

## Town Clerk's Report 7<sup>th</sup> January 2015 to Policy & Resources Committee 13<sup>th</sup> January 2015

### 1. **POLICY**

#### 1.1 **Government Consultation On Changes To Parish Polls (Agenda Item 7)**

The Government is proposing to change the rules aimed at modernising the conduct of Parish Polls. The main proposals are:

*No poll shall be taken unless the poll is demanded by the majority of local government electors present at the meeting and the electors demanding a poll constitute not less than – 1) 10% of local government electors for the community, or 2) 60 electors (if 10% of electors exceeds 60).*

*that a poll must be open from 7 a.m. to 10 p.m.;*

*that the same facilities for disabled people as used in other polls/referendums must be provided;*

*that the poll may be conducted in accordance with such rules as applicable to the conduct of other polls as the Returning Officer considers appropriate, subject to the inclusion of postal and proxy voting for the poll being with the agreement of the parish council;*

*that at the discretion of the principle council's Returning Officer, a parish poll may be combined, if timing permits, with another poll. In this situation a parish poll must be conducted according to the rules of the other poll.*

*A poll can be called on any question arising at a meeting which concerns affairs which relate to a parish council/meetings functions and meets the following criteria: 1. The subject matter was discussed at the parish meeting. 2. The subject matter directly affects those who live and/ or work in the parish; and 3. The parish council/meeting has the capacity to make a decision on the subject matter including any decision as a statutory consultee, but not including a decision simply to agree a declaratory statement on the matter.*

*A: Change the calculation date for the number of electors on the electoral register to 1 December - bringing calculation time in line with other legislation.*

*B: Provide that only one poll can be called on the same subject in a 12 month period.*

*C: Provide that principal councils should place the results on their website and also on parish and town council websites, where these are available.*

*D: Issue guidance and encourage Returning Officers to provide a parish with an estimate of costs once a poll has been called and election arrangements agreed.*

*E: Provide that after a poll has been called, the parish council should be able to publish a short, factual, balanced and objective statement about the question of the poll.*

Full details of the consultation are available via the following link:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/381894/Parish\\_Poll\\_Consultation.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/381894/Parish_Poll_Consultation.pdf)

#### **RECOMMENDATION:**

**That the Town Council supports in full all of the government's proposals in relation to proposed changes to modernise Parish Polls.**

## 1.2 Nominated free-parking days for Trowbridge 2015. (Agenda Item 8)

The Town Council has an opportunity to nominate three free-parking days in Wiltshire Council Car-parks for 2015. As this is a special year for Trowbridge with our links to the 800<sup>th</sup> anniversary of Magna Carta it is suggested that two of the days are linked to our main Magna Carta Charter Fayre. Other operators such as the Shires have joined in the scheme in recent years.

### RECOMMENDATION:

**That the Council requests that Saturday 27<sup>th</sup> June for Armed Forces weekend and Friday 24<sup>th</sup> and Saturday 25<sup>th</sup> July for Magna Carta Charter Fayre are the nominated free parking days in Trowbridge for 2015.**

## 2. FINANCE

**2.1 Local Gov't Act S150(5), Orders For Payment** – Following the adoption of this in parliament the finance department is currently testing electronic banking. Formal changes to Financial Regulations will be drafted early in 2015 for final adoption at the annual council meeting in May.

### 2.2 BUDGET 2015/16 (AGENDA ITEM 10) –

**2.3.1 Localisation of Council Tax Support Grant** – Wiltshire Council has advised that this will reduce from £128,598 (2014) to £93,876 (2015)

**2.3.2 Council Tax Base** – This is expressed as 'Band D' Equivalents, any change accounts for additional houses constructed in the town in the past year, single person discounts and other adjusting factors, increasing by 6.3% from 9616.60 (2014) to 10226.12 (2015).

**2.3.3 Inflation** – The September Consumer Prices Index (CPI) was 1.2% and the Retail Prices Index (RPI) was 2.3%.

**2.3.4 Budget Proposal 2015-16** - Overall the 2015-16 budget shows an increase of (£67k) on 2014-15. This has resulted in a proposed 'Band D' Council Tax Charge of £139.64 which is an increase in line with CPI of 1.2% on 2014-15 or an increase of 3.3p per week. The budget includes the increased employers pension contribution to 20.1% from 1st April 2015 (1k), a 2.2% (£1k) pay award from 2014-16 and the low pay review.

**Leisure Services 265** - The budget shows an increase of (£28k) on the current year's budget which is mainly due to staffing costs. The 2015-16 budget staffing level is at the current team's level which is 2.6 up on the 2014-15 budget level (£31k). The 2015-16 budget includes the increased employer's pension contribution (£2k) and auto-enrolment (£4k), and a 2.2% pay award from 1st January 2015 for most pay grades (£5k). Other increases include the transfer from Establishment of the Disclosure & Barring Service checks specifically relating to Leisure Services. Magna Carta costs and income are included in the Leisure Services & Museum budgets and assumes a successful bid to the HLF. Grant income has increased by £10k and fun day income by

£5k reflecting current trends. The income and costs for the Minibus have also been included.

