

## AGENDA

**Meeting:** TROWBRIDGE AREA BOARD  
**Place:** Cotswold Room - County Hall, Trowbridge BA14 8JN  
**Date:** Thursday 13 November 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 (Chairman)  
Horace Prickett – Southwick

	<b>Time</b>
<p>1 <b>Chairman's Welcome and Introductions</b></p>	7:00pm
<p>2 <b>Apologies</b></p>	
<p>3 <b>Minutes</b> (<i>Pages 1 - 14</i>)</p> <p>To approve the minutes of the meeting held on Thursday 18 September 2014 and Thursday 16 October.</p>	
<p>4 <b>Declarations of Interest</b></p> <p>To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.</p>	
<p>5 <b>Chairman's Announcements</b> (<i>Pages 15 - 16</i>)</p> <p>Car Parking Consultation - To consult with the Area Boards on the operation of Council owned car parks across Wiltshire.</p>	
<p>6 <b>Partner Updates</b> (<i>Pages 17 - 34</i>)</p> <p>To note the written reports and receive any updates from the following:</p> <ul style="list-style-type: none"> <li>i. Police and Crime Commissioner (PCC)</li> <li>ii. Wiltshire Police</li> <li>iii. Wiltshire Fire and Rescue Service</li> <li>iv. Trowbridge Community Area Future (TCAF)</li> <li>v. Town and Parish Councils</li> <li>vi. Youth Advisory Group (YAG).</li> </ul>	7:10pm
<p>7 <b>Outside Body Updates</b> (<i>Pages 35 - 36</i>)</p> <p>Wiltshire Councillors appointed as representatives to Outside Bodies will report on any recent news, to include:</p> <ul style="list-style-type: none"> <li>i. Transforming Trowbridge</li> <li>ii. Collaborative Schools</li> <li>iii. Trowbridge Shadow Community Operations Board.</li> </ul>	7:15pm
<p>8 <b>Funding</b> (<i>Pages 37 - 52</i>)</p> <p>a) Community Area Grants</p> <p>To consider the following applications:</p>	7:20pm

The Big Community Grow - £2,000 requested to build a community garden in Trowbridge Park.

West Wilts Esprit Gymnastic Club - £3,000 requested for Club changing Room Upgrade and Fitness Suite.

b) Councillor Led Project

Cllr Graham Payne - £1,750 requested for a 'Pop Up Police Station'.

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|----|--|---------------|
| 9  | <b>Positive Activities for Young People Update</b> <i>(Pages 53 - 62)</i><br><br>Rachel Efemey, Community Area Manager & Siobainn Chaplin, Youth Service - Wiltshire Council will update on the Positive Activities for young people scheme and the role of the Area Board in managing the service | <b>7:30pm</b> |
| 10 | <b>Studley Green Doorstep Sports Project</b> <i>(Pages 63 - 64)</i><br><br>Danny Geeson, Sports Development Officer, Wiltshire Council, will inform the meeting about this project for young people in Studley Green   | <b>7:50pm</b> |
| 11 | <b>Shine Child Weight Management Programme</b> <i>(Pages 65 - 68)</i><br><br>Vicky Richardson, Physical Activities Coordinator, Wiltshire Council, will give information about this project  | <b>8:00pm</b> |
| 12 | <b>Cradle Bridge - Former Peter Black Site</b><br><br>Kevin Hunt (JLL) is to discuss Cradle Bridge (the former Peter Black Site) with the Board.   |               |
| 13 | <b>Trowbridge Perceptions Survey</b><br><br>Tom Ward , Public Protection Officer Community Safety, Wiltshire Council will update the meeting on the results of the Trowbridge Perceptions Survey and the proposed action plan arising from the results of the survey                               | <b>8:10pm</b> |
| 14 | <b>Promotion of Trowbridge over the Christmas period</b><br><br>David Baker, Trowbridge Chamber of Commerce & Trowbridge Town Team, will discuss the promotion of the town over the Christmas period.  | <b>8:20pm</b> |
| 15 | <b>Street Lighting in Trowbridge</b>   | <b>8:30pm</b> |

Peter Binley and Cllr Whitehead will hear views from the meeting and update on the scheme.

16 **Visiting Cabinet Representative**

8:40pm

**Unfortunately, Cllr Tonge is no longer able to attend this meeting** - Councillor Dick Tonge will talk about his responsibilities for Finance, Performance, Risk, Procurement and Welfare Reform.

17 **Any Urgent Business**

8:50pm

The Chairman will take any items of urgent business.

The meeting is asked to note the future meeting dates below.

18 **Close**

8:55pm

**Future Meeting Dates**

**15 January 2015  
The Cotswold Room, Trowbridge,  
County Hall**

**12 March 2015  
The Cotswold Room, Trowbridge,  
County Hall**

# MINUTES

**Meeting:** TROWBRIDGE AREA BOARD  
**Place:** Ridgeway space - County Hall, Trowbridge BA14 8JN  
**Date:** 18 September 2014  
**Start Time:** 6.30 pm  
**Finish Time:** 9.05 pm

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Please direct any enquiries on these minutes to:

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

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

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## **In Attendance:**

### **Wiltshire Councillors**

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

Also present: Cllr Fleur de Rhe Phillippe

### **Wiltshire Council Officers**

Rachel Efemey, Tim Martinussen and Michael Hudson.

### **Town and Parish Councillors**

Trowbridge Town Council – Bob Brice, Peter Fuller.  
North Bradley Parish Council – R. Evans,

### **Partners**

Wiltshire Police – Insp. Chris Chammings.  
Wiltshire Fire and Rescue Service  
Trowbridge Community Area Future – Colin Kay

**Total in attendance: 55**

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<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
80	<p data-bbox="336 376 900 412"><u>Wiltshire Fire and Rescue Consultation</u></p> <p data-bbox="336 443 1487 663">Simon Routh-Jones (Chief Fire Officer, Wiltshire Fire and Rescue Service) explained the process involved in the Wiltshire Fire and Rescue (WFRS) Consultation. The presentation provided a background into WFRS and discussed its current financial issues. The options currently being explored in relation to the potential transformation of the current service were explained. The assets and their value were raised, with an estimated value of £12m.</p> <p data-bbox="336 701 1487 958">The Service's responsibilities were explained, including fire safety, fire fighting, the prevention of emergencies, rescue from road traffic collision and the treatment of hazardous materials. The Board heard that WFRS would be insolvent by 2016/17. The Chief Fire Officer continued by explaining that the entire corporate back office services costs £2.71m per annum. It was explained that money would need to come out of 'whole-time personnel' and it would be necessary to make 103 members of staff redundant to fill the financial gap.</p> <p data-bbox="336 996 1487 1099">The Chief Fire Officer explained WFRS' vision was to be 'safe, strong and sustainable' and that their assets were used by local groups at the heart of their communities.</p> <p data-bbox="336 1137 1487 1285">The potential transformational options were raised; these included continuing to stand alone, further collaboration with Local Authorities and the police and a potential merger with other fire authorities. A combination of fire authorities would result in the fourth largest combination fire authority in England.</p> <p data-bbox="336 1323 1487 1395">Consultation response papers were distributed at the meeting and forums were made available to residents, businesses and the voluntary sector.</p> <p data-bbox="336 1433 1487 1581">The Chief Fire Officer concluded by explaining that 80% of the revenue budget was allocated to salaries and highlighted the potential need to close fire stations. The location of these fire stations was raised and their strategic importance – in relation to response times – was emphasised.</p> <p data-bbox="336 1619 1487 1691">The following contact details were made available for those who wished to respond to the consultation:</p> <p data-bbox="336 1729 799 1839">TEL: 08000 352 077  <a href="mailto:Fire.consultation@gmail.com">Fire.consultation@gmail.com</a>  <a href="mailto:communication@wiltsfire.gov.uk">communication@wiltsfire.gov.uk</a></p> <p data-bbox="336 1877 1222 1912">The Chairman thanked WFRS for their presentation and work.</p>

81	<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>
82	<p><u>Apologies</u></p> <p>Apologies for absence were received from Lance Allen (Trowbridge Town Council).</p>
83	<p><u>Minutes</u></p> <p><b>Decision:</b>  <b>The minutes of the meeting held on 17 July 2014 were agreed a correct record and signed by the Chairman.</b></p>
84	<p><u>Declarations of Interest</u></p> <p>Cllr Ernie Clark declared a non-pecuniary interest in relation to agenda item 18, part 2.2, the bus shelter in Hilperton.</p>
85	<p><u>Chairman's Announcements</u></p> <p>The Chairman's announcements included:</p> <ul style="list-style-type: none"> <li>i) The promotion of the upcoming Trowbridge Area Board Health Fair on 16 October 2014 (14:00 – 17:00) in the Atrium, County Hall.</li> <li>ii) A petition to maintain street lighting services at Chaffinch Drive was noted. The Chairman stated that some of the lights have been turned back on as members of the public had complained. This would be an agenda item in November.</li> <li>iii) The Chairman stated that an invite had been received from St. John's Church, Upper Studley after they received a grant from the Area Board for lighting and roof repairs. The invitation referred to a blessing and rededication at the Church.</li> </ul>
86	<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 and Insp. Chammings was present to answer any questions.</li> <li><b>ii. Town and Parish Councils</b> The written updates were noted.</li> </ul>

87	<p><u>Election of Board Member to the Local Youth Network</u></p> <p>Cllr Graham Payne was elected as the Board's representative on the new Local Youth Network (LYN).</p>
88	<p><u>Funding</u></p> <p>The Area Board considered the following applications:</p> <p>i. <u>Trowbridge Child Minding Network</u> The sum of £957.00 was requested for the purchase of tablets to support children in their learning.</p> <p><b><u>Decision</u></b> <b>To award the sum of £957.00 to Trowbridge Child Minding Network.</b></p> <p>ii. <u>Hilperton Primary School</u> The sum of £1911.50 was requested for the resurfacing of a recreation area (beneath play equipment).</p> <p><b><u>Decision</u></b> <b>To decline the award of £1911.50 for the cost of resurfacing of a recreation area (beneath play equipment) as the application lacked a wider community benefit.</b></p>
89	<p><u>The Local Economy &amp; Wiltshire Council's Role in Economic Development</u></p> <p>Tim Martiensen (Head of Service, Economic Development and Planning) provided a presentation giving an overview of the local economy and information on a range of activities that Wiltshire Council carries out to support economic regeneration.</p> <p>It was explained that Trowbridge was important in providing important admin and key services for the county as a whole. It was stated that there were 300 retail units in the town centre and that 11% of the county's total employment was in Trowbridge. It was heard that 68% of those who live in Trowbridge work there too.</p> <p>Key issues were raised which included a lower than average footfall and a need to attract more people to a town of Trowbridge's size. It was also explained that the public had a negative perception of car parking facilities in the town. Attendees also heard that the town had a potential shopping catchment of around 150k people but it was only attracting 60k people due to local competition.</p>

	<p>The geography of Trowbridge was discussed, with its position in the middle of the 'A350 corridor'. Housing growth along the corridor was raised, as well as significant levels of productivity with a significant number of businesses in the area.</p> <p>The presentation stated what work Wiltshire Council did to support economic development in the county. Wiltshire Council's activities include business support, advice, information, funding, career events and the creation of new employment space. Funding from central government has also been secured as well as services relating to rates, licensing, health &amp; safety, trading standards and waste.</p>
90	<p><u>Swindon &amp; Wiltshire Local Economic Partnership Presentation</u></p> <p>Cllr Fleur de Rhe Philippe provided a presentation on the current policies of the Local Economic Partnership and how it could impact on Trowbridge. It was explained that the LEP provided an opportunity for the private sector to work with the public sector. It was explained that the SWLEP plays a central role in determining local economic priorities and undertaking activities to drive economic growth and the creation of local jobs.</p> <p>It was explained that the SWLEP offered businesses an opportunity to let Local Authorities know what they required. The 'Growth Deal' was signed in July 2014 and this would bring together local, national and private funding. It was stated that £130m had been secured from the government to encourage economic growth in the area. The SWLEP would also liaise with the government on capital funding for major projects, infrastructure delivery and skills development.</p> <p>Cllr de Rhe Philippe explained what the SWLEP meant for Trowbridge by stating that under the 'Growth Deal Projects' there was to be major improvements for the A350 and the 'Trowbridge Transport Package' was raised. The need to 'create growth through knowledge' was emphasised and that high skilled labour was at a shortage in Wiltshire.</p> <p>The role of the European Structural and Investment Fund was explained. £41.5m would be allocated for Swindon and Wiltshire and the ESIF would focus on key sectors, military/civilian integration, SME growth and support, low carbon development and social inclusion. It was stated that the ESIF was linked with the Growth Deal.</p> <p>The Board had the opportunity to ask questions of Cllr de Rhe Phillippe. Members asked about accountability and it was explained that a joint strategic and economic committee would ensure that the SWLEP is accountable. Overview and Scrutiny would also oversee their work.</p>

