

# MINUTES

**Meeting:** TROWBRIDGE AREA BOARD  
**Place:** Council Chamber, Civic Centre, Trowbridge, BA14 8AH  
**Date:** 13 September 2012  
**Start Time:** 7.00 pm  
**Finish Time:** 9.20 pm

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Please direct any enquiries on these minutes to:

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## **In Attendance:**

### **Wiltshire Councillors**

Cllr Jeff Osborn, Cllr Peter Fuller, Cllr Ernie Clark (Vice Chairman), Cllr John Knight, Cllr Francis Morland, Cllr Helen Osborn and Cllr Graham Payne (Chairman)

Cllr Stuart Wheeler, Cabinet member for Campus Development & Culture (including Leisure, Sport & Libraries)

### **Wiltshire Council Officers**

Penny Bell, Democratic Services Officer  
Peter Dunford, Community Area Manager (Bradford on Avon Area Board)  
Nicole Smith, Head of Strategic Housing  
Stephen Hawkins, Enforcement Team Leader (Development Control)  
Donal Casey, Senior Surveyor

### **Town and Parish Councillors**

Trowbridge Town Council – D Baker, Bob Brice, Maryrose Mantle  
North Bradley Parish Council – R Evans

**Partners**

Wiltshire Police – Sergeant Dave Hobman, H Beaven

Wiltshire Police Authority – Joy Hillyer

Trowbridge Community Area Future – Tracy Sullivan

Integrated Youth Service – Siobainn Chaplin

Parish Councils Liaison Group – Gaynor Polglase

**Total in attendance: 49**

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<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
1	<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 and welcomed the visiting Cabinet member, Councillor Stuart Wheeler, and the acting Community Area Manager; Peter Dunford.</p> <p>The Chairman also advised that there was a correction to the wording of agenda item 12, as the Area Board would be asked consider the Community Asset Transfer to Southwick Allotments Association; not to Southwick Parish Council.</p>
2	<p><u>Apologies</u></p> <p>Apologies for absence were received from Mike Franklin of Wiltshire Fire &amp; Rescue Service, Doug Ross of Trowbridge Community Area Future, Colin Kay of Trowbridge Community Area Future, Michael Hudson, Service Director and Rachel Efemey, Community Area Manager.</p>
3	<p><u>Minutes</u></p> <p><b><u>Decision</u></b>  <b>The minutes of the meeting held on Thursday 12 July 2012 were agreed a correct record and signed by the Chairman.</b></p>
4	<p><u>Declarations of Interest</u></p> <p>The Chairman declared a non pecuniary interest in Item 8(a)(i) as he was a member of the management committee of the Trowbridge Sea Cadet Unit. The Chairman announced that he would leave the room and not participate during that item.</p> <p>Councillors Graham Payne, Jeff Osborn, John Knight, Peter Fuller, and Helen Osborn all declared general, non-pecuniary interests in Trowbridge Town Council issues due to being members of the Town Council.</p> <p>Councillor Fuller also declared non pecuniary interests in Items 8 (a) (ii), (iv), (v) and (vi).</p>
5	<p><u>Chairman's Announcements</u></p> <p>The Chairman drew attention to a number of announcements that were contained within the agenda for information.</p> <p>The Chairman also advised that a petition of 302 signatures had been received which highlighted concern about speeding on Wiltshire Drive and poor traffic</p>