## **Civic Centre Management Board**

**Building 601** - Shows an increase of (£21k) on 2014-15. The 2015-16 budget staffing level is at the current Customer Service team levels. The other change relates to the inclusion of a Civic Building Fund £20k for major wear and tear replacements relating to the building not covered by insurance.

**Venue Services 602** - The Civic Centre Venue shows an increase of (£35k) of which (£14k) is the proportion of the building net costs. The 2015-16 budget staffing level is at the current Civic Centre Venue team levels. The budget includes the increased employers pension contribution (£2k), and (£2k) pay award. Bought in staff costs are for supervisory staff required at peak times (£5k). Bar income and sales are increased based on expected levels with an unchanged 60% margin. The other major changes are the reduction in facility hire income of (£40k) along with increases in catering income £15k which reflects current trends. The net saving in entertainment costs and ticket sales of £15k reflects the income share agreements.

**Direct Services** - The budget for Direct Services shows an increase of just under (£3k)

**Direct Services General 518** - The Direct Services general cost centre shows an overall increase of (£4k). The 2015-16 budget staffing level is at the current Direct Services team level. The proposed budget includes the increased employers pension contribution (£1k), and (£3k) pay award from 2014-16.

**Longfield 512** - Longfield shows a small increase which relates to the salary award and the pension increase.

**Recreational Areas 509** - This shows a small reduction due to savings on insurance.

**Sunday Club 521** - This remains unchanged.

**Trowbridge Information Centre 515** - This shows a small increase mainly due to the salary award and pension increase.

**The Park 524** - This shows a small increase due to park maintenance.

**Allotments 525** - Allotments show a net income of £3k. The budget assumes maintenance and income at current levels with no enhancements.

**5 Acres of land, Paxcroft 526** - The budget is based on current levels of expenditure.

**Museum Facilities 505** - The 2015-16 budget expenditure shows a small increase and is accumulated here and transferred to the Museum budget.

**P&R – Democratic 401** - Staffing for democratic services remains unchanged but includes the low pay review, grade changes, an increased employer's pension contribution and pay award totalling (£6k). The other increase of (£3k) is the shared cost of the building.

**Establishment 410** - Includes the addition of an HR/Finance Assistant to meet both increased level of transactions and maternity cover. Increased employer's pension contribution (£1k), and (£2k) pay award from 2014-16. The shared cost of the Civic

Centre building increased by (£2k). Other changes include savings on insurance and the moving of police checks (DBS) to Museum and Leisure Services budgets.

**Projects 404** - Town development projects have been reduced to £10k and Recreational projects removed.

**Museum 101** - The proposed budget shows an increase of (£4k) on the current year's budget which is mainly due to staffing costs. The 2015-16 budget staffing level is at the current Museum team levels. The 2015-16 budget reflects the low pay review, increased auto-enrolment and employer's pension contribution and pay award from 1st January 2015 for most pay grades. Other increases include the Disclosure & Barring Service checks applicable to the Museum, and the building costs. The budget also shows the Magna Carta exhibition and assumes grant funding income.

**Museum Project 102** - The 2015-16 budget staffing level includes the Museum Manager. The professional fees are for architects and consultancy fees assume funding through the HLF development grant and other grants.

**Museum Small Projects 105** - Includes income and costs for temporary exhibitions from July to March 2016.

In 2014 some 23 Town and Parish Councils charged a Council Tax Precept greater than £1million, including in Wiltshire; Trowbridge, Salisbury, Chippenham and Calne. This was an increase from 19 in 2013. Trowbridge had the seventh largest Precept in England, exceeded by (in order from the largest); Dunstable (Central Bedfordshire Unitary), Leighton-Linslade (Central Bedfordshire Unitary), Chippenham, Banbury (Cherwell District, Oxfordshire), Salisbury and Weston super Mare (North Somerset Unitary). 50 precepting parishes have a 'Band D' population which is greater than Trowbridge. In 2014 73 parishes have a 'Band D' Council Tax Charge greater than Trowbridge, including Calne, Wootton Bassett, Filton, Truro, Dorchester, Malmesbury, Cricklade, Chippenham and Marlborough.

The budget also includes an additional contribution to reserves over a three year period to meet the target of a minimum 3 months general expenditure of £375,000.