	<p>Cllr de Rhe Phillipe stressed that the SWLEP would not be politically skewed as it was factually based.</p>
<p>91</p>	<p><u>Transforming Trowbridge</u></p> <p>A presentation was received from Chris Beaver (Vice-Chairman of Transforming Trowbridge) on their current priorities for Trowbridge. Mr Beaver explained that their membership was drawn from both the public and the private sector. The work involved supporting and facilitating the vision for Trowbridge that was stated in the core strategy.</p> <p>The group have met with local businesses and their main priorities were around the implementation of the Trowbridge master plan with a focus on the redevelopment of the east wing site and the former Peter Black site. The Board heard that a key issue for Transforming Trowbridge was a lack of input from the transformation teams in relation to the campus project. Mr Beaver also stated that the West Ashton urban extension plans were underwhelming and the developers would be asked to “up their game”.</p> <p>Mr Beaver stated that more should be done to celebrate the successes of Trowbridge.</p>
<p>92</p>	<p><u>Trowbridge Campus Update</u></p> <p>Colin Kay (Chairman of the Shadow Campus Operations Board) provided an update on the current situation in Trowbridge community campus. It was explained that the group were volunteers who consult with the people of Trowbridge in the design of the community campus.</p> <p>Mr Kay discussed economic regeneration in Trowbridge and the need for central leisure facilities as the provision of such a facility would improve Trowbridge as a place to live. The Board also heard that it was necessary to try and make Trowbridge a ‘destination of choice’ and that the new campus will fill a key strategic site in a way that will enhance the town.</p> <p>Planned facilities in the campus were raised, including new sports facilities which would be a regional sports centre and primary care facilities that would support the social and emotional needs of all sections of the community.</p>

	<p>It was emphasised that Trowbridge's campus was too large of an investment to 'get it wrong' and that completion was scheduled for 2017. Mr Kay stated that it was necessary to build something of the highest quality and that Tim Martienssen (Head of Service, Economic Development and Planning) was currently looking at the viability and financial requirements of the current proposal.</p>
93	<p><u>Innox Riverside Development Update</u></p> <p>An update was provided by Angus Horner (Managing Director of Prorsus) on the Innox Riverside Development. Mr Horner discussed asbestos stripping that was currently taking place and that the main demolition was still to be done. He explained that infrastructure would not be ready this calendar year and that they were currently at the 'technical approval stage' for Highways approval.</p> <p>The Board heard that in future years they would see more construction coming from Morrison's personnel rather than Prorsus. More information had been updated to their website (<a href="http://www.innoxriverside.com">www.innoxriverside.com</a>) in regards to developments.</p> <p>A planning application would deal with the railway station connection and that funds had been committed for station improvements.</p> <p>It was explained that Morrison's had bought out Mr Horner's interest in the development and they will consequently have overall lead on the project. The anticipated completion date was the second quarter of 2016 due to an 18 month build period.</p>
94	<p><u>apetito</u></p> <p>The board received a presentation by Kevin Rosevere (Financial Controller and Chief Risk Officer for 'apetito') on what it is like to be a business operating in Trowbridge and what could be done to make the area more attractive for businesses.</p> <p>Mr Rosevere provided a history of 'apetito' and explained that the business provides frozen food for care homes, hospitals and other healthcare facilities. The Panel heard about the 'Wiltshire Farm Foods' franchise business and that £1.4m of raw materials were sourced from Wiltshire. It was stated that 'apetito' had no Wiltshire Council contracts.</p> <p>It was noted that 'apetito' was a growing business and were very well placed for the future. There was a need to expand the business, ideally in Trowbridge, but the town was not particularly well placed for transport. The company plan to stay in Trowbridge however due to historical links.</p> <p>Mr Rosevere stressed the need to improve transport links in Trowbridge and also the lack of facilities such as restaurants; however people were now noticing</p>

	<p>an improvement. It was stated that the town desperately needed the new campus and that local schools and colleges were “not bad but not brilliant” in relation to surrounding towns.</p> <p>The Board heard that ‘apetito’ have 480 employees based in Trowbridge and that 70% of those employees have been with the company for more than five years. It was explained that agency labour was a real positive and that these employees receive the same wage as salaried labour. Mr Rosevere explained that it takes 13 weeks to recruit new employees and that this was too long. Only 15 of the last 40 employment vacancies were filled with Trowbridge residents.</p> <p>The ‘apetito’ staff foundation was discussed which provided local funding. £141k had been invested since 2005 but only £27,893 had been invested into Trowbridge. The foundation have provided a Christmas lunch at Trowbridge Fire Station for the lonely and homeless and a junior masterchef competition for children.</p> <p>In conclusion, Mr Rosevere stated that labour availability and historical links were a positive but the attraction of talent was difficult. There was also a need for better transport links and to attract more local suppliers.</p> <p>An opportunity was provided for Members to ask questions of Mr Rosevere. Cllr Helen Osborn stated that the schools of Trowbridge were excellent and provided a high level of qualifications. The low wages paid by the company and the demographic of those employed were also raised.</p>
95	<p><u>Our Place Project</u></p> <p>The Board received an update from Bob Brice (Trowbridge Town Council) on the Our Place Project. Mr Brice discussed the project in regards to localism and the successful application for £3k funding. The Board heard that the South West in Bloom event had been a success and that Trowbridge had received a gold award. The presentation included content on health and leisure, car parking and the Trowbridge ‘master-plan’. ‘Discover Trowbridge’ banners and bags were also raised.</p>
96	<p><u>The Halve Social Centre Community Asset Transfer</u></p> <p>The Board considered the possible asset transfer of the Halve Social Centre to Wiltshire Youth Marching Band.</p>

	<p><b>Decision:</b></p> <p><b>To transfer the ownership/management of 'The Halve Social Centre, Trowbridge, BA14 8SA' to Wiltshire Youth Marching Band.</b></p>
97	<p><u>Community Area Transport Group Recommendations</u></p> <p>The Board considered the following CATG recommendations:</p> <p>2.1 It was agreed to recommend to the Area Board to allocate <b>£200</b> towards yellow backing for signage on Scotland/Ireland Road.</p> <p>2.2 It was agreed to recommend to the Area Board to allocate up to <b>£2,000</b> for a bus shelter on Hill Street, Hilperton on condition that 50% funding was allocated from Hilperton parish council.</p> <p><b>Decision:</b>  <b>To approve the recommendations in the CATG report from 9 September 2014.</b></p>
98	<p><u>Any Urgent Business and Forward Plan</u></p> <p>There was no urgent business.</p>
99	<p><u>Close</u></p> <p>The next meeting of the Trowbridge Area Board would be held on the 16 October 2014 in the Atrium, County Hall, Trowbridge at <b>14:00.</b></p>

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# MINUTES

**Meeting:** TROWBRIDGE AREA BOARD  
**Place:** Ridgeway space - County Hall, Trowbridge BA14 8JN  
**Date:** 16 October 2014  
**Start Time:** 4.00 pm  
**Finish Time:** 5.00 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 Ernie Clark, Cllr Dennis Drewett, Cllr John Knight, Cllr Helen Osborn, Cllr Jeff Osborn, Cllr Graham Payne (Chairman) and Cllr Horace Prickett

Also present: Cllr Jane Scott OBE.

### **Wiltshire Council Officers**

Maggie Rae (Corporate Director)  
Rachel Efemey (Community Area Manager)

### **Town and Parish Councillors**

Trowbridge Town Council – Bob Brice

**Total in attendance: 45**

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<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
100	<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>
101	<p><u>Health Fair</u></p> <p>The Trowbridge Health Fair Event was held in the Atrium prior to the Area Board meeting.</p>
102	<p><u>Declarations of Interest and Apologies.</u></p> <p>There were no declarations of interest or apologies.</p>
103	<p><u>Better Care Presentation - CCG</u></p> <p>The Leader of the Council, Cllr Jane Scott, introduced the Better Care Act presentation. Dr Stephen Rowlands and Corporate Director Maggie Rae were also present to answer questions.</p> <p>The presentation provided an understanding of how Wiltshire Council had approached the issues raised and encouraged opportunities for local action. A DVD was presented which discussed the work being done to provide the health and social care that residents require now and in the future. The need to focus health services around where residents live rather than at the three hospitals on the edge of Wiltshire was raised. It was heard that everyone would be treated as a person and not just as a set of conditions The new 'onion' model was based around people in their communities and away from hospitals. It was stated that primary care was the best building block for a new service. The service would be 'bottom up' in design and based around communities that already exist. It was stated that General Practitioners would be at the centre of this design.</p> <p>An opportunity for questions was provided, which included questions on the demographics in Wiltshire, the health budget and the military personnel who would be relocating to the County. Health checks being offered to those over 40 years of age were also discussed, as well as flu jabs and the increasing cost of an aging population.</p>
104	<p><u>Dementia Friendly Communities Presentation</u></p> <p>Anna Littlechild, Chief Executive of Alzheimer's Support Wiltshire, provided a presentation on Dementia Friendly Communities. The Board heard that dementia was rising up the agenda in both health and social care and that Dementia Friends was part of the Prime Minister's 'Dementia Challenge'. Money had been provided by Central Government to promote dementia awareness.</p>

	<p>Anna discussed how the community could play a part in improving the quality of life for those living with dementia. She explained that it was necessary for communities to be more tolerant and understanding to enable them to live well. It was explained that 7,000 people lived with dementia in Wiltshire; a third of which lived alone.</p> <p>The Board heard about the loss of skills for instance shopping and socialising. This was due to the fear of getting things wrong and becoming embarrassed. Anna encouraged people living with dementia to attend the Alzheimer's support office on Park Street.</p> <p>The role and input of volunteers was discussed and it was explained that monthly training would be provided for those who wanted it. There would also be monthly dementia sessions in the library.</p>
105	<p><u>Any Urgent Business</u></p> <p>There was no urgent business.</p>
106	<p><u>Dementia Friends Awareness Session</u></p> <p>A dementia awareness session was held after the Area Board meeting.</p>
107	<p><u>Close</u></p>

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## Wiltshire's Car Parking Review Chair's Announcement

### Introduction

Wiltshire Council is reviewing its car parking service and has completed a pre consultation assessment, which was undertaken in May and June of this year. It has also reviewed the evidence from the community workshops held in May. The findings of the pre-consultation exercises have been combined with parking data to form the basis of the next stage of the review.

The review focuses on car parking charges and management, with the potential use of new technologies and the future role of local communities. The review also covers other aspects such as parking standards, first hour free parking and other charging exemptions.

We are keen to hear the views of residents to help us shape the new strategy. The Council has made no decisions and would like to see how far you agree or disagree with the presented options, or alternatively suggest your own. Therefore, we have produced consultation documents which can be viewed at <http://consult.wiltshire.gov.uk/portal> (not available until the 27<sup>th</sup> October 2014). Hard copies of the background evidence will also be available at local libraries and the main council offices. The questionnaire and one possible charging option will be available for viewing and completion from the 10<sup>th</sup> November.

The consultation will be open from 27th October 2014 to the 16th January 2015.

### How to respond

Our preferred method to receive comments is through completion of the on-line electronic questionnaire (please note that there is no requirement to register or log-in to the portal to respond to this pre-consultation exercise).

Paper copies of the questionnaire will also be available on request by phoning the below number (from 10<sup>th</sup> November 2014).

Your comments need to be submitted by **5pm on 16<sup>th</sup> January 2015**.

If you have any queries, please contact us using the details below or by telephone on 0300 456 0100.

Sustainable Transport Group  
Highways and Transport  
Wiltshire Council  
County Hall  
Bythesea Road  
Trowbridge  
Wiltshire  
BA14 8JN  
By email to: [transportplanning@wiltshire.gov.uk](mailto:transportplanning@wiltshire.gov.uk)

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



*We're making a difference*

## TCAF Report to Area Board November 2014

### Charitable Status

TCAF have applied to become a registered charity. A board of trustees has been secured.

### Safer Places Project

The Safe Place project has invited new members onto its Steering group. The project has been withheld in the last couple of months to ensure all health elements can be included within the pack and possible training sought and offered to Trowbridge businesses and community outlets for the future.

