

AGENDA SUPPLEMENT (1)

Meeting: Trowbridge Area Board

Place: County Hall, Bythesea Road, Trowbridge, BA14 8JN

Date: Thursday 9 January 2020

Time: 7.00 pm

The Agenda for the above meeting was published on 24 December 2020. Additional documents are now available and are attached to this Agenda Supplement.

Please direct any enquiries on this Agenda to Kieran Elliott, of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line or email kieran.elliott@wiltshire.gov.uk

Press enquiries to Communications on direct lines (01225)713114/713115.

This Agenda and all the documents referred to within it are available on the Council's website at www.wiltshire.gov.uk

7 **Partner Updates (Pages 3 - 26)**

Updates from Trowbridge Town Council and on the Future High Street Fund.

8a **Longfield Muga Enhancement (Pages 27 - 30)**

Updates from Trowbridge Town Council.

DATE OF PUBLICATION: 8 January 2020

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Town Clerk's Report to Policy & Resources Committee 14th January 2020

The Town Clerk reports every two months to the Committee with an edited version presented to the Area Board. Agenda items are highlighted and normally include an officer's recommendation. Other matters are provided as report items only.

I. POLICY

I.1 **BRITISH TELECOM: PAYPHONES REMOVAL CONSULTATION (AGENDA ITEM 7) -**

Wiltshire Council has received notification from BT consulting on a programme of proposed public payphone removals. There are 71 public payphones in Wiltshire with 'very low usage levels' and BT propose to remove them following a consultation, ten of them are in Trowbridge (details below). BT has also placed consultation notices in the relevant payphone kiosks. Wiltshire Council is seeking the views of town/parish councils and Wiltshire councillors on the removal of these payphones. Please provide reasons for any objections to the removal of specific phones, as a blanket objection is unlikely to carry weight. BT has provided some examples of factors that may be relevant (refer to their guidance at bottom of page):

- If there is predominantly privately rented or council housing in the area, this suggests people on a lower income without access to mobile and fixed telephones and supports the view that a public call box should be retained.
- There may be concerns about access to telephone services in areas with low population densities.
- The payphone may be sited in an area of poor mobile phone coverage.
- There may be a higher than average need to access emergency services, including breakdown services due to specific local factors for example, or the call box is near a known accident black-spot.

BT offers the opportunity for councils and charities to adopt a kiosk for just £1, thereby protecting the heritage of the community. Details: <http://business.bt.com/phone-services/payphone-services/adopt-a-kiosk/>
The consultation period will close on 28 January 2020, deadline for our comments (by end of business **14 January 2020 at the latest**) should be returned to Mary Moore at Wiltshire Council who will co-ordinate the response on behalf of the council.

	Telephone Number	Address	Post Code	Number of calls in last 12 months
1	01225751464	PCO PCO1 TOWN BRIDGE TROWBRIDGE	BA14 8JZ	502
2	01225751467	PCO PCO1 LARKDOWN TROWBRIDGE	BA14 7JX	0
3	01225751468	PCO PCO1 KINGSLEY PLACE TROWBRIDGE	BA14 9TD	3
4	01225751471	PCO PCO1 WILTSHIRE DRIVE TROWBRIDGE	BA14 0RX	4
5	01225752157	PCO PCO1 CHARLES STREET TROWBRIDGE	BA14 8ND	8
6	01225752317	O/S 35 PCO1 FROME ROAD TROWBRIDGE	BA14 0DQ	10
7	01225752419	PCO PCO1 WYKE ROAD TROWBRIDGE	BA14 7NP	12
8	01225753727	OPP CHARLOTTE SQUARE PCO1 TIMBRELL STREET TROWBRIDGE	BA14 8PL	157
9	01225763380	PCO PCO1 KINGSDOWN ROAD TROWBRIDGE	BA14 0LB	7
10	01225769088	O/S THE LAMB PUB PCO1 COUNTY WAY TROWBRIDGE	BA14 7AQ	888

RECOMMENDATION: That the payphones at Town Bridge and at The Lamb in Trowbridge are retained as they are used more than once per day on average.

1.2 COMMUNITY GOVERNANCE REVIEW (CGR) – A Community Governance Review is a review of the governance arrangements for parish and town councils including their establishment, extinguishment, number of councillors and changes to their boundaries. The Town Council Strategy says;

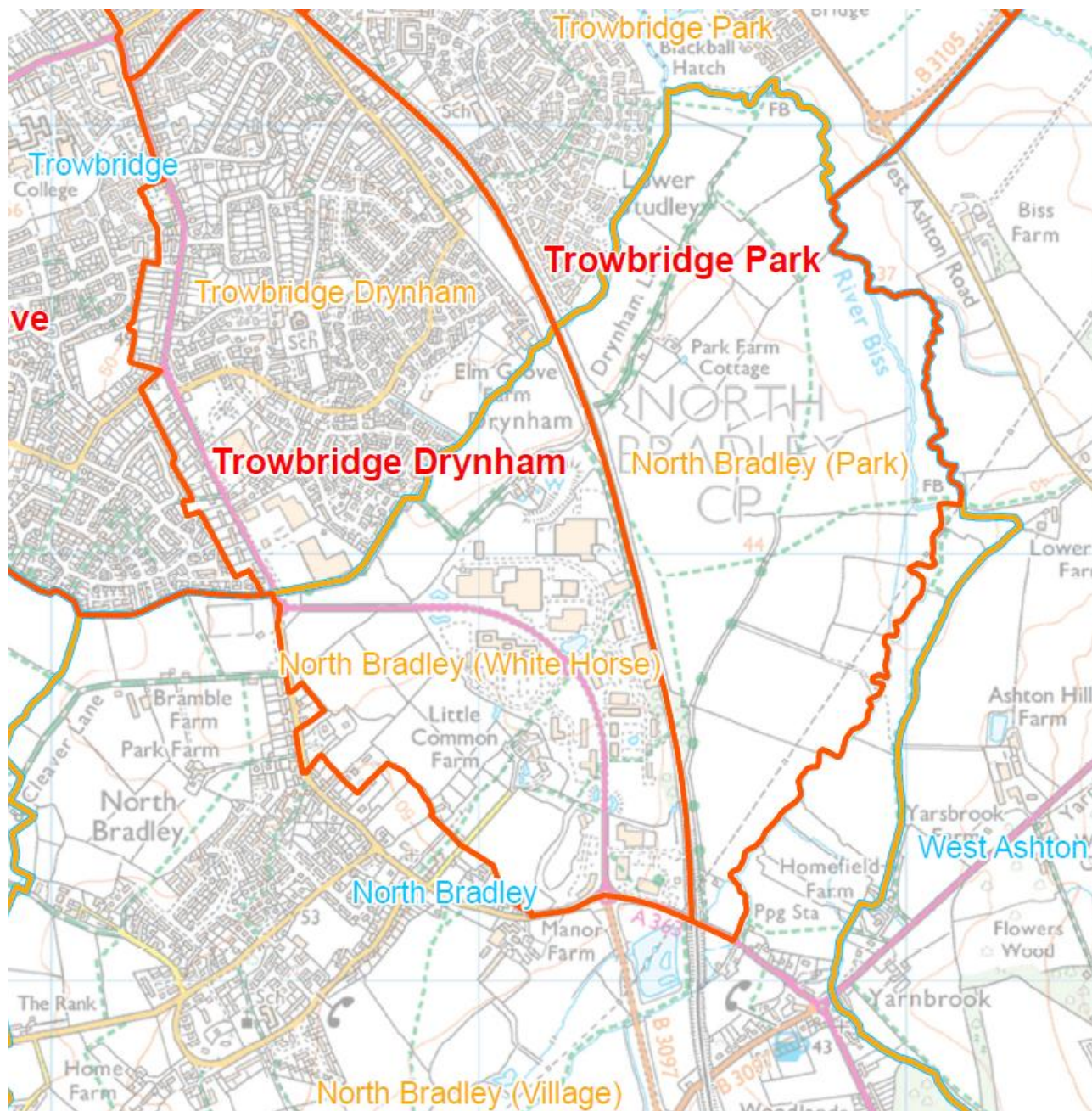
Trowbridge Town Council will continue the campaign to ensure that Trowbridge can have A TOWN COUNCIL FOR ALL OF THE TOWN, including all the built up urban areas which are not connected to their respective villages and if necessary will seek a further Community Governance Review when Ashton Park urban extension is being built-out or if other areas of development take place on the edges of the current town boundary, but recognises that this is unlikely to take effect before 2025.

Wiltshire Council wrote to town and parish councils on 12th July advising that they were likely to commence a CGR once the LGBCE had concluded its work on the Electoral Division Review. The Town Council responded to the request. As the LGBCE has concluded its review of Electoral Division boundaries the Community Governance Review has now formally commenced. The Town Clerk and a number of councillors attended the Community Governance Review Panel hearing on Wednesday 11th December at County Hall. Councillor Clewer (Deputy Leader) and Cllr McLennan were the Panel members. The Town Council presented its position with regard to the four areas that the Town Council is requesting be added to the town boundary (see details below). We were also presented with requests from West Ashton Parish Council and Southwick Parish Council, both proposing that areas currently in the town boundary are transferred to their respective parishes.

In addition, Wiltshire Council has indicated that it may have some concerns with the ability to form appropriate wards in some of the areas and may therefore need to request consequential changes to the Electoral Division boundaries from the LGBCE to accommodate such alterations. For example, they had previously communicated as follows:

North Bradley - Further to previous communications regarding the Electoral Review Committee undertaking a CGR and following the decision on 1 October of the LGBCE in respect of the Electoral Divisions of Trowbridge Drynham and Trowbridge Park, with consequential impacts to the parish arrangements of both Trowbridge Town and North Bradley Parish, we are writing to inform you that the Committee may choose to undertake a review in this area. The Committee would be interested to know the view of both parishes as soon as practicable on the appropriate status of this area, shown below as North Bradley White Horse and North Bradley Park. Both parishes will be aware of previous emails relating to requests made by Trowbridge Town Council, and the responses to that request have been logged. However, this email is being sent because the request from Trowbridge Town is not coterminous with the Unitary Division in respect of the final recommendations of the LGBCE for Trowbridge Drynham. If the areas are included for review there will be formal periods of information gathering and public consultation, this email is simply to seek any early comment from the parishes in question.

The Town Council's proposal, shown in Area 3 identifies the proposed Town Boundary encompassing Ashton Park West, the Drynham Lane/Elm Grove development site, all of the current White Horse Business Park (WHBP) and associated commercial development. An extract from the LGBCE map showing the warding arrangements is included below: It will be noted that the new Trowbridge Drynham Division, as well as including the areas proposed by the Town Council also includes; all of the potential development site which lies between the WHBP and North Bradley and a number of properties which are situated on Woodmarsh Rd or accessed via Woodmarsh Rd and Little Common. The latest WHSAP includes the following phrase with respect to development in this area: 'development to be directed to the north and east of the site'. Whilst the Town Council continues to object to the lack of clarity in this statement, which does little to identify with sufficient precision the proposed location of development, it is evident that it will not take up the whole of the area between WHBP and the edge of the new Trowbridge Drynham Division.

