

## **Town Council Report to Area Board May 2013**

### **Councillors**

The Councillors elected to Trowbridge Town Council for the period May 2013 – May 2017 are:

<b>Trowbridge Adcroft</b>	Cllr Anne Ball (LIBDEM)	Cllr Nick Blakemore (LIBDEM)* Cllr Linda Self (LIBDEM)
<b>Trowbridge Central</b>	Cllr Clive Blackmore (LIB DEM)	Cllr John Knight (LIB DEM)* Cllr Stewart Palmen (LIBDEM)
<b>Trowbridge Drynham</b>	Cllr David Halik (CON)	Cllr Deborah Halik (CON) Cllr Graham Payne (CON)*
<b>Trowbridge Grove</b>	Cllr Jeff Osborn (IND)*	Cllr Geoff Whiffen (CON) VACANT
<b>Trowbridge Lambrok</b>	Cllr Chris Beaver (LIBDEM)	Cllr Bob Brice (LIBDEM) Cllr Helen Osborn (IND)*
<b>Trowbridge Park</b>	Cllr Glyn Bridges (LIB DEM)	Cllr Rollie Cleere (LIBDEM) Cllr Peter Fuller (CON)
<b>Trowbridge Paxcroft</b>	Cllr Roger Andrews (LIBDEM)	Cllr Andrew Bryant (LIBDEM) Cllr Derek Coop (CON)

*\*Wiltshire Councillor*

### **1. POLICY**

The Town Council's written policies mainly relate to management and administration of the council's business, in addition the council has a Strategy which is reviewed in line with council term of office. A new Trowbridge Town Council Strategy will be developed during the first six months of this new council year. Other policy responses to Wiltshire Council, National Govt. and others are generally considered by the Policy & Resources Committee. Copies of written policies are available from the Council Secretary.

**1.1 Data Transparency** – The government has indicated that it wishes to extend regulations to town and parish councils, requiring us to publish information on our web-site about our expenditure. I responded to the government consultation following the resolution at the last meeting. We await the outcome.

**1.2 General Power of Competence** – This was introduced in 2011/12 and allows eligible parish and town councils to do anything which a member of the public is allowed to do in law, rather than only those powers specifically given to councils. In accordance with The Parish Council (General Power of Competence)(Prescribed Conditions) Order

2012; Trowbridge Town Council is able to re-confirm that it meets the criteria necessary for it to re-adopt the General Power of Competence at the Annual Council Meeting, namely that:

- (a) The number of members of the council that have been declared to be elected, whether at ordinary elections or at a by-election, is equal to or greater than two-thirds of the total number of members of the council;
- (b) The clerk to the council holds the Certificate in Local Council Administration; and
- (c) The clerk to the council has completed the relevant training.

And therefore it is **RECOMMENDED that the council re-adopts the General Power of Competence** at the Annual Council meeting on 14<sup>th</sup> May 2013.

## **2. FINANCE**

The Town Council receives the majority of its income via the Council Tax. Our 'precept' is issued to Wiltshire Council (the billing authority) in January each year, following agreement of the town council's budget at the January meeting. The Town Council Band D Council Tax charge for 2013/14 is £122.63, which is lower than many other towns in Wiltshire. From 2013 we also receive top up funding from Wiltshire Council as part of the localisation of Council Tax Benefit. Our other income comes from grants and charges made for the services we provide. Financial management and personnel are the responsibility of the Head of Corporate Services, Richard Mills who is the council's designated Responsible Finance Officer (RFO). At the extraordinary meeting in June the council will be asked to approve the annual accounts for 2012-13.

- 2.1 Local Gov't Act S150(5), Orders For Payment** – We are awaiting confirmation of repeal of the requirement that all orders for payment (cheques) are signed by two councillors and new arrangements from The Dept. of Communities and Local Govt. (DCLG). We are considering arrangements for the introduction of electronic banking in advance of the changes.

## **3. PERSONNEL**

An organisation chart of council staff can be accessed on the web-site.