### The Wiltshire Guide for Migrants

This has produced a bilingual video, now available on [tcaf@trowbridge.gov.uk](mailto:tcaf@trowbridge.gov.uk) and promoted throughout the local community networks. In conjunction with this project TCAF have been working in partnership with the Collaborative schools project and has secured and trained six volunteers who will aid local schools as translators. The first placement starts 10th November. It is hoped the volunteers will not only help the pupils' progress effectively in learning but help the schools communication with parents and families.

### Environment Issues

TCAF is working in partnership with the Wiltshire Wildlife Trust and Dorothy House to host a 'Care to Repair' event on 22nd November, at the Wicker Hill, Dorothy House shop. The event will focus on repairing IT, electrical, Bric a Brac and fabric items for free. Volunteer menders will offer services to repair items or offer sign posting if no solution found. It is hoped this event will be repeated in 2015.

### Health

The Health theme group of TCAF is now committed in developing Trowbridge as a Dementia Friendly Community. The long term project will utilise lessons learnt from Royal Wotton Bassett and is in its initial stages.

### Consultations

TCAF is helping the Trowbridge Museum with a consultation to support its bid to the Heritage Lottery Fund and will assist in consultations about the provision of services to young people in the Community Area.

Colin Kay Chair  
Lindsey Millen Project Officer  
November 2014

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## Town Clerk's Report 29<sup>th</sup> October 2014 to Policy & Resources Committee 4<sup>th</sup> November 2014

### 1. **POLICY**

**1.1 One Wiltshire Smart Card** – Following the resolution of the council at the last meeting I have discussed the issue with officers at Wiltshire Council, the Chair of the Area Board Cllr Graham Payne and the Cabinet Member for Transport and Highways Cllr John Thomson. The significant paragraph in Wiltshire Council's resolution is as follows: *'Council therefore requests that the Administration work with Officers and partners to develop a 'One Card for Wiltshire' scheme that would enable a resident to use a single payment card to pay for both public transport and car parking across the county. Additionally Council requests that the possibility of adding the ability to pay for other council services should be investigated.'* We have clearly registered our wish that when the Smart Card is applied to services beyond public transport and car-parking that Town (and Parish) Council services should be included in any roll-out and also that if the car-parks move to a local control situation, smart cards would remain an option for payment.

**1.2 BT public payphone consultation** – Wiltshire Council are seeking views on BT's current programme of proposed public payphone removals. This relates to two kiosks in the local area, one in Staverton and one in Keevil. BT offers the opportunity for parish councils and registered charities to adopt a kiosk for just £1, thereby protecting heritage. Details can be found at <http://business.bt.com/phone-services/payphone-services/adopt-a-kiosk/>. The consultation closes on 8 January 2015, so could comments to be returned by 22 December, to Tim Martienssen at Wiltshire Council who will co-ordinate the response on behalf of Wiltshire Council (copy letter attached).

**1.3 Flood Risk** – Wiltshire Council is inviting town councils to become more involved in the initial part of the Flood Risk process. The issue of Flood Wardens will be discussed further by the TCAF Steering Group at their meeting to be held on 3<sup>rd</sup> November 2014.

### 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, which will be tested by the end of the year following training which was undertaken at the end of October. Formal changes to Financial Regulations will be considered in January.

**2.2 Half Yearly Management Accounts April - September 2014 (AGENDA ITEM 10).**  
The budgeted net expenditure for this committee to the second quarter was £255k with the actual net expenditure at £255k which was on budget. Information relating to the other council services is below in 2.2.1

Quarter 2	ActualBudget		Variance
	<u>£000</u>	<u>£000</u>	<u>£000</u>

<b>Gross Expenditure</b>	<b>256</b>	<b>256</b>	<b>0</b>
<b>Income</b>	<b>1</b>	<b>1</b>	<b>0</b>
<b>Net Expenditure</b>	<b>255</b>	<b>255</b>	<b>0</b>

**Democratic Services CC401** were (£3k) adverse for the second quarter with the share of the Civic Centre costs being (£4k) over due to the new flooring. Salaries include a 1% provision and low pay review.

**Mayor CC402** net costs were (£0.7k) over budget. The Town Gathering costs include, scroll holder, SWIB Mayor's reception, Town Gathering costs, and the Civic Service teas.

**Grants CC403** Overall grants to the second quarter were £7k favourable due to phasing.

**Projects CC404** were (£4k) adverse and include BID feasibility and Discover TROWBRIDGE banners.

**Establishment CC 410** was on budget despite the shared cost of the Civic Centre at (£2.5k) over budget. Other savings to date include salaries and insurance.

## 2.2.1 Finance Summary April - September 2014

**Museum** - net expenditure came in on budget and included costs for the WW1 centenary events matched by income from the Friends. The project costs for the second quarter included the consultant and own staff costs matched by income from the Arts Council.

**Leisure Services** - net expenditure was (£25k) over budget which was mainly due to salaries and associated costs being (£20k) over budget. Income from coaching includes a customer credit of (£6k) relating to 2013-14.

**Establishment** - net expenditure was on budget as above in 2.2.

**Direct Services** - total net expenditure was 11k under budget and included savings on Recreational areas, Longfield, Allotments, TIC and General cost centres. Expenditure for the park was (£5k) over budget.

**Civic Centre** - total net expenditure was (£61k) over budget mainly due to the replacement flooring of (£21k), and facility hire being (£45k) down on budgeted levels and also down on the previous year.

**Total** - In total the budget net expenditure to the second quarter was £725k with the actual at £802k which was (£77k) over budget.

**Earmarked Reserves** - The summary shows the budget and actual comparisons along with the reserves summary and details for the year. The reserves summary shows the opening balance at 1<sup>st</sup> April '14, movements in and out of earmarked reserves and the closing balance at the 30th September '14. The earmarked reserves total balance has increased from £99k to £110k which is due to the increases for the

Museum expansion project. The earmarked reserves closing balances are for the Museum project £88k, contribution balance for the Stallards changing room project £6k, Historic Buildings £2k, E Trowbridge £1.5k, Sports pitches £7k, Longfield disabled amenities project £5k and Youth development £0.5k.

**2.3 BUDGET 2015/16 (AGENDA ITEM 15)** – We have already received information from Wiltshire Council regarding the Localisation of Council Tax Support Grant which they will pay to the Town Council and the Council Tax Base and have information on the September Inflation figure, which influence the Budget and Council Tax Charge.

**2.3.1 Localisation of Council Tax Support Grant** – This will reduce from £128,598 (2014) to £93,876 (2015)

**2.3.2 Council Tax Base** – This is expressed a Band 'D' Equivalents and accounts for additional houses constructed in the town in the past year, single person discounts and other adjusting factors. This will increase from 9616.60 (2014) to 10226.12 (2015).

**2.3.3 Inflation** – The September Consumer Prices Index (CPI) was 1.2% and the Retail Prices Index (RPI) was 2.3%. If we factor into the Budget Summary this information the resulting budget target, using CPI could be calculated as follows:

	2014/15	change	2015/16	diff.
<b>Total net budget</b>	£ 1,454,887	104.56%	£ 1,521,209	£ 66,322
<b>Band 'D' Equivalents</b>	9616.6	106.34%	10226.12	609.52
<b>Top Up Grant fromn Wiltshire Council</b>	£ 128,598	73.00%	£ 93,876	-£ 34,722
<b>Net Requirement (Precept)</b>	£ 1,326,289	107.62%	£ 1,427,333	£ 101,044
<b>Council Tax Charge per Band 'D' property</b>	£ 137.92	101.20%	£ 139.58	£ 1.66

The budget will now be constructed, committee by committee, with an additional continued contribution to reserves to meet the target of a minimum 3 months general expenditure of £375,000 over a three year period.

**2.3.4 Policy & Resources Committee Draft Budget for 2015/2016** – The detailed draft budget for areas of committee expenditure is presented for consideration. There is pressure from pension costs to be absorbed, a potential salary increase yet to be agreed nationally and some requirement for additional admin/finance/HR support.

	2014-15 Budget £000	2015-16 Budget £000	Increase/ Decrease £000
<b>Gross Expenditure</b>	763	784	(£21)
<b>Income</b>	5	5	0
<b>Net Expenditure</b>	758	779	(£21)

Other changes include savings on insurance and the moving of police checks (DBS) to Museum and Leisure Services budgets. The committee is asked to consider the following **RECOMMENDATION:**

***That the committee approves the draft Policy & Resources Committee budget for 2015/16 for incorporation into the overall Trowbridge Town Council Budget for 2015/16 which will be considered further by the committee on 13<sup>th</sup> January 2015 prior to final approval by the Council on 20<sup>th</sup> January 2015.***

### 3. **PERSONNEL**

**3.1 Starters** - Brett Partner, Nathan Owens and Katie Wilson (Sports Coaches) all started on 1 September 2014 (1 year fixed term contracts).

Hannah Lyddy started as Museum Manager on 1 October 2014 (1 year fixed term contract).

**3.2 Leavers** – Clifford Sakyi, Sports Coach, left on 5 September 2014.

**3.3 Vacancies** – We are currently working with local employment agencies to secure seasonal support staff for the Civic Centre operation.

**3.4 Personnel (AGENDA ITEM 7)** - Following a number of changes to personnel structure and job descriptions over the past few years we have pursued the possibility of reviewing the salary scales for those staff at a Supervisor level but have now received advice from South West Employers that it would be appropriate and better value to undertake a more wide ranging review of all staff. **The committee is asked to consider the following RECOMMENDATION:**

**That the council undertakes a full job evaluation exercise, by South West Employers at a cost of up to £5,000.**

### 4. **SERVICES**

**4.1 MUSEUM & TOURISM** – The next committee meeting is 9<sup>th</sup> December at 6:30pm

**4.1.1 Museum Project** - Fundraising Consultant Caroline Taylor, Museum Curator Clare Lyall and I attended a meeting with the Heritage Lottery Fund in Exeter on 17<sup>th</sup> September. Following confirmation of the 2<sup>nd</sup> year Arts Council funding we have appointed a new Museum Manager; Hannah Lyddy, allowing Clare to concentrate on the project this year. The council confirmed that it agreed in principle to borrow to contribute towards the project, funded from the annual £25,000 contribution to the project, subject to confirmation of external funding. We are now seeking to appoint architectural consultants to take the project forward to the next stage and prepare for an application to the HLF in early 2015.

**4.1.2 Holiday Activities** – have been running during the Half-Term holiday.

**4.1.3 Exhibition** - The current *Brands Reinterpreted* exhibition runs until 15<sup>th</sup> November. <http://trowbridgemuseum.co.uk/2014/10/brands-re-interpreted-opens-today/>

**4.2 LEISURE SERVICES** - The next committee meeting is 9<sup>th</sup> December 2015 at 7pm.

**4.2.1 Tour of Britain** – The Tour of Britain cycle race passed through Trowbridge (briefly) on Friday 12<sup>th</sup> September at around 10:40am.

**4.2.2 Fun Days** – Fun Days have been operating during the Half-Term holidays at Walwayne Court School.

**4.2.3 Swimming** - Over 300 children per week have been taught swimming from April to July, provided in partnership with Newtown School.

**4.2.4 Sports and Play Festival** – Our Festival in 2015 will be held on Saturday 25<sup>th</sup> July as part of the town's @MagnaCarta800th Charter Fayre celebrations, with a medieval theme.

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

**4.2.6 Sports Pitches Project** – We are working with local clubs, Wiltshire FA, Sport England and WASP to develop plans for the land at Devizes Road. We have now made an application to Wiltshire Council for the funding retrospectively for the land purchase, following receipt of the money paid by Taylor Wimpey for the final area of Paxcroft Mead, close to Ashton Street. The remaining funding from the other sites is expected by the end of 2015 and we are now progressing proposals in partnership with the Football Association and others. This will be dependent upon the results of a county wide review of sports pitch provision being undertaken by Wiltshire Council, and which we are involved in. The current lease at Woodmarsh we have with landowner Doric runs out in 2018 and we are in discussion with them via our agent regarding potential options of a new lease or purchase of the land. These options are being considered as part of our wider discussion with partners. We are also aware of a proposal to build a significant new stadium at Blackball Bridge, but no planning application has been made for this yet.

**4.3 DIRECT SERVICES** – The next committee meeting is 25<sup>th</sup> November.

**4.3.1 Civic Centre** – The Management Board meets again on 20<sup>th</sup> November.

#### **4.3.2 Town Park**

**Friends of Trowbridge Park** – this group is now well established and is doing some valuable work with the community and the council. They have made a grant application to the council for consideration at the meeting. Their plans for the community garden will be seeking committee approval on 25<sup>th</sup> November, and in addition they are seeking to agree a formal partnership with the council at the Direct Services Committee meeting.

