

Town Clerk's Report 8th January 2014 to Policy & Resources Committee 14th January 2014

1. POLICY

1.1 Community Governance Review – Wiltshire Council has agreed to commence the preliminary activities prior to undertaking a Community Governance Review, which they anticipate would be implemented in time for the 2017 elections. Wiltshire Councillors and parish and town councils have been asked to identify parishes which require consideration. The Town Council's previous report submitted to Wiltshire Council has been accepted as such a request. Similar requests have been made by Calne, Devizes, Melksham and Salisbury. If anyone would like a copy of the report please contact the Town Clerk.

2. FINANCE

2.1 Local Gov't Act S150(5), Orders For Payment – The measure is currently progressing through the required parliamentary consultation process. We are awaiting confirmation of the repeal of the requirement that all orders for payment (cheques) are signed by two councillors and new arrangements from government. We are considering arrangements for the introduction of electronic banking in conjunction with this, which would still include two councillors approving a list of payments prior to electronic payments being processed.

2.2 Budget and Precept Recommendation (AGENDA ITEM 7)

2.2.1 Revenue Expenditure Budgets - Each committee has considered their respective departmental and committee specific budget requirements for 2014/15 and presents these to the Policy & Resources Committee for consideration as follows:

Table 1 Revenue Expenditure Budgets 2014/15

Department/Committee	2013/14	2014/15	Diff.	£/person
Leisure Services	90,744	99,913	(£9,169)	£3.09
Civic Centre Management Board	66,369	65,301	£1,069	£2.02
Direct Services	353,804	383,011	(£29,207)	£11.86
Policy & Resources - Democratic	173,677	185,778	(£12,101)	£5.75
Policy & Resources - Mayor	11,680	11,680	£0	£0.36
Policy & Resources - Grants	28,800	33,900	(£5,100)	£1.05
Policy & Resources - Establishment	158,430	161,194	(£2,764)	£4.99
Policy & Resources - Loan Repayments	259,155	259,155	£0	£8.02
Museum and Tourism - Museum	149,057	149,112	(£55)	£4.61
Sub-TOTAL Revenue Expenditure	1,291,716	1,349,044	(£57,328)	£41.76

Details of the activities of each committee are provided in section 4 'SERVICES' below. The significant changes between 2013/14 & 2014/15 are; transfer of the Park, in Direct Services, for which we will receive £18,000 next year from Wiltshire Council, against an expected net cost of around £40,000 and additional pension costs from a higher employer contribution and more staff opting to stay in the pension scheme as a result of auto-enrolment.

The Policy & Resources Committee can approve these departmental revenue budgets, seek to reduce them or increase them, and if so, should either identify specific items of

saving/increased allocation or request that the committees reconsider their requests prior to consideration by Full Council. It would not be appropriate for the Policy & Resources Committee to approve these without making an appropriate precept recommendation to Full Council or allocation from reserves to fund these requirements.

2.2.2 Project Budgets - The Town Council has recently adopted a Council Strategy for the period 2013-2017, which identifies those areas which the council should seek to influence, work in partnership to achieve and deliver for the community. The Project Budget recognises these strategic priorities and allocates additional sums in the budget to contribute towards further investment in the town and the council's services as follows:

Table 2 Project Budgets 2014/15

Project	2013/14	2014/15	Diff.
Town Development - Projects	20,000	20,000	£0
Museum Project	25,000	25,000	£0
Recreational Project	8,000	8,000	£0
Sub-TOTAL Project Budgets	53,000	53,000	£0

Town Development Projects - In past years this fund has been used primarily to support street scene improvements in the town centre and other environmental improvements around the town. Last year we also invested, with support from others, in promotional material including the *Visit Trowbridge* and the *Shop Trowbridge* leaflets. We also supported the branding exercise, which is now progressing implementation of the DISCOVER Trowbridge brand and the feasibility study for the Business Improvement District and will in future be supporting a range of initiatives identified in the Strategy.

Museum Project - Councillor J Osborn specifically requested a report detailing the costs of the Museum Project and the savings which could be made by not pursuing, or by postponing the Museum Project. The Strategy says as follows:

3.1 MUSEUM EXPANSION

Trowbridge Town Council will seek to complete the project to expand the Museum, telling the story of the development and influence of the woollen cloth trade in the West of England.

We will progress the option to relocate the Museum to a site at Courtfield House to allow the provision of a link to other aspects of the history of woollen cloth and also opportunities for outdoor space connected to the Museum and as a valuable contribution to the regeneration of Trowbridge, developing a Cultural Quarter, an investment in culture and tourism for the town.

The new Museum will expand to include a wider area of the town to tell the story of the influence on the town, its buildings and its people.

