

AGENDA

Meeting: TROWBRIDGE AREA BOARD
Place: Council Chamber - County Hall, Trowbridge BA14 8JN
Date: Thursday 9 March 2017
Time: 7.00 pm

The Area Board welcomes and invites contributions from members of the public. The chairman will try to ensure that everyone who wishes to speak will have the opportunity to do so.

If you have any requirements that would make your attendance at the meeting easier, please contact your Democratic Services Officer.

Refreshments and networking opportunity from 6:30pm .

Please direct any enquiries on this Agenda to Becky Holloway Democratic Services Officer, direct line 01225 718063 or email becky.holloway@wiltshire.gov.uk

All the papers connected with this meeting are available on the Council's website at www.wiltshire.gov.uk

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

Wiltshire Councillors

Cllr Chris Auckland, Trowbridge Grove
Cllr Nick Blakemore, Trowbridge Adcroft
Cllr Ernie Clark, Hilperton
Cllr Dennis Drewett, Trowbridge Park
Cllr John Knight, Trowbridge Central
Cllr Stephen Oldrieve, Trowbridge Paxcroft
Cllr Graham Payne, Trowbridge Drynham (Chairman)
Cllr Horace Prickett, Southwick (Vice Chairman)

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If you have any queries please contact Democratic Services using the contact details above.

1	Chairman's Welcome and Introductions	7:00pm
2	Apologies	
3	Minutes (<i>Pages 7 - 16</i>) To approve the minutes of the meeting of Trowbridge Area Board held on Thursday 19 January 2017	
4	Declarations of Interest To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.	
5	Chairman's Announcements	
6	Partner Updates (<i>Pages 17 - 48</i>) To note the written reports and receive any updates from the following: Partners <ul style="list-style-type: none"> i. Police and Crime Commissioner (PCC) ii. Wiltshire Police iii. Dorset and Wiltshire Fire and Rescue Service iv. Trowbridge Community Area Future (TCAF) v. Town and Parish Councils vi. Local Youth Network 	7.15pm
7	Outside Bodies and Working Groups (<i>Pages 49 - 54</i>) Wiltshire Councillors appointed as representatives to Outside Bodies will report on any recent news, to include: <ul style="list-style-type: none"> i. Trowbridge Area Board Campus Working group ii. Health and Wellbeing Group iii. Safer Communities Group 	7.25pm
8	Funding (<i>Pages 55 - 146</i>) <ul style="list-style-type: none"> a. Community Area Grants To consider the following applications: <ul style="list-style-type: none"> i. £2528.40 for Hilperton Village Hall for a fire alarm system and emergency lighting (contribution towards a £5056.80 project). ii. £5000.00 for Avon Valley Runners for the creation of running track at the rugby club (contribution towards a £30k project). 	7.35pm

- iii. **£5000.00 for St Thomas Church** for a kitchen refit and dishwasher (contribution towards a £15k project).
- iv. **£813.59 for Trowbridge White Ensign Association** for an exhibition tent.
- v. **£310.00 for Friends of the Down Cemetery** for maintenance equipment.
- vi. **£2058.17 for The Mead Community Primary School** for an art studio (contribution towards a £12.5k project).

b. Youth Grants

To consider the following applications:

- i. **£2736.00 for Duke of Edinburgh Awards**
- LYN recommendation to award £2600.00
- ii. **£5000.00 for the Moroccan Association**
- LYN recommendation to award £3500.00
- iii. **£2000.00 for Youth For Christ**
- LYN recommendation to award £1864.00
- iv. **£3200.00 for T-CAF**
- LYN recommendation to award £3064.00

c. Member-Led Projects

To consider the following applications:

- i. **£1200.00 for the hire of access equipment for gull removal in Canal Rd, Trowbridge**
- Cllr Nick Blakemore
- ii. **£20,000 for the new build of Hilperton preschool (contribution towards the £242k project)**
- Cllr Ernie Clark and Cllr Steve Oldrieve

d. Health and Wellbeing Fund

To consider the following application:

- i. **£1590.00** : Consultation project with older people and carers
- ii. **£1500.00** : Cultural Age Partnership's "Celebrating Age" arts project.

9 Trowbridge Health and Wellbeing centre

8pm

An update will be provided on the Trowbridge Health and Wellbeing Centre.

10	<p>Local Highways Investment Fund 2014 - 2020 <i>(Pages 147 - 182)</i></p> <p>Peter Binley, from Wiltshire Council, will present the list of proposed highways improvement works in the Trowbridge Area.</p> <p>The Area Board is asked to:</p> <p>i) Note the progress report on the Local Highways Investment Fund 2014-17</p> <p>ii) Review the proposals for future works and to recommend any amendments or potential future sites for further investigation</p>	8.10pm
11	<p>Travel survey of Leapgate, Trowbridge. <i>(Pages 183 - 188)</i></p> <p>The results of the three travel surveys conducted in the Leapgate area of Trowbridge will be presented.</p>	8.25pm
12	<p>Cyber Crime Prevention</p> <p>Pc Paul Harvey, of Wiltshire Police, will deliver a presentation on Cyber Crime in Wiltshire.</p>	8.35pm
13	<p>Community Engagement Manager Update <i>(Pages 189 - 200)</i></p> <p>Mary Cullen, the Community Engagement Manager, will provide an update of her work and show a short video from the Trowbridge Joint Strategic Assessment (JSA) event.</p>	8.45pm
14	<p>Urgent items</p> <p>Any other items of business which the Chairman agrees to consider as a matter of urgency.</p>	
15	<p>Close</p>	9.00pm

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MINUTES

Meeting: TROWBRIDGE AREA BOARD
Place: Council Chamber - County Hall, Trowbridge BA14 8JN
Date: 19 January 2017
Start Time: 7.00 pm
Finish Time: 9.20 pm

Please direct any enquiries on these minutes to:

Becky Holloway 01225 718063 becky.holloway@wiltshire.gov.uk, Tel: 01225 718063
or (e-mail) becky.holloway@wiltshire.gov.uk

Papers available on the Council's website at www.wiltshire.gov.uk

In Attendance:

Wiltshire Councillors

Cllr Nick Blakemore, Cllr Ernie Clark, Cllr Dennis Drewett, Cllr John Knight,
Cllr Stephen Oldrieve and Cllr Graham Payne (Chairman)

Wiltshire Council Officers

Mary Cullen, Community Engagement Manager
Emma Drage, Locality Youth Facilitator
Becky Holloway, Democratic Services Officer
Kieran Elliot, Senior Democratic Services Officer

Town and Parish Councillors

Trowbridge Town Council – D T Bates, G Paulman, B Brice, P Fuller
Hilperton Parish Council – K Jackson

Partners and working groups

Wiltshire Police – Sgt Louis McCoy
Wiltshire Fire and Rescue Service – Andy Green
Trowbridge Community Area Future – Lindsey Millen
Trowbridge Area Board HWB Centre Working Group – Colin Kay

Total in attendance: 40

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
1	<p><u>Apologies</u></p> <p>Apologies for absence were received from Cllr Horace Prickett and Cllr Chris Auckland</p>
2	<p><u>Minutes</u></p> <p>The Community Engagement Manager requested the following amendment by made to paragraph 74 ii. of the minutes of the meeting of Trowbridge Area Board on 10 November 2016.</p> <p>The decision should read as follows: <i>The area board awarded the sum of £5000 to Trowbridge Town Council for enhancement of Christmas Lights.</i></p> <p>Resolved: To agree and sign the minutes of the meeting of Trowbridge Area Board held on Thursday 10 November 2016, subject to the changes requested by the Community Engagement Manager.</p>
3	<p><u>Declarations of Interest</u></p> <p>The Chairman, Cllr Graham Payne, declared a non-pecuniary interest in the youth grant application made by the Sea Cadets, and explained that he would not take part in the discussion or vote on this item.</p> <p>Cllr Dennis Drewett declared a non-pecuniary interest in item 6b2, the grant application made by Trowbridge Town Hall. He explained he would speak but not vote on this item.</p> <p>Cllr John Knight also declared a non-pecuniary interest in item 6b2.</p>
4	<p><u>Chairman's Announcements</u></p> <p>The Chairmen drew the meeting's attention to the notices in the agenda pack. He also shared with members an update he'd received with regards to the Innox Mills development which reported: that the majority of surveys had been returned and many community representatives and interest groups had fed into the consultation process; that potential occupiers were being sought; and that it was hoped a public exhibition would be held in summer 2017.</p> <p>The Chairman explained that he had asked for items 11 and 12 to be taken before item 5 and that they would be delivered jointly between Wiltshire Council and the CCG.</p>

Trowbridge Health and Wellbeing update

Cllr John Thomson outlined the work taking place in Trowbridge and explained that the following two presentations were closely linked, with the central focus on bringing people together to make better use of existing assets and to pool resources to meet the health and wellbeing needs of Trowbridge and its surrounding parishes.

5

Strategic Healthcare Planning and Strategic Outline Case

Steve Perkins, Chief Finance Officer and Dr Lucy Thompson, from the NHS Wiltshire Clinical Commissioning Group, delivered a presentation on the Strategic Healthcare Planning and Strategic Outline Case being undertaken in Trowbridge.

The CCG has commissioned a strategic healthcare plan to look at the provision of services across Chippenham, Melksham and Trowbridge over the next ten years and to identify the required estates infrastructure to support this. This would take account of the anticipated increase required in primary care space and associated demographic changes. Of particular emphasis was the need for more and better out-of-hospital community care options. The four stages of the project were presented with the outcome of the initial stages (a Strategic Outline Case) anticipated to be reported to the CCG's Governing Body in spring 2017. Opportunities for stakeholder engagement and consultation would be developed.

The second part of the presentation related to the specific partnership between the CCG and Wiltshire Council to invest £3.8million in a new Trowbridge development to meet the health needs of the planned growth in the Trowbridge area. It was explained that this would be planned in conjunction with the current provision available through Trowbridge hospital.

6

One Public Estate/Health and Wellbeing centre

Cllr John Thomson provided an update on the Trowbridge Health and Wellbeing Centre proposals. He explained that in addition to the funding secured by the CCG, there had been two phases of funding received from national government under the umbrella of One Public Estate. Each phase had totalled £350k, with £90k allocated to Trowbridge on each occasion.

Cllr Thomson reported that the feedback they'd received from the government about their use of the funding had been very positive and gave an example of the purchase of Rothermere House (the adjoining site) to aid with the council's control of access to the new build, and that working within the One Public Estate umbrella had made this process a great deal more straightforward. Initial discussions had also taken place with Sport England about incorporating a leisure aspect into the development. A report on the project to date had been approved by the Council Capital Assets Committee on 15 November 2016 and work on the East Wing site was due to start in Autumn 2017.

	<p>The Chairman thanked all the speakers for their presentations and invited questions from the floor.</p> <p>In response to questions, the following points were made or clarified:</p> <p>That a feasibility study had been commissioned to see what health and wellbeing provision was needed in the town, and that the results of this would be used to ensure the proposed development could accommodate all the essential aspects, it would then be clearer what space could be used for leisure facilities and at this stage consultation would be done with the Area Board through the Chairman.</p> <p>That a lot of improvement work had been done in Trowbridge in recent years including new leisure provision, but that this remained a priority and that Sport England had agreed to fund a feasibility study for how leisure could fit with the existing facilities.</p> <p>That proposals for the site would be likely to include a number of proposals and that these would come back to the Cabinet Capital Assets Committee for their consideration.</p> <p>The Chairman reminded members that they had been offered an appraisal of progress and sight of any plans by the end of February 2017 and that there would be opportunity to ask further questions at that time.</p> <p>Cllr Thomson added that specific questions could be submitted in writing, and that it was the intention of the working group to invite the Trowbridge CEM to attend their meetings.</p>
7	<p><u>Partner Updates</u></p> <p>The Chairman drew to the attention of members the written partner updates in the agenda pack and invited partners to provide verbal reports in addition to these.</p> <p>i. Wiltshire Police</p> <p>Sgt Louis McCoy presented the written update, highlighting the work of Operation Saffron and work done to tackle recent garage break-ins. He then provided an overview of local approaches to tackling Anti-Social Behaviour (ASB) reduction including a new public space protection order to target alcohol prevention and the establishment of a new working party to review the Trowbridge ASB policy. It was noted that Mark Hough would be leaving the force and would be replaced by Alex Andrew. Members passed on their appreciation of Mark Hough's work and said that he would be much missed.</p> <p>ii. Wiltshire Fire and Rescue Service</p> <p>Andy Green presented his written report, and highlighted the sessions about fire awareness and safety recently run in schools in the Trowbridge area. He drew to</p>

	<p>members' attention the Community Safety Plan available on the fire service's website.</p> <p>iii. NHS Wiltshire The written updates were noted. There were no further updates.</p> <p>iv. Trowbridge Community Area Future (TCAF) Lindsey Millen gave a verbal update on the recent work of TCAF including a drop in session at John o Gaunt school and some planned events for young people.</p> <p>v. Town and Parish Councils The written update from Trowbridge Town Council was noted, and it was confirmed in response to questions that Trowbridge squash court had made a request for new premises and that funding from the town council had been allocated to providing floodlights for the proposed new tennis courts.</p> <p>Working groups:</p> <p>i. Trowbridge Area Board Health and Wellbeing Centre working group The written update was noted and Colin Kay reported that he had met with Wiltshire Council officers to discuss the leisure provision aspect of the health and wellbeing centre for Trowbridge, and that they were looking forward to seeing plans become realised. Further consultation would take place through either himself or the chairman of the Area Board.</p>
8	<p><u>Funding</u></p> <p><u>Community Area Grant Scheme</u></p> <p>The Area Board was considered three applications to the Community Area Grant Scheme:</p> <ul style="list-style-type: none"> • A request for £596.50 from the College Estate Residents Association to purchase a Brush cutter for their community garden. • A request for £998.00 from Trowbridge Carnival Committee for the purchase of equipment related to running the Carnival Procession. • A request for £3000.00 from Alzheimers' Support for their 'Singing for the Brain' project. <p>Applicants were given an opportunity to speak to their applications.</p> <p>In response to questions it was clarified that Trowbridge carnival committee intended to hire the new equipment out to local groups for a small fee which would help with running costs; and that profits from the carnival were used to support charities selected by the committee.</p> <p>After a short debate regarding each of the applications, it was</p>

Resolved:

To award £596.50 to the College Estate Residents Association to purchase a Brush cutter for their community garden

To award £998.00 to Trowbridge Carnival Committee for the purchase of equipment related to running the Trowbridge Carnival Procession

To award £3000.00 to Alzheimers' Support for their Singing for the Brain project

Councillor-Led Initiative Grant Scheme

Members were asked to consider two applications to the Councillor-Led Initiative grant scheme.

- A request of £20,000.00 from Cllr Steve Oldrieve and Cllr Graham Payne for Trowbridge Park Sports Development Facilities
- A request for £9279.00 from Cllr John Knight for the restoration of the Trowbridge Town Hall Supper Room

Cllrs Knight, Oldrieve, and Payne had a opportunity to speak about their applications.

In response to questions, it was clarified that: the projected funding from household membership of the tennis courts had been guided by the LTC; there would be additional Section 106 funding and in-kind support for the Trowbridge Park development; and that the members were aware of how much had already been invested in the Town Hall but felt restoration of the Supper Room was a worthwhile project.

After some debate about both applications, it was:

Resolved:

To award £20,000.00 to Trowbridge Park Sports Development Facilities

To award £9279.00 to the friends of Trowbridge Town Hall for the restoration of the Town Hall Supper Room

Cllr Dennis Drewett wished it to be recorded that he had abstained from the voting in regards to the second motion.

9	<p><u>Local Youth Network Update and Applications for Youth Funding</u></p> <p>The Area Board was asked to consider the following recommendations of the Local Youth Network for approve five applications to the youth grant scheme.</p> <ul style="list-style-type: none"> • A request of £3150.00 from Go Fish for an employment skills project. • A request of £5000.00 from Trowbridge Sea Cadets for venue hire. • A request of £2500.00 from Youth For Christ for a mobile youth work project. • A request of £4814.30 from Wiltshire Youth Arts Company for their National Theatres Connections Project. • A request of £963.50 from Trowbridge Wanderers FC for the purchase of equipment. <p>In response to questions it was clarified that the application for the National Theatres programme was from the Youth Arts Company and not from TCAF as the agenda stated; that the football project would be delivered to the surrounding parishes as well as to young people from Trowbridge; and that there was £11,136.12 left in the youth grants budget. After discussion, it was</p> <p>Resolved:</p> <p>To award £3150.00 to Go Fish for an employment skills project.</p> <p>To award £5000.00 to Trowbridge Sea Cadets for venue hire.</p> <p>To award £2500.00 to Youth For Christ for a mobile youth work project.</p> <p>To award £4814.30 to Wiltshire Youth Arts Company for their National Theatres Connections Project.</p> <p>To award £963.50 to Trowbridge Wanderers FC for the purchase of equipment.</p>
10	<p><u>Community Area Transport Group</u></p> <p>The minutes from the CATG meeting of 5 January 2017 were noted. In response to a question, the Chairman confirmed that a decision regarding the highways programme of works would be deferred until after the local elections in May 2017, and that comments regarding the list should be submitted to the CATG.</p> <p>Resolved:</p> <p>To note the minutes of the CATG meeting of 5 January 2017</p>

11	<p><u>Police and Crime Commissioner update</u></p> <p>The Police and Crime Commissioner introduced a short video on the precept proposals for 2017/18.</p> <p>The Commissioner then spoke briefly about his work and took questions through the chairman.</p> <p>In response to questions, issues covered included: that the police force were currently undertaking a review of their assets but that there were no plans for the sale of Trowbridge police station; that new uses of technology including an improved website would provide greater capacity for responding to non-emergency calls; that there was no plan to reduce the number of PCSOs assigned to Trowbridge; and that recruitment and retention of 'specials' remained a priority for the force including recent investment in recruitment and training.</p> <p>The Chairman thanked the Commissioner for his presentation and wished him well with his visits to other Area Boards.</p>
12	<p><u>Wiltshire College</u></p> <p>Amanda Burnside, Principal of Wiltshire College delivered a presentation about the work of the college with specific emphasis on their delivery of apprenticeships.</p> <p>The principal provided an overview of the main and sub Wiltshire College campuses and how the Trowbridge campus fitted within the wider model. She reported that the college delivered vocational and work-based provision for the attainment of profession qualifications and as a progression route to higher education. The A350 corridor had been identified as a regional growth zone and delivery of high level apprenticeships was important for delivering Wiltshire's requirement for highly skilled workers, including those with technical and engineering skills in particular. Good partnerships with local universities had enabled the college to deliver HE courses and other key programmes delivered through Wiltshire College included military resettlement, and extended-curriculum placements for 14-16 year olds.</p> <p>The principal then took questions from the floor through the Chairman.</p> <p>In response to questions, the following points were made:</p> <p>That as well as specific subject skills, business management was an integral part of most course which helped students wishing to start their own companies.</p> <p>That provision for learners with special educational needs was judged to be of very good quality.</p>

	<p>That courses in the creative industries, including the Foundation Arts course for post A-Level students in Trowbridge and the Film degree in Salisbury were very popular with students from across the county and further afield going on to pursue successful careers.</p> <p>The Chairman thanked Amanda for her presentation.</p>
13	<p><u>Update from Community Engagement Manager, and feedback from JSA event</u></p> <p>The Community Engagement Manager fed back to the Area Board the outcomes from the Trowbridge Area Joint Strategic Assessment (JSA) event held on 5 December 2016. 120 members of the public had registered to attend, and a number of priority areas had been identified for the Trowbridge area.</p> <p>The Chairman thanked the CEM for all her work and asked that the film of the JSA event be circulated as widely as possible.</p>
14	<p><u>Urgent items</u></p> <p>There were no urgent matters</p> <p>The Chairman thanked everyone for coming and reminded members of the revised date for the next meeting of Trowbridge Area Board which would now be held on Thursday 9 March 2017 at 7pm.</p>

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** Parish Council

Local contact – PCSOs Ben Brown and Matt Till

Hello and welcome to this Community Policing report.

The New Year is well underway and over the coming months and into the future, Wiltshire Police will be continuing to develop its workforce model. The policing landscape that we face is ever more complex and challenging and within that is the reality of financial pressures that continue to present difficulties. With this in mind Wiltshire Police is committed to effective and efficient policing through making sure we have the right people with the right training in the right place. We have reinforced our efforts to embrace diversity, give everybody the opportunity to succeed and be inclusive in all we do. Ultimately, we do this to ensure that you are provided with the service that you expect.

Many of you may know that the Police and Crime Commissioner's Police and Crime Plan has been out for consultation. When finalised, it will set Wiltshire Police clear priorities and highlight opportunities for us to work to improve our service.

Over February Wiltshire Police was involved in a number of campaigns revolving around vulnerability as well as youth engagement and will participate in three national campaigns:

- 6-12 February: Sexual Abuse and Sexual Violence Awareness Week
For further information, to find support in your local area or to find details of awareness events happening near you, please visit www.sexualabuseandsexualviolenceawarenessweek.org
- 7 February: Safer Internet Day
- 27 February: Student Volunteering Week.
This event will give us an opportunity to promote our successful Volunteer Police Cadet scheme, which currently has units in Swindon, Chippenham, Trowbridge and Salisbury.

Additionally Wiltshire Police attended the Wiltshire Youth Summit, which will take place at Devizes School. We are also delighted to be welcoming police colleagues from across the South West region as it hosts a regional conference for the Black Police Association in February.

As always we are grateful your feedback; Wiltshire Police is here to serve you and we always like to hear what we have done well or where you think we could improve.

COMMUNITY MESSAGING

Working with our local communities, we have been developing ways to reach out to all our communities and keep everyone up to date with the latest information that matters to you in your area.

Through feedback and working with our local communities, we have developed the use of <https://www.wiltsmessaging.co.uk/> and are now sending out daily updates around crimes that matter to you in your area. This is enabling us to reach as much of our community as possible, as quickly as possible and impart any new crime prevention advice or information about incidents that may affect you in your community that we feel you need to know about.

We have received some very positive feedback around this and encourage you to speak to all members of your community and encourage them to sign up to Wiltshire Messaging. It is free and a very good way of keeping all our communities connected.

<https://www.wiltsmessaging.co.uk/>

CONTROL STRATEGY

Below is our control strategy for your reference. This focuses on where how we conduct our operational Policing based on the Police & Crime Plan. We will continue to align our resources with the threat/harm/risks presented in line with the control strategy.

- Domestic abuse / Cyber Crime / High risk offenders / High risk victims



CURRENT SECTOR SERIES/ Exceptions

Crime Exceptions are where the volume of crime exceeds the levels we would expect over a specified period. This is based on evaluation of data, over like to like periods historically.

The current Crime Exceptions for are dwelling and non-dwelling Burglaries, with non-dwelling Burglaries at nearly double the average for this time of year. The CPT are looking into these crimes and deploying resources accordingly. On a more positive note, our Theft offences are down, as well as Criminal Damage & Arson.

Local Crimes

Thank you for everyone's co-operation following two high profile incidents in Trowbridge in the past month. For the incident in Asda car park on the 9th February, a man has been arrested on suspicion of manslaughter, and released on bail until May pending further investigation. For the large scale disorder at the Albany Palace on the 12th February, a robust investigation is underway, though no arrests have been made yet.

For a detailed breakdown of the crime in your area visit...

<https://www.police.uk/wiltshire/>

Community Coordinator 3925 Alex Trombetta : alessandro.trombetta@wiltshire.pnn.police.uk

Deputy Sector Head Ps 1801 Louis McCoy : louis.mccoy@wiltshire.pnn.police.uk

Sector Head Insp 2517 James Brain : james.brain@wiltshire.pnn.police.uk

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Trowbridge Area Board- Report, 9th March 2017.

Community Engagement

Safe & Well Visits

The Safe & well Advisor for the Trowbridge area is now fully trained and is busy visiting vulnerable people in their homes to provide advice helping them to stay safe. We try to be proactive, working with partner agencies to identify those that will benefit from our advice. More reactively we have provided support for people living in private rented accommodation following a fire and are engaging with families that live in areas where fire appliance attendance is difficult or impossible. We are aware that we will need more time to attend a property fire in these locations so are providing advice on many aspects of home safety.

If you need a smoke alarm, some advice or are worried about what you would do in an emergency, contact us for free Safe and Well advice; <http://www.dwfire.org.uk/safety/safe-and-well-visits/>

Telephone; 01722 691000

Response

Total Calls for Trowbridge Fire station; 10/01/17 – 27/02/17 – 118

P1 = first pump. P2 = second pump. R1 = Heavy Rescue Unit. R2 = water/rope rescue.

<u>Call Sign</u>	<u>Fires</u>	<u>False Alarms</u>	<u>Special Service</u>	<u>Others</u>	<u>Total</u>
P1	17	41	19	18	95
P2	10	7	4	6	27
R1	1	0	5	0	6
R2	0	0	3	0	3

Appliance Availability, November/December2016

First Pump- 100%

Second Pump- 93-95%



On-Call Recruitment

We are expecting one new trainee to start on the next basic training course which is in April.

We are looking for additional On Call Firefighters able to provide daytime and weekend cover.

If anyone is interested in becoming an On Call Firefighter, visit the webpage; <https://www.dwfire.org.uk/working-for-us/> or pop in the station for a chat on Monday evenings between 7pm and 9pm.

Recent Notable Incidents attended by the Trowbridge crews

Eight pump Farm fire involving a large volume of hay, farm machinery, 4000 litres fuel, fertilisers and sheep.

Three pump fire at a recycling centre in Westbury, required our attendance over two days.

Lengthy attendance following the discover of WW2 hand grenades by construction workers, EOD attended to safely destroy the hazardous items.

Rescue of person with suspected broken femur from the steep pathways near Westbury White Horse.

Two Road Traffic collisions requiring the use of heavy cutting equipment to release badly injured occupants of the vehicles.

Community Safety Plan

DWFRS Community Safety Plan can be found on the DWFRS website; <http://www.dwfire.org.uk/community-safety-plan/>

Andy Green

District Commander, Trowbridge, Bradford on Avon & Westbury.

Email: andy.green@dwfire.org.uk

Tel: 01722 691247 | Mobile: 07734 483886

Trowbridge Community Area Future - Brighter Aspirations Project

TARGET GROUP – YOUNG PEOPLE

SERVICE - STUDLEY YOUTH

RESP.	FUNDING	AIMS & OBJECTIVES	Update
SH/FB	LYN WCF TTC In kind support; Selwood housing and Tesco's	<p>Aims:</p> <ul style="list-style-type: none"> • Provision for youth project • Safe environment to meet, support, guidance and information during transition into adulthood. <p>Objectives:</p> <ul style="list-style-type: none"> • Provide non formal education and life-long learning skills (drug / alcohol / sex). • Raise motivation. 	<ul style="list-style-type: none"> • Craft activities held for the young people on a weekly basis. • Young people have formed a funding request to Selwood housing detailing what activities and equipment they need for a successful youth club. Selwood have approved and will support their bid. • Leaflet drop by TCAF and Selwood community team. • Club now regular attended by 16 young people ranging in age of 14 years - 17 years. The reach of the group is wider, with new attendees trying it out. • Two of the young people attended the Brighter Aspirations launch, publicly spoke and gave a real insight into how working with TCAF youth workers has made a positive impact on their lives and decision for the future .

SERVICE – SEYMOUR YOUTH

RESP.	FUNDING	AIMS & OBJECTIVES	Update
SH/ZC	LYN WCF TTC In kind support; Selwood Housing and the Hub Management Committee and Tesco's	<p>Aims:</p> <ul style="list-style-type: none"> • Establish and sustain community based youth provision. <p>Objectives:</p> <ul style="list-style-type: none"> • Establish and build relationships with young people in the area through detached. • Establish local resident and community leaders. • Host a regular meeting place for young people in their neighborhood. 	<ul style="list-style-type: none"> • Leaflets drop and detached in January. • Launch 4th February; Wednesday 18.00-21.00 • After 3 weeks have had our first young people turn up. • The Seymour Hub Management committee are gifting in kind the use of the building for the youth club.

SERVICE – NEWTOWN DETACHED AND YOUTH CLUB

RESP.	FUNDING	AIMS & OBJECTIVES	Update
LM/SH	LYN WCF TTC	Aims: <ul style="list-style-type: none"> • Support the local residents in developing a suitable youth café and provision in Newtown Objectives:	Continuing to discuss with committee how TCAF can support but funding for the building works is the main priority.

SERVICE – OPLINE MAINTANCE (Skate Group)

RESP.	FUNDING	AIMS & OBJECTIVES	Update

LM/SH	LYN WCF In Kind donation from Dorothy House and Tescos	<p>Aims:</p> <ul style="list-style-type: none"> • Develop a safe, user friendly skate park at Stallards Park. <p>Objectives:</p> <ul style="list-style-type: none"> • Build relationships with users and owners. • Develop understanding of current issues from users and owners. • Act on these concerns to improve, working relationships and experiences for all stake holders. 	<ul style="list-style-type: none"> • Mondays meetings in Coffee N01 – free for young people and organised by with young people. 10 young people 16 years – to – 19 years. attending and group is growing. • The young people have secured the venue, Coffee NO1, out of hours for free and free tea/ coffee. • Young people have developed their our facebook page, promoting the group through social media and shouting about what they are doing and how new members can help. • In 2016 a design agency completed designs of the necessary maintenance and additions which would make the park more appealing to a wider audience ; benches, bins, safety signs and skim the ramps and slopes of the skate park. TCAF are working with the Town Council and the young people to co-ordinate the works which was funded by the Area Board. Imminent.
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SERVICE – OPLINE MASH UP (Skate Group)

RESP.	FUNDING	AIMS & OBJECTIVES	Update
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LM/SH	LYN WCF In Kind donation from Dorothy House and Tesco's	<p>Aims:</p> <ul style="list-style-type: none"> Develop a skater community who facilitate and ensure the sustainability of the Stallards Skate Park. <p>Objectives:</p> <ul style="list-style-type: none"> Engage young people and motivate in design and creation of Mash Up Event. Young people to be involved in re-design, facilitation and fundraising of improvements to the existing skate park and encourage and build skating community. Secure skate park design company to work collaboratively with young people to develop user friendly skate park. 	<ul style="list-style-type: none"> As above, working with the same group to organise a mash up for this spring. Date TBC Young people working with TCAF, Town Council and the design agency to fundraise for the larger project of a new bowl and trick installations. This is a big project with a lengthy timescale.
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SERVICE – JOHN OF GAUNT (JOG) DETACHED

RESP.	FUNDING	AIMS & OBJECTIVES	Update
SH/ZC	LYN WCF TTC	<p>Aims:</p> <ul style="list-style-type: none"> Investigate the need for drop-in at JOG, initially during lunchtime period <p>Objectives:</p> <ul style="list-style-type: none"> Initiate pilot project in JOG. Engage with young people at JOG and find out their needs. Build relationship with JOG and Youth Council. 	<ul style="list-style-type: none"> The Drop in Youth advice surgery will officially start on 27th March. Working in partnership with JOB TCAF youth workers have been assigned a room which will become the dropping for one to one advice session and sign posting. During February, leaflet drop and announcement through PHCE lessons for all school years.

SERVICE – Central – Detached

RESP.	FUNDING	AIMS & OBJECTIVES	Update
SH/ZC/FB	LYN WCF TTC In kind donations from Tescio	<p>Aims: Form relationships with young people who are present on the street.</p> <p>Objectives:</p> <ul style="list-style-type: none"> To assess need, build trust and inform all of new youth provision on offer in Trowbridge 	Every Monday evening in Seymour, Studley, and central areas of Trowbridge. Hot chocolate offered and an opportunity to engage with our Youth Workers

Other

Launch Events

- Town Hall 26th Jan, Town Park for Young people 28th January
-
- The Town Hall launch event was a real opportunity for the wider public to understand the objective and vision of Brighter Aspirations. Engaging and inspirational talk from two of the young people who attend StudYouth.
-
- The **Town Park was an opportunity to have a presence and promote what we are delivering.**

Money Matters; Loan Shark awareness

- Funded
- TCAF are working with JOG to deliver the information session in lesson time. Students have the opportunity also to sign up for a arts projects developing a play that echoes the concerns of Loan sharks to young people and their family.

Seymour Cabin

- TCAF and the Seymour Cabin were selected by the Princes Trust, as one of their Community Projects. The group elected the Seymour Cabin, making it more vibrant, engaging and inviting for young people to access. The Cabin has been gifted on loan by the Town Council to TCAF as their Brighter Aspirations base.
- The Princes Trust will complete 2 weeks helping create a neighbour office base for our youth project. They have sources kitchen items, office equipment and shelving and storage
- We are also working with Wiltshire Council, the Lions of Trowbridge, the Consortium, Trowbridge Town Council and Seymour Hub Management Committee to secure gift in kind and donations to kit the space out.

Funding

- Trowbridge Town Council continue to support TCAF with office space and have agreed again this year to support TCAF with a grant for community engagement and youth support.
- TCAF continues to apply for funding throughout Trowbridge, Wiltshire and national grants and Trusts.