**Bandstand** – Installation of the fencing is complete, accompanied by a full repaint and we are seeking discussions with the young people regarding long term shelter options.

**Storage Facilities** – A proposal is being considered to construct a storage facility at the rear of the Bandstand to replace our current rented unit at St George's Works.

**4.3.3 Trowbridge In Bloom** –

**Home Produce Fayre** - Saturday 30<sup>th</sup> August, Fore Street, sponsored by the Kings Arms. Local organisations sold their home made produce with prizes for the best dressed stalls.

**South West In Bloom (SWiB) Awards** - at the Civic Centre on 18<sup>th</sup> September when we received 470 delegates from all across the South West to Discover TROWBRIDGE. They were all presented with one of the new DiscoverTROWBRIDGE bags.

**Biss Meadows** – The Friends work with Trowbridge in Bloom to maintain and improve this part of the town.

[www.bissmeadows.org.uk/homeframe.htm?masterplan.htm&Main](http://www.bissmeadows.org.uk/homeframe.htm?masterplan.htm&Main)

**4.3.4 Studley Green Community Centre** – A new 16 year lease has been finalised with the trustees of the Community Association, which commenced on 1<sup>st</sup> July. They have also reached agreement with the Football Club regarding parking facilities.

**4.3.5 Lambrok Playing Fields and Changing Rooms** – The club has installed the rail around one of the pitches and has provided confirmation from Wiltshire Council that they do not require planning permission for the storage container. I have held two meetings with members of the public and answered their questions, apologising on behalf of the council that they had not been consulted about the changes. I confirmed that councillors had been given the opportunity to consider the matter as a full agenda item but had advised me at the time that they were happy for officers to agree the developments. Other good neighbour matters including litter and noise issues have been raised with the club and are in hand.

**4.3.6 Civic Centre – Installation of SOLAR Photovoltaic Cells on the roof** We are now working with Kennet Community Energy Limited (KCEL), to progress the technical details of an installation on the roof of the Civic Centre.

## 5. **MARKETING & EVENTS**

**5.1 Newsletter** – We continue to publish the newsletter as part of the Trowbridge Magazine in November 2014 and will soon be reviewing our options for 2015.

**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 DiscoverTROWBRIDGE** – Our design consultant team have completed the branding guide and are compiling a library of photographs to use with the guide. Our new cloth bags incorporating the logo were launched at the South West in Bloom Awards, being distributed to over 450 attendees on the day.

**5.5 Magna Carta 800<sup>th</sup> 1215-2015** – I am very pleased to report that Trowbridge has been successful in applying to the Magna Carta 800<sup>th</sup> Anniversary Committee and has been awarded £10,000 towards our series of events and activities. Wiltshire is the only county where it is possible to visit an original copy of the Charter and a Baronial

Town. I was interviewed by BBC Radio Wiltshire on Monday 20<sup>th</sup> October following a press release about our grant award.

Our Magna Carta Year commences with the **Magna Carta Exhibition at the Museum in February**, which will also celebrate the 25<sup>th</sup> Anniversary of the establishment of the Museum. We have secured the loan of a maquette of the statue of Henry de Bohun from Canterbury – which was used to model the statue which stands in the House of Lords.

We will host a **Magna Carta Conference on Saturday 25<sup>th</sup> April** in the Civic Centre, sponsored by The Consortium, tickets available from the TIC for £10. Speakers include: Sean McGlynn - King John and the road to Magna Carta; Dr Ellie Woodacre - Eleanor of Aquitaine; Dr Cath Hanley - Arms and Armour; Dr Matt Bennett - William Marshal; Martyn Whittock - Life in England at the time of Magna Carta Andy Milroy - the de Bohuns.

The Town Clerk will be undertaking an **800 mile Magna Carta bike ride from 20<sup>th</sup> June**, visiting all 22 Baronial Towns, starting in **Curry Mallet** and calling in at **Trowbridge** at lunch time on Saturday 20<sup>th</sup>, before heading off to the East. Sunday 21<sup>st</sup> sees visits to **Long Crendon**, Bucks, **London** and **Greenwich**, London; Monday 22<sup>nd</sup> covers **Walkern**, Herts, **Stansted Mountfitchett**, **Little Dunmow**, **Pleshey** and **Castle Headingham** in Essex and **Clare** in Suffolk; Tuesday 23<sup>rd</sup> the route takes in **Framlingham** and **Huntingfield** in Suffolk; Wednesday 24<sup>th</sup> involves two stops in Leicestershire at **Leicester** itself and **Belvoir**; Thursday 25<sup>th</sup> is a trip home to Yorkshire, visiting **Pontefract** and **Helmsley**; the Tour de Yorkshire continues on Friday 26<sup>th</sup> with **Thirsk**, **Topcliffe** and **Skipton**, with a finish in **Hornby**, Lancashire; After a trip over the Pennines on Saturday 27<sup>th</sup> the finale takes in **Warkworth** and finishes in **Alnwick**, Northumberland on Sunday 28<sup>th</sup> June. You can sponsor him at: [www.justgiving.com/LANCE-ALLAN2](http://www.justgiving.com/LANCE-ALLAN2) to raise money for Dorothy House Hospice or [www.justgiving.com/LANCE-ALLAN1](http://www.justgiving.com/LANCE-ALLAN1) to raise money for Re~cycle bikes for Africa.

The Civic Centre will be the home of **'Horrible Histories' live on stage** from 15<sup>th</sup> July, we are already SOLD OUT for the school days on Wednesday, Thursday and Friday, with tickets on sale for the public performances on **Saturday 18<sup>th</sup> and Sunday 19<sup>th</sup>** July.

**St James' Church will hold a Magna Carta Flower Festival 20<sup>th</sup> - 26<sup>th</sup> July**. Using the Henry de Bohun colours of gold and blue, which will be used by Trowbridge In Bloom throughout the season. The Public Speaking competition will also of course utilize the Magna Carta theme.

Our main event will be held in the Park on the **Charter Fair weekend of 24<sup>th</sup>/25<sup>th</sup>/26<sup>th</sup> July** 2015. All departments of the Town Council will be involved in organising elements of the **Magna Carta Charter Fair** as well as our partner organisations. The Chamber of Commerce and Town team is running a **Trowbridge Business Expo** in the Civic Centre on the Friday and Saturday sponsored by Apetito, Hitachi and Office Evolution. The Town Team will also be arranging **Medieval themed markets in Fore Street**, The **Active Trowbridge Magna Carta Sports & Play**

**Festival in The Park** will be held as part of the weekend on the Saturday, there will be **Jousting and a Town Crier's Competition** on the Sunday and the **Civic Service** on Sunday evening.

With Salisbury having been declared one of the top ten destinations in the world for 2015 we expect to generate significant interest from overseas visitors and will be working closely with Visit Wiltshire on this.

## 6. **TOWN DEVELOPMENT** – Committee meets 11<sup>th</sup> Nov, 2<sup>nd</sup> Dec and 6<sup>th</sup> Jan.

**6.1 Bus Service T1 – (AGENDA ITEM 8)** following a recent vox pop undertaken by Councillor Graham Payne on this service, committee is asked to consider the Town Clerk's **RECOMMENDATION: That the Council writes to Wiltshire Council expressing its concern about the implementation of revised bus services known as the T1 and request Councillor Horace Prickett discusses this directly with First Bus.**

**6.2 Transforming Trowbridge** – [www.transformingtrowbridge.org.uk](http://www.transformingtrowbridge.org.uk) Established by Wiltshire Council, a partnership to support regeneration of the town centre is leading on development of the Masterplan. Met on 29<sup>th</sup> September. Harry Hilliard is stepping down as Chairman and the board is looking for a new Chair.

**6.2.1 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 and is being adopted as part of the Core Strategy. The Our Place bid seeks to consider how the Masterplan could be adopted as a Neighbourhood Plan for the town if necessary.

**6.3 Business Improvement District (BID)** - Consultants Mosaic completed the feasibility study, with a recommendation to proceed to establish a BID to ballot. Wiltshire Council will be funding this stage and a procurement exercise is now being established.

## 6.4 **Town Centre Developments**

**St Stephen's Place** – Chiquito was the latest new restaurant to open at the beginning of October, there are now three remaining units.  
<http://ststephensplacetrowbridge.co.uk/>

**Cradle Bridge** – Indications are that MRMU, a developer based in Cornwall [www.mrmultd.co.uk/](http://www.mrmultd.co.uk/) are behind the purchase of the former Peter Black site. A planning application is anticipated shortly which is expected to include a quality food retail outlet and additional restaurant units, linked to St Stephen's Place via a new footbridge. A public consultation on a retail-led development is to take place at the Civic Centre on Thursday 30<sup>th</sup> October 2014 from 2pm – 8pm.

**Bowers** – Demolition works commenced in September, a revised planning application to include a Petrol Filling Station as well as the consented Morrisons supermarket, multi-screen cinema and a number of restaurant units is expected shortly. Early indications are suggesting completion by Easter 2016.  
[www.innoxriverside.com/](http://www.innoxriverside.com/)

**Court Street** – the development of a mixed use office and residential scheme on the former Tremans Factory site is proceeding by Ashford Homes. Monahans Accountants are the tenant for the offices.

**Retail** – T K Maxx opened at the beginning of October next to Knees in Bradley Road.  
[www.tkmaxx.com/trowbridge-opens-2nd-october-at-9am/stry/20423](http://www.tkmaxx.com/trowbridge-opens-2nd-october-at-9am/stry/20423)

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

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

[www.wainhomes.net/southwest/development-details.php?itemID=47](http://www.wainhomes.net/southwest/development-details.php?itemID=47)

**H11 Castle Mead**, Persimmon & Charles Church 650 houses for sale, the link road to West Ashton Rd is now complete, and the Primary School was officially opened by the Mayor, Cllr Bridges on 25<sup>th</sup> September 2014. Work on the Hilperton Gap Relief Rd from Leap Gate to and Canal Rd commenced in September and is due to open early 2015.

[www.persimmonhomes.com/castle-mead-2206](http://www.persimmonhomes.com/castle-mead-2206)

**H8d Brook Meadow**, Barratt & Taylor Wimpey 150 houses mostly SOLD.

[www.barratthomes.co.uk/new-homes/wiltshire/H605001-Paxcroft-Mead/](http://www.barratthomes.co.uk/new-homes/wiltshire/H605001-Paxcroft-Mead/)

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

[www.abbeynewhomes.co.uk/PASTURES%20Trowbridge/home.html](http://www.abbeynewhomes.co.uk/PASTURES%20Trowbridge/home.html)

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

[www.greensquaregroup.com/new-homes/projects/current/trowbridge-rugby-club](http://www.greensquaregroup.com/new-homes/projects/current/trowbridge-rugby-club)

**Ashton Park** – Mainly in West Ashton and North Bradley Parishes, proposes around 2,500 houses and improvements to the A350 around West Ashton cross roads and Yarnbrook. An application is expected once the Core Strategy Inspectors Report is published.

[consult.wiltshire.gov.uk/portal/spatial\\_planning/wcs/pre-subconsult2012?pointId=1329404303932](http://consult.wiltshire.gov.uk/portal/spatial_planning/wcs/pre-subconsult2012?pointId=1329404303932)

## 6.6 Local Plan - Core Strategy, Community Infrastructure Levy (CIL) and 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.

**6.6.1 Housing Site Allocations Plan** - Wiltshire Council is developing a plan to support the emerging Core Strategy and the delivery of new housing sites up to

2026, identifying smaller sites which are additional to the strategic allocations such as Ashton Park, to deliver new homes to ensure that a 5 year land supply can be maintained; and undertake a review of 'settlement boundaries', as defined currently. A significant number of potential site options for assessment have been submitted to the Council, all of which have been considered through an initial screening process.

## 6.7 Rail Services –

**6.7.1 Trowbridge Station** - Significant improvements to the Railway Station Forecourts are expected this financial year, which have been planned in conjunction with the developers of the Bowyer's site.