The Council is currently pursuing this part of the Strategy but there is still a great deal of work to be completed before the Council will be in a position to make a decision to proceed or not with the project. All of the costs associated with the project both current year and in 2014/15 are being funded through grants, mainly from the Arts Council, with potentially a small amount taken from the reserve which is earmarked for the Project. If the Council were to decide not to relocate the Museum the alternative would be to remain in the Shires, with

the option of expanding onto a second, upper floor. We are currently in discussion with the landlord's agent regarding a short term extension to our existing tenancy until the end of 2015. Both relocation and expansion options would require an ongoing contribution to the project from the council of around £25,000 per annum, which is included in the current year and 2014/15 budget. The relocation option would increase annual revenue expenditure and this is being factored in to the funding requirements of the project overall, without any increased burden on the Council Tax Charge.

A £25,000 per annum saving is not sufficient to meet the gap between the funding requirement to meet the requests of all of the committees and the funding offered from a CPI only increase in 2014. The Council would need to identify savings in excess of £62,000 as well as making no contribution to reserves in 2014, in order to match an increase to the Council Tax charge of CPI alone. This funding gap increases to over £89,000 in 2016/17 and would exceed £100,000 in 2018 (exacerbated by the further pressure from the removal of the contribution from Wiltshire Council for the Park transitional grant.)

The current position therefore is:

- A. That the Council in pursuing the Museum Project, is not yet committing the Council to any capital expenditure or annual increase in revenue expenditure and will have further opportunities to decide to pursue the Museum Project further or not, if grant funding is not forthcoming, the transfer of the property cannot be agreed or other issues arise.
- B. That the level of savings to be made from stopping the Museum Project of £25,000 are not sufficient to allow the council to restrict the increase in the Council Tax Charge to one which reflects CPI increases in the Council Tax Charge.
- C. That the option of moving to Courtfield House is greater than securing the future of a historic building and expanding the Museum; it is about securing the future of the gardens of Courtfield House, adjacent to the Park, as an amenity available for the public to enjoy.
- D. That if the Council did decide not to proceed with the Museum Project at this stage, there is a risk that the money already secured from funders towards the project would have to be paid back, eliminating the funds remaining in the earmarked reserves and reducing the opportunity to consider the alternative option of expansion on the existing site.
- E. That the Council should pursue the commitment made in the Strategy to the Museum Project and consider at each stage of the process if it is affordable and appropriate to continue. We anticipate that if the project does proceed then it will attract external investment to the community of over £1.5million.

Recreational Projects - The £8k allocated in the budget is to be used to enable the Council to enhance facilities in the Park and other recreational areas in the town which are the council's responsibility, or in partnership with Wiltshire Council and others. The £7,000 allocated in the 2013/14 year for sports pitches has been restated for comparison purposes and is included in the Direct Services Revenue Budget for 2014/15. This follows the purchase of 5 acres of land at Devizes Road, Hilperton, next to the new Rugby Club and in effect therefore shows as a saving year on year. The costs of purchasing and in future developing the land will be funded from S106 contributions once these have been secured from developers.

2.2.3 Reserves - The Town Council is advised to retain General Reserves, (those which are not allocated against specific areas of known or anticipated expenditure or future projects) and that they should prudently be no lower than 3 months general expenditure and no greater than 6 months general expenditure. The General Reserves of Trowbridge Town Council at 1st April 2013 were £306,776 out of a total net budget in 2013/14 of £1,344,716 and a gross budget of £2,205,889 (excluding contributions to reserves and internal cross charges). Three months or one quarter of the annual net budget is £336,719 which is some £29,403 under the minimum level. The Responsible Finance Officer therefore recommends that in addition to the above Revenue Expenditure and Project Budgets, the council should include a contribution to General Reserves of £30,000 for 2014/15.

2.2.4 Localisation of Council Tax Benefit Grant - The mitigation grant paid by Wiltshire Council to Trowbridge Town Council in 2013 was £197,843 including a top up from Wiltshire Council's own funds. This was the largest grant paid to any of the local councils in Wiltshire. In 2014 Wiltshire Council is reducing the amount of grant paid to local councils. The grant payable to Trowbridge Town Council will be £128,598 which is a reduction of £69,245 year on year.

Whilst Wiltshire Council hopes to be able to continue to passport this grant in future years, many other billing authorities will not be passing on any of the grant this year, (including West Berkshire, Central Bedfordshire, Huntingdonshire, Welwyn-Hatfield, Sevenoaks, Hambleton, Ryedale, East Northants, Mid Sussex and Wakefield), despite clear guidance from DCLG. The risk is that Wiltshire Council may decide not to pass on the grant in 2015 and future years. In addition it should be noted that the existence of the grant has led to dependency between local councils and their billing authorities and that a return to financial independence from both central government and the billing authority at least provides certainty, although with significant funding hurdles to overcome.