Youth Support Trowbridge

- TCAF have led the way in establishing a group who specialise in working with young people to help develop communications, joint working and have a better understanding on what needs are across the board for the young people of Trowbridge
- This group has its own constitution. TBC agree at next meeting

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Town Clerk's Report 1st March 2017 to Policy & Resources Committee 7th March 2017

1. POLICY

1.1 Community Governance Review (CGR) – Steeple Ashton Parish Council and Trowbridge Town Council support a change to the boundary along Ashton Road, to include new development within the town boundary. We await a response from Wiltshire Council regarding the implementation of this change. The other changes are being implemented on 1st April 2017.

1.2 Free Parking Days – We have sent our Free Parking Day allocations to Wiltshire Council: Saturday 24th June 2017 (Armed Forces Day), Saturday 15th July 2017 (Play Day), Saturday 25th November (Christmas Lights switch-on) and Saturday 2nd December 2017 (Christmas shopping). Local businesses have also been advised.

2. FINANCE

2.1 Risk and Audit Panel (AGENDA ITEM 13) – Met on 28th February 2017 (copy attached).

2.2 Council Tax in Wiltshire 2017/2018 – Wiltshire Council published details of all Council Tax precept requests for their meeting on Tuesday 21st February as follows:

Wiltshire Town and Parish Councils - Precepts for 2017/2018 total £16,954,100.51 The increase in the average 'Band D' Council Tax Charge is 9.35% or £8.15 from £87.20 to £95.35. The average for Town Councils (including Salisbury) will be £141.66 which is 2.1% lower than Trowbridge. Residents of Trowbridge pay around 5.7pence per week more than the average for town and city councils across Wiltshire. The table provides details of the 'Band D' Council Tax Charges for 2017/18 and the increase from 2016/17 for all the town and city councils and those parish councils which are above the Wiltshire average.

Town/Parish/City Council	Band D Charge	increase
Calne Town Council	£210.31	0.00%
Royal Wootton Bassett Town Council	£194.81	2.63%
Malmesbury Town Council	£194.59	2.64%
Marlborough Town Council	£182.67	16.55%
Cricklade Town Council	£178.73	2.66%
Chippenham Town Council	£169.13	8.00%
Corsham Town Council	£149.46	3.45%
Devizes Town Council	£148.04	3.50%
Trowbridge Town Council	£144.64	3.58%
Bradford on Avon Town Council	£140.37	18.07%
Tidworth Town Council	£124.95	2.98%
Wilton Town Council	£123.48	7.52%
Salisbury City Council	£123.00	17.14%
Melksham Town Council	£115.49	21.45%
Westbury Town Council	£113.58	12.03%
Purton Parish Council	£109.47	1.50%

Mere Parish Council	£107.23	4.24%
Maiden Bradley Parish Council	£106.55	1.98%
Ludgershall Town Council	£99.49	5.75%
Warminster Town Council	£93.80	7.61%
Amesbury Town Council	£87.20	21.50%
Durrington Town Council	£52.63	0.61%

Wiltshire Council - approved its 2017/18 budget with an increase of 4.99% (1.99% standard and 3% social care levy addition) or £63.43 (within the government's limit for Unitary Authorities) on the Wiltshire Council 'Band D' Council Tax Charge from £1,271.20 to £1,334.63.

Wiltshire Police - The Police & Crime Commissioner for Wiltshire & Swindon set a precept in respect of the Wiltshire area at £30,274,871 adjusted by a Council Tax Collection Fund contribution of £332,535. This is an increase of 1.90% or £3.17 on the Wiltshire Police 'Band D' Council Tax Charge from £167.10 to £170.27

Dorset & Wiltshire Fire & Rescue - Dorset & Wiltshire Fire and Rescue Authority set their precept in respect of the Wiltshire area at £12,551,260.60 adjusted by a Council Tax Collection Fund contribution of £137,730. With an increase of 1.99% or £1.38 on the Dorset & Wiltshire Fire & Rescue 'Band D' Council Tax Charge from £69.21 to £70.59

Trowbridge Town Council - The 2017/2018 budget was approved at Full Council on Tuesday 17 January equating to a net precept requirement for 2017/18 of £1,619,251 which results in an increase of 3.58% or £5.00 (within the government's limit for District Councils) on the Trowbridge Town Council 'Band D' Council Tax Charge, from £139.64 to £144.64

Trowbridge Town Council – Five-Year Investment Plan - The five-year plan for Trowbridge Town Council 2017/18 to 2021/22 includes investment in the following services and facilities in addition to continuation of existing services:

£100,000	Contribution to Community Area Transport Group (CATG) projects
£2,433,000	Museum Expansion Project 'Onwards & Upwards' part funded by HLF grant
£2,962,000	Sports pitch purchase and development part funded by S106 and grants
£364,000	Play area investment part funded by Wiltshire Council
£95,000	Investment in other assets transferred from Wiltshire Council
£67,000	Increase in street cleaning activity following transfer from Wiltshire Council
£36,000	Maintenance of closed churchyards transferred from Wiltshire Council
£310,000	Maintenance of play areas transferred from Wiltshire Council
£6,367,000	Total investment

2.3 Accounts; Third Quarter – Total net expenditure at the end of quarter 3 was £1131k which was (£52k) 4.8% over budget.

Museum - Net expenditure was over budget by (£9k). Operating net expenditure was (£7k) with project phasing at (£2k). Museum project professional fees and salaries amounted to £79 , funded from HLF grants and earmarked reserves. Salaries and associated costs were

(£5k) over budget following the job evaluation and RACS website costs were (£2k) over. Internal transfers were £3k favourable with the savings on the handyman repairs. Income fell short of budget by (£3.5k).

Leisure Services – Net expenditure exceeded budget by (£43k) at the end of quarter 3. Gross expenditure was (£53k) over budget, of which salaries and associated costs were (£44k) over budget. Publicity costs were (£4k) over budget. Total income was £9k ahead of budget.

Resources - Net expenditure was (£9k) over budget at the end of quarter 3. Publicity costs were (6k) over budget which included (£2k) from the previous year. Internal transfers (i.e. the shared cost of the building) were (£5k) over budget.

Direct Services - Despite the additional expenditure on the pump station fire, the total net expenditure for Direct Services was £3k under budget. Longfield was £10k under budget with income being £7k ahead of the budgeted target

The Civic Board - Total net expenditure was £6k under budget at the end of quarter 3. Building costs were (£20k) over budget mainly on repairs. Venue salaries were £10k under budget which was mainly due to running one less than budgeted. Total net income was (£17k) short of budget

Reserves - The summary shows the budget and actual comparisons along with the reserves summary and details to the end of quarter 3. Following the movement in Earmarked reserves, the total has reduced from £94k to £92k. The General Reserve at the 1st April '16 was £186k. This reduces to £134k following the deficit at the end of December '16.

4. TOWN COUNCIL SERVICES

Department Managers make detailed reports to their committees the week before the meeting.

4.1 MUSEUM & TOURISM – The next committee meeting is 28th March 2017 at 6.30pm.

4.2 LEISURE SERVICES - The next committee meeting is 28th March 2017 at 7pm.

4.3 DIRECT SERVICES – The next committee meeting is 30th May 2017.

4.3.1 Civic Centre – The Civic Board next meets on 23rd May 2017.

Information Technology – We are in the process of retendering our ICT support contract.

4.3.2 St George's Works – TC Sports have made a planning application for redevelopment of part of the site to provide 30 residential apartments overlooking the Park, including parking, bin and cycle storage and a path to the Park. The proposals include the town council's new storage facility behind the bandstand and new access gates to the storage area and Park from the Post Office Access Road which will also act as the construction access for part of the redevelopment.

4.3.4 Play Areas – The transfer of the 24 play areas from Wiltshire Council. 21 play areas and the whole of Elm Grove Recreation Ground will transfer to the town council's responsibility during March. Those in the boundary change land will transfer on 1st April (Painter's Mead, Paxcroft Brook and Old Farm). Wiltshire Council will ensure that they are all safe, working and grass and shrubs maintained and cut-back. The town council will be paid £50,000 to invest in improving facilities as part of a programme, with contributions from existing S106 funding (over £50,000), grants and an annual contribution from the

town council of £10,000 to £50,000. In total the five-year financial plan shows an investment in play areas of £364,000

4.3.5 Closed Churchyards – Following the resolution at the last meeting we have agreed with Wiltshire Council arrangements for transfer of responsibility for maintenance of the three closed churchyards (St James', Holy Trinity and St John's Upper Studley) during March.

4.3.6 Brook Road Multi-Use Games Area – Walwayne Court School and Wiltshire Council are now dealing with this area following surrender of the town council's lease.

5. TOWN COUNCIL PROJECTS

5.1 Museum Project – The mid-term review meeting was held with the Heritage Lottery Fund on 1st December and they confirmed that the project can move to a second-round bid in May 2017, with an increase to cover a contribution towards the new lift shaft. The five-year financial plan shows that the Town Council can fund the Museum Expansion Project from an HLF grant, grants from other funders and borrowing. The level of borrowing will be around £900,000 funded from a £50,000 per annum contribution from the Council Tax over 25 years. A decision on the round 2 grant from the HLF is expected mid-September assuming we achieve the May deadline for submission. The planning application has been submitted during February by Architecton.

5.2 Sports Pitches Project – We have borrowed £175,000 from the Public Works & Loans Board towards the purchase of Woodmarsh. The loan will be financed from the rent charged to Trowbridge Town Football Club over a proposed 30-year lease. Wiltshire Council released the remaining funding, including Stamp Duty and fees, from S106 funds and we completed the purchase at the beginning of February. The five-year financial plan shows that the town council can sustain an annual contribution towards the project, increasing to £50,000 (2021/22), enabling the town council to borrow a further circa £1.4million over 50 years. This would facilitate a contribution towards the purchase of additional land and development of the land at Devizes Rd to provide grass and all-weather pitches, car-parking and changing rooms. Other funding is available from S106 and from grants such as the Football Foundation. We are also in discussion with other sports including Trowbridge Squash Club and will seek to realise additional developments in conjunction with them and others as appropriate. Officers also recently held a further meeting with the Chairman of the Trowbridge Rugby Club to discuss our plans for Doric Park in partnership with them.

5.3 Town Park – Refurbishment of Tennis Courts – We have received confirmation of funding from the Lawn Tennis Association (LTA) of £36,200 and from the Area Board of £20,000 towards the refurbishment of the three tennis courts in the Park as well as the Multi-Games court. A Business Plan for this project was presented to the committee at the December meeting. We were due to choose a contractor by the end of February. Work is expected to be complete during the Spring. The courts will be controlled by an internet app and charges are expected to raise sufficient funding to cover maintenance and future refurbishment.

6. TOWN DEVELOPMENT – Committee Meets 14th March, 4th and 25th April.

6.1 Town Centre Developments –

Castle Place & St Stephen's Place – have been sold by Legal & General to [APAM](#) with a new management company Cushman & Wakefield also.

Cradle Bridge – [MRMU Ltd](#) M&S, Toby Carvery, Firezza, Greggs, Subway, Dominos; due to open in April. The cycle/footbridge from St Stephen's Place was installed in November 2016.

Bowyers – www.innoxmills.co.uk are expected make a mixed-use application in 2017.

6.2 Housing – These sites are being developed or coming forward for development.

Southview Park [Wain Homes](#) revised application [16/00547/FUL](#) for 91 homes off Drynham Ln. The cycle way and footway improvements linking the existing development to Drynham Road, across the railway line should be completed by the end of March.

Castle Mead [Persimmon](#) application [16/03420/FUL](#) for 272 more homes up to Green Ln Wood

The Pastures [Abbey New Homes](#) 174 new homes nearing completion.

Ashton Road [Taylor Wimpey](#) have made an application for 250 homes [16/04468/OUT](#)

Ashton Park Mainly in West Ashton and North Bradley Parishes, application [15/04736/OUT](#) for 2,500 houses, employment, 2x local centres, 2x primary and a secondary school, ecological visitor facility, open space and A350 West Ashton improvement is being assessed. Delays are due to mitigation measures for bats, those roosting in Green Lane and Biss Woods include Britain's second largest colony of Bechstein bats. Measures will include reduced public access to the woods and providing flight paths of appropriate green cover from there to other feeding and roost sites.

Bradley Road – The former District Council office site has been bought by [Newland Homes](#) they undertook public consultation on 25th January with plans to provide around 80 new homes.

Hilpertown Gap [Framptons](#) submitted a revised application [16/00672/OUT](#) for 180 houses on land in the west of the Gap, accessed off Elizabeth Way. The Town Council has objected.

Charterhouse - [McCarthy & Stone](#) have started demolition work on [16/03974/FUL](#) for development of the site on Seymour Rd to provide 40 apartments.

6.3 White Horse Business Park – Following the Prior Approval application to convert The Pavillions to residential the owners and Wiltshire Council have agreed a plan of action to seek a commercial use for the building. If this is not successful, the residential conversion will be allowed.

6.4 Wiltshire Local Development Framework

6.4.1 Housing Site Allocations Plan – Further delays mean that the process will not now recommence (with full public consultation by Wiltshire Council) until mid-2017. The latest Housing Land supply figures show that in the North and West areas Wiltshire is still failing to meet 5.25 years of housing land supply. The figure is 5.13 years (with the south at 5.69 and the East at 8.27). Wiltshire Council says, "Additional sites will therefore need to come forward in suitable locations between now and 1 April 2017, in order to maintain sufficient supply."

6.5 Neighbourhood Plans - Holt Neighbourhood Plan has been 'made' by Wiltshire Council. It now forms part of the Wiltshire Council Development Plan and the policies will be given full weight when assessing planning applications that affect land in the Holt Neighbourhood Area.

Bradford on Avon Wiltshire Council formally consulted on the proposed Neighbourhood Plan submitted by Bradford on Avon Town Council. The consultation ran from 16 Jan to 27 Feb. It is now at Regulation 16 stage.

North Bradley, and Southwick have each been designated as a Neighbourhood Plan areas.

Hilperton and West Ashton have also each been designated. The working group have requested that the town council considers the status of the area which is being transferred from Hilperton Civil Parish to Trowbridge Civil Parish on 1st April at Paxcroft Mead and that it should remain as part of the Hilperton Neighbourhood Plan area. Whilst no request has been received from the West Ashton Neighbourhood Plan Working Group it would be appropriate for the Town Council at this stage to also consider the boundary of this Neighbourhood Plan Area.

RECOMMENDATION: That the Council approves the proposal that the area of Paxcroft Mead which is being transferred on 1st April from the Civil Parish of Hilperton to the Civil Parish of Trowbridge should continue to be included in the Hilperton Neighbourhood Plan Area and that the area being transferred from the Civil Parish of West Ashton to the Civil Parish of Trowbridge should continue to be included in the West Ashton Neighbourhood Plan Area.

7. TROWBRIDGE PARTNERSHIPS

7.1 [Transforming Trowbridge](#) – The Town Council is the accountable body.

7.2 Trowbridge Town Team – The Town Council is the accountable body for TTT. The organisation is now concentrating on developing the entrepreneurial skills of Young People under the GOFISH programme. Funding from the Local Youth Network and Chamber of Commerce has been transferred to TTT, to support these activities.

7.3 Trowbridge Community Area Future (TCAF) Lindsey Millen is the TCAF officer, supported by the Youth Work Team headed by Sarah Holland, with Fadwa Bakali and Zoe Copper. They are working with partners to address priorities in the Joint Strategic Assessment in the nationally most deprived communities; Studley Green (10%), Seymour/Adcroft (20%) and Longfield (20%). TCAF has received funding from funders including the LYN to provide youth work as well as an annual grant from the town council. TCAF presented their youth programme 'Brighter Aspirations' at an event in the Town Hall on 25th January.

7.4 BA14 Culture – In January I circulated a [NESTA](#) report on the geography of creativity in the UK which identified Trowbridge as the 36th most important cultural cluster city/town.

7.5 [Chamber of Commerce](#) – Andy Barlow is Chairman of the Chamber executive.

7.5.1 H.J.Knee Ltd – Jonathan Knee has advised that he has left the employment of H.J.Knee to take up an appointment with Novia Financial.

7.6 [Trowbridge Talking News](#) – service for the visually impaired, TIC is the drop off point.

7.7 [Selwood Housing](#) is the main social housing provider in Trowbridge. Their winter newsletter is available by following the link.

8. WILTSHIRE

8.1 Wiltshire Council - The [parish newsletter](#) is published weekly and circulated to members.

8.1.1 Area Board – Next meeting is Thursday 9th March 7pm at County Hall. Community Engagement Manager for Trowbridge, Mary Cullen compiles the [Community Area Web Site](#) and manages grant applications for community grants.

8.1.2 Local Youth Network – Local Youth Facilitator, Emma Drage manages grant applications for youth projects in Trowbridge, Melksham & Bradford on Avon. The LYN Management Group considers grant applications and makes recommendations to the Area Board.

8.1.3 Trowbridge Area Wellbeing Centre (Campus) – Wiltshire Council is progressing options and timetable, with health services wishing to make early progress. This is reflected in the One Public Estate funding from government. Consultants Max Associates in conjunction with Alliance Leisure have been engaged to consider the leisure element and met with the working group and other stakeholders on 24th February.

8.1.4 Market Towns Network – Nothing to report.

8.1.5 Asset & Service Delegation – In addition to play areas and closed churchyards covered elsewhere, the expectation is that Wiltshire Council will discuss in 2017/18 a cost-neutral package of assets and services for transfer to the town council. The town council seeks to include recreation grounds, amenity grass, open spaces, bus shelters, the management and control of car-parks and street cleaning services. These have been factored in to the five-year financial plan. The Town Council would also be interested in the delegation of street trading licensing. It is expected that discussions will commence following the elections in May.

8.1.6 Community Area Transport Group (CATG) – Meets on 24th February 2017.

The Town Council has provided funding for schemes in 2016/17:

Budget 2016/17	£10,000.00
<i>Dropped Kerb Green Lane</i>	<i>£464.32</i>
<i>College Road 20mph zone</i>	<i>£1,250.00</i>
<i>Cycle Paths Paxcroft Mead</i>	<i>£1,000.00</i>
<i>Waiting Restrictions</i>	<i>£500.00</i>
<i>Grove School</i>	<i>£1000.00</i>
<i>PSPO Signage</i>	<i>£1,000.00</i>
<i>Yeoman Way nameplate</i>	<i>£150.00</i>
TOTAL	£5064.32
Remainder	£4,935.68

Dropped Kerbs – Having successfully implemented one, Cllr Oldrieve has requested further dropped kerbs on Green Lane which will be included in the list for consideration in 2017.

20mph Zones - The town council contributed £1,250 for the College Estate project. This is now being implemented following consultation. Further projects are under consideration.

Cycle Paths – The town council contributed to links from Hulbert Close to Faverole Way, Quarterway Lane, the south side of Paxcroft School and Ashton St to Paxcroft Brook and

has allocated £5,000 for a cycle path from John of Gaunt to Lambrok Road along the south side of Wingfield Rd, with other funding from Wiltshire Council's major project fund. This will be completed in Summer 2017/18. Any remaining funds from 2016/17 will be carried forward.

Waiting Restrictions – The Order for our top ten 2015 list was subject to consultation from 25th November to 19th December. I responded to the results of the consultation as follows:

Trowbridge Town Council submitted a priority list in 2015 which had been compiled from public and councillor requests between 2011 and 2015. In addition to our top priority (a comprehensive Residents Parking Zone (RPZ) around the central area and the College) we listed the following:

2. Seymour Road: Double Yellow Lines adjacent to green area opposite the Hospital.
 3. Wingfield Road #32-36 (N side, Ave Rd – W'bourne Rd): Double yellow lines to protect driveway.
 4. Westcroft Street: Double Yellows alongside Twelve Bells and in hammerhead #2 & #14 Charles St.
 5. Keates Close: Double yellow Lines outside #1 to allow exit from driveway of #11 Delamere Rd.
 6. The Moldens: New Double Yellow Lines alongside #18.
 7. Conigre: New Double Yellow Lines on Conigre north of Upper Broad Street.
 8. Hazel Grove: New Single Yellow Lines in vicinity of the school.
 9. The Down: New Single Yellow Lines on South Side of The Down from Canal Rd to Downside Park.
 10. Waterworks Road: Double Yellow Lines on Waterworks Road from Gloucester Road to barrier.
- At the CATG meeting it was agreed by Wiltshire Council that the RPZ would be taken forward by Wiltshire Council separately and therefore the CATG added Baydon Close into the top ten list.*
11. Baydon Close: Single yellow lines on the first section of Baydon Close leading off Wiltshire Drive.

The Hazel Grove scheme has been implemented through an initially temporary order with a view to becoming permanent if deemed successful. The remaining nine schemes have been the subject of public consultation and following this, the cabinet member has considered the responses and the officers' recommendations and proposes that 5, 6, 7 and 11 above should not be implemented. Details of the public consultation, officers' recommendations and cabinet member decision can be found in:

Decision details on public web site. My own comments on behalf of the Council are as follows:

11. Baydon Close. *It is not surprising to see the level of residents' objections; this was not supported by the town council because it was expected that a significant number of residents would object.*
7. Conigre. *This remains the only option to relieve some of the issues in this area and it is disappointing that Wiltshire Council has failed to offer an alternative in response to the resident's comments, none of which are actually objections to this proposal but requests for even more restrictions or signage. The officer's recommendation is neutral. Wiltshire Council have failed to proactively work with the town council to find an appropriate solution and appear to have wasted everyone's time and resources in progressing what is now deemed an unacceptable solution. The Town Council believes that this proposal should be implemented and if necessary further additional restrictions should be considered in this location in the future.*
6. The Moldens: *'You cannot please all of the people all of the time.'*
5. Keates Close: *Whilst the town council considers that the solution for Keates Close as a whole is for it to be included in the RPZ there is a specific issue with one property having restricted access to its driveway which this proposal seeks to resolve. There has only been one comment received which is not specifically objecting to this proposal but to the lack of a wider scheme. The officer's*

recommendation in this case could apply to any proposed waiting restriction and on the basis of only one comment/objection the town council would request that this proposal is implemented and that Wiltshire Council urgently progress consideration of a wide area RPZ for Trowbridge.

Overall, what this shows is that the whole waiting restriction process is flawed. Wiltshire Council has not just delegated responsibility for prioritisation to the Town Council but has delegated the whole process of developing potential schemes without any expertise or training. This needs to be much more of a partnership so that schemes which are brought forward to official consultation are likely to receive the support of Wiltshire Council officers. The current process just leaves everyone dissatisfied. Additionally all waiting restriction requests should be part of the CATG process and the officers at Wiltshire Council should work with CATG to achieve good proposals.

The list for 2016 was considered at Town Development on 13th December and includes; Ashton St/Larkdown/Heathershaw, Barons Ct/Green Ln, Gloucester Rd, Hungerford Ave, Orchard Ct, Springfield Pk and West Ashton Rd/Broadcloth Ln. Wiltshire Council has confirmed that the order for waiting restrictions on **Leap Gate** was due to be published during February.

8.1.7 Parish Steward – the scheme was reintroduced in October with contractor, Ringway. The Town Council puts forward a top fifteen priority list from which five are completed each month.

8.1.8 Joint Strategic Assessment (JSA) Event – Was held at County Hall on Monday 5th December to set priorities for the future of the Trowbridge Community Area.

8.2 Health Services

8.2.1 Bradcroft Surgery - Construction is ongoing off Seymour Road, it will be one of two premises, with the additional merger with Widbrook surgery and closure of Bradford Rd.

8.2.2 Wiltshire Clinical Commissioning Group (WCCG) - Is responsible for deciding which organisations provide 'Primary Care' services (this is 'commissioning') to people living in Wiltshire and registered with Wiltshire GPs. They made a presentation at the last Area Board meeting which is available via the minutes of that meeting.

8.3 Dorset & Wiltshire Fire & Rescue Service – Further information is available from www.dwfire.org.uk/.

8.4 Police and Community Safety – Inspector James Brain and Sgt Louis McCoy report regularly to Council. Councillors and the public are urged to sign up for [Community Messaging](#) which now includes details of those charged as well as crimes reported on a daily basis. Following the retirement of PC Mark Hough as Community Liaison Officer the role has been taken up by a civilian member of staff, Allesandro Trombetta (Alex) has taken over and is responsible for compiling the daily reports and attending community engagement events. Alex is based at Trowbridge Police Station and can be contacted on:

☎ Mobile : 07825 656248 (do not make crime reports to this number, use 101)

✉ alessandro.trombetta@wiltshire.pnn.police.uk

📍 Trowbridge Police Station, Polebarn Road, Trowbridge, BA14 7EP.

8.5 Wiltshire Association of Local Councils WALC – Newsletters are regularly circulated.

8.6 Enterprise Wiltshire – The Town Clerk attended a meeting in Chippenham in February.

9. CIVIC & DEMOCRATIC ACTIVITIES

9.1 [Council Meeting Dates](#) - Council and committee meetings for the next few months are:

Tuesday 7 th March	Policy & Resources
Tuesday 14 th March	Town Development
Tuesday 21 st March	Full Council
Tuesday 28 th March	Museum & Tourism (18:30) Leisure Services (19:00)
Tuesday 4 th April	Town Development
Tuesday 11 th April	Annual Town Meeting (18:30)
Tuesday 11 th April	Town Gathering (19:00)
Tuesday 18 th April	NO MEETING (Easter)
Tuesday 25 th April	Town Development
Tuesday 2 nd May	NO MEETING
Thursday 4 th May	Local Elections - Polling Day
Tuesday 9 th May	NO MEETING
Tuesday 16 th May	Annual Full Council
Tuesday 23 rd May	Town Development
Tuesday 30 th May	Direct Services
Tuesday 6 th June	Museum & Tourism (18:30) Leisure Services (19:00)
Tuesday 13 th June	Town Development
Tuesday 20 th June	NO MEETING
Tuesday 27 th June	Full Council Extra (Annual Accounts)
Tuesday 27 th June	Policy & Resources

10. **MARKETING & EVENTS**

10.1 Website – The Town Council web-sites: www.trowbridge.gov.uk provides information about council services and links to other Trowbridge web-sites; www.trowbridgecivic.co.uk for Civic Centre, events and activities & www.trowbridgemuseum.co.uk for the Museum.

10.2 Magazine – Brightside Marketing Solutions, is completing the Summer edition, due to be published in April covering the period May to August. Further editions will be in Autumn, published in August and Spring, published in December. The Autumn edition will include articles about the newly elected councillors and the Mayor for 2017-18.

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, June, September and November.

As there is no Policy & Resources Committee in May (due to elections) the next report (at the end of April) will be an informal update report. The next full report to committee will be in June for the meeting on 27th June.

Lance Allan, Town Clerk
Trowbridge Town Council,
The Civic Centre,

St Stephen's Place,
TROWBRIDGE,
Wilts,

Trowbridge Town Council

Working with the Community

March 2017 Report to Policy & Resources Committee

BA14 8AH
01225 765072
info@trowbridge.gov.uk
@Trowbridgegov

#DiscoverTROWBRIDGE
www.trowbridge.gov.uk
www.trowbridgecivic.co.uk
www.trowbridgemuseum.co.uk

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Local Youth Network Management Group Record Template

Area	Trowbridge				
Date	Feb 2017	Times	4:30pm	Venue	Civic centre
Present	Emma Drage – Local Youth Facilitator Hayleigh Bell – Leisure Manager – Town Council Ameer Dewitt – Engagement Officer - Selwood Housing Tracey Sullivan – Arts Director David - GO Fish Dennis Drewett – Wiltshire Cllr 1* young person				
Apologies	Lance Allan – Town Clerk Lindsey Millen – TCAF Hayley Bell – Leisure services Trowbridge Town Council Carrie Creamer – WYAP				
Note:	Please note the LYNMG meeting mainly took place via email due to technical fault				
Agenda Items					
1	Next meeting date and time				
2	Youth budget				
3	Youth Grant applications				
Discussion					
1	The meeting dates were changed due to venue circumstances, however Selwood Housing have offered their venue for the future date and time TBC.				
2	There is £11,030.42 in the youth pot				
3	<p>The DOFE application – no one has said they are against this application and in general are very supportive of it.</p> <p>Q1: age range – the young people on the DOFE are currently all year 9, 10 and 11 so all in the age range fitting the criteria.</p> <p>Q2: why are they paying for venue hire – JOG school have refused to allow them to use it at a cheap rate or free of charge as they are an external group using the facilities I have recommended they get in contact with Selwood housing and Tesco to see about using their venue free of charge – they are not working in partnership with the school just using their facilities!. JOG school have traditionally never done DOFE but have just taken on 1 teacher that can do the basic level only and only year 9 and 10 students only.</p> <p>Q3. What about young people who do not attend that school? – they have young people from other schools and others who are home schooled attend their DOFE sessions there regularly. Using the school is just for convenience.</p> <p>Q4. Please provide a breakdown of the training: - The DOFE is run by volunteers, the training is for two of the volunteers to be trained in 4 different areas so that they can do the DOFE assessments and trips etc...resulting in no staffing costs for expeditions etc...</p> <p>The Moroccan association – again no one was against this application in general and I have received lots of positive comments about how the youth have clearly been involved in the decision making process of what they would like.</p> <p>The only thing so far members are not in favour of is the sports coaches as at the previous LYNMG Active Trowbridge were procured to carry out free sporting sessions for young people, and the members would like to see the</p>				

	<p>group engage within those sessions. The applicant did reply saying the cost was more for getting professional coaches in to help with training of the young people and supporting them in their ambitions with sports for their future. However I have suggested partnering up with Active Trowbridge or Go Active for that as £1500 is quite high and we believe they would charge considerably less.</p> <p>Q – Is the group open to all young people – yes - all young people are welcome to join the group and it is advertised to attract all young people, no one is turned away due to race or religion.</p> <p>WYC application – Again no one was against this application in general. However queries were raised as T-CAF has been funded to carry out mentoring work with the young people in the JOG school – so there was a concern that there was a duplication of service. The Applicant replied with “along with mentoring in John of Gaunt, 2 people are also going into Clarendon Academy. 12 volunteers attended a training day at the start of the year and so there is scope to deliver more as and when. We are aware that TCAF doing a project at JOG but apparently according to Sarah Hill it’s is a very different project and a bit more like short term coaching.. Although different this may also highlight to the LYN the need for all such support for young people in the area.” Hopefully this puts the group at ease that it is not a duplication – however YFC will be talking with T-CAF about how they can support each other in trying to reach all young people across the Trowbridge Community Area so that they do not suplicate each other’s work.</p> <p>Q. – Is the group open to all young people – yes - all young people are welcome to join the group and it is advertised to attract all young people, no one is turned away due to race or religion.</p> <p>T-CAF application – No questions or queries asked that have not been directly answered – all happy to support the application</p>
Recommendations to Area Board	
2	<p>There has been more grant funding requested then what is in the youth pot. Consequently no youth grant has been fully awarded, they have all been reduced to make it fair. The recommendation from the LYNMG is:</p> <p>DOFE asked for £2736 the LYNMG recommend to reduce the funding by £136 totalling £2600</p> <p>The Moroccan association asked for £5000 the LYNMG recommend to reduce the grant by £1500 taking out the sports coach cost as the Area Board has procured sports coaches in Trowbridge. Totalling = £3500</p> <p>The Wiltshire Youth For Christ asked for £2000 the LYNMG recommend to reduce the funding by £136 totalling £1864</p> <p>T-CAF asked for £3200 the LYNMG recommend to reduce the funding by £136 totalling £3064</p>
Date of Next meeting	Week commencing 8 th May
Notes Taken By	Emma Drage – Local Youth Facilitator

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Area Board Update - February 2017

Healthwatch Wiltshire is a local independent organisation which exists to speak up for people on health and care. If you have used a service recently then we would like to hear from you. We use what people tell us when we meet with the commissioners and providers of services to make sure that they take account of your views and experiences.

S.A.I.L.

The Your Care Your Support Wiltshire (YCYSW) website team are adding forms to help people do some of the business of social care online. Recently we added a

S.A.I.L (Safe and Independent Living) form. S.A.I.L is a partnership between Dorset & Wiltshire Fire & Rescue Service and Wiltshire Council to offer anyone an assessment promoting safe and independent living in your own home. A Dorset & Wiltshire Fire & Rescue Service representative can offer a Fire Safety risk assessment, safety advice, advice on night-time routines, making an escape plan, checking smoke alarms, and signpost to benefits advice and debt advice. To request a visit, you can log in to Your Care Your Support, and with an activated account, complete the SAIL request form online: www.yourcareyoursupportwiltshire.org.uk/care-and-support/safe-and-independent-living.aspx.



The Pressure on Beds

The national media has been full of stories about pressures on the NHS. In Wiltshire, hospitals and the NHS Wiltshire Clinical Commissioning Group have been urging people to only go to Emergency Departments if necessary. You are asked to consider other services, such as your GP, minor injury units or your pharmacist to ask if they can treat your condition.

We have been hearing peoples' experiences of being discharged from hospital to other care settings around the county. We heard that, for most people, the system is working well with 71% of people saying they were 'very satisfied' or 'satisfied' with their discharge. However, we have also heard of problems from people who didn't feel informed or included in decisions about their care, and difficulties arranging care at home for people who need it. Problems with transport to get home, and knowing who is responsible for care after discharge were also issues for some of the people we spoke to. Our full report has been published at www.healthwatchwiltshire.co.uk/wp-content/uploads/2017/01/Transfers-of-Care.pdf. We have fed this information back to the people who run the services, so they know where the system is and is not working well.

