

## Town Clerk's Report to Policy & Resources Committee 4<sup>th</sup> September 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.

### **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 concluded the review in 2016 Wiltshire Council indicated that it would reconsider areas once development had taken place. When the new Wiltshire Council divisions are established in 2021 the town council may request a Community Governance Review to include areas into which the town has grown.

**1.2 Review of Wiltshire Council Electoral Divisions** – The Local Government Boundary Committee for England (LGBCE) is reviewing the electoral arrangements for Wiltshire Council. The LGBCE is minded to conclude that Wiltshire Council should retain 98 councillors, as present. The initial consultation commenced on 28<sup>th</sup> August and ends on 5<sup>th</sup> November. The consultation on the draft warding proposals will be ongoing when the March meeting of the Policy & Resources Committee is held. It has also been confirmed that for wards which are expected to grow significantly in the period 2016 to 2024 then the 2024 electorate figures should dictate the necessary electorate within the required 10% above or below the council average. Whichever ward includes North Bradley and West Ashton will grow significantly and warding arrangements around Trowbridge will need to accommodate this. It is anticipated that Trowbridge will retain seven wards, but there may be some pressures for parts of town to be included with neighbouring parishes. The Town Clerk will assess the parish electorate forecasts and present a potential solution to the Full Council on 18<sup>th</sup> September 2018 so that the council can formulate and agree a response to the initial consultation.

**1.3 Policies – (AGENDA ITEM 14)** - The Data Protection Policy was approved at Full Council on 15<sup>th</sup> May and our Privacy Notices were published.

The following are presented for approval in September:

- a) Redundancy Policy
- b) Home Working Policy
- c) Vehicle Policy
- d) Equal Opportunities Policy Part B Disclosure & Barring Services Checking Policy & Procedure

### **2. RESOURCES – Delegated to the Head of Service: Resources & Venues, Juliet Weimar.**

#### **2.1 Financial Resources**

**2.1.1 Accounts (AGENDA ITEM 12)** - The Council produces quarterly accounts (April-June, July-Sept, Oct-Dec & Jan-March), reported to each spending committee and collectively to the Policy & Resources Committee. The first quarter accounts for 2018/19 are presented to this committee for consideration.

#### **Policy & Resources 1<sup>st</sup> Quarter Accounts (April '18 – June '18)**

	Actual £'000	Budget £'000	Variance £'000
Gross Expenditure	111	111	0
Income	25	15	10
<b>Net Expenditure</b>	<b>86</b>	<b>96</b>	<b>10</b>

The excess income for the first quarter relates to additional Community Infrastructure Levy receipts in the April payment.

**2.1.2 Risk & Audit Panel (IAGENDA ITEM 10)** – The Panel met on 28<sup>th</sup> August, unfortunately the meeting was once again inquorate. The agenda items for that meeting are therefore brought to the Policy & Resources Committee for consideration. (copies attached). The committee will also be asked to increase the membership of the Panel to seek to avoid issues in future.

**Insurance** - Our annual insurance policy has been renewed with effect from 1<sup>st</sup> September 2018. Our broker is WPS Brokers and Risk Services, we currently have another 2 years in contract with them which also means another 2 years with Aviva. If we remain with WPS in year 3 then the new council guard insurer is Royal Sun Alliance. The annual premium is expected to remain close to the total last year, there have been some changes made to this year's policy. Annually we need to update our total income, precept total, cash-handlings and staff totals which all have some impact on the premium. The main topic for conversation this year is the employment of a groundsman who is classed as a Manual worker and not mainly clerical. This often adds a premium or additional excess to the policy.

**Risk Management** - We have previously used LCRS (Local Council Risk System) which is a generalised risk scoring system provided at a relatively small cost per year. The historical problem with this system is that it's very generalised and it's without doubt just a tick-box exercise. We are using Richards Riley's Excel and Macro skills to create our own system which links with our own asset register. It's likely to take some time to get right but there will then be a system that actually suits our own requirements, by doing it in-house we are only using our officer time and not committing any other budget. We aim to start looking into this in October for completion in the New Year.

**2.1.3 Grants** – The Council adopts a Grants Policy annually, including consideration of previously approved and new Core Grants applications. A small number of grants were deferred in June and are re-presented to the committee in September. Additionally, the council has provided a grant for WAFVC to organise a two-day event for Armed Forces Day in Trowbridge Park. Given the Wiltshire Council position regarding the 2019 event, it is appropriate for the council to consider the position for 2019 at an early stage. The National Event is being held in Salisbury on Saturday 29<sup>th</sup> June. Wiltshire Council have offered to provide £25,000 to WAFVC if they move the Trowbridge event to the 22<sup>nd</sup> & 23<sup>rd</sup> June, giving a week-long event across Wiltshire with other events in the military bases during the week.

