

# DRAFT MINUTES

**Meeting:** TROWBRIDGE AREA BOARD  
**Place:** The Cotswold Space - County Hall, Trowbridge BA14 8JN  
**Date:** 14 March 2016  
**Start Time:** 6.45 pm  
**Finish Time:** 9.46 pm

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## **In Attendance:**

### **Wiltshire Councillors**

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

Cllr John Thomson, Deputy Leader of the Council and Cabinet Member for  
Communities, Campuses, Area Boards and Broadband

**Total in attendance: 56**

<b><u>Agenda Item No.</u></b>	<b><u>Summary of Issues Discussed and Decision</u></b>
13	<p><u>Welcome/Introductions</u></p> <p>The Chairman welcomed those present to the meeting and introduced an item to receive a formal Petition from Mr Joe Huckle, a parent of a child at the Bellefield Primary School, Trowbridge.</p> <p>Mr Huckle introduced himself and explained that a Petition had been drawn up in agreement with Mr Steve Wigley, Headteacher of the Bellefield Primary School, requesting traffic calming measures to be put in place at the Down. The Petition reflected the fact that local parents and residents felt that the road opposite the Bellefield Primary School was a dangerous place for children</p>

crossing the road; and therefore required various traffic calming measures to be put in place to minimise the risk of an accident.

**Resolved**

**To receive the petition and forward to the next Community Area Transport Group (CATG) meeting on 18 April 2016 for consideration.**

14

Apologies

Apologies for absence were received from Councillor Helen Osborn, Councillor Nick Blakemore, Inspector James Brain, Sgt McCoy and Mary Cullen.

15

Minutes

**Resolved**

**To approve and sign the minutes of the meeting held on 14 January 2016 as a true and accurate record.**

16

Declarations of Interest

Councillor Dennis Drewett declared a non-pecuniary interest regarding the Community Grant application for £728.76 towards an improvement project by the Friends of Biss Meadow at agenda item 8a below, as he was a member of the Group, and did not vote on the application.

17

Chairman's Announcements

There were no announcements.

18

Partner Updates

Updates from partners were received as follows:

**i. Wiltshire Police**

The written update included within the agenda pack was noted and there were no further updates.

**ii. Wiltshire Fire and Rescue Service**

A verbal update was provided by Cllr Payne who advised that the Combined Wiltshire and Dorset Fire Authority was on target for the merger on 31 March 2016, and there would be an opening afternoon on 1 April 2016.

**iii. Trowbridge Community Area Future (TCAF)**

A verbal update was provided by Lindsey Millen, TCAF Coordinator, who reported that the time credits project was now live, and there were 8 local organisations involved in the scheme. It was also advised that the Clean for the Queen campaign recently took place and there were approximately 20 volunteers involved between the ages of 9 and 55 years. It was further reported that the funds had been received for the

community notice boards which would be put in place in mid-March. Additionally, it was noted that the cultural food festival would take place on 16 July 2016.

**iv. Town and Parish Councils**

The written update from Trowbridge Town Council was noted. Questions were noted as follows:

Trowbridge Town Council

A question was raised with regard to the publicity of the Trowbridge Business Improvement District (BID). A member of the task group reported that a meeting had recently taken place to consider the draft business plan, which would go out to consultation to the businesses included within the plan. Individuals would then have an opportunity to decide whether they would vote. It was further reported that the BID was due to go to ballot in May/June, and if successful would commence later in the year.

A question was raised by Mr Edward Kirk of Scholars, Trowbridge on behalf of the Trowbridge Business Improvement District (BID) Awareness Group. It was stated that the group had been set up, as some local businesses felt that they had been excluded from the debate and were seeking more information.

Mr Kirk also asked if Wiltshire Council was intending to utilise its 25 votes in any ballot, and if this was seen as appropriate. It was agreed a written reply would be provided.

Southwick Parish Council

No update.

Hilperton Parish Council

Cllr Ernie Clark reported that the Hilperton neighbourhood plan was progressing well.

