

## AGENDA

**Meeting:** TROWBRIDGE AREA BOARD  
**Place:** Ridgeway space - County Hall, Trowbridge BA14 8JN  
**Date:** Thursday 15 May 2014  
**Time:** 7.00 pm

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

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

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

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

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

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

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

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### Wiltshire Councillors

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

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

	<b>Time</b>
<p>1     <b>Election of Chairman</b></p> <p>To elect a Chairman of the Area Board for the forthcoming year.</p>	<b>7:00PM</b>
<p>2     <b>Elect a Vice-Chairman</b></p> <p>To elect a Vice-Chairman of the Area Board for the forthcoming year.</p>	
<p>3     <b>Chairman's Welcome and Introductions</b></p> <p>The Chairman will welcome everybody to the meeting of the Trowbridge Area Board.</p>	
<p>4     <b>Apologies</b></p> <p>To receive any apologies for absence.</p>	
<p>5     <b>Minutes</b> (<i>Pages 1 - 14</i>)</p> <p>      i.    To approve the minutes of the meetings held on Thursday 13 March 2014 and Thursday 27 March 2014.</p>	
<p>6     <b>Declarations of Interest</b></p> <p>To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.</p>	
<p>7     <b>Chairman's Announcements</b> (<i>Pages 15 - 18</i>)</p> <p>To include the following:</p> <p>      i.    <b>Mini Recycling Sites - Recycling success means mini recycling sites are no longer needed</b></p> <p>      ii.   <b>Public Health and Wellbeing Grants</b> - To make communities aware of an available grant to support the Council's objective of building healthy and resilient communities.</p> <p>          Those interested in applying need to express their interest (see announcement) by 5 June.</p>	<b>7:05PM</b>
<p>8     <b>Appointment to Outside Bodies and Working Groups</b> (<i>Pages 19 - 32</i>)</p> <p>To appoint Wiltshire Councillors as representatives to Outside</p>	

Bodies and Working Groups who will report to future Area Board Meetings. Outside Bodies to include:

- i. Transforming Trowbridge
- ii. Trowbridge Community Area Future (TCAF)
- iii. Collaborative Schools
- iv. Youth Advisory Group

Working Groups

- i. Community Area Transport Group (CATG)
- ii. Trowbridge Shadow Community Operations Board.

Full details are contained in the agenda report.

9 **Partner Updates** (*Pages 33 - 50*)

**7:10PM**

To note the written reports and receive any updates from the following:

- i. Police and Crime Commissioner (PCC)
- ii. Wiltshire Police
- iii. Wiltshire Fire and Rescue Service
- iv. Town and Parish Councils
- v. Youth Advisory Group (YAG).

10 **Outside Body Updates**

**7:25PM**

Wiltshire Councillors appointed as representatives to Outside Bodies will report on any recent news, to include:

- i. Transforming Trowbridge
- ii. Collaborative Schools
- iii. Trowbridge Shadow Community Operations Board.

11 **Funding** (*Pages 51 - 54*)

**7:45PM**

**a. Community Area Grants**

To consider the following applications:

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

	<p><b>1.1</b> Gloucester Road Allotment Association - £1,200 requested for the enhancement of Educational &amp; Therapeutic facilities for Gardeners with Disabilities.</p> <p><b>1.2</b> Monday Wednesday Club - £500 requested for a portable skittle alley</p> <p><b>1.3</b> Trowbridge Academy of Boxing - £757 requested for equipment for a community Boxing Club</p> <p><b>1.4</b> Alzheimer's Support - £4,500 requested for the Refurbishment of Mill Street Day Club</p>	
12	<p><b>Update from NHS re Bradcroft Surgery and other health provision in the community area</b> (<i>Pages 55 - 58</i>)</p> <p>Jo Cullen (CCG) and Dr Stephen Locke to provide a GP premises development update to the Board.</p>	<b>8:05PM</b>
13	<p><b>Car Parking Issues at County Hall</b></p> <p>There is to be open discussion relating to car parking issues at County Hall.</p>	<b>8:25PM</b>
14	<p><b>JSA Event Priorities</b> (<i>Pages 59 - 64</i>)</p> <p>JSA Event Priorities to recommend that the Area Board uses the outcomes from the event to stimulate local action and to inform its priorities for the next two years.</p>	<b>8:35PM</b>
15	<p><b>TCAF annual review and 2014/15 funding application</b> (<i>Pages 65 - 82</i>)</p> <p>A presentation will be given on the previous year's activities.</p>	<b>8:40PM</b>
16	<p><b>Community Area Transport Group Report from 8 May 2014 meeting</b> (<i>Pages 83 - 86</i>)</p> <p>To be circulated at the meeting.</p>	<b>8:55PM</b>

17 **Any Urgent Business and Forward Plan**

The Chairman will take any items of urgent business.

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

18 **Close**

9.00pm

**Future Meeting Date**

**Thursday 17 July, 2014, 7.00PM  
Ridgeway Space, County Hall, Trowbridge**

**Thursday 18 September, 2014, 7.00PM  
Ridgeway Space, County Hall, Trowbridge**

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# MINUTES

**Meeting:** TROWBRIDGE AREA BOARD  
**Place:** Council Chamber, Civic Centre, Trowbridge, BA14 8AH  
**Date:** 13 March 2014  
**Start Time:** 7.00 pm  
**Finish Time:** 9.48 pm

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Please direct any enquiries on these minutes to:

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

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

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## **In Attendance:**

### **Wiltshire Councillors**

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

Cllr John Thomson was in attendance.

### **Wiltshire Council Officers**

Terence Herbert – Associate Director, Children & Families Social Care  
Tim Martiensen – Head of Service, Service Delivery (E&R)  
Ian White – Head of Service, Passenger Transport.  
Rachel Efemey – Community Area Manager, Trowbridge.  
Bill Parks – Local Highways

### **Town and Parish Councillors**

Trowbridge Town Council – Bob Brice and Lance Allan  
Hilperton Parish Council  
North Bradley Parish Council – Roger Evans  
Southwick Parish Council – Stephen Carey  
West Ashton Parish Council – Tim Le Mare

**Partners**

Wiltshire Police – PC Helen Daveridge

Wiltshire Fire and Rescue Service – Mike Franklin

NHS Wiltshire

Trowbridge Community Area Future – Colin Kay

Youth Advisory Group – Becky Bignold

**Total in attendance: 71**

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<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
18	<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>
19	<p><u>Apologies</u></p> <p>Apologies for absence were received from Tracy Sullivan (Trowbridge Community Area Future) and Jane Bullock (Collaborative Schools Coordinator)</p>
20	<p><u>Minutes</u></p> <p><b><u>Decision</u></b>  <b>The minutes of the meeting held on 16 January 2014 were agreed as a correct record and signed by the Chairman.</b></p>
21	<p><u>Declarations of Interest</u></p> <p>Councillors Graham Payne, Jeff Osborn, John Knight and Helen Osborn all declared general, non-pecuniary interests in Trowbridge Town Council issues due to being members of the Town Council. Cllr John Knight also declared a general, non-pecuniary interest in Trowbridge Town Team. Cllr Horace Prickett declared an interest as a Board member of the Friends of Southwick Country Park. Cllr Ernie Clark declared an interest under section 8 of his declaration of interest form. Cllr Payne also declared an interest in the White Ensign grant.</p>
22	<p><u>Chairman's Announcements</u></p> <p>Through the Chair, there were the following announcements:</p> <ul style="list-style-type: none"> <li>• Wiltshire Core Strategy Update. – Cllr Clark raised Trowbridge's absence on the Wiltshire Core Strategy Update. The Chairman stated that he would ask relevant questions as to why Chippenham was included but Trowbridge was not.</li> <li>• Dementia Strategy Consultation</li> <li>• Library Memory Groups</li> <li>• Bradcroft Surgery Update – An update was provided by Cllr Jeff Osborn who asked the Town Council and the Area Board to pursue issues with planning permission and the NHS. Cllr Thomson stated that it was necessary to involve the NHS in the joint project to accelerate campus delivery.</li> <li>• Trowbridge Community Area Manager shall be available for drop in sessions at The Atrium, County Hall.</li> </ul>
23	<p><u>Partner Updates</u></p>

	<p>Updates from partners were received as follows:</p> <ul style="list-style-type: none"> <li><b>i. Wiltshire Police</b> The written update was noted.</li> <li><b>ii. Wiltshire Fire and Rescue Service</b> A short film was provided which discussed local fires and flooding over the festive period.</li> <li><b>iii. Trowbridge Community Area Future (TCAF)</b> A report was circulated and it was noted that Polish interpreters have been trained to work in local schools.</li> <li><b>iv. Town and Parish Councils</b> An update from Lance Allan was noted and he stated that three allotment sites were transferred to the Town Council from Wiltshire Council.</li> <li><b>v. Youth Advisory Group (YAG)</b> It was stated that the YAG had helped young people fill in the online questionnaire but people had found the process difficult. The Random Story Generator is to be shown at the Mayor's Dinner. There is also a petition to keep the bandstand shutters down.</li> </ul>
24	<p><u>Outside Body Updates</u></p> <ul style="list-style-type: none"> <li>i. Transforming Trowbridge – An update was provided by Cllr Drewett and Tim Martienssen.</li> <li>ii. Collaborative Schools – Tracy Sullivan gave apologies.</li> <li>iii. Trowbridge Shadow Community Operations Board – A written report was noted. The Chair stated that he was frustrated with the speed of development on Campus due to issues with the NHS.</li> </ul>
25	<p><u>Bus Service Provision</u></p> <p>Ian White, Head of Service Passenger Transport, Wiltshire Council and Cllr John Thomson, Cabinet Member for Transport and Highways, responded to concerns in reference to bus provision in the community area.</p> <p>Ian White provided a factual overview alongside of his presentation. The presentation discussed how much is spent on bus services and the specifics of the routes in the area.</p> <p>Members and attendees asked questions of Ian White and Cllr Thomson, points raised included:</p>

	<ul style="list-style-type: none"> <li>• The withdrawal of the no. 264 service without public consultation. This was an operator decision based on commercial grounds.</li> <li>• The running of empty buses to their first pickup could be used to help people get to work by re-routing their journey.</li> <li>• Cllr Prickett asked for people to email FirstGroup before Sunday in relation to the younger people on buses consultation.</li> <li>• Disabled access on buses was discussed.</li> <li>• An evening and Sunday service was discussed and was stated as commercially unviable.</li> <li>• Section 106 contributions should help pay for new services.</li> <li>• Cllr Thomson, in response to public questions, highlighted the amount Wiltshire Council spends to support buses, bus passes and park and ride services. Funds raised from parking go towards supporting rural bus services. It was stated that there was a need to reduce the size of buses and react to where the demand was.</li> <li>• Concern was raised over non-blue badge holders using disabled parking.</li> </ul> <p>Discussion continued and the severity of flooding in the county was raised. 401 properties were flooded in Wiltshire and there was a lack of media coverage in Wiltshire in comparison to Somerset. Claims for compensation were being processed.</p>
26	<p><u>Youth Activity Review</u></p> <p>Terence Herbert, Associate Director (Children &amp; Families Social Care) Wiltshire Council, consulted the Board on the review of Youth Activity. The presentation drew attention to the formal consultation process and discussed the four proposed options for a change in youth services. An enhanced role for the voluntary and community sector was stressed. A majority of the young people who responded were in support of the community led approach. The provision reflected the revised government guidance and intended to target those who were most in need.</p> <p>The Chairman urged participation in the consultation.</p>
27	<p><u>An Introduction to Healthwatch Wiltshire</u></p> <p>Emma Cooper, Chief Executive of Healthwatch Wiltshire, provided an introduction to attendees about the organisation. The organisation has the power to enter and inspect services where public money has been received.</p> <p>Members raised concern that this organisation was similar to the 'Community Health Council'. In response, it was stated that Healthwatch Wiltshire has statutory powers and an improved infrastructure in comparison to 'Community Health Council'.</p> <p>Concern was also raised over the size of the organisation and over safeguarding where representatives have to enter people's homes. In response, Emma</p>

	Cooper assured the Board that training and supervision would be provided.
28	<p><u>Balfour Beatty Living Places (BBLP)</u></p> <p>Mark Dunleavy, Community Manager North, BBLP, presented his report to Members and answered questions. Services contractually provided by BBLP were highlighted and a range of concerns were raised by the Board; these included:</p> <ul style="list-style-type: none"> <li>• Concern over chemicals used to kill weeds where children were playing.</li> <li>• Litter picking before cutting grass to prevent the spread of litter.</li> <li>• The need to report issues – when possible using a photograph – to help the team deal with them.</li> </ul>
29	<p><u>Wiltshire's New Housing Allocation Policy</u></p> <p>Nicole Smith, Head of Strategic Housing, Wiltshire Council, provided an update on the new housing allocation policy and answered attendees questions.</p> <p>The development and implementation of a new IT system was discussed. Housing priority will be given to those with a local connection. The 'metal band' system has been phased out and replaced by 1-4. It was stated that allocations are to be made in line with the so called 'bedroom tax'.</p> <p>Issues raised from the Board included the following:</p> <ul style="list-style-type: none"> <li>• A reduction in the number of people on the housing waiting list due to the change in the 'band' system.</li> <li>• The position of the armed forces and their historic priority on housing.</li> <li>• The destruction of a local property to make way for new housing; 40% of which will be affordable housing.</li> <li>• A need to keep the younger and older generations together for mutual support.</li> </ul>
30	<p><u>Peter Black Site Update</u></p> <p>Tim Martienssen provided an update and stated that the Council's offer for the site had been rejected and an offer had been received from another agent.</p> <p>The Chair emphasised the Board's continued persistence in dealing with the issue.</p>
31	<p><u>Community Area Transport Group</u></p> <p>The Board considered the recommendations from the 6 February Community Transport Group.</p> <p><b>Decision</b></p> <p>All were in favour of allocating £9,728 towards the costs of making the turning</p>