### **Wiltshire Armed Forces & Veterans (AGENDA ITEM 7)**

**RECOMMENDATION:** That Trowbridge Town Council offer a grant to WAFVC to organise a weekend event in Trowbridge Park on Saturday 22<sup>nd</sup> and Sunday 23<sup>rd</sup> June 2019 to supplement the significant funding offered by Wiltshire Council (£25,000) for WAFVC to run an event on this weekend, as part of the celebrations across Wiltshire, culminating in the National Armed Forces Day event in Salisbury on Saturday 29<sup>th</sup> June 2019. And that if WAFVC decide not to hold their event in Trowbridge on 22<sup>nd</sup> and 23<sup>rd</sup> June then no grant will be made available by either Wiltshire Council or Trowbridge Town Council for 2019.

### **2.1.4 Interim Internal Audit Report 2018-2019 (copy attached)**

We are in receipt of the First Interim Internal Audit Report carried out by our new internal auditor Alistair Morrison, AM Financial Services Ltd.

## **2.2 Human Resources**

### **2.2.1 Leavers**

- Jake Redsull, Civic Centre Supervisor left on 31<sup>st</sup> July.
- Craig Rose left on 24<sup>th</sup> August 2018.

### **2.2.2 Starters:**

- Jason Henley, starting on 1<sup>st</sup> September as a 30 hour Sports Coach
- Jack Miller, starting on 1<sup>st</sup> September as a 30 hour Sports Coach
- Oliver Castleman, starting on 1<sup>st</sup> September as a 37 hour Civic Centre Supervisor
- Devon Oldknow, starting on 1<sup>st</sup> September as Civic Centre Supervisor.

### **2.2.3 Job Changes:**

- Chelsey Murden, 30hr Sports Coach, following completion of her apprenticeship on 1<sup>st</sup> July
- Sammie Dicks 30 hr Sports Coach, on 1<sup>st</sup> September following completion of her apprenticeship
- Chloe Johnson 25 hr Sports Coach on 1<sup>st</sup> September
- Mandi Edwards 15 hour fixed term contract Community Play Worker 1<sup>st</sup> Sept – 31<sup>st</sup> July 2019

### **2.2.4 Ongoing recruitment:** There are no current vacancies

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

Full updates will be available in the reports to committees which both meet on 25<sup>th</sup> September 2018.

**3.1.1 MUSEUM** – 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.

**3.1.2 NEIGHBOURHOODS** – Our Neighbourhoods team look after play areas, recreation grounds and support the activities of Wiltshire Council in looking after our streets.

### 3.2 VENUE SERVICES – Delegated to Head of Service: Resources & Venues, Juliet Weimar.

**3.2.1 CIVIC BOARD** - The Board (which reports to the Policy & Resources Committee) met on 24<sup>th</sup> July 2018. It is responsible for overseeing the commercial operation of the Civic Centre.

**3.3 LEISURE & INFORMATION SERVICES – Delegated to Head of Service: Leisure & Facilities, Hayley Bell.** A full update was circulated in the Head of Service report to committee for meeting on 28<sup>th</sup> August.

#### 3.3.1 ACTIVE TROWBRIDGE

#### 3.3.2 INFORMATION SERVICES

#### 3.3.3 FACILITIES

## 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.***

The town council has applied for 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 finance will be required during 2018/19. The Friends of Trowbridge Museum made a presentation of £150,000 towards the project at the Council meeting on 17<sup>th</sup> July. The Museum is closed to allow for the logging, cleaning, packing, transporting and storage of the collection prior to construction works being tendered and commencing next year. The new Museum, expanded to cover two floors with a new lift shaft is due to open in 2020.