An additional contribution to reserves to compensate for the loss of the mitigation grant should be considered by the Council. The Council has made significant savings, not only in recent years in anticipation of the economic downturn, but for a period before that in order to enable investment in services and facilities. For example the number of managers at or above grade 37 has reduced since 2005 from seven to four. This has enabled additional staff to be employed in customer services roles and revenue generating services. As a result of these savings the council has been able to keep the Council Tax charge below the level which it would have reached had a CPI inflation increase been applied each year from 2008 to 2014. We are therefore in the fortunate position of being able to absorb much of the loss of grant this year, next year and in future years, but an increase in reserves of £22,843 to cushion the effect of losing the grant would allow the council to continue to limit increases in the Council Tax Charge to no more than inflation from 2015 onwards, would allow the Council to continue to deliver investment in facilities and services for the town in confidence. It would be a lower increase than many other towns and result in a lower Council Tax Charge than many other towns in Wiltshire. This would equate to a 12.5% increase which is less than 30p per week on the Band D Council Tax Charge.

2.2.5 Living Wage - There are currently 21 Town Council employees paid below the Living Wage £7.65/hr out of a total of 48 full and part time staff. The following is a summary for those 21 staff and the additional costs incurred if the living wage was to be applied:-

Area	Staffing Numbers	Current £	Living Wage £	Additional £	Employment Costs £	TOTAL Costs £
Museum	2	£15,436	£17,702	(£2,266)	(£511)	(£2,777)
P&R	1	£13,321	£14,719	(£1,398)	(£340)	(£1,738)
Leisure Services	14	£150,117	£172,446	(£22,329)	(£3,761)	(£26,090)
Direct Services	4	£44,488	£50,322	(£5,834)	(£1,133)	(£6,967)
SUB TOTAL	21	£223,362	£255,189	(£31,827)	(£5,745)	(£37,572)

Casual staff - In addition, we have a number of casual staff who work in the bar, venue and Leisure Services areas. The additional costs on current rates are as follows:-

Leisure Services	(£1,513)
Direct Services	(£4,172)
TOTAL Casual staff	(£5,685)

Total additional costs of applying the Living Wage = **(£43,257)**

For information Current NJC Scales 2013-14 are:

	SCP	£ Annual	Hourly Rate
	*5	£12,435	£6.46
	6	£12,614	£6.56
	7	£12,915	£6.71
	8	£13,321	£6.92
	9	£13,725	£7.13
	10	£14,013	£7.28
<i>Living Wage</i>		<i>£14,719</i>	<i>£7.65</i>
	11	£14,880	£7.73

*Any staff on SCP 5 will progress to SCP 6 from 1 April 2014

It should be noted that some staff in Team Leader and Supervisor roles are currently paid at or below salary scale points 11 and it would be appropriate therefore to re-grade their roles so that their starting scale is a few points above the level of the Living Wage, this would add further to the overall cost of implementing this change.

It should also be noted that all Town Council Staff are entered into the Local Government Pension Scheme, which from April 1st will offer a career average pension which is funded by a 19% employer contribution, which is more than 15% better than a standard 3% pension, making scale point 6 effectively the equivalent of more than £7.55/hr.

2.2.6 Other Councils – In addition to the information provided at the budget briefing relating to the council tax and the charges made by other town councils locally and nationally, latest information is:

Marlborough have agreed an increase of 15.49% taking the Band D Charge to £145.82

Salisbury are considering an increase of at least 22.22%

Chippenham are considering an increase of 13% taking the Band D Charge to £154.30

Bradford on Avon are considering an increase of 13%

Devizes are considering an increase of 13%

Melksham will be considering an increase of more than 13%

Wilton are considering an increase of 12.7%

Corsham are considering an increase of 11.3% taking the Band D charge to £136.72

Westbury are considering an increase of 9%

Warminster are considering an increase of 8.84%

Cricklade currently have a Band D Charge of £153.31

Malmesbury currently have a Band D Charge of £172.32

Royal Wootton Bassett currently have a Band D Charge of £184.28

Calne currently have a Band D charge of £199.94

Trowbridge currently have a Band D charge of £122.63

BUDGET RECOMMENDATIONS: (AGENDA ITEM 7)

i) That the Committee approves the Revenue Expenditure Budgets for 2014/15 as set out in Table 1 above and as detailed on the budget spreadsheets, totalling.	£1,349,044
ii) That the Committee approves the Project Budgets for 2014/2015 as set out in Table 2 above, totalling	£53,000
iii) That the Committee approves a contribution to General Reserves as recommended by the Responsible Finance Officer to enable General Reserves to return to minimum 3 months general expenditure and that this contribution be	£30,000
iv) That the Committee approves an additional contribution to General Reserves to enable the Council to recover from the risk of losing the Localisation of Council Tax mitigation grant and enable the Council to establish a degree of certainty and security over future funding. And that this contribution be	£22,843
v) That the Committee recognises the issues faced by many of the Council's employees but that with the current funding pressures it cannot afford to pay the Living Wage as a starting point for staff on the lowest salary scales.	
vi) That the Committee recommends to Council therefore a total budget requirement of	£1,454,887
And that this will be funded in part through a grant from Wiltshire Council of	-£128,598
Leaving a net precept requirement for 2014/15 of	£1,326,290
Which equates to an increase of under 30p/week on Band D Council Tax Charge, from £122.63 to £137.92 per annum, and through making savings of £175,000 an increase in the Town Council precept over two years from 2012/13 (£1,319,488) to 2014/15, of just 0.5%	