	<p>out of Halfords/B&amp;Q, Trowbridge, a no right turn. The estimated total cost of the scheme is £13,000.</p>
32	<p><u>Funding</u></p> <p>a. Community Area Grants</p> <p>To consider the following applications:</p> <p>1 Wiltshire Youth Marching Band – <b>Decision</b> - £1,250 was allocated by the Area Board for new drums.</p> <p>1.2 Longmeadow Tenants and Residents Association – <b>Decision</b> - £5,000 was allocated for toilet refurbishment at Longfield Community Centre.</p> <p>1.3 Relate Mid Wiltshire - £5,000 requested for relocation of Premises - <b>Decision</b> - Concern was raised over the use of the service by people outside of Trowbridge and the applicant was asked why they had not applied other area boards. All were in favour of allocating £3,000 rather than £5,000 to Relate Mid Wiltshire.</p> <p>1.4 Hilperton Village Hall – <b>Decision</b> - £481.93 was allocated for a screen and projector.</p> <p>1.5 POWA Primary School – <b>Decision</b> - £946.63 was allocated towards a new kitchen.</p> <p>1.6 The Mead Academy Trust – <b>Decision</b> - £750 was allocated towards equipment for the Castle Mead Community Club.</p> <p>1.7 Collaborative Schools – <b>Decision</b> - £500 was allocated to replace outdoor play equipment at Larkrise Special School.</p> <p>1.8 Trowbridge Arts Festival – <b>Decision</b> - £1,420 was allocated for an arts project “Small Town Matters.”</p> <p>1.9 The Multi Sensory Art Project at Larkrise School – <b>Decision</b> - £2,855 was allocated to provide disabled children with creative and sensory experiences.</p> <p>1.10 Trowbridge Town Team – <b>Decision</b> - £4,000 was allocated for a Trowbridge Teenage Market.</p> <p>1.11 St. John’s Church, Upper Studley – <b>Decision</b> - £5,000 was allocated to replace the church hall roof.</p>

	<p>1.12 PTA Grove School – <b>Decision</b> - £500 was allocated to buy equipment for after school clubs.</p> <p>1.13 St John’s Catholic Primary School PTA – <b>Decision</b> - £480 was allocated for equipment to provide refreshments.</p> <p>1.14 Beehive Cricket Club, Southwick - £3,600 requested for a practice cricket net facility. <b>Decision</b> - £2550 was allocated due to concern over the costing provided for a scoreboard. Members decided £2550 for the net facility was more suitable.</p> <p>1.15 Hope Nature Centre – <b>Decision</b> - £5,000 was allocated to install CCTV and an alarm system. Cllr Nick Blakemore abstained when voting.</p> <p>1.16 Friends of Southwick Country Park – <b>Decision</b> - £488.80 was allocated for volunteers hand tools.</p> <p>1.17 Trowbridge and District White Ensign Association - £5,000 was allocated for repairs to the Holy Trinity Church WW1 War Memorial. Cllr Oldrieve was Chairman for this vote due to Cllr Payne’s declaration of interest.</p> <p>The Board agreed to add £4261.57 to the WW1 centenary commemoration grant fund. The Board agreed that if any funds remained unallocated after the decisions were made on the WW1 grant, it would go towards the costs of the Bradley Road ‘no right turn’ project.</p>
33	<p><u>Any Urgent Business and Forward Plan</u></p> <p>There was no urgent business.</p> <p>The forward plan and future meeting dates were considered. The special Older People’s Area Board will be held on 27<sup>th</sup> March at 10:00 at the Civic Centre, Trowbridge.</p> <p>The next regular Trowbridge Area Board will be held on 15<sup>th</sup> May 2014 at 7:00PM in the Atrium, County Hall, Trowbridge.</p>
34	<p><u>Close</u></p>

# MINUTES

**Meeting:** TROWBRIDGE AREA BOARD  
**Place:** Civic Centre, Trowbridge  
**Date:** 27 March 2014  
**Start Time:** 10.30 am  
**Finish Time:** 12.00 pm

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Please direct any enquiries on these minutes to:

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

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

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## **In Attendance:**

### **Wiltshire Councillors**

Cllr Ernie Clark, Cllr Dennis Drewett, Cllr John Knight, Cllr Helen Osborn and Cllr Graham Payne (Chairman)

### **Wiltshire Council Officers**

Kieran Elliott, Senior Democratic Services Officer  
Rachel Efemey, Trowbridge Community Area Manager

### **Speakers/Panel**

Cllr Keith Humphries (Cabinet Member for Public Health and Protection)  
Rory Bowen, (Wiltshire Council - Project Officer, Green Economy Team)  
Brian Warwick, South West Seniors Network  
Simone Lorde, (Manager of the Volunteer Centre Wiltshire, Develop),  
Sue Selwyn-Smith, Trowbridge Museum  
Juliette Finch, Citizen's Advice Bureau  
Rhian Bennett (Wiltshire Council - Disabilities Commissioning and Contracts)

### **Exhibitors/Participants**

Age UK  
Trowbridge Shadow Community Operations Board  
The Sunday Club  
Trowbridge Area Community Link Scheme  
Credit Union

Wiltshire Involvement Network  
 West Wilts U3A  
 DC Leisure  
 Wiltshire Fire & Rescue Service  
 Care Watch  
 Care Plus Mobility  
 Somerset Care Ltd  
 Alzheimers Support  
 Dorothy House Hospice  
 Guinness Care and Support  
 The Independent Living Centre  
 South West Seniors Network  
 Carer Support Wiltshire  
 Selwood Housing  
 West Wilts Community Club

**Total in attendance: 32**

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
35	<p><u>Chairman's Welcome and Introductions</u></p> <p>The Chairman, Councillor Graham Payne, welcomed everyone to the meeting of the Trowbridge Area Board.</p> <p>The theme for the special meeting was 'Older People' and there were a number of exhibition stands and organisations offering support and advice for older people.</p> <p>A Panel of Presenters as detailed under the agenda items below led the meeting, along with the Chairman and the Cabinet Member for Public Health and Protection, Councillor Keith Humphries.</p>
36	<p><u>Apologies</u></p> <p>Apologies for absence were received from Cllrs Horace Prickett, Jeff Osborn, Stephen Oldrieve and Nick Blakemore.</p>
37	<p><u>Declarations of Interest</u></p> <p>There were no declarations.</p>
38	<p><u>Warm up to music</u></p> <p>Sally Evans, Age UK - 'Fit as a Fiddle' demonstrated an interactive warm up to music which incorporated gentle exercises and stretched that could be carried out in the home</p>



39	<p><u>Volunteering</u></p> <p>Simone Lorde (Manager of the Volunteer Centre Wiltshire, Develop), delivered a presentation on the volunteer centre Wiltshire and how to get involved in volunteering in the local community. She detailed the different reasons people got involved in volunteering, from keeping themselves active to supporting local charities and services to making new friends, and gave examples of some of the 8000 charity groups operating in Wiltshire, the vast majority of which had no full time paid staff but relied exclusively or nearly exclusively on volunteers.</p> <p>The meeting was informed that anyone who might be interested in volunteering could contact the Volunteer Centre for more information at 0845 521 6224</p> <p>Sue Selwyn-Smith, a volunteer at Trowbridge Museum, then spoke about her experience of volunteering, emphasising the variety of activities one could engage in and encouraged all present to consider the opportunities that could arise through such volunteering.</p>
40	<p><u>Save Energy &amp; Money</u></p> <p>Rory Bowen (Wiltshire Council - Project Officer, Green Economy Team) delivered a presentation on the importance of energy efficiency not just for environmental reasons, but the significant financial benefits where people are able or have been assisted to operate with more energy efficiency or obtain more energy efficient services.</p> <p>The advice line 'Warm and Well' which dispensed advice on behavioural tips and other options for improving energy efficiency was explained, with the contact number 0800 500 3076, or by texting 'Warm' to 83016. A key piece of advice was stated to be to consider switching energy suppliers and look for cheaper and more efficient deals that could be obtained. Information was also provided on the national Green Deal Scheme.</p>
41	<p><u>Living Well with Dementia</u></p> <p>Rhian Bennett (Wiltshire Council - Disabilities Commissioning and Contracts) delivered a presentation on the impact of and predicted rise of dementia within Wiltshire, stating that 1 in 3 people were expected to be affected at some point in their lives, making it a priority concern for people locally and nationally.</p> <p>It was stated that the goal in mitigating the impacts of dementia as to create dementia friendly communities, with the need for locally focused plans to achieve this vision. All people were invited to comment upon ideas that could be undertaken as part of this vision via the email address <a href="mailto:dementiaconsultation@wiltshire.gov.uk">dementiaconsultation@wiltshire.gov.uk</a>.</p> <p>A campaign was to be launched in the spring called 'Before I Forget' to highlight the issue, and it was stated more details could be obtained from <a href="mailto:sarajane.oliver@yahoo.co.uk">sarajane.oliver@yahoo.co.uk</a>.</p>

42	<p><u>How the Welfare reform act can affect older people</u></p> <p>Juliette Finch, Citizens Advice Bureau (CAB), delivered a presentation on the work of the CAB in providing advice on a range of topics to the community, noting that many people were not aware that the CAB was a registered charity, and therefore also reliant on fundraising, grants and volunteers. The campaigning and consultation work of the CAB with central government was also detailed.</p> <p>The meeting was informed of how with economic hardship and other changes, people were in general working longer and putting off retirement, which impacted upon the traditional volunteering base of older persons for most charities, and also detailed that 67% of the work of the CAB was around debts and benefits. It was stated that older people were more likely to leave seeking help until later, but that it was important people seek advice and ensured they were able to access all the help to which they were entitled.</p> <p>The proposed scheduled introduction of Universal Credit was then explained, which was being trialled in Bath among other locations, but that no date had yet been set for nationwide implementation. It was stated older people were the least affected by the changes to the Welfare system.</p> <p>The presentation concluded by stating that 3 months training was provided by the CAB should anyone wish to volunteer for them. Contact details <b>0844 375 2775</b> (from a landline) or <b>0300 456 8375</b> (from a mobile).</p> <p>The Area Board, through the Chairman, also expressed concern about the provision of mental health services in the Community Area, following several closures of facilities, many of which had significant impact on older people.</p>
43	<p><u>Questions to the Panel</u></p> <p>The Panel of Presenters then took questions from the audience. In response to a query for an update on provision of a primary care centre for Trowbridge, it was stated a meeting between the NHS and CCG and Council was set for the following week, and an update should be able to be provided at that stage.</p> <p>There were questions about the Green Deal which had been raised earlier in the meeting, which required an initial fee of £150 to access, and it was stated that the additional government funding to assist with covering that cost had been exhausted. However, Brian Warwick from the South West Seniors Network announced that a government announcement would be forthcoming on helping older people with Green issues within the next few months.</p> <p>In response to queries, it was decided that officers would look into placing details in the next issue of Wiltshire Magazine provided by the Council to all residents, details around boiler replacement and subsidies.</p> <p>There were further questions around the principle of holding an Area Board specifically targeted at older people, and it was noted that all people of any age</p>

	<p>were welcome at any Area Board meeting, but that occasionally the Boards picked themes appropriate to specific demographics like older or younger people.</p> <p>The particular needs of those with both Parkinson's Disease and dementia was raised, and that the variety of needs from those with multiple health issues in addition to dementia should be considered as part of the Dementia Strategy that was to be developed.</p>
44	<p><u>Any Urgent Business</u></p> <p>There was no urgent business.</p>
45	<p><u>Close</u></p> <p>The meeting closed at 12.00pm, with the Panel of Presenters staying on until 12.30pm to discuss matters informally with any present.</p> <p>The date of the next meeting was confirmed as 15 May 2014.</p>

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## Chairman's Announcements

**Subject:**

**Recycling success means mini recycling sites are no longer needed**

### Summary of announcement:

The success of Wiltshire's kerbside collection of plastic bottles, cardboard, paper, cans, textiles, glass bottles and garden waste has led to a review of the county's mini-recycling sites.

Households across Wiltshire recycled more than 68,000 tonnes last year through the kerbside collections, including garden waste. 36,000 tonnes of this came from the black box and blue lidded bin collections meaning the smaller recycling sites in the county are now used very little – less than 3,000 tonnes is expected to be collected through the mini recycling sites this year.

Since the introduction of the new kerbside collections there has been a sharp fall in the amount of waste being taken to mini recycling sites, such as those in car parks. As a result, the remaining 126 mini-recycling sites in Wiltshire will be removed, with the money saved by reducing this service duplication being ploughed back into vital council services.

Signs informing people about the proposed changes will be displayed from early April, and the sites will close from 5 May. Recycling bins will be removed from the site before the end of May.

Any households without a blue lidded plastic bottle and cardboard bin or a black recycling box, can obtain one by contacting the council. Households can also have up to two black recycling boxes for recycling paper, glass, cans and textiles. On occasions where households have more recyclables than can fit into two black boxes, we ask that the extra materials are separated out into carrier bags and placed out for collection alongside the black box (mixed materials may not be collected). Anyone who feels they do not have space for extra bins or boxes can contact the council to discuss alternatives.

The key messages are:

- All mini recycling sites in Wiltshire will close on 5 May 2014 and the bins will be removed from the sites shortly afterwards.
- The sites collect materials that we already collect through the black box kerbside service. It is therefore a *duplication* of service.
- The use of these sites has declined dramatically over recent years, as the council has invested in more kerbside collections – we collected 36,000 tonnes of dry recyclables through the kerbside services last year, compared with less than 3,000 tonnes collected via the mini recycling centres.
- Householders can have up to two black boxes for their glass bottles and jars, newspapers, magazines and telephone directories, food and drinks cans and textiles. Any excess recycling can be placed out in carrier bags (one material type per carrier

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

bag please – mixed materials may not be collected). Residents unable to manage black boxes can be offered smaller black baskets with handles.

- Sites will be regularly cleaned after the containers have been removed to manage any littering or flytipping issues that may occur in the short term.

