to be satisfied that core costs awarded in the 2013/14 year are made to projects that can realistically proceed within a year of the award being made.
- 3.2. TCAF was awarded £15,556 in 2012/2013. TCAF will be rolling forward approx. £9,837 of their reserves into 2013/14 to be spent on activities in this coming financial year as described in the workplan.

- 3.3. All partnerships funded by Area Boards are required to sign a Community Area Partnership Agreement (CAPA), which will be countersigned by the Chair of the Area Board. The CAPA is to be signed by both parties at this meeting if TCAF's core funding is awarded.
- 3.4. In order to show how the community area partnership aims to meet the commitments set out in the CAPA, TCAF are required to complete a work plan. This work plan has been reviewed and endorsed by Wiltshire Council's Partnership Development Officer and by Wiltshire Forum of CAPs as a workable document.(Appendix 1)
- 3.5. Trowbridge Community Area Future submitted a 2013/14 claim of - £15,556 for core running costs and £2,141 for the setting up and running of the Time Credits volunteering scheme in the community area (Appendix 2). 50% of this claim can be considered in this 1<sup>st</sup> tranche. The Area Board can therefore award up to £8,848.50 at this meeting.

#### **4. Implications**

##### 4.1. Environmental Impact of the Proposals

- 4.1.2 The community partnership contributes to the continuance and improvement of cultural, social and community activity and wellbeing in the community area, the extent and specifics of which will be dependent upon individual projects.

##### 4.2. Financial Implications

- 4.2.1 Core costs awarded to the community partnership must fall within the Area Boards budget allocated to the Trowbridge Area Board.

##### 4.3. Legal Implications

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

##### 4.4. HR Implications

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

##### 4.5. Equality and Diversity Implications

- 4.5.1 Community partnerships have agreed to the terms of the Community Area Partnership Agreement, which requires them to be fully inclusive. Membership of TCAF is open to anyone with an interest in the community area.

#### **5. Recommendation**

The Partnership Development Officer recommends that the Area Board:

- approve the claim of £17,697 with an agreement to release the 1<sup>st</sup> tranche of £8,848.50 immediately
- agree to the release of the 2<sup>nd</sup> tranche at the November 2013 area board meeting on receipt of an interim report from TCAF measured against the workplan

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Report Author: Andrew Jack, Partnership Development Officer  
Tel No: 01225 713109  
E-Mail: [andrew.jack@wiltshire.gov.uk](mailto:andrew.jack@wiltshire.gov.uk)

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Appendices:  
Appendix 1 TCAF Annual Workplan, 2013/14  
Appendix 2 TCAF Running Costs, 2013/14

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<b>TROWBRIDGE COMMUNITY AREA FUTURE PARTNERSHIP</b>	
<b>Annual Work plan 2013/2014</b>	
<p><b>Partnership Development.</b></p> <p><i>"To establish and maintain a Partnership, Steering Group &amp; Thematic Group as necessary."</i></p>	<p>Our Partnership meets once per year at the AGM</p> <p>TCAF attends the ABC meetings with the Area Board members to plan the Area Board Agenda which is working well and which allows TCAF to understand the workings of the Area Board whilst ensuring that local community issues are raised through the correct channels. Most members of our Steering Group attend Area Board meetings.</p> <p>The Steering Group is elected at the Annual General Meeting of the Partnership in September. The group has representatives from each of the Theme Groups as well as partner representative from Wiltshire Council, CAM, WfCAP, Town Council and Parish Council. TCAF will support the Campus Operations Board in the next phase of consultation in May and June 2013 regarding the working proposal of the COB.</p> <p>We presently have two Project Officers. Kate Oatley is paid for 15 hours per week and Tracy Sullivan for 8 hours per week under the current arrangements. The officers are employed by TCAF with the payroll function being carried out by Trowbridge Town Council.</p> <p>Our Partnership is affiliated to WfCAP and representatives attend and participate in its events.</p> <p>Our BA14 Culture group has thrived over the last 6 months, seeing a more formal meeting arrangement and membership. The group, via Tracy's work under Trowbridge Arts has secured significant funding for a 2 year Arts project for the Community Area. Tracy has been appointed as Art Director for Trowbridge Arts and will drive the project forward.</p> <p>The Neighbourhood Partnerships Group continues to meet regularly and through this group we held a 2 day event in the Shires offering advice and support on Welfare Reforms. A further event on welfare reforms is planned for the autumn. TCAF are in touch with Wiltshire Money and will continue to develop a good working relationship to ensure that we are meeting the needs of the local people with regard to the imminent welfare changes. The Tasking group meets ahead of the Neighbourhood Partnerships group and this is set to incorporate Safer Trowbridge Theme Group.</p> <p>We need to involve Wiltshire Fire and Rescue and others and we need to ensure that new developments take public safety into consideration. We have no formal involvement or link into the NHS which we will address through the Health and Social Care group. We have been active in the development of the Joint Strategic Assessment and have taken into account these priorities within the Community Plan.</p> <p>TCAF sits on the Community Liaison Committee for Collaborative Schools and works closely with the Co-ordinator on local priorities. TCAF has reported back to the Area</p>