2.4 Policies (AGENDA ITEM 8) - The Council has had a number of varying arrangements for the distribution of ad-hoc grants over the years, including a Grants Panel, delegation to respective committees and to a single committee. Experience suggests that whilst not perfect, there are fewer issues when all of the grant applications are able to be considered together by a single committee. The Grants Policy has therefore been amended and is presented for adoption. The revised Policy retains two application deadlines each year and for all applications to be considered at two meetings of the Policy & Resources Committee, with an opportunity for relevant departmental officers to make comments and recommendations regarding particular applications. The Grants budget for 2014/15 is £34k, including £5k for the Arts Festival as a cash contribution rather than a value benefit from hall hire and entertainment at the Civic Centre.

RECOMMENDATION: That the Committee approves the revised Grants Policy, including Core Grant allocations for 2014/15.

3. PERSONNEL

3.1 3.1.1 Starters – Following interviews on 7th Jan Helen Avent will commence on 13th Jan as Civic Centre Supervisor, – 6 month contract, 37 hrs/wk.

3.1.2 Vacancies – Leisure Services is currently advertising for an Apprentice Sports Coach. 30 hours per week – 12 month contract. Closing 13 January. Interviews 20 January, advertising Sports Coach, min 30 hours per week, 6 month contract. Closing 13 January. Interviews 17 January. Interviews are also taking place for Casual Coaches on 10th January.

3.1.3 Leavers - Liam Milburn, Sports Coach leaves on 16th January to take up a teaching assistant's position at The Mead Community Primary School.

3.2 Investors In People – (AGENDA ITEM 9) a full report has been received from Investors in People and circulated to all councillors, following a review meeting with the assessor on Friday 15th November. The committee is asked to consider and note the report.

3.3 Work Experience - Daniel Welling left on Friday 20th December following his work experience placement as an Administration Assistant dealing with Finance and HR.

4. SERVICES

4.1 Museum & Tourism – The next committee meeting is 11th March.

The Museum, cost centre 101, has a budget for 2014 of £149k. It tells the story of Trowbridge's regional significance as a producer of high quality West of England woollen cloth by utilizing displays of rare and historically significant machinery including a Spinning Jenny. In the 12 months to October there were over 14,400 visitors and in addition over 2100 school children visits. The Education Service, as well as providing significant services to schools and holiday activities, also offers an outreach service to organizations caring for the elderly and those with dementia as well as to adults with learning difficulties. The Museum also provides an enquiry service and reproduces photographs from the collection. In 2014 it will be creating the MUSE, the Museum on the Move, which will incorporate a portable handloom. This will make its first appearance at Armed Forces Day. The Museum also hosts the biennial Textile and Weaving Festival and gives its support to artists involved with Cloth Road by exhibiting an artist's work within the Museum.

4.1.2 Magna Carta 800 1215-2015 – A copy of the etching 'very much obliged' by Graham Clarke, presented to the Museum by Mr and Mrs Milroy was unveiled by Jane Scott recently, as the launch of our MAGNA CARTA 800 celebrations. Wiltshire is the only county where

visitors will be able to both see an original copy of the 2015 Charter and experience a Baron Town. Our main event will be held at the end of July 2015.

4.2 Leisure Services - The next committee meeting is 28th January 2014.

The Leisure Services department provides a range of activities and services under the Active Trowbridge brand. The budget for 2014 for cost centre 265 is £100k.

4.2.1 Schools - We provide paid for services to local schools. Between April 2013 and March 2014 Active Trowbridge will deliver over 10,000 hours of coaching in Trowbridge and surrounding areas. Schools in the town boundary receive subsidised coaching, whilst those schools outside the town boundary cover the costs through the charges levied.

4.2.2 Sports Roadshow - In the summer holidays between July & September our FREE Roadshow provided over 1,300 local children with activities, an average of 266 children per week between the ages of 4 – 12 years. This is our longest sports activity operation which grew out of the Wiltshire wide SPLASH programme keeping kids off the street.

4.2.3 Fun Days - Active Trowbridge Fun Days between April & December 2013 have coached over 1,950 children, during the school holidays, providing all day activities at a reasonable cost for local working families.

4.2.4 Swimming - Over 300 children per week will be taught swimming from April 2014- July 2014 provided by Active Trowbridge in partnership with Newtown School.

4.2.5 Sports and Play Festival - On June 7th 2013 over 12,000 people enjoyed our Festival in Trowbridge Park which provided a FREE, safe and engaging day for children and parents. The day cost £7,500 which is less than 63p per person.

4.2.6 Sport Relief Mile - March 2014 will see over 400 people taking part in a 3 mile walk/run to raise charity funds for Comic Relief.