- 3.1 Recruitment** – There have been a few changes to our Sports Coaching team recently. Tom Gailey and Ben Deadman have left the team and joining are Jason Henley, Scott Williams, Imraj Heer and Edward Cooper.

- 3.2 Investors In People** – The Town Council has been accredited for a number of years and officers will be recommending that the council seeks reaccreditation for a further three year period during 2013. The assessment is provisionally scheduled for late September. The Town Clerk's Review Panel (appointed by P&R) will meet in early July to set targets in line with the Council Strategy, these will be cascaded through the team during the annual appraisal process in July and August prior to the assessment.

## **4. SERVICES**

**4.1 Museum & Tourism** – The next committee meetings are 28<sup>th</sup> May and 10<sup>th</sup> September. Museum Curator, Clare Lyall leads the team at the Museum. In 2013 we will be progressing our project to move the museum to a Bigger, Bolder and Better location at Courtfield House, close to the Town Park, part of the town's Cultural Quarter. We are currently in negotiations with the current owner regarding the transfer of the property to the Friends of Trowbridge Museum. Clare is also responsible for ensuring the council supports the promotion of tourism. Along with the Arts Festival we are partners of Visit Wiltshire.

**4.1.1 Education:** Our education team provide services for visiting school groups and also other organisations seeking to learn more about the history of West of England woollen cloth production and the history of Trowbridge.

**4.1.2 Exhibitions: Rich & Rare** - The current exhibition focuses on rare and unique items from our collection relating to the important local cloth industry; it runs until the 3<sup>rd</sup> August.

**4.1.3 Textile & Weaving Festival 2013** - 17<sup>th</sup> August – 16<sup>th</sup> November, - to celebrate the 5<sup>th</sup> anniversary there will be *A Quintet of Quality Quirky, and Quaint Quilts* produced by local groups. The project also involves working with Bath Spa University, Wiltshire College and local textile artists. There will be a '*Fleece to Fabric*' event and free craft activities for all.

**4.1.4 Cloth Road 2014** - The Exhibition & Arts Officer is working with artists to get involved in the project. Saturday 3<sup>rd</sup> May – 27<sup>th</sup> September 2014.

**4.1.5 Trowbridge Arts Festival** - 19<sup>th</sup> October - 2<sup>nd</sup> November. Paul Workman would like schools/groups to produce 20 medals inspired by Pitman for the 200<sup>th</sup> anniversary.

**4.2 Leisure Services** - The next committee meetings are 28<sup>th</sup> May and 23<sup>rd</sup> July. The committee provides a range of sports activities with schools under our 'Active Trowbridge' brand and also works in partnership with Wiltshire Council's Youth Service. Leisure Services Manager is Hayley Bell.

**4.2.1 Sports Festival** – FREE event in the park on Saturday 8<sup>th</sup> June. Activities for all.

**4.2.2 Fun Days** – will be held during half term and the main summer holidays at Walwayne Court, John of Gaunt and Newtown Schools.

**4.2.3 Roadshow** – FREE in various locations around the town during the Summer Holidays.

**4.3 Direct Services** – The next committee meetings are 4<sup>th</sup> June and 27<sup>th</sup> August. Other services are grouped together in this department, led by Head of Direct Services, Bill Austin. Outdoors we provide Neighbourhood Services including Trowbridge In Bloom. Community Development work including event support and the Civic Centre, managed by Karl Buckingham with Claire Williams looking after Customer Services.

**4.3.1 Trowbridge In Bloom** – We were awarded Gold in 2011 and 2012 and will be entering the main competition again in 2014. We have also been chosen to host the main SW awards event in September 2014.

## **5. MARKETING, PROMOTION & EVENTS**

The Town Council organises a series of events both in the Civic Centre and also in the Park, Fore Street and around the town. These are promoted in the press and our newsletter, a list of events is provided separately. We also support other events with grants and staff time. The Lion's May Fayre in Fore Street on Saturday 4<sup>th</sup> May was supported by the Town Council and an opportunity for councillors to meet the public immediately following the elections. Our marketing activity is coordinated by the TIC staff and the Museum Curator.