	<p>Board on behalf of that group in the absence of an elected member representative.</p> <p>Health and Social Care have decided that the future direction of the group will be that a core group will meet more informally and become project-driven. Our first involvement will be informed by the Children’s Society’s big conversation project.</p> <p>TCAF has joined the Trowbridge in Bloom meetings and will provide support to work on projects through this group. We note that our successful Friends of Biss Meadow Country Park Group has almost completed their pond Renovation project. See <a href="http://www.bissmeadows.org.uk">www.bissmeadows.org.uk</a></p> <p>Economy and Transport is being progressed through involvement with Transforming Trowbridge where the Masterplan for the town centre is nearing completion and adoption as part of the Wiltshire Core Strategy.</p> <p>The Steering Group, the Theme Groups, and the Parish Council Liaison Group mainly meet quarterly, the Trowbridge Neighborhoods’ Partnership meets every 2 months. A list of all meetings' dates so far arranged is attached.</p> <p>The Steering Group will develop a strategy for the development of the CAP over the next 12 months as there have been a number of changes to the Theme Groups and the way they are run to ensure best use of Officer time. The Project Officers will meet with the Chair and Treasurer once a month to maintain a focus on the TCAF objectives.</p>
<p><b>Accountability.</b> <i>“To be open and inclusive of the wider community and to account and seek affirmation from the wider community for its actions, activities and forward plans on an annual basis.”</i></p>	<p>We are working with the Trowbridge County Town Initiative where we act as Secretary to try to improve the performance of the town centre. The Trowbridge Town Team is now a Community Interest Company, where a TCAF Officer acts as a Director and worked with TCAF in completing the Benchmarking exercise with Action for Market Towns, the report for which has just been published. We have signed up to complete the AMT report for next year also and will work alongside the Town Council to achieve this.</p> <p>The Trowbridge County Town Initiative is comprised mainly of retailers, including the Manager of the Shires and Castle Place, and the Trowbridge Town Team is its operational arm. The Town council is closely involved. All are working towards the regeneration of the town centre. TCAF have been involved in the Hidden Britain workshops with the aim of improving the appeal of Trowbridge with the implementation of a better marketing strategy for the town. We will continue to support this group.</p> <p>We will continue to meet with a wide range of groups to ensure that the issues that we have identified and included in the new Community Area Plan are still current. We hold Theme and Other Group meetings and we will publicise these meetings through our database and via the Town Council. TCAF will continue to promote its work through our networks of local groups as this is vital to our success as a community partnership.</p>