Contact us:

Tel 01225 434218

info@healthwatchwiltshire.co.uk

www.healthwatchwiltshire.co.uk

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Notes of the Health and Wellbeing Group Meeting held on February 2017 at Selwood Housing Offices, Trowbridge

Present

Mary Cullen (WC, CEM), Claire Thomas (Alzheimer's Support), Alan Docherty (Carers' Support Wiltshire). Julia Latham (Selwood Housing), Polly Edwards (Trowbridge Churches Together), Sue Chilton (Studley Green Day Centre Manager).

Apologies

Cllr John Knight (Wiltshire Council) Peter Twiggs (WC). Doug Ross (Link), Brian Banwell (Men's Shed), Barrie Dearlove (Breakthrough Trowbridge)

1. Welcome and introductions

Mary Cullen welcomed everyone and thanked them for attending.

Apologies were noted.

2. Minutes of the previous meeting and matters arising

The minutes of the previous meeting were agreed.

Matters arising

MC presented copies of a draft survey being developed by Adult Social Care to ask people about their experiences of being involved in service design and delivery. It was agreed that this would not impact on the HWB group's consultation proposal to be discussed later on the agenda.

Other matters arising to be picked up later in the agenda.

3. Progress to date on Dementia Friendly Trowbridge- Claire Thomas, Alzheimer's Support

CT outlined further progress to date towards Dementia Friendly Trowbridge which included

- Supporting and encouraging groups to join the Trowbridge Dementia Action Alliance (DAA)
- Meeting with WC to discuss County Hall joining the Trowbridge DAA. Ideas were discussed re physical environment and possible small changes that could be made such as provision of quiet space for anyone with Dementia coming in or for any other group that needed this support, Carers support group at county Hall for staff dealing with relatives with dementia, HR to explore policy around early onset of dementia and support for affected staff.
- CT has also been linking up with Dementia Champions at County Hall with a view to getting them together
- Dementia awareness week is in May and it was discussed that some progress in time for this would be positive

- There will be a county wide Dementia Friendly Wiltshire event on 28th February at the Town Hall where Trowbridge will report on our progress along with other area of Wiltshire.

It was discussed and agreed that Studley Green Day Centre could join the alliance and identify some dementia friendly actions.

SC reported that the club was already opening up to people with dementia subject to them having a carer or being able to participate without personal care support

PE reported that the churches had made good progress re dementia having held dementia friends training sessions and a dementia friendly carol service at Christmas last year. Future plans include bringing churches together to discuss further work in this area.

CT reported that Adcroft Surgery is looking to develop a Memory Café which would be a great benefit to our community as currently we do not have this provision in place.

Members congratulated CT on progress to date in our area. It was acknowledged that her work had made a major impact on this agenda in our area.

4. Consultation proposal

Further to the last meeting MC presented some draft questionnaires for consideration in relation to a proposed consultation process with older people and carers.

The need for additional consultation was identified by WC adult care services at the first meeting of the HWB group in recognition of the fact that previous consultation with older people in our area was very limited. The JSA for our area also highlights that a higher percentage of people in our area are at risk of social isolation and that we have a higher number of unpaid carers over 65 living in our area than the rest of Wiltshire. It was agreed that the group needed to understand the issues better in order to be able to identify projects and local measures that could be developed.

MC had discussed the proposed approach with the head of consultation and research at WC and the following proposal was developed as a result.

It is proposed that a series of 20 semi structured interviews are held with carers to be identified by Carers' Support Wiltshire. This would enable the group to understand the issues better and explore any potential community projects that might be developed.

It was agreed that a further minimum 30 interviews were carried out with older people in our area at risk of social isolation, to be identified by partners and community members.

It was agreed to recruit and train 6-8 community interviewers to assist with the consultation. This would engage the local community and offer people skills development and training.

It was agreed that 3 focus groups may need to be added into to the programme in order to discuss or explore certain issues or issues for certain groups in more detail.

Draft questionnaires were circulated and discussed and further thought will be given by members on these to arrive at a final agreed version.

It was agreed that MC would approach the area board for support to fund the consultation. All members of the group will contribute in kind with support to develop questions, recruitment of participants, recruitment of community interviewers and developing project ideas.

Action: MC to cost the consultation programme and complete application form to area board for support with funding.

5. Older People's Champion

MC reminded the group of the need to recruit an Older People's Champion and was delighted to report that SC had volunteered to try out the role with a view to taking it on long term if it suited.

The role is to be a voice for older people locally, to keep in touch with day centre, residential homes and other groups and organisations working with older people, to feed issues and ideas into the HWB and the area board. It can also involve work with individuals to help signpost to services etc. Training and support is available for OP champions and the main link will be with MC.

The group expressed appreciation to SC for taking on the role.

6. Updates from partners

AD reported that Carers Support Wiltshire are seeking to work more in community settings and are looking at how to support isolated male carers more effectively.

MC reminded the group about Trowbridge Men's Shed and the opportunities to introduce any men facing social isolation.

SC also mentioned that Studley Green Day Centre could accommodate further members.

Action: Any group member wishing to refer anyone to Studley Green Day Centre to contact SC via the email address on the minutes.

CT reported that AS is busy working out the takeover of contracts from the Alzheimer's Society.

7. **A.O.B-** none

8. **Date next meeting,** Thursday 11th May, 10.00, venue tbc

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Minutes of the Safer and Supportive Communities Group Trowbridge, held on 5th Jan 2017 at 2pm, at the Civic Centre

Present

Cllr Bob Brice (Chair TTC), Lance Allan (TTC), Mary Cullen (WC CEM), Cllr John Knight, Cllr Dennis Drewett, Julia Doel (SWAS) David Wilmot (SWAS), Mark Hough (Wiltshire Police) Andy Green (DWFS), Rev Barrie Dearlove (Breakthrough)

Apologies- Claire Thomas (AS), Tom Ward (WC), Derek Adams (CERS)

Update on PSPO- Mark Hough confirmed that the PSPO would go live on 12th Jan to ban drinking of alcohol in public places in Trowbridge Park and other areas as shown on map.

The police will be advising people in the lead up to this time and explaining the PSPO.

The PSPO will enable the police to deal with drinkers and dispose of alcohol more effectively as it takes away the discretion of the DPPO.

Safe Places- MC Cullen informed the meeting that she will be starting to revisit Safe Places in Trowbridge with Tim Mason on 12th Jan, with the aim of ensuring businesses are still active and encouraging their continued involvement in the scheme. This will also be an opportunity to promote Dementia Friends sessions, to do an audit of businesses with defibrillators, to remind of Fire Safety advice and build local relationships.

JSA feedback- MC reported on the outcomes of the JSA 'Our Community Matters' conference held in Trowbridge on 5th December and attended by up to 90 local people.

The key priorities that emerged in relation to community safety were

Alcohol and drugs, Anti Social Behaviour and Highway Safety

An idea that emerged from the event was the Police and community working together in partnership more effectively to combat dangerous driving, speeding and anti social driving behaviour such as racing. MH highlighted the importance of the community reporting anti social driving behaviour and dangerous driving using the 101 number. The police need registration numbers in order to follow these up.

A suggestion was a drug, alcohol and anti social behaviour hotline or an online reporting system similar to the area board issues system. ***MH will investigate potential IT options around this.***

Recent crime issues – MH reported that following a recent spate of burglaries in Trowbridge, the Police have had a good few weeks and have made significant progress in dealing with offenders. Problems have arisen with a specific group of young people, resulting in an outbreak of low level crime. Some offenders have been referred to the youth justice team and offences have dropped off at present.

DD has had reports of on street drug dealing. ***DD to pass details to MH.***

Dementia Friendly Trowbridge- MC updated on the dementia care conference held in the Civic Centre on 23rd Nov and progress towards Dementia Friendly Trowbridge. Over 300

Dementia Friends have now been made and Trowbridge has registered as a Dementia Action Alliance. Organisations can sign up by pledging three actions. MC can provide forms as necessary. Future plans include recruiting further dementia champions, organising more Dementia Friends sessions and working to deliver a memory café and other support services.

A.O.B

SWAS- JD and DW from SWAS provided an overview of their different areas of operation which cover provision of defibrillators and community first responders.

The defibrillator scheme supports communities to provide defibrillators, offering a four year scheme which supplies the cabinet for inside or outside use, defibrillator, consumables, replacements, equipment updates and training at a cost of £2160 for four years. Secondary schemes cost £1200 for the term.

SWAS is encouraging organisations with defibrillators to register them with SWAS so it is known where they are.

The Heartsafe Community encourages enough defibrillators and enough people to be able to use them in a town or area, with a defibrillator provided every 400 meters.

It was known that there are currently defibrillators in Trowbridge at the Civic Centre, the Shires, County Hall, Castle Place, shopping centre, Clarendon School and possibly more.

First Responders-DW gave an overview of the First Responder scheme which is a team of trained paramedics who attend 999 calls when ambulances are busy to be a first response. He clarified that these schemes have not typically been introduced in areas such as Trowbridge where there was an ambulance station. However a trial had taken place in Chippenham with good results so the scheme may be extended. He will do an analysis of call outs and response times in Trowbridge to bring to next meeting to discuss whether a local scheme is needed. **Action DW**

Breakthrough- BD provided an overview of the work of breakthrough in Trowbridge, supporting homeless people as well as seeing an increasing use of their services by other people. The service saw an increase in numbers over the Christmas period with up to 60 people attending lunch. Breakthrough has made good links with the housing options service and receives regular visits from the team. They have also been linked in with other services and partnerships as appropriate. BD expressed some concerns about service users being apparently housed locally in unsuitable premises. **MH will investigate.**

Wilts and Dorset Fire Service- AG advised the meeting of plans to attend the Fore St market once a month with a fire engine to raise awareness of fire safety. It was disused and agreed that this was an excellent idea. **SWAS and Police will liaise with him to co-ordinate a joint venture.**

Date next meeting

The date of the next meeting will be 6th April at 2pm at the Civic Centre.

Report to	Trowbridge Area Board
Date of Meeting	09/03/2017
Title of Report	Community Area Grant funding

Budget Position Statement

	Area Board Grants Budget	H&WB Fund	LYN Fund	CATG
Opening balance 2016/17	£89,728.60 <small>(Incl. £9850.00 Carry Forward.)</small>	£6,700.00	£48890.00	£15,354 (plus £650 carry forward) £16,004.00
Grant Applications Awarded	£70,442.00	£3,537.25		£TBC
Remaining balance.	£19,286.60	£3,162.75	£11,030.42	£1804
Total of grants and member projects to March area board	£36,910.16	£3,090.00	£11,028.00	£1600

Purpose of the report:

To consider the applications for funding listed below

Applicant	Amount requested
Applicant: Hilperton Village Hall Project Title: Hilperton Village Hall New Alarm and Emergency Lighting View full application	£2528.40
Applicant: Avon Valley Runners Project Title: Avon Valley Running AVR Facility View full application	£5000.00
Applicant: St Thomas Church Project Title: Holy Trinity Church Trowbridge Kitchen Refurbishment	£5000.00

View full application	
Applicant: Trowbridge White Ensign Association Project Title: Trowbridge White Ensign Exhibition Tent View full application	£813.59
Applicant: Friends of the down cemetery Project Title: Friends of the Down Cemetery tools View full application	£310.00
Applicant: The Mead Community Primary School Project Title: Art Studio for The Mead School View full application	£2058.17
Applicant: Cllr Nick Blakemore Project title: Canal Rd gulls issue-access equipment	£1200
Applicant: Cllr. Ernie Clark & Cllr Steve Oldrieve Project Title: St. Michael's Pre-School Hilperton – New premises	£20000.00
Applicant: Community Engagement Manager Project Title: Consultation with Older people and Carers- <i>Health and Wellbeing Budget</i>	£1590
Applicant: CEM/Cultural Age Partnership Project Title: Celebrating Age arts outreach <i>Health and Wellbeing Budget</i>	£1500

1. Background

Area Boards have authority to approve Area Grants under powers delegated to them. Under the Scheme of Delegation Area Boards must adhere to the [Area Board Grants Guidance](#)

[the funding criteria and application forms](#) are available on the council's website.

2. Main Considerations

2.1. Councillors will need to be satisfied that funding awarded in the 2016/2017 year is made to projects that can realistically proceed within a year of it being awarded.

2.2. Councillors must ensure that the distribution of funding is in accordance with the Scheme of Delegation to Area Boards.

2.3. Councillors will need to be satisfied that the applications meet the Community Area Board grants criteria.

3. Environmental & Community Implications

Grant Funding will contribute to the continuance and/or improvement of cultural, social and community activity and wellbeing in the community area, the extent of which will be dependent upon the individual project.

4. Financial Implications

If Members are minded to award all applications for funding to the 9th March area board, some applications will need to await new budget allocations on 1st April 2017 prior to authorisation.

5. Legal Implications

There are no specific legal implications related to this report.

6. Human Resources Implications

There are no specific human resources implications related to this report.

7. Equality and Inclusion Implications

Community Area Boards must fully consider the equality impacts of their decisions in order to meet the Council's Public Sector Equality Duty.

Community Area Grants will give local community and voluntary groups, Town and Parish Council's equal opportunity to receive funding towards community based projects and schemes, where they meet the funding criteria.

8. Safeguarding Implications

The Area Board has ensured that the necessary policies and procedures are in place to safeguard children, young people and vulnerable adults.

9. Applications for consideration

Application ID	Applicant	Project Proposal	Requested
2230	Hilperton Village Hall	Hilperton Village Hall New Alarm and Emergency Lighting	£2528.40
<p>Project Description: Hilperton Village Hall registered charity 305526 provides buildings and open space for hire for community groups and individuals. Following external Fire Safety Audit and subsequent meetings with Wilts and Dorset Fire Officers it is proposed to install new emergency lighting and fire alarm systems. Quotes have been received from four companies. Three specialist alarm companies and one electrical contractor for lighting only. After careful evaluation including site visits and references Wheelers of Westbury have been selected to supply the complete system their quote being the best fit with requirements and also the lowest price.</p> <p>Input from Community Engagement Manager: The application meets the community grants criteria, the applicant is a not-for-profit community group, this is a Capital project to provide fire safety equipment</p>			

and emergency lighting at Hilperton Village Hall, match funding is in place. Hilperton Village Hall registered charity no.305526 provides buildings and open space for hire for community groups and individuals. Following external Fire Safety Audit and subsequent meetings with Wilts and Dorset Fire Officers it is proposed to install new emergency lighting and fire alarm systems. Quotations have been sought from four companies. The total project cost, based on the preferred supplier, is £5,056.80, match funding has been secured from fundraising, reserves and a grant from Hilperton Parish Council. This leaves a shortfall of £2,528.40 which is the amount applied for to the area board.

Proposal

That the Area Board determines the application.

Application ID	Applicant	Project Proposal	Requested
2237	Avon Valley Runners	Avon Valley Running AVR Facility	£5000.00

Project Description:

In partnership with Trowbridge Rugby Club, AVR plan to build a suitable path around the main rugby pitch. The surface will be made of redgra an approved sports surface as recommended by Sport England within their facilities guidance document. This will allow the rugby pitch to be fully inclusive for spectators and enable us to provide safe running sessions for juniors adults and beginners. The facility will benefit from the existing lighting provided by the rugby club allowing full usage all year round and eliminate the risk of taking groups of runners out on to the streets and unlit paths.

Input from Community Engagement Manager:

The application meets the community grants criteria, the applicant is a not-for-profit community organisation, the project is a Capital project for ground works to enable a running track to be installed at Trowbridge Rugby Club, match funding is in place. Avon Valley Runners is a constituted group with objects of promotion of social and competitive participation in road, cross country and multi-terrain running and multi-discipline events such as duathlons and triathlons. Membership is open to everyone aged seven years and above. The applicant confirms that safeguarding and child protection policies and procedures are in place to support the clubs activities.

In partnership with Trowbridge Rugby Club, AVR plan to build a running track at the rugby grounds. The applicant confirms that the surface will be made of an approved sports surface as recommended by Sport England. This will enable the club to provide safe running sessions for juniors adults and beginners. The facility will benefit from the existing lighting provided by the rugby club, allowing full usage all year round and eliminating the risk of taking groups of runners out on to the streets and unlit paths. It will also eliminate the need to take runners out of the area for training. The project is planned to take place between May and August 2017 to coincide with the closed rugby season.

Following queries from members the following responses have been supplied on the issues of access, parking and planning permission.

The applicant advises that public access will need to be by prior arrangement with

the Rugby Club. This is necessary to ensure that the track is not already in use and that it does not impact on the Rugby Clubs own activities such as training, match play or grounds maintenance.

On the subject of parking, the applicant states that this will not be an issue as they currently use the facilities on 3 nights a week and parking has always been adequate. This has been the case even with large turnouts coinciding with rugby training nights.

The applicant considers that as the proposal only represents a change of surface from grass to hard standing, that planning permission will not be required. They have been advised to confirm this with Wiltshire Council ahead of the area board. The applicant advises that existing lighting will be utilised so this should not be a further planning consideration.

The club advises that they have worked hard to generate funds for this project and have hosted races, held fund raising auctions and engaged the wider community. Reserves of @ £25k are shown however the applicant advises that these are required for the on-going management of the club and to fulfil the clubs sinking funds obligations. This includes covering facility costs, affiliation fees and running the club in line with best practice guidelines.

The advice of the Sports Development Team at Wiltshire council has been sought on the application and the following comments have been received.

- The applicant was advised that the exact spec of the surface should be in-line with Sport England specifications for running
<https://www.sportengland.org/media/4536/artificial-surfaces-for-outdoor-sports-2013.pdf>
- The applicant was advised to fill out the 'do I need planning permission form'
<http://www.wiltshire.gov.uk/planninganddevelopment/planningapplicationformsandfees/planningapplicationpacks.htm?n=%5B43%5D>
- The applicant was advised that A *Development Plan* showing the way forward for the club and the proposed new facility be developed.
- **The measures below were also suggested as 'commitments' before any funding is awarded:-**

All club coaches be registered on Rightcoach and be in-line with Minimum Standards of Deployment (MSD)

The club offer a six week introduction to running programme for beginners

The club and its members sign up to the Big Pledge London Calling Challenge

The club form links to local schools as part of the Big Pledge London Calling Challenge and encourage pupils to join the club through some targeted delivery both at school and then at the new track

The applicant advises that a Development Plan is underway and that the above commitments can be made.

In relation to the application TRFC advises that ;

'We have been in close dialogue with AVR over their proposal to date and are supportive thereof.

We feel that a (lighted) running track will only enhance the multi-sport offering we are already providing to the wider community at Doric Park'.

The total project cost is £30,000. A quotation has been provided and a second is pending. The total cost includes additional provision for fees. AVR have allocated £10,000 of their reserves to this project and subject to membership for 2017/18 have identified an additional £5,000 to contribute. Applications for funding have been made to Westbury and Bradford on Avon area boards as well as local town and parish councils and sport England. This leaves a shortfall of £5,000 which is the amount applied for to the area board.

This project can be seen to link to JSA priorities for our area including promotion of healthier lifestyles and physical activity.

Proposal

That the Area Board determines the application.

Application ID	Applicant	Project Proposal	Requested
2281	St Thomas Church	Holy Trinity Church Trowbridge Kitchen Refurbishment	£5000.00

Project Description:

It is the vision of St Thomas Church to promote the use of the building with its prominent location for both church and community groups to use. We are looking to develop and enhance the outdated kitchen by replacing the existing units with new units and installing a dishwasher to benefit the existing user groups and attract more users from the community of Trowbridge. This will enable the buildings full potential to be utilised by a wide range of groups.

Input from Community Engagement Manager:

The application meets the community grants criteria, the applicant is a not-for-profit organisation and whilst the application is from a church group it is not for religious purposes but to enhance community facilities. The applicants vision is to promote the use of Holy Trinity Church, with its prominent location, for both church and community groups. The applicant is seeking to develop and enhance the outdated kitchen facilities by replacing the existing units with new units and installing a dishwasher to benefit existing user groups and attract more users from the community of Trowbridge. The applicant considers that this will enable the buildings' full potential to be utilised by a wide range of groups. Existing users include an open access Parents and Toddler group, which meets weekly, and has attendance from over 100 children from all parts of the community, the Trowbridge Orchestra and Trowbridge Philharmonic Choral Society who use the building as a venue for orchestral and choral concerts, local primary and secondary schools who use it for carol services, the Sea Cadets and Songways Singing Group a community choir which meets weekly. It is hoped that improved facilities will allow a number of other community groups to also benefit from the facilities available. Increased usage will allow Holy Trinity to secure its future at the heart of the town of Trowbridge. Quotations have been received for the items listed. The total project cost is £15,050.42 of which £10,050.42 is being provided by the Salisbury Dioceses This leaves a shortfall of £5,000 which is the amount applied for to the area board.

Proposal

That the Area Board determines the application.

Application ID	Applicant	Project Proposal	Requested
2277	Trowbridge White Ensign Association	Trowbridge White Ensign Exhibition Tent	£813.59
<p>Project Description: Trowbridge and District White Ensign Association as a local registered charity is keen to expand its purpose of fostering the comradeship enjoyed afloat and offering support and benevolence to former sailors marines their families and widows to include educational activities to the widest possible audience including schoolchildren and those without experience of the Armed Forces by holding a series of exhibitions and participating in local events including visits to schools to talk about Naval history and how the Royal Navy has become a fundamental element in the fabric of our Nation.</p> <p>Input from Community Engagement Manager: The application meets the community grants criteria, the applicant is a not-for-profit community group (registered charity), this is a Capital project and match funding is not a requirement for project under £1,000. The project is to provide materials including exhibition tents and display stands to support the delivery of displays and educational talks about the Royal Navy. Trowbridge and District White Ensign Association as a local registered charity is keen to expand its purpose of fostering the comradeship enjoyed afloat and offering support and benevolence to former sailors marines their families and widows to include educational activities to the widest possible audience, including schoolchildren and those without experience of the Armed Forces. This is proposed to take place by holding a series of exhibitions and participating in local events including visits to schools to talk about Naval history and how the Royal Navy has become a fundamental element in the fabric of our Nation. The total project cost is £813.59 for which match funding is not a requirement.</p> <p>The project has some links to JSA priorities in our area in terms of widening the cultural offer and cultural participation.</p> <p>Proposal That the Area Board determines the application.</p>			

Application ID	Applicant	Project Proposal	Requested
2276	Friends of the down cemetery	Friends of the Down Cemetery tools	£310.00
<p>Project Description: The preservation conservation sympathetic restoration and recording for public benefit of The Down Cemetery including the monuments buildings standing</p>			

structures landscape wildlife and burial records. We are looking at clearing the graves and tombstones of undergrowth transcribing inscriptions careful restoration where possible and photographing all work undertaken. Our long term aim would be to make this data available to the public hold open days and run historical and wildlife tours.

Input from Community Engagement Manager:

The application meets the community grants criteria, the applicant is a not-for-profit community organisation, this is a Capital project and match funding is not a requirement for projects under £1,000. The aim of the project is the preservation, conservation, sympathetic restoration and of The Down Cemetery including the monuments buildings standing structures landscape wildlife and burial records. The applicant proposes to clear the graves and tombstones of undergrowth, transcribing inscriptions, careful restoration where possible and photographing all work undertaken. The long term aim is to make this data available to the public, hold open days and run historical and wildlife tours. The total project cost is £310 for which match funding is not a requirement.

In response to queries from members the applicant advises that WC has welcomed help and given permission to carry out the works at the cemetery. This has been confirmed by Ian Brown, Head of Environmental Services.

The applicant proposes to only work on the Victorian part of the cemetery and any plots that are cared for our have flowers on will not be included. The applicant advises that as the group will only be dealing with neglected graves when it comes to clearance, permission from relatives will not be an issue.

Wiltshire Council’s Countryside team advised the applicant that volunteers will be covered by Wiltshire Council’s insurance while volunteering at The Down Cemetery, although if they plan to use electric or powered tools, they will need to let the Council know first.

Proposal

That the Area Board determines the application.

Application ID	Applicant	Project Proposal	Requested
2291	The Mead Community Primary School	Art Studio for The Mead School	£2058.17

Project Description:

To install a creative space at our school the Art Studio - for children and families to work in to create sculpture and visual Art this will be a dedicated space with equipment and resources in situ allowing for longer term projects and pieces to be created rather than tidying up at end of lessons giving children of all ages and abilities the opportunity to develop their work. The Art Studio would be a space where children can immerse themselves in art in a bespoke environment away from the classroom and feel like artists. As a large school which is 15 years old we have no space to allow for this kind of facility the school has been oversubscribed since its opening and all class rooms and ancillary rooms are in constant use due to high number of children with additional needs corridor space and office rooms have already been re-designated as learning spaces to accommodate children. This kind of space would give all our children a dedicated space for exploring art in

a way that our current provision doesn't allow for. This project aims to develop children's and families' experiences of sculpture painting and the visual arts. Funds will be used to purchase outdoor studio and equipment to create a studio where children and families can access art projects. Art projects in the studio will support education in visual art and sculpture family learning Families with English as an additional language EAL social and emotional literacy projects using art as a vehicle for building confidence and communication skills support for disadvantaged children and gifted and talented children. These projects and activities will be offered to the wider community as part of evening classes weekend workshops and holiday clubs. Funds have been raised by the Friends of the Mead School and a grant awarded by the Theatre Royal Bath Creative Fund and we are asking the Area Board to support this project with the shortfall.

Input from Community Engagement Manager:

The application meets the Community Grants criteria; the applicant is a not-for-profit organisation, although a school the application is not for core curriculum activities. This is a Capital project to install a creative space/ Art Studio outside Castle Mead School for a variety of purposes to benefit the school and local community. Match funding has been secured. The applicant states that the studio will be used for children and families to develop creativity and access art projects, to support social and emotional literacy projects and family learning for families for whom English is not a first language. It will also be a space used to build confidence and communication skills for both disadvantaged children and gifted and talented children. The applicant states that these projects and activities will be offered to the wider community as part of evening classes, weekend workshops and holiday clubs. Funds have been raised by the Friends of the Mead School and a grant awarded by the Theatre Royal Bath Creative Fund to provide a bespoke log cabin type building at the school. The total project cost is. £12,762.17, match funding of £10,500 has been secured, leaving a shortfall of £2,058.17 which is the amount applied for to the area board.

Proposal

That the Area Board determines the application.

Application ID	Applicant	Project Proposal	Requested
Member project	Cllr Nick Blakemore	Trowbridge Gulls- access equipment	£1200
See attached report			
Proposal			
That the area board determines the application			

Application ID	Applicant	Project Proposal	Requested
Member	Cllrs Ernie Clark and Steve	Hilperton Pre-School new	£20000

project	Oldrieve	premises	
See attached report and papers			
Proposal That the area board determines the application			

Application ID	Applicant	Project Proposal	Requested
HWB project 2	HWB Group/Community Engagement Manager Trowbridge	Consultation with Older People and carers	£1590
Project Description: To consult with Older People and Carers' in Trowbridge community area to find out more about the impact of social isolation and caring responsibilities on their sense health and wellbeing. To identify projects that might be developed to better support older people at risk of social isolation and Carers in Trowbridge community area. See attached application.			
Proposal That the Area Board determines the application.			

Application ID	Applicant	Project Proposal	Requested
HWB project 3	CEM/Celebrating Age Cultural Partnership	Celebrating Age	£1500
Project Description: In September 2016 area boards were asked to give 'in principle' support for a bid by the Celebrating Age Cultural Partnership to the Arts Council, for targeted arts outreach work with Older people in 6 key areas of Wiltshire including Trowbridge. The bid (of approaching (100,000) has been successful subject to match funding of £1500 a year for three years by the relevant area boards. The proposal is to make a significant difference to well-being for older people in the Trowbridge Community area through delivery of arts and cultural outreach activity such as music, dance and drama to be delivered in the places where older people live and in local locations that they already use. Activity will focus on libraries and social/community/day centre settings and other outdoor space eg public parks. The project will also focus the attention of cultural organisations specifically on tackling issues of rural and social isolation..			
Proposal That the Area Board determines the application.			

No unpublished documents have been relied upon in the preparation of this report

Report Author:

Mary Cullen
Community Engagement Manager

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Grant Applications for Trowbridge on 09/03/2017

ID	Grant Type	Project Title	Applicant	Amount Required
2230	Community Area Grant	Hilperton Village Hall New Alarm and Emergency Lighting	Hilperton Village Hall	£2528.40
2237	Community Area Grant	Avon Valley Running AVR Facility	Avon Valley Runners	£5000.00
2281	Community Area Grant	Holy Trinity Church Trowbridge Kitchen Refurbishment	St Thomas Church	£5000.00
2277	Community Area Grant	Trowbridge White Ensign Exhibition Tent	Trowbridge White Ensign Association	£813.59
2276	Community Area Grant	Friends of the Down Cemetery tools	Friends of the down cemetery	£310.00
2291	Community Area Grant	Art Studio for The Mead School	The Mead Community Primary School	£2058.17

ID	Grant Type	Project Title	Applicant	Amount Required
2230	Community Area Grant	Hilperton Village Hall New Alarm and Emergency Lighting	Hilperton Village Hall	£2528.40

Submitted: 28/12/2016 15:12:54

ID: 2230

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£501 - £5000

3. Are you applying on behalf of a Parish Council?

No

4. If yes, please state why this project cannot be funded from the Parish Precept

5. Project title?

Hilperton Village Hall New Alarm and Emergency Lighting

6. Project summary:

Hilperton Village Hall registered charity 305526 provides buildings and open space for hire for community groups and individuals. Following external Fire Safety Audit and subsequent meetings with Wilts and Dorset Fire Officers it is proposed to install new emergency lighting and fire alarm systems. Quotes have been received from four companies. Three specialist alarm companies and one electrical contractor for lighting only. After careful evaluation including site visits and references Wheelers of Westbury have been selected to supply the complete system their quote being the best fit with requirements and also the lowest price.

7. Which Area Board are you applying to?

Trowbridge

Electoral Division

8. What is the Post Code of where the project is taking place?

BA14 7RN

9. Please tell us which theme(s) your project supports:

Children & Young People

Arts, crafts and culture

Economy, enterprise and jobs

Festivals, pageants, fetes and fayres

Health, lifestyle and wellbeing

Inclusion, diversity and community spirit

Sport, play and recreation

Other

If Other (please specify)

Activities for the elderly

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

05/2016

Total Income:

£50443.00

Total Expenditure:

£46947.00

Surplus/Deficit for the year:

£3496.00

Free reserves currently held:

(money not committed to other projects/operating costs)

£9500.00

Why can't you fund this project from your reserves:

Due to the age of the building we must keep some funds in reserve for urgent repairs.

We are a small community group and do not have annual accounts or it is our first year:

10b. Project Finance:

Total Project cost		£5056.80		
Total required from Area Board		£2528.40		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Fire Alarm - design supply install and commission	3442.80	Fundraising from Christmas Play	yes	802.00
Emergency Lighting - design supply install and commission	1614.00	Take from reserves	yes	1226.40
		Grant from Hilperton Parish Council	yes	500.00
Total	£5056.8			£2528.4

11. Have you or do you intend to apply for a grant from another area board within this financial year?

No

12. If so, which Area Boards?

Trowbridge

13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?

The hall is used by thousands of local people every year. A full schedule of users is available but these include Hilperton village fete which around 1000 people attend each year. A thriving preschool offering 7 sessions per week. The Village Club with over 200 paid up Members. Regular bingo. Dancing classes. Whist. Bridge. Over 60s club. Football club. Cubs

brownies beavers scouts. Model flying club. Snooker darts skittles. Parish Council Meetings. Neighbourhood plan meetings. Use as polling station. Plus around 200 private bookings from local people per annum. All of these users will benefit from the proposed new alarm and emergency lighting systems. The new system together with our existing systems and documented procedures will ensure that we provide the recommended and proportionate level of fire safety for all hall users. The specifications required were mapped out following meetings with Fire Safety Officers from Wilts and Dorset Fire Service. The proposed emergency lighting system will comprise new maintained light units over each designated emergency exit door in the building and safety lighting to the building exterior over each emergency exit. The current units are very old and now obsolete and cannot be maintained much longer. The alarm system will consist of manually activated call points at all possible exit points from the building with sounders throughout the building backed up by flashing beacons in toilet areas and the main hall. There is currently no fire alarm system in the hall.

14. How will you monitor this?

We have an employee who has been trained in Health and Safety who is the nominated Health and Safety Officer for the Village Hall. She will monitor the project and report back to the board of Trustees.

15. If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?

The system is designed to last for many years and our Health and Safety Officer will supervise monthly checks on the system. Maintenance will be carried out for a charge of 100 pounds twice each year by Wheelers the system supplier.

16. Is there anything else you think we should know about the project?

This is a stand-alone project but is fully scaleable should we extend the Village Hall at some point as is our intention.

17. DECLARATION

Supporting information - Please confirm that the following documents will be available to inspect upon request:

Quotes:

yes I will make available on request 1 quote for individual project costs over £500 & 2 quotes for project costs over £1000 (Individual project costs are listed in the expenditure section above)

Accounts:

yes I will make available on request the organisation's **latest accounts**

Constitution:

yes I will make available on request the organisation's Constitution/Terms of Reference etc.

Policies and procedures:

yes I will make available on request the necessary and relevant policies and procedures such as Child Protection, Safeguarding Adults, Public Liability Insurance, Access audit, Health &

Safety and Environmental assessments.