	<p>conditions at the junction of Wiltshire Drive and Drynham Road. The petition had been passed to Democratic Services and would be considered at the next meeting of the Trowbridge Community Area Transport Group.</p>
6	<p><u>Partner Updates</u></p> <p>Updates from partners were received as follows:</p> <ul style="list-style-type: none"> <li data-bbox="363 528 1490 853"> <p><b>i. Wiltshire Police</b>  The written update was received and noted. The Chairman welcomed Sergeant Dave Hobman to the meeting. In response to a query regarding the development of a new Street Watch Scheme at Studley Green, Sergeant Hobman undertook to look into this and report back. Sergeant Hobman also advised that the Police were able to offer advice regarding marking and protecting property and possessions. He advised anybody concerned to contact their local Beat Manager or Police Community Support Officer.</p> </li> <li data-bbox="363 898 1490 1111"> <p><b>ii. Wiltshire Police Authority</b>  Joy Hillyer of the Wiltshire Police Authority gave a brief report on the new Police and Crime Commissioner. The elections for a single Police and Crime Commissioner for Wiltshire and Swindon would take place on 15 November, and people were encouraged to vote. The existing Wiltshire Police Authority would be abolished on 22 November.</p> </li> <li data-bbox="363 1155 1490 1402"> <p><b>iii. Wiltshire Fire and Rescue Service</b>  The written update was noted. There were no further updates.</p> <p>In response to a query regarding smoke alarms, it was agreed to seek assurance from the Fire and Rescue Service that work was still underway to encourage and install smoke alarms.  <b>Action: contact Wiltshire Fire &amp; Rescue Service to confirm this.</b></p> </li> <li data-bbox="363 1447 1490 1738"> <p><b>iv. NHS Wiltshire</b>  The written updates were noted. There were no further updates.</p> <p>Much concern was expressed that the NHS presentation at the previous Area Board meeting was confusing and the information presented was not very clear. The Chairman advised that he had been in contact with the NHS and asked that they return to a meeting of the Area Board in the New Year to provide clearer, more up to date information.</p> </li> <li data-bbox="363 1783 1490 1962"> <p><b>v. Trowbridge Community Area Future (TCAF)</b>  The written update was noted. Tracy Sullivan reported that the TCAF AGM would be taking place on 24 September at Trowbridge Town Hall, and people were encouraged to attend. Tracy also highlighted the Trowbridge Arts Festival that was taking place from 14 to 30 September.</p> </li> </ul>

	<p><b>vi. Town and Parish Councils</b>  Gaynor Polglase reported on behalf of the Parish Councils Liaison Group that they had received an update on the Bath Cleveland Bridge weight restriction at the last meeting.</p> <p>Following objections lodged by Wiltshire Council, Somerset County Council and the Highways Authority, an appeal into the matter would be heard by the Department for Transport and a decision expected in the New Year.</p> <p><b>vii. Community Area Young Peoples' Issues Group (CAYPIG)</b>  The CAYPIG thanked the Area Board for supporting the skate park lighting, which was hoped would begin being installed in November. A petition was also being developed regarding the possibility of a half-pipe at Studley Green.</p> <p>Young people from Seymour had identified various issues in Trowbridge Park and were unsure of whom to raise these with. Issues in the park included defective floodlights, damaged tarmac, and the desire for a youth shelter and the need for the pitches to be levelled.</p> <p>It was also reported that the CAYPIG would be holding an information/awareness raising event on 7 November regarding the new Youth Advisory Group.</p> <p>Councillor Jeff Osborn advised that the park was the responsibility of Wiltshire Council and requested that a meeting between Wiltshire Council (Tim Woolford, Streetscene Manager) and the CAYPIG be facilitated in order to address these concerns.  <b>Action: meeting to be set up between Wiltshire Council and CAYPIG.</b>  <b>Action: Letter to be sent to Jane Scott regarding the possible asset transfer of the Town Park to Trowbridge Town Council.</b></p> <p><b>viii. Community Groups</b>  A briefing from Wiltshire Involvement Network was received and noted.</p>
7	<p><u>Outside Body Updates</u></p> <p>Updates from Outside Bodies were received as follows:</p> <p><b>i. Transforming Trowbridge</b>  Councillor Jeff Osborn expressed concern raised at a previous meeting regarding the potential 'gagging order' being imposed on members of Transforming Trowbridge. A letter had been written expressing the Area Board's concern, but a reply was yet to be received.  <b>Action – chase a response to the letter.</b></p> <p>It was noted that the development on St Stephen's Place had now</p>