	<p>TCAF will be addressing the issue of social media and websites at the July Steering Group Meeting as such updates are costly in terms of Officer time. We will develop a strategy for our communication in July.</p> <p>We have published the Community Area plan and have made it available widely, but we feel that our Plan needs to be more action based as the local priorities change and we want to be able to respond in a timely manner.</p> <p>We will encourage local people to make their comments on the Plan. It will continue to change and the website formats can easily deal with such changes ensuring that the Plan remains a living document.</p>
<p><b>Communication</b>  <i>“To engage and communicate systematically with all sections of the community and to maintain a contacts register of key organizations and volunteers.”</i></p>	<p>We will look at ways of engaging directly with the public. We will investigate further the possibility of a Community Hub for TCAF which may be part of the new Trowbridge Campus. TCAF have representation on the Shadow Campus Operations Board. Through our involvement with the Arts Festival, where over 20 volunteers took part, it has become clear that volunteers are much easier to attract when we are running a specific project. The Town Hall project has attracted over 30 active volunteers. We will seek the opportunity to engage with local pupils in their schools and youth centres to introduce to them the work of TCAF and how we are trying to improve their Town and Community Area and they have a positive part to play. We worked closely with the Community Area Manager to organize an Older Persons Area Board event in October 2012 which was a success. We plan to hold another of these events in October 2013.</p> <p>To date we have spent over 3 days per year in the Shires where we engage directly with the public as well as attend as many community events as is practical and we will commit to this again over the coming year.</p>
<p><b>Consultation.</b>  <i>“To consult widely on a range of community issues and hold public engagement events and activities.”</i></p>	<p>We worked very closely with the Area Board and the Shadow Campus Operations Board to consult with the local people on the Campus using the Shires and the Town Hall as venues. We need to encourage more people to take active part in some of our voluntary groups, many of which are finding it difficult to attract volunteers. We will offer continued support to the campus development in its next phase of public consultation, whatever form this takes. TCAF will also continue to attend every Area Board meeting and respond to issues raised there.</p> <p>By having a Twitter and Facebook account we have started to reach an audience not previously reached by TCAF. We have over 350 followers on Twitter and we will also encourage more dialogue through the TCAF blog. This gives us the opportunity to engage those people in a way that suits them rather than asking them to attend meetings. TCAF will aim to canvass the opinions of those NOT using Trowbridge in spite of living there as we feel this is a valuable way of gaining information on the perception of the town.</p> <p>We hosted a consultation event in January 2013 on the development of a new school in the Trowbridge Community Area. Through our continued networking with</p>

	<p>local groups we anticipate that we will be in a position to support future developments in a similar way.</p>
<p><b>Community Planning</b>  <i>“To prepare and regularly review a community plan that takes into account major issues affecting the area and to develop an action plan and identify projects to address these issues. This will be done in consultation with the wider local community, in order that it properly represents their concerns and aspirations.”</i></p>	<p>We have completed a new community area plan 2011 - 2016. We have been working closely with our major partners to ascertain and include in the plan what they are planning to do to tackle the local issues which we have identified. The main partners involved in this process have been Wiltshire Council; NHS Wiltshire and some local GPs; Wiltshire Police; Wiltshire Fire and Rescue; Transforming Trowbridge; local schools through the Trowbridge Collaborative Schools network and others. It is vital that we work in partnership to avoid duplicating effort in times when resources are so scarce. This has led us to re-align some of the Theme Groups and lessen formal meetings joining with similar groups to avoid duplication. In doing so we have been able to free up Project Officer time to focus on active projects such as working with Collaborative Schools to develop a number of community-based projects.</p> <p>TCAF will commit to re-visit the Community Area Plan regularly in order that it's a true reflection of the current priorities. Though we don't propose to re-publish a paper version of the plan, we will ensure that people have access through websites and the Area Board network to our plan. We are confident that we are engaged through enough networks and partnership groups across the Community Area to ensure the priorities are representative of the whole population locally.</p>
<p><b>Local Action</b>  <i>“To champion local issues and help with the planning and delivery of local projects, including community fundraising and community volunteering where these meet the priorities of the community plan.”</i></p>	<p>TCAF have been key in supporting the development of Trowbridge Town Hall through asset transfer for the community. This has involved inviting the community to tours and consultation events which has resulted in feedback from over 1000 people and a commitment from 350 as friends and supporters for the future. Over the next 12 months TCAF will continue to support the project with in-kind Officer support and resources where needed. We will support the Town Hall Trust, a community action group, who are leading on this project, to access funding from Trusts, Foundation and the local Area Board as is necessary.</p> <p>TCAF have liaised with the Area Board to be responsible for the setting up and managing of the Spice Time Credit Scheme where volunteers can earn credit vouchers to be used in participating businesses and bodies. We will ensure that the project is correctly promoted and we will liaise with CAPs where this project is already underway in order to share best practice. Our understanding is that this is a fully funded project although TCAF will commit Officer Time to deliver the project over the coming 12 months. The detailed implementation of this project will be in a separate document but will in due course be added to the workplan. We are currently researching required time and investment for the project.</p> <p>Other projects that TCAF will continue to support over the next 12 months include, Trowbridge Arts and Trowbridge Arts Festival, Campus development, development of outside sports facilities, Trowbridge in Bloom, Collaborative Schools and the development of Bradcroft Drs Surgery.</p> <p>Over the last 12 month we have played a role in advising and leading on some</p>