Other supporting information (Tick where appropriate, for some project these will not be applicable):

yes I will make available on request evidence of ownership of buildings/land

And finally...

yes The information on this form is correct, that any award received will be spent on the activities specified.

2237	Community Area Grant	Avon Valley Running AVR Facility	Avon Valley Runners	£5000.00
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Submitted: 07/01/2017 11:58:37

ID: 2237

Current Status: Application Received

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£501 - £5000

3. Are you applying on behalf of a Parish Council?

No

4. If yes, please state why this project cannot be funded from the Parish Precept

5. Project title?

Avon Valley Running AVR Facility

6. Project summary:

In partnership with Trowbridge Rugby Club AVR plan to build a suitable path around the main rugby pitch. The surface will be made of redgra an approved sports surface as recommended by Sport England within their facilities guidance document. This will allow the rugby pitch to be fully inclusive for spectators and enable us to provide safe running sessions for juniors adults and beginners. The facility will benefit from the existing lighting provided by the rugby club allowing full usage all year round and eliminate the risk of taking groups of runners out on to the streets and unlit paths.

7. Which Area Board are you applying to?

Trowbridge

Electoral Division

8. What is the Post Code of where the project is taking place?

BA14 6JB

9. Please tell us which theme(s) your project supports:

Children & Young People
Health, lifestyle and wellbeing
Inclusion, diversity and community spirit
Safer communities
Sport, play and recreation

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

12/2016

Total Income:

£40504.48

Total Expenditure:

£26564.00

Surplus/Deficit for the year:

£13940.48

Free reserves currently held:

(money not committed to other projects/operating costs)

£25085.30

Why can't you fund this project from your reserves:

AVR have allocated 10000 of their reserves to this project and subject to membership for 201718 have identified a possible additional 5000 to add to this. Over the last 18 months the club have worked hard to generate these funds for this project and have hosted races held fund raising auctions and engaged in the community. The remaining reserves are required for the on going management of the club and to fulfil the clubs sinking funds obligations. This includes covering facility costs affiliation fees and running the club in line with best practice guidelines.

We are a small community group and do not have annual accounts or it is our first year:

10b. Project Finance:

Total Project cost £30000.00

Total required from Area Board £5000.00

Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Labour		Our reserves	yes	10000.00
Materials	27000.00			
Legal	3000.00	2017/18 Membership Fees		5000.00
		Trowbridge Area Board		5000.00
		Westbury Area Board		5000.00
		Bradford on Avon Area Board		5000.00
Total	£30000			£30000

11. Have you or do you intend to apply for a grant from another area board within this financial year?

Yes

12. If so, which Area Boards?

Bradford on Avon

Westbury

13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?

This would impact young people beginners women girls and competitive runners as well as TRFC by providing an accessible area for spectators. AVR has recently been awarded by England Athletics for our beginners programme. The club would like to continue supporting beginners but is close to capacity and unless we can provide a suitable facility for training we will be unable to continue to grow and provide safe and affordable sessions for runners. West Wiltshire no longer has an athletics track and this puts our club and the running community within West Wiltshire at a disadvantage. Thus the club are currently hosting a weekly session out of County at Bath University for young people. The cost to hire the facility and the distance to travel is a real barrier for participation and young people without access to transport are at a disadvantage and are unable to attend. If AVR had regular access to a suitable facility there would be huge potential for significant growth. This would benefit inactive people and young people aged 4-14. This is particularly important as the latest government sports strategy has focused on these audiences and the role sport and physical activity can play regarding health and wellbeing and self-efficacy. The proposed facility will also have an impact on athletes with ambitions of performing at a higher level. Currently clubs in Wiltshire are feeder clubs with talented athletes having to go out of County to access quality training sessions at suitable and safe venues. It is our belief that the proposed project can achieve the following Develop Doric Park as a sporting hub and create mutually beneficial facility for TRFC AVR. Provide safe sessions for members and more opportunities

for beginners to get fit through running activities. Engage with specialist audiences and invite targeted groups to attend sessions. Allow the club to develop the junior section and make training more accessible for local residents. Provide further running movement skills sessions for children under 11. Develop and improve existing members and enable talented athletes to fulfil their potential.

14. How will you monitor this?

By monitoring the use of the facility once built taking into account the number of users per session the overall profile of the sessions delivered and the demographics of the users.

15. If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?

The project will only commence once the total funds required have been raised. This will cover the initial costs of implementing this project. Ongoing maintenance fees will be minimal and covered by future membership fees. Any shortfall will be made up from further club reserves and fundraising efforts.

16. Is there anything else you think we should know about the project?

17. DECLARATION

Supporting information - Please confirm that the following documents will be available to inspect upon request:

Quotes:

yes I will make available on request 1 quote for individual project costs over £500 & 2 quotes for project costs over £1000 (Individual project costs are listed in the expenditure section above)

Accounts:

yes I will make available on request the organisation's **latest accounts**

Constitution:

yes I will make available on request the organisation's Constitution/Terms of Reference etc.

Policies and procedures:

yes I will make available on request the necessary and relevant policies and procedures such as Child Protection, Safeguarding Adults, Public Liability Insurance, Access audit, Health & Safety and Environmental assessments.

Other supporting information (Tick where appropriate, for some project these will not be applicable):

yes I will make available on request evidence of ownership of buildings/land

yes I will make available on request the relevant planning permission for the project.

yes I will make available on request any other form of licence or approval for this project has been received prior to submission of this grant application.

And finally...

yes The information on this form is correct, that any award received will be spent on the

activities specified.

2281	Community Area Grant	Holy Trinity Church Trowbridge Kitchen Refurbishment	St Thomas Church	£5000.00
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Submitted: 29/01/2017 14:50:38

ID: 2281

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£501 - £5000

3. Are you applying on behalf of a Parish Council?

No

4. If yes, please state why this project cannot be funded from the Parish Precept

5. Project title?

Holy Trinity Church Trowbridge Kitchen Refurbishment

6. Project summary:

It is the vision of St Thomas Church to promote the use of the building with its prominent location for both church and community groups to use. We are looking to develop and enhance the outdated kitchen by replacing the existing units with new units and installing a dishwasher to benefit the existing user groups and attract more users from the community of Trowbridge. This will enable the buildings full potential to be utilised by a wide range of groups.

7. Which Area Board are you applying to?

Trowbridge

Electoral Division

8. What is the Post Code of where the project is taking place?

BA14 9AA

9. Please tell us which theme(s) your project supports:

Children & Young People

Arts, crafts and culture

Festivals, pageants, fetes and fayres

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

12/2015

Total Income:

£204086.00

Total Expenditure:

£108399.00

Surplus/Deficit for the year:

£23687.00

Free reserves currently held:

(money not committed to other projects/operating costs)

£39688.00

Why can't you fund this project from your reserves:

The above accounts cover both Holy Trinity and St Thomas Churches. Holy Trinity its self made a deficit of 2164 and had 0.00 free reserves. The restricted reserves for Holy Trinity Church are restricted to fabric repair and these will be used to fund significant repairs to the stonework in 2017. The free reserves cover 3 months of expenses which we are advised is the minimum level they should be. Using the free reserves for this project would bring them below this level.

We are a small community group and do not have annual accounts or it is our first year:

10b. Project Finance:

Total Project cost		£15050.42		
Total required from Area Board		£5000.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Worktop	1313.42	Funding from Salisbury Diocese	yes	10050.42
Appliances	3903.96			
Cabinets	4683.04			
Instillation	5150.00			

Total	£15050.42	£10050.42
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11. Have you or do you intend to apply for a grant from another area board within this financial year?

No

12. If so, which Area Boards?

Trowbridge

13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?

As a building with a large open interior space in a central and prominent location in Trowbridge Holy Trinity has the potential to host a variety of community events and groups. However many of the facilities are dated and are in need of an upgrade to meet the standards expected by today's users. Since becoming part of St Thomas's parish in 2010 a project has been underway to develop the buildings to benefit both existing users and attract new users to the buildings. The upgraded kitchens combined with the comprehensive updating of the building described below will provide existing user groups of the building with improved catering facilities and less time spent washing up and an up to date and a more flexible building. Existing users include the Church an open access Parents and Toddler group which meets weekly and have over 100 children from all parts of the community attending over two sessions the Trowbridge Orchestra and Trowbridge Philharmonic Choral Society who use the building as a venue for orchestral and choral concerts local primary and secondary schools who use it for Carol Services the Sea Cadets new in 2017 and Songways Singing Group a community choir who meet there weekly. These user groups only use the church to a fraction of its capacity therefore we hope that the improved facilities will allow a number of other community groups to use the facilities as well. Ultimately an increased use will allow Holy Trinity to secure its future at the heart of the town of Trowbridge.

14. How will you monitor this?

The use of the Church will be monitored by the number of bookings for the building.

15. If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?

The funding is required to fund a one off capital project as revenue will cover running costs of the facilities thereafter.

16. Is there anything else you think we should know about the project?

The kitchen upgrade is part of a larger project to improve both the interior of the church and the grounds. The aim is to improve the access welcome and facilities in order to increase the use for all existing and future users of the building. The reordering project includes improving the toilet facilities by redecorating the existing ones and adding taller partitions to improve privacy improving the baby change facilities removing redundant choir pews to allow the creation of a raised multi-use stage at the front enhancing the audio visual systems improving the flooring redecorating and improve storage facilities and creating a safe outside play area for the young children. The total cost of the wider project is 90380 most of this will be funded by a grant already obtained from the Salisbury Diocese and a small amount raised by user groups.

17. DECLARATION

Supporting information - Please confirm that the following documents will be available to inspect upon request:

Quotes:

yes I will make available on request 1 quote for individual project costs over £500 & 2 quotes for project costs over £1000 (Individual project costs are listed in the expenditure section above)

Accounts:

yes I will make available on request the organisation's **latest accounts**

Constitution:

yes I will make available on request the organisation's Constitution/Terms of Reference etc.

Policies and procedures:

yes I will make available on request the necessary and relevant policies and procedures such as Child Protection, Safeguarding Adults, Public Liability Insurance, Access audit, Health & Safety and Environmental assessments.

Other supporting information (Tick where appropriate, for some project these will not be applicable):

yes I will make available on request evidence of ownership of buildings/land

yes I will make available on request the relevant planning permission for the project.

yes I will make available on request any other form of licence or approval for this project has been received prior to submission of this grant application.

And finally...

yes The information on this form is correct, that any award received will be spent on the activities specified.

2277	Community Area Grant	Trowbridge White Ensign Exhibition Tent	Trowbridge White Ensign Association	£813.59
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Submitted: 25/01/2017 15:44:42

ID: 2277

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£0 - £500

3. Are you applying on behalf of a Parish Council?

No

4. If yes, please state why this project cannot be funded from the Parish Precept

5. Project title?

Trowbridge White Ensign Exhibition Tent

6. Project summary:

Trowbridge and District White Ensign Association as a local registered charity is keen to expand its purpose of fostering the comradeship enjoyed afloat and offering support and benevolence to former sailors marines their families and widows to include educational activities to the widest possible audience including schoolchildren and those without experience of the Armed Forces by holding a series of exhibitions and participating in local events including visits to schools to talk about Naval history and how the Royal Navy has become a fundamental element in the fabric of our Nation.

7. Which Area Board are you applying to?

Trowbridge

Electoral Division

8. What is the Post Code of where the project is taking place?

BA14 8DG

9. Please tell us which theme(s) your project supports:

Children & Young People

Festivals, pageants, fetes and fayres

Health, lifestyle and wellbeing

Inclusion, diversity and community spirit

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

04/2016

Total Income:

£6622.01

Total Expenditure:

£5747.80

Surplus/Deficit for the year:

£874.21

Free reserves currently held:

(money not committed to other projects/operating costs)

£0.00

Why can't you fund this project from your reserves:

All of the Associations disposable income goes to Naval Charities and welfare provision to the ex-Naval community living in Trowbridge and District. We are particularly supportive of the Sea Cadet Units in Trowbridge and Chippenham. For example donations to Naval Charities in 2015-16 amounted to 2448.00.

We are a small community group and do not have annual accounts or it is our first year:

10b. Project Finance:

Total Project cost		£813.59		
Total required from Area Board		£813.59		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
exhibition tent	469.99			
exhibition display stands and table	243.60			
exhibition materials	100.00			
Total	£813.59			£0

11. Have you or do you intend to apply for a grant from another area board within this financial year?

No

12. If so, which Area Boards?

Trowbridge

13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?

The public generally and especially young people who would otherwise not be aware of the role of the Royal Navy generally in our Country's history

14. How will you monitor this?

By the interest shown in our displays and funds raised at events for Naval Charities

15. If your project will continue after the Wiltshire Council funding runs out, how will

you continue to fund it?

By donations of members

16. Is there anything else you think we should know about the project?

It is not currently part of a larger project

17. DECLARATION

Supporting information - Please confirm that the following documents will be available to inspect upon request:

Quotes:

yes I will make available on request 1 quote for individual project costs over £500 & 2 quotes for project costs over £1000 (Individual project costs are listed in the expenditure section above)

Accounts:

yes I will make available on request the organisation's **latest accounts**

Constitution:

yes I will make available on request the organisation's Constitution/Terms of Reference etc.

Policies and procedures:

yes I will make available on request the necessary and relevant policies and procedures such as Child Protection, Safeguarding Adults, Public Liability Insurance, Access audit, Health & Safety and Environmental assessments.

Other supporting information (Tick where appropriate, for some project these will not be applicable):

And finally...

yes The information on this form is correct, that any award received will be spent on the activities specified.

2276	Community Area Grant	Friends of the Down Cemetery tools	Friends of the down cemetery	£310.00
------	----------------------	------------------------------------	------------------------------	---------

Submitted: 25/01/2017 12:34:20

ID: 2276

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£0 - £500

3. Are you applying on behalf of a Parish Council?

No

4. If yes, please state why this project cannot be funded from the Parish Precept

5. Project title?

Friends of the Down Cemetery tools

6. Project summary:

The preservation conservation sympathetic restoration and recording for public benefit of The Down Cemetery including the monuments buildings standing structures landscape wildlife and burial records. We are looking at clearing the graves and tombstones of undergrowth transcribing inscriptions careful restoration where possible and photographing all work undertaken. Our long term aim would be to make this data available to the public hold open days and run historical and wildlife tours.

7. Which Area Board are you applying to?

Trowbridge

Electoral Division

8. What is the Post Code of where the project is taking place?

BA14 7NJ

9. Please tell us which theme(s) your project supports:

Countryside, environment and nature

Heritage, history and architecture

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

Total Income:

£

Total Expenditure:

£

Surplus/Deficit for the year:

£

Free reserves currently held:

(money not committed to other projects/operating costs)

£

Why can't you fund this project from your reserves:

We are a small community group and do not have annual accounts or it is our first year: yes

10b. Project Finance:

Total Project cost		£310.00		
Total required from Area Board		£310.00		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
wheel barrow6 kneelers	35.99			
rakehoe2 x spade	52.96			
6 pruners4 x hand spades and forks	75.92			
shovel2 ratchet loppers	42.98			
ladies mens glowes x 6	18.00			
bow saw shears	22.98			
broomdustpan brush	8.98			
3 x large material sacks	18.00			
first aid kit	33.00			
Total	£308.81			£0

11. Have you or do you intend to apply for a grant from another area board within this financial year?

No

12. If so, which Area Boards?

Trowbridge

13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?

The local community with a more pleasant environment in the down cemetery historians looking at Trowbridge peoples history. local wildlife as we will be managing the area to

attract wildlife. We hope to get schools involved in creating a wildlife meadow

14. How will you monitor this?

The Friends of the down cemetery will monitor this project as an on-running project to clear the graves of the down cemetery

15. If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?

this is to start us up with tools that we require. volunteer labour will be all that is required after this point to clear the graves and transcribe the headstones and record the details

16. Is there anything else you think we should know about the project?

17. DECLARATION

Supporting information - Please confirm that the following documents will be available to inspect upon request:

Quotes:

yes I will make available on request 1 quote for individual project costs over £500 & 2 quotes for project costs over £1000 (Individual project costs are listed in the expenditure section above)

Constitution:

yes I will make available on request the organisation's Constitution/Terms of Reference etc.

Policies and procedures:

yes I will make available on request the necessary and relevant policies and procedures such as Child Protection, Safeguarding Adults, Public Liability Insurance, Access audit, Health & Safety and Environmental assessments.

Other supporting information (Tick where appropriate, for some project these will not be applicable):

yes I will make available on request any other form of licence or approval for this project has been received prior to submission of this grant application.

And finally...

yes The information on this form is correct, that any award received will be spent on the activities specified.

2291	Community Area Grant	Art Studio for The Mead School	The Mead Community Primary School	£2058.17
------	----------------------	--------------------------------	-----------------------------------	----------

Submitted: 02/02/2017 23:13:55

ID: 2291

Current Status: Application Appraisal

To be considered at this meeting:

tbc contact Community Area Manager

1. Which type of grant are you applying for?

Community Area Grant

2. Amount of funding required?

£501 - £5000

3. Are you applying on behalf of a Parish Council?

No

4. If yes, please state why this project cannot be funded from the Parish Precept

5. Project title?

Art Studio for The Mead School

6. Project summary:

To install a creative space at our school the Art Studio - for children and families to work in to create sculpture and visual Art this will be a dedicated space with equipment and resources in situ allowing for longer term projects and pieces to be created rather than tidying up at end of lessons giving children of all ages and abilities the opportunity to develop their work. The Art Studio would be a space where children can immerse themselves in art in a bespoke environment away from the classroom and feel like artists. As a large school which is 15 years old we have no space to allow for this kind of facility the school has been oversubscribed since its opening and all class rooms and ancillary rooms are in constant use due to high number of children with additional needs corridor space and office rooms have already been re-designated as learning spaces to accommodate children. This kind of space would give all our children a dedicated space for exploring art in a way that our current provision doesn't allow for. This project aims to develop children's and families experiences of sculpture painting and the visual arts. Funds will be used to purchase outdoor studio and equipment to create a studio where children and families can access art projects .Art projects in the studio will support education in visual art and sculpture family learning Families with English as an additional language EAL social and emotional literacy projects using art as a vehicle for building confidence and communication skills support for disadvantaged children and gifted and talented children. These projects and activities will be offered to the wider community as part of evening classes weekend workshops and holiday clubs. Funds have been raised by the Friends of the Mead School and a grant awarded by the Theatre Royal Bath Creative Fund and we are asking the Area Board to support this project with the shortfall.

7. Which Area Board are you applying to?

Trowbridge

Electoral Division

8. What is the Post Code of where the project is taking place?

BA14 7GN

9. Please tell us which theme(s) your project supports:

Children & Young People
Arts, crafts and culture
Inclusion, diversity and community spirit

If Other (please specify)

10. Finance:

10a. Your Organisation's Finance:

Your latest accounts:

08/2016

Total Income:

£2598403.00

Total Expenditure:

£2448433.00

Surplus/Deficit for the year:

£149970.00

Free reserves currently held:

(money not committed to other projects/operating costs)

£0.00

Why can't you fund this project from your reserves:

All our funding is restricted allocated for specified cost centres within the education budget for the teaching and learning for children.

We are a small community group and do not have annual accounts or it is our first year:

10b. Project Finance:

Total Project cost		£12558.17		
Total required from Area Board		£2058.17		
Expenditure (Itemised expenditure)	£	Income (Itemised income)	Tick if income confirmed	£
Base for studio building	2000.00	Creative Fund grant	yes	2500.00
installation of services	1500.00	Friends of the Mead Funds raised	yes	8000.00
Furniture and equipment	809.00			
Sink unit and	204.00			

sink

Building Cost 8249.17

Total **£12762.17**

£10500

11. Have you or do you intend to apply for a grant from another area board within this financial year?

No

12. If so, which Area Boards?

13. Please tell us WHO will benefit and HOW they will benefit from your project benefit your local community?

Children at the school 520Family members and pre-school siblings Staff Wider community Small group families projects will be delivered engaging the community in art work and giving shared experiences and confidence to parents and their children. These kind of projects might engage small family groups of parents/carers and children who have SEN or are Most Able examples only in exploring sculpture and visual art together where art can be a therapy as well as an artistic experience. As a school we have a high percentage of children with SEN and EAL and a growing number of children who are looked after so these kind of projects will support work with these vulnerable families. We are a national teaching school and a lead school for research and development and SEN and this Art Studio would give us the opportunity to explore and develop best practice approaches for supporting our families and share this work with those training to be teachers and those attending our school for training for middle and senior leadership roles.

14. How will you monitor this?

Participation of key groups including parents records of those attending groups and activities booking log for use of building Feedback forms and surveys from participants Art displays

15. If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?

Once the building is in place we will fund the resources and staff for the project from our school budget.

16. Is there anything else you think we should know about the project?

na

17. DECLARATION

Supporting information - Please confirm that the following documents will be available to inspect upon request:

Quotes:

yes I will make available on request 1 quote for individual project costs over £500 & 2 quotes for project costs over £1000 (Individual project costs are listed in the expenditure section above)

Accounts:

yes I will make available on request the organisation's **latest accounts**

Constitution:

yes I will make available on request the organisation's Constitution/Terms of Reference etc.

Policies and procedures:

yes I will make available on request the necessary and relevant policies and procedures such as Child Protection, Safeguarding Adults, Public Liability Insurance, Access audit, Health & Safety and Environmental assessments.

Other supporting information (Tick where appropriate, for some project these will not be applicable):

yes I will make available on request evidence of ownership of buildings/land

yes I will make available on request the relevant planning permission for the project.

yes I will make available on request any other form of licence or approval for this project has been received prior to submission of this grant application.

And finally...

yes The information on this form is correct, that any award received will be spent on the activities specified.

ECOSOLVE LTD.

Company Registration no.2625207

Head Office :
Armyn Cross Farm, Minety, Malmesbury,
Wiltshire SN16 9RJ, UK
Tel: 01666-861250
Mobile : 07768-886602
Email: info@ecosolve.co.uk

State-of-the-art Turf Care

QUOTATION

Avon Valley Runners – training track

Trowbridge RFC
% Chris Lamb
Doric Park
Devizes Road
Hilperton BA14 6JB

Quote Number: TRFC16406
Date: 6th April 2016

VAT Number: 662 0458 45

Tel.

Fax:

Mob:

Proposed start date (weather and breakdowns permitting):

Dimensions: 440 metres L x 2.5 metres W OR Dimensions: 440 metres L x 3.0 metres W	£ 18,456.00 £ 22,147.00
Location: Around perimeter of Pitch 4 (outside floodlight pylons) <ul style="list-style-type: none">• Excavate track of determined width to a depth of 150mm• Remove arisings, tip and landscape on bund in NE corner of Doric Park• Install wooden boarding/edging to create defined line left + right of track• Lay “Terram” geotechnical membrane in base of excavation• Infill with 125mm depth of Type 1 stone and vibro-roll to consolidated depth, with slight crown and camber from middle to edge• Top-off stone layer with 25mm depth of Redgra cinder-type athletic track finish dressing and consolidate, retaining slight crown and camber as above• Tidy edging and over-seed where necessary• Retain small stock of Redgra (bulk bags) for future maintenance dressing purposes	

*Please note our payment terms are 3 weeks from date of invoice. If your normal bookkeeping procedure does not allow for this timing, please ensure special arrangements are made before requesting work. Late payments will incur a credit charge at 8%
All goods/services remain the property of Ecosolve Limited until full payment is received
Please confirm details of invoicee*

Quotation is valid for 30 days from the above date

Written order confirmation is required to secure a booking & date

Written order confirmation is deemed as acceptance of Ecosolve Ltd.'s terms & conditions

Thank you for your valued enquiry

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TROWBRIDGE RUGBY FOOTBALL CLUB (1931).

Doric Park, Paxcroft, Hilperton, Trowbridge, Wiltshire BA14 6JB

01225 767765

www.trowbrigerfc.co.uk

Avon Valley Runners Corporate Membership Agreement

This agreement exists between Avon Valley Runners (AVR) and Trowbridge Rugby Football Club (1931) (TRFC) covering each year of the agreement the period from 1st September to 31st August.

This agreement will be reviewed annually and is subject to AVR paying the requisite annual fee and adhering to the rules of TRFC. In the unlikely event that any member of AVR contravenes any TRFC rules then TRFC reserves the right to invoke its published disciplinary procedures and act in accordance therewith.

Should TRFC cease to exist or be based at Doric Park, this agreement shall immediately terminate.

Subject to satisfactory annual reviews this agreement shall be renewed on its tenth annual anniversary and then every 3 years (first review 2027) thereafter. Should either party wish to terminate this agreement early then this may be only done at annual review time, having given 3 months written notice.

Annual Membership fees/tariff will only increase by a maximum of the current RPI + 2%. Charges may be renegotiated outside of these limits at agreement review time.

AVR may request additional "regular" usage i.e. a regular weekly additional club session. If this can be accommodated by TRFC an additional yearly pro-rata charge will be made accordingly. Changes of this nature will not affect the next agreement review date.

Contacts

AVR will nominate a primary contact that will be responsible for all bookings and correspondence with TRFC currently:

Laura Oatley

email: Laura.Oatley@bluemaxbanner.co.uk

Changes to the nominated person or their email address should be notified to TRFC by email.

Main TRFC contact:

Hon. Facilities Manager

email: functions@trowbridgerfc.co.uk

Provisions

1. Three, weekly club sessions as detailed below:
 - a. Monday – from 18:45 with track time until 20.15
 - b. Tuesday – from 18.45 with track time until 20.15
 - c. Wednesday – from 18.45 with track time until 20.15

Session requirements

- a. Separate, marked male and female changing rooms and showers.
 - b. Use of a training area when daylight permits
 - c. If track is constructed around pitch 4, AVR will require sole use of this for the above club sessions. This will include the use of the pitch 4 floodlights when necessary.
2. Use of the Rugby club, without charge but subject to availability / booking, as a venue for selected events as below:
- a. Committee meeting on the first Tuesday of the month 8.30pm onwards - sole use of meeting room preferably upstairs
 - b. AGM early in January - sole use of either bar or lounge area
 - c. Monthly social on club nights - shared use of available bar area / skittles alley
 - d. AVR Relay Saturday afternoon outside of rugby season - changing rooms, perimeter of pitches, parking, shared use of bar until 6pm
 - e. Stan Farr Boxing Day Run from 10am - changing rooms, outside space, parking, shared use of bar
 - f. Other ad-hoc AVR events or training sessions will be catered for wherever possible, including but not limited to meetings, training areas, shared use of available bar area.
3. An AVR presence within Doric Park:
- a. Access to a public notice board for public AVR Events
 - b. AVR notice board and a roll of honor in AVR meeting area.
 - c. A welcome sign at the front of the building.
 - d. Storage cabinet for a small amount of equipment and kit.
4. Use of Bicycle racking

Exceptions

Stated below are reasons why TRFC may, insofar as it is necessary, change any of the above provisions:-

1. Refurbishment of the premises for whatever reason
2. Extensions or alterations to the premises or car park
3. Events related to the well-being of TRFC encouraged by the RFU
4. Events outside the control of TRFC

(Under 3 above - TRFC will endeavor to limit these in number).

TRFC will notify the Hon. Secretary of AVR in writing should any of the situations noted in 1) to 4) above arise, giving as much notice as is humanly possible, and after looking at all possible methods of minimising the inconvenience which may arise from such an event.

Charges

Period 1st September to 31st August. Full payment is due within 6 months of the commencement of the period

- 2016/17 AVR annual corporate membership - £2600.00
- On completion of the track this figure will increase to £3000 chargeable on a pro-rata basis

Review meetings

The annual review meeting should be held in September of each year of the agreement on a date mutually agreed between the Hon Secretary of AVR and the Hon Facilities Manager of TRFC

Any issues should be dealt with immediately and not held until the next review meeting. There are certain issues that may constitute an unsatisfactory annual review, these would include:

- a) Repeated disciplinary issues relating to TRFC members
- b) Repeated disciplinary issues relating to AVR members
- c) Non-payment of the annual fees by AVR
- d) Events outside the control of TRFC

Signed on behalf of AVR

Signed on behalf of TRFC

Printed Name

Printed Name

Hon. Secretary AVR

Hon. Facilities Manager TRFC

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DANVIC TURF CARE LTD.



Sportsground Contractors

9 Highfield Drive, Longridge, Preston, Lancashire. PR3 3SN

☎01772 780545

Chris Lamb
Trowbridge RFC
Doric Park
Devizes Road
Hilperton BA14 6JB

QUOTATION NO.: 9562
DATE: 8th February 2017

RUNNING TRACK CONSTRUCTION

Dear Mr. Lamb

Thank you very much for contacting us with your enquiry about the construction of a running track at Doric Park, for which I am pleased to supply the following detail and quotation for your consideration:

QUOTATION

Scope of Works

1. Dig out topsoil & subsoil to 150mm deep and deposit in area as directed by Client
2. Erect wooden curbing using timber peg fastenings to form walls of track base
3. Supply and lay Geotech membrane on excavated surface
4. Lay 125mm depth of Scalpings stone and level with camber running to either side
5. Roll to consolidate
6. Add finishing layer - 25mm depth of Red cinder athletic track dressing
7. Roll to firm and retain camber
8. Trim and fill soil around edges of boards and overseed
9. Supply 2 tonnes of Red cinder dressing for maintenance purposes
10. Clear up Contractors Compound and mobilise equipment off site

Track Width options and Costs

OPTION 1:	2.0 metre width x 440 metre length	£ 16,689 + VAT
OPTION 2:	2.5 metre width x 440 metre length	£ 21,054 + VAT
OPTION 3:	3.0 metre width x 440 metre length	£ 24,947 + VAT

Should you have any questions about the construction, please do not hesitate to contact me again.

Once again, thank you for this opportunity.

Richard Sharrock

ECOSOLVE LTD.

Company Registration no.2625207

State-of-the-art Turf Care

Head Office :
Army Cross Farm, Minety, Malmesbury,
Wiltshire SN16 9RJ, UK
Tel: 01666-861250
Mobile : 07768-886602
Email: info@ecosolve.co.uk

QUOTATION

Avon Valley Runners – training track

Trowbridge RFC
% Chris Lamb
Doric Park
Devizes Road
Hilperton BA14 6JB

Quote Number: TRFC16406

Date: 6th April 2016

VAT Number: 662 0458 45

Tel:

Fax:

Mob:

Proposed start date (weather and breakdowns permitting):

Dimensions: 440 metres L x 2.5 metres W	£ 18,456.00	22 147
OR		
Dimensions: 440 metres L x 3.0 metres W	£ 22,147.00	26 576
Location: Around perimeter of Pitch 4 (outside floodlight pylons)		
<ul style="list-style-type: none">• Excavate track of determined width to a depth of 150mm• Remove arisings, tip and landscape on bund in NE corner of Doric Park• Install wooden boarding/edging to create defined line left + right of track• Lay "Terram" geotechnical membrane in base of excavation• Infill with 125mm depth of Type 1 stone and vibro-roll to consolidated depth, with slight crown and camber from middle to edge• Top-off stone layer with 25mm depth of Redgra cinder-type athletic track finish dressing and consolidate, retaining slight crown and camber as above• Tidy edging and over-seed where necessary• Retain small stock of Redgra (bulk bags) for future maintenance dressing purposes		

Please note our payment terms are 3 weeks from date of invoice. If your normal bookkeeping procedure does not allow for this timing, please ensure special arrangements are made before requesting work. Late payments will incur a credit charge at 8%.

All goods/services remain the property of Ecosolve Limited until full payment is received.

Please confirm details of invoice.

Quotation is valid for 30 days from the above date.

Written order confirmation is required to secure a booking & date

Written order confirmation is deemed as acceptance of Ecosolve Ltd.'s terms & conditions.

Thank you for your valued enquiry

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1, Steelplan supply only cost £ 9,900.42

Installation remedial works budgetary cost list

- 1, Strip out old Kitchen and remove £ 350.00
- 2, Install Steelplan Kitchen £ 1,150.00
- 3, Supply and install Altro walkway non slip flooring £ 800.00
- 4, Tile splash backs to suit £ 475.00
- 5, Alter Electrics chase in walls and add extra sockets to suit PC Sum £ 900.00 Subject to survey
- 6, Apply and refresh paintwork to walls and wood work £ 475.00
- 7, Alter Water supplies. Run supplies to Dishwasher, Sink and drinking hot water boiler alter outlets £ 600.00
- 8, Remove rubbish from site £ 350.00

I would also allow 10-15% on these to cover hidden extras.

Hope this Helps

Regards

Chris



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STEELPLAN KITCHENS

QUOTATION

Nov-22-2016

PROJECT

Holy Trinity Church - Main Kitchen Option
2

QUOTE REF

165963-2-02

ROOM NAME

Main Kitchen Option 2

FAO: Pat Kerbys
COMPANY: Holy Trnity Church

FAX:
TEL: 01225 754 826

Thank you for your recent request for a quotation for the above project which we have pleasure in attaching.

If you have any further queries concerning this quotation then please don't hesitate to contact us.

Regards,

Martin

cc:

The anticipated despatch time on this quotation is 6 Weeks from receipt of order and confirmation of door colour.