## **BUDGET RECOMMENDATIONS:**

- |   |                   |
|---|-------------------|
| <b>i) That the Committee approves the Revenue Expenditure Budgets for 2015/16 as detailed on the budget spreadsheets, totalling.</b>  | <b>£1,456,857</b> |
| <b>ii) That the Committee approves the Project Budgets for 2015/2016 totalling</b>  | <b>£35,000</b>    |
| <b>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</b> | <b>£30,000</b>    |

<b>iv) That the Committee recommends to Council therefore a total budget requirement of</b>	<b>£1,521,857</b>
<b>And that this will be funded in part through a grant from Wiltshire Council of</b>	<b>-£93,876</b>
<b>Leaving a net precept requirement for 2015/16 of</b>	<b>£1,427,981</b>
<b>Which equates to an increase of under 3.4p/week on a 'Band D' Council Tax Charge, from £137.92 to £139.64 per annum.</b>	

### 3. PERSONNEL

- 3.1 Leavers** - Martin O'Neill – Civilian role in the Police Force; Kat Hoskins – Public Health, Wiltshire Council; Matthew Briant – Newtown School
- 3.2 Starters** - Brendan O'Neill – Civic Centre Supervisor, 1year fixed contract  
Faye Daffurn, Civic Centre Supervisor, 1 year fixed contract;  
Alison-Nina Ward, Reception & Town Development Administrator, 1 year fixed contract
- 3.3 Investors in People** – are launching a new Framework in 2015. The content has been updated to reflect the practices of the very best organisations, with a stronger focus on leadership, engagement and continuous improvement. All organisations coming forward will be assessed against the new Standard from early 2016.
- 3.4 Job Evaluation Exercise** – South West Employers will be conducting a Job Evaluation Exercise with all staff during early 2015 in accordance with the resolution of the committee at the last meeting.

### 4. SERVICES

- 4.1 MUSEUM & TOURISM** – The next committee meeting is 24<sup>th</sup> March 2015 at 6:30pm
- 4.1.1 Museum Project** – Architecton from Bristol have been appointed as our architectural consultants to prepare the designs for the museum refurbishment and extension in the Shires, ready for an application to the HLF in early 2015.
- 4.1.2 Holiday Activities** – will be running during Half-Term.
- 4.1.3 Exhibition** - The Magna Carta Exhibition will be opened by the Lord Lieutenant on Saturday 28<sup>th</sup> February.
- 4.1.4 Tourism Forum** – Officers will be attending the Tourism Forum on 18<sup>th</sup> March in City Hall Salisbury.
- 4.2 LEISURE SERVICES** - The next committee meeting is 24<sup>th</sup> March 2015 at 7pm.
- 4.2.2 Fun Days** – Fun Days will operate during the Half-Term holidays at Walwayne Court School, with football camps operating at John of Gaunt School.
- 4.2.4 Sports and Play Festival** – Our Festival in 2015 will be held on Saturday 25<sup>th</sup> July as part of the town's Magna Carta 800th Charter Fayre celebrations, with a medieval theme.



**4.2.6 Sports Pitches Project** – We are working with local clubs, Wiltshire FA, Sport England and WASP to develop plans for the land at Devizes Road. We have now received the funding retrospectively for the land purchase, following receipt of the money paid by Taylor Wimpey for the final area of Paxcroft Mead, close to Ashton Street. The remaining funding from the other sites is expected by the end of 2015. This will be dependent upon the results of a county wide review of sports pitch provision being undertaken by Wiltshire Council, and which we are involved in. The current lease at Woodmarsh we have with landowner Doric runs out in 2018 and we are in discussion with them via our agent regarding potential options of a new lease or purchase of the land. These options are being considered as part of our wider discussion with partners. We are also aware of a proposal to build a significant new stadium at Blackball Bridge, but no planning application has been made for this yet.

**4.3 DIRECT SERVICES** – The next committee meeting is 24<sup>th</sup> February 2015.

**4.3.1 Civic Centre** – The Management Board meets again on 12<sup>th</sup> February 2015.

#### **4.3.2 Town Park**

**Friends of Trowbridge Park (Agenda item 13)** – Will be holding their 'Walk in the Park' event on Saturday 7<sup>th</sup> February. All are welcome to attend. The Friends have applied for a grant from the town council which was deferred at the last meeting, pending consideration by the Direct Services Committee. The DS committee approved the Community Garden proposal and agreed to develop a formal ongoing relationship. As a result the grant application can now be considered.

**RECOMMENDATION: That the deferred grant application from the Friends of Trowbridge Park is approved and that the sum of £2,000 is granted, the details of how this is spent to be agreed between officers and the Friends and that they report in full to the Direct Services Committee on a regular basis.**

**Storage Facilities** – Discussions are being held with landowners adjacent to the Park to secure appropriate development to include the provision of storage capacity in the Park for the Town Council.

**Children's Play Area** – Following approval of the scheme at the last committee meeting we have now received confirmation of £30,000 S106 funding from Wiltshire Council towards the project to replace the rocket with a range of new equipment, completing our upgrade of the Children's Play Area.

**4.3.3 Woodmarsh** – The public hearing by a planning inspector into the proposal to close footpath 1 across the football field was held at Ascot Court on 13<sup>th</sup> January.

**4.3.4 Civic Centre – Installation of SOLAR Photovoltaic Cells on the roof.** We are now working with Kennet Community Energy Limited (KCEL), to progress the technical details and a planning application of an installation on the roof of the Civic Centre.

**4.3.5 New Sports Pitches** – The Leisure Services Manager and the Town Clerk met with the Chairman of Trowbridge Rugby Club in November to discuss the potential for development of new sports pitch facilities adjacent to the Rugby Club. We are



awaiting confirmation from Wiltshire Council of the restrictions on use of the various S106 funds available for development of sports pitches.