local funding applications and have been successful in securing over £140,000 for the Community Area (these include Trowbridge Arts, Arts Festival and the Town Hall) and we'll continue to offer our support in a similar way.

We have Theme Champions who head their Theme Groups. Working closely with the Project Officers they will help in identifying priority projects and will aim to set up project groups to develop specific projects working with our partners who have expertise in fundraising, project development to ensure that project teams develop properly and have the correct range of skills and experience to carry them through. We will provide guidance and encouragement so that the project teams are successful and their projects are sustainable.

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Trowbridge Community Area Future Partnership Agreement, estimated 2013/2014			
Claim for running costs			
	2013/2014		
<b>Details</b>			
Name:	Colin Kay		
Partnership:	Trowbridge Community Area Future		
Address:	Civic Centre		
	St. Stephen's Place		
	Trowbridge, Wiltshire		
	BA14 8AH		
Phone:	01225 785207		
Email:	kays4@hotmail.co.uk		
<b>Project Officers (Kate Oatley &amp; Tracy Sullivan)</b>			
Gross Salary 23hours @ £14.8385*52.14	£	17,794.00	
National Insurance@5.5% (4.5%)	£	979.00	
Admin Costs say10hrs@£7.50* 52.14 full year	£	4,000.00	
Admin NI at 5.50%	£	220.00	
Recruitment Costs & DBS Costs	£	75.00	
Travel	£	400.00	
Training (First Aid & Hygiene Courses)	£	1,500.00	£ 24,968.00
Spice Time volunteer encouragement	£	2,141.00	
	£	-	£ 2,141.00
<b>Campus/ Consultation activities, public events, analysis</b>			
Consultation visits and events	£	1,800.00	
Video	£	-	
Room Hire	£	200.00	
Temps Data Input	£	-	£ 2,000.00
<b>Advertising &amp; promotion</b>			
Website maintenance	£	500.00	
Publicity of Events	£	250.00	
Media publicity and Equipment	£	2,750.00	
Newsletters	£	-	£ 3,500.00
<b>Plans, questionnaires, other printing</b>			
Plan Design/Updating	£	500.00	
Plan printing	£	-	
Questionnaires	£	-	
Other printing	£	-	£ 500.00
<b>Office expenses, consumables, etc.</b>			
Rent, including heating, lighting and security	£	4,000.00	
Telephone	£	350.00	
Printing & Stationery	£	500.00	
Postage	£	250.00	
Insurance	£	375.00	
Office Furniture depreciation	£	50.00	
Display Equipment Depreciation	£	100.00	
Computer maintenance	£	200.00	
Computer depreciation	£	-	£ 5,825.00
<b>Other expenses</b>			
Grant to Town Hall Group			
BA14 Culture	£	-	
Education - Young People's Leavers Cards	£	-	
Environment Theme Expenses	£	-	
Miscellaneous	£	300.00	
Parish Councils Liaison Group	£	-	£ 300.00
<b>Total running costs</b>			£ 39,234.00
Less: Amount of funding rolled forward from 2010/2011 to be spent in 2011/2012			£ -
<b>Net running costs to be applied for: -</b>			£ 39,234.00
<b>Income</b>			
<b>Trowbridge Town Council (Rent £4,000, Tel., Print., Post., £600 Cash £7,100).</b>			£ 11,700.00
Additional Funding to be found from Reserves and/or grants			£ 9,837.00
<b>Spice Time</b>			£ 2,141.00
<b>Total running costs to be applied for from Wiltshire Council.</b>			£ 15,556.00
			£ 39,234.00
I confirm that the costs detailed here will be incurred by the Trowbridge Community Area Future Partnership in accordance with the commitments agreed within the Community Area Partnership 2012/2013.			
I understand that a first tranche payment of 50% of the funding will be released following Area Board approval. This will be followed by a second tranche of the remaining 50% of the funding which will be released, at a date to be agreed, early in the second half of the financial year.			
Signed: - ..... Dated .....			