**6.7.2 – Electrification** - a consultation event took place at County Hall on Tuesday 21<sup>st</sup> October to inform the public of proposed service disruption in summer 2015 as part of the Great Western Main Line Electrification project. This will include alterations to services between Chippenham and Bath in the period 18<sup>th</sup> to 31<sup>st</sup> July 2015 and NO SERVICES operating through Trowbridge or between Bath and Chippenham at all during August 2015. [www.networkrail.co.uk/great-western-route-modernisation/wiltshire/](http://www.networkrail.co.uk/great-western-route-modernisation/wiltshire/)

## 7. PARTNERSHIP

**7.1 Our Place** - The Town Council's bid to the second stage Going Further of 'Our Place' has been successful following submission of our Development Plan for the first Getting Going stage. We will receive a £17,000 grant which will facilitate all of the partners including TCAF, the Campus, 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. We have also been presented as a Case Study being prepared by the national Association of Local Councils (NALC). DCLG have discussed the next stage of the project with us, and in the spirit of localism and devolution have agreed that our Operational Plan will concentrate on the potential transfer of Wiltshire Council Car-Parks to local control.

**7.2 Campus** – The Cabinet of Wiltshire Council are due to discuss the Trowbridge Campus at their meeting on 11<sup>th</sup> November. We await confirmation regarding the funding, location and timescales for implementation of the Trowbridge Campus. All elements of the NHS have agreed in principle to collocating their current and additional needs in a new Campus alongside improved Leisure facilities. The Campus will also incorporate some existing buildings and facilities. In effect the whole of Trowbridge Town Centre could be considered to be the Campus if the new build element proceeds as planned.

**7.3 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)

**7.3.1 Area Board** – The next meeting is on 13<sup>th</sup> November at County Hall. The Community Area Web Site is at [www.trowbridge.ourcommunitymatters.org.uk](http://www.trowbridge.ourcommunitymatters.org.uk)

**7.3.2 Community Area Transport Group (CATG)** – Next meeting 12<sup>th</sup> January at 10:30 am in the Civic Centre.

**7.3.3 Stallard Recreation Ground Changing Rooms** – This facility on Innox Rd will be implemented by Wiltshire Council, with a contribution from the Town Council and Section 106 funding.

**7.3.4 Enterprise Wiltshire** – Awaiting revised date for board meeting to discuss future.

**7.3.5 Review of Car Parking** – Wiltshire Council has now commenced the wide ranging review of all parking issues across the whole county. We have been working with Wiltshire Council on this and some aspects are linked to the Our Place Project. The Town Council is keen to see the introduction of a Resident's Parking scheme in a number of areas around the town as one of the outcomes of the review and has supported the implementation of a trial scheme in Yerbury Street. The Town Development Committee will consider details of the Town Council's response to the review. The Town Council's Strategy states: *'excellent car-parking with greater local control and management including appropriate tariffs;*' We understand that Wiltshire Council have accepted that the banding introduced a few years ago has failed to recognise the situation in each individual town and in each specific car-park and that they are keen to consider options for local control, which may include the town council setting the charges and length of stay applicable to local car-parks or taking over the assets as part of a balanced cost-neutral package of assets. This would include income generating car parks alongside other facilities which have an equivalent revenue cost such as recreation grounds and play areas. Wiltshire Council is holding a briefing on the review on 4<sup>th</sup> December and either Cllr Brice or Head of Direct Services Bill Austin will attend. We will undertake some public consultation utilising the Our Place Grant funding. Wiltshire Council have also committed to including consideration of Parking at County Hall and Coach Parking as part of the review. Whilst the Town Council may take a view that transfer to local control alongside the introduction of Residents Parking Zones as a package is a positive step the detail, including arrangements for the multi-storey car-park and any new parking arrangements associated with the Campus would need to be taken into account before agreeing to any new deal with Wiltshire Council following the review.

**7.3.6 Youth Services** – Siobainn Chaplin, Wiltshire Council's Locality Team Leader, is holding a meeting on Monday 10<sup>th</sup> November at 6.30pm at Court Mills YDC, when James from Youth for Christ, who will give a presentation on the deliverance of Youth for Christ in Trowbridge. All Town Councillors are invited to attend. Active Trowbridge are involved in the Wednesday night 'Doorstep' sport club.

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

TCAF Steering Group	3 <sup>rd</sup> November	4.00pm	
Civic Centre			
TCAF Neighbourhood Partnership	3 <sup>rd</sup> November	6.00pm	
Civic Centre			
TCAF Steering Group	12 <sup>th</sup> January	4.00pm	Civic
Centre			

TCAF Neighbourhood Partnership 12<sup>th</sup> January 6.00pm Civic Centre

TCAF meetings for 2015 will be set at the next meeting of each individual theme group and will be detailed in my next report.

**7.5 Collaborative Schools Ltd (CSL)** – The application for an alternative provision free-school was turned down.

**7.6 Police and Community Safety** – Inspector Chris Chammings gives a written report to Full Council meetings. The Police Commissioner Mr Angus MacPherson is currently conducting two consultations, a survey of Rural Crime issues which can be access on the following link: <http://www.wiltshire-pcc.gov.uk/Feedback/Rural-Crime-Survey-2014.aspx> is open until 14th November and one on Community Remedies open until 21<sup>st</sup> Nov as follows: [www.wiltshire-pcc.gov.uk/Feedback/Community-Remedy/Community-Remedy-Consultation.aspx](http://www.wiltshire-pcc.gov.uk/Feedback/Community-Remedy/Community-Remedy-Consultation.aspx)

**7.7 Wiltshire Fire & Rescue Service** – The Town Council has responded to the public consultation on the future of the Fire & Rescue Service following a resolution at the last meeting, supporting the option of a merger with the Dorset Fire & Rescue Service. Further information about Wiltshire Fire & Rescue Services is available on their web-site and in their QM magazine. <http://www.wiltsfire.gov.uk/qm>

**7.8 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)

**7.9 Swindon/Wiltshire Local Enterprise Partnership** – a contribution towards West Ashton and Yarnbrook relief road is expected in future phases once development has progressed through the planning system.

**7.10 Gaiger Solar – Ladydown Farm and Cock Hill Solar Farm Community Fund.** Following the approval of planning permission, meeting shave been held with their representatives to discuss how the majority of the community fund from this site will be administered. A total of £20,000 per annum, index linked has been proposed by Gaiger Solar. One quarter will go directly to Holt Parish Council, as the majority of the site is in their current boundaries. The other three quarters will be for the benefit of the residents of Trowbridge. We agreed in our meetings with them that it should apply to the whole town, not just specific areas, as ward boundaries are prone to change. Gaiger Solar agreed to this. They will be paying the funds to the Wiltshire Community Foundation, which administers charity funds on behalf of Wiltshire Council, the Police and Crime Commissioner, individuals and companies. The Community Foundation will establish a committee to deal with this particular fund and distribute grants. The Town Council will need to appoint some of the members of this committee, initially at the January meeting, and then via the regular appointment of representatives at the annual meeting. This committee will consider grant applications and make recommendations to the Board of Trustees of the Foundation. It is expected that applications will be invited from individuals and organisations to support community activities, facilities and educational opportunities.

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

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

Tuesday 4 <sup>th</sup> November	Policy & Resources
Tuesday 11 <sup>th</sup> November	Town Development
Tuesday 18 <sup>th</sup> November	Full Council
Tuesday 25 <sup>th</sup> November	Direct Services
Tuesday 2 <sup>nd</sup> December	Town Development
Tuesday 9 <sup>th</sup> December	Museum & Tourism (6:30pm) Leisure Services
Tuesday 16 <sup>th</sup> December	NO MEETING
Tuesday 23 <sup>rd</sup> December	CHRISTMAS
Tuesday 30 <sup>th</sup> December	NEW YEAR
Tuesday 6 <sup>th</sup> January 2015	Town Development (5 weeks)
Tuesday 13 <sup>th</sup> January	Policy & Resources Committee

**8.2 Twinning** – 23 visitors from Trowbridge, including the mayor, Cllr Glyn Bridges, had a very successful trip to Leer for the Gallimarkt celebrations in October. The Mayor has sent a letter of thanks to the outgoing Mayor of Leer, Wolfgang Kellner, who has been Mayor for 16 years. With effect from 1<sup>st</sup> November the town of Leer will have a new Mayor, Beatrix Kuhl, who is elected for 7 years. In addition, Cllr Brice along with the Town Crier and Doug Ross participated in the Ostfrieslandschau, at their traditional English Pub selling local Moles beer. A request by the Mayor's charity, Dorothy House Hospice Care, to twin with a hospice in Leer has been favourably received and is being progressed.

**8.3 Remembrance Sunday Service, Parade** – 9<sup>th</sup> November 2014 – St James' Parish Church followed by the **Act of Remembrance** at the War Memorial.

The Royal British Legion are organising a short ceremony on **Armistice Day – Tuesday 11<sup>th</sup> November 2014** at 11.00am at the War Memorial in Trowbridge Park, at which the Mayor will be present. All are invited to attend and need to be there by 10.55am.

**8.4 Civic Dinner** – A review of the Civic Dinner format/budget was discussed at a meeting held on 23<sup>rd</sup> October. The budget remains the same with this year's tickets to be sold at £27 each, and openly promoted to the public. A number of other changes were agreed based on the best experiences over several years and a few new ideas. It was agreed to utilise the Magna Carta colour scheme for 2015. The event will be held on Saturday March 28<sup>th</sup>.

**Lance Allan**

**Town Clerk**

Trowbridge Town Council,

The Civic Centre,

St Stephen's Place,  
TROWBRIDGE,  
Wilts,  
BA14 8AH

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

01225 765072

@Trowbridgegov

#DiscoverTROWBRIDGE

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

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

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



All information is correct as at 23rd October 2014. All event dates, timings and locations are subject to change.

## NOVEMBER 2014

1	<a href="#">Trick or Treat</a>	Civic Centre
1	<a href="#">Hallowe'en Ball</a>	Civic Centre
5	<a href="#">Blood Donor Sessions</a>	Civic Centre
8	<a href="#">'Rat Pack' Tribute Show</a>	Civic Centre
9	Remembrance Sunday Service	St. James' Church
9	Act of Remembrance 10:45am	Town Park
15	Amateur Boxing	Civic Centre
16	<a href="#">Sunday Club</a>	Civic Centre
19	<a href="#">Blood Donor Sessions</a>	Civic Centre
29	Christmas Markets	Fore Street
29	<a href="#">Christmas Craft and Food Fayre</a>	Civic Centre
29	Christmas Lights Switch-On	Fore Street 6:15
29	Christmas Carol Concert	St James' Church 6:30

## DECEMBER 2014



3	<a href="#">Blood Donor Sessions</a>	Civic Centre
6	Small Business Saturday – Market	Fore Street
7	<a href="#">Sunday Club – Christmas Meal</a>	Civic Centre
13, 20	<a href="#">Christmas Elves' Workshop</a>	Civic Centre
11,12,13,17,18,19,20	<a href="#">Christmas Party Nights</a>	Civic Centre
27	<a href="#">Motown Live at The Civic</a>	Civic Centre
31	<a href="#">New Year's Eve Family Disco</a>	Civic Centre
<b>JANUARY 2015</b>		
<b>FEBRUARY 2015</b>		
5	<a href="#">Roy Chubby Brown</a>	Civic Centre
14	'Non'-Valentine's Party	Civic Centre
17	Pancake Race	Fore Street
27	<a href="#">Showaddywaddy</a>	Civic Centre
<b>MARCH 2015</b>		
7	Pro-Evo Wrestling	Civic Centre
21/22	<a href="#">Sci-Fi Southwest</a>	Civic Centre
28	Mayor's Civic Dinner & Dance	Civic Centre
<b>APRIL 2015</b>		
4	Mixed Martial Arts Event	Civic Centre
25	Magna Carta Conference	Civic Centre
28	Annual Town Meeting & Gathering	Civic Centre
29	<a href="#">'Dirty Dancing' Tribute Show</a>	Civic Centre
25	Magna Carta Conference	Civic Centre
<b>MAY 2015</b>		
2	Lions May Fayre	Fore Street
<b>JUNE 2015</b>		
6/7	On Two Wheels festival	Town Park
20	Wiltshire Family History Day	
20	Magna Carta Cycle Ride in aid of Dorothy House & re~cycle bikes for Africa	
27	Motown Live @ The	Civic Centre
27/28	Armed Forces Weekend	Town Park
<b>JULY 2015</b>		
18 -19	<a href="#">Horrible Histories</a>	Civic Centre 2 & 4pm
19-26	Magna Carta Flower Festival	St James'
Church		
24/25/26	Magna Carta Markets	Fore Street
24/25	Business Expo <i>sponsored by Apetito, Hitachi and Office Evolution</i>	Civic Centre
25	Magna Carta Sports & Play Festival	Town Park

26	Jousting	Town Park
26	Town Criers' Competition	Town Park
26	Civic Service	St James' Church



## Report to the Area Board November 2014

### **Cabinet Paper**

A positional paper on the Campus programme following the reorganisation of the Campus team is going to Cabinet on 11<sup>th</sup> November. This will be essentially a positional paper with some reference to Trowbridge but no detail. It is largely a result of the reorganisation of the Campus team at Wiltshire Council.