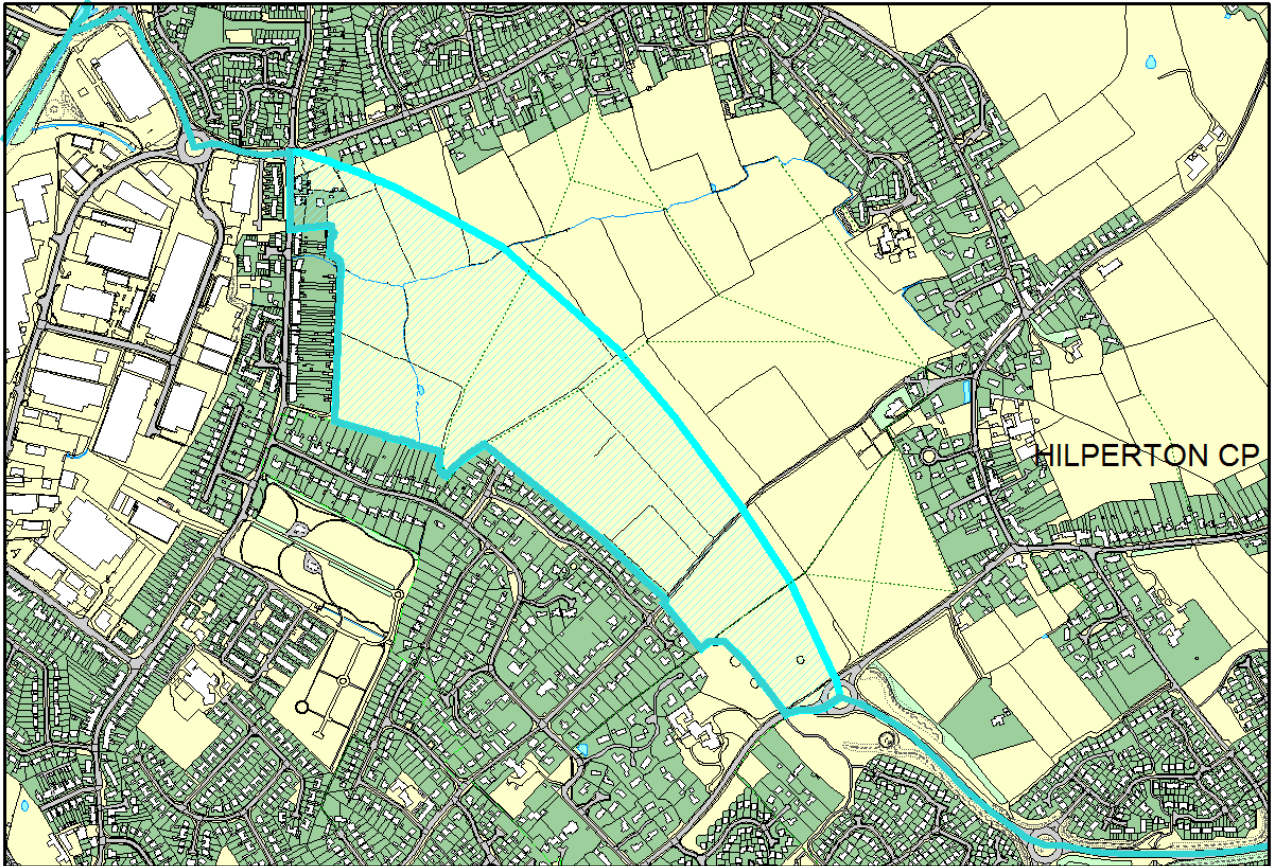


At the last meeting of the Policy & Resources Committee it was

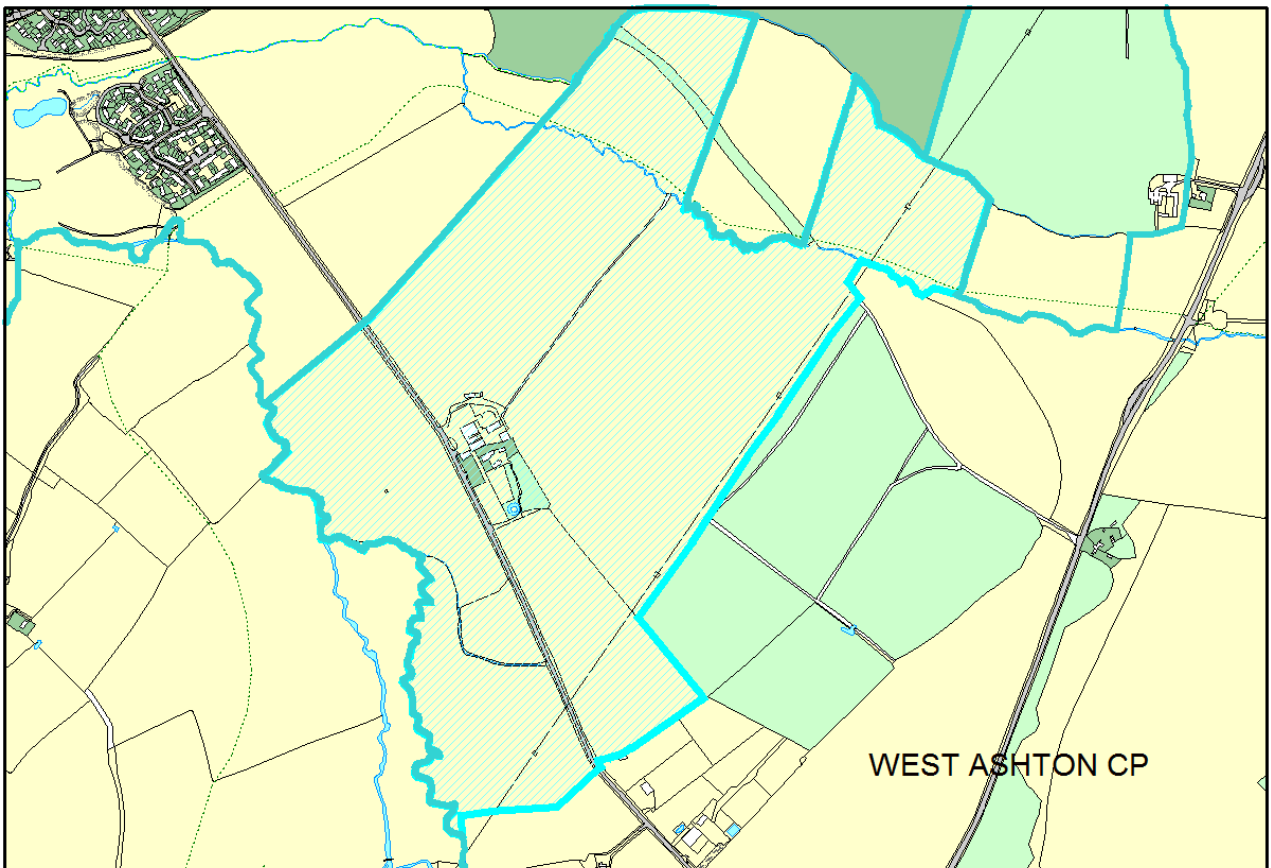
RESOLVED: That Trowbridge Town Council believes that its proposal offers the best solution, within the guidance relating to a Community Governance Review, for the boundary between Trowbridge and North Bradley, until such time as the proposed development allocation in this area is more clearly defined. Notwithstanding this, the town council would be prepared to reluctantly accept that the whole of Trowbridge Drynham Division should be included in the Civil Parish of Trowbridge if Wiltshire Council is minded to consider this.

The detail of the requests made by the town council are show on the following pages.

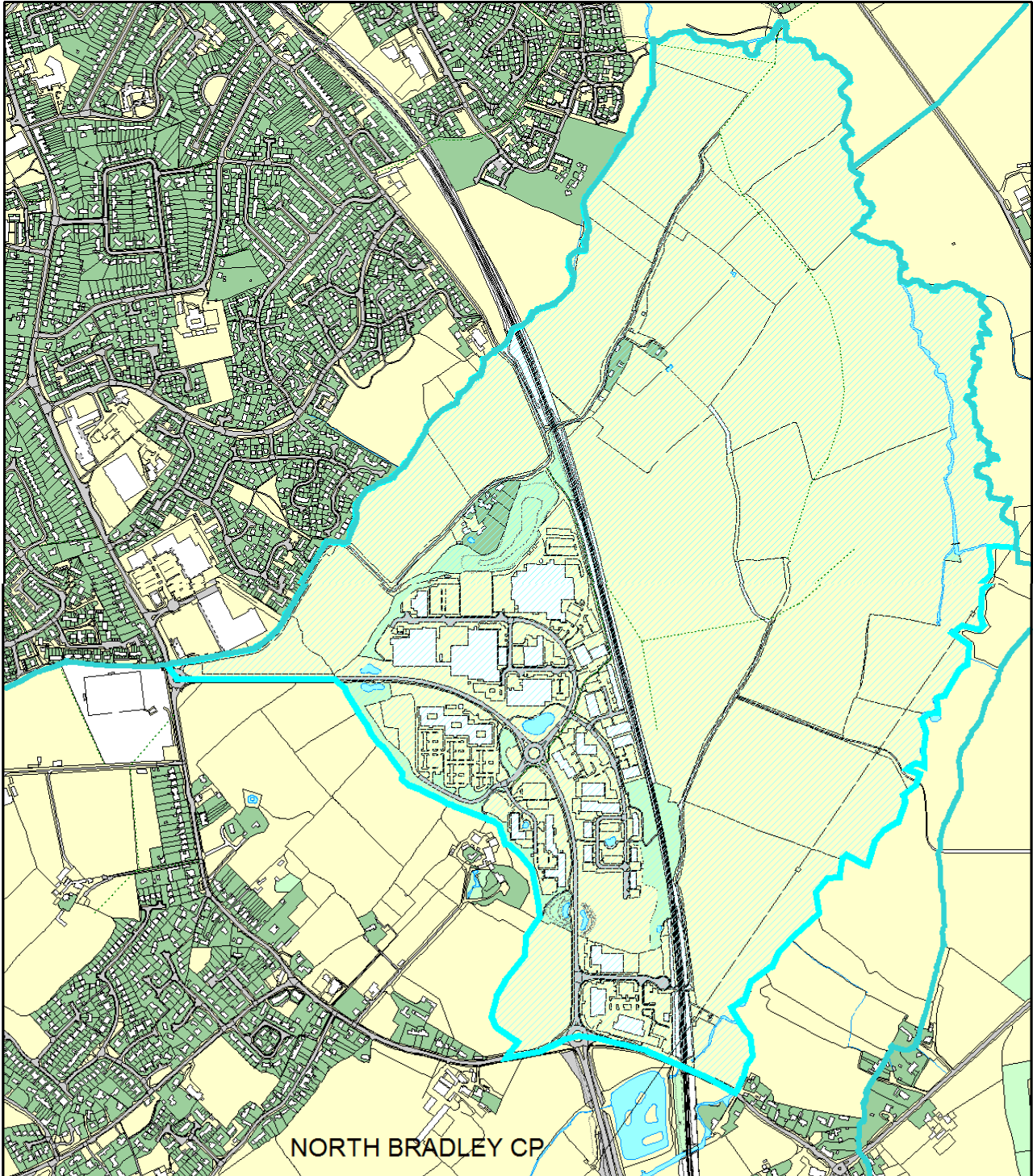
Area 1. Land south and west of Elizabeth Way from Hilperton CP.