**5.1 Newsletter** – The May newsletter will be incorporated into the Trowbridge Magazine; further editions will be published this way in July, September and November.

**5.2 Calendar of Events (please see copy attached)**

**5.3 Website** – The Town Council web-site [www.trowbridge.gov.uk](http://www.trowbridge.gov.uk) aims to provide information about all council activities and services as well as links to other web-sites in the town. Our other web-sites are: [www.trowbridgecivic.co.uk](http://www.trowbridgecivic.co.uk) for information about the Civic Centre and events and activities & [www.trowbridgemuseum.co.uk](http://www.trowbridgemuseum.co.uk) for the Museum. Links to other websites relating to Trowbridge are provided on the main town council site, particularly in the Partnership tab.

**6. TOWN DEVELOPMENT** – Committee meetings 21<sup>st</sup> May, 11<sup>th</sup> June, 2<sup>nd</sup> and 23<sup>rd</sup> July. The Town Development committee considers all applications for planning permission in the town received by Wiltshire Council.

**6.1 Transforming Trowbridge** – [www.transformingtrowbridge.org.uk](http://www.transformingtrowbridge.org.uk) This is a partnership established by Wiltshire Council to support the regeneration of the town centre and is leading on development of a Masterplan.

**St Stephens Place** – work is progressing on site, to schedule to provide a 7-screen ODEON cinema, 80-bed Premier Inn, Prezzo, Nando's and 4 other restaurant units.

**Cradle Bridge** – Former Peter Black site is for sale, Wiltshire Council are working towards securing demolition of the buildings prior to opening of the cinema.

**Bowyers** – Alternative application for Morrisons supermarket, petrol station etc. has received permission and sign off from the Secretary of State.

**County Hall Remodelling.** The refurbishment of Old County Hall continues.

**6.1.1 Masterplan** – Arup are progressing this work, jointly funded by WC and the Homes and Communities Agency. It will be incorporated into the wider Core Strategy.

## 6.2 Housing – The following major sites are under construction.

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

**H11 Castle Mead** off Green Lane, Persimmon and Charles Church 650 houses for sale.

**H8d Brook Meadow**, Paxcroft, Barratt and Taylor Wimpey 150 houses for sale, including the new foot/cyclepath from Paxcroft Mead to Ashton Street, which is now open, giving access to the town centre for Paxcroft Mead for the first time.

**H8c The Pastures** off Parsonage Way, Abbey New Homes 180 starting soon.

**St James' Gardens** off Union Street, Newland Homes 75 houses for sale.

**Broad Street** PFI site for social housing now commenced.

**York Buildings** PFI site for social housing now commenced.

## 6.3 Wiltshire Core Strategy – The Examination in Public commenced at the Civic Centre, on Tuesday 7<sup>th</sup> May and lasts until 19<sup>th</sup> July. The Trowbridge issues day has been re-scheduled for Wednesday 10<sup>th</sup> July. The Town Clerk will represent the Town Council, with specific issues around the allocation of a new secondary school site in the area and the Masterplan for the redevelopment of the town centre.

**6.3.1 Waste and Minerals Plan** – These Plans are developed jointly by Wiltshire Council and Swindon Borough Council. The Waste Site Allocations Plan was adopted in March 2013. Apart from the Canal Road Recycling Centre this does not directly impact upon Trowbridge.

## 6.4 Community Infrastructure Levy (CIL) – [www.wiltshire.gov.uk/wiltshire-preliminary-draft-charging-schedule](http://www.wiltshire.gov.uk/wiltshire-preliminary-draft-charging-schedule) Wiltshire Council is in the process of introducing a CIL schedule for Wiltshire, which is expected to be introduced in line with the adoption of the Core Strategy in 2014. The draft plan proposes a levy of £70/m<sup>2</sup> for residential property, student accommodation and hotels and £175/m<sup>2</sup> for large format retail including supermarkets. CIL will not apply to any developments which have substantive planning permission prior to its introduction. CIL replaces Town & Country Planning Act Section 106 contributions (S106) funding for most infrastructure. The government has introduced a statutory instrument to parliament which will determine the proportion of the CIL which must be offered to parish and town councils. This is 25% for parishes with a Neighbourhood Plan and 15% (limited to £100 per existing household per annum in the parish) for parishes without a Neighbourhood Plan. In relation to Trowbridge; the £100 per household is not relevant as this would be in excess of £1million per annum. If 100 houses were built, each averaging 50m<sup>2</sup> the total CIL would be £350,000 and the town council would receive £52,500 (or £87,500 if a neighbourhood plan were in place).