	<p>entered the construction phase, and an appeal had been lodged by the owners of the Bowyers site; Prorsus. It was anticipated that the hearing for the appeal would take place from the end of January to the beginning of February 2013.</p> <p><b>ii. Collaborative Schools</b>  Councillor Helen Osborn highlighted the bandstand and mosaic in the park, and reported that it was hoped to hold a celebratory event on 28 September.</p> <p>Councillor Helen Osborn expressed her disappointment that the last two meetings of Collaborative Schools had been cancelled at short notice, and advised that she wished to resign as the Area Board’s rep to this group.  <b>Action – investigate what is happening with the meetings of Collaborative Schools.</b></p> <p>Tracy Sullivan of TCAF advised that she attended the meetings and was happy to report back to the Area Board.</p> <p><b>iii. Trowbridge Shadow Community Operations Board (COB)</b>  The update report from the Shadow COB was received and noted.</p> <p>Councillor Peter Fuller highlighted that the next step in the process was to allow a bit more time in order to increase responses from 18-25s and over 60s, as these two age groups were currently under-represented in the consultation.</p> <p>Councillor Fuller thanked the members of the Shadow COB, Rachel Goff from the Transformation Team and TCAF for their help and hard work to date.</p> <p>It was suggested that the Town Hall could provide suitable space for many of the services that would potentially be delivered from the Campus.</p>
8	<p><u>Funding</u></p> <p><b><u>Community Area Grants</u></b></p> <p>Councillor Knight declared non pecuniary interests in Items 8(v) and 8(vi) and advised that he would remain in the room for these items, but would not participate in the debate or vote.</p> <p>The Area Board considered the following applications to the Community Area Grant Scheme:</p>

i. Trowbridge Sea Cadet Unit

*The Chairman left the room due to a non pecuniary interest. The Vice Chairman, Councillor Ernie Clark, took the Chair for this item.*

The sum of £5,000 was requested to purchase a minibus.

**Decision**

**The Area Board awarded the sum of £5,000 to Trowbridge Sea Cadet Unit to purchase a minibus on condition that the other funding needed to purchase the vehicle was raised.**

***Reason: The application met the Community Area Grant Criteria 2012/13 and demonstrated links to the Trowbridge Community Area Plan.***

*The Chairman returned to the room and was back in the Chair.*

ii. Trowbridge Town Council

The sum of £5,000 was requested to run an Active Sports and Play Festival.

**Decision**

**The Area Board awarded the sum of £5,000 to Trowbridge Town Council to run an Active Sports and Play Festival.**

***Reason: The application met the Community Area Grant Criteria 2012/13 and demonstrated links to the Trowbridge Community Area Plan.***

iii. Wiltshire People First

The sum of £500 was requested for an Oral History and DVD project about the lives of people with learning difficulties.

**Decision**

**The Area Board awarded the sum of £500 to Wiltshire People First for an Oral History and DVD project about the lives of people with learning difficulties on condition that the match funding was raised.**

***Reason: The application met the Community Area Grant Criteria 2012/13 and demonstrated links to the Trowbridge Community Area Plan.***

iv. Trowbridge Town Football Club

The sum of £1,000 was requested to purchase a mower.