West Ashton Parish Council

It was reported that the Clean for the Queen scheme was successful; however concern was raised with regard to fly tipping issues which are being monitored and reported.

North Bradley Parish Council

No update.

**v. Local Youth Network**

The written update from the Local Youth Network Management Group meeting was noted, and Sarah Holland, Community Youth Officer further reported that the first round of training for youth workers had taken place successfully, and three youth workers would be attending a youth

conference to learn more on the impacts of youth work.

19

Outside Body and Working Group Updates

Trowbridge Area Board Campus Working Group

No update.

Transforming Trowbridge

Jeff Ligo, Director of Transforming Trowbridge, was in attendance to provide an update.

It was explained that the group were a private sector led partnership which had been set up to facilitate and enable investment opportunities within the local area, and to assist with strategic decisions on behalf of the Trowbridge town. The Board were advised that the group had received support from the Town Council and local employers and had been set up following the demise of the Transforming Trowbridge working group in April 2015.

It was explained that the group had agreed key priorities which included strengthening retail quality, creating jobs, identifying development opportunities and supporting the Town Council in its bid to enlarge the town boundaries and the Business Improvement District(BID) proposals. A sub group to drive forward the priorities was solely made up of business representatives other than the clerk of the Town Council. It had also received £2000 in start up funding from Wiltshire Council.

The Board discussed the update from Mr Ligo, and in response to queries it was confirmed that a representative of the BID consultants had been invited to be part of the group as it was felt a successful bid would enhance the quality of the time. It was also confirmed no smaller businesses were currently a part of the group, but a representative of the Chamber of Commerce was.

Some members expressed concern at the effectiveness of the new group and that it was operating without a constitution, and a further query was raised with regard to the group's medium and long term goals. In response Mr Ligo stated a review would take place in 18 months to assess the effectiveness of the group and its volunteers using their contacts to facilitate connections and investment. It was also confirmed there was no representation for the parishes of the community area among the group, which was focused upon the town only.

A formal question as submitted by Cllr Ernie Clark was received as follows:

*“Transforming Trowbridge has received £2,000 from Wiltshire Council (presumably via this area board). It has agreed a list of priorities one of which is ‘To support Trowbridge Council in their bid to achieve an extension of the town boundary in accordance with the proposal currently lodged with Wiltshire Council.’*

*This favours one first tier authority to the detriment of other first tier authorities within the Trowbridge Area and is surely inappropriate.*

*With this knowledge, should the funding provided by Wiltshire Council be withdrawn and a repayment requested?"*

And a response was received as follows:

*"The Cabinet Member for Economic Development, Skills, Strategic Transport and Strategic Property and the Associate Director of Economic Development and Planning met with representatives of the Transforming Trowbridge and agreed to help the re-established Transforming Trowbridge with some start-up funding. It was agreed that £2000 would be provided from the service's budget to allow the group to undertake local economic development activity including development of website to help promote development opportunities and attract inward investment to the town. This was to be a one-off payment and would need to be matched by the private sector and the group would need to have the active support of the Town Council."*

Why were no councillors from the Trowbridge Area Board invited to the meeting with members of the Cabinet and Transforming Trowbridge?

Cllr Clark considered that the response had not sufficiently answered his query, and asked a supplementary question as follows, which would be forwarded to the relevant Cabinet Member:

*Why were no councillors from the Trowbridge Area Board invited to the meeting?*

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#### Visiting Cabinet Representative

Councillor John Thomson, Cabinet Member for Communities, Campuses, Area Boards and Broadband and Deputy Leader of the Council, and Tim Martienssen, Head of Service Economic Development and Planning, were in attendance to provide an update on development in the Trowbridge area and in particular in relation to progress regarding the Health and Wellbeing centre (formerly known as Campus). A presentation was also received on development opportunity sites in the town, and efforts with partners to drive investment forward.