### **Detailed Feasibility Study**

Alistair Cunningham's team are hard at work on this and the COB hopes to be able to bring an update to the Area Board meeting on the progress so far.

### **Visits**

Members of the COB have carried out two visits to other facilities.

- Writhlington sports and leisure centre 9<sup>th</sup> October
- Hengrove leisure centre on 28<sup>th</sup> October

Both centres provide interesting examples both of what works well and what should be avoided. The visits have helped the COB to develop and refine its ideas about design, configuration and operational issues. Copies of the reports produced can be supplied on request.

### **Partners**

- Dorothy House. The COB Chair has had initial discussion with Dorothy House about how they might wish to use the new building.
- Selwood Housing the COB have established a dialogue with Selwood Housing and are scheduling a future discussion.
- The Police. The COB continues to seek an opportunity to meet with the police to discuss their potential use of the new building.

### **RSA**

Trowbridge have continued to be heavily involved in the RSA Common Knowledge project designed to create a virtual support network for COBs on community engagement.

Colin Kay  
Chair of the Trowbridge SCOB

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

**Purpose of Report**

1. To ask Councillors to consider 2 funding applications to the community area grants fund scheme (Appendix 1)
  - 1.1 West Wilts Esprit Gymnastics Club- £3,000 requested to upgrade toilets/changing rooms and create a fitness suite
  - 1.2 The Big Community Grow - £2,000 requested to create a community garden with children in Trowbridge Town Park

**Total Amount requested = £5,000**

## 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. 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 budget. Funding allocated to date:
- TCAF - £13,402 for revenue funding
  - Gloucester Road Allotment Association - £1,200 for the enhancement of facilities for gardeners with Disabilities
  - Monday Wednesday Club - £500 for a portable skittle alley
  - Trowbridge Academy of Boxing - £757 for equipment for a community Boxing Club
  - Alzheimer's Support - £4,500 for the Refurbishment of Mill Street Day Club
  - West Wilts Esprit Gymnastics Club - £3,000 for gymnastics equipment for young people
  - Paxcroft Mead Community Centre - £2,350 for a replacement heating system
  - North Bradley Progressive Hall - £1,706.50 for replacement windows
  - Trowbridge Child minding Network- £957 for the purchase of tablets to support children in their learning

The Board currently has a capital budget of £60,971.68 remaining.

- 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 this Report</b>	<ul style="list-style-type: none"><li>• Area Board Grant Guidance 2014/15 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. If the grant requests are allocated the Board will have £55,971.68 remaining

## **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
West Wilts Esprit Gymnastics Club	To upgrade toilets/changing rooms and create a fitness suite	£3,000

8.1.1 The application meets the grant criteria and will benefit young people amongst others.

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

Applicant 8.2	Project summary	Funding requested
The Big Community Grow	To create a community garden in Trowbridge Town Park	£2,000

8.2.1 The application meets the grant criteria and will benefit children and young people

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

## 9. Recommendations

**9.1 It is recommended that the Area Board makes decisions whether to allocate funding to the applicants**

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

Grant Applications for Trowbridge on 13/11/2014

ID	Grant Type	Project Title	Applicant	Amount Required
962	Community Area Grant	Community Garden - Trowbridge Town Park	The Big Community Grow	£2000.00
959	Community Area Grant	West Wilts Esprit Gymnastics Club Changing Room Upgrade and Fitness Suite.	West Wilts Esprit Gymnastics Club	£3000.00

ID	Grant Type	Project Title	Applicant	Amount Required
962	Community Area Grant	Community Garden - Trowbridge Town Park	The Big Community Grow	£2000.00

**Submitted:** 07/10/2014 00:42:01

**ID:** 962

**Current Status:** Application Appraisal

**To be considered at this meeting:**

tbc contact Community Area Manager

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

Community Area Grant

**2. Amount of funding required?**

£501 - £5000

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

No

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

**5. Project title?**

Community Garden - Trowbridge Town Park

**6. Project summary:**

We entered the Trowbridge Park competition to design a community garden. We were approved by the Friends of Trowbridge Town Park and TTC on 30th September. The garden

entitled ' a garden for a new generation\ ' will be created by the children of Trowbridge in partnership with Trowbridge Youth Parliament. The schools will get invovled in creating artwork, growing plants and creating the garden with our support and guidance. The garden will showcase what children can achieve and link to the history and heritage of the town with a combination of plants that were used in the woollen industry, brewing industry and for food and medicine. The prooect will be led and managed by The BIG Community Grow.

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

Trowbridge

**Electoral Division**

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

BA14 8AH

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

Children & Young People  
Countryside, environment and nature  
Health, lifestyle and wellbeing  
Inclusion, diversity and community spirit  
Safer communities

If Other (please specify)

**10. Finance:**

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

**Your latest accounts:**

08/2013

**Total Income:**

£905.00

**Total Expenditure:**

£2439.00

**Surplus/Deficit for the year:**

£1534.00

**Free reserves currently held:**

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

£0.00

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

WE do not have reserves - all our funds are raised for specific projects and spent on designated items

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

**10b. Project Finance:**

Total Project cost		£4000.00		
Total required from Area Board		£2000.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
mosiac	300.00	donations & fundraising		700.00
water butt	50.00	in kind labour	yes	1300.00
shed	1000.00			
plants	500.00			
fencing	300.00			
signs	450.00			
sedum roof	100.00			
labour (in kind) x 26 days	1300.00			
<b>Total</b>	<b>£4000</b>			<b>£2000</b>

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

No

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

Trowbridge

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

All 22 schools in Trowbridge Cluster will benefit by engaging in this project. Schools will be encouraged to get involved in growing projects and join initiatives such as Trowbridge in Bloom. Children will develop life skills and interest in their environment. The 58 Trowbridge Youth Parliamentarians will gain experience of developing the project and creating a special garden in their town park - it will create a sense of pride and achievement - they will have made a real impact on their environment. Families and towns people will benefit from addition to the park that they can enjoy and feel proud to be linked to via their children's schools. Other local people and visitors will enjoy enhanced park area.

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

Participation in the project by the schools. Feedback from park visitors and visitors to the garden. Feedback from schools and youth parliament about their involvement and the impact on their life and school life. Wider impact might include litter and vandalism in the area - how does the garden impact on this (harder to measure)

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

ongoing maintenance of gardening will be supported by the schools and by the BIG Community Grow - this will be mostly labour and plants but also art work created for display

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

n/a

**17. DECLARATION**

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

**Quotes:**

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

**Accounts:**

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

**Constitution:**

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

**Policies and procedures:**

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

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

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

**And finally...**

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

959	Community Area Grant	West Wilts Esprit Gymnastics Club Changing Room Upgrade and Fitness Suite.	West Wilts Esprit Gymnastics Club	£3000.00
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**Submitted:** 06/10/2014 15:01:01

**ID:** 959

**Current Status:** Application Appraisal

**To be considered at this meeting:**

tbc contact Community Area Manager

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

Community Area Grant

**2. Amount of funding required?**

£501 - £5000

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

No

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

N/A

**5. Project title?**

West Wilts Esprit Gymnastics Club Changing Room Upgrade and Fitness Suite.

**6. Project summary:**

West Wilts Esprit Gymnastics Club has now moved into its new premises on the White Horse Business Park in Trowbridge. We are looking to upgrade our male and female toilets/changing rooms to make them more fit for purpose and more suitable for disability access and increased capacity, and also to add a small fitness suite to our ground floor to enable family, friends and members of the public to exercise whilst waiting for participants and on their own time.

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

Trowbridge

**Electoral Division**

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

BA14 0XE

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

Children & Young People

2012 Olympic Legacy

Economy, enterprise and jobs

Health, lifestyle and wellbeing

Inclusion, diversity and community spirit

Safer communities

Sport, play and recreation

If Other (please specify)

N/A

**10. Finance:**

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

**Your latest accounts:**

04/2014

**Total Income:**

£93378.00

**Total Expenditure:**

£89822.00

**Surplus/Deficit for the year:**

£3000.00

**Free reserves currently held:****(money not committed to other projects/operating costs)**

£1000.00

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

We have had considerable costs involved with the setting up of our new facility, and have used up almost all of the money we had available (approximately Â£30,000) to pay the up-front costs (solicitor, electrician, architect, builder, building regulations requirements including fire and smoke detection, first quarter's rent). We have had some funding this year, which was for the purchase of equipment to replace that which was owned by DC Leisure (Places for People) and which we used previously whilst based at Trowbridge Sports Centre. Now that we are up and running, we have an urgent need to upgrade our changing facilities, and we wish to move to the next phase of our development which includes this changing room upgrade and a fitness facility.

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

**10b. Project Finance:**

Total Project cost		£6000.00		
Total required from Area Board		£3000.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Sanitary Ware	1000.00	Trowbridge Town Council		1000.00
Plumber	1000.00	Bradford-on- Avon Area Board		1000.00
Fixtures and Fittings	1000.00	Fundraising	yes	1000.00
Fitness Equipment	2000.00			
Partitioning	600.00			
Disability Alarms	400.00			

Total

**£6000**

**£3000**

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

Yes

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

Bradford on Avon

Trowbridge

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

Our fantastic new facility benefits everyone in our main catchment area (Trowbridge, Westbury, Bradford-on-Avon and the surrounding villages) who wishes to become involved, or is already involved, in Gymnastics-related activity. We provide Gymnastics opportunities to participants aged 6 months and upwards and have waiting lists for a number of our classes. In the last year we have introduced a number of new Gymnastics-related activities such as Rhythmic, Boys, Parkour, Adults, Trampolining and Disability and we wish to expand this provision, so we need to upgrade our current changing/toilet facilities. It is also our goal to further reach under-represented sectors of the community such as 11-25 year olds and single parents. We therefore are working towards setting up a small fitness room on our ground floor, which will attract our target under-represented audiences and offer general fitness opportunities and alternative activities to our members as well as their parents/guardians and siblings. This facility will also provide training and employment opportunities both for our current older teenage members and for the wider general public. We are also working with Wiltshire Health Trainers to provide them with somewhere to meet their clients (many of whom are single parents) and to have a small fitness facility to point them towards which is not as intimidating as the larger gyms in the county. We hope to become a training facility and offer both voluntary and paid employment to 14 year-olds upwards who wish to become fitness trainers, personal trainers and leaders. All of this is dependent on our obtaining the capital to purchase fitness equipment, and to have the toilet/changing facilities to support our growing membership.

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

As an organisation we are currently in the process of applying for Gym Mark, which is British Gymnastics' quality standard certification. As part of this, we have developed a detailed Action Plan, which provides the means for us to evaluate our progress at each stage of our development. This Action Plan means that we can measure our progress at 6-month, 12-month, 18-month and 2 year stages. We have also developed a database in which we keep all participant personal details, which means that we can dissect our membership at any time and check various characteristics against our target audiences. In this way, we will always know and can report periodically whether we are reaching our target under-represented groups and whether their numbers within our programmes are growing. We can also target our marketing geographically so that we can reach under-represented communities and, if necessary, ethnicities and/or age-groups. We also engage in quarterly surveys to gauge our members' opinions, and we have a comments book in Reception which we actively encourage members to fill in.

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

We are applying for the Area Board Grant to help support the growth and development of a much bigger project. The new Gymnastics facility remains a not-for-profit organisation, so all income over and above our ongoing running costs is reinvested. The business will therefore remain self-funding.

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

We are applying for this Area Board Grant to upgrade the facilities of what has been a much bigger project: a permanent Gymnastics and Fitness facility for the community of Trowbridge and the surrounding area. This project has an annual cost, as the building will be rented. All our costs are calculated monthly, quarterly and annually, and are available for perusal if required.