# Chairman's Announcements

**Subject:**

**Public Health & Wellbeing Grant**

## Summary of announcement:

Wiltshire Public Health has established a fund to support public health and wellbeing for people in Wiltshire. Administered by the Community Foundation the fund is designed for projects which seek to support the Council's objective of building healthy and resilient communities, by bringing communities together to make a positive difference to peoples' health.

The aim of these grants is to enable community-based and other small groups to initiate or develop projects and activities which offer new or innovative approaches in one or more of the following areas:

- Reducing childhood obesity or helping adults to adopt healthier lifestyles
- Helping to combat loneliness, isolation and other factors which contribute to poor mental health
- Supporting older people to have more active and fulfilling lives
- Promoting the use of community green spaces, assets and infrastructure for exercise and wellbeing
- Reducing drug and alcohol abuse

Groups must be able to demonstrate a clear link to improved mental or physical health outcomes that will result from their project. Full information is available at <http://www.wscf.org.uk/grants-communityfoundationgrant-publichealthgrants.asp>

Funding is available for one year only, and the maximum grant will be £4,000. You may apply for the full amount of your project and match funding is not required.

All applicants must meet the basic eligibility criteria for these grants as follows:

- Your annual income must not exceed £50,000
- You must not be currently in receipt of core funding from Wiltshire Council
- You must not be a branch of a national charity
- You must be a constituted voluntary organisation or a registered charity
- You must be a local organisation based in Wiltshire and have a local management structure
- The Project you want to deliver must take place in Wiltshire
- You must not hold more than 12 months running costs as free reserves
- No more than one application for funding may be submitted within a single financial year

Please complete the Expression of Interest on the link below:

<https://www.surveymonkey.com/s/Expression-of-Interest-Groups2>

**CLOSING DATE FOR EXPRESSIONS OF INTEREST: 5th June 2014**

CLOSING DATE FOR APPLICATIONS: 19th June 2014

PANEL DATE FOR DECISIONS: 17th July 2014

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**TROWBRIDGE AREA BOARD  
15 MAY 2014**

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**Appointments to Outside Bodies and Constitution of and Appointments to Working Groups 2014/15**

**1. Purpose of the Report**

- 1.1. To appoint representatives to Outside Bodies, and to reconstitute and appoint to Working Groups for the year 2014/15.

**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 in **Appendix B**, with the Terms of Reference set out at **Appendix C**, and to make appointments to these groups. These appointments are for 2014/15.

**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 in Appendix C. It should be noted that the establishment of the CATGs, along with the delegation of the relevant budget of 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 of 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 in Appendix B; and
  - c. Note the Terms of Reference for the Working Group(s), as set out in Appendix C.

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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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## **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 2013/14**

- 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 2013/14**

- 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

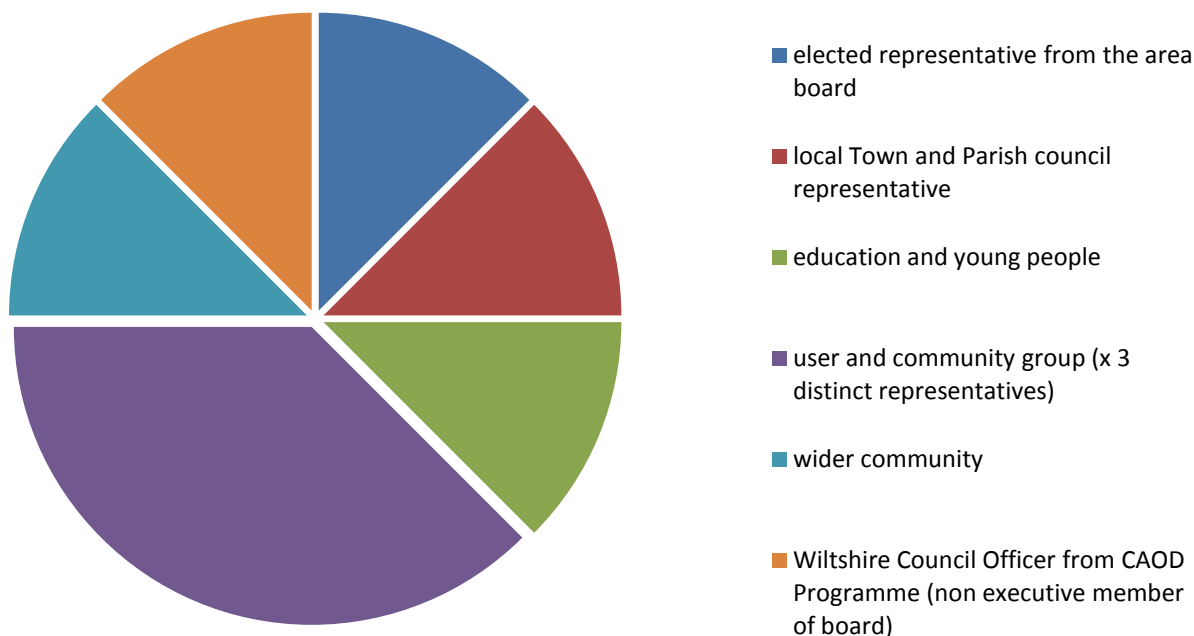
The Shadow Community Operations Board will need to work with the Council and its partners to ensure that the following approved principles are delivered:

- (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**

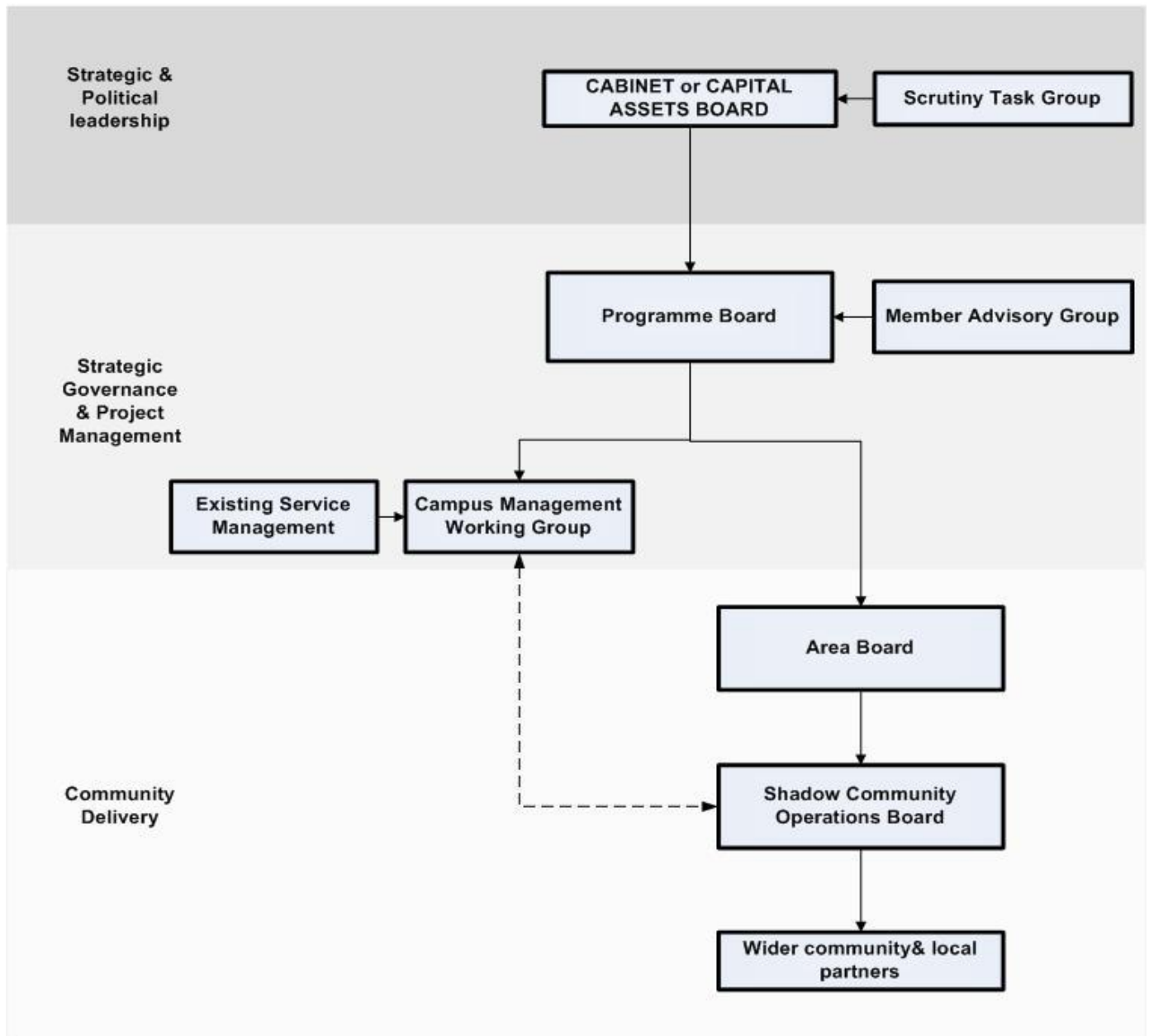
Whilst most information provided by the council or other participants or partners will be non-confidential in nature there may be occasions when due to the commercial nature of discussions or where matters are relevant to policy development by the council, it may request that individual information or 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



# Partner Update

<b>Subject:</b>	<b>GOV/14/01/10 Integrated Performance Report March 2014</b>
<b>Officer Contact Details:</b>	<b>Wiltshire CCG Communications Department Wccg.info@nhs.net</b>
<b>Weblink:</b>	<b><a href="http://www.wiltshireccg.nhs.uk/wp-content/uploads/2014/03/Paper-10-Integrated-Performance-Report.pdf">http://www.wiltshireccg.nhs.uk/wp-content/uploads/2014/03/Paper-10-Integrated-Performance-Report.pdf</a></b>
<b>Further details available:</b>	

## Executive Overview

The Wiltshire Urgent Care Working Group met on 4 March to review performance and progress across the system. On the whole, despite the pressure evident within the acute environment, performance has held up well. The focus is now on evaluating the performance of projects and initiatives which were put in place for the winter, in order to allow a robust review regarding their effectiveness. This in turn will support adjustment and planning ahead for what needs to be put in place on an enduring basis. There are performance concerns at GWH, where we are currently struggling to deliver the 4 hour A&E wait target; accordingly the Emergency Care Intensive Support Team are assisting the hospital in a review commencing 16 March 2014. SWAST have delivered improved performance in Wiltshire recently, attributable to their Right Care initiatives.

Work on the evolution and development of both the CCG's 5 year strategic/2 year operational plan along with the Better Care Plan continues apace. In the past month we have conducted another successful workshop, jointly with Council colleagues and alongside our key providers and co-commissioners. This has really helped to crystallise our thinking and allowed us to start to consider implementation and sequencing issues. We have also worked up proposals for joint Governance of joint projects which we will need to deliver with our Council colleagues, which will be considered by the next Health and Wellbeing Board. At the same meeting, the Health and Wellbeing Board will be asked to endorse the latest draft of our plans. We have also held a half day workshop themed on the evolving plans with our Governing Body which continued to provide our clinical leadership with the opportunity to shape and direct their vision for the future care model, which is key to underpinning our ethos of ensuring that local clinical leadership are at the forefront of our health system design. In the last month, the CCG has also had the benefit of a quarterly assurance visit from the NHS England Area Team, which similarly focussed on planning activity and provided some useful pointers and refinement on our work. On 3 March 2014, we were able to discuss the significant progress we have made with the integration of health and social care services in Wiltshire, and describe our plans for the future, alongside our Council colleagues during a Cabinet Office fact finding visit to the county.

Elsewhere across the CCG a great deal of activity is underway in preparing for the end of year, with deliverables such as end of year accounts and the Annual Report being significant work in progress. We are also heavily engaged in contract negotiations with our main providers to agree services and price for the year ahead.

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

In terms of development going forward, we enjoyed a very beneficial visit this month from the NHS Leadership Academy to describe leadership and development opportunities for all our staff. We have also held a successful Executive Team away day, which focussed on our internal structure, processes and culture in order to optimise our ability to deliver the ambitious change we aspire to achieve for the benefit of the population of Wiltshire.

Director of Planning, Performance and Corporate Services





**Trowbridge Area Board  
April 2014  
Neighbourhood Policing**

Trowbridge NPT	Crime			
	12 Months to March 2013	12 Months to March 2014	Volume Change	% Change
Victim Based Crime	2572	2470	-102	-4.0%
Domestic Burglary	128	136	+8	+6.3%
Non Domestic Burglary	230	184	-46	-20.0%
Vehicle Crime	262	190	-72	-27.5%
Criminal Damage & Arson	482	468	-14	-2.9%
Violence Against The Person	600	619	+19	+3.2%
ASB Incidents (YTD)	2048	1913	-135	-6.6%

**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:**

This is my first LAB, after taking over Trowbridge and Bradford on Avon from Lisette on the 31<sup>st</sup> March.

The NPT continues to tackle crime and local community priorities and remains under the supervision of PS James Brain and PS Jim Suter with the following team members;

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

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

PC Charlotte Chilton, PCSO Matt Till & PCSO Laura Humphreys – Trowbridge Park (ET13)

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

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

## Overview

As shown at the start of this report the performance data for a 12 month period, to March 2014 is extremely positive with **4% less crime** that the previous year.

Burglaries in private homes has risen by 6.3%, and this equates to 8 extra offences over a 12 month period, however through the use of the Dedicated Crime Team and patrol strategies this is being combatted as a priority within the town.

Key prevention messages to help us combat this are:

- Report to police, or via Crime stoppers, any information you have or any concerns or suspicions about anyone involved in criminality
- Secure your property
- Mark your property
- Record details of identifiable property and/or take photos of you belongings.

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

Violence against the person over the year has risen slightly, however Violent Crime resulting in injury has actually reduced over the year, and this is as a direct result of the ongoing presence in the town centre with Op Exit, and also the highly effective work taking place with Drink Banning Orders.

