

Report to Area Board July 2018

The Town Clerk reports every two months to the Policy & Resources Committee with an edited version presented to the Area Board. Agenda items are highlighted and normally include an officer's recommendation. Other matters are provided as report items only.

1. POLICY

1.1 Community Governance Review (CGR) – The Town Council Strategy says;

Trowbridge Town Council will continue the campaign to ensure that Trowbridge can have A TOWN COUNCIL FOR ALL OF THE TOWN, including all the built up urban areas which are not connected to their respective villages and if necessary will seek a further Community Governance Review when Ashton Park urban extension is being built-out or if other areas of development take place on the edges of the current town boundary, but recognises that this is unlikely to take effect before 2025.

When it made a decision on the boundary review in 2016 Wiltshire Council clearly indicated that it would consider areas again once development had taken place. In 2021, once new divisions for Wiltshire Council have been established the following may be considered to be put forward for parish boundary review: **Hilperton Gap, Ashton Park, Southwick Court and** areas subject to a review of **Green Belt**.

1.2 Review of Wiltshire Council Electoral Divisions – The Local Government Boundary Committee for England (LGBCE) has commenced a review of electoral arrangements for Wiltshire Council. WC's committee concluded that WC should have 99 councillors, which has been presented to the LGBCE for consideration. The review has been delayed by two months whilst the LGBCE considers the council numbers and in particular how the Area Board system would be impacted by any reduction. It is anticipated that the consultation on the draft warding arrangements will be ongoing when the September P&R Committee is held and the final consultation will be ongoing when the January Committee is held.

1.3 Policies – - The Data Protection Policy was approved at Full Council on 15th May and our Privacy Notices published. **To committee approved** the Fraud & Corruption Policy and the Markets Policy.

2. RESOURCES – This area is delegated to the Head of Service: Resources & Venues, Juliet Weimar.

2.1 FINANCIAL RESOURCES

2.1.1 Accounts - **The Council produces quarterly accounts (April-June, July-Sept, Oct-Dec & Jan-March), reported to each spending committee and collectively considered by the Policy & Resources Committee.** The end of year accounts for 2017/18 were approved at the extraordinary Full Council meeting on 26th June. 1st Quarter 2018/19 Accounts will be presented from the end of July.

2.1.2 Grants – The Town Council has an adopted Grants Policy which includes a number of Core Grant awards all of which have been applied for this year. Towbridge Guild of Community Service - £500, HELP Counselling - £1000, Hub Management Committee (Seymour) - £1000, Wiltshire Mind - £500, Wiltshire Citizens Advice - £5000, Trowbridge Area Community Link Scheme (TACLS) - £1000. General Grants applications were presented to the committee for consideration. Awards this year are: Group Five - £1000, Back on Track – Stroke Rehab Service - £250, Wiltshire Sight in partnership with Vision West of England - £250, Friends of the Down Cemetery - £500, Revitalise Respite Holidays - £1000, Trowbridge Amateur Swimming Club - £1000, Wiltshire Race Equality Council -

£500, Iford Arts - £400, Monday Wednesday Club - £1000, Alzheimer's Support - £1000, Multiple Sclerosis Therapy Centre - £250, Newtown Residents' Association - £100, The Halve - £150, The Cyber Café for Disabled people (Disabled on line) - £500.

2.2 HUMAN RESOURCES

2.2.1 Leavers: Bill Austin, Deputy Chief Executive left in May.

2.2.2 Starters: Richard Riley Facilities Support Officer 1st April, Natalie Scott, Apprentice Sports Coach 1st April; Jake Redsull, Civic Centre Supervisor, 1st July, Harrison Amor, Sports Coach, 1st June.

2.2.3 Job changes: Hayley Bell has been appointed Head of Service: Leisure & Facilities; Clare Lyall has been appointed Head of Service: Cultural and Neighbourhoods and Juliet Weimar has been appointed Head of Service: Resources and Venues. Paul Weimar has been appointed Civic Centre Manager and Becci Mees has been appointed Deputy Civic Centre Manager.

3. SERVICES

Heads of Services make detailed reports to their respective committees which are published the week before the committee meeting. Trish Carpenter is the Council Secretary responsible for administering these committees.

3.1 NEIGHBOURHOOD & CULTURAL SERVICES – Delegated to the Head of Service: Cultural and Neighbourhoods, Clare Lyall

3.1.1 MUSEUM – The committee met on 10th July. The award-winning museum located in the Shires Shopping Centre tells the story of west of England woollen cloth manufacturing and its influence on the town. We work closely with The Friends of Trowbridge Museum and in partnership with other cultural organisations including Town Hall Arts and Drawing Projects at Bridge House to develop cultural aspects of the community. The Museum closed in June for two years for the expansion project to be implemented.