## 5. **MARKETING & EVENTS**

**5.1 Newsletter** – We will be reviewing our options for 2015 following the decision of the Trowbridge Magazine to cease publication.

**5.2 Calendar of Events** (please see attached at the end of the report).

**5.3 Website** – The Town Council web-site [www.trowbridge.gov.uk](http://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](http://www.trowbridgecivic.co.uk) for information about the Civic Centre, events and activities & [www.trowbridgemuseum.co.uk](http://www.trowbridgemuseum.co.uk) for the Museum.

**5.5 Magna Carta 800<sup>th</sup> 1215-2015** – Our Magna Carta Year commences with; **Magna Carta Exhibition at the Museum opening 28<sup>th</sup> February**, which will also celebrate the 25<sup>th</sup> Anniversary of the establishment of the Museum. We have secured the loan of a maquette of the statue of Henry de Bohun from Canterbury – which was used to model the statue which stands in the House of Lords.

**Lord Mayor of London; Magna Carta Baron Towns Reception 12<sup>th</sup> May** – A delegation from Trowbridge will be attending a lunch at the Mansion House in London including the Mayor and Deputy Mayor.

**Magna Carta Conference on Saturday 25<sup>th</sup> April** in the Civic Centre, sponsored by The Consortium, tickets available from the TIC for £10. Speakers include: Sean McGlynn - King John and the road to Magna Carta; Dr Ellie Woodacre - Eleanor of Aquitaine; Dr Cath Hanley - Arms and Armour; Dr Matt Bennett - William Marshal; Martyn Whittock - Life in England at the time of Magna Carta Andy Milroy - the de Bohuns.

**Liberteas Big Lunch, in the Park, Sunday 14<sup>th</sup> June**, organized by Big Community Grow.

**Magna Carta Baron Towns Bike Ride 800 miles in 800 years from 20<sup>th</sup> June**, visiting all 23 Baron Towns, starting in **Curry Mallet** and calling in at **Trowbridge** at lunch time on Saturday 20<sup>th</sup>, before heading off to the East. Sunday 21<sup>st</sup> sees visits to **Long Crendon**, Bucks, **London** and **Greenwich**, London; Monday 22<sup>nd</sup> covers **Walkern**, Herts, **Stansted Mountfitchet**, **Little Dunmow**, **Pleshey** and **Castle Hedingham** in Essex and **Clare** in Suffolk; Tuesday 23<sup>rd</sup> the route takes in **Framlingham** and **Huntingfield** in Suffolk; Wednesday 24<sup>th</sup> involves two stops in Leicestershire at **Leicester** and **Belvoir**; Thursday 25<sup>th</sup> is a trip home to Yorkshire, visiting **Pontefract** and **Helmsley**; 'Tour de Yorkshire' continues on Friday 26<sup>th</sup> with **Thirsk**, **Topcliffe** and **Skipton**, with a finish in **Hornby**, Lancashire; After a trip over the Pennines on Saturday 27<sup>th</sup> the finale takes in **Warkworth** and finishes in **Alnwick**, Northumberland on Sunday 28<sup>th</sup> June. You can sponsor Lance at: [www.justgiving.com/LANCE-ALLAN2](http://www.justgiving.com/LANCE-ALLAN2) to raise money for Dorothy House Hospice or [www.justgiving.com/LANCE-ALLAN1](http://www.justgiving.com/LANCE-ALLAN1) to raise money for Re~cycle bikes for Africa.

**'Horrible Histories' live on stage at the Civic Centre** from 15<sup>th</sup> July, we are already SOLD OUT for the school days on Wednesday, Thursday and Friday, with tickets on sale for the public performances on **Saturday 18<sup>th</sup> and Sunday 19<sup>th</sup> July**.

**St James' Church will hold a Magna Carta Flower Festival 20<sup>th</sup> - 26<sup>th</sup> July**. Using the Henry de Bohun colours of gold and blue, which will be used by Trowbridge In Bloom throughout the season. The Public Speaking competition will also of course utilize the Magna Carta theme.

**Magna Carta Charter Fair weekend of 24<sup>th</sup>/25<sup>th</sup>/26<sup>th</sup> July**. All departments of the Town Council will be involved in organising elements of the **Magna Carta Charter Fair** as well as our partner organisations. The Chamber of Commerce and Town team is running a **Trowbridge Business Expo** in the Civic Centre on the Friday and Saturday sponsored by Apetito, Hitachi and Office Evolution. The Town Team will also be arranging **Medieval themed markets in Fore Street**, The **Active Trowbridge Magna Carta Sports & Play Festival in The Park** will be held as part of the weekend on the Saturday, there will be **Jousting and a Town Crier's Competition** on the Sunday and the **Civic Service** on Sunday evening.

With Salisbury having been declared one of the top ten destinations in the world for 2015 we expect to generate significant interest from overseas visitors and will be working closely with Visit Wiltshire on this. Journalists from Australia and New Zealand visited Trowbridge in early December and the Town Clerk attended a dinner in Salisbury with travel journalists including some from USA and Canada.