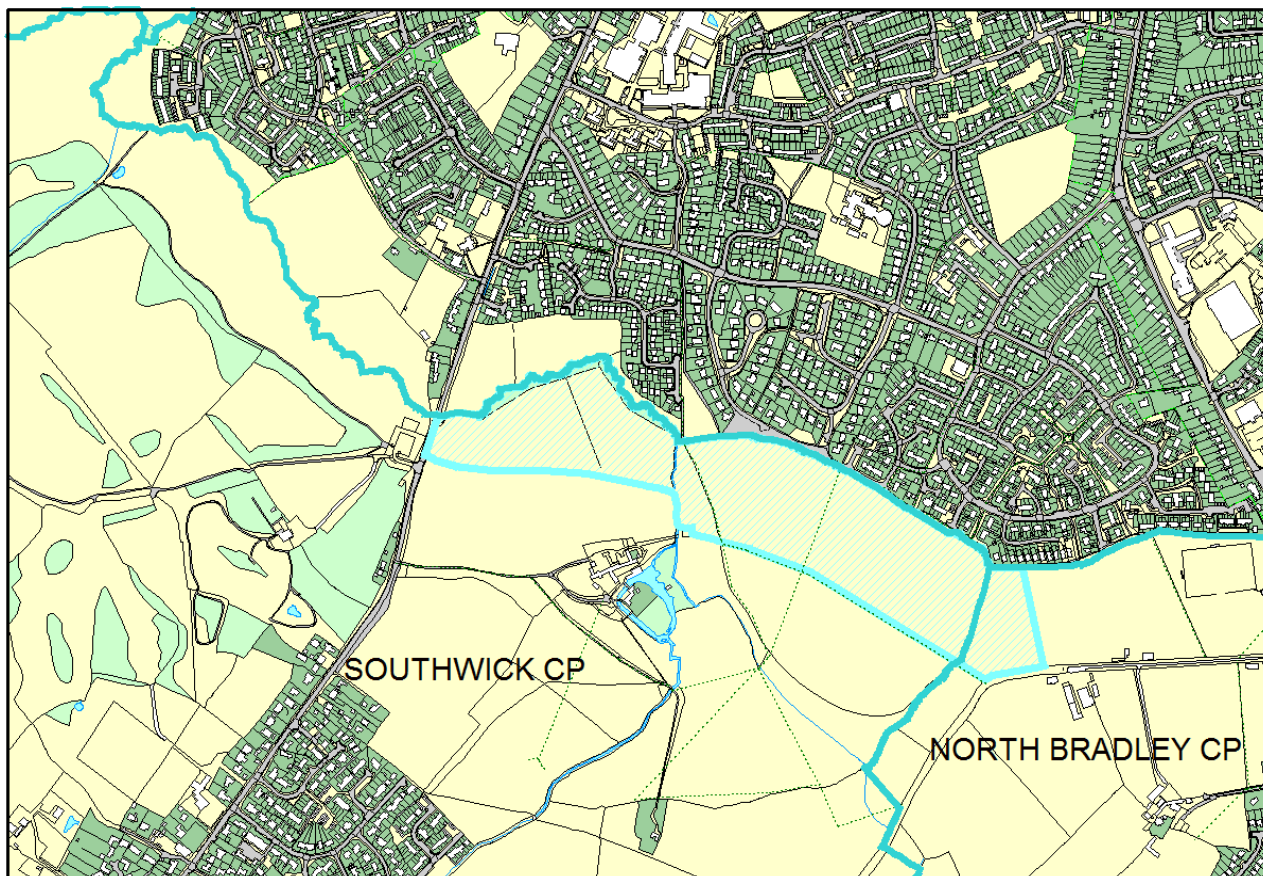
Area 2. Land in the Ashton Park Urban Extension from West Ashton CP.



Area 3. Land in the Ashton Park Urban Extension, Elm Grove/Drynham Lane and White Horse Business Park from North Bradley CP.



Area 4. Land in the Southwick Court allocation from North Bradley CP & Area 5. Land in the Southwick Court allocation from Southwick CP.



The reason given for the requested changes was: All of these areas are allocated for development as part of the Core Strategy or the Wiltshire Housing Sites Allocation Plan (WHSAP), or are areas closely associated to these areas for development, with clearly identifiable boundaries, including natural barriers such as rivers and streams, existing roads and roads which are proposed as part of the development. They are all extensions to the town, the largest is described in the Core Strategy as 'An Urban Extension' and the others all contribute to the Trowbridge Town development requirements and not to the village development totals.

The Policy & Resources Committee at its last meeting also:

RESOLVED: That Trowbridge Town Council considers the proposal from Southwick Parish Council is contrary to the government guidance on Community Governance Reviews, would be detrimental to community cohesion, would result in the creation of an anomalous boundary within the community of Trowbridge, would result in neighbours being in different parishes and fails to reflect the 'no-man's land' between settlements or the most clearly identifiable natural boundaries.

AND

RESOLVED: That Trowbridge Town Council considers the proposal from West Ashton Parish Council is contrary to the government guidance on Community Governance Reviews, would be detrimental to community cohesion, would result in the creation of an anomalous boundary within the community of Trowbridge, would result in neighbours being in different parishes and fails to reflect the 'no-man's land' between settlements or the most clearly identifiable natural boundaries.

1.3 Polling District & Polling Places Review Wiltshire Council recently conducted a review. The Town Council previously responded that all voters on the Broadmead estate should have their polling station at Studley Green Community Centre. This has been confirmed.

1.4 CARBON REDUCTION STRATEGY (AGENDA ITEM 8) – Further to resolutions at the September Committee: *That Trowbridge Town Council approves in principle the development of a carbon reduction strategy along the lines of that recently approved by Bradford on Avon Town Council.* And at the September Full Council meeting: *That Trowbridge Town Council Declare a Climate Emergency.* Work is ongoing to develop the Carbon Reduction Strategy, drawing on the work which has been considered by local environmental groups recently.

a) The following list of priorities has been drawn up by the Working Party and can be considered for inclusion in the budget for 2020/2021.

- Staff training (achievable within budget, possible September Staff day session)
- Ensure the Website & social media reflect the Council's commitment to climate emergency & use community news to promote carbon reduction ideas (achievable within budget)
- Community tree planting initiative working with other groups (achievable see below)
- Procurement: renewable only electricity tariffs, solar panels, replacement machinery and vehicles (longer term aim, impact on budget but will be considered when appropriate in 2020/21).
- Planting and grass cutting for sustainability and biodiversity (medium term with new contract)
- Working in partnership with others (achievable within budget)
- An audit of the Council's current carbon footprint (Experience suggest difficult and expensive)
- Environmental Impact Assessments for major decisions (unknown, may be expensive)

b) **To consider** Cllr Oldrieve's proposal that the Town Council sets-up a liaison committee with interested groups to inform and co-ordinate climate change mitigation activities within the Town.

c) **Trees** – Cllr Hill is undertaking some research into NALCs Tree Charter to see how it could be adopted for Trowbridge. We have also identified the area along County Way and are considering The Grove Recreation Ground for the potential planting of some additional trees.

d) **Trowbridge In Bloom** – Following a meeting with three members of the Trowbridge In Bloom group they have stated that if a new environmental partnership group established in partnership with the Council took over the responsibility for the public speaking competitions with an environmental theme then Trowbridge in Bloom would be wound up and the remaining activities would cease.

RECOMMENDATION: That the Council approves the following:

i) **That the Town Council seeks to implement those elements in the above list which are achievable in the short term within the 2020/21 budget.**

ii) **That the Town Council sets-up a liaison committee with interested groups to inform and co-ordinate climate change mitigation activities within the Town.**

iii) **That the Town Council works with partners to increase tree planting including sources of trees, funding and identifying locations for tree planting.**

iv) **That the Town Council takes over responsibility for the public speaking competitions from Trowbridge In Bloom from 2021, working with the local partners to build upon the environmental theme of the competitions and provides a small contribution towards the competition costs in 2020.**

v. **That the Town Council incorporates a comprehensive Carbon Reduction strategy as part of the Town Council Strategy review in 2021 for the period 2021-2025.**

1.5 INDICES OF MULTIPLE DEPRIVATION – The Studley Green Lower Super Output Area (LSOA) is the only one in the Wiltshire Council Area which is in the lowest 10% of communities in England. In particular, it scores very low for 'Education, Skills & Training' (as do other parts of Trowbridge). The committee resolved at the last meeting the following:

That the Town Council consider if Wiltshire Council should be asked to confirm what particular and specific activity is it undertaking or seeking to implement, in the only community in Wiltshire which is in the most deprived 10% of communities in England, and which is different from and additional to the activity which it is undertaking in all other communities?

This question was addressed to the Cabinet Member for Children's Services, Cllr Pauline Church. Cllr Church replied with an acknowledgement and confirmed that it had been passed on to officers to respond in full. The only reply received so far is as follows:

Sent on Behalf of the Executive Directors of Wiltshire Council

Dear Lance,

We write in response to your email to Cllr Pauline Church dated 11 November.

As the Clerk & Chief Executive of Trowbridge Town Council, we request that you communicate directly with officers in Wiltshire Council, rather than members of our Cabinet. Likewise, on matters of the nature contained in your email, our officers will write directly to you or one of your officers, rather than going directly to your town councillors. This aligns to how we communicate with colleagues across the public sector and will also improve our efficiency in responding to you in the future. If you are unsure who to write to, please direct your email to one of us who will pass on accordingly. We would expect any communication from Trowbridge Town Council to our Cabinet members comes directly from one of your town councillors. We have passed on your email to Helean Hughes, Director - Education and Skills, who you should communicate further with on this matter.

Regards,

Terence Herbert, Carlton Brand, Alistair Cunningham
Executive Directors

The Town Clerk has regularly corresponded on behalf of the Town Council with Cabinet Members at Wiltshire Council over the past ten years. Cabinet members have executive responsibility and the Town Clerk considers that it is appropriate in certain circumstances to correspond directly with those who have that executive responsibility. A survey of a number of other town clerks in Wiltshire indicates that all but one of those asked would in certain circumstances address matters raised by their council directly to a Cabinet Member.

It should be noted that the Town Clerk wrote to Alistair Cunningham on 1st October with a specific question about Wiltshire Council's new Capital Fund and has not yet received a reply. The Town Clerk also wrote to Carlton Brand and Alistair Cunningham on 15th October following a meeting that Carlton had held with Cllr Bryant. I asked three specific questions and one more general question relating to economic development and regeneration. I received a brief general response from Carlton Brand on 16th October but have so far failed to receive a reply to the three specific questions.

1.6 TOWN CENTRE CCTV (AGENDA ITEM 9)

The following **OPTIONS** were considered at the Leisure & Information Services Committee meeting held on 3rd December 2019:

Option 1 - If Virgin Media agree a price for the network at a %age of the balance owed, should the council purchase?

Option 2 - Should the council invest into getting a consultant on board to provide alternative arrangements and proposals?

Option 3 - Should the council insist on getting funding from the main beneficiary (Wiltshire Police) and without such funding (committed on an annual basis) confirm that the system can no longer be sustained.

Option 4 - Should any of the above occur, how will the council handle public response to it?

Option 5 – Should Trowbridge Town Council continue funding the monitoring, replacement and maintenance at the resident's expense?

Following a lengthy debate, the following was

RESOLVED: That Leisure & Information Services Committee make the following recommendation to Policy & Resources Committee:

RECOMMENDATION: That Option 3 followed by Option 2 (if Option 3 is not successful) are pursued and consideration is given to any implications for the budget.

1.7 GRANTS POLICY (AGENDA ITEM 11) (copy attached)

To consider the Grants Policy for review following the discussion held at the Leisure & Information Services Committee meeting held on 3rd December 2019: **4152 - Carnival** – decreased budget from £5,000 to £3,000. We provide support with £3,000 for infrastructure but the other £2,000 should be used for other town events such as an October Festival working with Weaver's Market and Apple Festival.

2. RESOURCES

2.1 FINANCIAL RESOURCES – (AGENDA ITEM 12) 3rd Quarter accounts (Oct-Dec 2019) will be presented to each spending committee and collectively to Policy & Resources in February and March.