**Decision**

**The Area Board awarded the sum of £1,000 to Trowbridge Town Football Club to purchase a mower.**

***Reason: The application met the Community Area Grant Criteria 2012/13 and demonstrated links to the Trowbridge Community Area Plan.***

	<p>v. <u>Trowbridge Town Team</u> The sum of £1,000 was requested to run a Dickensian Market.</p> <p><b><u>Decision</u></b> The Area Board awarded the sum of £500 to Trowbridge Town Team to run a Dickensian Market on condition that the match funding was raised. <b><i>Reason: The application met the Community Area Grant Criteria 2012/13 and demonstrated links to the Trowbridge Community Area Plan.</i></b></p> <p>vi. <u>Trowbridge Town Team</u> The sum of £5,000 was requested to purchase umbrellas for a new Trowbridge Market.</p> <p><b><u>Decision</u></b> The Area Board awarded the sum of £5,000 to Trowbridge Town Team to purchase umbrellas for a new Trowbridge Market on condition that the match funding was raised. <b><i>Reason: The application met the Community Area Grant Criteria 2012/13 and demonstrated links to the Trowbridge Community Area Plan.</i></b></p> <p><b><u>Small Grants</u></b></p> <p>The Area Board considered the following applications to the Small Grants Scheme:</p> <p>i. <u>Seymour TARA Community Hub</u> The sum of £350 was requested to purchase relaxed seating for the Hub.</p> <p><b><u>Decision</u></b> The sum of £350 was awarded to Seymour TARA Community Hub for relaxed seating for the Hub. <b><i>Reason: The application met the Small Grants Criteria.</i></b></p> <p>ii. <u>Bradley Gardens Residents Association</u> The sum of £200 requested to run a Halloween event.</p> <p><b><u>Decision</u></b> The sum of £200 was awarded to Bradley Road Residents Association to run a Halloween event. <b><i>Reason: The application met the Small Grants Criteria.</i></b></p>
9	<p><u>Youth Advisory Groups</u></p> <p>This item was deferred to a future meeting of the Area Board pending further</p>

	<p>information regarding the future of the Youth Service and the Youth Advisory Groups.</p> <p>Siobainn Chaplin advised that the Trowbridge Community Area Young Peoples' Issues Group (CAYPIG) would be replaced by a Youth Advisory Group (YAG), with various sub-groups feeding into it. An event would take place on 7 November to develop the YAG further.</p>
10	<p><u>Housing Need and Review of Wiltshire's Housing Allocations System</u></p> <p>Nicole Smith, Head of Strategic Housing, gave a presentation on housing need in the Trowbridge Community Area, and the current review of Wiltshire Council's housing allocations system.</p> <p>Trowbridge Community Area had a population of 41,270; 60% of which was made up of working-age people. The median house price in the Trowbridge Community Area was £155,000. The majority of housing in the area was owner occupied, at 65.5%, with 18.1% being social housing.</p> <p>There were currently a total of 17,088 households on the housing register for Wiltshire, and 2,103 had indicated a preference of Trowbridge Community Area as their first choice. The main requirement was the need for one-bedroom accommodation.</p> <p>The Localism Act 2011 introduced amendments to Part 6 of the Housing Act. It provided new freedoms to set the rules determining which categories of applicants qualified for social housing. Factors that could be taken into consideration included:</p> <ul style="list-style-type: none"> <li>• Local connection</li> <li>• Exclusions or reduced preference</li> <li>• Under-occupation / Foster carers</li> <li>• Households in work or seeking work / training</li> <li>• Identified housing need.</li> </ul> <p>The Chairman thanked Nicole for the presentation, and the following points arose in the discussion that ensued:</p> <ul style="list-style-type: none"> <li>• Concern was expressed at the high level (sometimes 40%) of new affordable housing that was being allocated to Polish nationals. Nicole advised that the Council could not, by law, exclude people based on ethnicity or nationality and that the system was based purely on housing need.</li> <li>• Affordable housing was a scarce resource and the 'open register' system raised people's expectations. With this view it was suggested that people should be expected to have an established housing need in order to be placed on the housing register.</li> <li>• It was suggested that there were a lot of empty living spaces above</li> </ul>