## 6. **TOWN DEVELOPMENT** – Committee meets 27<sup>th</sup> January and 17<sup>th</sup> February.

**6.1 Bus Service T1** – Cllr Horace Prickett has reported meeting First Bus, that they recognise there are issues with the new route and they will be seeking to address them soon.

**6.2 Transforming Trowbridge** – [www.transformingtrowbridge.org.uk](http://www.transformingtrowbridge.org.uk) Established by Wiltshire Council, a partnership to support regeneration of the town centre and Masterplan. Met 18<sup>th</sup> December, received a presentation from Jones Lang Lasalle acting as agents for the developer of the Cradle Bridge Site. The board is looking for a new Chair.

## 6.3 **Town Centre Developments**

**St Stephen's Place** – There are three remaining units.  
[//ststephensplacetrowbridge.co.uk/](http://ststephensplacetrowbridge.co.uk/)

**Cradle Bridge** – MRMU have recently revealed details of their proposals and anticipate submitting an application early in 2015. Proposals include a 16,000<sup>2</sup>ft Marks & Spencer Simply Food and a 6,550<sup>2</sup>ft Toby Carvery, 150 parking spaces and two further retail units. [www.mrmultd.co.uk/index.php/projects/cradle-bridge-retail-and-leisure-development](http://www.mrmultd.co.uk/index.php/projects/cradle-bridge-retail-and-leisure-development)

**Bowyers** – Demolition works were completed in December, a revised planning application to include a Petrol Filling Station as well as the consented Morrisons



supermarket, multi-screen cinema and a number of restaurant units is expected shortly. Early indications are suggesting completion by Easter 2016.  
[www.innoxriverside.com/](http://www.innoxriverside.com/)

**Court Street** – a mixed use office/residential scheme on the former Tremans Factory site is proceeding by Ashford Homes. Monahans Accountants are the tenant for the offices.

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

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

[www.wainhomes.net/southwest/development-details.php?itemID=47](http://www.wainhomes.net/southwest/development-details.php?itemID=47)

**H11 Castle Mead**, Persimmon & Charles Church 650 houses for sale, the link road to West Ashton Rd is now complete. Work on the Hilperton Gap Relief Rd from Leap Gate to Canal Rd commenced in September and is due to open Spring 2015.

[www.persimmonhomes.com/castle-mead-2206](http://www.persimmonhomes.com/castle-mead-2206)

**H8d Brook Meadow**, Barratt & Taylor Wimpey 150 houses mostly SOLD.

[www.barratthomes.co.uk/new-homes/wiltshire/H605001-Paxcroft-Mead/](http://www.barratthomes.co.uk/new-homes/wiltshire/H605001-Paxcroft-Mead/)

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

[www.abbeynewhomes.co.uk/PASTURES%20Trowbridge/home.html](http://www.abbeynewhomes.co.uk/PASTURES%20Trowbridge/home.html)

**Baron's Park, Green Lane** – Green Square, 90 houses now commenced.

<http://www.greensquarehomes.com/baronspark/index.htm>

**Ashton Park** – Mainly in West Ashton and North Bradley Parishes, proposes around 2,500 houses and improvements to the A350 around West Ashton cross roads and Yarnbrook. An application is expected in early 2015.

[consult.wiltshire.gov.uk/portal/spatial\\_planning/wcs/pre-subconsult2012?pointId=1329404303932](http://consult.wiltshire.gov.uk/portal/spatial_planning/wcs/pre-subconsult2012?pointId=1329404303932)

## 6.5 Wiltshire Local Plan

**6.5.1 Core Strategy** - The Inspector's final report was published on 1<sup>st</sup> December, confirming that the Core Strategy is sound with recommended modifications. Wiltshire Council's Cabinet accepted the modifications on 16<sup>th</sup> December and recommends to its full council to confirm this at an extraordinary meeting on 20<sup>th</sup> January.

[cms.wiltshire.gov.uk/documents/g8132/Printed%20minutes%2016th-Dec-2014%2010.30%20Cabinet.pdf?T=1](http://cms.wiltshire.gov.uk/documents/g8132/Printed%20minutes%2016th-Dec-2014%2010.30%20Cabinet.pdf?T=1)

**6.5.2 Community Infrastructure Levy (CIL)** – The Inquiry In Public will be held at the Civic Centre on 27<sup>th</sup> and 28<sup>th</sup> January. The CIL will generally replace S106 agreements, providing a contribution from each house built based upon a charge per m<sup>2</sup>. A proportion of the CIL when implemented will be paid automatically to the local town or parish council. The Town Clerk has requested that the Town Council is allocated a place at the Inquiry. [www.wiltshire.gov.uk/communityinfrastructurelevy](http://www.wiltshire.gov.uk/communityinfrastructurelevy)

**6.5.3 Infrastructure Delivery Plan (IDP)** – Items in the IDP will be funded by CIL. The Town Council will need to ensure that items required by the community are included, such as those in the Masterplan as well as; allotments, cemetery, play areas,

highways, cycle routes and sports pitches, for which some Section 106 contributions from developers is available. The IDP should be reviewed by Wiltshire Council on an annual basis.