2.2 Community Infrastructure Levy (CIL) – The Town Council receives 15% of CIL related to developments. WC receives the other 85% of CIL, which is charged at the following rates:

Residential other	£55 /m ²
Residential Ashton Park	£30 /m ²
Student Accom'm / Hotel / Retail (Town Centre only)	£70 /m ²
Retail warehouse / superstore	£175 /m ²

WC have provided an update on the following for which we have not yet received any payment:

- 16/07198/FUL Bradford Rd Surgery – awaiting confirmation of size.
- 17/09112/FUL Carpenter's Arms – chasing owners.

CIL (420) Q3	Actual	Budget	Variance
Gross Expenditure / Transfer to Earmarked Reserve	£62,935	£66,460	£3,525
Income	£62,935	£66,460	£3,525
Net	£0	£0	£0

This has been allocated to the Park Storage Project. We are due to receive the Q4 January payment, the final one for this financial year, which will bring the total to a better than budget figure.

2.3 BUDGET 2020-2021 (AGENDA ITEM 13) - The Council commences its annual budgeting in the Autumn and needs to approve the budget in January for the 1st April 2020 – 31st March 2021 financial year.

Strategy - The Town Council Strategy says;

Trowbridge Town Council's long-term plans will be based upon no increase in the Town Council's portion of the Council Tax greater than the level deemed by the government as being not excessive (which in 2017-18 is up to £5 on a Band D Council Tax Charge). Trowbridge Town Council will continue to keep Council Tax levels below the upper quartile compared to other towns in Wiltshire. Trowbridge Town Council will seek to bring the levels of General Reserves back up to 25% of revenue expenditure by 2021.

Council Tax Base – This is expressed as 'Band-D' equivalents, any changes account for new houses built in the past year, single person discounts and other adjusting factors, for 2019 it was 11673.87. The 2020 figure was provided by Wiltshire Council in early November and is **11740.34** Band-D equivalents, representing an increase of 66.47 compared to 2019/20.

Inflation – September 2019 Consumer Prices Index (CPI) is +1.7% & Retail Prices Index (RPI) is +2.4%.

Excessive Council Tax Increases, Referendum Principles – The limits applicable to; District Councils in 2019 are the higher of £5.00 or 2% on the Band-D Charge and; Wiltshire Council is 4%, (2% general; and 2% Social Care) The government has confirmed it will not extend referendums to Parish & Town Councils in 2020. The government indicated that if it did introduce them then increases which are justified because services have transferred from an upper tier council would not trigger the limit.

Localisation of Council Tax Benefit (LCTB) Support Grant – WC does not pass this on to town and parish councils, local councils are financially independent. When this scheme was introduced in 2013/14 Trowbridge Town Council lost over £200,000 of annual Council Tax. (Believed to be the largest for any town council.) Without this change our Council Tax Base would be around 13500 Band-D equivalents.

Community Infrastructure Levy – Based upon 40% of the pipeline of new developments being delivered in 2020/21 around £65k could be included in the budget, reducing the precept requirement. As Ashton Park and other sites commence development this is likely to increase and will be sustained if larger areas of new development are transferred into the town boundary.

Salary award – We are including a 2% increase on all salary scales from 1st April, although there has been no agreement yet. The town council salaries are in accordance with the national local government Green-Book salary scales and the agreement between NALC and SLCC. Recent increases have had a significant impact on those departments employing the most people and particularly staff at lower grades, such as Leisure Services, as scales have been revised in line with the National Living Wage.

General Reserves – At the 2018/19 end of year, the town council's reserves were even lower than the previous year and therefore remain significantly below the expected levels of a minimum of 3-month's revenue expenditure. Whilst we anticipate making a better than budget contribution to General Reserves this year, the contributions in 2020/21 and 2021/22 need to be significant. 3-month's revenue expenditure (excluding loan repayments) is £400,000. At the end of 2019/20 we anticipate that Reserves will be up to £200,000 and therefore over the next three years a further £200,000 will need to be contributed and also additional reserves built up to allow for increased revenue expenditure during that period. I am therefore recommending that a contribution to reserves of **£62,500** is included in the 2020/21 budget.

Pension Evaluation – Wiltshire Pension Fund confirms that the employer's contribution rate increases from 20.1% (2019/20) to **20.7%** (2020/21) and then reduces to 19.7% (2021/22) and 18.7% (2022/23).

Transfer of additional assets and services from Wiltshire Council (see 8.1.6) Wiltshire Council has confirmed that discussion will commence with the Town Council in May 2020 on a package of remaining local amenity services, including the Down Cemetery, Recreation Grounds (Stallards, Seymour, Elm Grove), Paxcroft Brook Open Space, Biss Meadows, amenity grass and litter bins. A rough estimate of the cost of these services is around £500,000 per annum. This would bring the 2023/2024 Council Tax Charge up to £198.21. If this increase was applied gradually over the next four years then it would be £111.06 per annum, representing an increase to £165.04 for 2020/21 (See **G*** below). I am therefore recommending that a contribution to earmarked reserves of **£37,500** is included in the 2020/21 budget.

Options for 2020/21 (All figures are at Band-D level)

A. The Town Council could reduce the Council Tax Charge, **but this would require the Council to confirm which services and facilities it wishes to cut**, contrary to the Strategy.

B. The Town Council could retain the Council Tax Charge at the current level of **£153.98** **but this would also require the Council to confirm which services and facilities it wishes to cut**, contrary to the Strategy.

C. The Town Council could increase the Council Tax Charge by CPI, an increase of £2.62 to **£156.60** **but this would require the Council to make some cuts in services or facilities and no contribution to reserves.**

D. The Town Council could increase the Council Tax Charge by RPI, an increase of £3.70 to **£157.68** **but this would require the Council to make some cuts in services or facilities or no contribution to reserves.**

E. The Town Council could increase the Council Tax Charge by £5.00 (the government's limit for District Councils) to **£158.98** **but this would not allow any contribution to reserves, leaving the risk that the council would not be able to address issues arising in the future or which have not been anticipated.** Under this option the town council would also need to impose a very large increase in the future to generate sufficient revenue to fund the activities due to transfer from Wiltshire Council in 2022 (see 8.1.6).

F. If inflation is applied from 2007/2008 and the LCTB impact is factored in, then the Town's share of Council Tax would have increased from £105.26 to **£162.07** (CPI) which equates to an increase of 5.3% from the current year or to **£174.59** (RPI) which equates to an increase of 13.4%, but this doesn't account for additional services already transferred from WC or due to be transferred in 2022 (see 8.1.6).

G. As the government has announced that referendum principles are not being extended to first tier councils, the first part of the Strategy does not strictly apply, as there is no excessive limit deemed by the government, and therefore the town council could consider a greater than inflation increase in order to meet the requirements of those services which have already or are due to be transferred from WC (see 8.1.6 and above *). As above an increase of £111.06 would take the Band-D Charge to **£165.04**

H. If inflation is applied from 2008/09 to the whole Council Tax bill (Wiltshire Council, Police, Fire and Town) then it would now be higher by £31.78 in 2019/20 and if all of this is applied to the Town Council (to compensate for the services that the town council has already taken over from Wiltshire Council) then it would increase the TTC Band-D Charge to £185.76 and with CPI added for 2020/21 then it increases to **£188.92** and it would be just over £200 by 2023/24 with further 2% inflation added each year.

I. In accordance with the second part of the Strategy the higher limit that the Council is seeking to keep the Council Tax Charge below is the upper quartile of Wiltshire towns. This is shown on the following table which includes all of the town councils in the Wiltshire Council area. There are 19 town councils, with Devizes at the median and Royal Wootton Bassett at the margin of the upper quartile. (There are also five parish councils in the WC area that charge in excess of £100 Band-D.) If Trowbridge Town Council were to increase its share of the Council Tax to **£200** Band-D, which is still below the upper quartile, this would represent an increase of 29.9% which is still significantly less than the increases implemented by Salisbury City Council in 2018 (69.1%) and Chippenham Town Council in 2019 (37.5%).

Wiltshire Council Area, Town Council 'Band-D' Council Tax Charges

Council	2019/20	2020/21	Change	
Chippenham	£239.61	£262.05	+9.4%	
Calne	£210.31	£215.57	+2.5%	Upper
Salisbury	£208.00	£208.00	0.0%	Quartile
Malmesbury	£205.49	£210.63	+2.5%	
Royal Wootton Bassett	£204.81	£209.81	+2.4%	75 th percentile
Cricklade	£196.72			
Marlborough	£195.13	£240.82	+23.4%	
Bradford on Avon	£185.39			
Corsham	£168.74			
	£162.61			Mean Average
Devizes	£159.71	£176.11	+10.3%	Median
Trowbridge	£153.98	?		
Melksham	£153.12	£164.72	+7.6%	
Tidworth	£148.70			
Wilton	£137.43	£150.53	+9.5%	
Westbury	£132.94	£172.46	+29.7%	25 th percentile
Warminster	£127.96	£183.63	+43.5%	
Ludgershall	£104.65			Lower
Amesbury	£98.07			Quartile
Durrington	£58.75			

The above figures for 2020/21 are in some cases recommendations and not necessarily final resolutions. The average for 2020/21 is likely to exceed £175.

RECOMMENDATION: That in order to meet; the budget expenditure recommended by the committees; the requirement to fund an increase in General Reserves and; in anticipation of additional services being transferred from Wiltshire Council over the next four years, with an expectation from the community that the town council will take full responsibility for those additional services and deliver a quality of service better than that experienced in recent years (whilst they have been the responsibility of Wiltshire Council), the Council Tax Charge for Trowbridge Town Council for 2020/21 should be increased by an amount greater than CPI inflation and that any additional receipts should be allocated in the budget as a contribution to General Reserves.

That the Committee approves the following **RECOMMENDATION** to Council:

- That the Council approves the department Budgets for 2020/21 as detailed on the budget spreadsheets, totalling **£1,939,950**
- That the Council approves that the contribution to General Reserves for 2020/21 be **£62,500**
- That the Committee recommends to Council therefore a total budget requirement for 2020/21 of **£2,002,450**

And that this is funded in part through estimated income for 2020/21 from Community Infrastructure Levy of **(£65,500)**
Leaving a net precept requirement for 2020/21 of **£1,936,950**

Which results in an increase of £11.00 on the Trowbridge Town Council 'Band D' Council Tax Charge, to **£164.98**
Which is less than £3.20 per week.

2.4 RISK & AUDIT – the next Risk and Audit Panel will take place on 4th February 2020 after the Civic Board Meeting.

2.5 HUMAN RESOURCES

2.5.1 New Starters:

- Tessa Kerslake – Museum Marketing and Events Officer contracted from 1st January 2020 on a 2 year fixed term contract, funded by the HLF.
- Andrea Bartlett – Museum Retail and Income Generation Officer contracted from 1st January 2020 on a 2 year fixed term contract, funded by the HLF.
- Craig – Sports Coach from 1st January 2020

2.5.2 Leavers:

Active Trowbridge:

- Sam Smith (Sports Participation and Coach Coordinator) left on 16th December 2019.

Corporate Services:

- The Council Secretary has given 3 months' notice, to retire, finishing on February 26th 2020.