Councillor Thomson stated that a report had been commissioned on all aspects of health provision in the town in response to concerns, and informed the Board that Wiltshire had been allocated over £0.300m from the One Public Estate Programme administered by the Cabinet Office in London, which allows for public sector bodies within a locality to develop shared programmes to release surplus land and buildings which could then be reused for new building and enterprise. Maggie Rae, Corporate Director, would be leading on the project in order to secure the appropriate health provision for Trowbridge, which was recognised as a priority for the next phase.

	<p>The Area Board discussed the presentation and update from the Cabinet Member, with some members concerned at the level of progress that had been achieved, especially in selling surplus assets and securing health provision, and that some in the community were concerned Trowbridge was losing out to other areas as a result. In response Cllr Thomson responded that the focus of the Campus delivery programme was now prioritised on Trowbridge and a few others now the first tranche had been delivered, and that efforts were underway to secure health provision on the appropriate site in a phased approach to bring in the rest of the development.</p> <p>Some members of the Campus Working Group stated they felt it was difficult to obtain information on available funds, and it was stated the Cabinet would work through the Community Engagement Manager to assess the options requested by the Board through the working group and details on funding would be available at that stage when requirements and specifications were clear.</p> <p>At the conclusion of discussion the Chairman confirmed on behalf of the Board support for the operation of the Campus Working Group, and that he would follow up with the Corporate Director on the latest developments.</p>
21	<p><u>Funding</u></p>
21a	<p><u>Community Area Grants</u></p> <p>The Area Board considered the following applications to the Community Area Grant Scheme 2015/16:</p> <ol style="list-style-type: none"> <li>1. <u>Gloucester Road Allotment Association</u>  The sum of £953.00 was requested for replacement communal composting bins and new notice boards.  <u>Decision</u>  <b>The Area Board awarded the sum of £953.00 to Gloucester Road Allotment Association.</b>  <i><b>Reason: The application met the Community Area Grant Criteria 2015/16.</b></i> </li> <li>2. <u>Owlets Outdoor Play Parent and Toddler Group</u>  The sum of £815.00 was requested for Owlets Forest School Farm.  <u>Decision</u>  <b>The Area Board awarded the sum of £815.00 to Owlets Outdoor Play Parent and Toddler Group.</b>  <i><b>Reason: The application met the Community Area Grant Criteria 2015/16.</b></i> </li> <li>3. <u>Trowbridge Community Area Future</u>  The sum of £861.86 was requested for community action – litter picks.  <u>Decision</u>  <b>The Area Board awarded the sum of £861.86 to Trowbridge Community Area Future.</b>  <i><b>Reason: The application met the Community Area Grant Criteria 2015/16.</b></i> </li> </ol>

4. West Ashton Village Hall  
The application of £1022.90 for digital literacy - audio system was withdrawn prior to the meeting.
5. Alzheimer's Support  
The sum of £996.00 was requested for improved IT infrastructure.  
**Decision**  
**The Area Board awarded the sum of £996.00 to Alzheimer's Support.**  
**Reason: The application met the Community Area Grant Criteria 2015/16.**
6. Hope Nature Centre  
The application of £5000.00 for a disabled toilet block and hand washing facility was withdrawn prior to the meeting.
7. Wiltshire Rural Music School  
The sum of £931.40 was requested for musical equipment.  
**Decision**  
**The Area Board awarded the sum of £931.40 to Wiltshire Rural Music School.**  
**Reason: The application met the Community Area Grant Criteria 2015/16.**
8. Friends of Biss Meadow  
The sum of £728.76 was requested for the River Biss Improvement Project.  
**Decision**  
**The Area Board awarded the sum of £728.76 to Friends of Biss Meadow.**  
**Reason: The application met the Community Area Grant Criteria 2015/16.**
9. Trowbridge Westbourne Sports Club  
The sum of £950.00 was requested for a storage shed.  
**Decision**  
**The Area Board awarded the sum of £950.00 to Trowbridge Westbourne Sports Club.**  
**Reason: The application met the Community Area Grant Criteria 2015/16.**
10. West Wilts U3A (University of the third age)  
The sum of £988.00 was requested for a radio microphone system.  
**Decision**  
**The Area Board awarded the sum of £988.00 to West Wilts U3A (University of the third age).**  
**Reason: The application met the Community Area Grant Criteria 2015/16.**
11. Revival – Wiltshire RASAC  
The sum of £1277.00 was requested for training equipment.  
**Decision**  
**The Area Board awarded the sum of £1277.00 to Revival – Wiltshire RASAC.**  
**Reason: The application met the Community Area Grant Criteria 2015/16.**

12. Walwayne Court School

The sum of £1000.00 was requested for a nurture room.

