

## MINUTES

**Meeting:** TROWBRIDGE AREA BOARD  
**Place:** Ridgeway space - County Hall, Trowbridge BA14 8JN  
**Date:** 15 May 2014  
**Start Time:** 7.00 pm  
**Finish Time:** 8.55 pm

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Please direct any enquiries on these minutes to:

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### **In Attendance:**

#### **Wiltshire Councillors**

Cllr Nick Blakemore, Cllr Ernie Clark, Cllr Dennis Drewett, Cllr John Knight,  
Cllr Stephen Oldrieve (Vice Chairman), Cllr Helen Osborn, Cllr Jeff Osborn,  
Cllr Graham Payne (Chairman) and Cllr Horace Prickett

Cllr Trevor Carbin and Cllr Jon Hubbard (Melksham Area Board)

#### **Wiltshire Council Officers**

Rachel Efemey, Community Area Manager  
Chris Clark, Client Area Manager, Local Highways  
Peter Binley, Head of Highways Asset Management  
Julie Anderson-Hill, Head of Transformation  
Mark Banks, Community co-ordinator, highways

#### **Town and Parish Councillors**

Trowbridge Town Council - Bob Brice, Peter Fuller  
North Bradley Parish Council - R. Evans

#### **Partners**

Wiltshire Police - Sgt James Brain  
Wiltshire Fire and Rescue Service - G. Weller  
Wiltshire CCG - Jo Cullen, Stephen Rowland, Steve Lock.  
Trowbridge Community Area Future - Kate Oatley, Colin Kay, Tracy Sullivan, Doug Ross

**Total in attendance: 42**

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<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
46	<p><u>Election of Chairman</u></p> <p>Nominations were sought and following a vote it was,</p> <p><b><u>Resolved:</u></b></p> <p><b>To elect Councillor Graham Payne as Chairman of the Trowbridge Area Board for the forthcoming year.</b></p>
47	<p><u>Elect a Vice-Chairman</u></p> <p>Nominations were sought and it was,</p> <p><b><u>Resolved:</u></b></p> <p><b>To elect Councillor Stephen Oldrieve as Vice-Chairman of the Trowbridge Area Board for the forthcoming year.</b></p>
48	<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.</p>
49	<p><u>Apologies</u></p> <p>Apologies for absence were received from Michael Hudson, Associate Director (Finance).</p>
50	<p><u>Minutes</u></p> <p>The minutes of the meetings held on 13 March and 27 March 2014 were presented for consideration and it was,</p> <p><b><u>Resolved:</u></b></p> <p><b>To approve as a true and correct record and sign the minutes.</b></p>
51	<p><u>Declarations of Interest</u></p> <p>There were no declarations.</p>
52	<p><u>Chairman's Announcements</u></p> <p>In addition to the written announcements within the agenda pack, it was announced that the Chairman had been informed by the Cabinet Member that</p>

	<p>the unacceptable provision of grass cutting services in the area would be addressed within three weeks.</p>
53	<p><u>Appointment to Outside Bodies and Working Groups</u></p> <p>The Area Board made appointments to outside bodies as follows:</p> <ul style="list-style-type: none"> <li>i) Transforming Trowbridge - Councillor Dennis Drewett</li> <li>ii) Trowbridge Community Area Future (TCAF) - Councillor John Knight</li> <li>iii) Collaborative Schools - Vacant, updates to be provided through TCAF.</li> <li>iv) Youth Advisory Group (YAG) - Councillor Helen Osborn</li> </ul> <p>The Area Board made appointments to working groups as follows:</p> <ul style="list-style-type: none"> <li>i) Community Area Transport Group (CATG) - Membership to be open to all Area Board members.</li> <li>ii) Trowbridge Shadow Community Operations Board (COB) - Councillor John Knight. The Area Board also approved the appointment of Town Cllr Peter Fuller to the COB</li> </ul> <p><b><u>Resolved:</u></b></p> <ul style="list-style-type: none"> <li><b>i) To appoint Outside bodies and working group representatives for the forthcoming year as stated above.</b></li> <li><b>ii) For TCAF to report updates from Collaborative Schools in their own update to the Area Board.</b></li> </ul>
54	<p><u>Partner Updates</u></p> <p>Updates from partners were received as follows:</p> <ul style="list-style-type: none"> <li><b>i. Office of the Police and Crime Commissioner</b> No update was provided.</li> <li><b>ii. Wiltshire Police</b> The written update was noted. Sergeant James Brain provided a further update, noting in particular a 4% reduction in overall crime in the area during the past 12 months, though there had been a slight rise in private space violent crime.</li> </ul> <p>The Area Board was further informed that the Sector Commander for the area, Inspector Lisette Harvey, had moved to a new position within Wiltshire Police.</p> <p>In response to queries, it was confirmed that officers had briefings each evening with Street Pastors.</p>