4.2.7 Trowbridge Sports Forum – The Forum now has 13 local sports clubs discussing and implementing projects and plans for the future for the local community.

4.3 Direct Services – The next committee meeting is 25th February.

The Direct Services Department manages a range of facilities and Services for the community. In addition to the staff and the provision of a storage facility at St George's Works the costs are itemised as follows;

4.3.1 Civic Centre – The Management Board meets on 13th February. The Civic centre has had an excellent 2013, with high utilisation and better than budget income from lettings, catering and bar activities. Our Christmas Parties received significant positive comments from all of the groups attending. The Motown night at the end of December was a sell-out. The 2014 programme of events commences with 'COMEDY – Live at the Civic' with John Thomson on the 1st February. Budget Centre 601 covers the cost of running the building, including reception and is covered by cross-charges to other departments. The cost of providing the venue service is in 602, with a budget of £65k for 2014/15. In addition to the running costs the loan repayments for the building of the Civic Centre are £259k per annum.

4.3.2 Trowbridge Information Centre – In conjunction with the Friends of TIC and our volunteers we provide a range of information services to the community and visitors including event ticket sales and travel ticket sales. The TIC/Box Office and Town Council Reception are working together to provide a seamless service to all our customers. The TIC budget is £38k and is detailed in cost centre 515.

Trowbridge Talking News – We have agreed to offer them a new drop-off point when Knees' town centre stores close in March. The talking newspapers will be delivered daily by Royal Mail and collected by the TTN members once a week from the TIC.

4.3.3 Town Park – Significant improvements made since the Town Council took over in July have been detailed and circulated to members, including the new fence around the children's play area and improved lighting with £22,000 funding from the Wiltshire Anti-Social Behaviour Group (WASBRG) we were disappointed that the Police & Crime Commissioner fund was unable to support the security improvements. We are hopeful that the Area Board will support our request for further work to the Bandstand. We are also now establishing a Friends of Trowbridge Park group. The net cost of the Park, including rental income from the kiosk and the Bowls Club is £35k. This will increase to around £54k when the Wiltshire Council contribution ceases in 2018.

4.3.4 Events – Our events are either organised by the Town Council; Pancake races, Christmas Lights, supported by council grants; Armed Forces Weekend and Carnival or by officer time; Lions May Fayre and Remembrance Sunday. The total events budget for 2014 is £17k. We spend a further £20k each year providing the Christmas Lights. Those who attended the last committee meeting to seek the council's support for musical events next summer on the bandstand have expressed some disappointment at the committee's lack of enthusiasm. We will be discussing these opportunities further with those concerned and bringing a report and recommendation to the next committee meeting.

4.3.5 Trowbridge In Bloom – Trowbridge will be hosting the regional South West In Bloom Awards ceremony at the Civic Centre in September and we will be entering the main competition again in 2014. The majority of our activities are funded through hanging basket sales and sponsorship from local businesses.

4.3.6 Recreation – In 2013 the Council purchased 5 acres at Devizes Rd, Hilperton, next to the Rugby Club, to provide future sports pitches, adding to our portfolio of recreation facilities: Grove, Lambrock/Studley Green Community Centre, Stallards Skate Park and Street Snooker, Regent's Place Play Area and Woodmarsh Football Ground. At Woodmarsh we expect the path linking Bradley Road and Boundary Walk to be surfaced in January, funded by the Area Board, The public footpath which runs diagonally across the field is being considered for closure through the planning process, Western Area Planning Committee will consider the matter prior to it being decided by an Inspector. We are also in discussion with the owner regarding options to give the Football Club longer term security to facilitate investment. Our recreational facilities have a net cost of £27k in the 2014/15 budget.

4.3.7 Grounds Maintenance Contracts – Our In Bloom activities and other grounds maintenance, including the Park are covered by contracts. We are seeking quotes for the period from April 2014. The budget is £40k for these excluding the Park.

4.3.8 CCTV – The Town Council provides the Town Centre CCTV system, which is monitored by the Shires Shopping Centre. The cost of CCTV in the 2014 budget is £45K

4.3.9 Longfield Community Centre. The net budget for Longfield for 2014/15 is £6k.

5. MARKETING, PROMOTION & EVENTS

5.1 Newsletter – We will continue to publish the newsletter as part of the Trowbridge Magazine in January, March, May, July, September and November 2014.

5.2 Calendar of Events (please see DISCOVER Trowbridge at the end of the report)

5.3 Website – The Town Council web-site www.trowbridge.gov.uk provides information about all council activities and services as well as links to other Trowbridge web-sites. Our other web-

sites are: www.trowbridgecivic.co.uk for information about the Civic Centre, events and activities & www.trowbridgemuseum.co.uk for the Museum.

5.4 DISCOVER Trowbridge – Re-branding, linked to the Masterplan, BID, Wiltshire Enterprise 'Open for Business' and our application to (DCLG) to join the Community Budget Our Place programme, focussing on economic growth, is included in the Strategy. Professional support to develop the brand as an open-source design and an umbrella under which organisations will work, will deliver in February. Discover Trowbridge can be used for all aspects of the town, to present a confident message to our existing population that Trowbridge has changed and to the external population that Trowbridge has much to offer.