2.5.3 Changes: Active Trowbridge - Current staffing levels: 10 full time staff @ 37 hours, 1 @ 35 hours, 7 @ 30 hours, 1 @ 25 hours, 2 @ 15 hours; TOTAL: 23 + Administrator (Christina Connor). Increased from 1st November 2019 – 31st March 2020:

- Matt Abreu from 33 to 35hrs
- Matt Morris from 30 to 33hrs
- Caitlin Leatham from 15 to 18hrs
- Chelsey Murden from 35 to 37hrs

3. TOWN COUNCIL SERVICES

The Heads of Service make detailed reports to their respective committees, which are published the week before the meeting. The Council Secretary is responsible for administering these committees.

3.1 CULTURAL & NEIGHBOURHOOD SERVICES – Delegated to Clare Lyall, Head of Service: Cultural & Neighbourhoods, responsible for the Museum and Neighbourhood Services as well as our relationship with other cultural service providers in the town. Full updates will be presented in reports to committee on 17th December 2019.

3.1.1 MUSEUM - Staff and operations temporarily relocated to the Civic during the project. They continue to organise weekly sessions in the Civic Centre, undertake a variety of outreach services and attend events in the town.

Sadly, Ivan Clark, former weaver and demonstrator at the Museum for 19 years, passed away on 2nd December 2019.

3.1.2 NEIGHBOURHOODS – Our Neighbourhoods Team look after play areas, recreation grounds, bus shelters and support the activities of Wiltshire Council in looking after our streets.

3.2 VENUE SERVICES – Delegated to Juliet Weimar, Head of Service: Resources & Venues, responsible for The Civic and Longfield Community Centre. The Civic Board is responsible for overseeing commercial operation of The Civic and it meets next on 12th November 2019.

3.2.1 Longfield Community Centre – The Lease has now been signed with the DVSA for use of the small hall from January 2020.

3.2.2 Civic Centre – Activity levels are high and we have just completed the busiest time of the year with many Christmas Parties and the **apetito** annual conference.

3.3 LEISURE & INFORMATION SERVICES – Delegated to Hayley Bell, Head of Service: Leisure & Facilities, is responsible for Active Trowbridge, Information Services and Facilities. Full updates will be presented in reports to committee at their next meeting 3rd December.

3.3.1 Active Trowbridge – after a well-earned festive break the team will be back in schools over the winter months providing sports activities each day and also fun days during the February half term.

3.3.2 FACILITIES (Agenda Item 10) Reducing Paper – IBABS is a web-based tool for creating agendas, reports and minutes for meetings www.ibabs.co.uk/. It can be implemented for a one-off set-up and training fee of £995 and a low regular fee per user (£10 per month) and will support the move towards paperless meetings, reducing our impact on the environment and could be implemented alongside the current introduction of councillor e-mail addresses and a new Council Secretary being appointed. Alternative systems such as ModGov which is used by Wiltshire Council are available for significantly higher up-front fees. Estimates for the amount of paper saved is over 40,000 sheets of A4 and around 150 hours of staff time each year. Councillors may also need to consider if support may need to be given to any members by providing lap-tops or tablet computers.

RECOMMENDATION: That the Town Council explores further the possibility of implementing IBABS for implementation from the new financial year, subject to the costs being less than £5,000 in year one and £4,000 per annum thereafter.

4. TOWN COUNCIL PROJECTS

4.1 MUSEUM PROJECT – The Town Council Strategy says;

Trowbridge Town Council will; complete the project 'Onwards and Upwards' to expand Trowbridge Museum; secure funding from the HLF and other funders and; will contribute around £900,000, funded from borrowing at a cost of up to £50,000 per annum. The new Museum will reach out from its base in Home Mills in The Shires, to encompass the whole town, through visual links from the top floor, interpretation and signage at key locations and significant buildings linked to the museum.

The HLF has made a grant of £1,172,500 towards the £2.5million project. The Friends of Trowbridge Museum have contributed £150,000 to the project so far, and the Town Council has borrowed £450,000 towards the project, with a further £450,000 due to be borrowed in 2020. The Museum is closed. E W Beard commenced construction work in June. And are due to complete during March, there have been some additional costs associated with the roof covering and electrical systems to the existing floor and works to the Mall, but all costs currently remain within the total budget envelope, including contingency. If any additional funding is required this will be available from Community Infrastructure Levy receipts. The new Museum, expanded to cover two floors, with a new lift shaft is due to open in Summer 2020. Work is on schedule except for the cosmetic changes within the Shires Mall, which was delayed until January at the request of the Shires and as a result the Landlord is contributing one week's worth of delay costs.

The government imposed a 1% interest rate surcharge on PVLB loans, which has increased the 25-year rate from 1.95% to 2.95%. The impact of this on the second half of the Museum Project loan is that the repayments are estimated to be £25,572 per annum (rates fluctuate and we do not anticipate taking this loan until February). Repayments on the first half are £24,675.28 (at 2.63%), making the total repayments £50,247 per annum which is £247 worse than budget.

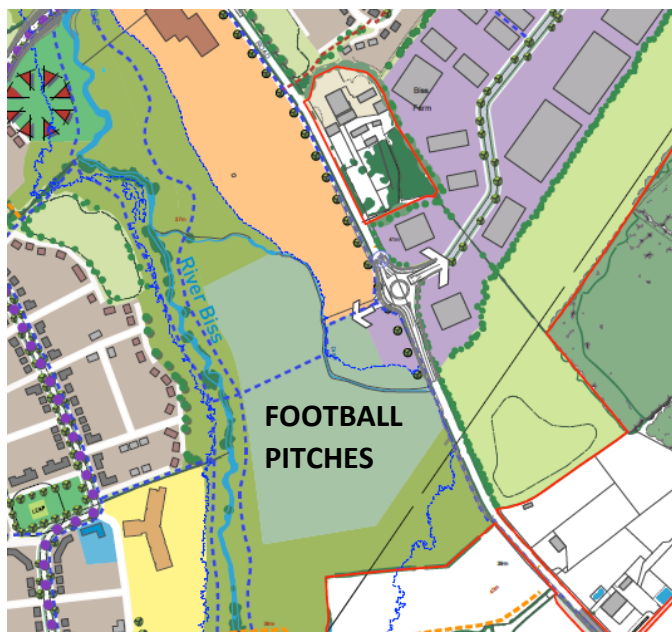
4.2 SPORTS PITCHES PROJECTS – The Town Council Strategy says;

Trowbridge Town Council will support and if necessary be actively involved in:
a. Provision of an all-weather pitch at Doric Park in conjunction with national sports funders and other organisations.
b. Development of the Health & Well-being Centre by Wiltshire Council in the town centre.

4.2.1 Woodmarsh – We have now received Wiltshire Council's £18,644 for the S106 sports pitch contribution from Newland Homes' Bradley Road development. This will be managed by the town council for release to Trowbridge Town Football Club to fund their improvement and development programme. John Pennell is the Chairman of the Club and Martin Sandford is the Project Manager. The site is owned by the town council and let to the club.

4.2.2 Doric Park – We are progressing the development of land adjacent to Doric Park to provide a 3G Artificial Turf Pitch (3GATP), parking, changing rooms, education facilities and a gym. The cost will be around £2.8million. A requirement to secure borrowing of around £1.8million is anticipated, with other funding from S106 (£555,000) and grants (£500,000) including the Football Foundation. Borrowing will be funded from lettings income. The planning application, which has now been submitted. [19/10805/FUL](#)

4.2.3 Ashton Park – Following consultation by WC with West Ashton and North Bradley PCs about the proposal we are now progressing discussions with Persimmon. Both parishes are happy to let TTC lead and seek to avoid a management company taking it on, as at Castle Mead. The facility is due to be provided on the west side of the West Ashton Road including 6 team changing rooms and car-parking. A proposed building layout has recently been considered. The site for the new pitches is the mid-green coloured area in the centre of the diagram, which is extracted from the Ashton Park Application Masterplan. It lies to the south of the proposed new secondary school (orange) and to the proposed business park (purple). The application documents are available from the following link to the Wiltshire Council Planning system: [15/04736/OUT](https://www.wiltshire.gov.uk/planning/15/04736/OUT)



4.2.4 Elm Grove – As part of the proposed development of Elm Grove Farm/South View Farm and Drynham Lane the developer is proposing to enhance Elm Grove Recreation Ground with new play equipment and two new junior football pitches with changing facilities and car parking. The plan here shows the location of the existing and extended areas with the changing rooms building and car parking adjacent to the new access road to the south of Comfrey Close.



4.2.5 Paxcroft Mead Cricket Ground – When the surgery extension was built at Seymour on the field previously used by Trowbridge Cricket Club, a contribution towards cricket facilities was made through a S106 agreement. Following a number of schemes not reaching fruition the proposal is now to improve the Cricket area at Paxcroft Mead, situated between the community centre and the Mead School.

WC will not consider a piecemeal asset transfer to the town council therefore WC will need to work directly with the Cricket Club. Some changing facilities are already available at Paxcroft Mead Community Centre. Following a meeting attended by Wiltshire Cricket, Wiltshire Council and the Town Clerk it has been agreed that Wiltshire Council can offer a lease to trustees on behalf of Trowbridge Cricket Club at nil consideration and the Cricket Club would then be responsible for its upkeep and maintenance.

4.3 PARK STORAGE UNIT PROJECT – Tender review to take place W/C 6th Jan. If any adjustments need to be made to save on costs that will take place over the following 2 weeks. The anticipated project start would be 1st Feb or 15th Feb with a 10-14 week construction timescale.

5. CIVIC & DEMOCRATIC ACTIVITIES

5.1 Calendar of Meetings - Council and committee meetings for the next few months are:

Jan-20	
7 th	Town Development (4 weeks)
8 th	Budget Seminar (17:30)
14 th	Policy & Resources (Budget)
21 st	Full Council (Precept Setting)
28 th	Town Development
Feb-20	
4 th	Civic Board 2pm
4 th	Risk & Audit Panel (15:00)
11 th	Neighbourhood Plan
18 th	Town Development (School hols)
25 th	Leisure & Info Services
Mar-20	
3 rd	Policy & Resources (3 rd Q accounts)
10 th	Town Development

5.2 Dates for your diary:

Civic Dinner – Saturday 14th March

Weavers Market – Returns in 2020. Full dates for next year are

Saturday 9th May – incorporating the Lions May Fayre and VE Day 75+1

Saturday 13th June

Saturday 11th July – with the Active Festival in the Park

Saturday 8th August

Saturday 12th September – with the Carnival Country Fayre in the Park and Heritage Open Day

Saturday 10th October – with the Apple Festival in the Park.

Civic Service – Sunday 19th July St James' Church.

5.3 Twinning - Trowbridge is twinned with four communities:

5.3.1 Leer in Ostfriesland, Germany. Linda Self has been voted in as the new chair of the twinning association, with Laura Grey as secretary. Mara Fuß commenced a 2 month work experience programme with us at the beginning of January, being hosted by Linda Self.

5.3.2 Charenton-le-Pont on the outskirts of Paris, France. The Trowbridge twinning association is planning a visit to Charenton. The visit is taking place from 15 to 18 May. 19 people are participating and train tickets have been booked. It is still possible for one or two more to join the group.

5.3.3 Elblag in Poland (with the other four towns in West Wiltshire).

5.3.4 Oujda in Morocco.

6. TOWN DEVELOPMENT

Committee meets 28th January and 18th February 2020 to consider all regulatory matters consulted on by WC including planning, listed building and tree applications, road closures, traffic regulation and licensing.

6.1 Commercial/Mixed-use sites

Bowers – held a public consultation on their proposals for a residential led mixed-use development in September. Application expected early 2020.

County Hall East – Wiltshire Council are considering options for this site following the decision by Health not to locate the new health facility on this site.

6.2 Housing Sites – Some have been delayed pending resolution of mitigation measures associated with Bechstein Bats at Biss and Green Lane Woods. The following provides a summary of the situation.