**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.***

**DORIC PARK:** We are now progressing the development of the land at Doric Park to provide an all-weather pitch, car-parking, changing rooms and possibly squash courts (in conjunction with Trowbridge Squash Rackets 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** – 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 4 <sup>th</sup> September	Policy & Resources
Tuesday 11 <sup>th</sup> September	Town Development
Tuesday 18 <sup>th</sup> September	Full Council
Tuesday 25 <sup>th</sup> September	Museum (6.30pm)
Tuesday 25 <sup>th</sup> September	Neighbourhoods
Tuesday 2 <sup>nd</sup> October	Neighbourhood Plan Steering Group (4pm)
Tuesday 2 <sup>nd</sup> October	Town Development
Tuesday 9 <sup>th</sup> October	Neighbourhood Plan Steering Group
Tuesday 16 <sup>th</sup> October	NO MEETING
Tuesday 23 <sup>rd</sup> October	Town Development
Tuesday 30 <sup>th</sup> October	NO MEETING
Tuesday 6 <sup>th</sup> November	Policy & Resources

**5.2 Dates for your diary:** The town council will have a stand at the Carnival Country Fayre on Saturday 8<sup>th</sup> September and will be undertaking Neighbourhood Plan Public Consultation, if you can help for an hour or so between 10am and 4pm please let Lance or Aby know.

**5.3 Twinning** - Trowbridge is twinned with four communities:

**5.3.1 Leer** in Ostfriesland, Germany – the Association is planning a visit for the Gallimarkt.

**5.3.2 Charenton-le-Pont** on the outskirts of Paris, France.

**5.3.3 Elblag** in Poland (with the other four towns in West Wiltshire).

**5.3.4 Oujda** in Morocco.

**6. TOWN DEVELOPMENT** – Committee meets 11<sup>th</sup> September, 2<sup>nd</sup> & 23<sup>rd</sup> October 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/Mixed-use sites

**Bowers** – [www.innoxmills.co.uk](http://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. The town council supports at least 300 houses on this site.

**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 as well as 54 apartments (also see 8.1.3 below)

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

#### A. Ashton Park and associated sites.

**Ashton Park** – Persimmon (mainly in West Ashton and North Bradley Parishes), [15/04736/OUT](#) for 2,500 houses, employment, facilities, schools and A350 improvement was permitted in April.

**Southview Park** - Wain Homes development complete, except cycle/footway to Drynham Rd. Applications [16/00547/FUL](#) [17/12509/FUL](#) for up to 121 new dwellings. Concerns about access 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

### B1. Under Construction

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

**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).

### B2. Permitted

**Bradley Road** – Former District Council site [Newland Homes](#) permission [17/05669/FUL](#) for 79 homes.

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

### B3. Applications Submitted

**Courtfield House** – Ashford Homes [18/04656/FUL](#) conversion with a further 16 houses in the grounds.

**United Church Buildings** – [18/03856/LBC](#) for conversion into 25 apartments.

**McDonogh Court** – [18/02099/FUL](#) for construction of 20 houses and flats off Polebarn Road.

**Clark's Mill** – [18/00200/FUL](#) for conversion to 19 dwellings next to the Town Bridge.

### B4. Potential

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

**Homefield House** – Owned by E J Shanley, expect an application for residential conversion.

**Hospital & former Margaret Stancomb School** – Promoted in the 'One Public Estate' bid by Wiltshire Council and partners as a site for up to 200 houses.

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

### C1. Opposed by the Town Council (contrary to the Core Strategy, 'maintain open countryside')

**South West of Elizabeth Way (Hilperton Gap) 263/297** - (Hilperton Parish) [Framptons](#) application [16/00672/OUT](#) 170 houses, access off Elizabeth Way, Town Council objected. Hilperton Neighbourhood Plan reluctantly accepted the principle of development in part of the Gap, whilst retaining an open character close to Hilperton Rd near Fieldways. The HSAP has 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/](http://www.landsouthoftrowbridge.co.uk/) indicating road access off Frome Rd, 180 houses. North Bradley Neighbourhood Plan is indicating acceptance of this site.

**South West of the White Horse Business Park (East of Woodmarsh) 298** – (North Bradley Parish) This sit, south of the A363 is proposed for 175 houses. A plan has been put forward by North Bradley to allocate small areas on the edge of the village and of the Business Park, but excluding most of the site. This proposal could achieve a satisfactory open countryside buffer around the village.

### C2. Supported by the Town Council

**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 and west of the railway line with a view to bringing the site forward to provide 250 houses and a new school.

**Church Lane 1021** – Accessed directly off Frome Road is in the town boundary; 45 houses.

**Spring Meadows 3260** – Accessed off Frome Rd is inside the town boundary; 45 houses.

## D. Sites Discounted by Wiltshire Council.

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

**Ashton Road** - (Steeple Ashton Parish) [Taylor Wimpey](#) 200 homes north of Green Lane Wood [16/04468/OUT](#) refused. The Bat reports indicate that this site cannot proceed in the foreseeable future.

**Biss Farm** - Application for 267 houses [17/09961/OUT](#), primary school, pub and care-home submitted by Persimmon north of Leap Gate and east of West Ashton Road, currently allocated for employment uses.