6. TOWN DEVELOPMENT – Committee meets 28th January & 18th February 2014 to consider all applications for planning permission in the town received by Wiltshire Council.

6.1 Town Enhancement Award – closing date for nominations 31st December. Nominations to be considered by the Town Development Committee at their meeting on 28th January.

6.2 Transforming Trowbridge – www.transformingtrowbridge.org.uk Established by Wiltshire Council, a partnership to support regeneration of the town centre is leading on development of the Masterplan.

6.2.1 Core Strategy and Masterplan – The Inspector's letter prior to full report (due in January), identifies a need to increase the number of houses by at least a further 5,000, which may lead to some additional sites coming forward in the Trowbridge area. Other issues relate to justification for the level of affordable housing and the need to reconsider the site allocations in Chippenham. Public consultation has been undertaken on the Trowbridge Town Centre Masterplan, which appears to have been received very positively.

6.3 Business Improvement District (BID) - Consultants Mosaic have been appointed by the Town Council to undertake the feasibility study. They are also undertaking the work in Chippenham and have successfully achieved a YES vote in Salisbury. Wiltshire Council will fund the remaining stages of the process.

6.4 Town Centre Developments

St Stephens Place – ODEON, Premier Inn, Prezzo and Nando's are all open with Frankie & Benny's due in February.

Cradle Bridge – Former Peter Black site is for sale, Wiltshire Council have made a bid.

Bowyers – Optimisation appeal for the original application commenced at the Civic Centre on 7th January. An application for rerouting of public rights of way, based upon the consented scheme has been revised following the Town Council's comments. I also understand that the roundabout has been reduced in size, in part accommodating the Town Council's objection.

County Hall Remodelling - The refurbishment of Old County Hall is now complete, staff and activities temporarily based at Shurnhold will now transfer to Trowbridge.

Court Street – the proposal for a mixed use office and residential scheme on the former Tremans Factory site has received permission.

Retail – Starbucks opened in Fore St in December, whilst Knees have announced that they are moving to Bradley Rd, leaving two sites available for alternative operators in Fore St.

6.5 Housing – The following major sites are under development, totalling over 1,200 houses.

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

H11 Castle Mead, Persimmon and Charles Church 650 houses for sale, the link road to West Ashton Road is now complete and the new Primary School is taking shape.

H8d Brook Meadow, Barratt & Taylor Wimpey 150 houses for sale.

H8c The Pastures off Parsonage Way, Abbey New Homes 180 houses for sale.

St James' Gardens off Union Street, Newland Homes 75 houses all SOLD.

Broad Street and York Buildings PFI sites for social housing nearing completion.

Centenary Court, Yeoman Way, Selwood Housing social housing site now commenced.

Rugby Club, Green Lane – Green Square, 90 houses now commenced.

Ashton Park – Mainly in West Ashton and North Bradley Parishes, proposes around 2,500 houses. Consultation events were held recently, including details of the proposed improvements to the A350 around West Ashton cross roads and Yarnbrook. An application is expected in the New Year.

6.5.1 Wiltshire Council Policy Development on maintaining/disposing of small pockets of open green space. (AGENDA ITEM 10)

Councillor Oldrieve raised this issue at a meeting of Wiltshire Council on 12th November. These areas, many of which are found around the Paxcroft Mead development are overgrown and un-maintained, some are unsightly. In some locations residents have unofficially extended their garden fence lines to include these areas. It was hoped that Wiltshire Council would be persuaded to adopt a policy of maintenance or transfer. Cabinet Member for planning and property Councillor Toby Sturgis has responded suggesting that the areas in question could be transferred to the Town Council. Having undertaken a site visit with Councillors Oldrieve and Andrews it is clear that none of the parcels of land have a general community value and that it is therefore not appropriate for the Town Council to take over these assets and their maintenance. There may be benefit gained from considering an approach to the Wiltshire Wildlife Trust. The transfer to residents would not necessarily result in an overall improvement to the situation as some residents may not wish to increase their boundaries, resulting in a haphazard approach.

RECOMMENDATION: That the Town Council does not wish to pursue the transfer of small parcels of land adjacent to residential properties, which have no general community amenity value and suggests to Wiltshire Council that they adopt a policy for the maintenance and possible transfer to other organisations such as the Wiltshire Wildlife Trust or to neighbouring residents only where this has an overall beneficial impact.

6.6 Community Infrastructure Levy (CIL) (AGENDA ITEM 11) – Wiltshire Council is in the process of introducing a CIL schedule, expected to be introduced in line with the adoption of the Core Strategy in 2014. This now (compared to the previous draft) proposes a different and lower level of charge for the Trowbridge Area (as well as Melksham, Calne, Westbury, Dilton Marsh and Warminster) relatively to the remainder of the county for residential developments and also treats Trowbridge and some other towns differently from other towns for retail development.