**Decision**

**The Area Board awarded the sum of £1000.00 to Walwayne Court School**

***Reason: The application met the Community Area Grant Criteria 2015/16.***

13. Trowbridge Archery Club

The sum of £876.00 was requested for an archery club trailer.

**Decision**

**The Area Board awarded the sum of £876.00 to Trowbridge Archery Club.**

***Reason: The application met the Community Area Grant Criteria 2015/16.***

14. Trowbridge Town Hall Trust

The sum of £833.29 was requested for IT equipment.

**Decision**

**The Area Board awarded the sum of £833.29 to Trowbridge Town Hall Trust.**

***Reason: The application met the Community Area Grant Criteria 2015/16.***

15. Hilperton School PFA

The sum of £2787.50 was requested for a Trim Trail - All Weather Resurfacing, Hilperton School.

**Decision**

**The Area Board awarded the sum of £2787.50 to Hilperton School PFA.**

***Reason: The application met the Community Area Grant Criteria 2015/16.***

16. Studley Green Community Day Care Centre

The sum of £937.16 was requested for storage/entertainment equipment.

**Decision**

**The Area Board awarded the sum of £937.16 to Studley Green Community Day Care Centre.**

***Reason: The application met the Community Area Grant Criteria 2015/16.***

17. Breakthrough Trowbridge Digital Literacy

The sum of £689.91 was requested for a drop in centre.

**Decision**

**The Area Board awarded the sum of £689.91 to Breakthrough Trowbridge Digital Literacy.**

***Reason: The application met the Community Area Grant Criteria 2015/16.***

21b

Area Board Projects

The Area Board considered the Councillor Led Initiatives detailed within the agenda pack.

**Resolved**

- i. To award the sum of £50.00 to the Councillor Led Initiative by Cllr Osborn to supply bark chips to be used by the College Estate Residents' Association to provide ground cover and mulch for the planters at College Estate, Trowbridge.
- ii. To award the sum of £900.00 to the Councillor Led Initiative by Cllr Ernie Clark to finance a site survey for a skate park for youth on Paxcroft Mead and Castle Mead.
- iii. To award the sum of £1419.92 to the Councillor Led initiative by Cllr Helen Osborn for an intergenerational project to be undertaken with school children and older people from Studley Green Luncheon Club.
- iv. To award the sum of £3646.00 to the Councillor Led Initiative by Cllr John Knight to provide project materials for a pilot programme to tackle the issue of teenage pregnancy in the community area.
- v. To award the sum of £1195.00 to the Councillor Led Initiative by Cllr Steve Oldrieve for exhibition materials for the cultural food festival.

21c

**Local Youth Network Recommendations**

The Area Board considered funding requests from the Local Youth Network (LYN).

1. LYN MG Group - Youth worker provision in Trowbridge and the wider community.  
**Decision**  
**To award the sum of £17,804.80 toward the youth worker provision in Trowbridge and the wider community.**
2. LYN MG Group – CYO – To support youth work learning in Trowbridge.  
**Decision**  
**To award the sum of £80.00 toward supporting youth work learning in Trowbridge.**
3. Community First / Youth Actual Wiltshire  
**Decision**  
**To award the sum of £5000.00 toward the Young Carer's Programme in Trowbridge.**
4. Trowbridge Youth Theatre – Trowbridge Arts.  
**Decision**  
**To award the sum of £4855.00 toward the Trowbridge Youth Theatre – Trowbridge Arts.**
5. Trowbridge Islamic Trust.  
**Decision**  
**To not award the grant and refer back to Local Youth Network Management Group to clarify and confirm requirements as per recommendation detailed within report, to include completion of a Risk Assessment.**
6. The Moroccan Association  
**Decision**