This quotation is valid to: 26/01/2017

QUOTATION

Quote Ref: **165963-2-02**



STEELPLAN KITCHENS

BROOK HOUSE · 5 KIMPTON ROAD
SUTTON · SURREY · SM3 9QL
Tel: 0844 809 9186 · Fax: 020 8641 5026
Email: sales@steelplan.com

www.steelplan.com

To: **Pat Kerbys**
Holy Trnity Church
Stallard Street

Trowbridge

BA14 8PT

Phone: **01225 754 826**

Fax:

VERSION/OPTION

Not Applicable

PROJECT

Holy Trinity Church - Main Kitchen

Area Sales Manager	Lead Time*	Date
Chris King	6 Weeks	22/11/2016

ROOM NAME

Main Kitchen Option 2

Qty	Part Code	Description	Unit Price	Ext. Price
SECTION 1: CABINETS				
1	NDF4X4	400MM 4 DRAWER PACK. 500MM DEEP.	£607.97	£607.97
2	NOB6X	600MM OVEN BASE UNIT. 600MM DEEP.	£283.50	£567.00
1	CF3XALKM132A	800MM FULL HEIGHT CORNER UNIT (300MM L/H DOOR). 500MM DEEP.	£377.25	£377.25
1	CF5XAR	1000MM FULL HEIGHT CORNER UNIT (500MM R/H DOOR). 500MM DEEP.	£382.25	£382.25
1	NSB10A	1000MM FULL HEIGHT SINK BASE UNIT. 600MM DEEP. PLEASE NOTE THAT THIS UNIT IS OPEN BACKED AND AS SUCH THE REAR WALL IS VISIBLE WHEN THE DOORS ARE OPENED.	£361.75	£361.75
1	BF6XAR	600MM FULL HEIGHT BASE UNIT. 500MM DEEP. R/H DOOR	£283.00	£283.00
1	NWC6XMR	600MM MEDIUM WALL CORNER UNIT. R/H DOOR.	£317.00	£317.00
1	NWU6XML	600MM MEDIUM WALL UNIT. L/H DOOR.	£283.00	£283.00
1	NWU6XMR	600MM MEDIUM WALL UNIT. R/H DOOR.	£283.00	£283.00
1	NWC6XML	600MM MEDIUM WALL CORNER UNIT. L/H DOOR.	£317.00	£317.00
3	EPB65PX	650MM BASE END PANEL. REVERSIBLE.	£41.00	£123.00
4	NEPMWPX	MEDIUM WALL END PANEL. REVERSIBLE.	£29.00	£116.00

Qty	Part Code	Description	Unit Price	Ext. Price
1	FIB300/\$\$	NEW BASE PAINTED FILLER SECTION <i>300mm wide with fixings to one side and can be cut on site to fit.</i>	£43.32	£43.32
4	PL24PE/XXXXXXXX	ALUMINIUM EXTRUDED PLINTH. 2400MM X 150MM.	£52.50	£210.00
3	PLECPX/XXXXXXXX	EXTERNAL PLINTH CORNER. 150MM.	£7.75	£23.25
1	PLICPX/XXXXXXXX	INTERNAL PLINTH CORNER. 150MM.	£7.75	£7.75
1	SKCARRIAGE	KITCHEN DELIVERY	£89.75	£89.75
SECTION 2: WORKTOPS				
1	KWT/DUROPAL	DUROPAL WORKTOP	£1,313.42	£1,313.42
SECTION 3: APPLIANCES				
2	K/11014	CDA FOUR FUNCTION BUILT-IN ELECTRIC FAN OVEN. DROP DOWN DOOR. <i>Registration cards to be completed and sent to CDA to take full advantage of special warranty. The SK210SS is a four function single electric fan oven with a large capacity. It has an excellent A+ rating and comes with an easy to clean enamel interior, plus chrome racked sides with anti-tilt shelving.</i>	£254.07	£508.14
FEATURES <ul style="list-style-type: none"> •Touch control programmable clock/timer •Easy clean enamel interior •Cooling fan •Chromed rack sides with anti-tilt shelves •Integrated anti-tilt shelving •Flat oven shelves: 2 				
1	K/10269	CDA 5 ZONE CERAMIC HOB. FRONT CONTROL.	£391.37	£391.37
1	K/11594	WASHRITE X700 FRONT LOADING DISHWASHER, SINGLE PHASE, COMPLETE WITH THREE BASKETS 2 OR 3 MINUTE CYCLE (OPERATOR-SELECTED), STAINLESS STEEL WASH ARMS WITH ANTI-BLOCK JETS, INTEGRAL "A" TYPE AIR BREAK RINSE BOOSTER PUMP, INTEGRAL DETERGENT AND RINSE AID DISPENSERS, MOLDED INTERIOR EASY TO CLEAN, 12 MONTHS PARTS & LABOUR WARRANTY, SUPPLIED COMPLETE WITH 3 BASKETS, FACTORY FITTED DRAIN PUMP, H12 WATER SOFTENER, COMMISSIONING VISIT AFTER THE MACHINE HAS BEEN, INSTALLED BY STEELPLAN/CLEANAIR	£2,653.50	£2,653.50
1	KWTJK-SH-1001/1800	STEELTOPS STAINLESS STEEL COMMERCIAL SHELF. MADE TO SITE DIMENSIONS BETWEEN 1001 - 1800MM.	£224.24	£224.24
1	K/10101	ASTRACAST AEGEAN INSET SINK 1.5 BOWL REVERSIBLE DRAINER <i>MINIMUM CABINET SIZE 600MM CUT OUT 945 X 480 (NO RADIUS)</i>	£106.34	£106.34
1	k/10102	ASTRACAST 3.5" BASKET STRAINER WASTE	£11.52	£11.52
1	K/11242	ASTRACAST 1.5" WASTE	£4.62	£4.62
1	K/11328	CDA SINGLE LEVER TAP. CHROME. WRAS APPROVED <i>Features: Single flow, Ceramic single lever valve, WRAS approved, Minimum operating pressure: 0.3bar</i>	£94.17	£94.17

Qty	Part Code	Description	Unit Price	Ext. Price
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Total Supply Only

£9,900.42

Quotation valid to:

26/01/2017

*From placement of order and confirmation of door colour.

Quote Notes:

Revision Log:

Please note:

- 1] Prices are supply only (excluding VAT).
- 2] Our standard terms & conditions of sale apply, a copy of which is on our website or available upon request.
- 3] All cabinet carcasses are finished in Pearl, and doors & drawer fronts painted in any colour from our standard range.
- 4] Please note that any domestic rated appliance used within a semi-commercial environment is not covered under the manufacturers 1 year parts & labour warranty. If you are unsure whether or not this effects any of the appliances quoted in this quotation then please contact us for clarification.
- 5] All our deliveries are by a single operative and are to ground floor locations only. If you require multi-operative or other than ground floor deliveries then please request a quotation for these services.
- 6] It is assumed that the correct services are supplied (by others) for the appliances quoted.
- 7] All goods are subject to manufacturing tolerances of +/- 4mm.
- 8] Please ensure that all appliances are registered with their manufacturers within 30 days of receipt.
- 9] All goods will be delivered by a third party courier. Signature of receipt of the goods on their docket denotes acceptance and receipt of all goods listed on the delivery note that accompanies the goods. Any discrepancies must be advised within 24 hours of signing for the goods. No claims for damage or incomplete delivery will be accepted after this time.
- 8] On supply only contracts, all worktop dimensions are to be supplied to us.

For further assistance on this quotation please contact:

Name: **Chris King**

Mobile: **07824 482187**

Email: **chris.king@steelplan.com**

Company Details:

Steelplan Kitchens (a division of Steelplan Ltd).

Company Reg: 2683105

VAT No: GB 180 5411 29



Customer details address

Title	Mrs	Name	Melanie Jacob
Address	The Mead Community Primary School		
	Hackett Place		
	Trowbridge		
	Wiltshire		
	Postcode	BA14 7GN	
Tel	01225 767874	Mobile	07745 898902
Email	mjacob@themead.wilts.sch.uk		

Quotation

Quotation number	Q3451.17
Manufacturer	Bertsch
Valid for 30 days from	9th January 2016
Estimated delivery	6-8 weeks from order
Quotation prepared by	Richard Squire

Code	Description	Price £	
	4m x 6m Apex roof log cabin in 45mm solid timber walls	£6,126.00	
	Side wall eaves height 2450mm		
	Ridge height 3300mm		
	160cm x 200cm Double glazed double doors with 2 x 80cm x 200cm side lights		
	2 x 50cm x 120cm inward tilting high level window		
	Safety glass to all exterior glazing	£238.00	
	Factory painted doors and windows	£521.00	
	Insulation to roof and floor	£1,400.00	
	Assembly by Garden Affairs	£1,200.00	
	Felt shingle roof	£374.00	
	Environmental charge for the disposal of waste materials and packaging	£40.00	
Payment Method	Cheque, *Credit card or Bank Transfer	Total	£9,899.00
Payment Terms	25% deposit with balance on day of completion	Deposit	£2,400.00
Goods Value	£8,249.17	Total Vat @ 20%	£1,649.83
		Balance	£7,499.00

*Orders paid on Credit Card are subject to a 2% surcharge.

Please make all payments payable to: 'Garden Affairs Limited'
 Garden Affairs Limited, Trowbridge Garden Centre, 288 Frome Road, Trowbridge, Wilts. BA14 0DT
 Payment by Bank Transfer Name : Garden Affairs Ltd - Account Number : 22135000 - Sort Code : 400919
 Tel: 01225 774566 Fax: 01225 767383 Email sales@gardenaffairs.co.uk
 Vat Number 810639544 Registered in England 4246913

Important Information :- All deliveries are on a 60' x 40 ton articulated lorry unless otherwise stated. Pallets are off-loaded by forklift and will be left at roadside or on your driveway if access permits. The driver needs 6m of road width to park and off-load from the side of the vehicle.

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Report to Trowbridge Area Board
Date of meeting Thursday 9th March
Title of report Youth Grant Funding

Purpose of the Report:

To consider the applications for funding listed below together with the recommendations of the Local Youth Network (LYN) Management Group.

Applicant	Amount requested	LYN Management Group recommendation
Duke of Edenborough awards	£2736.00	Part fund = £2600
The Moroccan association	£5000	Part fund = £3500
Youth For Christ	£2000	Part fund = £1864
T-CAF	£3200	Part fund = £3064

1. Background

The recommendation from the LYN Management Group has been made in accordance with the following guidelines:

- Leaders guidance for Community Area Boards on Positive Activities for Young People
- Positive Activities for Young People local Youth Network Terms of Reference
- Positive Activities Toolkit for Community Area Boards

Young people have considered this application and identified it as a priority for Area Board funding.

2. Main Considerations

- 2.1. Councillors will need to be satisfied that Youth Grant Funding awarded in the 2015/2016 year are made to projects that can realistically proceed within a year of it being awarded.
- 2.2. Councillors will need to decide and be assured that young people and the community will benefit from the funding being awarded and the project/positive activity proceeding. The application should meet the identified needs, priorities and outcomes for young people in the areas, as identified in the LYN Needs Assessment and Strategic Plan.
- 2.3. Councillors will need to ensure measures have been taken in relation to safeguarding children and young people.
- 2.4. Councillors will need to ensure that young people have been central to each stage of this Youth Grant Funding application.

3. Environmental & Community Implications

Youth Grant Funding will contribute to the continuance and/or improvement of cultural, social and community activity and wellbeing in the community area, the extent of which will be dependent upon the individual project.

4. Financial Implications

Financial provision had been made to cover this expenditure.

5. Legal Implications

There are no specific legal implications related to this report.

6. Human Resources Implications

There are no specific human resources implications related to this report.

7. Equality and Inclusion Implications

Ensuring that Community Area Boards and LYNs fully consider the equality impacts of their decisions in designing local positive activities for young people is essential to meeting the Council's Public Sector Equality Duty.

8. Safeguarding Implications

The Area Board has ensured that the necessary policies and procedures are in place to safeguard children and young people. The Community Youth Officer has assessed this application agreed it meets safeguarding requirements.

9. Applications for consideration

Application ID	Applicant	Project Proposal	Requested
ID 413 Duke of Edenborough awards	Mrs Nicola Jones	DofE Award - Trowbridge Open Award Centre	£ 2736.00
Project description Funding to support costs for venue hire, volunteer leader training and the purchase of maps and map cases so the young people can carry out their Bronze, Silver or Gold Award.			
Recommendation of the Local Youth Network Management Group <ul style="list-style-type: none">• That the application meets the grant criteria and is partly approved for the amount of £2600, subject to the following conditions• The group must complete an evaluation form online when it is requested• The group must come to a LYNMG meeting or an Area Board meeting to provide an update			

Application ID	Applicant	Project Proposal	Requested
ID 427 (hyper link)	Miss Jemma Mellor	Youth Inspiration	£5000
Project description The young people also expressed they would like to get involved in some form of volunteering possibly with the older generations. This kind of outreach work increases the number of beneficiaries to the project and not just restricted to those forty participants who attend the club each week. The young people would like to relax and socialise in safety under the supervision of DBS checked volunteers so we will be setting up a club which will be free to attend which will make it accessible to those from low-income families the club will be supervised making it safe to vulnerable. The club will be open and inclusive of all members of the community and will be advertised as a multi-cultural youth club. The young people would also like targeted tuition which would be run by qualified DBS checked teachers.			

Recommendation of the Local Youth Network Management Group

That the application meets the grant criteria and is partly approved for the amount of **£3500** subject to the following conditions:

- The group must complete an evaluation form online when it is requested
 - The group must come to a LYNMG meeting or an Area Board meeting to provide an update
- The funding is not to fund the professional sport coaches as the LYNMG have recommended they work in partnership with other already funded sporting organisations within the area.

Application ID	Applicant	Project Proposal	Requested
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ID 404 (hyper link)	Mr Steven Dewar	Wiltshire YFC Mentoring Project	£2000
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Project description

Short paragraph description of the project:

Some young people need extra support to help them through their adolescent years to support them to achieve their academic and individual potential whether this is to help them work through something specific or just be a positive role model Wiltshire YFC workers are able to help. Wiltshire YFC delivers Connect Mentoring currently in Trowbridge and would like to continue and develop the project providing mentoring support for pupils.

Recommendation of the Local Youth Network Management Group

That the application meets the grant criteria and is partly approved for the amount of **£1864** subject to the following conditions:

- The group must complete an evaluation form online when it is requested
- The group must come to a LYNMG meeting or an Area Board meeting to provide an update

Application ID	Applicant	Project Proposal	Requested
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ID 398 (hyper link)	Mrs Lindsey Millen	Youth zone	£3200
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Project description

Short paragraph description of the project:

The Active Festival is on 15th July 2016 attracts over 12k people locals and the wider communities. The festival is aimed at all ages but focuses on health and well being for the family. This year a newly formed and constituted group Youth Support Trowbridge which consists of 15 members from statutory voluntary charitable to commercial and community groups have secured a zone targeted at 13 - 19 year old. This zone will have a variety of sports and leisure activities more suited for this age group from Extreme Wheels Graffiti artist Juice Bar Make up artists to a marquee for relaxing and youth engagement and 3D virtual glasses There will also be current stands providing information Teenage Market National Citizen Service Young carers Multi-health Stands and stands promoting youth activities in Trowbridge Youth cafes uniform and non-uniform groups.

Recommendation of the Local Youth Network Management Group

That the application meets the grant criteria and is partly approved for the amount of £3064, subject to the following conditions:

- The group must complete an evaluation form online when it is requested
- The group must come to a LYNMG meeting or an Area Board meeting to provide an update

:

No unpublished documents have been relied upon in the preparation of this report

Report Author

Name Emma Drage

Title Local Youth Facilitator

Tel: 07775410523

Email: emma.drage@wiltshire.gov.uk

Report to Trowbridge Area Board
Date of meeting 9 March 2017
Title of report Community Area Grant Funding

Purpose of the Report:

To consider a councillor-led initiative requesting funding from the Area Board.

Applicant	Amount requested
Cllr Nick Blakemore	£1200.00

1. Background

Area Boards have authority to approve Area Grants under powers delegated to them. Under the Scheme of Delegation Area Boards must adhere to the [Area Board Grants Guidance](#)

2. Main Considerations

- 2.1. Councillors will need to be satisfied that funding awarded in the 2016/2017 year is made to projects that can realistically proceed within a year of it being awarded.
- 2.2. Councillors must ensure that the distribution of funding is in accordance with the Scheme of Delegation to Area Boards.
- 2.3. Councillors will need to be satisfied that the applications meet the Community Area Board grants criteria and practice papers for [councillor-led initiatives](#)
- 2.4. Best practice advises that applications relating to young people or highways and transport should be considered by, and seek a recommendation from, the Local Youth Network or Community Area Transport Group.

3. Environmental & Community Implications

Councillor led-projects are designed to enable councillors to tackle issues in their area, including projects and initiatives which have been initiated by the community eg. a community issue. Councillor-led projects should not be used to fill gaps where there are service shortfalls or where it is possible for the matter to be resolved through the use of the Community Area Grants scheme.

4. Financial Implications

Financial provision had been made to cover this expenditure. The Community Area Grants scheme which funds Councillor-led initiatives can only provide capital funding.

5. Legal Implications

There are no specific legal implications related to this report.

6. Human Resources Implications

There are no specific human resources implications related to this report.

7. Equality and Inclusion Implications

Community Area Boards must fully consider the equality impacts of their decisions in order to meet the Council's Public Sector Equality Duty.

8. Safeguarding Implications

The Area Board has ensured that the necessary policies and procedures are in place to safeguard children, young people and vulnerable adults.

9. Applications for consideration

Application Name	Provider	Project Proposal	Requested
Canal Rd Gull removal	Wiltshire Council Pest Control Team	Cllr Nick Blakemore	£1200
Project description The issue of nuisance gulls around Canal Rd Industrial Estate was brought to the Area Board in July 2016. Following discussions with the pest control team at Wiltshire Council, a survey of the gull nuisance in the area was commissioned from specialist contractors and undertaken in August/September 2016. In September 2016, the Area Board agreed to fund £3,840 towards a programme of egg and nest removal in early 2017. The pest control team later advised that this cost did not include access equipment and that a further £1,200 would need to be raised in order for the work to go ahead. Approaches to the Town Council and businesses on the Canal Rd Industrial Estate failed to raise the additional funding. It is therefore requested that the Area Board funds the remaining £1200 to enable the project to go ahead in Spring 2017.			
Proposal That the Area Board determines the application from Cllr Nick Blakemore for £1200			

Background documents used in the publication of this report:

Quotes/estimates for this proposal can be obtained from the Community Engagement Manager upon request.

Report Author

Mary Cullen, Community Engagement Manager

Tel: 01225 718608 Email: mary.cullen@wiltshire.gov.uk



Reference no
Log no
For office use

Area Board Projects and Councillor Led Initiatives Application Form 2016/2017

To be completed by the Wiltshire Councillor leading on the project
Please ensure that you have read the Funding Criteria before completing this form
PLEASE COMPLETE ALL SECTIONS TO ENSURE THAT YOUR APPLICATION CAN BE CONSIDERED

1. Contact Details

Area Board Name	Trowbridge	
Your Name	Ernie Clark and Steve Oldrieve	
Contact number 07941201995 / 01225769940	e-mail	Ernie.clark@wiltshire.gov.uk

2. The project

Project Title/Name	St. Michael's Pre-school Hilperton New Premises
<p>Please tell us about the project /activity you want to organise/deliver and why?</p> <p><i>Important: This section is limited to 900 characters only (inclusive of spaces).</i></p>	<p>This project is a new, purpose built construction for provision of Early Years Education within the Parish of Hilperton. This will house St. Michael's Pre-school, an existing Early Years Provider, who currently use the Village Hall. Without a new building the future viability of the pre-school will be jeopardised due to the restrictions of shared facilities. This will affect employment and Early Years Education within the area.</p> <p>Areas in which the children currently registered with St. Michael's Pre-school live, given the new boundaries from April 2017, are split as follows:- Hilperton 45% Trowbridge 47% Others (Southwick, West Ashton, other villages) 8% demonstrating that this project will benefit families from all civil parishes covered by the Trowbridge Area Board.</p> <p>Wiltshire Council are actively supporting this project and have produced evidence of need, please see below.</p>

Where is this project taking place?	Within the grounds of Hilperton Village Hall, Whaddon Lane, Hilperton BA14 7RN.
-------------------------------------	---

When will the project take place?	During the period April to August 2017. The project must be completed by 1 st September 2017.
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What evidence is there that this project/activity needs to take place/be funded by the area board?	Please see the attached document EVIDENCE OF NEED
--	--

How will the local community benefit?	<p>The community will benefit by St. Michael's Pre-school being able to offer 30 hours/week 3+ funded Early Years education. Currently this is restricted to 14 hours/week. In the long run it will also enable the expansion of 2 year old Early Years education from 2.5 hours to a possible 12.5/week.</p> <p>Further Community benefits will be the release of Village Hall facilities to enable extended day time use by other community groups within the Trowbridge and surrounding areas.</p>		
Does this project link to a current Community Issue? (if so, please give reference number as well as a brief description)	Yes, as referenced to the WC Area Joint Strategic Assessment 2016 – please see appendix 2		
Does this project link to the Community Plan or local priorities? (if so, please provide details)	Please see the attached document APPENDIX 2 LINKS TO COMMUNITY PLAN AND WILTSHIRE COMMUNITY AREA JOINT STRATEGIC ASSESSMENT 2016		
Is this project supported by the Local Youth Network or Community Area Transport Group? (if it relates to young people or highways and transport)	No		
<p>What is the desired outcome/s of this project? To have purpose built premises for the provision of Early Years Education and accommodate the Government 30 hour initiative from September 2017.</p>			
<p>Who will be responsible for managing this project? Quotes provided (APPENDIX 4 & 5) are for a complete turnkey building with the supplier project managing the build from start to finish. This will be overseen by the Chairperson of St Michael's Pre-school and a representative of both the Village Hall Committee and Hilperton Parish Council</p>			
<p>3. Funding</p>			
What will be the total cost of the project?	£242,000.00 Please see APPENDIX 3		
How much funding are you applying for? Please note that only capital funding is available	£20,000.00		
If you are expecting to receive any other funding for your project, please give details	<p>Source of Funding</p>	<p>Amount Applied For</p>	<p>Amount Received</p>
	Central Government – amount realised is dependant upon 25% match funding by the Pre-school	£170,000	£63000
	Hilperton Parish Council	£2,500	
	Grants/crowdfunding/pre-school funds	£69,500	£21,000
Please give the name of the organisation and bank account name (but not the number) your grant will be paid in to. (N.B. We cannot pay money into an individual's bank account)	<p>St. Michael's Pre-school St. Michael's Pre-school, Lloyds Bank</p>		
<p>4. Declaration – I confirm that...</p>			
<p><input checked="" type="checkbox"/> x The information on this form is correct and that any grant received will be spent on the activities specified</p>			
<p><input checked="" type="checkbox"/> x Any form of licence, insurance or other approval for this project will be in place before the start of the project outlined in this application</p>			
Name: Ernie Clark/Steve Oldrieve	Date:		
Position in organisation: Elected members for Hilperton/Trowbridge Divisions	06/02/17		
<p>Please return your completed application to the appropriate Area Board Locality Team (see section 3)</p>			

EVIDENCE OF NEED

In support of evidence of need three documents are attached. **Appendix 1a** is produced by Wiltshire Council showing both available and the increased need for Early Years Education provision in Trowbridge as a comparison with Chippenham. In summary over the coming years

Trowbridge housing will increase by **4000** with additional Early Years planned provision of **60** places.
Ratio of houses to additional places **(67:1)**

Chippenham housing will increase by **3000** with additional Early Years planned provision of **211** places.
Ratio of houses to additional places **(14:1)**

This demonstrates the desperate need for Early Years provision and places within the Trowbridge area.

Appendix 1b is an extract from the publication "Children & Young People Now", highlighting that the Government has underestimated likely take-up of the 30-hour childcare offer by 100,000 places.

Appendix 1c is taken from the website of the Pre-school Learning Alliance and highlights that the 30-hour scheme may in fact reduce the number of Early Years places offered to be able to offer the scheme.

Extract from an email received from the Department of Commissioning, Performance and Schools Effectiveness.

"compared Trowbridge with Chippenham. Chippenham has less children and more provision with more projects coming on line and less housing being developed. I hope this helps for you to see why it is important for Trowbridge that we are successful with these both these bids. Trowbridge is my top priority when it comes to the concerns around lack of places for the future. I know parents are using other towns for provision, parents can't get all the sessions they want. With the coming of the 30 hours Free Entitlement demand for places will increase, parents will want to use their 30 hours FE."

Comparison of births and places regarding Trowbridge and Chippenham

Births as of August 2016

Children aged 0 to 5		Children aged three and four
Trowbridge	2921	1183
Chippenham	2411	968

Chippenham has 510 less children aged 0 to 5

Chippenham has 215 less children aged three and four years of age as of August 2016

Comparison of places regarding Trowbridge and Chippenham

Places for children aged 0 to 5		Places for children aged three and four
Trowbridge	836	530
Chippenham	959	635

Chippenham has 123 more Early Years places than Trowbridge for children aged 0 to 5.

Chippenham has 105 more Early Years places than Trowbridge for children aged three and four.

Forth coming projects and place development for Chippenham

Project	New places
The Rise Trust (Capital Bid)	Approximately 50
New nursery	81
Site for a new nursery provided as part of a S106 agreement	Approximately 60
Expansion of existing nursery	20
Other potential opportunities for nursery provision for further need.	Not known at this stage.

151 of these places will be created by September 2017.

Forth coming projects and place development for Trowbridge

Project	New places
The Mead (Capital bid)	30 places
St Michaels – possible application	Possibly 30 places

If both projects go ahead this will create 60 places for Trowbridge, there are no other projects that I am aware of.

Comparison of Trowbridge and Chippenham – see next page

Chippenham has a 215 less three and four than Trowbridge, but it already has 105 more places for three and four year olds than Trowbridge. 151 more places will be developed by Chippenham by August 2017 to support local families.

Both Trowbridge and Chippenham still have extensive housing to be developed. New places created in these communities will support families taking up the 30 hours Free Entitlement, but they will also support the expanding population which will come about due to the expanding housing stock. At least a further 3000 houses are planned for Chippenham. For Trowbridge the numbers are higher, new houses planned will be around 4,000 one thousand more than the number of houses planned for Chippenham.

Summary

- Trowbridge has more Early Years children than Chippenham.
- Trowbridge has more children aged three and four than Chippenham.
- Trowbridge also has less Early Years places than Chippenham.
- Trowbridge has less places available for three and four year olds.
- Chippenham will see more new pre-school places created by August 2017 and has potential for more projects at a later date.
- Trowbridge has more houses being developed than Chippenham.

There are more Early Years children in Trowbridge than there are in Chippenham and less places for Early Years children in general and for three and four year olds. To meet the growing demand for Early Years provision across the county we need more places to support both the coming of the 30 hours Free Entitlement and the growth of housing. From surveys carried out in the summer a high percentage of parents have said that they would be interested in access 30 hours Free Entitlement, only a few percentages of parents said they would not want to take up 30 hours.


Additional information

With the housing development in Melksham there will also be the need for more Early Years provision in Melksham, there are no plans for any new Early Years provision in Melksham, already some settings in Melksham have very high occupancy levels. We also know that settings that operate in villages between Melksham and Trowbridge are busy so they will not be able to support increased demand from Trowbridge and Melksham.

Appendix 2

Children & Young People Now

For everyone working with children, young people and families

 Print this page

"DfE 'underestimating' demand for 30-hour places by 100,000"

By Neil Puffett | 20 January 2017

The government has underestimated likely take-up of the 30-hour childcare offer by more than 100,000 places, it has been claimed.



Research commissioned by the **Pre-school Learning Alliance** has found that the number of children currently meeting the eligibility criteria for the 30 hour offer, which comes into effect in September, is 478,000 - 23 per cent higher than the government's estimate of 390,000.

The study, conducted by independent research agency **Ceeda**, estimates a further 22,000 children on top of this could become eligible for the offer if parents in working households make relatively small changes to their work

patterns, bringing total eligibility to around 500,000 overall - 28% higher than the government's estimate.

On the back of the findings, which were based on a survey of 1,708 households, the Pre-school Learning Alliance has warned that tens of thousands of parents could miss out on the 30-hour funded childcare offer due to a lack of available places.

Neil Leitch, chief executive of the Pre-school Learning Alliance, described the study findings as "deeply concerning".

"The Department for Education has been clear that the whole point of restricting the scheme to 'working families' is to encourage parents to go back to work, yet they don't seem to have factored even the most modest of adjustments into their figures, such as parents working a few more hours to become eligible," he said.

"Add to this the fact that many providers are warning that they are planning to either limit the number of 30-hour places they offer, or opt-out of the scheme all together, and it's clear that the government is heading for a childcare capacity crisis.

"The government must do more to support early years providers if the 30-hour scheme is to have any chance of working in the long-term. That means both adequately funding the creation of enough new places, and ensuring that the free entitlement offer in general is funded sufficiently in the long term.

"Thirty hours of so-called 'free childcare' may sound like a great policy, but if there aren't enough places to match demand, and the government continues to refuse to listen to valid concerns over funding, the policy simply cannot succeed."

Last week **Education Secretary Justine Greening** announced that a grant scheme worth £50m has been set up by the government to create 9,000 more childcare places ahead of the expansion of free provision later this year.

Under government plans, all three- and four-year-olds will be entitled to 30 hours of government-funded childcare each week from September 2017.

The DfE has been contacted for comment.

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Alliance comments on government childcare funding announcement

Commenting on the news that the government has allocated £50m in funding to create new childcare places, Neil Leitch, chief executive of the Pre-school Learning Alliance, said:

"While today's announcement will undoubtedly be welcomed by the 200 early years providers who will be benefiting from the additional funding, for the tens of thousands of nurseries, pre-schools and childminders who won't, the challenges ahead remain unchanged.

"With many providers warning that they will need to reduce the number of places they offer in order to deliver the 30-hour scheme, it's clear that the government is going to have a real capacity problem on its hands when the offer rolls out in September. Creating an additional 9000 places in a sector that already delivers just under 1.3 million represents an increase of just 0.7% - a drop in the ocean compared to what is needed.

"If the 30-hour scheme is to have any chance of succeeding, the government must invest what is needed - both in terms of creating capacity for new places and ensuring that the delivery of existing places is funded at a fair and sustainable rate over the long-term. Anything less, and those parents who have been promised additional 'free childcare' from September are going to be left very disappointed."

For further information, or to interview Neil Leitch, please contact:

Emma Caldwell
Pre-school Learning Alliance
T: 020 7697 2598
E: Emma.Caldwell@psla.org.uk

Editor's Notes:

- The Pre-school Learning Alliance is the largest and most representative early years membership organisation in England. A registered educational charity, it also provides high-quality affordable childcare and education to support children and families in areas of deprivation throughout the country.
- The Alliance represents 14,000 member settings and supports them to deliver care and learning to more than 800,000 families every year. We deliver family learning projects, offer information and advice, produce specialist publications, run acclaimed training and accreditation schemes and campaign to influence early years policy and practice.
- The Alliance website is www.pre-school.org.uk



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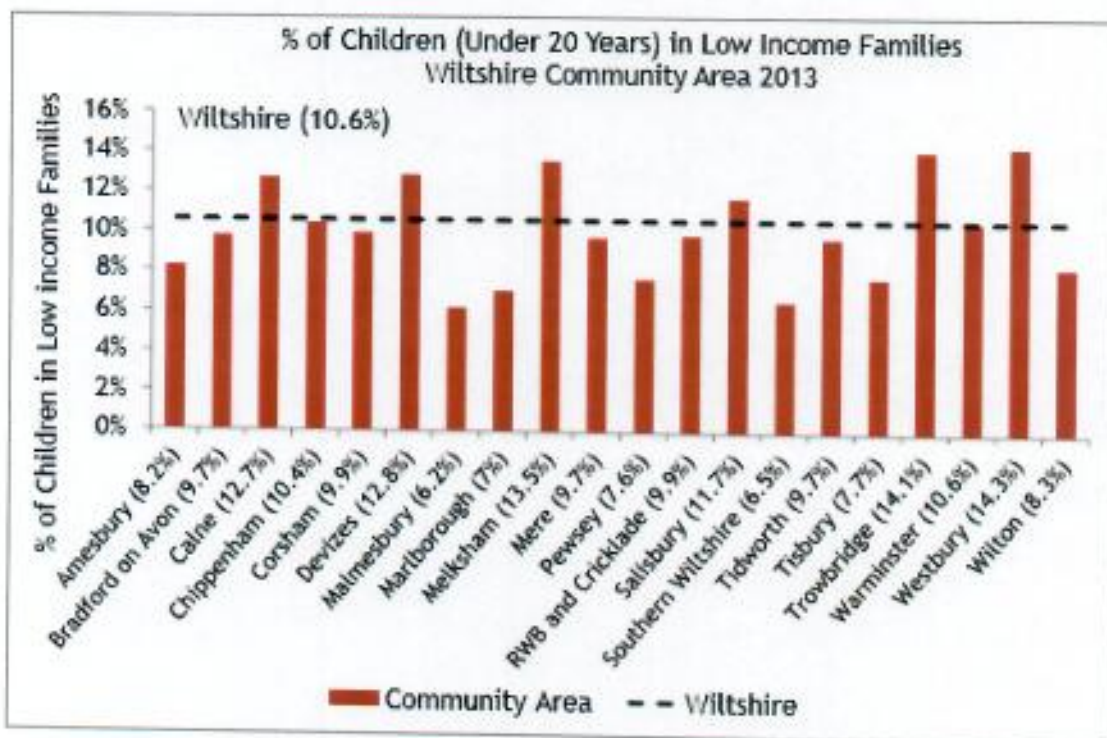
LINKS TO COMMUNITY PLAN AND WILTSHIRE COMMUNITY AREA JOINT STRATEGIC ASSESSMENT 2016

This project can be linked to **section 7 of the TCAF plan** in fulfilling the need for children’s educational attainment which has been recognised in that document as a priority. In addition the social interaction and support encouraged between parents of this voluntary parent managed organisation, improves the happiness, health and well-being of the community. Further to the above, a new building for St. Michael’s Pre-school will not only facilitate the increased hours but also enhance additional employment possibilities. This links to **section 1 of the TCAF**.