	<p>shops that could be utilised more efficiently. Nicole advised that Wiltshire Council now had a full time Empty Homes Officer who was looking at all options for bringing empty homes back into use and it was a priority to make use of existing stock.</p> <ul style="list-style-type: none"> <li>• It was recognised that there were a lot of older people households living in properties that were larger than required. The Localism Act had not helped with this as the new under-occupation penalties were only applicable to households of working age. It was noted, however, that older people did always wish to move home so late in life, but the Council was working with housing providers to assist those that did.</li> <li>• Priority was expressed for applicants with a local connection or who worked locally. Exclusions were supported for those without an identified housing need, or who had been found guilty of anti-social behaviour or rent arrears.</li> </ul> <p>The Chairman thanked Nicole for such a useful and interesting presentation.</p>
11	<p><u>Peter Black Site</u></p> <p>The Area Board received and noted the report from the Enforcement Team regarding the progress of investigations into remedying the poor conditions of the former Peter Black site on Mortimer Street in Trowbridge.</p> <p>Stephen Hawkins, Enforcement Team Leader (Development Control), reported that Wiltshire Council had been in communication with the official receiver of the company and they were obtaining quotations to carry out the works that the Council had recommended. It was expected to take up to 4 weeks to receive the outcome of this.</p> <p>If a voluntary solution was not reached, the Council would need to investigate whether formal action would be appropriate. The preferred option may be to demolish the buildings.</p> <p>An update would be provided to the Area Board at its meeting in November.</p>
12	<p><u>Community Asset Transfer - Southwick Allotments</u></p> <p>The Area Board considered a report regarding an application for the transfer of the Old Allotment Site, the Old Cattle Shed and New Allotment Site at Southwick Country Park to Southwick Allotments Association in accordance with Wiltshire Council's Community Asset Transfer Policy.</p> <p>Donal Casey, Senior Surveyor, circulated a site plan and recommended the approval of the transfer of the Old Allotment Site and the Old Cattle Shed only, subject to the matters referred to in the report.</p> <p><b><u>Decision</u></b>  <b>The Area Board approved the transfer of the Old Allotment Site and the Old Cattle Shed to Southwick Allotments Association.</b></p>

	<p><b><i>Action: It was enquired what would happen with the New Allotment Site, and the Chairman undertook to report this information back.</i></b></p>
13	<p><u>Trowbridge Town Hall</u></p> <p>Tracy Sullivan circulated some proposed plans for the improvement of the Trowbridge Town Hall and provided an update on progress with the Town Hall Trust.</p> <p>Whilst the plans were in the development stage, there was lots of work being done to promote and use the Town Hall, including a Heritage Day which had taken place recently, and had successfully attracted more than 180 people.</p> <p>There were further opportunities to visit the Town Hall on both 15 and 29 September, and people were encouraged to attend and share their thoughts and memories about their experiences with the Town Hall.</p>
14	<p><u>Visiting Cabinet Representative</u></p> <p>Councillor Stuart Wheeler, Cabinet Member for Campus Development &amp; Culture (including Leisure, Sport &amp; Libraries), provided an update on campus development in the Trowbridge Community Area.</p> <p>The Campus development programme was well underway, with the first three campuses in Corsham, Salisbury and Melksham all progressing well into or near to the construction phases. The next five; Pewsey, Calne, Cricklade, Tisbury and Royal Wootton Bassett were also progressing very well.</p> <p>All of the campuses were very different in their design, location and services they would offer, because all of these factors were determined by local public consultation. The Trowbridge Shadow Community Operations Board (Shadow COB) had recently begun phase one of its public consultation, the results of which would help to shape the proposals for a campus for the Trowbridge Community Area.</p> <p>Once the consultation phase was concluded and proposals approved by the Area Board, the details for the campus would enter the design stage. At present it was not possible to say where the campus would be located or when it would be constructed, as this would be determined by the consultation.</p>
15	<p><u>Any Urgent Business, Forward Plan and Close</u></p> <p>The Chairman thanked everyone for attending the meeting.</p> <p>The next meeting of the Trowbridge Area Board would take place on Thursday 15 November 2012, 7pm at County Hall, Trowbridge.</p>