**Op Harness** is a force day of action, and was delivered in Trowbridge in Feb, the focus was on Neighbourhood Policing. During this day the following results were delivered;

- Driving education and awareness re impact of speeding given to all motorists detected as driving too fast on the day.
- 9 Primary Schools visited with the Chief Constable attending a school assembly.
- Police and Selwood housing attended local community centres.
- 1 person arrested for Possession of Drugs with intent to supply
- Many licensed premises checked to ensure licensing conditions were being adhered to.

I have only been in post for 4 weeks, but I have immediately been struck by the commitment of all involved in Trowbridge, and the welcome I have recieved at meetings I have attended has been amazing.

I am passionate about delivering a high level of policing to the town and will work tirelessly with you all to keep making Trowbridge a safe place to live, work and visit.

**Chris Chammings**  
**Sector Commander**



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## Town Clerk's Report 30<sup>th</sup> April 2014 to Policy & Resources Committee 6<sup>th</sup> May 2014

### 1. POLICY

**1.1 Dept. of Communities and Local Government (DCLG) - Making It Easier To Set Up Parish Councils (AGENDA ITEM 7)** – The Committee is asked to consider responding to the consultation currently being undertaken by DCLG (closes 22<sup>nd</sup> May) for a legislative reform order changing the thresholds for requesting creation of parish councils in un-parished areas.

[www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/297813/Consultation\\_on\\_a\\_proposal\\_to\\_use\\_a\\_Legislative\\_Reform\\_Order\\_for\\_making\\_it\\_easier\\_to\\_set\\_up\\_a\\_town\\_and\\_parish\\_council.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/297813/Consultation_on_a_proposal_to_use_a_Legislative_Reform_Order_for_making_it_easier_to_set_up_a_town_and_parish_council.pdf)

Town Clerk's RECOMMENDATION:

***That Trowbridge Town Council responds to the consultation 'Making it easier to set up a town and parish council', welcoming the proposals being made by government. This reform will give opportunities to more communities to reap the benefits of a truly local first tier of government.***

**1.2 Wiltshire Council - Core Strategy (AGENDA ITEM 8)** – The committee is asked to consider the proposed modifications to the Core Strategy contained in the extracts at Appendix A (Extract From Wiltshire Core Strategy, Sustainability Appraisal Report, Addendum, April 2014) and Appendix B (Extract From Resulting proposed Core Strategy) to this report and their impact upon the Trowbridge Community Area

Town Clerk's RECOMMENDATION:

***That Trowbridge Town Council;***

***a) Supports the changes proposed to Core Policy 29, including the increase in the number of new homes proposed to be built around the town of Trowbridge to 7000, and that the additional 950 dwellings will be developed at the town identified in the Housing Site Allocations DPD, only once improved secondary school provision is in place toward the end of the plan period (2006-2026) and there has been a further assessment of effects on protected bat species and their habitats within Natura 2000 sites to ensure they are properly safeguarded.***

***b) Supports Option 2 in the proposed change to Core Policy 43 'Providing affordable homes', which places Trowbridge within the 30% of affordable homes zone which is based on geographic disparities across the county in terms of residual land values.***

**1.3 Wiltshire Council – Review of Local Transport Plan Car Parking Strategy (AGENDA ITEM 9)** - Wiltshire Council is embarking on a countywide review of its Local Transport Plan Car Parking Strategy. The review will focus on parking charges and management, including the potential use of new technologies and the future role of local communities. The review will also consider parking standards, residents'

parking zones and coach parking. A public consultation will be undertaken in Autumn 2014. To help inform the review, we have produced a pre-consultation scoping document which can be accessed via our consultation portal - <http://consult.wiltshire.gov.uk/portal> .

***To consider delegating responsibility to respond to the pre-consultation scoping phase of Wiltshire Council's review of Car Parking Strategy to the Town Clerk in consultation with Councillors, the Chamber of Commerce and other interested groups.***

- 1.4 Wiltshire Council - Community Governance Review** – Wiltshire Council are progressing the Review of Parishes and Parish boundaries, the Town Council has submitted a report to the review suggesting the need for revisions to the boundary between the town and neighbouring parishes in eight locations, copies of the report are available from the Town Clerk on request.

## **2. FINANCE**

- 2.1 Local Gov't Act S150(5), Orders For Payment** – Following the adoption of this in parliament the RFO will be bringing forward proposals to implement electronic banking and changes to Financial Regulations.

- 2.2 Full Year Financial Performance 2013/14** – At the end of the third quarter we reported that the council was overspent on budget by £67k. At the end of the financial year we have been able to recover that position slightly, and preliminary results show an overspend of less than £60k for the full year. This includes pressure from increased pension costs due to auto-enrolment, the final payment to Beard for the Civic Centre which was over £50k, un-budgeted investment in the Town Park, the Discover TROWBRIDGE Branding and the Civic Centre, some of which we have been able to fund from earmarked reserves. The end of year accounts are being prepared for approval on 24<sup>th</sup> June.

- 2.3 Mayor's Budget (AGENDA ITEM 10a)** – Following discussions with a number of councillors it is clear that there is a need to clarify the situation regarding the Mayor's Budget and arrangements for financial support to the Mayor's Charities. A Mayor's Budget Policy has therefore been drafted for consideration by the committee.

## **3. PERSONNEL**

- 3.1 Starters** - Joanne Barnes, Nicole Evans and Tom North start on 1<sup>st</sup> May as Apprentice Sports Coaches 30 hours. Anthony Andrews joins on 5<sup>th</sup> May 2014 and Marc Traylor on 1<sup>st</sup> June as Sports Coaches – 37 hours
- 3.2 Leavers** - Scott Williams and Jason Henley, both Sports Coaches have left recently.
- 3.3 Vacancies** – There is a vacancy for a Civic Centre Supervisor following the resignation of Carly Hodgson.

## **4. SERVICES**

- 4.1 MUSEUM & TOURISM** – The next committee meeting is 3<sup>rd</sup> June at 6:30pm
- 4.1.1 Museum Project** – The Options Appraisal has now been received and is being considered, resulting from which a report and recommendation will be presented to Full Council on 20<sup>th</sup> May, identifying which is the preferred option for our application to the Heritage Lottery Fund. The two main options which facilitate the expansion of the Museum are a move to Courtfield House or an expansion into two floors at our current site in the Shires. The owner of Courtfield House, Mrs Pearce is being kept up to date with progress.
- 4.1.2 Holiday Activities** - operated during the Easter break and will run during half term.
- 4.1.3 Cloth Road Arts** – We are supporting the Cloth Road Arts week 3<sup>rd</sup> – 11<sup>th</sup> May. <http://clothroadartists.com/wp-content/uploads/2014/04/craw-brochure-2014.pdf>
- 4.1.4 Magna Carta 800 1215-2015** – Wiltshire is the only county where it is possible to visit an original copy of the Charter and a Baron Town. Our main event will be held in the Park on the 24<sup>th</sup>/25<sup>th</sup>/26<sup>th</sup> July 2015. We will also host a conference on Saturday 25<sup>th</sup> April.
- 4.1.5 Accreditation** – We are currently going through the process of reaccreditation of the Museum.
- 4.2 LEISURE SERVICES** - The next committee meeting is 22<sup>nd</sup> July 2014 at 6:30pm
- 4.2.1 Educ8** - We are working in partnership with Educ8 to provide training at Court Mills for a group of young people as an alternative to school. The contract runs until July.
- 4.2.2 Sports Roadshow** – Will operate once again during the summer holidays, focussed on the Park this year.
- 4.2.3 Fun Days** – Fun Days operated at Easter and will run again in May half term.
- 4.2.4 Swimming** - Over 300 children per week will be taught swimming from April 2014- July 2014 provided in partnership with Newtown School.
- 4.2.5 Sports and Play Festival** - On Saturday June 7th thousands of people will once again be able to enjoy our Festival in Trowbridge Park which provides a FREE, safe and engaging day for children and parents to try out a range of sports and activities.



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

**4.2.8 Chamber of Commerce Service Excellence Awards** – Active Trowbridge was runner up for Service Provider of the Year.

**4.2.9 Sports Pitches Project** – Officers held a meeting with Sport England on Monday 28<sup>th</sup> April, we were also joined by Steve Boocock from Wiltshire & Swindon Sport (WASP) and Mark Young from the Football Association Wiltshire (FA). Proposal for the development of the land at Devizes Road will be brought forward in line with funding availability. Initial thoughts are that we would look to develop an all-weather pitch and changing facilities alongside the new Rugby Club. Decisions regarding any future investment at Woodmarsh and other sites will be considered alongside this, subject to agreements with external funders including the Football Foundation.

**4.2.10 Trowbridge Rugby Club** – How will our local team fair against Leek at Twickenham on Sunday 4<sup>th</sup> May in the final of the Intermediate Cup competition?

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

**4.3.1 Civic Centre** – The Management Board will meet on 15<sup>th</sup> May.

**4.3.2 Trowbridge Information Centre – Trowbridge Talking News** – This service is now operational at the TIC.

**4.3.3 Town Park** – New agreements have been signed with the Bowls Club and with the Kiosk concession operator.



**Bandstand** – Installation of the fencing is proceeding and we are seeking discussions with the young people regarding long term shelter options.

**4.3.4 Events** – The Lions May Fayre takes place on Saturday 3<sup>rd</sup> May in Fore Street, any help from councillors on the Town Council Stand would be welcome.

**4.3.5 Trowbridge In Bloom** – Trowbridge in Bloom will also be having a stand at the May Fayre to promote the launch of the TIB competitions for 2014 and Summer Open Gardens. We are hosting the South West In Bloom (SWiB) Awards at the Civic Centre on 18<sup>th</sup> September. Work is underway to ensure the proposed route for judging the town in early July is ready for its entry into the SWiB competition. The group is working to support the Friends of Trowbridge Park in their initiative to plant up two community garden areas within the Park. A community group is also being sought to refurbish and maintain the raised beds at Court Mills – anyone interested should contact the Neighbourhoods Officer to discuss further [nick.allford@trowbridge.gov.uk](mailto:nick.allford@trowbridge.gov.uk)

**4.3.6 Studley Green Community Centre** – A new 16 year lease is with the new trustees and the committee, ready for finalising, to commence on 1<sup>st</sup> July.

**4.3.7 Lambrook Playing Fields and Changing Rooms** – A new 16 year lease is with Trowbridge Wanderers Football Club, ready for finalising, to commence on 1<sup>st</sup> July and we are in discussion regarding maintenance of the pitches and representation on the Community Centre committee. The club will be installing a rail around one of the pitches and using mobile dugouts next season.

**4.3.8 Allotments** – The transfer of the three sites at Gloucester Road, Mornington Gardens and Home Close Farm to the Town Council was completed on 1<sup>st</sup> April and a new lease has been signed with the Gloucester Road Allotment Association. The garages at Mornington Gardens were also transferred and are now fully let.

**4.3.9 Grounds Maintenance** – Revised specifications have been sent to potential contractors and their quotations are due to be received for a decision to be confirmed at the committee meeting on 27<sup>th</sup> May.

**4.3.10 Land at Devizes Road** – English Heritage has asked to undertake some archaeological tests on the land, which we are discussing with them.

## **5. MARKETING & EVENTS**

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

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

**5.3 Website** – The Town Council web-site [www.trowbridge.gov.uk](http://www.trowbridge.gov.uk) provides information about all council activities and services as well as links to other Trowbridge web-sites. Our other web-sites are: [www.trowbridgecivic.co.uk](http://www.trowbridgecivic.co.uk) for information about the Civic Centre, events and activities & [www.trowbridgemuseum.co.uk](http://www.trowbridgemuseum.co.uk) for the Museum.

**5.4 Armed Forces Weekend** – The weekend will commence on Saturday 28<sup>th</sup> June with the award of Freedom of the town to the Royal Artillery, followed by a parade through the town with bayonets fixed. We are very grateful to Wiltshire Council's Area Board for supporting the event to commemorate the start of the First World

War with a grant of £1,000 The Town Council is supporting the weekend with a grant of £7,000

- 5.5 DISCOVER Trowbridge** – Our design consultant team have further developed the branding and produced a final design. Following consultation with members of the council this has been adopted and will now be implemented.



Landscape logo – two colour  
Used when placed on a white background



Landscape logo – two colour in block  
Used when placed on a coloured background

- 6. TOWN DEVELOPMENT** – Committee meets 13<sup>th</sup> May and 3rd June.

- 6.1 Transforming Trowbridge** – [www.transformingtrowbridge.org.uk](http://www.transformingtrowbridge.org.uk) Established by Wiltshire Council, a partnership to support regeneration of the town centre is leading on development of the Masterplan. The next meeting of the Board is on 22<sup>nd</sup> May.

**6.1.1 Masterplan** – The Masterplan seeks to ensure that the town centre develops in a sustainable way, providing a range of facilities and services which are linked together. The Our Place bid seeks to consider how the Masterplan could be adopted as a Neighbourhood Plan for the town.

- 6.2 Business Improvement District (BID)** - Consultants Mosaic are finalising the feasibility study.

- 6.3 Town Centre Developments**

**St Stephen's Place** – Frankie & Benny's is now open with applications for Dean's Diner and Chiquito progressing.

**Cradle Bridge** – Former Peter Black site is for sale, Wiltshire Council's bid was not accepted. No confirmation of the purchaser is available.

**Bowyers** – appeal for the original application was granted by the Inspector, we await confirmation of which permission will be developed alongside a Morrisons supermarket.

**Court Street** – the development of a mixed use office and residential scheme on the former Tremans Factory site has commenced by Ashford Homes.

**Retail** – T K Maxx are due to move next door to Knees in Bradley Road.

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

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

**H11 Castle Mead**, Persimmon & Charles Church 650 houses for sale, the link road to West Ashton Rd is now complete and the new Primary School is taking shape. Work on the Hilperton Gap Relief Rd between Leap Gate and Canal Road should commence this year.

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

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

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

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

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

**Ashton Park** – Mainly in West Ashton and North Bradley Parishes, proposes around 2,500 houses. Consultation events were held recently, including details of the proposed improvements to the A350 around West Ashton cross roads and Yarnbrook. An application is expected once the Core Strategy Inspectors Report has been published. Further briefings have been held for town and parish council representatives.