The project can also be directly linked to the **Wiltshire Community Area Joint Strategic Assessment 2016** which specifically references

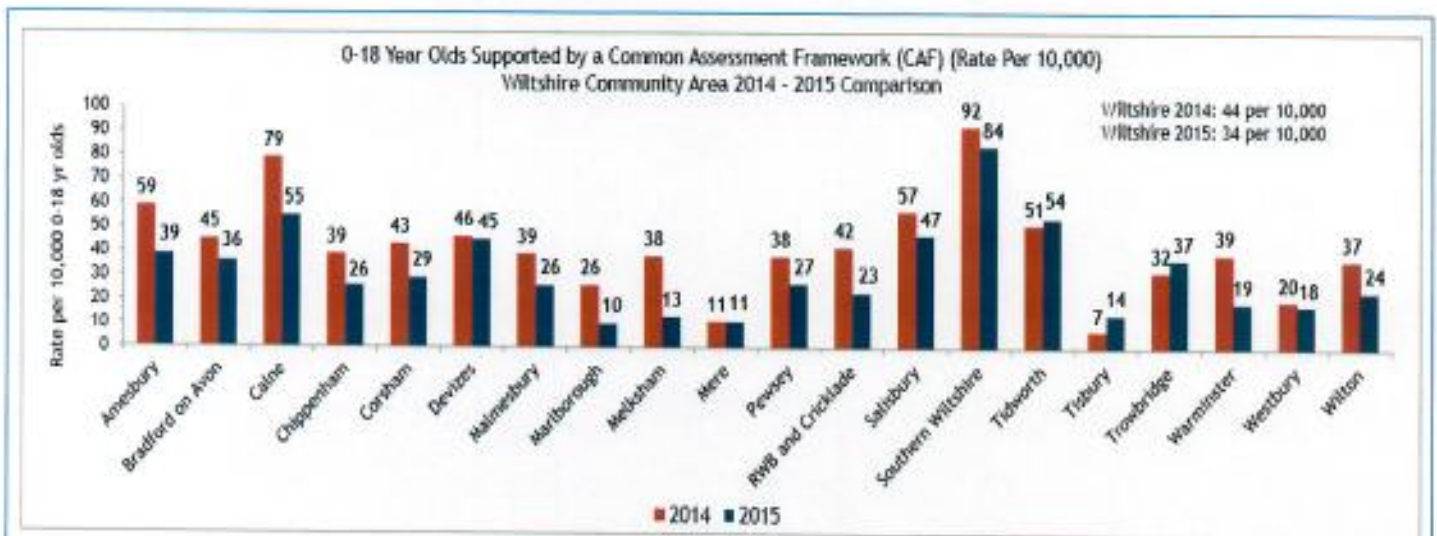
“Supporting and improving life chances for children and young people is key to the future of Wiltshire”. The document states that “Ensuring that our children and young people are safe and healthy and that families have access to services that meet their individual needs **at an early stage** are all crucial in making sure every child and young person has the best possible start in life”.

The JSA 2016 highlights Trowbridge as one of the 6 Wiltshire community areas where above the average of 10.5% of children under 20 are in low income families. The graph below shows that at 14.1% Trowbridge has the second highest percentage in the County.



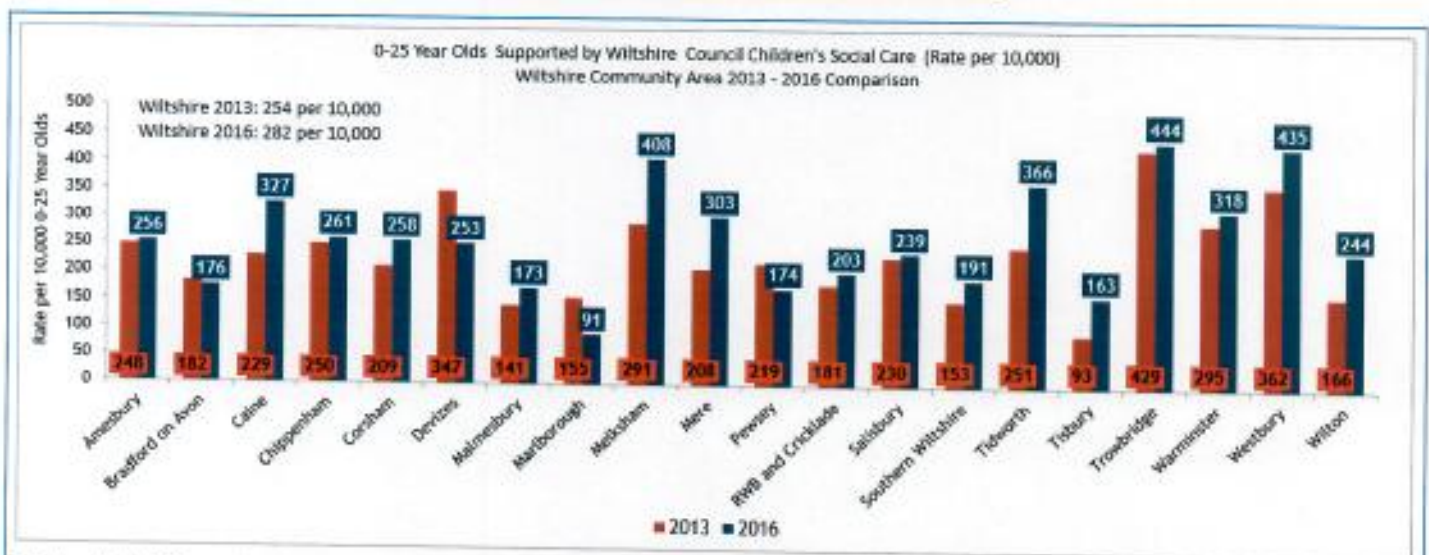
Our project will enable parents to re-enter/increase their hours of employment by enhancing their ability to access 30 hours of free funding for 3 to 5 year old children.

The JSA also demonstrates that the rate of CAF registrations across Wiltshire had reduced in 2015 across all but three community areas, Trowbridge being one of the three where registrations have increased.



The Common Assessment Framework (CAF) provides a standardised method for the assessment of children and young people who may have more complex needs to enable early multi agency intervention and provide timely co-ordinated packages of support. The rate of CAF registrations across Wiltshire had reduced in 2015 compared to the previous year (from 44 per 10,000 to 34 per 10,000 0-18 year olds) and this comparative reduction has been reflected across all Community Areas in 2015 with the exception of Tidworth, Tisbury and Trowbridge.

Trowbridge is also amongst one of the four areas with the highest rates of 0 to 25 year olds supported by WC Children's social care, Trowbridge being the highest in the county.



Children's Social Care work with children and families to protect, care for and support vulnerable children and young people in the community to enable them to have the best possible start in life and into adulthood. In 2016, the rate of 0-25 year olds supported by Wiltshire Council Children's Social Care had increased compared to 2013 (from 254 per 10,000 to 281.8 per 10,000 0-25 year olds) and this comparative rise has been reflected across all Community Areas in 2016 with the exception of Bradford on Avon, Devizes, Marlborough and Pewsey.

In 2016, the highest rates of support for children and young people aged 0-25 years from Children's Social Care were in Trowbridge, Westbury, Melksham and Tidworth Community Areas.

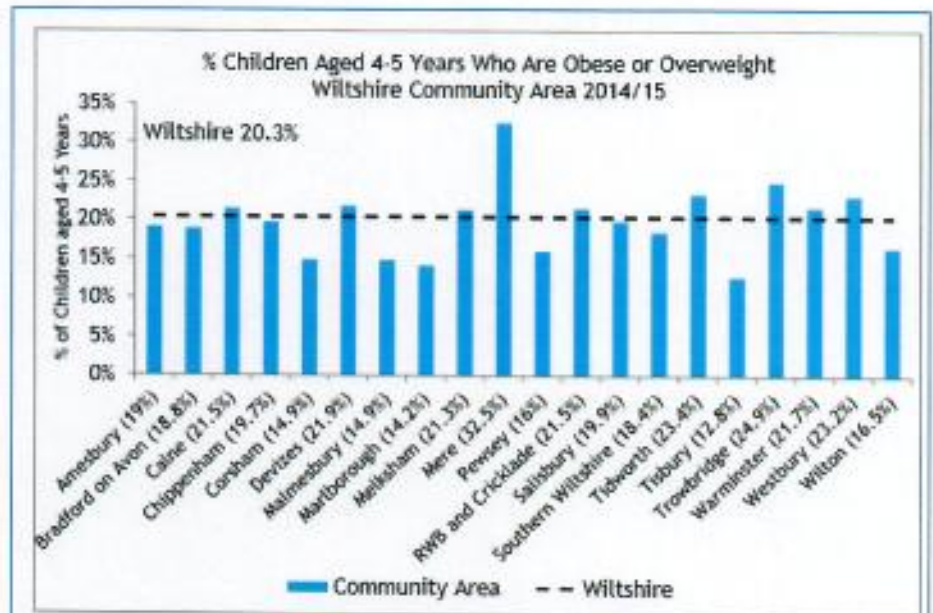
Intervention as early as possible within a child's life is paramount and Early Years education providers are instrumental in recognising the need for such support.

As evidenced in Appendix 1 Trowbridge and surrounding villages currently have a chronic shortage of early year's places available and this will be exacerbated by planned future housing development. The additional places created by the St. Michael's Pre-school new build will go only a very small way towards addressing future shortage.

The JSA 2016 also shows that Trowbridge is statistically the worst area in the County for children aged 4-5 with higher levels of excess weight than the county average. See extract from the JSA

St. Michael's Pre-school promotes health and social care by incorporating daily opportunities for exercise and healthy eating, including production of fresh produce from the Pre-school allotment.

The group also has regular visits from healthcare professionals, such as dental hygienists, to educate the children in pursuing a healthy lifestyle.



In 2014/15, Calne, Devizes, Melksham, Mere, Royal Wootton Bassett and Cricklade, Tidworth, Trowbridge, Warminster and Westbury community areas reported higher levels of excess weight in children aged 4-5 years than the county average (20.3%). Within these areas, levels in Trowbridge were statistically higher than that of Wiltshire. It should be noted that although Mere reports the highest prevalence of excess weight for 4-5 year olds, numbers in this community area are low as this area has a comparatively small child population eligible for measurement.

Quotes received to date

The Stable Company (quote subject to site visit)
 Cabinco
 Pheonix (quote pending)

Amount used for the purpose of application

Building costs
 contingency

Funding

Contribution from existing funds
 Central government funding 25% / 75% match funding
 St. Michael's Pre-school 25% £56667 75% match funding
 Crowdfunding to date 01/02/2017

shortfall

Potential sources of funding
Applied for - unconfirmed Santander
 Mac Rumours (Apple)
 Persimmon
To be applied for Hilperton Parish Council up to

Net	VAT	Gross
172140	34428	206568
200000	40000	240000
189167	37833	227000
15000		15000
204167		242000
	20000	
	170000	
	1000	
		191000
		51000
1000		
1000		
1000		
2500		
	5500	
		5500
		45500

shortfall after potential grants to date**NOTES**

Zero rate VAT certification has been applied for but is not guaranteed. With certification the shortfall would be approximately £7,667

Fundraising efforts are being planned throughout the coming six months to maximise the St. Michael's Pre-school contribution

The £20000 contribution from existing funds will make a serious impact on the working contingency fund of St. Michael's Pre-school and it would be preferable to minimise this contribution as much as possible.

Additional funding by way of grants awarded prior to planning application will be utilised to enhance the size and specification of the building.

Current costings budget for minimal landscaping. Any surplus will be spent in this area.

The purchase/replacement of some equipment will be required, this has not been included within these costings.



PAYMENT SCHEDULE

This document is to be read in conjunction with the quote reference below. In signing this document you agree to pay monies as they come due in accordance with the payment schedule below. Failure to pay in accordance with the schedule below may result in delays and/or additional costs as outlined in our terms and conditions of sale.

Customer Name Date
 Quote Reference
 Project title Price
 Ex VAT

AGREED PAYMENT SCHEDULE

	%	£ ex VAT	£ VAT	Total
Full planning application service.	5.0	£8,607.00	£1,721.40	£10,328.40
Deposit Payment Planning application service deducted from deposit.	20.0	£34,428.00	£6,885.60	£41,313.60
Interim Payment. Due 7 days prior to delivery.	65.0	£111,891.00	£22,378.20	£134,269.20
Final Payment Within 7 days of practical completion.	10.0	£17,214.00	£3,442.80	£20,656.80
TOTALS:		£172,140.00	£34,428.00	£206,568.00

Please sign below your acceptance to the payment schedule above. If you are signing on behalf of the named party on the quotation, please ensure you are authorised to do so.

Print Name: _____

Signed: _____

Date: _____

Payment method:

Cheque

Bank transfer

HOW TO PAY

By cheque	By bank transfer
Please make cheques payable to "The Stable Company" and post to: The Stable Company Outgang Lane Osbaldwick York YO19 5UP	Bank: Natwest Bank 42 High Street Knaresborough N Yorkshire HG5 0EJ Sort code: 60-12-26 Account No.: 10793615 Account name: The Stable Company (York) Limited IBAN GB95NWBK60122610793615 BIC NWBKGB2L



**CABINCO
STRUCTURES**

Friday, 27 January 2017

Mrs R Huggins
St Michaels Pre-School,
Whaddon Lane,
Hilperton,
Trowbridge
Wilts,
BA14 7RN

Dear Mrs Huggins,

Re: Pre School Building with Veranda.

We have pleasure in quoting as follows; Kingspan TEK (or similar) building as per the accompanying drawings with the building delivered in component form for erection by our construction team. This building is designed to exceed existing Building Regulation Requirements. Foundations included and on basis of services at perimeter of building. Planning application and cost therein is included in price.

Building and Veranda £200,000-00 + Vat Complete and ready to occupy (excluding furniture)

Payment Terms. Staged payment terms are arranged for clients based on the following framework.

- 25% with order of building
- 25% delivery to site of main structure
- 35% of cabin cost when building water tight
- 15% on practical completion of Cabinco works

Lead time is currently around 4-6 weeks from date of order but may vary.

We trust that this quotation will meet with your approval, however, should you have any questions or require further information, do not hesitate to contact us.

Yours sincerely

Gary Bowden

Hereford Business Solutions Centre
Skylon Court
Coldnose Road
Rotherwas
Hereford. HR2 6JL
Tel: 01600 719218

Web: www.cabincostructures.co.uk
Email: info@cabincostructures.co.uk

Company Registration: 09723072
VAT: 220 7555 29

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Capital Funding linked to the expansion of the coming of 30 Hours Free Entitlement for children aged three and four years of age.

This project is a very high priority for this Government, it is linked to supporting parents to return to work. Wiltshire Council was successful with 6 bids for capital money to create new places to support the expansion of Free Entitlement from 15 hours to 30 hours for working parents of children aged three and four year olds. This project was one of only 189 projects across the country that was successful. Bids were targeted at areas of the county where it was identified there was a high need for more pre-school places. Indications from local parental surveys are that take up for 30 hours Free Entitlement will be high. Successful applicants must be able to contribute a minimum of 25% of the total cost of the project.

Unfortunately, this popular pre-school is only able to offer a limited number of hours of a week to children aged two, three and four. If this project is successful children aged two, three and four will be able to access their full allocation of Free Entitlement. Also more children will be able to access a place.

This project will bring a range of benefits for Trowbridge businesses and families: -

- Expanding and new business will need workers, the 30 hours Free Entitlement will support parents return to work and will help support the need to expand the pool of local workers. This will be beneficial to all parents planning to return to work and in particularly parents who have been impacted by cuts in benefits. This project will help provide local affordable childcare.
- The growth of housing in the area will bring more families to the area. This along with the coming of the 30 hours Free Entitlement will also increase the demand for pre-school provision. This project will also support the expansion of housing and families in the area.
- Other towns seem to attract new nursery providers into their areas, unfortunately this is not the same for Trowbridge. This project will contribute towards the need for more places for Trowbridge.
- St Michael's Pre-school has a Good Ofsted Judgement; it is important that young children have access to good quality Early Years provision. Good quality pre-school provision helps to ensure that children are "ready for school." Children's pre-school experience helps to contribute to positive outcomes in school and helps to Narrow the Gap for children in reception class. The impact of children not being ready for school can follow them through their school career. We want all children to be able to access a pre-school place locally.
- Local Authorities have a statutory duty to where reasonable ensure that there is sufficient Early Years & Childcare provision. Wiltshire Council needs to ensure that there will be sufficient nursery and pre-school provision across the county to meet the demands of the coming of the 30 hours Free Entitlement and the demand brought about by new families moving into the new housing. This project will help Wiltshire Council meet its duty.

Angela Brennan, Childcare Co-ordinator
21st February 2017.

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Celebrating Age- background bid papers

Wiltshire Celebrating Age Cultural Partnership involves partners from the major cultural organisations in the county supported by Arts Council England including Wiltshire Music Centre, Ageas Salisbury International Arts Festival, Salisbury Playhouse, Salisbury Arts Centre and Pound Arts together with Age UK, Wiltshire Council library service and community engagement services, and the Building Better Opportunities programme led by Community First in Wiltshire. Many of these cultural organisations in the very rural county of Wiltshire have an active audience of older people. Evidence from attendances at these cultural organisations suggest that many audience members find it increasingly difficult to engage with the cultural activities they love as they get older due to the difficulties of independent travel to venues in a county with limited public transport. This project aims to bring arts and cultural activity and engagement closer to the older audience by delivering work in local community spaces such as libraries.

The arts and cultural partners are specifically aware of the issues facing older people through their own volunteer groups. Each partner organisation has up to 150 volunteers each, of which 75% are age 60 plus. Many of these volunteers have come to the cultural organisation as a means of social engagement, sometimes following bereavement.

Wiltshire Community Foundation undertook an extensive report about conditions in Wiltshire in 2014. *'Wiltshire Uncovered Report 2014'* identified that we have a large and ageing older population. Our population of 65+ and 80+ year-olds is expected to double by 2035. 31% of Wiltshire's population will be over 65 by 2035, 11% of those will be over 80 years old.

The report also found that transport networks don't work for those without private transport. In rural Wiltshire, 10,900 people do not have access to a car or van, 6,810 of these are pensioners.

Older people make up a quarter of the population of Wiltshire. There is a slightly higher percentage of 65+ and 75+ people in Wiltshire than in the rest of England.

We have used these statistics to focus on 6 local areas for inclusion in this project which reflect both high levels of older people in the community and suitable partner space at libraries/community centres in which to deliver more local work.

The report also indicates that day centres and lunch clubs are still the mainstay of social contact for many older people. Many of these clubs are run by elderly people who don't consider themselves elderly. However, as the new generation of older people go through the system, the likelihood that this type of social provision would be appropriate is low. This suggests maintaining the activities older people are already engaged in through arts and cultural experiences, but making it easier to access these in a more local setting. The project will focus on developing high quality activity that will have impact across people defined within protected characteristics of age, disability, dementia and life-limiting illness.

Our proposal is to make a significant difference to well-being for this group by supporting more outreach work with arts and cultural activity being delivered in the places where older people live and in local locations that they already use like libraries and community spaces

so that they will find it easier to engage. Based on feedback from other activity with this age group, the programme will probably focus on engagement and participation activities more than pure performance in order to tackle, in particular, issues of rural and social isolation to maximise well-being in this community.

We will focus on activity in libraries and social/community centre settings and other outdoor space eg public parks. Depending on the communities, it might also involve residential care settings. The 6 communities have also been chosen because they are already within or near an area that is involved in the Rural Touring Network. This means that there are existing connections with local people involved in helping to organise and promote artistic performance in each location.

Wiltshire Celebrating Age Cultural Partnership will achieve an increase in older people engaging with cultural activity for longer and will specifically target people who have not engaged before through groups run by the community and charity partners. It will involve the development of activity with the community to reflect their own preferences and will use artists across the age ranges including top quality young artists to develop benefits from intergenerational interaction.

Activities will be planned and delivered with cultural partners on a regular basis, eg up to monthly in order to establish an ongoing relationship with the group and they will also be offered the opportunity to visit partner venues to enjoy shows, concert and exhibitions, depending on their interests. The cultural partners will use their existing expertise in organising cultural activity to develop and train a 'front-of-house' volunteer group from the participants in each location to manage all the activities.

The breadth of the partnership, including a much more extensive relationship for arts organisations with Age UK and the development of more activity with existing delivery partners such as the Alzheimer's Society, will ensure that more local community groups (through the local volunteer groups of the charity partners and library/community centre partners) access more cultural provision. It will also focus the attention of cultural organisations focus specifically on tackling issues of rural and social isolation.

The involvement of the library service in the partnership enables us to learn from the Wiltshire Creative Libraries project undertaken over the last 2 years which sought to put more artistic work into libraries. The learning from this was that staff and volunteers at the libraries were very keen to get involved in work saw it as an extension of the library offer. It was seen as a great way of drawing new people both into libraries and more cultural activity. Practical lessons were also learnt about managing the mix of activity in the libraries so that book readers and participation activity could co-inhabit the space. The need for a creative producer was identified as a key for success and the Project Development Worker role has been designed to reflect this. The use of outdoor spaces in the local communities was regarded as an added bonus and the opportunity to use the work created by the community groups ie songs and poems in performance opportunities, was important as was working with local people to make performances about things that are important to them eg local history. All these elements will be taken on board in designing the Celebrating Age activity delivery.

Wiltshire Celebrating Age Cultural Partnership will appoint a Project Development Worker to develop a variety of monthly arts and cultural activities with each of up to 6 local communities with activity being based in the local library/community centre as appropriate with the potential to also use outside space and provide work in care homes if appropriate.

The activity will focus initially on the 6 communities listed where there are library/community centre facilities suitable for arts/cultural activity.

- Calne
- Royal Wootton Bassett
- Corsham
- Amesbury
- Salisbury
- Trowbridge

The Project Development Worker will work with the local representatives of the partner charity, Age UK and will develop relationships with other charities working with older people such as the Alzheimer's Society, to identify existing local groups who might be interested in additional cultural activity. The cultural organisations will also communicate with their existing audiences in these areas to identify interest.

The Project Development Worker will meet with local groups and participants as well as libraries and cultural delivery organisations to understand what provision there is already and to identify the sort of additional cultural activity that would be welcome in the local setting. The involvement of potential participants will be critical in making decisions about the activity to be undertaken.

Experience of projects doing outreach work with older people suggests that work offering a combination of performance and participation works best. Artists and providers will be identified who have a focus on being specialists in engagement with older groups and within several theme areas such as a focus on words (because of the library setting) involving story-telling, book readings, debates, creative writing and poetry groups, drama and theatre skills groups. Another theme area might be memory with storytelling and music activities and another theme area might relate to music and dance with recitals, dance classes, tea dances, singing groups and song writing with young singer/songwriters.

Work currently being undertaken by partners in venues which might be suitable for taking out to the community might include:

- artists involved with the Elevate programme working with older people at Salisbury District Hospital;
- Dance Six-O which provides dance classes for older people at Salisbury Playhouse ;
- Dancing Through Time offers movement/dance classes for people aged 55+.
- Singing for the Brain offers musical activities for Alzheimers sufferers and their carers
- Golden Oldies offers fun singing for older people and a current Corsham group already attracts over 30 participants each week.
- Arts Together seeks to improve the health, well-being and quality of life of older people through the provision of a range of participatory arts projects

Using a model that was successfully used on another community arts project with young people, arts and cultural partners will propose a range of cultural engagement activities using local and regional artists of the highest quality who they have been working with in venues around the county over some time. The local community groups will then be encouraged to form a panel to choose the activities they would prefer to have. Delivering work in an outreach setting will also develop the skills and experience of artists who may not have delivered in such spaces before. Creation of the panel will also be important in liaising on fundraising activity which will be undertaken at a local level to raise a modest amount of support each year.

The artists working in the communities will also aim to celebrate the art created by older people during the activities, for example if there is a body of words-related activity, it might be possible to draw this together into a collection of writing celebrating age. There will be sharing opportunities during the project to showcase some of the work undertaken.

The Project Development Worker will also be looking for opportunities to link local amateur arts and cultural activity such as choirs and amateur dramatic groups with the professionally led activity for older people in order to seek better opportunities for sustainability post-project.

Activity will be chosen that can take place regularly over the period of the project, which will deliver activity for 2.5 years, in order to maximise sustainability post-project. The aim will be to create a model of community cultural engagement that can be extended out to other communities.

One of the partners, Community First is also leading a Postcode Lottery Dream Fund bid aimed at engaging people of all ages with arts, culture and heritage including developing an 'arts on prescription' programme. The arts and culture organisations involved in this Celebrating Age bid are also partners in the Dream Fund bid which will complement and extend the impact of the Celebrating Age work both because it extends across the whole county, and also because it involves development into active health and well-being 'social prescribing' which will be able to be targeted on the Celebrating Age participants.

Community First will also use a **Community Organising** approach, similar to the model in Celebrating Age, to target local groups and door knock to identify those who are isolated to take part in the local arts programmes to inspire and engage. This approach will identify volunteers as well as participants to ensure locally based activity is sustained. The volunteers will also be trained by the cultural partners to act as 'front-of-house' help to run activities as well as looking after artists delivering activity.

The Project Development Worker will also liaise with arts and cultural partners to arrange for groups of participants in the community to attend professional performances at Salisbury Festival, Wiltshire Music Centre, Salisbury Playhouse, Salisbury Arts Centre and Pound Arts and other partners and facilitate an opportunity for them to meet after the event to discuss what they've seen. This will further embed a relationship with cultural partners and community members. If transport is identified as a block to such activity, a solution will be sought using existing community transport services.

The Project Development Worker will undertake evaluation in each location with participants, artists and partners in order to identify a model of best practice for rural areas in local cultural delivery and partnering between community focussed organisations and arts and cultural organisations. This will be shared widely with partners and other interested parties.

Management of the activity

Governance and Partnership Management

Wiltshire Music Centre (WMC) will act as the lead organisation for the bid and will administer the grant. WMC is an Arts Council supported NPO and has received regular funding since 2006. The partnership includes all the NPOs in the county together with the Wiltshire County library service and Community First, the rural Community Council for the county. The project will be overseen by a **steering group** made up of the partners who will meet twice a year to review progress, assess the success of the different activities undertaken and review the evaluation. The consortium has been put together to include arts and cultural organisations who want to engage with older people more effectively and for longer; the library service which has local facilities that older people already use for group activities and Community First which has wide experience of community organising on the ground in these communities as well as co-ordinating the network of Wiltshire's 165 village halls which may also be used as venues for activity.

The partners in the project will enter into a **Partnership Agreement** which will detail the aims and objectives of the project together with the workplan and individual member obligations in terms of delivery of the work. It will also detail the governance arrangements and reporting and evaluation mechanisms for the project such that any delivery issues can be quickly identified and rectified. There are a set of initial partners included in the bid who have committed to develop and propose activity for delivery in these communities. However other delivery partners will be sought throughout the life of the project eg Salisbury Cathedral and the Royal Voluntary Service.

The Head of Creative Learning at WMC will line manage the Project Development Worker (PDW) as part of the Creative Learning team which consists of 1.5 other roles. As such the PDW will have strong and ongoing professional support to deliver the agreed work plan as part of a high performing team which undertakes over 20 outreach projects each year in the community, mainly in schools.

Other arts and cultural partners such as Salisbury Playhouse, Ageas Salisbury International Arts Festival and Pound Arts all have experience of delivering work aimed at older people and have relationships with artists who specialise in such work. They will fully contribute to the development of ideas for delivery in the community and will support the Project Development Worker in identifying and sourcing artists and heritage leaders.

The Steering Group will provide the PDW with community contacts through the Wiltshire Council Library Service, Community First, Age UK and the Alzheimer's Society to identify and make contact with community groups in the chosen locations.

Wiltshire Celebrating Age Partnership activity fits well strategically with WMC's Creative Learning work and core programming which aims to increase the opportunities everyone has to experience and take part in great art delivery. WMC delivers around 120 live music events each year as well as a full timetable of creative learning projects. In addition to managing this level of activity, in the last four years WMC has also managed a major capital investment programme with ACE funding support, a Catalyst strategic fund investment programme and a fundraising investment programme. Other arts and cultural partners (most of whom are NPOs) involved in the bid all share the strategic priority of engaging with older members of the community and contributing to the ongoing well-being of this group and their continued engagement with the arts.

Work Plan

The workplan has been developed based on our experience of managing many outreach projects in communities across Wiltshire together with experience of partners such as Ageas Salisbury International Arts Festival in delivering arts participation projects in local communities. The locations have been selected to focus on 2 communities each in the north, south and west of the county where there are suitable libraries and other community locations in which to deliver work.

The workplan covers the 3 year period from 1/4/2017. Prior to this, the partners will enter into a Partnership Agreement and a job description for the PDW will be prepared in consultation with the partners.

Financial viability

WMC is an NPO with a strong and resilient business model which has been in place for more than 18 years and delivers around 120 live events each year as well as over 20 creative learning projects. The organisation has strong and professional financial management including the production and review of monthly management accounts which include projects with restricted funding such as Celebrating Age. The organisation is able to invest in development projects from reserves and has a free reserve of some £100,000.

The other arts, cultural and heritage partners involved in the bid are all major arts organisations in the county, the county library service, the main local museums and a major national charity. All these organisations are longstanding businesses working on a stable financial basis.

The budget has been developed in consultation with partners and based on known costs for project workers and activity delivery. The project will be resourced on a three day per week basis which allows the Project Development Worker to spend the equivalent of one day per week in three parts of the county where the six communities are located. Based on existing experience of community project work such as the Nature of Art and the Virtual Landscapes projects undertaken by Ageas Salisbury International Arts Festival, this is believed to be adequate resourcing. A significant travel budget has been included to reflect the rural nature of the county and the need to travel quite extensively around it. Office space will be

provided both in Salisbury and in Bradford on Avon in order to offer the maximum support possible to the Project Development worker.

WMC will undertake the recruitment of the Project Development Worker and costs for this have been included in the budget. Line Management will be provided by the existing Head of Creative Learning at WMC and the post will sit within an existing team meaning that there is built in support for the project resource. Other costs such as marketing and IT costs are based on known costs for support at WMC.

The direct cost of activity at £350 per session is based on the cost of other outreach delivery work. Clearly the detail of this will depend on exactly what the work is and how it is to be delivered. Payments to artists will be made at no less than the minimum recommended guidance from Arts Council England. Additional budget has also been allowed for arts materials based on experience of previous projects. Activity will be delivered over a two and a half year period, allowing 6 months for set up.

Marketing will be undertaken at the local level and will consist mainly of posters to be displayed in local GP surgeries, libraries and community spaces which the participant community are likely to frequent.

WMC and the other partners will provide the following investment and in-kind support:

- WMC - office space and 200 free tickets pa to events at WMC
- Wiltshire Council Library Service – library locations for delivery activity
- Local Area Boards within Wiltshire – financial contributions
- Pound Arts - 200 free tickets pa to events at Pound Arts
- ASIAF - 200 free tickets pa to events at ASIAF
- Salisbury Playhouse - 200 free tickets pa to events at Salisbury Playhouse
- Salisbury Arts Centre - 200 free tickets pa to events at Salisbury Arts Centre

The budget is based on work being delivered free to participants for two years through achieving funding support from local Area Boards in each location based on the letters of support attached to the bid. This may be supplemented by other local funding from town and parish councils and local charities. The community group will liaise and support the Project Development Worker in achieving the fundraising needed which is regarded as modest given the value of overall activity and is believed to be achievable in each community.

The community group formed to choose the work and liaise on fundraising will also be important for the future sustainability of the work long-term. The aim is that by the end of the third year, the participants will either fundraise for the work or will charge a modest participation fee for the activity (budgeted at £5 a session). The creation of the community group is also designed to create the basis of the continuation of the work using the artists

and providers and contacts with the cultural organisations without needing the support of the Project Development Worker. In this way the project is a catalyst for the long-term continuation of this work in the community on a sustainable basis.