<https://cms.wiltshire.gov.uk/documents/s67814/CIL%20report%20Appendix%201.pdf>

RECOMMENDATION: That the Committee responds to the CIL consultation supporting the proposals made by Wiltshire Council and seeks confirmation that regular reviews will be undertaken as market circumstances change, resulting from development taking place and proposed within the Trowbridge Area.

6.6.1 Infrastructure Delivery Plan (IDP) - Items included in the IDP will be funded by the CIL. The Town Council will need to consider the IDP as part of the developing Council

Strategy 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.

6.7 Rail Services – The additional 8 return journeys each day to Melksham, Chippenham and Swindon were introduced with the December timetable, affording significant improvements to journey times from Trowbridge to London in addition to the four through trains each day. Significant improvements to the Railway Station Forecourts are expected in the Spring, which have been planned in conjunction with the developers of the Bowyer's site.

7. PARTNERSHIP

7.1 Wiltshire Council - The parish newsletter is now published weekly and is circulated to members. www.wiltshire.gov.uk/council/parishnewsletterhome.htm

7.1.1 Area Board – The next meeting is on 16th January at County Hall. The Community Area Web Site is operational at www.trowbridge.ourcommunitymatters.org.uk

7.1.2 Community Area Transport Group (CATG) – Next meeting 6th February.

7.1.3 Stallard Recreation Ground Changing Rooms – This facility on Innox Rd will be implemented by Wiltshire Council, with a contribution from the Town Council, once football foundation money is confirmed.

7.1.4 Enterprise Wiltshire – [//theenterprisenetwork.co.uk/](http://theenterprisenetwork.co.uk/) The business start-up facility at Ascot Court Enterprise Centre, White Horse Business Park is now open.

7.1.5 Campus – Following the second consultation we now await confirmation regarding the funding, location and timescales for implementation of the Trowbridge Campus plans.

7.2 Trowbridge Community Area Future (TCAF) – <http://tcafuture.wordpress.com/> TCAF is funded through the Area Board and the Town Council, and is based at the Civic Centre. They bring together the work of a variety of partnerships and other voluntary groups to work for the future of the town. The Town Council budget for 2014/15 includes a grant to TCAF of £7,100.

TCAF Steering Group Meeting	10 th January	4pm	Civic Centre
TCAF Neighbourhood P'ship	13 th January	6pm	Civic Centre
Collaborative Schools	17 th January	9.30am	JOG
Safer Trowbridge	20 th January	10am	Civic Centre
TCAF Parishes Liaison Group	29 th January	7pm	Town Hall

NO MEETINGS

FEBRUARY

7.2.1 Collaborative Schools Ltd (CSL) – A not for profit company and partnership of all Trowbridge catchment area schools, works to deliver a range of activities and support to local schools. The 'Every Child Matters' community group of CSL operates as the Education Theme Group of TCAF. Next meeting 17th January 09:30 John of Gaunt Hub. The Town Clerk has been invited to be a director for the free school being established by Collaborative Schools for an alternative provision school to provide for those pupils who would otherwise be excluded. The new primary school at Castle Mead is currently under construction.

- 7.3 Police and Community Safety** – Inspector Harvey gives a written report to Full Council meetings, including details of neighbourhood teams. We are working with Lisette, TCAF and the Wiltshire Community Safety Partnership to re-establish a local safety partnership.
- 7.4 Wiltshire Association of Local Councils (WALC)** – Latest newsletter was circulated. www.wiltshire-alc.org.uk.
- 7.5 NHS** - The application for the **Bradcroft surgery** was approved by Wiltshire Council in May subject to a S106 agreement, including the provision of replacement cricket facilities.
- 7.6 Citizen's Advice Bureau** – Following questions asked at a previous meeting I have discussed the situation with the local manager. Demand for their services has been very high and in most cases they have been able to accommodate requests for appointments. In some instances the availability of volunteers has not met the demand from clients and this has led to some delays, although these should not have been significant. Any additional volunteers would be welcome. I also enquired about alternative provision. The CAB works with Wiltshire Council on the Wiltshire Money programme which provides training and accreditation, other organisations should ideally only be supported if they have trained volunteers and are accredited through the programme.

8. PROJECTS

- 8.1 ALLOTMENTS** – The transfer of the three sites at Gloucester Road, Mornington Gardens and Home Close Farm to the Town Council is expected to be completed in March.

9. CIVIC & DEMOCRATIC ACTIVITIES

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

Tuesday 14 th January	Policy & Resources
Tuesday 21 st January	Full Council (Precept Setting)
Tuesday 28 th January	Leisure Services (6.15pm)
Tuesday 28 th January	Town Development
Tuesday 4 th February	NO MEETING
Tuesday 11 th February	NO MEETING
Tuesday 18 th February	Town Development
Tuesday 25 th February	Direct Services
Tuesday 4 th March	Policy & Resources

- 9.2 Civic Award – (AGENDA ITEM 12)**

RECOMMENDATION To consider nominations received and approve the recipient for the 2013/14 award.