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

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

**6.6 Rail Services** –Significant improvements to the Railway Station Forecourts are expected this year, which have been planned in conjunction with the developers of the Bowyer's site.

## **7. PARTNERSHIP**

**7.1 OUR PLACE** – The Town Council's bid to 'Our Place' has been successful at the first getting ready stage and we will shortly be submitting our Development Plan for the Getting Going stage. We have received a £3,000 grant which will facilitate all of the partners including Wiltshire Council and the Wiltshire Clinical Commissioning Group working together to plan for the future of our town centre. We will also receive consultant support. If we are successful at the second stage we could receive £7,000 to £20,000 of additional funding. See NHS below.

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

**7.1.1 Area Board** – The next meeting is on 15<sup>th</sup> May at the Civic Centre. The Community Area Web Site is operational at [www.trowbridge.ourcommunitymatters.org.uk](http://www.trowbridge.ourcommunitymatters.org.uk)

**7.1.2 Community Area Transport Group (CATG)** – Next meeting Thurs 8<sup>th</sup> May 2pm at the Civic Centre.

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

**7.1.4 Enterprise Wiltshire** – A review meeting was held at County Hall on 6<sup>th</sup> March. It is expected that EW will link more closely to the LEP (See below) and to the Transforming Trowbridge Board.

**7.1.5 Campus** – Following the second consultation we now await confirmation regarding the funding, location and timescales for implementation of the Trowbridge Campus plans. The Campus will be a significant element of the Our Place project and the links to health facilities. Councillor Brice has also joined the Campus COB.

**7.1.6 Review of Positive Leisure-Time Activities for Young People** – Wiltshire Council is still consulting on the future of Youth Services, the review offers four options, with a clear steer that a local delivery solution with Area Board style grant funding for activities is their preferred choice. The Town Council responded in March, emphasising the need for the allocation of funds to Community Areas to be fair and transparent.

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

**7.1.7 Joint Strategic Assessment** – This was reviewed at an evening event at County Hall on 3<sup>rd</sup> April, a very productive session.

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

Safer Trowbridge 10<sup>th</sup> May 10.00am Civic Centre

TCAF Steering Group Meeting 12<sup>th</sup> May 4.00pm Civic Centre

TCAF Culture 9<sup>th</sup> June 7.00pm Civic Centre

TCAF Health & Social Care 11<sup>th</sup> June 12.30pm Civic Centre

**7.4 Collaborative Schools Ltd (CSL)** – The 'Every Child Matters' group of CSL operates as the Education Theme Group of TCAF. Next meeting Friday 16<sup>th</sup> May 09:30 John of Gaunt Hub. The Town Clerk has been invited to be a director for the free school being established by Collaborative Schools to provide an alternative for those pupils otherwise be excluded.

**7.5 Police and Community Safety** – Inspector Chris Chammings will give a written report to Full Council meetings, including details of neighbourhood teams, having superseded Inspector Lisette Harvey who has relocated to a more strategic role.

**Commissioner** - Angus MacPherson is holding a 'Meet the Commissioner' event in Trowbridge on Wednesday 4<sup>th</sup> June 2014 at 5.30pm at County Hall, Trowbridge. All

members are encouraged to attend. View <http://www.wiltshire-pcc.gov.uk/Take-Part/Meet-the-Commissioner.aspx> for notes of his meeting held in Chippenham.

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

**7.7 NHS** - The application for the **Bradcroft surgery** was approved by Wiltshire Council in May subject to a S106 agreement, including the provision of replacement cricket facilities. A meeting was held recently with representatives of the four GP practices, Wiltshire Clinical Commissioning Group and local representatives of NHS England as well as Colin Kay, Chair of the Campus Shadow Operations Board and the Town Clerk. The result of this meeting was that there is no direct link between the decision to proceed with the combined Adcroft/Bradford Road surgery development, but that NHS Property Services Ltd have to sign off the sale of the land and NHS England have to confirm the level of demand for the business case to facilitate the commercial finance.

The meeting also confirmed that there will be a remaining deficit in accommodation to provide primary health care facilities in the town, mainly related to Lovemead practice and CCG services which they would wish to see provided in the Campus. Since the meeting a letter of confirmation has been sent to Wiltshire Council requesting space in the Campus. Full details are included in the briefing produced by NHS and attached as Appendix C.

**7.8 Swindon/Wiltshire Local Enterprise Partnership** - The Swindon and Wiltshire Strategic Economic Plan (SEP) has now been submitted to Government. It proposes that further investment is made available to secure future growth in the local economy. The Swindon and Wiltshire Strategic Economic Plan March 2014 and supporting evidence is now available in full via either of these links [SEP](http://www.swlep.biz/docs/1) <http://www.swlep.biz/docs/1>

## **8. CIVIC & DEMOCRATIC ACTIVITIES**

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

Tuesday 6 <sup>th</sup> May	Policy & Resources
Tuesday 13 <sup>th</sup> May	Town Development
Tuesday 20 <sup>th</sup> May	ANNUAL FULL COUNCIL
Tuesday 27 <sup>th</sup> May	Direct Services
Tuesday 3 <sup>rd</sup> June	Museum & Tourism (6.30pm)
Tuesday 3 <sup>rd</sup> June	Town Development
Tuesday 10 <sup>th</sup> June	NO MEETING
Tuesday 17 <sup>th</sup> June	NO MEETING
Tuesday 24 <sup>th</sup> June	FULL COUNCIL EXTRA (Accounts)
Tuesday 24 <sup>th</sup> June	Policy & Resources (to follow at approx. 7:10pm)

**8.2 Twinning** - The Mayor of Leer, Germany, Mr Wolfgang Kellner, has been invited by the Wiltshire Armed Forces & Veterans Committee, to attend the Freedom March and weekend events on Sat 28<sup>th</sup> & Sunday 29<sup>th</sup> June, during the official visit of a

delegation from Stadt Leer to Trowbridge. In total 51 visitors will come to celebrate the 25<sup>th</sup> Anniversary of the signing of the twinning agreement between the two towns. A Charter Dinner will be held at the Civic Centre, sponsored by Apetito; the itinerary includes a visit to Weymouth, and incorporates an option to attend the Motown event at the Civic Centre on Saturday 28<sup>th</sup> June 2014.

**8.3 The Annual Town Meeting and Town Gathering** were held on Tuesday 29<sup>th</sup> April.

**8.4 The Annual Civic Service** is being held on Sunday 3<sup>rd</sup> August to coincide with the national commemoration of the outbreak of the Great War.

**Lance Allan**

**Town Clerk**

Trowbridge Town Council,  
The Civic Centre,  
St Stephen's Place,  
TROWBRIDGE,  
Wilts,  
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[www.trowbridgecivic.co.uk](http://www.trowbridgecivic.co.uk)  
[www.trowbridgemuseum.co.uk](http://www.trowbridgemuseum.co.uk)



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

## REGULAR ACTIVITIES

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

## MAY

3	<a href="#">Lions May Fayre</a> including Town Council Stand	Fore Street
3	Cow Parsley presents <a href="#">Back to Tac</a> school disco	Civic Centre
3-11	<a href="#">Cloth Road Artists</a>	incl. Museum
3 May – 27 Sept	' <a href="#">Mockingbird</a> ' Exhibition	Museum
10	Comedy Live at the Civic – <a href="#">Milton Jones</a>	Civic Centre
27-30	<a href="#">Active Trowbridge Fun Days</a>	Walwayne Court
28	Love Your Local Market event	Fore Street
30	<a href="#">Country Superstars Experience</a>	Civic Centre

## JUNE

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

## JULY

13	<a href="#">Trowbridge In Bloom – Summer Open Gardens event</a>	Various
18	<a href="#">Olly Murs Tribute Show</a>	Civic Centre
25 July	Active Trowbridge Sports Roadshow	Town Park

(to 30 Aug)

## AUGUST

3	Civic Service	St James'
16	Live at the Civic -	Civic Centre
17	Trowbridge Carnival Soap-Box Derby	Castle Street
30	TIB – Home Produce Fayre,	Fore Street

## SEPTEMBER

6	<a href="#">Carnival Country Fayre</a> including Town Council Stand.	Town Park
7	Cow Parsley presents – <a href="#">Wiltshire Weddings</a>	Civic Centre

## OCTOBER

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

## NOVEMBER

1	Halloween Ball	Civic Centre
9	Remembrance Service & Parade	St James' & Park
22	Comedy Live at the Civic -	Civic Centre
29	Christmas Lights Switch on and Craft Fayre	Various
29	<b>FREE PARKING IN ALL COUNCIL CAR PARKS</b>	

## DECEMBER

11/12/13 18/19/20	Christmas Party Nights	Civic Centre
27	Music – Motown, Soulside	Civic Centre
31	New Year's Eve Disco	Civic Centre

## 2015

## JULY

24, 25, 26	MAGNA CARTA 800 Charter Fair	Various
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<b>Report to</b>	<b>Trowbridge Area Board</b>
<b>Date of Meeting</b>	<b>15 May 2014</b>
<b>Title of Report</b>	<b>Area Board Funding Applications</b>

**Purpose of Report**

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

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

1.1 Gloucester Road Allotment Association - £1,200 requested for the enhancement of Educational & Therapeutic facilities for Gardeners with Disabilities.

1.2 Monday Wednesday Club - £500 requested for a portable skittle alley

1.3 Trowbridge Academy of Boxing - £757 requested for equipment for a community Boxing Club

1.4 Alzheimer's Support - £4,500 requested for the Refurbishment of Mill Street Day Club

**Total Amount requested = £6,957**

## 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.
- 1.2 Trowbridge Area Board has been allocated a capital budget for 2014/2015 of £ 75,942.18 and £13,402 revenue funding
- 1.3 Area Boards will be encouraged to develop ways of linking grant funding to locally agreed priorities emerging from the Joint Strategic Assessment, the local community plan or other relevant local evidence.
- 1.4 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.
- 1.5 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.
- 1.6 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.
- 1.7 Funding applications will be considered at every ordinary Area Board meeting.
- 1.8 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)
- 1.9 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</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 2014/15 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 Summary**

Applicant 8.1	Project summary	Funding requested
<b>Gloucester Road Allotment Association</b>	The enhancement of Educational & therapeutic facilities for Gardeners with Disabilities	£1,200

8.1.1 The application meets the grant criteria and will encourage more Disabled people to be involved in outdoor activity

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

<b>Applicant 8.2</b>	<b>Project summary</b>	<b>Funding requested</b>
<b>Monday Wednesday Club</b>	To purchase a portable skittle alley	£500

8.2.1 The application meets the grant criteria and will encourage older people to be involved in physical activity.

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

<b>Applicant 8.3</b>	<b>Project summary</b>	<b>Funding requested</b>
<b>Trowbridge Academy of Boxing</b>	For equipment for the Boxing Club	£757

8.3.1 The application meets the grant criteria.

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

<b>Applicant 8.4</b>	<b>Project summary</b>	<b>Funding requested</b>
<b>Alzheimer's Support</b>	Refurbishment of Mill Street Day Club	£4,500

8.4.1 The application meets the grant criteria.

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

## **9. Recommendations**

### **9.1 It is recommended that the Area Board decides whether to allocate funding to the four applicants**

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

## **TROWBRIDGE GP PREMISES DEVELOPMENT UPDATE TROWBRIDGE AREA BOARD 15 MAY 2014**

### **CONTEXT:**

GPs own their own surgery premises.

GPs have rent reimbursed for providing the GP contracted services for their registered patient populations from NHS England (who hold the GPs Contracts).

NHS Property Services (a limited company owned by the Department of Health) are the owners of the land for development and NHS facilities as transferred from the previous Primary Care Trust.

The Clinical Commissioning Group is responsible for commissioning local services over and above GP services, such as community, hospital or mental health services.

*(as legislated by the Health and Social Care Act 2012)*

A meeting was held on 2nd April with GPs from the four surgeries; Colin Kay, Chair of the Trowbridge Campus Shadow Board; Lance Allan, Town Clerk, Trowbridge Town Council; NHS England Wiltshire Clinical Commissioning Group to update on all the town developments.

### **1. ADCROFT SURGERY AND BRADFORD ROAD SURGERY DEVELOPMENT UPDATE**

This refers to the merger of the two practices (Adcroft Surgery and Bradford Road Surgery) based on the need to upgrade Bradford Road Surgery premises (as they do not meet CQC requirements currently).

An Outline Business Case was signed off by Wiltshire PCT 2011, which describes the financial cap which can not be exceeded. Based on their current combined list size of 23,400, this would attract upto 1,416 sqm. Taking into account the 691sqm that represents the current Adcroft building, this leaves an additional 725sqm for development. If the extension proceeds at 980sqm (latest indicative plans), a difference of -255sqm, this will have to be taken into account in the Campus Development Plans (below).

NHS England is supporting previous agreements made by PCT Boards on premises developments within financial frameworks. However, NHS Property Services (owners of the land for development as transferred from PCT) are reviewing all premises developments nationally. The OBC has been with them since November 2013. NHSE need NHS Property Services agreement to proceed, to then reconfirm the agreement and funding. A response is being urgently requested.

The GPs need to apply for detailed planning permission. Outline consent was given over 3 years ago.

Once the GPs updated Business Case has been approved by NHS England for rental reimbursement, they can go to the market for developers. It is estimated that it will take 18 months to completion from approval.

### **2. TROWBRIDGE TOWN GROWTH**

Widbrook Surgery is within the NHS England agreed space allocation for their list size in the current position.

If Lovemead Surgery was built today (list size at 16,600), they would attract 1,125m2 and their current building is 559m2. This means that 566m2 is available for the development, in order meet their current need. The practice has highlighted the pressure they face managing current list size and providing services within constraints of the building.

For the number of homes already approved, based on 2.3 per household, an additional 9,200 people will come into the area. Based on an additional 9,200 population, this would equate to a further space requirement of up to 750m2 for the town.