**17. DECLARATION**

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

**Quotes:**

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

**Accounts:**

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

**Constitution:**

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

**Policies and procedures:**

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

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

**And finally...**

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



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

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

### 1. Contact Details

<b>Area Board Name</b>	TROWBRIDGE		
<b>Your Name</b>	GRAHAM PAYNE		
<b>Contact number</b>	01225 755018	<b>e-mail</b>	sailorpayne@btinternet.com

### 2. The project

<b>Project Title/Name</b>	POP UP POLICE STATION
<b>Please tell us about the project /activity you want to organise/deliver and why?</b>  <i>Important: This section is limited to 1000 characters only (inclusive of spaces).</i>	<p><i>THE PURPOSE OF THE GRANT IS TO PROVIDE A 'POP UP POLICE STATION' TO BE USED BY TROWBRIDGE POLICE (EXCLUSIVELY WITHIN THE TROWBRIDGE AREA BOARD BOUNDARIES).</i></p> <p><i>THE EQUIPMENT WILL BE USED REGULARLY (AT LEAST ONCE A WEEK) TO TAKE OUT INTO THE VILLAGES, THE TOWN CENTRE AND THE HOUSING ESTATES TO ENHANCE THE POLICE PRESENCE AND PUBLICISE POLICE INITIATIVES TO MAKE OUR COMMUNITIES SAFER.</i></p> <p><i>IT WOULD ALSO BE USED TO HIGHLIGHT POLICE ACTIVITY TO COUNTERACT SPECIFIC INCIDENTS OF CRIME THAT MAY BE OCCURRING IN AN AREA AT ANY TIME (EG DAMAGE TO VEHICLES OR ANTI SOCIAL BEHAVIOUR)</i></p>

**Where is this project taking place?**

THROUGHOUT THE TROWBRIDGE AREA BOARD AREA

**When will the project take place?**

ONGOING FROM DECEMBER 2014

<b>What evidence is there that this project/activity needs to take place/be funded by the area board?</b>	THE BI-MONTHLY POLICE REPORTS PRESENTED TO THE AREA BOARD WHERE THE POLICE OFFICER HAS REGULARLY STATED THAT THEY WOULD LIKE TO HAVE A MORE RECOGNISABLE MOBILE PRESENCE IN THE TOWN, ESTATES & VILLAGES		
<b>How will the local community benefit?</b>	IMPROVED RECOGNITION OF THE NEIGHBOURHOOD POLICING TEAMS. AN IDENTIFIABLE POLICE PRESENCE AND A COMMENSURATE REDUCTION IN THE FEAR OF CRIME.		
<b>Does this project link to a current Community Issue?</b> (if so, please give reference number as well as a brief description)	PUBLIC SAFETY		
<b>Does this project link to the Community Plan or local priorities?</b> (if so, please provide details)	JOINT WORKING BETWEEN WILTSHIRE COUNCIL/POLICE		
<b>What is the desired outcome/s of this project?</b>			
INCREASED AWARENESS OF THE NEIGHBOURHOOD POLICING CONCEPT, MAKING THE POLICE MORE ACCESSIBLE TO THE COMMUNITY - ESPECIALLY VULNERABLE GROUPS SUCH AS THE ELDERLY AND CHILDREN. A REDUCTION IN CRIME LEVELS.			
<b>Who will be responsible for managing this project?</b>			
INSPECTOR CHRIS CHAMMINGS			
<b>3. Funding</b>			
<b>What will be the total cost of the project?</b>	£ 1750		
<b>How much funding are you applying for?</b>	£ 1750		
<b>If you are expecting to receive any other funding for your project, please give details</b>	<b>Source of Funding</b>	<b>Amount Applied For</b>	<b>Amount Received</b>
<b>Please give the name of the organisation and bank account name (but not the number) your grant will be paid in to.</b> (N.B. We cannot pay money into an individual's bank account)	TO BE ADVISED		
<b>4. Declaration – I confirm that...</b>			

The information on this form is correct and that any grant received will be spent on the activities specified

Any form of licence, insurance or other approval for this project will be in place before the start of the project outlined in this application

**Name:**

**Date:** 05/11/2014

**Position in organisation:** Chairman Cllr Graham Payne

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

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**WILTSHIRE COUNCIL**  
**Trowbridge Area Board**  
**13 November 2014**

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## **Community-led model for youth activities**

### **Purpose of the Report**

To update the Area Board on the community- led model for the provision of positive activities for young people in the Trowbridge Community Area.

### **Background**

In May 2014 Cabinet agreed to adopt a community-led model for the provision of positive activities for young people. By delegating responsibility and resources to Community Area Boards for youth activities, Wiltshire Council is committed to supporting young people and their communities to come together to develop a responsive and locally driven positive activities offer for young people.

The community-led model commenced on 1 October 2014 and means the positive activities offer will develop differently in each of the 18 Community Area Board areas to reflect local needs. A positive activity can be any educational or recreational leisure-time activity that is arts, sports, leisure, informal education and community based which helps young people achieve healthy and safe lifestyle outcomes.

Area Boards will ensure that positive activity provision is inclusive and takes into account the needs of all vulnerable groups. It should be noted that the Trowbridge Area Board adopted in July 2014 that the Board prioritises supporting projects that will target young people in communities that have the highest poverty indicators.

Each Area Board will have delegated authority, a devolved budget and a dedicated Community Youth Officer (CYO) to support the implementation of the new model in its area. The CYO will be accountable to the Area Board for the delivery of agreed local priorities and the Area Board will be the responsible body for youth activities at a local level.

Each Area Board will establish and maintain a Local Youth Network (LYN), to understand local needs and make recommendations to the Area Board on how funding for positive activities should be deployed. The LYN will be an open network of organisations in the area that have an interest or involvement in the provision of positive activities for young people. The LYN will be supported by a smaller coordination group facilitated by the Community Youth Officer.

## **Current Position**

A CYO has not yet been appointed for the Trowbridge community area. Support is being provided to the Community Area Manager by Siobainn Chaplin for the interim. In the absence of the CYO the following activity has taken place:

- Trowbridge Area Board elected its representative for the LYN, Councillor Graham Payne
- Two drop in consultation events for young people have been run on 8<sup>th</sup> November and 13<sup>th</sup> November
- One to one consultation with vulnerable young people is planned
- Potential members of the LYN coordination group being are contacted with initial meeting set for 2 December 4pm – 5.30pm at The Hub, John of Gaunt School
- Results of consultation to be analysed and added to data from the community joint strategic assessment to start the process of drawing up priorities for provision for the community area

## **Future Activity to develop the service**

- Once the CYO has been appointed work will start on creating the wider LYN and sharing information widely
- Training for the LYN coordination group
- Events to be organised to bring together youth activity providers and young People

## **Recommendations**

1. To note the Leaders Guidance for Positive Activities (appendix 1) and Terms of Reference for Local Youth Networks (appendix 2)
2. In line with our approach with community area grants in respect of urgent matters that may arise from time to time between meetings that the Community Area Manager and Interim Community Youth Officer, in consultation with the Chairman & Vice Chairman plus 2 other Members of Trowbridge Area Board be granted delegated authority to approve expenditure not exceeding £500 from the youth budget which will be recorded at the next available Area Board meeting.

Report Author: Rachel Efemey, Trowbridge Community Area Manager

Tel No: 01225 718608

E-Mail: [rachel.efemey@wiltshire.gov.uk](mailto:rachel.efemey@wiltshire.gov.uk)

# Positive Activities for Young People Local Youth Network (LYN) Terms of Reference

September 2014

## 1. Purpose

### Definition of a Local Youth Network

A Local Youth Network (LYN) is a sub group of the Community Area Board. It represents a wide range of community stakeholders who work in partnership to facilitate a range of positive activities across the community area. Young people play a central role in all aspects of the LYN.

Local Youth Networks will identify local needs, priorities and outcomes and make recommendations to the Area Board on how funding for positive activities for young people should be deployed.

The obligations of the Community Area Board are set out in the *'Leaders Guidance for Community Area Boards on Positive Activities for Young People'*.

## 2. Membership

The LYN may include representatives of:

- Members of the Community Area Board
- Young people (see below)
- Schools
- Town and Parish Councils
- Community and voluntary organisations and groups
- Police
- Health organisations
- Other organisations, agencies and individuals that have a genuine interest in promoting the welfare and interests of young people

All representatives must be subject to appropriate safeguarding requirements.

### The participation and involvement of young people

Young people must play a central role in all aspects of the LYN including the design, development, delivery and review of the local positive activities offer.

LYNs are encouraged to use a variety of methods to ensure young people participate and are involved in decision-making processes. Existing Youth Advisory Groups (YAGs) may provide a useful forum for involving young people, although the decision to retain these groups is for local determination.

LYNs must ensure that consultation with young people is representative and takes into account the views and needs of underrepresented groups (those with protected characteristics) to ensure compliance with the local authorities Public Sector Equality Duty.

## **Roles of all members of the LYN**

All members will be required to:

- Take an active part in the development of the LYN and its aims.
- Ensure that their organisation is represented by a person of appropriate experience/competency (or his/her appointed deputy) who has full authority within the relevant organisation to speak on behalf of the organisation and contribute fully to all discussions.
- Take responsibility for sharing information with the LYN relevant to their organisation/ stakeholders/sector.
- Contribute any information that may have a bearing on positive activities and ensure that this is shared with the LYN.
- Champion the voice and influence of young people in decision making.
- Be open and honest and work collaboratively.
- Work to promote equality and non-discriminatory practices in all aspects of the LYNs activities.
- Respect all members of the LYN and invited representatives.
- Work to improve outcomes for young people and ensure high quality safeguarding practice.

### **3. Structure and operation**

The wider LYN may come together at events, workshops, youth fairs, meetings and consultations, operating in a way which encourages active engagement, dialogue, debate and improved partnership working between key stakeholders.

A smaller management group will take responsibility for coordinating and planning the LYNs activities. The Chair of the group will be decided locally (and could be a young person). The group will include a member of the Community Area Board, who will work with the Chair to present recommendations and provide updates on progress at Area Board meetings.

The management group will generally comprise of no more than ten members including:

- The chairperson and such other Area Board representatives as wish to attend
- Young people (at least 2)
- A local school representative
- Voluntary/community sector representative
- Any other key stakeholders identified locally

The management group will be supported by:

- The Community Youth Officer
- The Community Area Manager / Community Engagement Officer
- Such other officers as may be appropriate

The appointment of members (excluding officers) to the management group will normally be agreed at a full meeting of the Area Board. Membership may be varied, with the agreement of the Area Board Chairperson, 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 management group (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.

If nominal membership of the management group exceeds ten members, attendance at meetings should be sought by those most appropriate to the agenda.

Key responsibilities for the management group include:

- Facilitating and coordinating the process to design, develop, deliver and review positive activities for young people in the local area;
- Maintaining regular and effective communication between all members of the LYN;
- Developing a written overview of the needs, outcomes, priorities and objectives for positive activities in the local area;
- Making recommendations to the Community Area Board on how positive activities funding should be deployed (to include evaluating grant requests and identifying suitable suppliers of positive activities);
- Overseeing the work plan of the Community Youth Officer;
- Monitoring and reporting on the quality and effectiveness of local youth activities;
- Addressing any conflicts of interest that may arise as part of the local decision making process.

Recommendations to the Community Area Board will usually be reached by consensus but if necessary these can be agreed by a vote.

The management group may invite representatives from local organisations/agencies to its meetings etc to provide expertise or to share local knowledge on activities, projects and programmes in the area.

The frequency, location and format of LYN activities should be determined locally, however it is recommended that the management group meets at least six times per year.

#### **4. Media Relations**

Members of the LYN may not issue media statements on behalf of the Community Area Board. Any media statements about the work of the LYN should be agreed with between the LYN and Chairperson of the Community Area Board.

#### **5. Review**

These terms of reference are subject to change and may be reviewed by the Leader on an annual basis.

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# Leaders Guidance for Community Area Boards on Positive Activities for Young People

September 2014

## 1. Context

Wiltshire Council has adopted a community-led model for the provision of positive activities for young people. By delegating responsibility and resources to Community Area Boards for youth activities, the council is committed to supporting young people and their communities to come together to develop a responsive and locally driven positive activities offer for young people. This means the positive activities offer will develop differently in each of the 18 Community Area Board areas to reflect local needs.

### Definition of Positive Activities

*A positive activity can be any educational or recreational leisure-time activity that is arts, sports, leisure, informal education and community based which helps young people achieve healthy and safe lifestyle outcomes.*

Positive activities are for young people aged 13-19 (up to 25 years of age for young people with special educational needs and/or disabilities) and may include activities and support which:

- Helps young people connect with their communities, enabling them to belong and contribute to society e.g. through volunteering
- Provides opportunities for young people to take part in a range of sports, arts, music and other activities where they can socialise safely with their peers and develop relationships, including with adults they can trust
- Encourage young people's personal and social development
- Improve young people's physical and mental health and emotional well-being
- Help young people to achieve in education, work or training
- Prevent and divert young people away from risky behaviours e.g. teenage pregnancy, substance misuse and involvement in crime and anti-social behaviour

## 2. Legal Framework

### The Education Act 1996

S507B of the Education Act requires Council's, so far as reasonably practicable, to secure for qualifying young persons (aged 13-19 in the local area<sup>1</sup>) access to sufficient positive leisure-time activities which improve their well-being, and sufficient facilities for such activities. With an annual budget for positive activities for young people and enabling support from Wiltshire Council Children's Services, this responsibility has been delegated to Community Area Boards.