Health and Wellbeing projects and activities FUNDING APPLICATION

1. Applicant:

Name	Mary Cullen
Organisation	Community Engagement Manager Trowbridge area board Health and Wellbeing Group
Address	
Phone number	01225 718608
Email address	Mary.cullen@wiltshire.gov.uk

2. Amount of funding required from the Area Board:

£0 - £1000	
£1001 - £5000	£1590
Over £5000 (please note – our grants will not normally exceed £5000)	

3. Are you applying on behalf of a Parish Council?

Yes	
No	x

4. If yes, please state why this project cannot be funded from the Parish Precept?

n/a

5. Project title?

Older people and carers' consultation

6. Project summary: (100 words maximum)

To consult with Older People and Carers' in Trowbridge community area to find out more about the impact of social isolation and caring responsibilities on their sense health and wellbeing. To identify projects that might be developed to better support older people at risk of social isolation and Carers in Trowbridge community area.

7. Which Area Board are you applying to?

Trow bridge

8. What is the Post Code of the place where your project is taking place?

BA14

9. Please tell us which themes best describe your project:

<input type="checkbox"/> Intergenerational projects	<input type="checkbox"/> Heritage, history and architecture
<input checked="" type="checkbox"/> Older People Support/Activities	<input checked="" type="checkbox"/> Inclusion, diversity and community spirit
<input checked="" type="checkbox"/> Carers Support/Activities	<input type="checkbox"/> Environment, recycling and green initiatives
<input checked="" type="checkbox"/> Promoting physical and mental wellbeing	<input type="checkbox"/> Sport, play and recreation
<input checked="" type="checkbox"/> Combating social isolation	<input type="checkbox"/> Transport
<input checked="" type="checkbox"/> Promoting cohesive/resilient communities	<input type="checkbox"/> Technology & Digital literacy
<input type="checkbox"/> Arts, crafts and culture	<input type="checkbox"/> Other
<input type="checkbox"/> Safer communities	

If Other (please specify)

10. About your project

Please tell us about your project (a strong application will address all of the following):

How does your project support local needs and priorities?

The project supports identified local needs and priorities in several ways. It has been acknowledged that consultation previously carried out with older people in our community area had limitations in terms of reach and that further work needed to be done in this area. The JSA for our area identified that 45% of the population over 65 in our community area are at higher risk of social isolation compared to 35% across Wiltshire as a whole. The JSA for our area identified that 52 per 1,000 people over 65 in our community area are unpaid carers' compared to 39 per 1,000 in the rest of Wiltshire. This project will enable us to find out more about what lies behind these statistics and measures that can be taken by the area board and partners to help prevent social isolation of older people and to support unpaid carers better in the community.

How many older people/carers do you expect to benefit from your project?

We are proposing to hold semi structured interviews with a minimum of 30 older people at risk of social isolation, to be identified by partner organisations. This will be supplemented by an online questionnaire to facilitate the involvement of a wider audience of older people.. It is also proposed to undertake 20 telephone interviews with unpaid carers using the support of Carers' Support Wiltshire and other partners.. This will be supplemented by 3 focus groups of 8-10 people to find out more about particular issues that emerge. A small number of postal surveys will also be utilised as necessary. The information we gather from the consultation exercise has the potential to benefit many other older people and carers in our community area.

How will you encourage volunteering and community involvement?

We will be seeking to recruit and train a team of up to 6 community interviewers to carry out interviews with older people at risk of social isolation and carers. This will have the benefit of increasing volunteers skills and knowledge base and will be a useful addition to CV's.

It will also provide a resource for the local community as volunteers will be able to support other consultation activity into the future.

How will you ensure your project is accessible to everyone (for example: people living with a disability or on low incomes, or vulnerable, or socially isolated etc.)?

Within the Health and Wellbeing Group we are working with partners from Carers Support Wiltshire, Alzheimers' Support Trowbridge, Churches together, Selwood Housing, Studley Green Day Centre, Community Club, NHS, WC Adult Social Care and we also have wide ranging links to other groups and partner organisations

Between partners we will be able to ensure that people with disabilities, socially isolated individuals, carers and BME groups are encouraged and supported to engage in the consultation.

Partners have been fully involved in designing and developing the research methodology and questionnaires.

How will you work with other community partners?

As above.

The results of the surveys will be used to inform the work of the health and Wellbeing Group and the area board

11. Safeguarding

Please tell us about how you will protect and safeguard vulnerable people in your project (You must address all of the following):

- Please provide evidence of your commitment to safeguarding and promoting the welfare of older/vulnerable people and their carers.
- How do you make sure staff and volunteers understand their safeguarding responsibilities?
- Who in your organisation is ultimately responsible for safeguarding?

All our partners agencies are committed to safeguarding and promoting the welfare of older people and their carers and have policies and procedures in place.
All community interview ers w ill be DBS checked and trained in safeguarding policies and procedures.

12. Monitoring your project.

How will you know if your project has been successful? *required field

We will monitor the number of interview ees, w hich may indeed exceed the initial target as the project is advertised.
We will monitor the number of community interview ers recruited and trained and available as a resource in the community.
We w ill collate the results of interview s and focus groups and report back to the area board on the outcomes
We will seek to develop new projects to support identified local need.

13. If your project will continue after the Wiltshire Council funding runs out, how will you continue to fund it?

n/a

14. If this application forms part of a larger project (eg a community navigation project), please state what this project is and approximately how much the overall project will cost

n/a

15. Finance:

15a. Your Organisation's Finance:

Your latest accounts:

Month Year

Total Income:

£

Total Expenditure:

£

Surplus/Deficit for the year:

£

Free reserves currently held:

(money not committed to other projects/operating costs)

£

Why can't you fund this project from your reserves:

We are a small community group and do not have annual accounts or it is our first year:

15b. Project Finance:

Total Project cost £

Total required from Area Board £

Expenditure	£	Income	£	Tick if income confirmed
--------------------	----------	---------------	----------	---------------------------------

NB. If your organisation reclaims VAT you should exclude VAT from the expenditure
(Planned project costs [help](#))

(Planned Income [help](#))

Research, design que	750	in kind partner contrib	750	<input type="checkbox"/>
Printing	50			<input type="checkbox"/>
Rec and Train interview	350			<input type="checkbox"/>
room hire	100			<input type="checkbox"/>
Participant engaemen	350			<input type="checkbox"/>
Vol and Travel expen	150			<input type="checkbox"/>
data entry	100			<input type="checkbox"/>
postal surveys	40			<input type="checkbox"/>
Focus Gps	250			<input type="checkbox"/>
contingency	200			<input type="checkbox"/>
Total	2340	Total	750	

16. Have you or do you intend to apply for a grant for this project from another area board within this financial year? *required field

- Yes
 No

17. Please list which area boards you are intending to apply, including this one (You can apply to a maximum of 3 Area Boards for the same project in a financial year) *required field, if Yes to Q11.

Trow bridge

18. DECLARATION

Supporting information - Please confirm that the following documents will be available to inspect upon request (You DO NOT need to send these documents to us):

Quotes:

- I will make available on request 1 quote for individual project costs over £500 & 2 quotes for project costs over £1000 (Individual project costs are listed in the expenditure section above)

Project/Business Plan:

- For projects over £50,000: I will make available on request a **project or business plan** (including estimates) for projects where the **total project cost** (as declared in the financial section above) exceeds £50,000 (tick only when total project cost exceeds £50,000).

Accounts:

- I will make available on request the organisation's **latest accounts**

Constitution:

- I will make available on request the organisation's Constitution/Terms of Reference etc.

Policies and procedures:

- I will make available on request the necessary and relevant policies and procedures such as Child Protection, Safeguarding Adults, Public Liability Insurance, Access audit, Health & Safety and Environmental assessments.

Other supporting information (Tick where appropriate, for some project these will not be applicable):

- I will make available on request evidence of ownership of buildings/land
- I will make available on request the relevant planning permission for the project.
- I will make available on request any other form of licence or approval for this project has been received prior to submission of this grant application.

And finally...

- I confirm that the information on this form is correct, any award received will be spent on the activities specified.

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Wiltshire Council

Trowbridge Area Board

DATE

Subject: Area Board Highways Information

Cabinet Member: Councillor Philip Whitehead – Highways and Transport

Key Decision: No

Executive Summary

The local highway network is vital to providing connectivity for businesses and communities, and effective maintenance to ensure its availability is essential to the economic development of the county. Wiltshire Council recognises the importance of maintaining and managing its highway network effectively.

The 'Local Highways Investment Fund 2014 – 2020' is addressing the long standing under investment in highways maintenance, which has been a problem nationally for many years.

The significant investment of £21 million annually for six years by Wiltshire Council has already seen a substantial improvement in the condition of the county's road network, with a 30% reduction in the carriageway maintenance backlog in the first two years of the investment.

Information has been prepared for each Area Board (see **Appendix 1**) showing the schemes completed in recent years, and a summary of road condition information.

An indicative list of priority sites for treatment in 2017/18 has been developed (see **Appendix 2**). The list includes surface dressing on the A361 Paxcroft to Semington and substantial surfacing on Hill Street, Hilperton.

Following discussions at the CATG estimates have been prepared for:

Timbrell Street - £59,670.50

Islington/The Down - £125,923.75

It has not been possible to include these in the 2017/18 programme, but they could be considered as priorities for future years.

Proposals

It is recommended that:

- (i) It is noted that good progress has been made on implementing the 'Local Highways Investment Fund 2014 – 2020', and there has been a substantial improvement in road conditions in Wiltshire.
- (ii) The list of proposed are reviewed and any amendments or potential future sites for treatment are forwarded to the Highways Asset Management Team for further investigation.

Reason for Proposals

The highway network forms the Council's largest asset, and it is important that it is maintained in the most cost-effective way in order to show value for money. This includes the use of asset management and whole life costing approaches to inform investment decisions.

Asset management principles have been applied for many years in Wiltshire to ensure appropriate investment with longer term planning. The list of proposed sites for treatment in 2017/18 should further improve the condition of the Council's roads.

Parvis Khansari
Associate Director Highways and Transport

Wiltshire Council

Trowbridge Area Board

DATE

Subject: Area Board Highways Information

Cabinet Member: Councillor Philip Whitehead – Highways and Transport

Key Decision: Yes

Purpose of Report

1. To provide an update on progress on the 'Local Highways Investment Fund 2014 – 2020', and to consider future road resurfacing sites.

Relevance to the Council's Business Plan

2. The highways service supports three priorities of the Council's Business Plan:
 - Outcome 2 – People in Wiltshire work together to solve problems locally and participate in decisions that affect them
 - Outcome 3 – People in Wiltshire have a high quality environment
 - Outcome 6 – People are as protected from harm as possible and feel safe

Background

3. The local highway network is vital in providing connectivity for businesses and communities; effective maintenance to ensure its availability is essential to the economic development of the county. Wiltshire Council recognises the importance of maintaining and managing its highway network effectively.
4. The highway network in Wiltshire comprises 4,400 kilometres of road, 3.9 million square metres of footway, 981 bridges and over 50,000 street lights and illuminated signs. The replacement value of the assets is over £5 billion, and it would cost over £330 million to resurface all of the Council's roads.
5. The condition of the county's roads is important to the public. This is demonstrated by the results of the Council's People's Voice and the National Highways and Transportation (NHT) surveys, which indicate low levels of public satisfaction with road conditions nationally.
6. In October 2013 Cabinet agreed to increase highway maintenance funding to £21 million for six years. This was subsequently included in the Council's future budget, and forms the basis of the 'Local Highways Investment Fund 2014 – 2020'. The increased investment in highways maintenance has enabled a large

number of schemes to be progressed to improve the condition of the network and its infrastructure.

7. The Council has applied the principles of asset management to the maintenance of the highway network, which involves taking into account the lifecycle of the assets and monitoring performance of the intervention and investment strategies. The Highways Asset Management Policy and Strategy were reviewed by the Environment Select Committee in October 2015 and subsequently adopted by Cabinet.

Main Considerations for the Council

Local Highways Investment Fund 2014 – 2020

8. The 'Local Highways Investment Fund 2014 – 2020' is addressing the long standing under investment in highways maintenance and consequent backlog, which has been a problem nationally for many years. The proposed significant investment of £21 million annually for six years by this Council is delivering substantial improvements in the condition of the highway network in Wiltshire.
9. A range of investment options was initially considered, which ranged from spending the minimum necessary to keep road conditions unchanged to treating the whole of the network. It was intended that the investment should be used to improve approximately 664 kilometres of the network (about 15%), and that annually up to 238 Kilometres of road could be surfaced, depending on the treatment required and the deterioration of the network.
10. In the first two years of the investment there were a number of sites which needed substantial reconstruction work and, as expected, the lengths of road treated were consequently less than the indicative target. In 2016/17 a substantial programme of surface dressing has been undertaken and the total length of road resurfaced has increased considerably.

Year	Length treated (km)
2014/15	148
2015/16	182
2016/17	250

11. A total of 580 kilometres of road has been resurfaced to date, and the Council is currently on target to achieve the anticipated improvement by 2020, subject to funding continuing at current levels. There have also been a significant number of smaller sites treated with hand patching, which has addressed localised areas in poor condition.
12. The detailed calculation of the backlog carried out by the Council's specialist consultants WDM indicates that there has been a significant reduction in the highways maintenance backlog in the first two years of the investment:

	2013/14	2014/15	2015/16
Calculated backlog	£69.4 million	£63.3 million	£48.2 million

13. The backlog has decreased by 30% since the 'Local Highways Investment Fund 2014 – 2020' started. Good progress has been made in reducing the backlog, but continuing investment, as originally planned, would be required to remove the remaining backlog.
14. A summary of road conditions and other highway information has been prepared for the Area Board (see **Appendix 1**). This information will form the basis of data to be made available on the Council's website, including regularly updated information on potholes and other reports through the My Wiltshire app, the website and by telephone. The website will also be developed to explain the Council's highway maintenance policies and strategies in greater detail.
15. The Council's highways maintenance investment strategy was developed using the Department for Transport funded Highways Maintenance Efficiency Programme (HMEP) toolkit, which identified that timely investment in surface dressing of the minor rural roads would be cost-effective given the current condition of the local road network.
16. The individual sites for treatment were identified from the technical surveys of the road conditions, and were assessed and confirmed by the highway engineers. The lists of proposed sites for treatment have been reviewed by the Area Boards where representatives of the town and parish councils have been given the opportunity to consider local priorities.
17. Surface dressing work was carried out on a number of minor roads across the county last summer. This work sometimes known as 'tar and chippings' is preventative maintenance to seal the road construction and restore skid resistance. It is a cost effective way of extending the useful life of the roads.
18. Not carrying out any maintenance on these minor roads may initially appear attractive in order to save money, but in the longer term that would be a false economy as the repairs would be substantially more expensive if the roads were allowed to deteriorate, and there would be an increasing risk of claims as a result of accidents. The cost of injury compensation claims can be significantly higher than the repair costs, and the cost of doing repairs once a road is in bad condition would be much higher.
19. The overall condition of the road network in Wiltshire is now broadly similar to other authorities in the south west. However, based on the 2015 survey results, which are the latest available nationally, the condition of Wiltshire A roads is the same as the national average, but is below the south-west average. The B and C road conditions in Wiltshire are better than both the national and south west averages, but still not as good as in some of the other authorities in the south west.

20. The condition of the unclassified roads is more difficult to compare as the assessment methods are not necessarily consistent across authorities. In general terms the condition of the more important unclassified roads in Wiltshire compares well with similar authorities, but further assessment will be required to get a better understanding of conditions across the south west.
21. The National Highways and Transportation (NHT) surveys indicate that public satisfaction with road conditions in Wiltshire is below the national average, and for some years has been consistently lower than for similar authorities in the south west. It is anticipated that the effects of the current investment strategy will improve the results of future public satisfaction surveys.

Proposed Surfacing Programme 2017/18

22. Road safety is the top priority, and it is important to treat those sites identified as having reduced skid resistance in accordance with the Council's Skid Resistance Policy. It is necessary to have adequate skid resistance in order to reduce accidents and avoid claims against the Council.
23. There are a number of processes used to improve the road surface:
 - a. Retexturing- the surface is roughened by high pressure steel shot or water to abrade the surface to produce a rougher surface texture. This is cost-effective and avoids the substantially more expensive resurfacing which would otherwise be required.
 - b. Surface dressing – the traditional 'tar and chip' where the road is sprayed with hot bitumen and stone chippings are spread and rolled in. This is a cheap solution to seal the road surface and protect the underlying construction. This process should ideally be repeated every six or seven years.
 - c. Resurfacing – the existing road surface is usually milled off and a new layer of bituminous material is laid. In many cases stone chippings are rolled in to provide additional texture. This is the most durable surfacing but is expensive compared to the other treatments.
24. Careful consideration is given to which treatment to use, taking into account the condition of the existing road surface, volume and type of traffic. In some cases deeper reconstruction is required on sections of road to ensure there is a suitable foundation for the new surface.
25. There are a number of sites which were identified for treatment in previous years which for various reasons it has not yet been possible to complete yet. These have been included in the proposed programme for 2017/18, and will generally be programmed for the start of the programme.
26. There was an extensive programme of surface dressing of rural roads across the county this year. Within the villages and the more built up areas this treatment can be less robust, especially where there are significant vehicle turning

movements, and other surfacing materials can be more effective in these locations. It is intended to carry out surfacing in many of the built up areas adjacent to these recently surface dressed roads.

27. It has been some years since there has been surface dressing on many of the county's minor roads and this is a process which should ideally be repeated every six or seven years. It is proposed to continue the programme of surface dressing in 2017/18, with a large number of sites in the south of the county identified for treatment.
28. A list of priority sites for carriageway resurfacing work has been identified for the Area Board in 2017/18 (see **Appendix 2**). The list of sites will be reviewed and developed in more detail following consideration by the relevant Area Board.
29. The condition of many of the footways in residential areas has been a concern for some years. It has been possible to treat some of these in conjunction with adjacent carriageways when they have been resurfaced, but there are many footways which would benefit from treatment even though the road is in reasonable condition.
30. A survey of the condition of the county's footways is approaching completion and is being used to develop a list of sites for treatment. In view of the amount of footway in need of treatment it is proposed to prioritise the renewal or resurfacing of those areas identified as being in worst condition. The local Highways Engineers are reviewing the sites for treatment, taking into account the survey data.

Safeguarding Implications

31. None.

Public Health Implications

32. The condition of roads and related infrastructure can have serious safety implications. Improving the condition of highways contributes to reducing accidents, especially with regard to improving skid resistance. Roads, bridges, highway structures, signs and street lighting need to be kept in good condition in order to protect the public and those maintaining the assets.
33. The investment through the 'Local Highways Investment Fund 2014 – 2020' is improving the condition of the highway network and safety.

Corporate Procurement Implications

34. There are no procurement implications at this stage.

Equalities Impact of the Proposal

35. The improved maintenance of the highway network, its management using sound asset management principles, and good performance by the highways

contractors, should benefit all road users, including public transport, and vulnerable road users such as cyclists and pedestrians.

Environmental and Climate Change Considerations

36. The effects of climate change could be significant for the highway network as was seen in the flooding of 2014, and the consequent damage to the roads, footways and drainage systems. Having robust maintenance strategies to improve the condition of the network helps build resilience into the infrastructure.
37. Where possible, suitable materials arising from road resurfacing schemes are recycled. Large quantities of road planings are used to repair damage on rights of way and on county farms, or provided to community groups. The presence of tar bound materials in older carriageways has caused problems on some sites as it has to be disposed of as contaminated waste, with consequent cost implications. Options for in-situ and other recycling processes are being examined in order to increase the recycling of highway materials.

Risk Assessment

38. The application of good asset management principles, including the planned maintenance of the highway infrastructure and the establishment of formalised asset management policies, helps reduce the risk of incidents and claims.

Risks that may arise if the proposed decision and related work is not taken

39. There is a risk of increased accidents, claims and public dissatisfaction if the programme of highway maintenance is not delivered or delayed. The principles of asset management have been followed by this Council for many years, but as future DfT funding will be dependent on demonstrating the application of good practise and asset management principles. Failure to do so will result in reduced funding in future years.

Risks that may arise if the proposed decision is taken and actions that will be taken to manage these risks

40. It is important to ensure that highways asset management and service delivery are implemented effectively. Processes are currently in place with Service Delivery Teams established. These include representatives from the Council, consultants and contractors involved in delivering the services, and report to the Contract Management Meeting comprising senior managers from those organisations.

Financial Implications

41. The highway network and related infrastructure forms the Council's largest asset, and has a replacement value of over £5 billion. It is important that they are maintained in the most cost-effective way in order to achieve value for money. This includes the use of a whole life costing approach to inform investment decisions.

42. The increasing drive for asset management from DfT will mean that failure to demonstrate the application of this approach will result in reduced funding from central government. An increasing proportion of available funding will be potentially withheld as an incentive. By 2020/21 Wiltshire could lose out on £2,782,000 of DfT funding if good asset management is not followed.
43. The financial pressures on the Council are well understood, and it may be necessary to reduce investment in the future. This would reduce the scope for consultation with the Area Boards as resurfacing work would need to be concentrated on those sites with serious safety defects.

Legal Implications

44. The Council has a duty under the Highways Act to maintain the county's roads. The highway inspection procedures, policies and improvement plans ensure that this duty is fulfilled. The increased investment and improved road conditions is helping the Council meet its responsibilities with regard to road maintenance.

Options Considered

45. There is a need to continue to apply asset management principles to the highway network and to ensure the performance of the contractors involved in delivering the service is good in order to keep the network in good condition and to ensure value for money.

Conclusions

46. The highway network forms the Council's largest asset, and it is important that it is maintained in the most cost-effective way in order to show value for money. This includes the use of whole life costing approaches to inform investment decisions.
47. The 'Local Highways Investment Fund 2014 – 2020' has provided the opportunity to address the long standing under investment in highways maintenance, which has been a problem nationally for many years. The significant investment of £21 million annually by Wiltshire Council is seeing a substantial improvement in the condition of the highways network.
48. Good progress has been made in delivering the programme of highway maintenance and has included the involvement of the Area Boards to help set local priorities. It is intended that this process should continue in future years.

Parvis Khansari
Associate Director Highways and Transport

Report Author:
Peter Binley
Head of Highways Asset Management and Commissioning
January 2017

The following unpublished documents have been relied on in the preparation of this report:

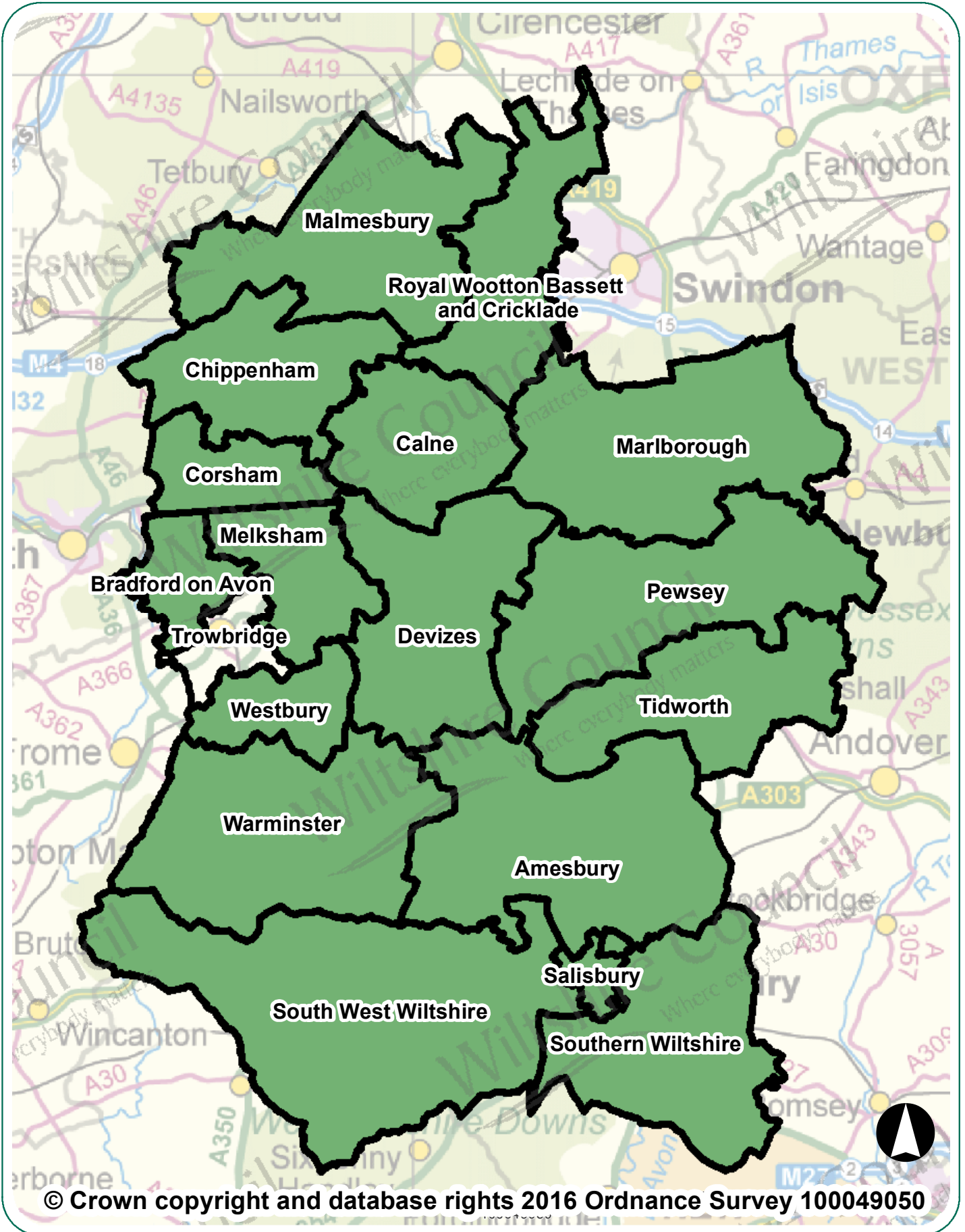
None

Appendices

Appendix 1 – Local Highways Information

Appendix 2 – Proposed priority surfacing sites for 2017/18

Trowbridge Area Board Highway Information



Trowbridge Area Board Highway Information

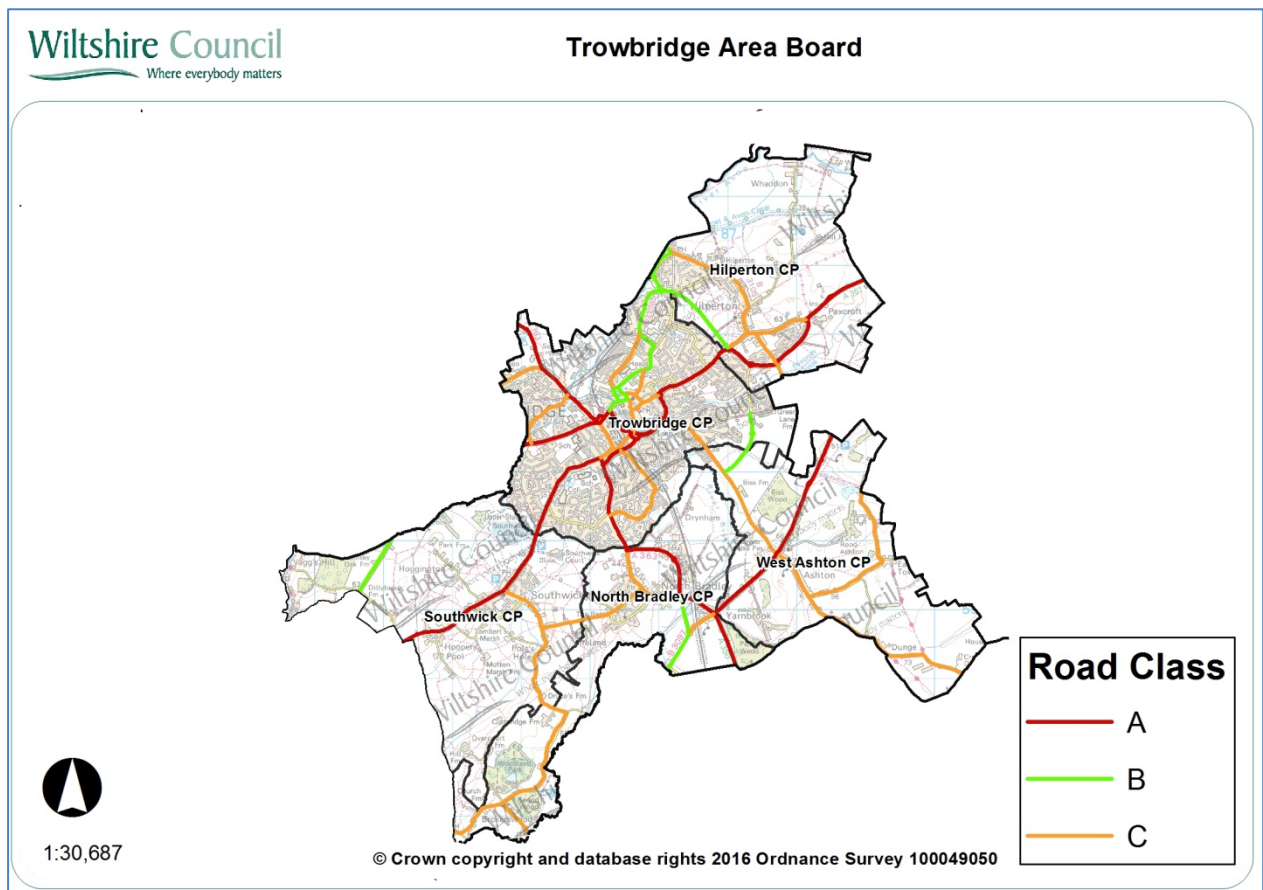
Introduction

This document summarises highway information for your area board. It lists the recent highway and related work carried out by Wiltshire Council, including the road resurfacing carried out during the first two years of the 'Local Highways Investment Fund 2014 – 2020', and includes other information which should be of interest.

Further information on the Council's activities is available at the website www.wiltshire.gov.uk. If you wish to report a specific highway issue please use My Wiltshire. Details are provided at the end of this document.

Parishes in the community area are:

Trowbridge, Southwick, North Bradley, West Ashton, Hilperton



Network statistics in your area

Road length by class

Road type	Urban (km)	Rural (km)
A Class Roads	15.41	8.07
B Class Roads	3.85	1.99
C Class Roads	16.63	12.12
Unclassified Roads	105.11	12.61
Total	141	34.79
	Overall Total	175.79

The council categorises its roads to reflect their importance. This enables an effective assignment of highway inspection frequencies and maintenance standards.

Highway assets in your area

The council keeps an inventory of its highway assets in order to assist planning its highway maintenance. Important statistics relating to your board area are:

Asset Type	Measure
Carriageway	175.79 km
Footways adjacent to road	234 km
Footways (linked)	27.2 km
White road centre lines	95 km
Road kerbs	254 km
Grass verge (maintained)	153 km
Drainage grips	420 number
Drainage pipe grips	107 number
Drainage gullies	7, 462 number
Road signs	2, 491 number
Street lights	2, 266 number

Major highway maintenance

Road resurfacing

Wiltshire has over 3,000 miles of road. The Council's 'Local Highways Investment Fund 2014 – 2020' is making a massive investment to improve the condition of the roads in Wiltshire over six years. The programme of work started in April 2014, and is designed and supervised by the Council's consultants Atkins, with the work carried out by our main highway contractors Tarmac and Eurovia.

The work carried out in the first two years of the programme has improved a considerable number of the roads in previously poor condition. The locations of sites treated in recent years are shown below.

Carriageway repairs

As well as resurfacing roads other works are undertaken to make localised repairs to keep the roads safe. The works undertaken in your area since 2014 are shown on the map below.