A. Ashton Park and associated sites.

Ashton Park – Persimmon (mainly in West Ashton and North Bradley Parishes), [15/04736/OUT](#) for 2,500 houses, employment area, sports pitches, open space, allotments, play areas, 2 primary and 1 secondary schools and A350 improvements was permitted in April 2018, S106 agreement being negotiated.

Wain Homes applications [16/00547/FUL](#) [17/12509/FUL](#) for up to 121 houses. Concerns about access, the Local Equipped Area of Play (LEAP) at Southview Park and the cycling and walking network were raised.

B.

C. Sites within the settlement boundary

B1. Under Construction

Bradley Road – Former District Council site [Newland Homes](#) permission [17/05669/FUL](#) for 79 homes.

Margaret Stancomb– Selwood Housing [18/10554/FUL](#) 21 houses including 3 in the school building.

B2. Permitted

White Horse Business Park - (North Bradley Parish) Application to convert offices to 104 new homes.

McDonogh Court – [18/02099/FUL](#) for construction of 20 houses and flats off Polebarn Road.

Clark’s Mill – [18/00200/FUL](#) for conversion to 19 dwellings next to the Town Bridge.

United Church Buildings – 18/03338/FUL & [18/03856/LBC](#) for conversion into 26 apartments.

B3. Applications Submitted

Courtfield House – Ashford Homes [18/04656/FUL](#) conversion with a further 16 houses in the grounds.

B4. Potential

Ashton Street Centre – To be disposed of by WC should accommodate 70 dwellings.

Hospital – Promoted in the ‘One Public Estate’ bid by WC and partners for up to 200 houses:

Homefield House – Conversion to 18 residential apartments.

Manvers House – WC disposing of for conversion to 18 homes. www.onthemarket.com/details/7316989/

C. Promoted by Wiltshire Council in the Housing Site Allocations Plan (HSAP):

C1. Supported by the Town Council

Elm Grove Farm (SHELAA 613/248 & WHSAP H2.1) – (partly in North Bradley Parish) Coulston Estates, are promoting development at Elm Grove Farm and Drynham Lane west of the railway to provide 270 houses and new football pitches. The North Bradley Draft Neighbourhood Plan supports this site. An Outline application has now been submitted [19/11459/OUT](#)

Church Lane (SHELAA 1021 & WHSAP H2.4) – Accessed directly off Frome Road, is wholly within the town boundary; 45 houses now subject to an access only outline application [18/10035/OUT](#).

Spring Meadows (SHELAA 3260 & WHSAP H2.5) – Accessed off Frome Rd is inside the town boundary; 45 houses – Newland Homes have an interest.

C2. Opposed by the Town Council

Land off A363 White Horse Business Park, E. of Woodmarsh (SHELAA 298 & WHSAP H2.2) – Located in North Bradley Parish, 175 houses. North Bradley Neighbourhood Plan Consultation Draft supports the allocation of part of this site (see 6.2.2 below) This site is supported by the North Bradley Neighbourhood Plan draft. Wiltshire Council has still failed to identify where within this very large site the proposed houses are expected to be built.

South West of Elizabeth Way ‘Hilperton Gap’ (SHELAA 263/297 & WHSAP H2.3) - Almost wholly within Hilperton Parish. [Framptons](#) application [16/00672/OUT](#) 170 houses, access off Elizabeth Way. The WHSAP has increased the site to potentially accommodate 355 houses including parcels owned by Wiltshire Council and interest from Barratt Homes and Persimmon. This site is supported by the Hilperton Neighbourhood Plan, but the Plan did not fully consider other sites closer to the village.

Southwick Court (SHELAA 3565 & WHSAP H2.6) – Located in Southwick & North Bradley Parishes. Savills on behalf of Waddeton Park are promoting development between the town and Southwick Court. www.landsouthoftrowbridge.co.uk/ indicating access off Frome Rd for 180 houses. North Bradley Neighbourhood Plan draft indicates acceptance of the small part which is in North Bradley.

D. Sites Discounted by Wiltshire Council

Land South of Green Lane, Castle Mead Extension (SHELAA 256) – Persimmon [16/03420/FUL](#) for 272 more homes up to Green Lane Wood was withdrawn. The Trowbridge Bat Mitigation Strategy (TBMS) indicates that this site cannot proceed in the foreseeable future.

Ashton Road - (Steeple Ashton Parish) [Taylor Wimpey](#) 200 homes north of Green Lane Wood [16/04468/OUT](#) refused. The TBMS indicates that this site cannot proceed in the foreseeable future.

Biss Farm (currently an employment allocation) - [17/09961/OUT](#) 267 houses, primary school, pub and care-home by Persimmon between Leap Gate & West Ashton Rd. The Town Council supports this application and the allocation of this site.

6.3 Wiltshire Housing Sites Allocation Plan (WHSAP) – Planning Inspector, Steven Lee held the [Examination in Public](#) in the Civic Centre in April, issued a preliminary statement indicating that all of the proposed sites around Trowbridge could go forward, but that WC would need to prepare more detailed policies for each site. The Inspector's full report was due in late 2019. Wiltshire Council has now undertaken a consultation on the additional detail. The Town Council responded with generally supportive comments, (in some cases reluctantly) for the majority of sites, but objections to site H2.2 where further detail regarding the location of the development within the site is required.

6.4 Wiltshire Core Strategy Review – Meetings were held in July to discuss next steps. The Town Council considers that in order for Trowbridge to continue to grow in the period beyond 2026, without compromising the integrity of our neighbouring villages of Hilperton, West Ashton, North Bradley and Southwick then a review of the Green Belt to the NW & W of the town will be required, potentially removing Greenbelt status from areas close to the town for housing development. The Clerk, Cllrs Whiffen & Hill attended a session in Marlborough in September. One of the options being considered by WC is to allocate a greater number of new homes in future to smaller settlements such as the villages close to Trowbridge. A significant number of new houses could be built to the south of North Bradley and Southwick in conjunction with a bypass from Philips Way to Hoopers Pool, thereby eliminating the need for a Westbury by-pass and stopping the coalescence of these two villages with Trowbridge.

6.5 Neighbourhood Plans

6.5.1 Trowbridge – The Steering Group has reviewed the Scoping Report which is in the process of being edited and the initial consultation results and The Masterplan. Further work will be considered when Wiltshire Council recommences work on the review of the Local Plan.

6.5.2 North Bradley – Final consultation has been concluded prior to referendum.

6.5.3 Hilperton, Holt and Bradford on Avon – Are all 'Made' by Wiltshire Council and now form part of the WC Local Development Plan and the policies given full weight when assessing planning applications that affect land in the areas.

6.5.4 West Ashton – Awaiting confirmation from WC before they can progress to Regulation 14 consultation and referendum.

6.5.5 Southwick has been designated as a Neighbourhood Plan area.

6.5.6 Staverton, Steeple Ashton and Wingfield have not commenced the process.

6.6 Future High Streets Fund (FHSF) – Wiltshire Council has appointed Inner Circle consultants to undertake the bidding work including engagement with the community and partners. The town council will be fully involved in assembling the detailed bid. We anticipate that the bid will be for around £7 to £12 million. Chris Hilton made a presentation to the Area Board in November and I will be attending a meeting at County Hall on 6th February 2020.. The bid to the FHSF will focus on elements of the **Trowbridge Masterplan** which have not been but can be implemented.

Please use the links on the Wiltshire Council web-site which look like this:



Here is the link: <http://www.wiltshire.gov.uk/economic-regeneration-regeneration>

Trowbridge Masterplan



The Masterplan elements which will be part of the bid are likely to include:

- Two-way traffic scheme on Hill Street/Upper Broad Street/Conigre which will allow traffic on Wicker Hill to be reduced significantly, allowing improved pedestrian links from Inox Mills to the Old Town Centre. The town council may also ask that this scheme includes the reversal of traffic on Manvers St to remove more traffic from Wicker Hill and a north to south cycle link along Wicker Hill/Manvers Street and Fore Street between Inox Mills and the Park.
- Improved pedestrian/cycling links along the River Biss linking Inox Mills through the Shires to East Wing, St Stephen's Place and Biss Meadows.
- Improved links from the Old Town Centre around the Town Hall and Castle Place to St Stephen's Place and the Civic Centre alongside the Park and the multi-storey, linked to the sale of the car-park by Wiltshire Council to the owners of Castle Place/St Stephen's Place.
- Land assembly in the area bounded by Court St and Castle St currently the home of the Toy Shop, Hand Car Wash, Printers and private parking lots. This would allow an improved pedestrian link from the Old Town Centre to Cradle Bridge, the provision of alternative bus bays, a new town square Henry de Bohun Place perhaps? Opportunities for re-use of the mills between Court Street and the river and pedestrian links to County Hall and East Wing.
- The pedestrianisation of Market Street and Silver Street associated with moving the bus stops and taxi rank to Castle Street.
- The redevelopment of East Wing to provide leisure facilities and a pedestrian link from County Hall to the town centre via a new pedestrian footbridge over the river to Court Street.
- Contribution to the Town Hall to develop it further for arts and community uses.
- A comprehensive new pedestrian and cycling signage scheme covering the town centre area and routes to and from the town centre to suburbs and surrounding communities.

7. **TROWBRIDGE PARTNERSHIPS** - The Town Council Strategy says:

Building partnerships to ensure that others are also investing in our town.

7.1 Transforming Trowbridge - is being dissolved and a resolution was passed at the Policy & Resources meeting on 5th March that the Town Council's share be returned to General Reserves.

7.2 David Baker Foundation – The Town Council is their accountable body. They develop entrepreneurial skills of young people under GOFISH and BOOMERANG. Pat Baker is the Chair.

7.3 Trowbridge Future (TF) – Works with partners to address priorities in the most deprived communities (Studley Green, Seymour/Adcroft & Longfield). Receives a grant from the council, utilises the Cabin at Seymour and operates the Shires Community Hub. Councillors wishing to use the Hub for surgeries should contact tcnaf@trowbridge.gov.uk

Trowbridge Future

7.4. Wiltshire Community Foundation (WCF) - manages Cock Hill Solar Community Fund (£15k/annum). They would be happy to receive grant applications from the Trowbridge area. They recently published their annual report and a summary of their local grants which was circulated to councillors.

7.5 Studley Green Child Well-being project – both TF and WCF are working on a project for Studley Green, as the county's most deprived community. It is likely that the town council will be involved and it is hoped that the new Wiltshire Councillor for Lambrok will take an active interest in establishing the project.

7.6 Chamber of Commerce – Councillor Kirk is President of Trowbridge Chamber.

7.7 Investors in Trowbridge - Officers and councillors have attended recent meetings with a group of developers and property owners to discuss opportunities for cooperative investment in the town.

7.8 Trowbridge Talking News – service for the visually impaired, TIC is the drop off point. We are now assisting with reading, additional volunteers would be welcome, contact info@trowbridge.gov.uk

7.9 Selwood Housing - the main social housing provider in Trowbridge. Their regular report was recently circulated to councillors.

7.10 Trowbridge Town Hall Trust – David Lockwood is Director of Trowbridge Town Hall Arts, working for the Trust. Cllr Palmen and Cllr Cavill are Trustees.

7.11 Wiltshire College – The town council is forging a partnership with the College to establish new courses based at the 3G ATP at Doric Park.

8. **WILTSHIRE**

8.1 Wiltshire Council - Trowbridge Area Board – Includes the parishes of Hilperton, West Ashton, North Bradley and Southwick. Next meetings are 9th January, 5th March and 7th May 2020 18:30 for 19:00 Cotswold Space County Hall. The Community Engagement Manager is Liam.Cripps@wiltshire.gov.uk.