A full update is available in the Curator's report to committee for meeting on 10th July 2018.

3.1.2 NEIGHBOURHOODS – The committee meets on 10th July. Our Neighbourhoods team look after play areas, recreation grounds and support the activities of Wiltshire Council in looking after our streets.

3.2 RESOURCES & VENUE SERVICES – Delegated to the Head of Service: Resources & Venues, Juliet Weimar. VENUES - The Civic Board (which now reports to the Policy & Resources Committee) is meeting on 24th July 2018. It is responsible for overseeing the commercial operation of the Civic Centre. A full update will be available in the Head of Service report to that meeting.

3.2.3 Civic Centre – Costa Coffee machine – The committee approved the installation of a Costa coffee machine in on a trial 12 month period basis, to support the Civic Centre Rejuvenation Project and Open Day on Thursday 13th September 2018.

3.3 LEISURE & INFORMATION SERVICES – Delegated to the Head of Service: Leisure and Facilities, Hayley Bell. A full update was circulated in the Head of Service report to committee for meeting held on 19th June 2018. Next meets on 28th August.

4. TOWN COUNCIL PROJECTS

4.1 Museum Project – The Town Council Strategy says;

Trowbridge Town Council will; complete the project 'Onwards and Upwards' to expand Trowbridge Museum; secure funding from the HLF and other funders and; will contribute around £900,000, funded from borrowing at a cost of up to £50,000 per annum. The new Museum will reach out from its base in Home Mills in The Shires, to encompass the whole town, through visual links from the top floor, interpretation and signage at key locations and significant buildings linked to the museum.

Full Council confirmed that it wishes to seek borrowing approval for up to £900,000 towards the project at an annual cost of around £50,000. The HLF has made a grant of £1,172,500 towards the £2.45million project. Around £150,000 of the loan will be required during 2018/19. The Friends of Trowbridge Museum will be making a presentation to the Council at the meeting on 17th July. The Museum has now closed to allow for the logging, cleaning, packing, transporting and storage of the collection prior to construction works being tendered and commencing next year.

4.2 Sports Pitches Project – The Town Council Strategy says;

Trowbridge Town Council will support and if necessary be actively involved in:

a. Provision of an all-weather pitch at Doric Park in conjunction with national sports funders and other organisations.

b. Development of the Health & Well-being Centre by Wiltshire Council in the town centre.

WOODMARSH: The council borrowed £175,000 to purchase Woodmarsh, financed from rent charged to Trowbridge Town Football Club over a new 30-year lease. Wiltshire Council released the remaining funding, from S106 funds and we completed the purchase in 2017. The new lease has now been signed.

DORIC PARK: We are now progressing development of land at Doric Park to provide an all-weather pitch, car-park, changing rooms and possibly squash courts (in conjunction with Trowbridge Squash Club). Other funding is available from S106 and grants such as the Football Foundation and the Rugby Football Union. Framework consultants RLF and QMP have detailed proposals and we have engaged Carter Jonas as our agents. We will now seek to negotiate an agreement with the Rugby Club on access and land transfer.

4.3 Town Park – Refurbishment of Tennis Courts – We received funding from the Lawn Tennis Association (LTA) £50,000 and Area Board £20,000 for refurbishment of the tennis courts and Multi-Use Games Area (MUGA). Main works were completed in 2017, with a new two-tone green and fencing. We have now obtained planning permission for the new low energy floodlights which will be installed using further S106 funding during 2018.

4.4 St George's Works – Gaiger Bros. subsidiary Tresco Ltd are developing 30 residential apartments. The application also includes a new town council storage facility and new access gates to the storage area and Park from the Post Office Access Road, which will also act as the construction access for part of the St George's Works redevelopment. Preliminary works have been undertaken to allow access to the development site and when completed next year the town council will be able to build its new storage facility. Full Council confirmed that it wishes to seek borrowing approval for up to £300,000 towards the project, at an annual cost of around £15,000 (which was the previous budget annual expenditure on our storage facility at St George's Works). The developer is making a contribution of £43,752.35 via a S106 agreement and the development will generate around £13,000 of Community Infrastructure Levy.