**6.5.4 Housing Site Allocations Plan** - Wiltshire Council is developing a plan to support the Core Strategy and the delivery of new housing to 2026, identifying smaller sites in addition to strategic allocations such as Ashton Park, to ensure that a 5 year land supply can be maintained; and undertake a review of 'settlement boundaries'. A significant number of potential sites which have been submitted are being considered.

## 6.6 Rail Services

**6.6.1 Trowbridge Railway Station** - Improvements to the Forecourts will commence in January, which have been planned in conjunction with the developers of the Bowyer's site.

**6.6.2 Electrification** – A meeting is scheduled for 30<sup>th</sup> January to discuss alterations to services between Chippenham and Bath 18<sup>th</sup> to 31<sup>st</sup> July 2015 and NO SERVICES operating through Trowbridge or between Bath and Chippenham during August 2015.

[www.networkrail.co.uk/great-western-route-modernisation/wiltshire/](http://www.networkrail.co.uk/great-western-route-modernisation/wiltshire/)

## 7. OUR PLACE

The draft operational plan submitted in November was presented to a National Association of Local Councils conference on 3<sup>rd</sup> and to a Review Panel on 4<sup>th</sup> December. The project progresses the 'Place Management' theme of the Town Council Strategy, focussing on the following to deliver a coordinated town centre as part of a sustainable town;

**7.1 Masterplan** – The Masterplan seeks to ensure that the town centre develops in a sustainable way, providing a range of facilities and services which are linked together and is being adopted as part of the Core Strategy.

**7.2 Review of Car Parking** – Wiltshire Council is undertaking a comprehensive review of all parking issues across the whole county. The consultation period closes on 19<sup>th</sup> January. We have been working with Wiltshire Council on this and some aspects are linked to the Our Place Project. The Town Development Committee considered details of the Town Council's response to the review and resolved as contained at Appendix A. The feedback from a recent consultation event held by Wiltshire Council was circulated to members.

**7.3 Business Improvement District (BID)** - Wiltshire Council will fund development and ballot stages and a procurement exercise to appoint consultants is now underway.

**7.4 Campus** – The Cabinet of Wiltshire Council discussed the Trowbridge Campus at their meeting on 11<sup>th</sup> November, the project has now been incorporated into the economic regeneration of the town. Both the Town Council and the Shadow COB

support this development. Options for the development of the new build element of the campus including new leisure facilities and a health centre on the County Hall East site are now being considered. The whole of Trowbridge Town Centre should be considered to be the Campus not just the new build element, incorporating existing facilities and services.

**7.5 Heritage & Arts** – As well as the Museum Project reported above, the Town Hall Trust is progressing plans to take over the Town Hall and develop it into an Arts centre for. We are ensuring that these projects work together to deliver for Trowbridge.

**7.6 DiscoverTROWBRIDGE** – We have introduced a version of the logo for 2015, promoting our links to the 800<sup>th</sup> anniversary of Magna Carta. We will be purchasing some additional cloth bags in advance of the introduction of charges for plastic bags later this year.

**7.7 Wayfinding** – We are supporting Wiltshire Council to deliver new signs in key locations in the town centre, incorporating the Discover TROWBRIDGE logo and area maps to improve pedestrian flows. We anticipate that these will be added to by the BID.

**7.8 Public Safety** – Following the survey by Wiltshire Council and TCAF an action plan has been developed which identifies the need for further improvements to lighting in the Park. We are making an application to the Area Board, through the Friends of Trowbridge Park and to WASBG for additional funding to provide six lights on key routes through the Park.

## **8. PARTNERSHIP**

**8.1 Wiltshire Council** - The parish newsletter is now published weekly and is circulated to members. [www.wiltshire.gov.uk/council/parishnewsletterhome.htm](http://www.wiltshire.gov.uk/council/parishnewsletterhome.htm)

**8.1.1 Area Board** – The next meeting is on 15<sup>th</sup> January at County Hall. The Community Area Web Site is at [www.trowbridge.ourcommunitymatters.org.uk](http://www.trowbridge.ourcommunitymatters.org.uk)

**8.1.2 Community Area Transport Group (CATG)** – Next meeting 12<sup>th</sup> January at 10:30 am in the Civic Centre.

**8.1.3 Stallard Rec. Changing Rooms** – This facility on Innox Rd will be implemented by Wiltshire Council, with contributions from the Town Council and Section 106 funding.

**8.1.4 Market Towns Network** – The next meeting is being held in Wilton on 29<sup>th</sup> January at which we will be making a presentation about our Magna Carta events.

**8.1.5 Youth Services** – It is hoped that the new officer for the Trowbridge Community Area will commence in January.

**8.1.6 Highways and Streetscene** – despite numerous issues being raised, complaints and meetings the service provided by contractor BBLP to Wiltshire Council in the town remains unsatisfactory. All issues should be reported via the Wiltshire Council website.