- To award the sum of £5740.00 towards Bridging Communities through Art and Culture as per recommendation of report.**
7. Opline – Supported by TCAF (Stallards Skate Park)  
**Decision**  
**To award the sum of £1250.00 toward improvements to Stallards Skate Park.**
8. Wiltshire YFC  
**Decision**  
**To award the sum of £2000.00 toward a summer activities programme 2016.**
9. LGBT Group – Supported by Wiltshire Youth Arts Partnership (WYAP)  
**Decision**  
**To award the sum of £4400.00 toward the LGBT film project.**

21d

Community Area Transport Group (CATG) Recommendations

The Area Board received the report from the Community Area Transport Group with a recommendation to award the sum of £500.00 toward ‘keep clear markings’ at Delamere Road, Trowbridge.

It was also noted that the total remaining within the CATG budget for 2015/16 would be £650.60.

**Resolved**

**To award the sum of £500.00 toward keep clear markings at Delamere Road, Trowbridge.**

22

Delivery and Demand of New Housing

Iain Kirby, Adult Care Commissioning and Housing, was in attendance to provide an update on the demand for affordable housing in the local communities, and the delivery of new housing to meet local need.

Iain Kirby referred to the presentation slides and outlined the national policy context along with the key priorities and the next steps for Trowbridge. It was explained that the scheme involved increasing owner occupation, which included low cost options and making the best use of existing social housing stock. The key aims of the scheme were explained which included increasing the supply of new homes and promoting independent living in the community.

The key priorities were explained which included ensuring there were a range of housing options available to meet needs, promoting home ownership of housing, enabling the provision of homes for the most vulnerable and making best use of existing stock.

The basic stock profile for the Trowbridge community area was explained and Iain advised that the area currently had 2362 social rented homes, and there were a total of 258 individuals on the housing register with a first preference for Trowbridge. The median house price for the Trowbridge area was approximately £187,725 (as taken from the Land Registry figures as at February 2016), which

	<p>equated to the third least expensive area within Wiltshire.</p> <p>The Board were advised that the next steps were to commission research at each community area level, and to develop a housing strategy and work with the local communities and partners to understand local need. It was also noted that options would be considered to increase choices for those not able to meet needs in the open market.</p> <p>During discussion it was agreed that additional information and greater time for debate was required at a future meeting to ensure the issues were properly considered.</p> <p><b><u>Resolved:</u></b></p> <p><b>That the delivery and demand of new housing agenda item was brought to the next Area Board meeting on 12 May 2016.</b></p>
23	<p><u>Local Highways Investment Fund 2014-2020</u></p> <p>Peter Binley, Head of Highways Asset Management and Commissioning was in attendance to update the Area Board on the Local Highways Investment Fund 2014 – 2020 as at the end of year 2 of the 6 year project.</p> <p>The Area Board members were referred to the Executive Summary and associated appendices included within the agenda pack, and were asked to consider the proposed road resurfacing and maintenance programme along with the proposed local schemes for 2016/17.</p> <p>It was explained that the investment was being targeted at those roads in worst condition, including both main and minor roads, and the assessments had been based on road safety information and road condition data available which had been used to prepare the annual lists of priority sites for treatment. It was also explained that the condition of classified roads in Wiltshire had improved considerably since 2009/10.</p> <p>The Board were also advised that the road at West Ashton would be monitored and kept safe, and it was noted that the road was deteriorating at a faster rate than originally predicted.</p> <p><b><u>Resolved</u></b></p> <p><b>To note the work completed so far in connection with the ‘Local highways Investment Fund 2014 – 2020.</b></p>
24	<p><u>Community Engagement Manager Update</u></p> <p>There was no update from the Community Engagement Manager.</p>
25	<p><u>Urgent items</u></p> <p>There were no urgent items.</p>