There is also further housing allocations expected 2014 to be constructed up to 2026.

### **3. CAMPUS DEVELOPMENT**

There is agreement from the local GPs, NHS England and the Clinical Commissioning Group that the model of the proposed campus meets the vision of delivering health services with the new model of general practice and delivering at services at scale i.e. for the town population rather than by individual surgeries, with 7 day working; and promoting individual responsibilities for health and wellbeing.

This would be in addition to the existing premises offering GP services.

GPs and CCG and NHS England agreed this approach and vision and are working with Council colleagues to pursue the inclusion of health facilities within the campus developments.

The assumption is that if health facilities are included in the campus development, the funding stream for revenue would come from the NHS for the agreed space. The Council will have a rental agreement with the tenants (the practice/s) and NHS England will fund rent reimbursement to the practice/s based on the agreed Business Case and subject to 3 yearly District Valuer rent reviews. The CCG would be responsible for the wider community services in the Hub.

The space for GPs within the Campus Development would consist of:

- the current additional space for Lovemead +566m2
- the town growth of +750m2
- adjustment for larger Adcroft build -255m2

Therefore, the reimbursed area for GP in the campus would be a 1,061m2, subject to final figures for Adcroft.

The Practices may decide to commission a larger build than this, to support provision of other service and/or other commissioners may decide to fund additional space within the Campus for delivery of health related services.

NHS England has stressed that at this stage, whilst they support the concept of the Health and Social care Hub model, any financial support is based on the production and consideration of a fully developed 'Outline Business Case', assurance from the District Valuer regarding value for money and affordability within the overall financial resources.

Jo Cullen  
Group Director, WWYKD  
Wiltshire CCG

Debra Elliott  
Director of Commissioning  
Bath, Gloucester, Swindon and Wiltshire Area Team  
NHS England

29.04.14

## **Bradcroft Surgery**

### **Update for Trowbridge Area Board**

1. The Bradcroft Surgery planning application has been recommended for approval by Wiltshire Council. However, planning permission can only be issued to the applicant with the completion of a Section 106 agreement, which sets out the necessary infrastructure funding to be provided.
2. The Section 106 agreement currently remains with the applicant's legal team. The level of Section 106 contribution on each application is determined by the scheme's viability. The applicant has yet to determine which of their proposed schemes for the site NHS England will fund, and believe they cannot finalise the Section 106 until they have confirmed which scheme will be funded and therefore its viability.
3. This is for NHS England and the GP surgery to progress, and is not a delay on behalf of Wiltshire Council.
4. Once the section 106 agreement is in place, then permission can be issued and works commence.

Report Author: Alistair Cunningham  
Economic Development and Planning  
6 May 2014

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WILTSHIRE COUNCIL  
Trowbridge Area Board  
15 May 2014

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## What Matters to you in the Trowbridge community area? Conference report – local priorities for action

### 1. Purpose of the Report

To update members on the outcome of the ‘What matters to you?’ conference held at County Hall on 3<sup>rd</sup> April 2014 and to recommend that the Area Board uses the outcomes from the event to stimulate local action and to inform its priorities for the next two years.

### 2. Background

The ‘What matters to you?’ conference was held on 3<sup>rd</sup> April 2014 and over 90 members of the public and partner agencies took part. The event focused on the data set out in the [Community Area Joint Strategic Assessment 2014-16](#), and used themed roundtable discussion to identify local priorities underpinned by JSA evidence. All participants had an opportunity to vote on the priorities and the results are set out in this report. Following identification and agreement on the priorities the themed roundtables then looked at practical community-led actions that could be taken to address the issues.

The purpose of the event was to:

- Gain a consensus around priorities for the area
- Provide the basis for community-led action and projects over the next two years
- Inform the community plan for the area
- Provide the Council and partners with a clear focus for actions

The Area Board is now invited to review the priorities and agree how it wishes to initiate and coordinate action working with partners, community groups and the public.

### Priorities identified

All of the priorities identified at the event are set out at Appendix 1 and have been used to inform the update of the Trowbridge Community Plan Appendix 2.

The top priorities voted for each thematic area were as follows:

- **Children and young people** – Poverty - the shocking disparity within Trowbridge between the areas of Lower Super Output
- **Community Safety** - Maintain neighbourhood policing

- **Culture** - Develop a coherent cultural strategy to drive audience participation, increase the offer, promote collaborations and secure funds
- **Economy** - To develop plans to attract new employers with better paid jobs and to encourage existing businesses to expand
- **Environment** - Invest in cycling networks to connect green spaces and by widening pavements when major resurfacing undertaken & Protect existing green spaces and invest in new ones to connect residents with nature
- **Health & Wellbeing** - To improve community cohesion to reduce social isolation and its effects on health and wellbeing
- **Housing** - More 1&2 bedroom houses/bungalows
- **Leisure** - Accessible, affordable and available facilities, outdoor, indoor including parks
- **Transport** - Improvements to walking and cycling building a comprehensive network including signs on routes, links to villages and suburbs, improving gaps
- **Our Community** - Communication strategy to ensure the people in our communities know what's happening and available

### 3. **Moving forward with community-led action**

To address the priorities, the Area Board will need to use its strategic influence and delegated powers to shape the delivery of local services and actions. It will also need to use its delegated resources to initiate and support community-led projects. Some of the actions will be easier to address than others and it is important to target areas where tangible outcomes and progress can be delivered. This will help to capitalise on the enthusiasm and momentum generated by the event.

It will be up to the Area Board whether it wishes to champion a particular issue or theme over the next year and target its resources to support community-led initiatives around these themes and issues.

### 4. **Recommendations**

- That the Area Board adopts the top priorities identified by the 'What matters to you' community event and works to facilitate local action to tackle those priorities.
- That the Board considers earmarking funding to promote, initiate and support community-led action around the selected priorities.
- That the Board considers appointing a lead member to champion the priorities adopted.

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 Tel No: 01225 718608  
 E-Mail: [rachel.efemey@wiltshire.gov.uk](mailto:rachel.efemey@wiltshire.gov.uk)

## **Trowbridge Community Area JSA Priorities as voted for on 3/4/2014**

### **Children and young people**

- Poverty - Shocking disparity within Trowbridge between the areas of Lower Super Output - 32%
- Mental health Support for teenagers and their families who suffer from mental health issues – 31%
- Teenage pregnancy. Delaying having sexual relationships teaching about healthy relationships. Encouraging group activities – 15%
- An need for increased opportunities. This needs to be a long term priority and should include young people into their mid twenties - 13%
- Compulsory education Concern that children are still leaving at 16 taking work to support their families not vocational – 8%

### **Community safety**

- Maintain neighbourhood policing – 50%
- Getting more footfall during the evening in the town – 26%
- Reduce drinkers in the park - 19%
- Improve lighting & CCTV in the park - 6%

### **Culture**

- Develop a coherent cultural strategy to drive audience participation, increase the offer, promote collaborations and secure funds - 45%
- Develop effective partnerships to increase and share expertise and resources – 28%
- Improve marketing, publicity and visibility of the culture offer in public places
- between cultural organisations and other sectors - 21%
- Develop capacity in the cultural sector to support volunteers - 6%

### **Economy**

- To develop plans to attract new employers with better paid jobs and to encourage existing businesses to expand -35%
- The aspiration is for Trowbridge to be the number one town in Wiltshire with the facilities to make it so – 20%
- To use the Trowbridge master plan to attract developers to improve the retail offer in the town centre -20%
- To develop the old town hall, to provide incubation space for creative industries and cultural opportunities -14%
- To significantly improve the entrances and street scene in the town centre to help attract more business - 11%

### **Environment**

- Invest in cycling networks to connect green spaces and by widening pavements when major resurfacing undertaken - 32%
- Protect existing green spaces and invest in new ones to connect residents with nature – 32%
- Support for potential new allotments and environmental education around new developments – 15%

Maintain the integrity of the river Biss and its tributaries and develop new habitats to retain this as an asset – 12%

Promote the planting of trees in suitable areas to improve air quality and public sense of pride in where they live – 8%

### **Health and wellbeing**

- To improve community cohesion to reduce social isolation and its effects on health and wellbeing - 46%
- To promote the work of health trainers to support people to take a personal responsibility for their own health and wellbeing – 33%
- To create a dementia friendly communities and to maximise voluntary groups supporting patients and carers - 18%
- To normalise an advance planning in ref to death and dying for all life limiting conditions - 3%

### **Housing**

- More 1&2 bedroom houses/bungalows - 64%
- Empty houses pay more council tax - 25%
- Incentive for land owners to release land in rural areas for affordable housing – 12%

### **Leisure**

- Accessible, affordable and available facilities, outdoor, indoor including parks - 50%
- Increasing leisure participation for children adults and facilities - 15%
- Activities targeted at specific vulnerable groups - 14%
- Effective communication of what is available including extreme, alternative and hidden activities - 11%
- Improve volunteering by rewarding them through vouchers that can be used on activities - 10%

### **Transport**

- Improvements to walking and cycling building a comprehensive network including signs on routes, links to villages and suburbs, improving gaps – 53%
- Interconnectivity and access improvements within the town centre and key sites – railway station, County Hall, Campus, Town Park, Car parks etc – 33%
- Improve A350 W Ashton/ Yarnbrook to reduce congestion and links to A36 to improve access to WW trading Est and relieve Southwick/N Bradley – 14%

### **Our community**

- Communication strategy to ensure the people in our communities know what's happening and available – 36%
- The development of a number of Community facilities (previously termed Centres) to assist with improving community cohesion – 26%
- Consultation to be undertaken within communities, as to what they want/need - 21%
- Carry out a thorough audit of all facilities clubs and societies together with their assets - 11%
- Transport strategy to enable the better use of community assets by all - 6%



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*We're making a difference*

## **Trowbridge Community Area Plan**

### **Introduction The Community Area Plan**

Trowbridge Community Area Future (TCAF is Trowbridge's community partnership. In 2011, after wide consultation, TCAF drew up a plan to set out for the Trowbridge community area the priorities to bring about improvement in the period 2011 to 2016. These priorities are grouped around the nine themes that are set out in this document. TCAF has created specific groups for some theses in, others it works in partnership with existing organisations. It also works closely with both the neighbouroods and the parishes.

In 2013-14 it carried out a review of the Community Area Plan with members of the Steering Group, Wiltshire Council Councilors and other partners. The review is set out below and includes achievements that have taken place since 2011 and future priorities and actions for 2014-16.

On 3<sup>rd</sup> April 2014 a consultation was held with members of the community using as its starting point the Joint Strategic Area Review for Trowbridge. Separate groups developed priorities for each them and these were then voted on by the whole meeting. These priorities have been used to iform the review of the plan. In addition they have been reproduced here at the end of each them with the vote they received at the event. The groups also suggested a project linked to their top priority. These can be found at. Many of the issues dealt with in this document are also dealt with in the Trowbridge Master Plan.

#### **1. Economy, Including Tourism & Employment**

##### **Achievements**

- The St Stephen's Place development including the Odeon Cinema, Premier Inn and a variety of restaurants
- The new Trowbridge library
- The new Civic Centre
- The weekly Market
- The new Tourist Information Centre
- The creation of a new brand Discover Trowbridge

##### **Priorities 2014-16**

- The delivery of the Trowbridge master Plan
- Further development of vacant sites e.g. Bowyers, Peter Black etc
- The redevelopment of Trowbridge Town Hall
- Establishment a Business Improvement District
- Attracting new employers to Trowbridge Community Area offering jobs requiring higher skills levels

- The development of a new community and leisure facility through the campus programme
- To continue to develop Trowbridge as a destination of choice
- The development of the new brand Discover Trowbridge as the basis as coherent marketing strategy

#### JSA Consultation Priorities

1. The aspiration is for Trowbridge to be the number one town in Wiltshire. 30%
2. To develop the old town hall, to develop incubation space for creative industries and cultural opportunities. 14%
3. To develop plans to attract new employers with better paid jobs and to encourage existing businesses to expand. 35%
4. To significantly improve entrances and street scene in the town centre to attract more businesses. 11%
5. To use the Trowbridge master Plan to attract developers to improve the retail offer in the town. 20%

## 2. Transport, Including Access & Traffic

#### Achievements

- Additional rail Services from December 2013 (TRANSWILTS)
- Increased number of dropped kerbs & grit bins
- Community speedwatch
- The new cycle path@ Paxcroft linking Paxcroft Mead to Town Centre
- Subsidised rail fares for young people
- CATG developed which has increased decision-making at local level
- Continued success from community link scheme

#### Priorities 2014-14

- Facilities at Trowbridge Railway station will be improved
- Review of car parking to enable the Town to take control of at least some of Trowbridge's car park to encourage people to spend longer in the town
- Improvements to A350@West Ashton & Yarnbrook
- Finding ways of providing transport services for rural areas to be explored
- Improved signage around Trowbridge Town Centre
- Developing Community Transport Schemes
- Creating a network of safe routes for cyclists, pedestrians and non-motorized transport throughout the community area

#### JSA Priorities



1. Improve A350 W Ashton/Yarnbrook to reduce congestion and links to A36 to improve access to WW Trading Estate and relieve Southwick/N Bradley 14%
2. Improvements to walking and cycling building a comprehensive network including signs on routes, links to villages and suburbs, improving gaps. 53%
3. Interconnectivity and access improvements within the town centre and key sites – railways station, County Hall, Campus, Town Parks, car parks 33%

### 3. Housing & the built environment

#### Achievements

- Delivered event on Bedroom Tax event with CAB & Wilts
- Houses have been built on Town Centre sites
- A number of affordable houses have been built

#### Priorities 2014-16

- Support and develop Neighbourhood plans across community area
- Need for a range of house types and tenures including social/affordable housing, 1/2 bed roomed houses, flats and bungalows
- Anticipate increase in number of military families
- Continue to support those affected by welfare reforms
- Promote carbon neutral homes
- Look for more opportunities for community asset transfers

#### JSA Priorities

1. More ½ bedroom houses/bungalows 64%
2. Empty houses pay more council tax. 25%
3. Incentives for landowners to release land in rural areas for affordable housing. 12%

### 4. Culture, Including Heritage and the Arts

#### Achievements

- New Trowbridge Library with increased usage
- Trowbridge Arts Festival
- New cinema
- Development Town Hall Trust and Friends and the securing of funds to support further future improvements
- Trowbridge Arts – securing funding to support continued professional performances in Trowbridge
- Develop of the cultural offer at the Civic Centre
- Successful Veterans and Armed Forces Weekends
- Continued community use of Arc Theatre

- Continued Trowbridge`s involvement in Village Pump
- Trowbridge Carnival
- The setting up of the Arts Cultural heritage and Education group

#### Priorities 2014-2016

- The development of a coherent culture and arts strategy
- Museum expansion
- Securing of Town Hall as sustainable centre of arts, culture and heritage for the community
- The development of the area around the Park, town Hall, civic Centre and new museum to be a cultural quarter
- Using forthcoming historical events such as the anniversary of the Great War, Magna Carta and Chartism to celebrate Trowbridge`s heritage and raise people`s awareness of it
- Continuation of Trowbridge Arts to foster professional performance
- Delivery of Sound it Out a project celebrating cultural diversity
- Continued support for national heritage days.
- Use the Discover Trowbridge brand as the basis of a coherent marketing/communication strategy so people in the community knowing what is happening, when and where.