8.1.1 Local Youth Network – The LYN Management Group considers grant applications from Youth organisations and makes recommendations to the Area Board, Councillor Palmen is the representative.

8.1.2 CATG – The Community Area Transport Group considers highway safety improvements with a delegated budget, parish & town councils contribute up to 33%. Councillors and the public can submit requests for consideration which need to be approved by the town council. The Town Clerk can provide the necessary forms. The next meeting is on Friday 17th January. Items for approval by the town council were considered by the Town Development Committee on 10th December. Items for budget allocation, once approved by CATG go the Neighbourhood Services Committee. At the Neighbourhood Services committee in December it was: **RESOLVED: To approve two additional contributions totalling £875.00 to CATG projects.**

Drynham 20mph (excluding Holbrook Lane)	£4,000.00	Completed August 2019
Footway improvements in Bellefield Crescent	£972.40	(paid April 2019)
Footway works Union Street (Hiscocks Eng.)	£1,533.00	(paid April 2019)
Pitman Avenue to Gloucester Road to formalise cycling	£500.00	
Survey into pedestrian crossing on Seymour Road	£200.00	
TOTAL	£7,205.40	
REMAINING BALANCE	£7,794.60	
ADDITIONAL CONTRIBUTIONS FOR APPROVAL:		
Broadcloth Lane, Clothyard and Weavers Drive, 20mph speed limit assessment	£625.00	
College Road/Sycamore Grove, additional bollards	£250.00	
LEAVING	£6,916.60	

8.1.3 Speed Indicator Device – The town clerk has made a bid on behalf of the Town Council to the Area Board for a Speed Indicator Device which will be shared out to a number of locations in each of the five Community Area parishes, with each parish making a contribution for installation fees. The device will be managed, maintained and installed by Neighbourhood Services staff at the town council.

8.1.4 Waiting Restrictions – Following consultation, a number of objections were received and therefore the cabinet member has decided to amend some of the proposals, the majority are being implemented. WC are also assessing the requests related to potential wide area and College Residents' Parking Zones (RPZ).

8.1.5 Castle Place Multi-Storey Car Park – WC has resolved to pursue the sale of the multi-storey car-park to the owners of Castle Place (APAM). If this proceeds, the restrictive covenant on charging would be nullified. APAM are likely to wish to redevelop the site in the longer term, retaining parking for their customers at Castle Place and St Stephen's Place. The town council did not pursue purchase of the car park, as we would need to abide by the covenant and fund maintenance and repair.

8.1.6 Service Delegation & Asset Transfer (SDAT) – WC wish to commence discussions with Trowbridge in May 2020. In addition to play areas, the Town Park, allotments, closed churchyards, bus shelters and grit bins which have already been transferred, the town council may consider taking over; litter bins, amenity grass-cutting, the Down cemetery, recreation grounds (Stallards, Seymour, Elm Grove), open space (including Paxcroft Brook and Biss Meadows) and markets. These have been factored in to the long-term financial plan based on an estimate of around £500,000 per annum and a commencement of April 2022. The Town Council would also be interested in delegation of street trading licensing. No funding is available for town and parish councils taking on additional assets and services. Wiltshire Council has indicated that it is only prepared to undertake any further transfers on an all or nothing basis.

8.1.7 Joint Strategic Assessment – Wiltshire Council are currently reviewing this, following publication of the Indices of Deprivation. A briefing note was circulated on 20th December.

8.2 Health Services – Wiltshire and Swindon have merged with Bath & NE Somerset to create Wiltshire, Bath & Swindon Clinical Commissioning Group (WCCG) which is responsible for commissioning 'Primary Care' services to people registered with local GPs. A range of services including clinics, birthing centre and minor injuries are provided at the Hospital. It is currently proposed that these services will transfer to a new build facility; either adjacent to the hospital or the White Horse Business Park, following the decision not to locate at Bythesea Road. A meeting is being held on 14th February with the CCG to consider their proposals, the Mayor, Leader, Deputy leader and Cllr Kirk will be attending. An invite will be extended to them to make a presentation at the March Full Council meeting.

8.2.1 Maternity Care – The CCG have not yet made a final decision on the future of maternity services.

8.2.2 GPs There are two practices in Trowbridge; Lovemead Group Practice (LGP), based at Roundstone Surgery www.roundstonesurgery.co.uk/ and Trowbridge Health Centre (THC) at Seymour and Wingfield Road branch www.trowbridgehealthcentre.com/.

8.3 Dorset & Wiltshire Fire & Rescue Service – Information available at www.dwfire.org.uk

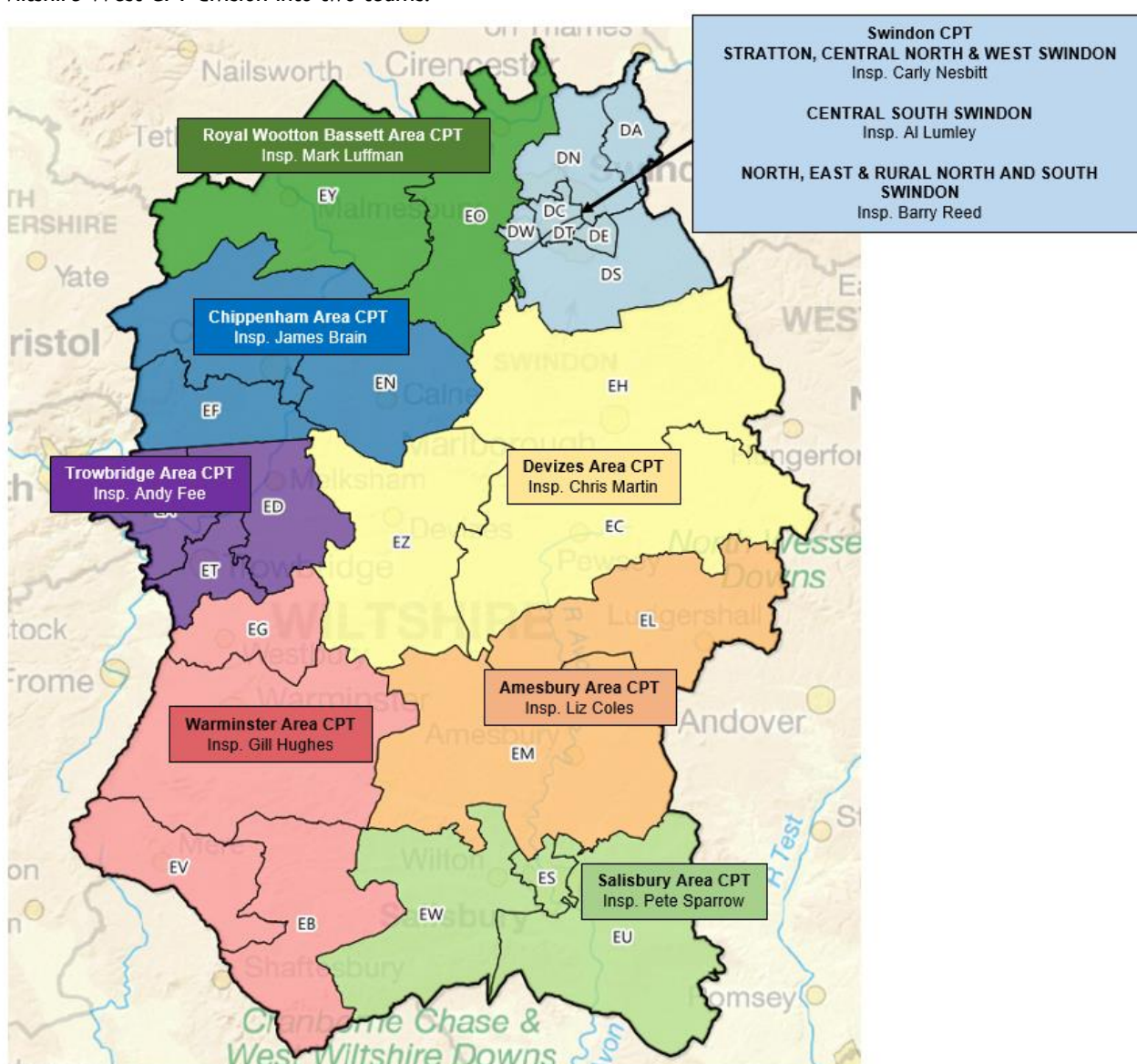
Wiltshire Local Performance & Scrutiny Committee Meetings:
14th February 10:00–12:00, 22nd May 10:00–12:00

8.4 Wiltshire Police – Inspector Andy Fee reports regularly to Full Council meetings. Councillors and the public are urged to sign up for [Community Messaging](#) including details of charges and crimes reported.

8.4.1 The Police & Crime Commissioner, Mr Angus McPherson, reports as follows:

Ensuring that we have a policing model that meets the needs of the community it serves, is crucial. This is why, following recommendations from Chief Constable Kier Pritchard, and with my full support, Wiltshire Police are making some improvements to the Community Policing Team (CPT) model. It is important to continually evaluate the model to ensure that it is effective and meets the demands of policing in the 21st Century. This is particularly important as we prepare the landscape for the additional wave of new officers coming into the Force, which includes the 41 officers currently in training, funded as a direct result of residents supporting me in raising the precept. These officers will join CPT in 2020 as student officers and complete their training in 2021.

As a result of the review undertaken by the Force, and listening to staff and officers the Chief Constable has advised me that a number of changes will be applied to CPT through a phased approach from Sunday 1 December. In the New Year, you will see the CPT model move from seven to eight teams with the amalgamation of Swindon into one policing team, the division of the current Wiltshire North CPT into two teams and the Wiltshire West CPT division into two teams.



As it stands, this will be the most significant change for the public, along with a change in the CPT names to reflect the towns from which the officers parade. All CPTs will see the introduction of a dedicated neighbourhood team working alongside colleagues performing a response role. The neighbourhood team, led by a neighbourhood inspector will strengthen community policing, focusing directly on working within the community, offering greater contact with the public and a problem solving approach.

The inspectors are now in post and will develop their teams over the coming months. Improvements to the model include an uplift in the number of officers at PC, sergeant and inspector ranks working within CPT. Inspectors and sergeants from the new CPTs will make contact with partners from across their community to introduce themselves as soon as they are able to do so.

Changes to Community Policing are at this time predominantly internal changes, but over the next few weeks and months, external systems and channels will be updated to reflect the changes as they are fully implemented. I will continue to keep you updated on any changes in the monthly reports provided to the Area Boards, town and parish councils and shared on the Wiltshire Police website. The Chief Constable has assured me, that during this period of change, the Force will maintain the highest standards of policing across our county, and long-term I hope you, along with the public, will see a greater provision of day-to-day policing throughout our communities.

8.4.1 Rough Sleeping & Begging - Following a meeting with representatives from a number of agencies which was held on 4th December it was agreed to support the work of the various agencies by publicising a number of matters relating to these issues:

- Begging is a criminal offence and the police will take action where there are issues with persistent offenders and aggressive behaviour and they would appreciate reports from the public, but some offenders when charged will return to continue the activity.
- Those who are begging are not necessarily homeless or sleeping rough.
- If anyone is sleeping-rough then reports should be made via **StreetLink** which will be passed on to the Rough Sleeper team at Wiltshire Council. www.streetlink.org.uk/
- All rough sleepers referred to Wiltshire Council are offered a bed for the night, and are then required to engage with their originating local council. Some of them decide not to accept the offer.
- Homeless people are supported by Gemma Novis, Area Coordinator as well and Gemma will be attending the Full Council meeting on 21st January, to give a brief presentation.