## 6.5 Infrastructure Delivery Plan - Items included in the Infrastructure Delivery Plan (IDP) will be funded by the CIL. The Town Council will need to consider the IDP to ensure that items required by the community are included. Such items would include; allotments, cemetery, play areas, highways, cycle routes and sports pitches, for which some money from developers through Section 106 contributions is already available. The IDP should be reviewed by Wiltshire Council on an annual basis.

**7. PARTNERSHIP** – The Town Council works in partnership with a range of organisations providing services to the Trowbridge community.

**7.1 Wiltshire Council**

**7.1.1 Stallard Recreation Ground** – This is owned by Wiltshire Council.

**a. Changing Rooms** – Permission was granted for a facility on Innox Rd. This is now being progressed, with a contribution from the Town Council. Ground clearance is expected to commence soon and construction, once the Football Foundation Grant has been approved.

**b. Lighting and Fencing** – Extension of the fencing has been completed and lighting installed to operate 16:00-21:00. Undertaken by the Town Council and funded by S106.

**7.1.2 Enterprise Wiltshire** – [//theenterprisenetwork.co.uk/](http://theenterprisenetwork.co.uk/) I attended a meeting on 11<sup>th</sup> April at the Civic Centre. One major project has been the establishment of an Enterprise Centre business start-up facility at Ascot Court on the White Horse Business Park.

**7.1.5 Trowbridge Shadow Community Campus Operations Board** – They have completed their initial consultation on proposed activities for a campus. A second consultation on potential locations is expected later this year.

**7.2 Wiltshire Association of Local Councils (WALC)** – [www.wiltshire-alc.org.uk](http://www.wiltshire-alc.org.uk) provides training and support to parish and town councils, linked to the National Association of Local Councils (NALC). The council pays a membership fee to both organisations.

**7.3 Trowbridge Initiative** – A group working to support the vitality of the town centre. Marketing is one of their key aims. The VISIT Trowbridge leaflet has been produced and is now in circulation. The SHOP Trowbridge leaflet is in production. The initiative is also looking to work with the Town Council in the future on the provision of improved signage around the town centre and from key arrival points.

**7.6.1 Markets** – The weekly market started on 27<sup>th</sup> March as a partnership between Wiltshire Council and the Town Team (A Community Interest Company and the operational arm of the Initiative). The umbrellas have been purchased by the Town Council using the money provided by the DCLG and Area Board. They will also be running Saturday themed markets on the fifth Saturdays in 2013: Armed Forces Day 29<sup>th</sup> June, Food Festival 31<sup>st</sup> August and Christmas Lights 30<sup>th</sup> November. Wiltshire Farmers Market has changed each month to two Fridays.

**7.4 Fairtrade** – Latest newsletter circulated recently, announcing that they have successfully been reaccredited for the town. The Civic Centre provides Fairtrade Tea & Coffee and will in future provide a Fairtrade food option via the contract caterers.

**7.5 NHS** - The planning application for the new **Bradcroft surgery** was considered by the Town Development Committee with no objection, subject to improved pedestrian access and inflation increase in the S106 contribution to cricket facilities. It has now been granted permission by Wiltshire Council.

**8. PROJECTS** – The Town Council undertakes a number of projects, often involving capital expenditure, aimed to improve our services and community facilities.

- 8.1 MUSEUM RELOCATION** - We have appointed a consultant to assist with grant applications. Securing the alternative property is progressing and a meeting with the HLF held in Exeter recently. Our Arts Council Grant has also been confirmed. English Heritage and the Architectural Heritage Fund have also visited and are supporting the project.
- 8.2 SPORTS PITCHES** – We are progressing with the purchase of 5 acres adjacent to the new Rugby Club Ground at Devizes Road, which will be funded from developer contributions (£106) via Wiltshire Council.
- 8.3 ASSET TRANSFER**  
**TOWN PARK** – We are progressing the transfer with solicitors.  
**ALLOTMENTS** – We are progressing the transfer with solicitors.