#### JSA Priorities

1. Improve marketing, publicity and visibility of the culture offer in public place. 21%
2. Develop effective partnerships to increase and share expertise and resources between cultural organisations and other sectors. 28%
3. Develop capacity in the culture sector to support volunteers. 6%
4. Develop a coherent cultural strategy to drive audience participation, increase the offer, promote collaboration and secure funds. 45%

#### 5. Sports , Active Leisure & Recreation

##### Achievements

- Asset transfer of Park to Trowbridge Town Council
- Trowbridge Rugby Club has moved to a new site with outdoor pitches new clubhouse and facilities at Hilperton
- Trowbridge Town Council has acquired additional land adjacent to the Rugby Club to develop into sports pitches
- Active Trowbridge continues to support a wide programme of activities especially for primary schools.
- Stallards Skate Park now has lighting

- Successful consultation and working proposal for a community Campus with a wide range of high quality facilities including swimming pools, sports centre with spectator accommodation
- A Park Run has been established every Saturday in Southwick Country Park.

#### Priorities 2014-14

- Work with the COB to gain Cabinet approval for the development of the Campus and support them in the design and construction phase ensuring that they maintain the engagement of the community
- Paxcroft Skate Park development
- Development of changing facilities at Stallards
- Development of sports pitches and changing facilities at land adjacent to the Rugby Club
- Continue to develop of Sports Forum
- Development of free outdoor fitness facilities such as an outdoor gym in Trowbridge Park

#### JSA Priorities

1. Increasing leisure participation for children adults and families. 15%
2. Accessible, affordable, available facilities, outdoor, indoor including parks. 50%
3. Effective communication of what is available including extreme, alternative and hidden activities. 11%
4. Improving volunteering by rewarding them through vouchers that can be used on activities. 10%
5. Activities targeted at specific vulnerable groups. 14%

### 6. Environment Including Countryside & Land- Based Issues

#### Achievements

- Transfer of allotments and provision of additional allotments
- Continued success of Fairtrade
- The establishment of the Apple Festival as an annual event
- Trowbridge in Bloom – Gold Award 2011 and 2012
- The continued development of Biss Meadows – for example the pond area
- The Big Community Grow success in engaging schools and adults
- Southwick Country Park – the expansion of area under local management
- Expected improved energy rating for public buildings e.g. County Hall
- The continued development of the Sensory Gardens
- The establishment of the Friends of Trowbridge Park

#### Priorities 2014-16

- Continue to promote local environmental issues
- Trowbridge in Bloom hosting the South West in Bloom award in September 2014 2014
- The establishment of the River Biss corridor as different developments take place to create a green route from Biss Meadows to the railway station
- The extension of Biss Meadows Country Park
- Promote local produce
- Support continued development of carbon neutral buildings by incorporating energy conservation principles into the design of new buildings and investigating how to make Trowbridge's key heritage sites more energy efficient
- Investigate the feasibility of setting up a community owned Energy Generation Business based on existing good practice in West Wiltshire

#### JSA Priorities

1. Maintain the integrity of the river Biss and its tributaries and develop new habitats to retain this as an asset. 12%
2. Provide support for the provision of new allotments and environmental education around new developments. 15%
3. Promote the planting of trees in suitable areas to improve air quality and public sense of pride in where they live. 8%
4. Invest in cycling networks to connect green spaces and by widening pavements when major resurfacing is undertaken. 32%
5. Protect existing green spaces and invest in new ones to connect residents with nature.

#### 7. Education & Lifelong Learning

##### Achievements

- The establish of Collaborative Schools as a social enterprise enabling all the primary and secondary schools in Trowbridge to work together effectively
- The Good Childhood conversations which provided an insight into childhood experiences of young people in Trowbridge
- Investment in College buildings
- Increasing number of apprenticeships
- The development of EAL classes and workshops e.g. Polish School and of classes in foreign languages
- Setting up of the YAG
- The establishing Trowbridge Youth Parliament involving primary and secondary age pupils
- The impact of the new library which has stimulated greater use of the library by children and young people through better facilities and specific activities such as rhyme-time and the summer reading challenge
- The outreach progress from Museum – children and older people

Priorities 2014-16

- The development of new schools to meet the needs resulting from housing developments e.g. Castle Mead
- The establishment of a free school for alternative provision
- Maintaining Youth services that are fully responsive to the needs of young people
- Continued focus by Collaborative Schools on narrowing gaps for vulnerable groups of children and young people year on year to begin to address the impact of socio-economic inequality
- Continued development of apprenticeships and other opportunities to encourage young people to stay in education beyond 16
- Continued promotion of U3A and its activities
- Work towards targets set within JSA
- Improve mental health provision to support teenagers and their families with mental health issues

#### JSA Priorities

1. Teenage pregnancy. Delaying having sexual relationships, teaching about healthy relationships. Encouraging group activities. 15%
2. Mental health. Support for teenagers and their families who suffer from mental health issues. 31%
3. Poverty. Shocking disparity within Trowbridge between more affluent areas and Lower super Output areas. 32%
4. Compulsory education. Concern that children are still leaving 16 taking work to support their families not vocational and need for 8%
5. Increased opportunities. This needs to be a long term priority and should include young people in their mid-twenties. 13%

#### 8. Wellbeing, Incl. Health and Social Care

##### Achievements

- The co-location of existing services at Trowbridge Hospital
- The preservation of Trowbridge Birthing Unit
- The development and extension of school counselling services
- The development of the role of Parent Support Advisers (PSA) to improve liaison between schools and families
- Increased access to NHS Dental Care

Priorities 2014-16

- Keep Trowbridge Birthing Unit open
- The relocation and amalgamation of Bradford road and Adcroft surgeries
- Uniting all key stakeholders to agree on the creation of a primary care centre as part of the campus development
- Promotion of Active Lifestyle for all ages
- Promoting closer works between health and social care providers
- Work towards targets set within JSA
- Support moves to increase care at home
- Ensure the continued offer of support of people with disabilities and those at risk of isolation
- Improve mental health provision especially for teenagers with mental health issues
- Develop Trowbridge as a dementia friendly community

#### JSA Priorities

1. To create dementia friendly communities and to maximize volunteer groups supporting patients and carers. 18%
2. To normalize an advance planning in ref to death and dying for all life limiting conditions. 3%
3. To improve community cohesion to reduce social isolation and its effects on health and well-being. 45%
4. To promote the work of health trainers to support people to take a personal responsibility for their own health and wellbeing. 33%

#### 9. Community Safety

##### Achievements

- Increase of CCTV and lighting in Trowbridge Park
- Neighbourhood Policing has been successfully implemented
- Strong relationship between the community and the local inspector
- Establishment of the Neighbourhoods tasking Group

##### Priorities 2014-2016

- Maintain Neighbourhood Policing despite financial cutbacks
- Preserve the good relationship between the police and the community despite periods of staff change
- Develop the Safe Place project to improve Trowbridge's nighttime economy and the perception of the town as a place to go in the evening
- Continue to extend CCTV and lighting in the Park
- Reduce loitering and graffiti in the Park

### JSA Priorities

1. Maintain neighbourhood policing. 50%
2. Getting more football during the evening in the town. 26%
3. Improve CCTV & lighting in the park. 6%
4. Reduce drinkers in the park. 195

### Our Community

In the JSA event there was a section on Our Community. This does not exist in the Community Area Plan, however, the priorities identified by that group are included below.

1. The development of a number of Community facilities (Previously termed Centres) To assist with improving community cohesion. 26%
2. Consultation to be undertaken within communities, as to what they want/need. 21%
3. Carry out a thorough audit of all facilities, clubs and societies together with their assets. 11%
4. Transport strategy to enable the better use of community assets by all. 6%
5. Communication strategy to ensure that people in our community know what is happening and available. 36%

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## **Trowbridge Community Area Future partnership**

### **Annual Workplan 2014-2015**

#### **Partnership Development – “To establish and maintain a partnership, Steering group and thematic groups as necessary.”**

Our partnership meets once per year at the AGM. TCAF attends the ABC meetings with the Area Board to plan the Area Board agenda, allowing 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 the Area Board meetings.

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 representatives from Wiltshire Council, the Community Area Manager (CAM), WfCAP, Trowbridge Chamber of Commerce, Trowbridge Town Council and the Parish Councils. TCAF will support the Campus Operations Board in maintaining engagement with the community while the working proposal is developed and goes to cabinet and then during the period of design and construction.

As a result of staffing changes we will be appointing a new Project Officer from September 2014 along with Administrative support. Both the Project Officer and Administrative assistant will be employed by TCAF with the payroll function being carried out by Trowbridge Town Council. A key focus of the Project Officer will be to investigate and secure funding from outside of Wiltshire. This will go alongside the responsibility of focussing on projects within the community area. In the light of the uncertainty of future funding, the Project Officer will be responsible for researching the feasibility of finding alternative funding, including possibly changing the status of TCAF to charitable status.

As a partnership we have streamlined the way we support our theme groups in response to advice from our Steering Group. We look for opportunities to support other established groups and projects in order that we make the very best of the resources we have.

Under the theme group Economy and Transport, TCAF will support the development of the BID (Business Improvement District) over the coming year and will be involved again in the AMT Benchmarking exercise.

We will seek ways to prioritise housing as a theme group as the town develops with a focus on ensuring we have enough affordable housing to include smaller 2 and 3 bedroom houses.

BA14 Culture continues to meet every 3 months and is supported by TCAF's Project Officer and administrator. BA14 Culture continues to hold the funds for the Trowbridge Arts project and will continue to support Arts projects locally, sourcing funding as appropriate. We are supporting the writing of a cultural strategy as highlighted by the JSA. We are working closely with the Town Council on this.

Our focus on Environmental projects will continue throughout this coming year, working with established environmental groups including Fair-trade, the Big Community Grow and Trowbridge in Bloom. In response to a desire to highlight environmental issues within Trowbridge we will look to

bring these partnerships together to develop a community event. Part of our role will be to seek out funding to make this happen.

We are working with partners to deliver the national Safe Place scheme for Trowbridge through our Community Safety theme group.

Our Health and Social care group will continue to engage with health practitioners and NHS organisations to reduce health differences in Trowbridge and improve facilities including the merging of Bradford Road and Adcroft GP surgeries as well as the creation of a Primary Care centre as part of the campus.

Working closely with Collaborative Schools, TCAF will continue to drive the Polish Interpreters project, support the delivery of a new Free School and will report back to the Area Board on their behalf.

The Neighbourhood Partnership's main focus is on creating and developing resilient neighbourhood groups to begin to tackle the degree of inequality and isolation in Trowbridge as identified by the recent JSA. The Tasking group continues to meet ahead of the Neighbourhood Partnership meetings.

We will continue to support the Parish Council Liaison Group (PCLG) keeping them updated with the rest of TCAF's activities and projects. Should the Parishes wish to develop Neighbourhood plans, TCAF will support this.

**Accountability – “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.”**

We will continue to meet with a wide range of groups to ensure that the issues that we have identified and the revised priorities that have come out of the JSA and Community Area Plan are 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.

**Communication – “To engage and communicate systematically with all sections of the community and to maintain a contacts register of key organisations and volunteers.”**

Our primary means of communication will continue to be through our theme groups and our partners and other groups in the community whose projects we support. At the same time we will engage with the local, wider community in new ways as well as being out on the street where it's especially useful for the development of community projects. We will endeavour to make full use of public spaces available to us including the Atrium, Shires and Fore Street. TCAF will also attend the Area Board meetings, responding to local issues raised there.

With the support of our administrator we are easily contactable at the office in the Civic Centre. The Admin Officer will respond to emails, website queries as well as Social Media platforms.

We are mindful of the breadth of community that we need to engage with and will ensure that we engage all of our diverse community, including those hard to reach groups.

**Consultation – “To consult widely on a range of community issues and hold public engagement events and activities.”**

We will strive to consult with as many groups as possible, including older people, YAG, Youth Parliament and the general public. We are currently looking at sourcing external funding to hold a ‘Trowbridge Earth’ event, encompassing the environmental theme. We will continue to support public consultation within Trowbridge Arts.

We will build on and develop the Older Persons Area Board ensuring that we develop the audience. Consultation with local businesses will take place to gain support for the Business Improvement District.

Members of TCAF Steering Groups will continue to represent TCAF at local and county-wide events as appropriate.

**Community Planning- “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.”**

We will have just carried out a mid-term review of our Community Area Plan to encompass priorities from the JSA, Steering Group, elected members and other partners. This will be treated as a live document and it will be published electronically until 2016, when it will be re-written.