	<p><b>iii. Wiltshire Fire and Rescue Service</b>  A verbal update was provided on the proposed merger of Wiltshire Fire and Rescue with Dorset Fire and Rescue in order to eliminate an existing budget shortfall. It was stated a business case was being produced and would be consulted on widely, ahead of a decision in September 2014.</p> <p>The Area Board requested an update from the Chief Fire Officer at the July meeting.</p> <p><b>iv. Wiltshire CCG</b>  An update was provided as a separate agenda item.</p> <p><b>v. Trowbridge Community Area Future (TCAF)</b>  An update was provided as a separate agenda item.</p> <p><b>vi. Town and Parish Councils</b>  The written update from Trowbridge Town Council was noted. A verbal update from Hilperton Parish Council congratulated the Trowbridge Rugby Team, based in Hilperton, on their recent victory at Twickenham Stadium, and this was shared by the Board.</p> <p><b>vii. Youth Advisory Group (YAG)</b>  No update was provided.</p>
55	<p><u>Outside Body Updates</u></p> <p>i) An update from Transforming Trowbridge was provided, with the minutes of the latest meeting circulated to the Area Board members.</p> <p>ii) An update from TCAF was provided, detailing the successful conclusion of the ART Trowbridge project where hundreds of pieces of local school artwork was presented at the Town Hall.</p> <p>It was also noted that several volunteer Polish interpreters had completed their training and would begin work shortly as required.</p> <p>Plans for a Free School in the Town would receive further information in June following meetings with Central Government.</p> <p>iii) The COB informed the Area Board that a vision statement was being produced, with the intent that several existing buildings and services such as the library and Town Hall would exist within the Campus governance, as the idea of a Campus delivery of service was not restricted to a single physical location.</p> <p>In response to queries it was confirmed that Trowbridge was currently in the third tranche of area boards planning their Campuses, and it was hoped that a plan might be ready for presentation to the Council's</p>

	<p>Cabinet in the Autumn of 2014, for completion in 2016.</p> <p>The Board welcomed the update, though expressed their frustration at the slow pace of progress.</p>
56	<p><u>Funding</u></p> <p>The Area Board considered the following applications to the Community Area Grant Scheme 2011/12:</p> <p>i. <u>Gloucester Road Allotment Association</u> The sum of £1,200 was requested for the enhancement of Educational &amp; Therapeutic facilities for Gardeners with Disabilities.</p> <p><b><u>Decision</u></b> <b>The Area Board awarded the sum of £1,200 to Gloucester Road Allotment Association.</b> <b><u>Reason:</u> <i>The application met the Community Area Grant Criteria 2014/15.</i></b></p> <p>ii. <u>Monday-Wednesday Club</u> The sum of £500 was requested for a portable skittle alley.</p> <p><b><u>Decision</u></b> <b>The Area Board awarded the sum of £500 to the Monday-Wednesday Club.</b> <b><u>Reason:</u> <i>The application met the Community Area Grant Criteria 2014/15.</i></b></p> <p>iii. <u>Trowbridge Academy of Boxing</u> The sum of £757 was requested for equipment.</p> <p><b><u>Decision</u></b> <b>The Area Board awarded the sum of £757 to Trowbridge Academy of Boxing.</b> <b><u>Reason:</u> <i>The application met the Community Area Grant Criteria 2014/15.</i></b></p> <p>iv. <u>Alzheimer's Support</u> The sum of £4,500 was requested for Refurbishment of Mill Street Day Club.</p> <p><b><u>Decision</u></b> <b>The Area Board awarded the sum of £4,500 to Alzheimer's Support.</b> <b><u>Reason:</u> <i>The application met the Community Area Grant Criteria 2014/15.</i></b></p>