[www.wiltshire.gov.uk/parkingtransportandstreets/roadshighwaysstreetcare/mywiltshireregister.htm](http://www.wiltshire.gov.uk/parkingtransportandstreets/roadshighwaysstreetcare/mywiltshireregister.htm)

## 8.2 Trowbridge Community Area Future (TCAF) – <http://tcafuture.wordpress.com/>

TCAF Parishes Liaison Group 7<sup>th</sup> January 7.00pm Town Hall

TCAF Steering Group 12<sup>th</sup> January 4.00pm Civic Centre

TCAF Neighbourhood Partnership 12<sup>th</sup> January 6.00pm Civic Centre

**Future of TCAF** – Discussions are taking place regarding the post April situation.

**Time Credits** – TCAF is working to introduce Time Credits to the Trowbridge area and the suggestion is that the TIC could be a focus for administering the scheme locally, as we have a group of volunteers already working in the TIC who could benefit from the scheme. An executive summary of the work of Spice Time Credits is circulated to members.

## 8.3 Police and Community Safety – Inspector Chamings reports to Full Council.

**Street Drinking** – A meeting of police, Councils, and others on 16<sup>th</sup> December which followed the recent perceptions of safety survey a number of actions are being considered including the potential for a ‘reduce the strength’ campaign and the need for the replacement of the Designated Public Place Order (DPPO) with a new Public Spaces Protection Order (PSPPO) which can be much more locality specific, for example restricting the consumption of alcohol in the Park to particular times of year and times of day. The notes of the meeting and other relevant documents have been circulated to councillors.

## 8.4 Wiltshire Fire & Rescue Service – Further information about Wiltshire Fire & Rescue Services is available on their web-site and in their QM magazine.

[www.wiltshirefire.gov.uk/qm](http://www.wiltshirefire.gov.uk/qm)

## 8.5 Wiltshire Association of Local Councils (WALC) – Newsletters are regularly circulated or available on their website [www.wiltshire-alc.org.uk](http://www.wiltshire-alc.org.uk)

## 8.6 Swindon/Wiltshire Local Enterprise Partnership – Details of the City Deal funding awarded by government have recently been circulated. Concern has been expressed by local members that the western Wiltshire area appears not to have benefitted from this funding. A contribution towards West Ashton and Yarnbrook relief road is expected in future phases once development has progressed through the planning system.

## 8.7 Ladydown Solar Farm Community Fund. - Work has commenced at the site and we are in discussion with the owners and the Community Foundation regarding the distribution of the community contribution.

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

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

Tuesday 13 <sup>th</sup> January	Policy & Resources
Tuesday 20 <sup>th</sup> January	Full Council
Tuesday 27 <sup>th</sup> January	Town Development
Tuesday 3 <sup>rd</sup> February	NO MEETING Policy & Resources
Tuesday 10 <sup>th</sup> February	NO MEETING Direct Services
Tuesday 17 <sup>th</sup> February	Town Development
Tuesday 24 <sup>th</sup> February	Direct Services
Tuesday 3 <sup>rd</sup> March	Policy & Resources

**9.2 Twinning** – a new constituted twinning group has been elected, with Mr Dirk Schenzer as Chairman, and comprises of the following members: Mr Hauke Sattler, Deputy Burgermeister, Cllr Ulf Heinrichsdorf, a Finance Minister, a representative of the European Parliament, and 26 councillors. This new group will be applying for European funding. A request by the Mayor's charity, Dorothy House Hospice Care, to twin with a hospice in Leer has been favourably received and is being progressed. In addition, following a successful visit by the Mayor and Cllr Brice last October to a Leer Military establishment, and subsequent positive discussions with the Royal Artillery Regiment in Larkhill, it is hoped to further a military link between the two towns.

**9.3 Civic Award (AGENDA ITEM 17)**

The committee will consider nominations received and make a recommendation for approval to Full Council at their meeting on 20<sup>th</sup> January 2015.

**9.4 Commonwealth Day** – We will be raising the flag of the Commonwealth on 9<sup>th</sup> March at 10am, all staff and councillors are invited to attend.

**9.5 Civic Dinner** –The event will be held on Saturday March 28<sup>th</sup>.

**Lance Allan**

**Town Clerk**

Trowbridge Town Council,  
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[www.trowbridge.gov.uk](http://www.trowbridge.gov.uk)

[www.trowbridgecivic.co.uk](http://www.trowbridgecivic.co.uk)

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



All information is correct as at 6<sup>th</sup> January 2015. All event dates, timings and locations are subject to change.