5. **CIVIC & DEMOCRATIC ACTIVITIES**

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

Tuesday 17 th July	Full Council
Tuesday 24 th July	Civic Board (2pm)
Tuesday 24 th July	Town Development
Tuesday 7 th August	NO MEETING
Tuesday 14 th August	NO MEETING
Tuesday 21 st August	Town Development
Tuesday 28 th August	Leisure & Information Services

Tuesday 4th September Policy & Resources

5.2 Civic Service – Sunday 22nd July, Trowbridge Museum at 3.30pm followed by light refreshments at St James Church Hall.

5.3 Twinning - Trowbridge is twinned with four communities: **Leer** in Ostfriesland, Germany, **Charenton-le-Pont** on the outskirts of Paris, France, **Elblag** in Poland (with the other four towns in West Wiltshire) and **Oujda** in Morocco.

6. TOWN DEVELOPMENT – Committee meets 24th July & 21st August 2018. The committee considers all regulatory matters consulted on by Wiltshire Council including planning, listed building and tree applications, road closure, traffic regulation orders and licensing matters.

6.1 Commercial

Bowers – www.innoxmills.co.uk are close to agreement with a developer with a track record of developing mixed use sites including significant residential and expect to make an application in 2018.

County Hall East – Wiltshire Council have made a mixed use outline application including the new health facilities to replace the hospital and new leisure facilities (also see 8.1.3 below)

6.2 Housing – Some sites were delayed pending resolution of mitigation measures associated with Bechstein Bats at Biss and Green Lane Wood. The following provides a summary of the situation.

A. Ashton Park and associated sites.

Ashton Park – Persimmon et al. - (mainly in West Ashton and North Bradley Parishes), a revised application [15/04736/OUT](#) for 2,500 houses, employment, facilities, schools, and A350 improvement was permitted by the Strategic Planning Committee on Wednesday 25th April.

Southview Park - Wain Homes development is complete, apart from the cycle/footway to Drynham Rd. New applications [16/00547/FUL](#) [17/12509/FUL](#) have been submitted for part of Ashton Park to the south of Southview Park providing up to 121 new dwellings. Concerns about access via Southview Park, links to the rest of Ashton Park, the LEAP at Southview Park and the cycling and walking network were raised.

B. Sites within the settlement boundary

Charterhouse - [McCarthy & Stone](#) are building at Seymour Rd to provide 40 apartments. [16/03974/FUL](#)

Bradley Road – The former District Council site has been bought by [Newland Homes](#) with permission [17/05669/FUL](#) to provide 79 new homes.

White Horse Business Park - (North Bradley Parish) Application to convert offices to 104 new homes.

Court Mills – [18/03020/FUL](#) Being converted to 7 town houses overlooking the Town Park.

St George's Works – 30 apartments [18/02924/VAR](#) overlooking the Town Park (see 4.5 above).

Courtfield House – Ashford Homes have submitted applications to convert the House and to build 16 houses in the grounds [18/04656/FUL](#).

United Church Buildings – An application for conversion into 25 apartments has been submitted [18/03856/LBC](#).

McDonogh Court – The owners have submitted an application [18/02099/FUL](#) for construction of 20 houses and flats off Polebarn Road.

Clark's Mill – The owners have submitted an application [18/00200/FUL](#) for conversion to 19 dwellings next to the Town Bridge.

Ashton Street Centre – To be disposed of by Wiltshire Council should accommodate 70 dwellings.

C. Promoted by Wiltshire Council in the Housing Site Allocations Plan (HSAP):

Hilperton Gap 263/297 - (Hilperton Parish) [Framptons](#) submitted a revised application [16/00672/OUT](#) for 170 houses in the Gap, accessed off Elizabeth Way. The Town Council has objected. The Hilperton Neighbourhood Plan which has been consulted on, reluctantly accepted the principle of development in this part of the Gap, whilst retaining the open character close to Hilperton Road near Fieldways. The HSAP has recently increased the capacity of the site to 355.

Southwick Court 3565 – (Southwick and North Bradley Parishes) Savills on behalf of Waddeton Park are promoting development on land between the town boundary and Southwick Court, east of Frome Road. www.landsouthoftrowbridge.co.uk/ indicating road access off Frome Rd, 180 houses.

Elm Grove Farm 613/248 – (partly in North Bradley Parish) Coulston Estates, are promoting development at Elm Grove Farm and land adjacent to Drynham Lane, west of the railway line with a view to bringing the site forward to provide 250 houses and a new school.

Church Lane – Accessed directly off Frome Road is in the town boundary providing 45 houses.