## **9. CIVIC & DEMOCRATIC ACTIVITIES**

**9.1 Twinning** - The town is twinned with Leer in Germany, Charenton in France, Elblag in Poland (jointly with Bradford, Melksham, Warminster and Westbury) and Oujda in Morocco. The council makes a small contribution to each association annually.

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

Tuesday 14 <sup>th</sup> May	Annual Council Meeting
Tuesday 21 <sup>st</sup> May	Town Development (5 weeks of applications to consider)
Tuesday 28 <sup>th</sup> May	Museum & Tourism 6:30pm
Tuesday 28 <sup>th</sup> May	Leisure Services
Tuesday 4 <sup>th</sup> June	Direct Services
Tuesday 11 <sup>th</sup> June	Town Development
Tuesday 18 <sup>th</sup> June	NO MEETING
Tuesday 25 <sup>th</sup> June	Extra Full Council – sign off accounts
Tuesday 25 <sup>th</sup> June	Policy & Resources
Tuesday 2 <sup>nd</sup> July	Town Development

**Lance Allan**  
**Town Clerk**

**Trowbridge Town Council,  
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**[www.trowbridgecivic.co.uk](http://www.trowbridgecivic.co.uk)**

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



## CALENDAR OF EVENTS

<b>MAY</b>		
<b>Thursday 2<sup>nd</sup></b>	<b>Town Council and Wiltshire Council elections</b>	<b>Civic Centre</b>
<b>Saturday 4<sup>th</sup></b>	<b>Lions' May Fayre</b> The Town Council stand will be present. This will be your first opportunity to meet the new councillors following the elections.	<b>Fore Street</b>
<b>Tues 28 to Fri</b>	<b>Active Trowbridge Fun Days</b>	<b>Walwayne Court Sch'l</b>
<b>Tuesday 28<sup>th</sup> to Friday 31<sup>st</sup></b>	<b>Half-term activities include; lino cutting &amp; press printing relating to Blossom Day; part of the Apple Festival.</b>	<b>Trowbridge Museum</b>
<b>Thursday 30<sup>th</sup></b>	<b>FLEECE TO FABRIC event £2.50 adults £1.50 children 10am – 4pm</b>	<b>Courtfield House</b>
<b>JUNE</b>		
<b>Sunday 2<sup>nd</sup></b>	<b>Big Lunch, part of the Apple Festival</b>	<b>Courtfield House</b>
<b>Saturday 8<sup>th</sup></b>	<b>Sports Festival 11am – 4pm Fun for all and FREE</b>	<b>Town Park</b>
<b>Sat 29 &amp; Sun 30</b>	<b>Wiltshire Armed Forces &amp; Veterans Weekend</b>	<b>Town Park</b>
<b>Saturday 29<sup>th</sup></b>	<b>TOWN TEAM Vintage Market – FREE PARKING in Wiltshire Council Car Parks</b>	
<b>Saturday 29<sup>th</sup></b>	<b>MOTOWN disco night at the Civic</b> <a href="http://www.trowbridgecivic.co.uk/event/Live+at+the+Civic+MOTOWN">www.trowbridgecivic.co.uk/event/Live+at+the+Civic+MOTOWN</a>	<b>£6 ticket</b>
<b>JULY</b>		
<b>Sunday 14<sup>th</sup></b>	<b>TIB Summer Open Gardens</b>	<b>1 – 5pm</b>
<b>July</b>	<b>TIB competition judging and SW in Bloom Judging Day</b>	
<b>Sat 13 &amp; Sun 14</b>	<b>CREATIVITY Craft Fair</b>	<b>Civic Centre</b>
<b>Sunday 21<sup>st</sup></b>	<b>Civic Service 6.30pm</b>	<b>St James' Church</b>
<b>Thurs 25 – Fri 9 August</b>	<b>Active Trowbridge Fun Days</b>	<b>Walwayne Court School</b>
<b>AUGUST</b>		
<b>Mon 12 – Fri 16</b>	<b>Active Trowbridge Fun Days</b>	<b>John of Gaunt School</b>
<b>Mon 19 – Fri 30</b>	<b>Active Trowbridge Fun Days</b>	<b>Newtown School</b>
<b>Saturday 17<sup>th</sup></b>	<b>5<sup>th</sup> Textile and Weaving Festival opens</b>	<b>to 16 Nov</b>
<b>Sunday 18<sup>th</sup></b>	<b>Carnival Soap Box Derby</b>	<b>Castle Street</b>
<b>Saturday 31<sup>st</sup></b>	<b>TOWN TEAM Food Fest</b>	<b>Fore St &amp; Town Park</b>
<b>SEPTEMBER</b>		