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**Wiltshire Council**

**Trowbridge Area Board**

**23 May 2013**

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**Subject: Wiltshire Council Policy for Non-Strategic Areas of Green Space**

## **Background**

1. At its meeting on 14<sup>th</sup> March, the Board put forward a motion requesting that a policy be adopted for dealing with non strategic areas of green space. This was as a result of issues arising at an area of landscape buffer owned by Wiltshire Council.
2. The green space which Wiltshire Council owns consists of larger areas, such as country parks, and smaller areas in and around housing estates. The smaller areas are the subject of this motion.
3. Most small areas of green space in and around housing developments were transferred to the council by the developers to comply with planning agreements entered into when they obtained planning permission. They are generally open space/amenity areas or landscape buffers to hide the development from adjoining countryside.
4. Wiltshire Council receives numerous requests to buy land of this type from adjoining householders across the county. It needs to have a consistent county wide policy.

## **Current Position**

5. Officers from the Property Services, Technical Services and Countryside teams are working to prepare a policy to set out a framework by which decisions on these requests will be made, and to define an approach to addressing areas where adjoining owners have encroached without authority.
6. It is intended that a policy be put in place during the autumn 2013, through agreement by the Cabinet Member for Property Services, and Cabinet (Capital Assets) Committee. Area Boards will be advised as to the content of the policy adopted.
7. It should be noted that even if this policy allows the disposal of individual parcels of land, the sale will be subject to planning permission for change of use from amenity land, which must be sought by the householder in the normal way.

Neil Ward

**Head of Strategic Property Services**

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Appendices: None

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**Wiltshire Council**

**Trowbridge Area Board**

**23 May 2013**

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## **Land at former Peter Black site, Mortimer Street, Trowbridge.**

### **Purpose of Report**

1. To update Members regarding the progress of enforcement action to remedy the poor condition of the above site.

### **Background**

2. Members will recall that reports on this matter have been brought to previous Area Board meetings. Following the failure of negotiations to effectively remedy the situation, the Council served an Untidy Site Notice under Section 215 of the Town and Country Planning Act 1990 on the owners of the site on 4<sup>th</sup> March 2013.