Spring Meadows – This site accessed off Frome Rd is inside the town boundary providing 20 houses.

East of Woodmarsh – This site to the south of the A363 is being proposed for 225 houses.

D. Sites Discounted by Wiltshire Council.

Castle Mead Extension – Persimmon - Application [16/03420/FUL](#) for 272 more homes up to Green Ln Wood was withdrawn. Discounted due to proximity to Green Lane Wood. The Bat reports indicate this site cannot proceed in the foreseeable future.

Ashton Road - (currently in Steeple Ashton – see item 1.2 above) [Taylor Wimpey](#) made a revised application for around 200 homes [16/04468/OUT](#). Now refused due to proximity to Green Lane Wood. The Bat reports indicate that this site cannot proceed in the foreseeable future.

Biss Farm - An application for 267 houses [17/09961/OUT](#), primary school, pub and care-home has been submitted by Persimmon for land north of Leap Gate and east of West Ashton Road, currently allocated for employment uses. Discounted in the HSAP as already allocated for employment.

6.2.1 Housing Sites Allocation Plan (HSAP) – The town council attended the Cabinet meeting at Wiltshire Council on 15th May and Cabinet decided to defer further consideration until July, allowing time for members and town and parish councils to put forward alternative proposals. The Town Council considered this at an extraordinary meeting of the Policy & Resources Committee on 5th June, revised its previous resolutions and encapsulated these into proposed amendments to the Schedule of Changes.

6.3 Wiltshire Core Strategy Review – The Town Council responded to the consultation following resolution at the meeting of the Town Development committee on 5th December. The Town Clerk has submitted the town council's response on the Wiltshire Council online consultation portal.

6.4 Neighbourhood Plans

6.4.1 Holt and Bradford on Avon - Both 'Made' by Wiltshire Council. Now form part of the Wiltshire Council Development Plan and the policies will be given full weight when assessing planning applications that affect land in the areas.

6.4.2 Hilperton – Awaiting referendum following consultation.

6.4.3 West Ashton - Has designated a revised area excluding the areas transferred to the town in 2017.

6.4.4 North Bradley and Southwick have each been designated as Neighbourhood Plan areas.

6.4.5 Staverton, Steeple Ashton and Wingfield have not commenced the process.

6.4.6 Trowbridge Neighbourhood Plan – The work on the Neighbourhood Plan has commenced with the appointment of Planning Street as our consultants and an application to Wiltshire Council for designation. The Committee now needs to establish a Steering Group comprised of at least

three members of the council and at least two other members of the public. **The committee established a Neighbourhood Plan Steering Group comprised of councillors and members of the public.**

7. **TROWBRIDGE PARTNERSHIPS** - The Council Strategy says:

Building partnerships to ensure that others are also investing in our town.

7.1 Transforming Trowbridge – The Town Council is the accountable body for TT, which works with businesses to develop economic activity and support facilities and services which help to create a community which attracts employers and quality jobs.

7.2 Trowbridge Town Team – The Town Council is the accountable body for TTT. The organisation concentrates on developing the entrepreneurial skills of Young People under the GOFISH programme.

7.3 Trowbridge Community Area Future (TCAF) – A charity, originally established as a Community Partnership and supported by the Youth Work Team headed by Sarah Holland. They work with partners to address priorities in the Joint Strategic Assessment in the nationally most deprived communities (Studley Green-10%, Seymour/Adcroft & Longfield-20%). TCAF has received grants from funders as well as an annual grant from the town council. They utilise the Town Council's Cabin at Seymour Recreation Ground on a peppercorn rent and operate a Community Hub in the Shires. Councillors interested in using the hub for surgeries should contact tcaf@trowbridge.gov.uk. **Staff changes and updates:** Lindsey Millen, TCAF Project Manager left TCAF 14th June. Meg Aubrey – TCAF Project Manager Youth and Community Development– start date tbc. Julie Baptista – TCAF Community Project Co-ordinator joins TCAF again as of 18th June. Louise Williams – TCAF Community Administrator – leave for Maternity leave 24th August. Emma Heath – TCAF Youth Support Worker. Mya Wootten – TCAF Youth Support Worker.

7.4 Cock Hill Solar Community Fund. Support local applicants with grants from a £15k/annum fund. Applications should be made to the [Wiltshire Community Foundation](#). Recent consideration has been given to awards for HELP counselling, Wiltshire Racial Equality Council and TCAF.