**Local Action – “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.”**

TCAF have been key in supporting the development of the Town Hall through asset transfer to the community. 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, Foundations and the local Area Board as is necessary.

Other projects that TCAF will continue to support over the coming year include Trowbridge Arts, Trowbridge Arts Festival, Campus development, development of outdoor sports pitches, Trowbridge in Bloom, Collaborative Schools, the museum development, the BID development, proposals for a merged GP surgery, a Primary Care Centre as part of the Campus development and the bid for a new Free School.

In 2013-2014 TCAF was instrumental in securing over £140,000 of external funding for the Community area. Attracting external funding will remain a key priority for TCAF as will supporting the funding applications for other local community groups.

We have Theme Champions who head their Theme Groups. Working closely with the Project Officer 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 and project development to ensure that the projects are successful. We will provide guidance and encouragement so that project teams and their volunteers are sustainable.

When developing projects we will take into account the disparity in Trowbridge between lower super output areas and the more affluent areas.

Signed:

Mr Colin Kay, Chair of TCAF

26<sup>th</sup> April 2014.

Trowbridge Community Area Future Partnership Agreement, estimated 2014/2015		
Claim for running costs		
	2014/2015	
<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*17 + 16hrs@ £14.8385*35.14	£	14,144.00
National Insurance@ 4.5%	£	637.00
Admin Costs say10hrs@£7.50*17 +16*£7.5*35.14	£	5,492.00
Admin NI at 4.50%	£	247.00
Recruitment Costs & DBS Costs	£	150.00
Travel	£	300.00
Training (First Aid Course)	£	1,000.00
		£ 21,970.00
<b>Spice Time volunteer encouragement</b>		
	£	-
	£	-
	£	-
<b>Campus/ Consultation activities, public events, analysis</b>		
Consultation visits and events	£	-
Video	£	-
Room Hire	£	-
Temps Data Input	£	-
		£ -
<b>Advertising &amp; promotion</b>		
Website maintenance	£	300.00
Publicity of Events	£	250.00
Media publicity and Equipment	£	-
Newsletters	£	-
		£ 550.00
<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	£	400.00
Office Furniture depreciation	£	-
Display Equipment Depreciation	£	-
Computer maintenance	£	50.00
Computer depreciation	£	-
		£ 5,550.00
<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>		£ 28,870.00
<b>Income</b>		
<b>Trowbridge Town Council (Rent £4,000, Tel., Print., Post., £600 Cash £7,100).</b>		£ 11,700.00
Income from hiring out our cameras		£ 200.00
<b>Total running costs to be applied for from Wiltshire Council</b>		£ 13,402.00
		£ 25,302.00
Additional Funding to be found from Reserves and/or grants		£ 3,568.00
		£ 28,870.00
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 2014/2015.		
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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**TROWBRIDGE COMMUNITY AREA FUTURE PARTNERSHIP**

**Income And Expenditure Account for the 6 Months ended 30th September 2013**

<b>INCOME</b>	<b>6 Months to 30.09.2013</b>		<b>6 Months Budget to 30.09.2013</b>		<b>Budget for the Year to 31.03.2014</b>		
Grant - Wiltshire Council - Core	£	7,778.00	£	7,778.00	£	15,556.00	
Grant - Wiltshire Council - Media Equipment per Area Board	£	2,680.00	£	-	£	-	
Grant - Wiltshire Council - Campus Consultation, see Balance Sheet(£1,521.01)	£	494.90	£	-	£	-	
Grant - Trowbridge Town Council Core	£	5,850.00	£	5,850.00	£	11,700.00	
Grant - Wiltshire Police and Crime Commissioner - Polish Residents Project(£7,500.00)	£	343.62	£	-	£	-	
Other Grants needed	£	-	£	4,918.50	£	9,837.00	
<b>EXPENDITURE</b>		£	17,146.52		£	18,546.50	
<b>Staff Costs</b>						£	37,093.00
Gross Salary 23hours @ £14.8385*52.14	£	8,771.40	£	8,897.00	£	17,794.00	
National Insurance@5.5% (4.5%)	£	260.00	£	489.50	£	979.00	
Admin Costs say10hrs@£7.50* 52.14 full year	£	339.45	£	2,000.00	£	4,000.00	
Admin NI at 5.50%	£	-	£	110.00	£	220.00	
Recruitment Costs & DBS Costs	£	-	£	37.50	£	75.00	
Travel	£	7.90	£	200.00	£	400.00	
Room Hire & Meeting Expenses	£	738.60	£	-	£	-	
Training (First Aid & Hygiene Courses)	£	936.00	£	750.00	£	1,500.00	
		£	11,053.35	£	12,484.00	£	24,968.00
<b>Campus/ Consultation activities, public events, analysis</b>							
Consultation visits and events	£	494.90	£	900.00	£	1,800.00	
Video	£	-	£	-	£	-	
Room Hire	£	-	£	100.00	£	200.00	
Temps Data Input	£	-	£	-	£	-	
		£	494.90	£	1,000.00	£	2,000.00
<b>Polish Residents' Project</b>							
Events	£	-	£	-	£	-	
Publicity	£	343.62	£	-	£	-	
Room Hire	£	-	£	-	£	-	
	£	-	£	-	£	-	
		£	343.62	£	-	£	-
<b>Advertising &amp; promotion</b>							
Website maintenance	£	149.00	£	250.00	£	500.00	
Publicity of Events	£	47.92	£	125.00	£	250.00	
Media publicity and Equipment	£	5,169.67	£	2,750.00	£	2,750.00	
Newsletters	£	-	£	-	£	-	
		£	5,366.59	£	3,125.00	£	3,500.00
<b>Plans, questionnaires, other printing</b>							
Plan Design/Updating	£	-	£	250.00	£	500.00	
Plan printing	£	-	£	-	£	-	
Questionnaires	£	-	£	-	£	-	
Other printing	£	-	£	-	£	-	
		£	-	£	250.00	£	500.00
<b>Office expenses, consumables, etc.</b>							
Rent, including heating,lighting and security	£	2,000.00	£	2,000.00	£	4,000.00	
Telephone	£	250.00	£	175.00	£	350.00	
Printing & Stationery	£	114.06	£	250.00	£	500.00	
Postage	£	51.27	£	125.00	£	250.00	
Insurance	£	172.42	£	187.50	£	375.00	
Office Furniture depreciation	£	177.00	£	25.00	£	50.00	
Display Equipment Depreciation	£	84.00	£	50.00	£	100.00	
Computer maintenance	£	20.00	£	100.00	£	200.00	
Computer depreciation	£	-	£	-	£	-	
		£	2,868.75	£	2,912.50	£	5,825.00
<b>Other expenses</b>							
Miscellaneous		-£	48.00	£	150.00	£	300.00
Parish Councils Liaison Group		£	-	£	150.00	£	300.00
<b>Total running costs</b>		£	20,079.21		£	19,921.50	
						£	37,093.00
<b>Net Surplus/-Deficit</b>		-£	2,932.69		-£	1,375.00	
						£	-

**TROWBRIDGE COMMUNITY AREA FUTURE PARTNERSHIP**

<b>BALANCE SHEET AS AT</b>	<b>31st March 2013</b>		<b>30th September 2013</b>		
<b>FIXED ASSETS</b>					
Computers	£	4,038.99	£	4,038.99	
Less: Cumulative Depreciation	£	4,037.99	£	4,037.99	
		£	1.00	£	1.00
Office Furniture	£	1,676.59	£	1,676.59	
Less: Cumulative Depreciation	£	1,424.59	£	1,601.59	
		£	252.00	£	75.00
Display Equipment	£	837.20	£	837.20	
Less: Cumulative Depreciation	£	710.20	£	794.20	
		£	127.00	£	43.00
		£	380.00	£	119.00
<b>CURRENT ASSETS</b>					
Accrued Income	£	7,778.00	£	7,778.00	
Debtors	£	221.43	£	1,249.62	
Cash at Bank	£	20,100.66	£	21,489.10	
	£	28,100.09	£	30,516.72	
Less: -					
<b>CURRENT LIABILITIES</b>					
Parish Councils Liaison Group	£	1,036.79	£	1,036.79	
Town Hall Redevelopment Group	£	4,011.46	£	-	
Trowbridge Community Campus Consultation Grant	£	1,521.01	£	1,026.11	
Prepaid income - Trowbridge Town Council Grant	£	-	£	3,550.00	
Creditors	£	5,872.62	£	11,917.30	
	£	12,441.88	£	17,530.20	
<b>Net Current Assets</b>		£	15,658.21	£	12,986.52
		£	16,038.21	£	13,105.52
<b>FINANCED BY: -</b>					
Funds brought forward		£	14,522.56	£	16,038.21
Less: Adjustment for PCL Group Balance		£	-	£	-
		£	14,522.56	£	16,038.21
Surplus/-Deficit for the period		£	1,515.65	-£	2,932.69
<b>Funds carried forward</b>		£	16,038.21	£	13,105.52

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WILTSHIRE COUNCIL

AGENDA ITEM NO

TROWBRIDGE AREA BOARD

15 May 2014

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

**Purpose of the Report**

To put forward for approval recommendations from the Community Area Transport Group meeting of the 8 May 2014

**1. Background**

- 1.1 Due to the complexity of assessing and selecting schemes from the many requests, and the potential time that such an agenda item would take, each Area Board was requested to set up a Community Area Transport Group (CATG) to make recommendations to the Area Board
- 1.2 In 2014/15 Trowbridge Area Board has a budget of £15,354 discretionary budget to involve them in the assessment and selection of small-scale transport schemes and other Highways matters to be progressed in their community area.
- 1.3 It should be noted that this allocation is for capital funding and can only be used to provide new and improved infrastructure. It is to be used for schemes that improve safety, increase accessibility and sustainability by promoting walking, cycling and public transport, and improve traffic management. It cannot be used to fund maintenance schemes; these are selected using technical surveys and inspections.

**2. Main Considerations**

- 2.1 It was agreed to recommend to the Area Board to allocate **£1,641** towards the costs of making the turning out of Halfords / B&Q, Trowbridge a no right turn. The estimated total cost of the scheme is £13,000.
- 2.2 It was agreed to recommend to the Area Board to allocate **£400** for signage on Devizes Road on the approach to the Rugby Club making traffic aware of U turning traffic.
- 2.3 It was agreed to recommend to the Area Board to put forward 2 roads to be assessed as 20 mph sites:
  - College Road Trowbridge
  - Church Lane, North Bradley

2.4 It was agreed to recommend to the Area Board to approve the 2014/15 list of proposed highway maintenance schemes (Appendix 1)

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

3.1 There is no environmental impact

### **4. Financial Implications**

4.1 In 2014/15 Trowbridge Area Board has a discretionary budget of £15,354 for small scale highway improvement schemes. The proposals above can be funded from this budget.

### **5. Legal Implications**

None

### **6. HR Implications**

None

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

### **8. Recommendations**

**8.1 It is recommended that the Area Board agrees to the recommendations of the Community Area Transport Group set out in paragraphs 2.1, 2.2, 2.3 & 2.4**

Report Author: Rachel Efemey -Trowbridge Community Area Manager

Tel No: 01225 718608

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

## Highways Major Maintenance 2014 -2015 – Trowbridge Area Board

Road	Location	Area Board	Recommended Treatment	Average Width (m)	Estimated Length (m)	Est Area of Site (m <sup>2</sup> )
U/C	Roundstone Street Trowbridge, from Yerbury street to Polebarn Road	Trowbridge	Resurfacing and footways	7.5	140	1,050
U/C	West Street Trowbridge	Trowbridge	Resurfacing and footways	6	140	840
U/C	Ash Drive/ Orchard Way/ Elm Close/ Willow View, North Bradley	Trowbridge	Resurfacing and footway	5.5	840	4,620
U/C	Westbourne Road Trowbridge	Trowbridge	Resurfacing and 50% Footways	6.5	320	2,080
U/C	Clarendon Ave Trowbridge	Trowbridge	Resurfacing and footway	6.5	440	2,860
U/C	Clarendon Road Trowbridge	Trowbridge	Resurfacing and footway	7.5	300	2,250
U/C	Palmer Road Trowbridge	Trowbridge	Resurfacing	3.1	260	806
U/C	Amoracre Trowbridge	Trowbridge	Resurfacing and footway	5.5	170	935
U/C	Seymour Road, Trowbridge	Trowbridge	Surface Only	7.4	800	5,920
A363	Yarnbrook to North Bradley	Trowbridge	Resurfacing	7.2	540	3,888
A350	Yarnbrook to West Ashton	Trowbridge	Resurfacing with some reconstruction	7.4	1,250	9,250
<b>A361</b>	<b>A361 Frome Road, Southwick</b>	<b>Trowbridge</b>	<b>Resurfacing</b>	<b>7.3</b>	<b>600</b>	<b>4,380</b>
<b>A361</b>	<b>A361 Hilperton Road and A361 Hilperton Drive, Hilperton</b>	<b>Trowbridge</b>	<b>Resurfacing</b>	<b>7.7</b>	<b>50</b>	<b>385</b>

Road	Location	Area Board	Recommended Treatment	Average Width (m)	Estimated Length (m)	Est Area of Site (m <sup>2</sup> )
A361	A361 Hilperton Road and A361 Hilperton Drive, Hilperton	Trowbridge	Resurfacing	13.5	50	675
B3105	Hill Street / Church Street Hilperton B3105 from lion and fiddle roundabout to Horse Road junction	Trowbridge	Resurfacing and footways	6.4	1,800	11,520
U/C	Newtown Trowbridge, From Frome Road mini roundabout to Stallards roundabout	Trowbridge	Resurfacing with footways	7.8	385	3,003
B3106	Canal Road Trowbridge. From The Down mini roundabout to Seymour Road mini roundabout	Trowbridge	Resurfacing with footways	8.6	270	2,322
B3097	B3097, Hawkeridge Road, North Bradley	Westbury	Carriageway repair (bridge/culvert under Carriageway)	6.7	280	1,876

\* Sites highlighted in yellow involve skid resistance improvements.