The Notice took effect on 4<sup>th</sup> April 2013 and requires the following actions to be carried out within three months:

- 1) *Cut back all soft landscaping on all boundaries of the Land (excluding formal trees) so that the soft landscaping is no greater than 2 metres in height when measured from natural ground level and is not overhanging the boundaries of the Land.*
- 2) *Cut back all soft landscape areas within the Land (excluding formal trees and formal grassed areas) so that the soft landscaping is no greater than 2 metres in height when measured from natural ground level.*
- 3) *Cut back all formal grassed areas within the Land.*
- 4) *Remove all weeds (including buddleia, brambles, creepers and self seeding trees) on all boundaries of the Land.*
- 5) *Remove all weeds (including buddleia, brambles, creepers and self seeding trees) within the Land and on all buildings within the Land.*

- 6) *Permanently remove to an authorised place of disposal all material resulting from steps 1, 2, 3, 4 & 5 above from the Land.*
- 7) *Permanently remove to an authorised place of disposal all rubbish, rubble and detritus from the Land.*
- 8) *Repair and secure all gates and fencing on the boundaries of the Land.*
- 9) *Remove all graffiti from the buildings within the Land or paint-out all graffiti from the buildings within the Land with a colour that matches the existing building colours.*
- 10) *Board up and paint all the windows of the office building on the western end of the Land with a colour that matches the existing building colour.*
- 11) *In addition to requirement 10 above, board up and paint all broken windows and all ground floor windows of all other buildings within the Land with a colour that matches the existing building colours.*

An appeal to the Magistrates Court, which would have delayed the Notice coming into effect, was not made, so the works required by the Notice should be completed by no later than 4<sup>th</sup> July 2013.

### **The current situation**

3. Officers are monitoring the site to ensure compliance with the Notice within the required timescale and will review whether further action is necessary following the end of the period for compliance on or immediately after 4<sup>th</sup> July.
4. Such further action could include prosecution and/or the Council undertaking works in default (Members need to be aware that Planning Committee authorisation would be required for the latter course of action as there are significant cost implications and the Council does not have a budget for direct action).



## **Recommendation**

**A: That Members note the report.**

**B: The Area Board receives a further update in respect of this matter at its next meeting.**

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Report Author:

Stephen Hawkins, Team Leader (Enforcement).

Date of report: 07 May 2013.

## **Background Papers**

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

None.

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**Land at former Peter Black site, Mortimer Street, Trowbridge.**

**Purpose of Report**

Report from Economy and Regeneration to update Members regarding the progress on the Peter Black Site. A separate report has been provided by Development Services on the enforcement issues.

**Background**

Previous report that went to the area board listed the next steps as:

- GVA is seeking to finalise terms of Planning Brief for site with Wiltshire Council before launching marketing
- Brief proposes a wide range of potential uses for the site
- Wiltshire Council's Planners have inputted into the draft Brief and are finalising its terms with GVA
- Through GVA, Wiltshire Council has agreed to commence a process which will explore role the parties may play to help address the site with the aim of facilitating a rapid outcome
- This may include:
  - supporting necessary steps to facilitate marketing (both Brief and 'comfort letter')
  - Exploring potential engagement with IBRC to see whether opportunities for a joint approach for demolition / site clearance to enhance marketing

**The current situation**

- A draft Planning Brief has been prepared by the LPA Receivers (GVA). The contents of this Brief has been agreed with the Council's Spatial Planning team.
- A letter of support / comfort to accompany the planning brief has been provided from the Service Director of Economy and Regeneration to GVA.
- The marketing of the site is due to commence imminently. Jones Lang Lasalle have now been instructed by GVA to market the site
- Discussions have taken place with a number of prospective purchasers

**Report Author: Alistair Cunningham**  
Service Director (Economy and Regeneration)  
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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 11 July 2013	County Hall, Trowbridge	<b>Provisional Items</b> <ul style="list-style-type: none"> <li>• On street parking (With Cabinet Member)</li> <li>• Museum Development update</li> <li>• Local Community Co-ordinators, Highways and Streetscene</li> </ul>	TBC
Upcoming future items		<ul style="list-style-type: none"> <li>• Review of Local Bus Services</li> <li>• Asset Management Strategy</li> <li>• Fire authority integrated risk management plan (business plan)</li> <li>• Police and Crime plan and budget</li> </ul>	

**Officer Contacts:**

Community Area Manager:  
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