**6.2.1 Housing Sites Allocation Plan (HSAP)** – The town council attended the Council meeting at Wiltshire Council on 10<sup>th</sup> July.

**6.3 Wiltshire Core Strategy Review** – The Town Council considers that in order for Trowbridge to continue to grow in the period beyond 2026, without compromising the integrity of our neighbouring villages of Hilperton, West Ashton, North Bradley and Southwick then a review of the Green Belt to the North West and West of the town will be required, potentially removing Greenbelt status from some areas close to the town for future housing development.

## 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 – (AGENDA ITEM 8)** – In order to update the Town Centre Conservation Area Appraisal we need to appoint a consultant. The cost of this work can be covered from the additional Community Infrastructure Levy received this year.

**To consider the Town Clerk's RECOMMENDATION:**

**That the town council appoint Armour Heritage Ltd to undertake a Heritage Appraisal at a cost of £3725**

## 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 can help to create a community to attract 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](mailto:tcaf@trowbridge.gov.uk) . Staff:

Meg Aubrey – TCAF Project Manager Youth and Community Development

Julie Baptista – TCAF Community Project Co-ordinator

Louise Williams – TCAF Community Administrator – Maternity leave

Sarah Holland – TCAF Youth Work Coordinator

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](#).

**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 Task & Finish Group – (AGENDA ITEM 9)**

The town council has agreed to provide additional financial support to secure the future of the organisation's activities in the Town Hall. An additional £20k is being provided this year in tranches as well as the £10k in the budget. The council will also establish a working group to assess the future viability of the Town Hall before considering funding for 2019 and beyond.

**The committee to consider the following;**

**a) To receive** nominations from 6 councillors, as per the resolution at Full Council on 17<sup>th</sup> July 2018, to report to Policy & Resources Committee on a number of issues; these to include:

1.To assess the resilience and achievability of the existing TH Arts budget and projections.

2.The ability to identify new income streams both commercially and in grant form for TH Arts

3.To encourage ways in which the Friends of Trowbridge Town Hall and TH Arts can be reunited to work together towards a common goal.

4. To identify ways in which greater community use of the Town Hall could be achieved thereby retaining the Town Hall, in public ownership, as Sir Roger Brown intended.
  5. To produce a written report to P & R so that a recommendation be made to council (before the budget for 2019/20 is finalised) as to whether or not longer term grant support be considered and at what level.
- b) that the Task & Finish Group establish terms of reference and identify a strict timetable for reporting back**

## 8. **WILTSHIRE**

### 8.1 **Wiltshire Council**

**8.1.1 Area Board** – Next meeting Thursday 13<sup>th</sup> September, (6.30 for 7pm Cotswold Space County Hall). Community Engagement Manager for Trowbridge, Mary Cullen compiles the [Community Area Web Site](#) and manages grant applications for community grants.

**8.1.2 Local Youth Network** – The LYN Management Group considers grant applications from Youth activity and support organisations and makes recommendations to the Area Board.

**8.1.3 Community Area Transport Group (CATG)** – this is now considered by the Neighbourhood Services Committee.

**8.1.4 Waiting Restrictions & Car-parking** – Wiltshire Council has confirmed that Trowbridge is one of the towns which will be progressed through the waiting restriction review 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). The town council 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.

The town council has also asked Wiltshire Council to consider transferring the Bradford Rd car-park (a non-strategic WC asset) to the town council and also the Broad Street Cres. And Upper Broad St car-parks (strategic assets). We have not received a response to these requests.

**8.1.5 Parish Steward** – The Town Council puts forward a priority list each month. Councillors should contact [report@trowbridge.gov.uk](mailto: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.

**8.1.6 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.

**Play Areas** – The town council is now responsible for maintaining play equipment on the 24 WC play areas. We have not received the management agreements and until such time we will not be responsible for grass cutting at the play areas and will not receive the £50k transfer fee or S106 maintenance funds.

**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.

**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 18<sup>th</sup> September 2018.

**8.3 Dorset & Wiltshire Fire & Rescue Service** – Information available at [www.dwfire.org.uk](http://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.

**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 4<sup>th</sup> October, Bradford on Avon with a food & drink theme.

**8.9 Society of Local Council Clerks (SLCC)** – The Council pays the fee for the Clerk to be a member of the Society of Local Council Clerks (SLCC), which provides training and advice. The Town Clerk will be attending the National Conference in October in Lincolnshire.

*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 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.*

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