7.5 Chamber of Commerce – Tracey Parker (Leykers) is President of Trowbridge Chamber.

7.6 Trowbridge Talking News – service for the visually impaired, TIC is the drop off point.

7.7 Selwood Housing is the main social housing provider in Trowbridge.

7.8 Trowbridge Town Hall Arts – A separate report provided by THA was circulated for consideration at the meeting. The Council was due to consider what support it will give this year and in future years to secure the future of the organisation's activities in the Town Hall on 17th July.

8. **WILTSHIRE**

8.1 Wiltshire Council

8.1.1 Waiting Restrictions – Wiltshire Council has confirmed that Trowbridge is one of the towns which will be progressed during 2018/19. All outstanding requests for changes to waiting restrictions were sent to Wiltshire Council, including all the requests related to a potential wide area Residents' Parking Zone (RPZ). We have discussed with the cabinet member (Bridget Wayman) the town council's suggestion that all such requests are progressed by CATG rather than the annual review process in future.

8.1.2 Parish Steward – The Town Council puts forward a priority list each month. Councillors should contact report@trowbridge.gov.uk with any requests for minor maintenance including pot-holes ensuring that the town council can coordinate a priority list. Wiltshire Council has also introduced an additional gully clearing service for those locations not deemed a priority by them

for the Town Council to nominate. Gullies which are silted, weed infested or flooded should be reported as above.

8.1.3 Asset & Service Delegation – In addition to play areas, the Town Park, allotments, closed churchyards and grit bins already transferred, the council may consider in future taking over recreation grounds, amenity grass, open spaces, bus shelters, the management and control of car-parks and street cleaning services. These have been factored in to the remaining four-year financial plan. The Town Council would also be interested in the delegation of street trading licensing. No funding is available for town and parish councils taking on additional assets and services.

Street Cleaning - Wiltshire Council undertakes the statutory minimum utilising the barrow operative and the mechanical sweepers, there is no value proposition available to the town council to take on these activities. The alternative option is to leave these activities with Wiltshire Council and their contractors, whilst the town council secures resources to improve the outer areas and undertake activities not deemed necessary by Wiltshire Council; such as cleaning of the multi-storey car-park. This approach will be coordinated by the town council to ensure reports are being made on the App system and town centre resources applied to priorities.

Litter Bins - We are currently considering the costs associated with the emptying of litter bins if we were to provide additional bins over and above those provided by Wiltshire Council.

Bus Shelters – We will consider transfer of the remaining shelters later in the year.

Car-Parks – We have asked Wiltshire Council to consider the transfer of the Bradford Road car park and also the Broad Street Cres. And Upper Broad Street car-parks to the town council.

8.2 Health Services – Wiltshire Clinical Commissioning Group (WCCG) is responsible for commissioning 'Primary Care' services to people in Wiltshire and registered with Wiltshire GPs. Dr Richard Sandford-Hill, Chair; Linda Prosser, Chief Officer and Sarah MacLennan, Associate Director of Communications & Engagement will make a presentation at Full Council on 18th September 2018.

8.3 Dorset & Wiltshire Fire & Rescue Service – Information available at www.dwfire.org.uk

8.4 Police and Community Safety – Inspector Andy Fee reports regularly to Full Council meetings. Councillors and the public are urged to sign up for [Community Messaging](#) which includes details of charges and crimes reported.

8.5 Wiltshire Association of Local Councils - [WALC](#) is the county association for town & parish councils, affiliated to NALC the National Association. Trowbridge Town Council is a member of both. The Council also pays the fee for the Clerk to be a member of the Society of Local Council Clerks (SLCC), which provides training and advice.

8.6 Swindon & Wiltshire Local Enterprise Partnership (SWLEP) – at the Area Board Paddy Bradley confirmed that Trowbridge is very much part of the A350 Growth Corridor, positioned in the centre of the corridor and should receive equal weight with respect to investment into the area

8.7 Enterprise Wiltshire – No meetings recently.

8.8 Market Towns Network – Next meeting due in September – details to be announced.

8.9 Wiltshire Council/Society of Local Council Clerks (SLCC) – held a joint Network and Training Day at the Civic Centre on 15th June. The first joint day was held at County Hall last year and proved so popular a larger venue was needed for 2018.

If you receive this report electronically the links in each section will take you to the relevant web page for more information about that organisation or project. If you

Trowbridge Town Council

Working with the Community

June 2018 Report

want to be added to the e-mail circulation list, please contact the Town Clerk. The report is published six times per year prior to meetings of the Policy & Resources committee held in January, March, May, June, September and November.

Lance Allan, Town Clerk

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