- 9.3 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 as well as supporting the Mayor's visits and hosting of visitors. The budget is £2k.

Charenton, France - The Mayor and Mayoress have accepted an invitation from the Mayor of Charenton to attend their New Year Celebrations on Monday 6th January 2014.

Lance Allan

Town Clerk

Trowbridge Town Council,
The Civic Centre,

St Stephen's Place,
TROWBRIDGE,

January 2014 Report to Policy & Resources Committee

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Trowbridge Town Council

Working with the Community

W: www.trowbridge.gov.uk
www.trowbridgecivic.co.uk
www.trowbridgemuseum.co.uk

DISCOVER TROWBRIDGE

For further event details, please click on links where applicable

REGULAR ACTIVITIES

Monday	Active Trowbridge: Extreme Sports 5:30-7:00	John of Gaunt
Monday	Ginger Jive	Civic Centre
Wednesday	Town Team & Wiltshire Council: Weekly Street Market	Fore Street
2 nd & 4 th	Farmers Market	Fore Street
Fri		
2 nd Sunday	Sunday Club	Civic Centre

2014

JANUARY

16	Area Board 7pm	County Hall
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FEBRUARY

1	Comedy Live at the Civic – John Thomson	Civic Centre
13	Trowbridge In Bloom – Young Voice of Trowbridge	John of Gaunt
15	Exhibition: 'Popular Pitman, Convivial Crabbe' opens	Museum
17 to 21	Active Trowbridge Half Term Fun Days	Walwayne Court
18 to 21	Museum Half Term activities	Museum
23	Wedding Fayre	Civic Centre

MARCH

4	Pancake Races	Fore Street
13	Area Board 7pm	Civic Centre
15	Civic Dinner	Civic Centre
22	Comedy Live at the Civic	Civic Centre

APRIL

6	Prom Fashion Show	Civic Centre
7 to 17	Active Trowbridge Easter Fun Days	Walwayne Court
15-18	Easter craft activities; <i>Fab Fossils, Dinosaurs, Origami Birds & Brilliant Bookmarks.</i>	Museum
19	Exhibition: 'Popular Pitman, Convivial Crabbe' closes	Museum
27	Trowbridge In Bloom - Spring Open Gardens event	Various
29	Annual Town Meeting & Town Gathering	Civic Centre

MAY

3	Lions May Fayre including Town Council Stand	Fore Street
3	Music 80s night	Civic Centre
3-11	Cloth Road Artists	incl. Museum
10	Comedy Live at the Civic – Milton Jones	Civic Centre
28	Love Your Local Market event	Fore Street

JUNE

7	Sports and Play Festival including Town Council Stand	Town Park
14	Pro Evolution Wrestling	Civic Centre
28	Motown Live at the Civic - Soulside	Civic Centre
28 & 29	Wiltshire Armed Forces and Veterans Weekend	Town Park
28	FREE PARKING IN ALL COUNCIL CAR PARKS	

JULY

13	Trowbridge In Bloom – Summer Open Gardens event	Various
25 to 30 Aug	Active Trowbridge Sports Roadshow	Town Park

AUGUST

3	Civic Service	St James'
16	Live at the Civic -	Civic Centre
17	Trowbridge Carnival Soap-Box Derby	Castle Street

SEPTEMBER

6	Carnival Country Fayre including Town Council Stand.	Town Park
7	Wedding Fayre	Civic Centre

OCTOBER

4	Comedy Live at the Civic -	Civic Centre
17 to 2 Nov	Trowbridge Arts Festival	Various
18	Trowbridge Carnival Procession	Town Centre
17/18 & 24/25	Ladies Nights	Civic Centre
29	Teen Market 3pm-8pm	Fore Street
31	Halloween Disco	Civic Centre

NOVEMBER

1	Halloween Ball	Civic Centre
9	Remembrance Service & Parade	St James' & Park
22	Comedy Live at the Civic -	Civic Centre

Trowbridge Town Council

Working with the Community

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|----|---|----------------|
| 29 | <i>Christmas Lights Switch on and Craft Fayre</i> | <i>Various</i> |
| 29 | FREE PARKING IN ALL COUNCIL CAR PARKS | |

DECEMBER

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|----------|---------------------------------|---------------------|
| 11/12/13 | <i>Christmas Party Nights</i> | <i>Civic Centre</i> |
| 18/19/20 | | |
| 27 | <i>Music – Motown, Soulside</i> | <i>Civic Centre</i> |
| 31 | <i>New Year’s Eve Disco</i> | <i>Civic Centre</i> |

2015

JULY

- | | | |
|------------|-------------------------------------|----------------|
| 24, 25, 26 | <i>MAGNA CARTA 800 Charter Fair</i> | <i>Various</i> |
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