8.5 Wiltshire Association of Local Councils - [WALC](#) is the county association for town & parish councils, affiliated to NALC the National Association. Trowbridge Town Council is a member of both.

Cllr Hill is undertaking a Neighbourhood Planning training course on 4th February 2020.

8.6 Swindon & Wiltshire Local Enterprise Partnership (SWLEP) – No recent activity.

8.7 Enterprise Wiltshire – No meetings recently.

8.8 Market Towns Network – The last meeting was held in Warminster on 3rd October.

8.9 Wiltshire Super Councils Network – The next meeting is in Stratton St Margaret on Wednesday 29th January at 10:00 the Leader, Deputy Leader or Mayor may like to attend.

8.10 Society of Local Council Clerks (SLCC) – The Council pays the fee for the Clerk to be a member of the Society of Local Council Clerks (SLCC), which provides training and advice. The Town Clerk is a Director of SLCC. The Clerk is attending the Practitioners Conference in February.

If you receive this report electronically the links in each section will take you to the relevant web page for more information about that organisation or project. If you want to be added to the e-mail circulation list, please contact the Town Clerk. The report is published six times per year prior to meetings of the Policy & Resources committee held in January, March, May, July, September and November.

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TROWBRIDGE FUTURE HIGH STREET FUND

Update Report for Area Board

7 January 2020



Inner Circle Consulting have been appointed to develop a bid for the Future High Streets Fund for Trowbridge Town Centre. The basis of the bid will be a Green Book Business Case for 3-5 interventions, for a maximum total of £15m.

This will also include an update to the 2014 Trowbridge Masterplan and a Delivery Strategy for the identified interventions. The scope of this workstream is to update the 2014 masterplan through: a) acknowledging interventions that have been delivered since its completion, b) testing the deliverability and suitability of the remaining proposals, and c) identifying other opportunities, if appropriate.

The delivery strategy will focus on demonstrating how the interventions could be delivered, and will include a cashflow model showing incomings and outgoings of funding for the lifetime of the masterplan delivery period. This piece of work will support the financial and the management cases for the FHSF bid.

Below is an update on progress for these workstreams.

Masterplan Update

A review of the unimplemented interventions is nearing completion, focusing on testing whether the aims of the 2014 masterplan are still deliverable. The aim of the review is to identify which aspects of the 2014 masterplan are no longer appropriate or deliverable due to market conditions and develop alternatives to these, then to produce a costed delivery plan to facilitate delivery of the whole.

A summary of the findings to date is as follows:

- The current masterplan proposals are based on 'good practice' for any town centre, and generally relevant for the town centre's needs. This means, however, that some of the proposals are fairly generic and could benefit from a more place-specific approach, guidance and intended outcomes.
- There is a need to develop an approach and timescale for delivery of the masterplan proposals – this will be addressed through the Delivery Strategy.
- There is an opportunity to identify how the current and potential proposals meet other aspirations, such as environmental and economic growth targets for the town centre and, potentially, the region.

Next steps:

- Inner Circle and the Client Team are working to conclude the initial findings by end January with a view to undertaking Stakeholder Engagement with the Area Board, key stakeholders (eg. Town Hall Trust), and Senior Officers by 14 February 2020.

Future High Street Fund (FHSF) bid

A Rough Order of Magnitude (ROM) setting out a high-level FHSF ask was submitted to MHCLG in early November. The basis of the bid is to enhance Trowbridge's offer to attract longer visitor stays, improving movement within the town centre, and enabling high quality development and town centre offer.

Emerging proposals, which will be tested with stakeholders, are grouped across three themes:

1. *Creating a new cultural quarter*, possibly through the refurbishment of the Town Hall as a social venue and arts centre, providing a focal point for the town centre.

2. *Enabling good growth & vitality*: promotion and curation of vacant spaces within the town centre to facilitate the development of a vibrant and desirable offer of retail, leisure and commercial economy to improve vitality and the evening economy offer. This will be done through land assembly at Court St and lower Castle St.

3. *Improving footfall and accessibility*: highway works to improve safe movement and convenient pedestrian access within the town centre.

Next steps:

- A meeting is scheduled with Government to review proposals on 9 January.
- Stakeholder engagement to refine proposals prior to submission of the draft Business case (target dates: 27 Jan – 21 Feb)
- A draft business case is under development for submission to Government mid-March.

Timescales overview



Longfield Muga Enhancement

About your organisation

Trowbridge Town Council was established in the Mid-1970's but at that time had very few assets to manage. The town has expanded rapidly since that time. The statutory authority, Wiltshire Council had ownership of almost all the multi-sport facilities within the town but they have lacked investment overtime and are in great need of re-development. Trowbridge Town Council is passionate about supporting the development of the town creating a community that residents can take pride in and has taken responsibility for many of the assets Wiltshire Council can no longer manage ensuring their continuity for the community. Trowbridge Town Council has also gone further than this recognising the need within the town for access to affordable sporting provision by investing in a team of coaching staff, we believe we are the only town council to do so. It is the view of Trowbridge Town Council that now is the time to take these inherited multi sports assets and invest in them to provide fully develop leisure facilities that are accessible to all across the town. But due to budgetary commitments, lack the financial resources to make such a major investment.

Your Project

Trowbridge Town Council obtained 4 multi-sport sites in separate housing estates across Trowbridge as an asset transfer from Wiltshire Council. The sites have lacked maintenance for some time prior to the transfer and as a result have become over time, under used and a target for vandalism. The site at Grove has not had any investment in over a decade and has poor access for less able members of the community. The sites at Longfield, Seymour and Studley Green are all located in areas of social and economic deprivation. The latter being in the top 10% nationally. The existing goal ends on 2 of the 4 sites are plywood, 2 of the courts have been burned and 1 is gravel chippings unsuitable for play. Fencing on 2 of the sites are insufficient and the other 2 lack any kind of fencing at all. Investing in these multi-sport court facilities will make a massive contribution to the local communities, creating a community hub for sports and recreation. We would like to completely renovate each site with new goal ends, new fencing, resurfacing courts where required, line painting and provide improved access to sites where necessary.

The Chair of TCAF (Trowbridge Community Area Future), which is a small local youth and community charity in Trowbridge believes that redeveloping these MUGA's "will have a direct positive impact on the young people and residents we work with and ensure they have an increased value for their community and the local environment where they live."

Why you need to do the project

Investment in these multi-sport courts will draw them once more into their community. They can become a focal point for leisure and affordable sport in the community and support existing programmes with a renewed resource and opportunities to development. The site at Studley Green for example, redevelopment here would give investment to an area of the community that is in the top 10% nationally for social and economic deprivation in the UK. It could be utilised by Trowbridge Wanderers Football Club who play at Studley Green and foster the development of grass roots football. It would also give the National Street Games Doorstep programme a dedicated outside space to use. This is a view supported by Danny Gleeson Sports Development Officer, "Wiltshire Council will support and work in partnership with Active Trowbridge (Trowbridge Town Council) through our StreetGames, This Girl Can and Disability Sports programmes ensuring that new facilities are put to good use."

The site at Longfield is central placed again in one of Trowbridge's areas of economic deprivation and is key multi faith community. Investment in this site would benefit the local primary school, situated right next to the MUGA, it would benefit the youth group and the new formed This Girl Can programme which operate out of Longfield Community Centre. We can also ensure that the site is disability inclusive for Stepping Stones a specialist centre located at Longfield. The work to the site at Seymour can be finalised and could again be utilised by the Seymour youth group for sport and along site the grass pitches at this site could offer a great opportunity for the development of club sport. The head of Bellefield Primary (serving the Seymour Rd area), describes these multi-sport courts as vital. "They give young people a different focus than they might otherwise have had if there were no (or substandard) sports amenities...the Seymour Road residents value their community and this would be an invaluable asset to them as well as to all of the young people who attend my (and other) schools. The children in the area need a safe, high quality provision to encourage them to exercise and to learn how to be part of a wider community."

The multi-sport site at The Grove is adjacent to 2 of the other housing estates that have no play or sport facilities investing in this site that has severely lacked investment will help to make it a hub for a wide area of the town. It has close proximity to a local primary and Wiltshire College's Trowbridge Campus, giving students an accessible space for sport, and would, like the site at Seymour, provide a space for club sport to be developed. As the Head of The Grove Primary School states "It is clear that our local sports facilities are in need of repair...We need our children to be inspired by their local facilities and encouraged to further their sports participation by feeling pride in their environment".

Your People

The wider Trowbridge community is varied socially and economically. There are 19 different multi faith groups within a population just over 33,000. Trowbridge Town Council work closely with key partners across the community who could all benefit from investment in these community assets. The vast majority of people who will gain from investment in the multi-sport court facilities are from low income families who live in close proximity to the sites. Local Housing Association Selwood Housing, have 1164 properties within these 4 areas of Trowbridge and confirms 3 of the 4 have a particularly high IMD (Index of Multiple deprivation) score, almost over double that of the England average. All 4 areas are above England's average for young people population (0-15yrs) and all 4 areas score particularly high for adult obesity.

It is the view of the town council and Selwood Housing that 'giving access to sports facilities will help reduce the levels of obesity amongst adults and children.' According to data the National Children Measurement programme, Trowbridge has the highest number of obese children in Wiltshire, we can support the community to make healthier life choices by 'giving young people the opportunity to access free or subsidised activity close to home.' Children and adults living in deprived areas are also less likely to have access to their own transport and the regularity of public transport within Trowbridge has been reduced by Wiltshire Council particularly in the evenings. Providing sport and wellbeing activities close to home at reasonable or no cost encourages participation.

There are a number of groups and individuals who are already in active in the locality who would immediately benefit from this investment. These would include participants of the This Girl Can programme, National Street Games, local sports clubs, the fit and fed programme, attendees at youth services led by TCAF. Trowbridge Town Council can expand their own programme of activities and work with others, the statutory authority Wiltshire Council, other local sports providers, clubs and community groups to develop new programmes.

Selwood Housing also noted that investing in areas of deprivation helps build a sense of community ownership, pride, builds a sense of community spirit and cohesion and act as a deterrent to anti-social behaviour.

Making It Happen

Trowbridge Town Council are already working collaboratively with the local schools in each of the estates, all of whom support the intended programme of development as do the resident associations and Trowbridge Community Area Future (TCAF). We have the support of the Sports Development team at Wiltshire Council to drive the programme forward. It will have a transformative effect on the local communities creating central hubs for leisure facilities locally and we would seek to ensure they are fully engaged in the decision making progress to ensure the multi-sport courts are designed to best suit the needs of their individual communities.

We are already working closely with Selwood Housing Association on the Longfield estate. Our proposal to seek support to redevelopment of the multi-sport court at this site coincided with Selwood's own community and partner consultation which asked residents to comment on what aspects of the estate required work and a re-occurring trend in the data has been improvements to the multi-sport court, providing facilities for young people, particularly with a focus on basketball and provision of new health and well-being initiatives.

We would seek to phase the re-development of the 4 sites over 2-4-year period starting from 2019, Trying to identify which of the sites, from the 4, had the greatest need and starting with that first. This would allow our facilities manager and neighbourhood services team to development a fully comprehensive project management plan, time to seek additional grant funding from the area board, to further consult with the community in each area, under take a tender process in line with Town Council procedure, submit and complete any required planning applications. Upon completion of the project any on-going costs for their maintenance would be absorbed by Trowbridge Town Council and the sites would be included in the regular schedule of works of the neighbourhood services department.