### The Equality Act 2010

Community Area Boards are required to comply with the Public Sector Equality Duty under S149 of the Equality Act 2010. Community Area Board members must consider the equality issues and impact of proposals as part of the decision-making process. This requires the council to have regard to the need to:

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<sup>1</sup> Up to 25 years of age for young people with special educational needs and/or disabilities

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act,
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

The Duty is in relation to protected characteristic groups and has to be applied in the delivery of Wiltshire Council services and in the employment of its staff. The relevant protected characteristics include age, disability, gender reassignment, marital and civil partnership, pregnancy and maternity, race (including colour, and nationality, ethnic or national origins), religion and belief, sex, and sexual orientation.

### Wiltshire Council Constitution

Area Boards are required operate in accordance with Wiltshire Council's Constitution. In particular, it states Area Boards will allocate their delegated funds in accordance with this guidance issued by the Leader and that they must operate in accordance with the council's budget and policy framework and in accordance with the requirements of the Constitution. Area Boards must comply with the statutory equality and safeguarding duties as well as the council's rules on contracts and procurement (Part 11) and the Code of Conduct (Part 13) and the objectives set out below.

### **3. Objectives**

- Create, develop and maintain a sustainable Local Youth Network (LYN) as a sub group of the Area Board in accordance with attached terms of reference;
- Identify, plan and make available a broad offer of positive activities for young people in their area, taking into account the needs and views of young people, and priorities identified within the local Joint Strategic Assessment;
- Secure young people's participation and direct involvement in all stages of the decision making process about the needs, outcomes, priorities and options that form the basis of the offer;
- Identify and secure suitable, safe providers and/or projects/programmes to deliver positive activities, making the best use of local resources;
- Comply with the statutory duties outlined in section 2 and demonstrate compliance through monitoring and evaluation evidence;
- Promote the local positive activities offer effectively, in a way which maximises young people's participation and involvement;
- Promote improved partnership working between organisations and groups working with young people, and develop links with other Local Youth Networks and services for young people;
- Encourage volunteering and community involvement in the development and delivery of positive activities;
- Maintain effective communication with all members of the Local Youth Network to keep them informed and involved;
- Comply with any special requirements asked for by external/alternative funders.

### **4. Priorities**

- Ensure that access to a broad range of safe positive activities is open to all young people regardless of their circumstances or needs;
- Ensure that young people are directly involved in the design, development, delivery and review of local provision. To include representation on the Local Youth Network and identification of needs and priorities;
- Ensure that the needs of the most vulnerable and disadvantaged young people are made a high priority;
- Ensure that the positive activities offer reflects the needs of young people and the wider community, enabling them to pursue and progress in their areas of interest.

## **5. Financial requirements**

A budget for positive activities for young people will be allocated annually to Community Area Boards using the locally agreed Area Board Funding Formula based on the population of 13-19 year olds (using Office for National Statistics mid-year population estimates). This will ensure that funding is allocated equitably across community areas according to local needs.

The funding is revenue based and must be used for the provision of positive activities for young people, targeted at the 13-19 age range (up to 25 years of age for young people with special educational needs and/or disabilities). The funding is ring-fenced for these purposes only.

This funding is not to replace other local funding which is currently used to support services and activities for young people. Community Area Boards are required to use the positive activities for young people funding to complement and enhance other local resources, to secure an offer of positive activities which meets the needs of young people in their area.

Community Area Boards will be accountable for the budget, which will include regular financial reporting of spend and compliance with the council's budget and policy framework.

Budgets are allocated annually for use within year. Roll-over will not normally be permitted although funding that is committed to local positive activity provision but unspent at year end will be carried forward subject to the normal financial management arrangements.

## **6. Support**

Community Area Boards and their Local Youth Networks will be able to access a wide range of support to enable them to develop and deliver a needs-led and sustainable positive activities offer for young people. This consists of technical, professional and developmental support which is set out in the '*Positive Activities Toolkit for Community Area Boards*' and includes access to a Wiltshire Council employed Community Youth Officer.

## **7. Administration**

Administration should be kept to a minimum and shared by members of the Local Youth Network, utilising relevant expertise from the stakeholders involved. The operation of the Local Youth Network and associated support will be provided by the Community Youth Officer with assistance from the Community Area Manager / Community Engagement Officer.

## **8. Wiltshire Council expectations of Community Area Boards and Local Youth Networks**

Monitoring and evaluation requirements:

- Put into place monitoring and evaluation arrangements with providers of positive activities to ensure good quality services and that young people's needs are being met;
- Monitor and evaluate the impact and outcomes of the overall local positive activities offer on an annual basis, to include service user feedback;
- Provide Wiltshire Council Children's Services with regular information on the activity in the area so that a database of activity across the authority can be held centrally;
- Provide a breakdown of how funds are spent;
- Provide evidence that equality impacts and due regard to the Public Sector Equality Duty have been considered as part of the decision making process;

- Provide evidence that young people have participated and been involved in decision making processes to develop the positive activities offer, and that their views have been taken into account.
- Keep a record of actions agreed in accordance with Wiltshire Council regulations; to ensure that recommendations made to the Community Area Board and the decision making process are open and transparent.
- Provide evidence that the recommendations of Local Youth Network have been taken into account.
- Share best practice with other Community Area Boards and Local Youth Networks across the county.

### Policies and Procedures

Community Area Boards are required to adhere to Wiltshire Council policies and procedures. It is particularly important that Community Area Boards ensure they understand and are compliant with the equality of opportunity and safeguarding policies. Safeguarding guidance has been developed for Community Area Boards in respect of positive activities for young people and this will need to be adhered to at all times.

## **9. Quality and Standards Framework**

Wiltshire Council has developed a quality and standards framework for positive activities for young people. Community Area Boards, its suppliers of positive activities for young people and Local Youth Networks are expected to adhere to this framework. This is included in the *'Positive Activities Toolkit for Community Area Boards'*.

## **10. Decision-making process**

Community Area Boards will make decisions at public meetings on how funding should be deployed to ensure that decision making is open and transparent.

The decision making process must:

- Take into account recommendations, advice and guidance from the Local Youth Network;
- Evidence that young people have participated and been directly involved in the decision making process and that their needs and views have been taken into account;
- Take into account and ensure compliance with the statutory duties outlined in Section 2 of this guidance;
- Demonstrate that safeguarding and quality assurance standards have been met;
- Ensure that impact assessment will form a condition of any funding and/or procurement decision so that the effectiveness of positive activities may be monitored.

Community Area Boards should implement their decision making powers in accordance with the *'Positive Activities Toolkit for Community Area Boards'*.

## **11. Review**

This guidance is subject to change and may be reviewed by the Leader at any time.

## Update Report for Trowbridge Area Board - 13 November 2014

### **Project Update: Studley Green Doorstep Sports Club (DSC)**

Studley Green DSC aims to deliver community based sports activities to young people aged 13-19 years from the Studley Green estate and is part of a national programme that will see Street Games support 1000 clubs operating in some of the most deprived estates in the country. Three of these clubs will operate in Wiltshire and are supported by a 3 year funding programme from Sport England.

The funding partners for the Studley Green project are - Street Games (Cash), Selwood Housing (Cash), Active Trowbridge (In-Kind), Wiltshire Council Sports Development (In-Kind).

Founded in 2007 the ethos of Street Games is all about delivering sport and activities to you people at the right time, right place and right style.

Studley Green DSC launched on the 1<sup>st</sup> October and weekly sessions are being delivered on Wednesday Evening's between 7pm – 8.30pm. These sessions have initially included Street Football, Street Dance, Basketball and Touch Rugby. Sessions are for both males and females and take place on the multi-use games area and in the Community Hall. We have had a good response with 29 young people registered for the project so far.

Moving forward the project will also look to work with older participants to help them gain experience and qualifications that would allow them to develop a career in sports coaching. Already in Wiltshire we have supported 4 new coaches through their Level 2 Multi-skills qualification meaning they are able to now lead sports coaching sessions.

Locating the project on the estate can help break down the barriers preventing some young people from taking part in sport and physical activity, in turn giving them the best chance of adopting a healthy sporting habit for life.

The Council's sports development team, are working with a wide range of local partners on the ground in delivering the club including Trowbridge Town Council, Selwood Housing, Sporting Family Change (SFC) and the Street Games network.

Street Games funding for DSCs is targeted at bottom 20% Lower Super Output areas. Studley Green is one of these areas and the wider aim of the project is to utilise sport as a tool to create positive impacts on cross agenda issues identified in the local JSA, including community safety, community cohesion, leisure, health, wellbeing and young people's lives.

This programme meets the following outcomes of the council's Business Plan 2013 - 17:

**Outcome 5:** 'People in Wiltshire have healthy, active, high quality lives (healthy choices, positive activities)

**Outcome 4:** 'Wiltshire has inclusive communities where everyone can achieve their potential (reducing disadvantage and poverty, health inequalities)

Recommendation:

That the Area Board notes the report and sees it as a way of delivering on its championed JSA priority Children and young people - Poverty - the shocking disparity within Trowbridge between the areas of Lower Super Output.

For more information please contact Danny Geeson, Sports Development Officer on 01225 770248 or [daniel.geeson@wiltshire.gov.uk](mailto:daniel.geeson@wiltshire.gov.uk)

# Shine

## WILTSHIRE

EXERCISE

NUTRITION

SELF HELP

INDEPENDENCE

A healthy weight programme  
for 7-11 year olds and their families



# What is Shine Wiltshire?

*Carrying some extra weight, may not be noticed, may be seen as ordinary, may not be a concern.*

*Small changes can make a big difference to your child and family's health, wellbeing and weight.*

*For any weight concerns, do the best for your child's future, join other families on the SHINE programme, you'll be glad you did.*

SHINE Wiltshire is a 10 week programme developed for children aged 7-11 years, to empower them and their families to make the necessary changes to lead a healthier lifestyle, with a further 12 months support and maintenance programme available thereafter.

SHINE stands for Self Help, Independence, Nutrition and Exercise. The programme is a two hour, weekly session, and includes fun, practical activities that will teach the child and their family about nutrition, food groups, portion sizes, food labelling, physical activity, and making healthier choices a habit. We'll also look at how our emotions can effect what we eat.

## **Is SHINE for me?**

The programme is designed for families who want to make a change to a more active and healthy lifestyle. It is aimed at children between the ages of 7 and 11 years who are above the healthy weight range for their age and height and their families. If you are unsure whether your child meets the criteria, this can be discussed with the SHINE Wiltshire Co-ordinator. You can also check online at: [www.nhs.uk/bmi](http://www.nhs.uk/bmi)

If you and your family would like to be healthier and happier, then you will be welcomed at SHINE Wiltshire. It will support you with simple steps to healthier eating and being active. It will help you make those modifications and keep you making small but important changes.

### How does it work?

You can register your child on the programme by contacting the SHINE Wiltshire Co-ordinator on the back of this leaflet. Alternatively, your GP, school nurse, parent support advisor or other health professional can refer your child with your consent.

SHINE is offered at no cost to families and spaces are limited on each programme, so it is important that you make contact as soon as possible to avoid disappointment.

### Where and when does it run?

SHINE Wiltshire is running in various locations across Wiltshire as of January 2015.

## CHIPPENHAM

### Monkton Park Primary School

Spring course start date  
– Tuesday 13 January

Summer course start date  
– Tuesday 21 April

4 - 6pm

## TROWBRIDGE

### Oasis Academy Longmeadow

Spring course start date  
– Wednesday 14 January

Summer course start date  
– Wednesday 22 April

3.45 - 5.45pm

## TIDWORTH

### Clarendon Junior School

Spring course start date  
– Thursday 15 January

Summer course start date  
– Thursday 23 April

4 - 6pm

## SALISBURY

### Manor Fields Primary School

Spring course start date  
– Wednesday 14 January

Summer course start date  
– Wednesday 22 April

4 - 6pm

# Shine

## WILTSHIRE



SHINE has the potential to make a real difference to young people and their family's lives.

Contact us today for a chat, to find out more about future dates and locations or to book a place for you and your child.

### CONTACT

For further information please contact the SHINE Central Coordinator

**Victoria Richardson**

Email: [shine@wiltshire.gov.uk](mailto:shine@wiltshire.gov.uk)

Telephone: 01225 716674

Mobile: 07500 120687