	<p><u>Update from NHS re Bradcroft Surgery and other health provision in the community area</u></p> <p>Drs Steven Lock, Steve Rowland and Jo Cullen from Wiltshire Clinical Commissioning Group (CCG) gave an update in addition to the written submission in the agenda pack.</p> <p>The Area Board was informed that as a result of the separation of the Primary Care Trust into three separate NHS bodies from 2010, plans for an extension of the Adcroft Road Surgery site had required much additional negotiation and clarity regarding funding and the use of the intended land as the CCG had in essence been required to reapply for both. The CCG was hopeful that the property issue would be resolved in the summer.</p> <p>The Board asked further questions on the delays that had occurred, and the calculation of additional surgery space that Trowbridge required with the population increase that had already occurred and would expand even further with the additional homes planned under the Wiltshire Core Strategy. Parking issues at any new or expanded surgery were also raised.</p> <p><b><u>Resolved:</u></b></p> <p><b>To thank Drs Steve Rowland Steven Lock, and Jo Cullen for their update.</b></p>
57	<p><u>Car Parking Issues at County Hall</u></p> <p>The Chairman noted that car parking issues had been a continual problem for visitors and staff at County Hall since the refurbishment had been completed and staff that had been decanted to other sites had been rebased in the building. Comments were invited from all those present on their experience and any problems using the parking facilities, as a result of complaints that many councillors had received.</p> <p>It was noted that a significant number of car parking spaces were reserved for visitor use, but there was considerable doubt that these spaces were solely used by library users and other visitors to the building, with the result that many visitors found it impossible to find a parking space other than first thing in the morning. The provision of other parking in the town was noted, although particularly for older residents and young parents, closer parking was much more necessary.</p> <p>It was acknowledged that a solution to the car parking troubles would be difficult to achieve, although the lack of enforcement to protect the use of visitor spaces made addressing concerns even more difficult, and the failure to secure the Peter Black site as potential overflow parking made increasing capacity close by an unviable option unless some green spaces were tarmaced to some degree.</p> <p>At the conclusion of discussion, it was,</p>

	<p><b><u>Resolved:</u></b></p> <p><b>That the Chairman of the Area Board will write a letter to the Cabinet Member with responsibility for Libraries and Council Hubs, to detail the concerns of the Board and seek regular updates on and input into any potential solutions.</b></p>
58	<p><b><u>JSA Event Priorities</u></b></p> <p>On 3 April 2014 there was a special conference involving over 90 members of the public and partner agencies to consider the data set out in the Community Area Joint Strategic Assessment (JSA) 2014-16 for the Trowbridge Community Area and local priorities were identified, with the intention of practical community led actions to be organised and undertaken to address those issues. The Area Board was therefore invited to review those priorities and agree how it wishes to initiate and coordinate action between partners, public and community groups.</p> <p>Members discussed the JSA event, with TCAF stating they had taken account of such priorities identified in their Community Plan, while there were some concerns raised regarding the level of funding for community schemes and where it would come from. Questions were also raised about how Trowbridge would feature in working with the Local Enterprise Partnership in relation to the need for more major employers in the area, particularly with the predicted population increases, and it was agreed that a question from the Chairman to the Leader of the Council at a recent Council meeting on that topic and its answer, should be attached to the minutes.</p> <p><b><u>Resolved:</u></b></p> <p><b>To consider a report at the next meeting on the JSA priorities which the Area Board could deliver or facilitate achievable outcomes.</b></p>
59	<p><b><u>TCAF annual review and 2014/15 funding application</u></b></p> <p>Kate Oatley and Colin Kay from TCAF provided details of their annual review and proposed funding arrangements in response to a reduction in the Area Board funding. The impact of TCAF on community engagement and events, as well as large scale organised consultations for the Campus were highlighted.</p> <p>The Board noted the update and confirmed that officers of TCAF Kate Oatley and Tracy Sullivan would be moving on, and offered their thanks for all the work they had undertaken for TCAF and the community. The Board was assured TCAF would continue to be an engaged partner of the Area Board during the transition to new staff.</p>

	<p><b><u>Resolved:</u></b></p> <p><b>To approve the funding agreement for TCAF of £13,402.</b></p>
60	<p><u>Community Area Transport Group Report from 8 May 2014 meeting</u></p> <p>The report from the Community Area Transport Group (CATG) was presented.</p> <p>It was,</p> <p><b><u>Resolved</u></b></p> <p><b>To approve the recommendations of the CATG as follows:</b></p> <p><b>It was agreed to allocate £1,641 towards the costs of making the turning out of Halfords / B&amp;Q, Trowbridge a no right turn.</b></p> <p><b>It was agreed to allocate £400 for signage on Devizes Road on the approach to the Rugby Club making traffic aware of U turning traffic.</b></p> <p><b>It was agreed to recommend to the Area Board to put forward 2 roads to be assessed as 20 mph sites:</b></p> <ul style="list-style-type: none"> <li>• <b>College Road Trowbridge</b></li> <li>• <b>Church Lane, North Bradley</b></li> </ul> <p><b>It was agreed to approve the 2014/15 list of proposed highway maintenance schemes (Appendix 1 to the report).</b></p>
61	<p><u>Any Urgent Business and Forward Plan</u></p> <p>There was no urgent business.</p>
62	<p><u>Close</u></p>