## FEBRUARY 2015

5	<a href="#">Roy Chubby Brown</a>	Civic Centre
14	'Non'-Valentine's Party	Civic Centre
17	Pancake Race	Fore Street
27	<a href="#">Showaddywaddy</a>	Civic Centre

## MARCH 2015

7	Pro-Evo Wrestling	Civic Centre
21/22	<a href="#">Sci-Fi Southwest</a>	Civic Centre
28	Mayor's Civic Dinner & Dance	Civic Centre

## APRIL 2015

4	Mixed Martial Arts Event	Civic Centre
25	<a href="#">Magna Carta Conference</a>	Civic Centre
28	Annual Town Meeting & Gathering	Civic Centre
29	<a href="#">'Dirty Dancing' Tribute Show</a>	Civic Centre

## MAY 2015

2	Lions May Fayre	Fore Street
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## JUNE 2015

20	Wiltshire Family History Day	
20	Magna Carta Cycle Ride in aid of <a href="#">Dorothy House</a> & <a href="#">re~cycle bikes for Africa</a>	
27	Motown Live @ The	Civic Centre
27/28	Armed Forces Weekend	Town Park

## JULY 2015

18 -19	<a href="#">Horrible Histories</a>	Civic Centre 2 & 4pm
20-26	Magna Carta Flower Festival	St James'
Church		
24/25/26	Magna Carta Markets	Fore Street
24/25	Business Expo <i>sponsored by Apetito, Hitachi and Office Evolution</i>	Civic Centre
25	Magna Carta Sports & Play Festival	Town Park
26	Jousting	Town Park
26	Town Criers' Competition	Town Park
26	Civic Service	St James' Church

## Appendix A – Response to Wiltshire Council Review of Car-Parking

1. That the Town Council supports the consideration of the introduction of a Residents' Parking Zone scheme in streets surrounding the town centre, as follows: Innox Rd, Innox Mill Close, Bradford Road, Westbourne Gardens, Wingfield Rd (from Stallard St to Hungerford Av.), Newtown, Gloucester Rd, Wesley Rd, Bond St, Avenue Rd, Westbourne Rd, Henderson Close, Gladstone Rd, Park St, West St, Waterworks Rd, Frome Rd (from Newtown to Waterworks Rd), Lamplighters Walk, County Way, Ashleigh Grove, Mortimer Street, New Rd, Havelock St, Polebarn Rd, Yerbury St, Eastbourne Rd, Eastbourne Gardens, Fulong Gardens, Ashton St, Harford St, Clarks Place, Alma St, Lower Alms St, The Halve, Duke St, Union St, Brewers Walk, St Thomas Rd (from The Halve to Stancomb Ave, Bellefield Cres, Delemere Rd, Keats Close, Islington, Downhayes Rd, Lower Court, Timbrell St, Prospect Place, Bristish Row, Poplar Lane, Cross St, Charlotte St, George St, Adcroft Drive, Adcroft St, Conigre, Church St, Upper Broad St, Broad St, Back St, Shails Lane, Manley Close, Seymour Court, Westcroft St, Seymour Rd (from Shails Lane to Melton Rd), Melton Rd (from Seymour Rd to Charles St), Jenkins St (from Seymour Rd to Charles St), Riverway, Hill St, Wicker Hill and Stallard St.
  1. a) That in addition the following roads should also be considered for a Residents Parking Scheme: Brown Street, Orchard Road, Clothier Leaze, Dursley Road, Longfield Road, Stancomb Avenue and separately areas around the College, such as Lilac Grove, College Road, Beech Grove, Willow Grove and Chestnut Grove.
  2. That the Town Council agrees that priority should be given to short stay parking closest to the town centre with long stay parking on the fringes, but that local circumstances must be taken into account.
  3. That the Town Council believes more detailed assessment should be undertaken before car parks are sold for redevelopment or to facilitate other developments.
  4. That the Town Council does not accept that the 'Proposed changes' contained in Wiltshire Council's 'Car Parking Strategy review – public consultation – Parking Charges Summary – Trowbridge' document satisfactorily considers appropriate and relevant local town information in developing the options suggested and that more detailed car-park by car-park analysis needs to be undertaken.
  5. Therefore that the Town Council pursues the option of the transfer of decision making regarding stay length and charges for car-parks as part of a cost neutral package of activity or asset transfers and that officers are delegated to negotiate a suitable arrangement with Wiltshire Council prior to consultation and further consideration by the Town Council. The Town Council does not believe that this responsibility should be delegated to the Area Board
  6. That any alternative arrangement must satisfactorily address the current high level of free parking availability in the multi-storey car-park, supermarket car-parks and residential streets and must therefore be introduced in conjunction with appropriate controls on on-street parking which recognises the impact of all-day parking on residents, whilst increasing the use of charged for car-parks through the introduction of reasonable all-day charges.

- 7. That any alternative arrangement should address the potential for a reduction in the availability of all-day spaces in the multi-storey car-park whilst retaining it as a free car-park in line with the existing deed.*
- 8. That any alternative arrangement should seek to address the requirement for adequate parking for library users in the vicinity of County Hall and that parking for visitors and staff at County Hall should be fair and equitable in relation to facilities available at Monkton Park, Chippenham and Bourne Hill, Salisbury as well as in relation to public parking availability in Trowbridge Town Centre.*
- 9. That the Town Council supports the introduction of new technology for managing car-parks.*
- 10. That the Town Council approves the RECOMMENDATIONS contained in ANNEX 3 regarding outstanding and new requests for parking restriction changes.*