# Trowbridge Town Council

May 2013 Report to Area Board

Working with the Community

<b>Saturday 7<sup>th</sup></b>	<b>Carnival Country Fayre</b> The Town Council stand will be present, councillors should advise Trish of their availability to assist	<b>Trowbridge Park</b>
<b>Saturday 7<sup>th</sup></b>	<b>TIB Home Produce Fayre</b>	<b>Fore Street 10 – 2pm</b>
<b>Tuesday 24<sup>th</sup></b>	<b>Trowbridge in Bloom Awards Evening</b>	<b>Civic Centre</b>
<b>OCTOBER</b>		
<b>Fri 18 to Sat 2 November</b>	<b>Trowbridge Arts Festival</b>	
<b>Saturday 19<sup>th</sup></b>	<b>Trowbridge Carnival Procession</b>	
<b>Friday 25<sup>th</sup></b>	<b>New ODEON CINEMA due to open</b>	<b>St Stephen's Place</b>
<b>29 -1 November</b>	<b>October Half-term holiday activities</b>	<b>Trowbridge Museum</b>
<b>Mon 28 to Tues 5 November</b>	<b>Active Trowbridge Fun Days</b>	<b>Walwayne Court School</b>
<b>NOVEMBER</b>		
<b>Saturday 30<sup>th</sup></b>	<b>Christmas Craft &amp; Community Fayre</b>	<b>Civic Centre</b>
<b>Saturday 30<sup>th</sup></b>	<b>TOWN TEAM Victorian market</b>	<b>Fore Street</b>
<b>Saturday 30<sup>th</sup></b>	<b>Christmas Lights Switch On followed by Shoppers Carol Service at St James' Church. Late night shopping to 7pm</b>	<b>Fore Street</b>
<b>Saturday 30<sup>th</sup></b>	<b>FREE PARKING in Wiltshire Council Car-parks</b>	
<b>DECEMBER</b>		
<b>Sat 7<sup>th</sup></b>	<b>Dickensian Christmas Experience opens</b>	<b>Trowbridge Museum</b>
<b>12<sup>th</sup> 13<sup>th</sup> &amp; 14<sup>th</sup></b>	<b>Winter Wonderland party nights at the Civic Centre</b>	
<b>Sunday 15/22/29</b>	<b>Sunday shopping in Trowbridge</b>	
<b>Wednesday 18<sup>th</sup></b>	<b>Late night shopping to 7pm.</b>	
<b>FEBRUARY 2014</b>		
<b>Mon 17 – Fri 21</b>	<b>Active Trowbridge Fun Days</b>	<b>Walwayne Court Sch'l</b>
<b>Sat 15<sup>th</sup> Feb</b>	<b>EXHIBITION – Popular Pitman &amp; Convivial Crabbe (to April 19<sup>th</sup>)</b>	<b>Trowbridge Museum</b>
<b>Tues 18 – Fri 21</b>	<b>Half-term holiday activities</b>	<b>Trowbridge Museum</b>
<b>MARCH</b>		
<b>Tuesday 4<sup>th</sup> March</b>	<b>Shrove Tuesday Pancake Races</b>	<b>Fore Street</b>