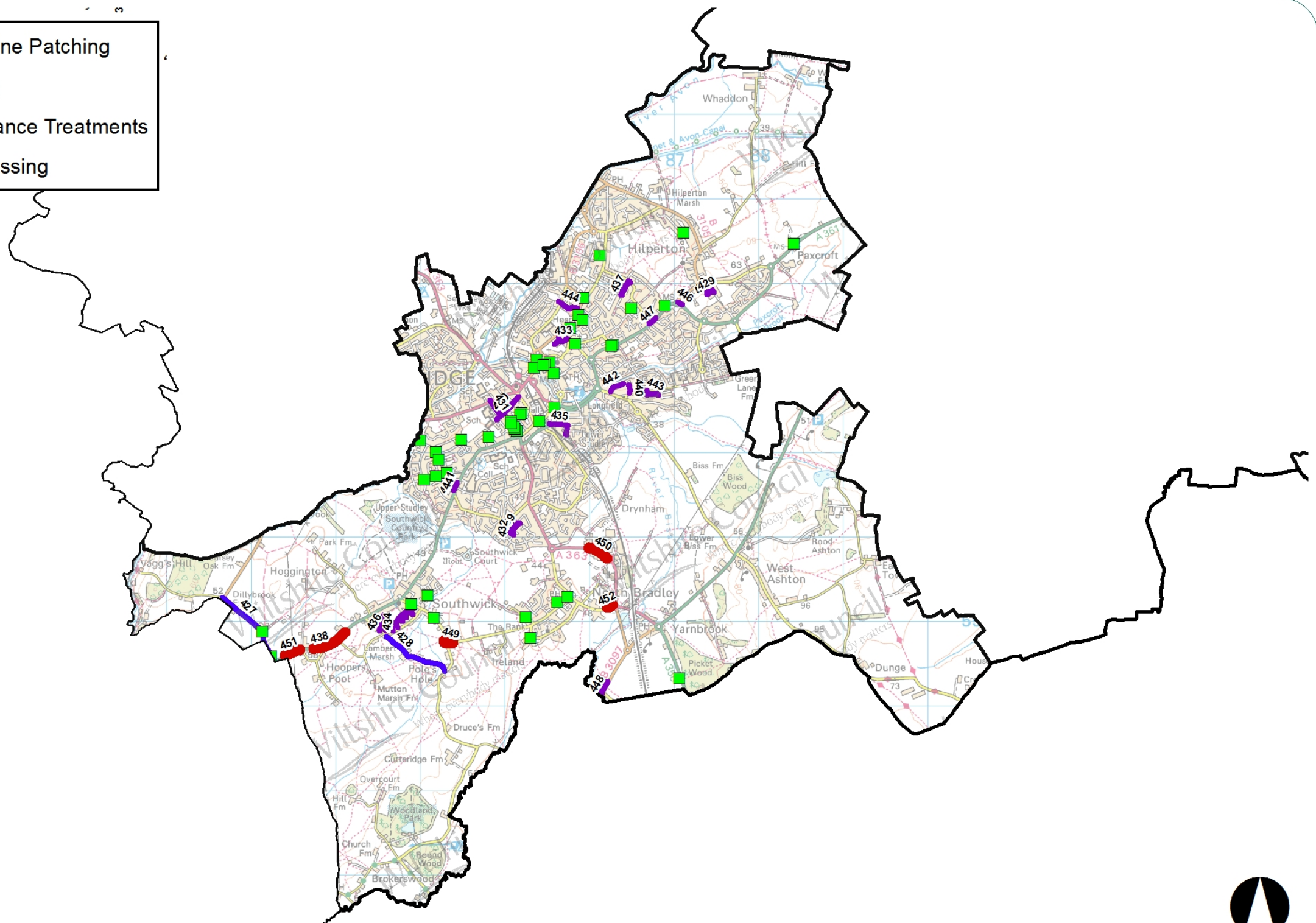
The wet winter and flooding in previous years has resulted in substantial damage to the road network. It is important that serious defects are treated promptly to keep the roads safe. The Council currently operates four Pothole teams that respond to urgent issues to keep the roads safe.

Plan showing major maintenance schemes & hand/machine patching sites completed since 2014



Trowbridge Area Board

- Hand/Machine Patching
- Resurfacing
- Skid Resistance Treatments
- Surface Dressing



1:30,672

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Major maintenance completed since 2014

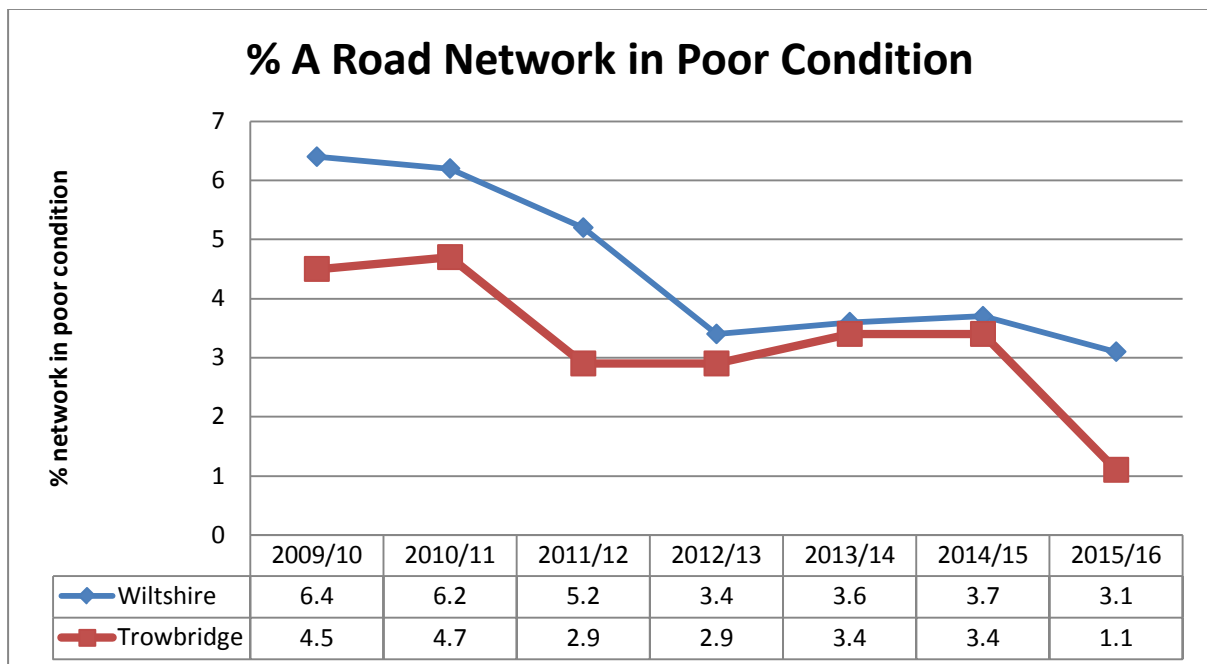
No	Location	Works
427	Poplar Tree Lane, Southwick	Surface Dressing
428	Wesley Lane, Southwick	Surface Dressing
429	Ashton Rise, Trowbridge	Resurfacing
430	Gloucester Road, Trowbridge	Resurfacing
431	Avenue Road Trowbridge	Resurfacing
432	Broughton - Langley - Bewley Rd's, Trowbridge	Resurfacing
433	Charlotte St / George St (spur) Trowbridge	Resurfacing
434	Hollis Way, Southwick	Resurfacing
435	Orchard Road / Haden Road, Trowbridge	Resurfacing
436	Southfield, Southwick	Resurfacing
437	Victoria Gardens, Trowbridge	Resurfacing
438	Frome Rd (County Boundary To 30mph) Southwick	Skid Resistance Improvements
439	Langley Road, Trowbridge	Resurfacing
440	UC Clarendon Road, Trowbridge (By Way)	Resurfacing
441	Frome Road, Upper Studley	Resurfacing
442	UC Clarendon Road, Trowbridge (Carriageway)	Resurfacing
443	UC Amouracre Rd, Trowbridge	Resurfacing
444	UC Palmer Rd, Trowbridge	Resurfacing
446	A361 Hilperton Drive, Hilperton	Resurfacing
447	A361 Hilperton Road, Hilperton	Resurfacing
448	B3097 Hawkeridge Road, North Bradley	Resurfacing
449	Goose Street/ Bradley Road, Southwick	Skid Resistance Improvements
450	White Horse Business Park, Trowbridge	Skid Resistance Improvements
451	A361 Frome Road, Southwick	Skid Resistance Improvements
452	Old Westbury road, North Bradley	Skid Resistance Improvements

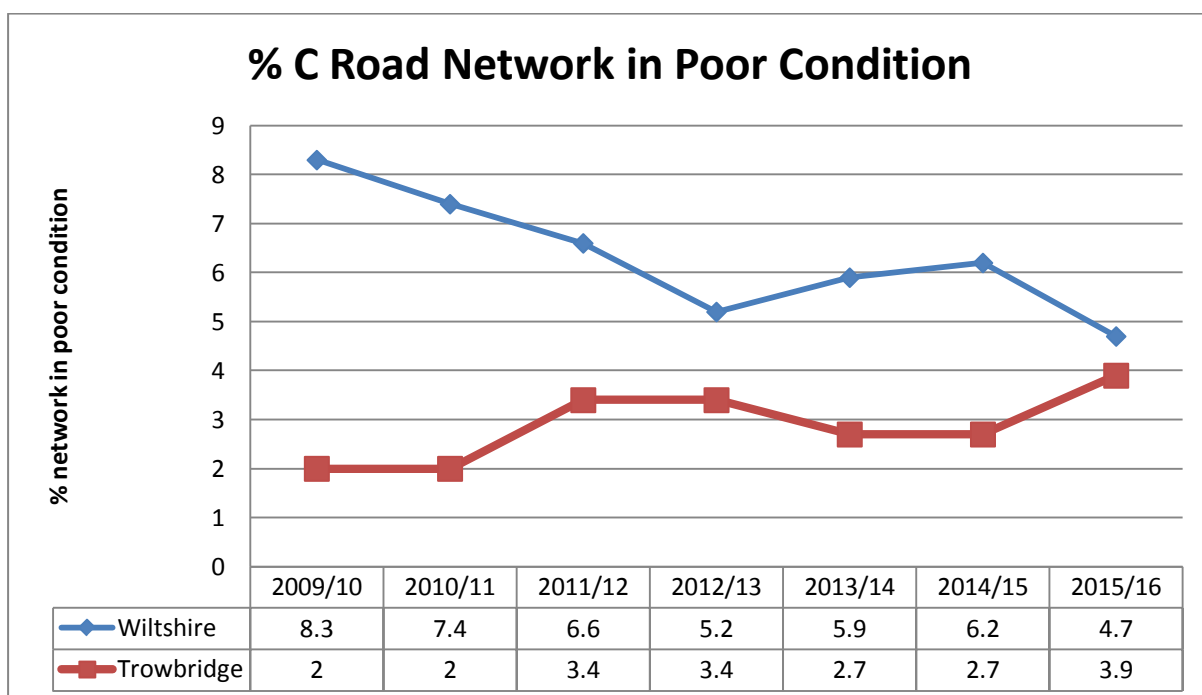
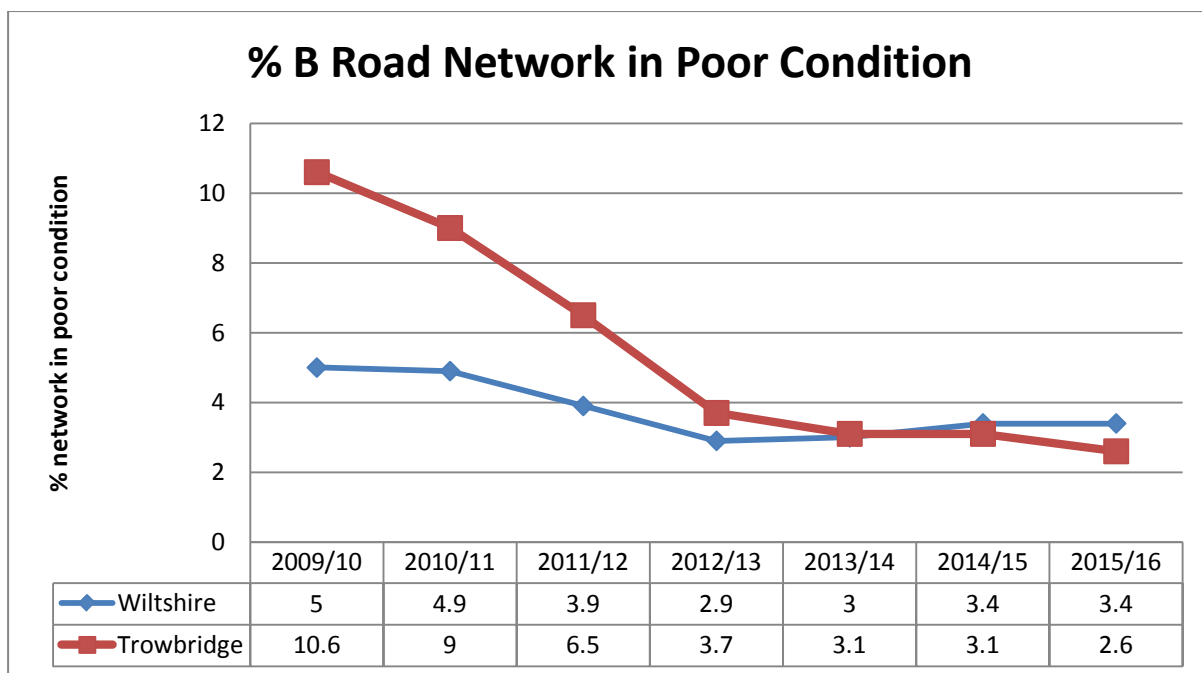
Highway conditions and technical surveys in your area

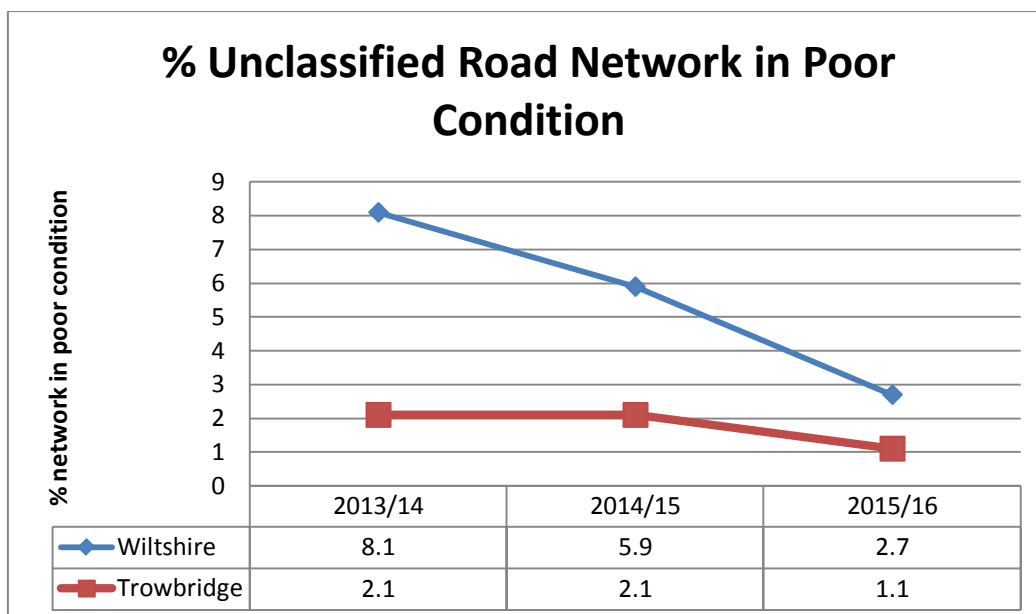
Roads deteriorate in condition because of various factors, including traffic volumes, ground conditions, and weather and drainage issues. Technical surveys of the condition of the highway network are carried out annually and the information is used to help prioritise schemes. Road safety is the priority, and maintaining adequate skid resistance on the busy high speed roads is vital.

The surveys include the use of a vehicle equipped with lasers and cameras to record road surface condition, which allows us to report on road conditions to the Department for Transport and to prioritise maintenance work. Other surveys include measuring skid resistance on the busier roads.

The road conditions in your area are shown below. It should be noted that low numbers are good because it indicates that less road length should be considered for treatment. More detailed information is shown in Appendix A.







Integrated transport, bridge and drainage works

Integrated transport

The Council's traffic engineering team work with our contractors to plan and deliver a range of projects to the local community, most notably through the Area Boards and Community Area Transport Groups (CATGs). The schemes range in size and complexity from simple sign installation through to more complex road safety and improvement schemes.

Bridges

The Council regularly inspects its bridges and other highway structures. There is a programme of renewal and refurbishment works to keep them in good condition, as well as having to respond to damage caused by collisions.

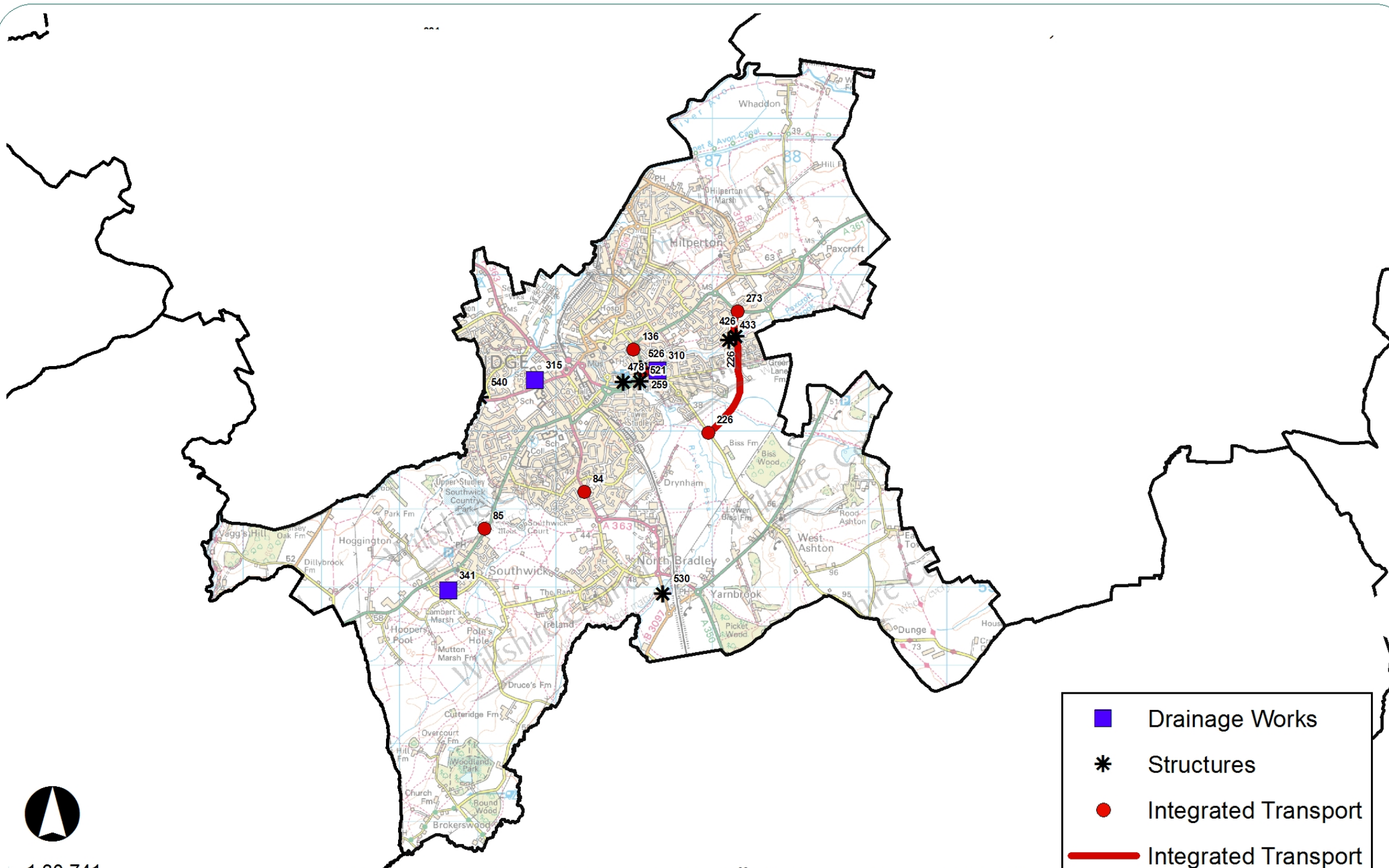
Drainage

Programmes of drainage investigations, repairs and flood alleviation schemes are undertaken throughout the year, but the flooding in recent years has meant that there has been a need to respond immediately to flooding issues, as well as dealing with previously identified problem sites. The drainage improvement and flood alleviation work is co-ordinated through the Council's Operational Flood Working Groups that include the Environment Agency, Wessex Water, other organisations and stakeholders.

Recent work in your area

The Integrated Transport, Bridge and Drainage schemes carried out in your area since 2015 are listed below.

Plan showing completed integrated transport, bridge and drainage schemes since 2015



1:30,741

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Integrated transport schemes since 2015

No	Location	Description
226	Hilperton	Hilperton /Leap Gate Signing Review
259	Trowbridge	West Ashton Road terminal signs
273	Hilperton	Hilperton/Leap Gate Signing Review
84	Trowbridge	Bradley Road prohibition of right turn at Bradley Road retail park
85	Southwick	Frome Road signs and gateway
136	Trowbridge	Yerbury St Residents Parking - signs & lines

Bridge schemes since 2014

No	Location	Description
426	Trowbridge	Empire Bridge, Hilperton, Resurface road dips
433	Trowbridge	Wren and Wagtail FB's, Hilperton. Replace railing and repair parapets
478	Trowbridge	Brown Street (Tesco) footbridge parapet repair
521	Trowbridge	Tesco FB
526	Trowbridge	Polebarn Subway, Bridge Rails
530	North Bradley	Hawkeridge Brick facing removal
540	Wingfield	London footbridge, Replace top rails

Drainage works since 2015

No	Location	Description
310	Trowbridge	Surface water drainage scheme
315	Trowbridge	Gully rebuilds/enlargement
341	Trowbridge	Drainage Investigations

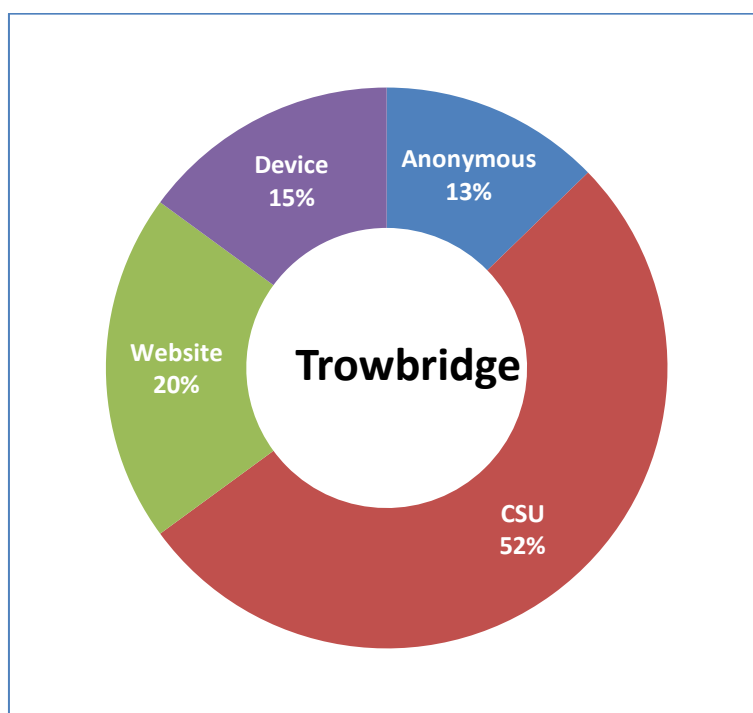
My Wiltshire



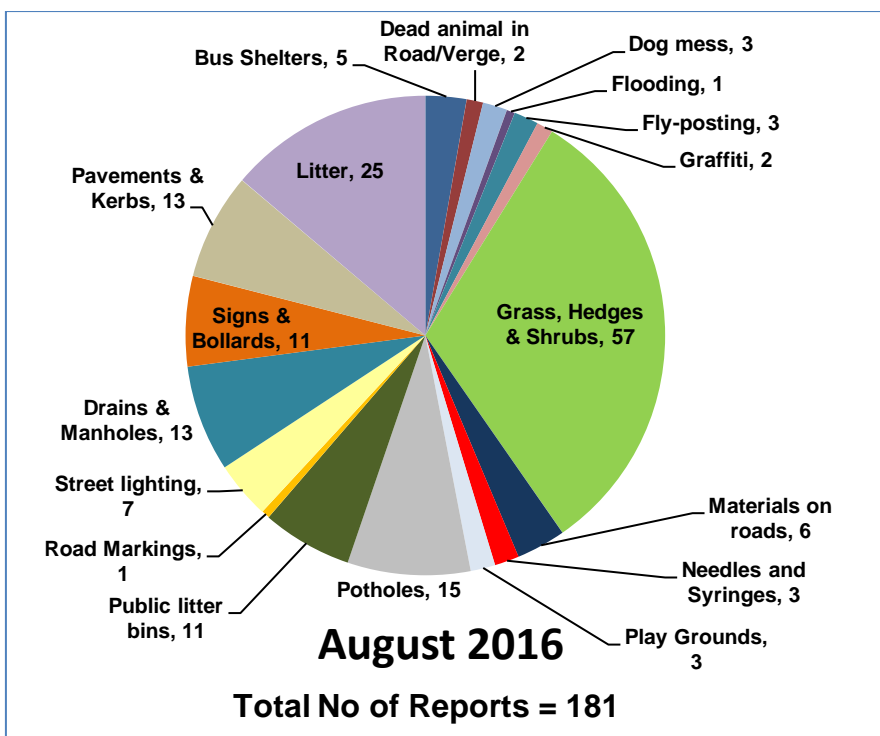
My Wiltshire provides an easy way to report highway issues, including using the Council's website. We have an app so you can report on the go using your smartphone. The My Wiltshire app is available to download at both the [App Store](#) (for iPhones and iPads), from [Google Play](#)[™] (for Android phones) and Windows Store. You can attach information such as photos or videos and pinpoint the location of your report using the mapping software on your phone.

A summary of recent reports in your area is shown below, and further details are shown in Appendix B.

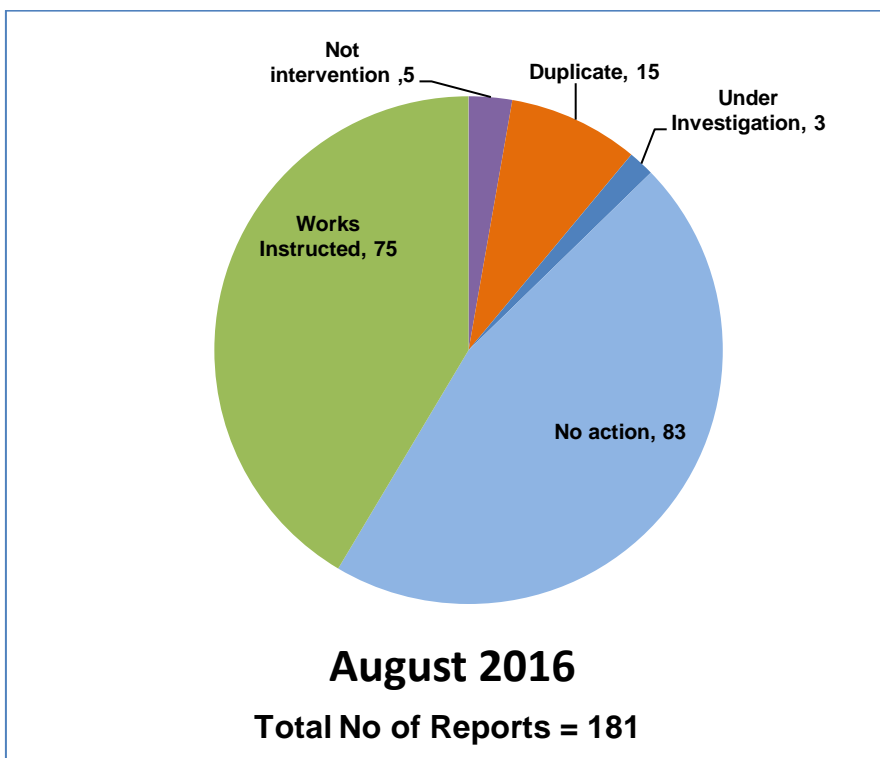
Customer reporting methods in your area



Customer reports in your area for the month of August 2016



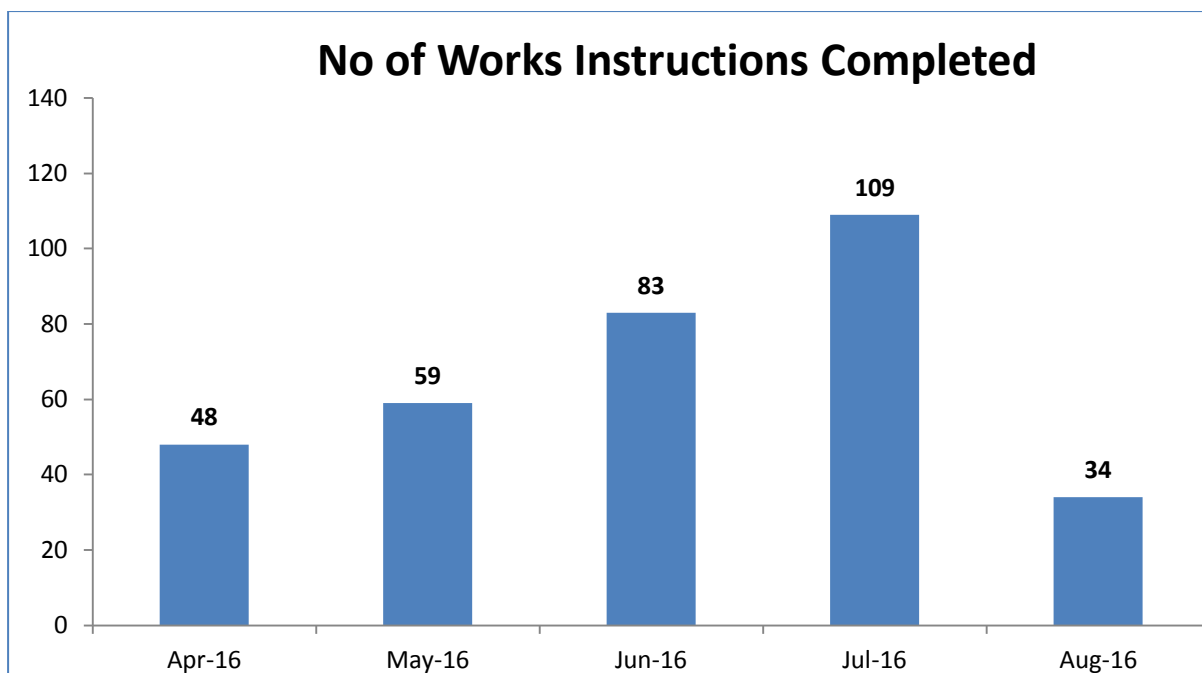
Actions following recent reports in your area

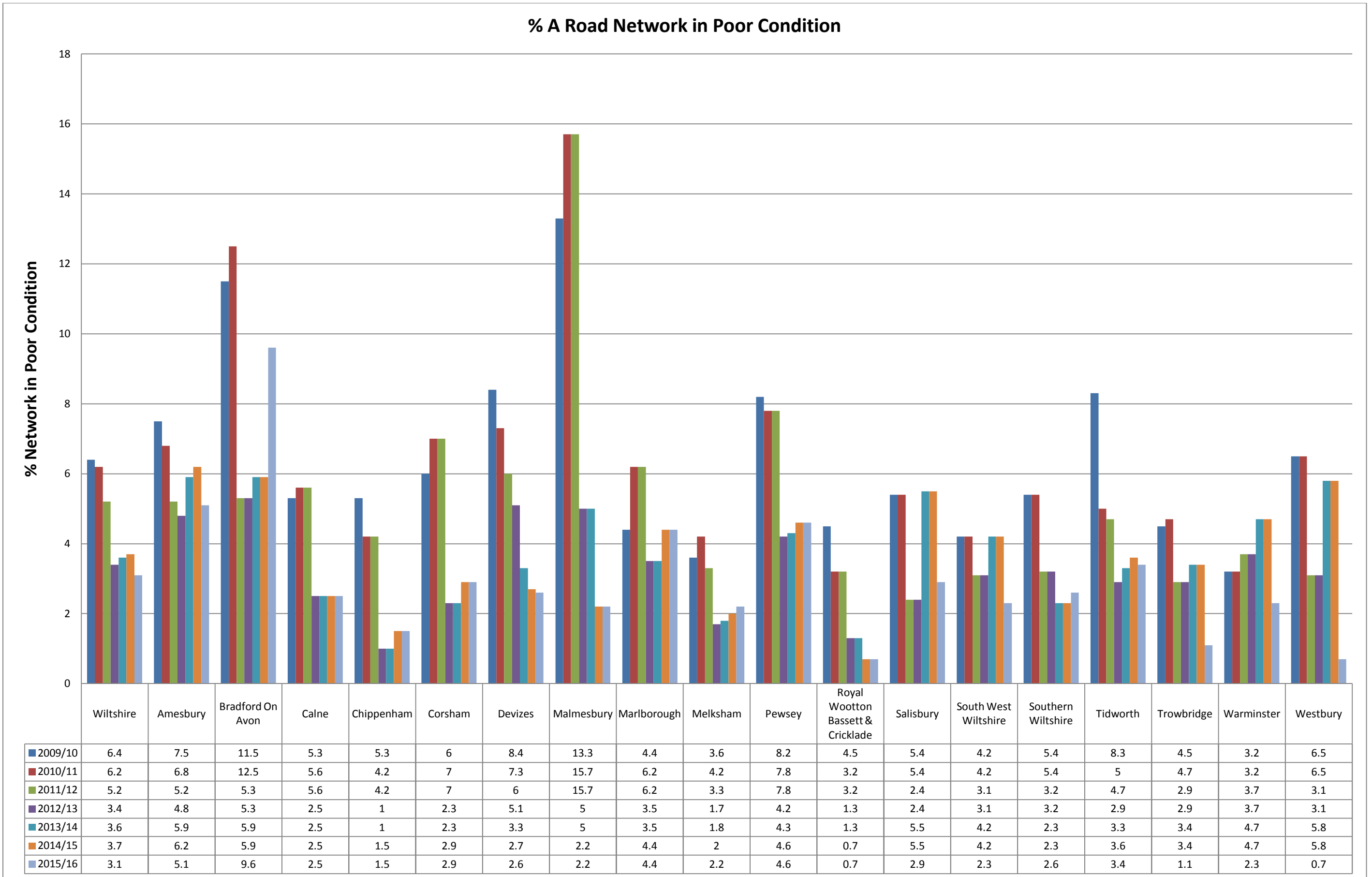


Action definitions

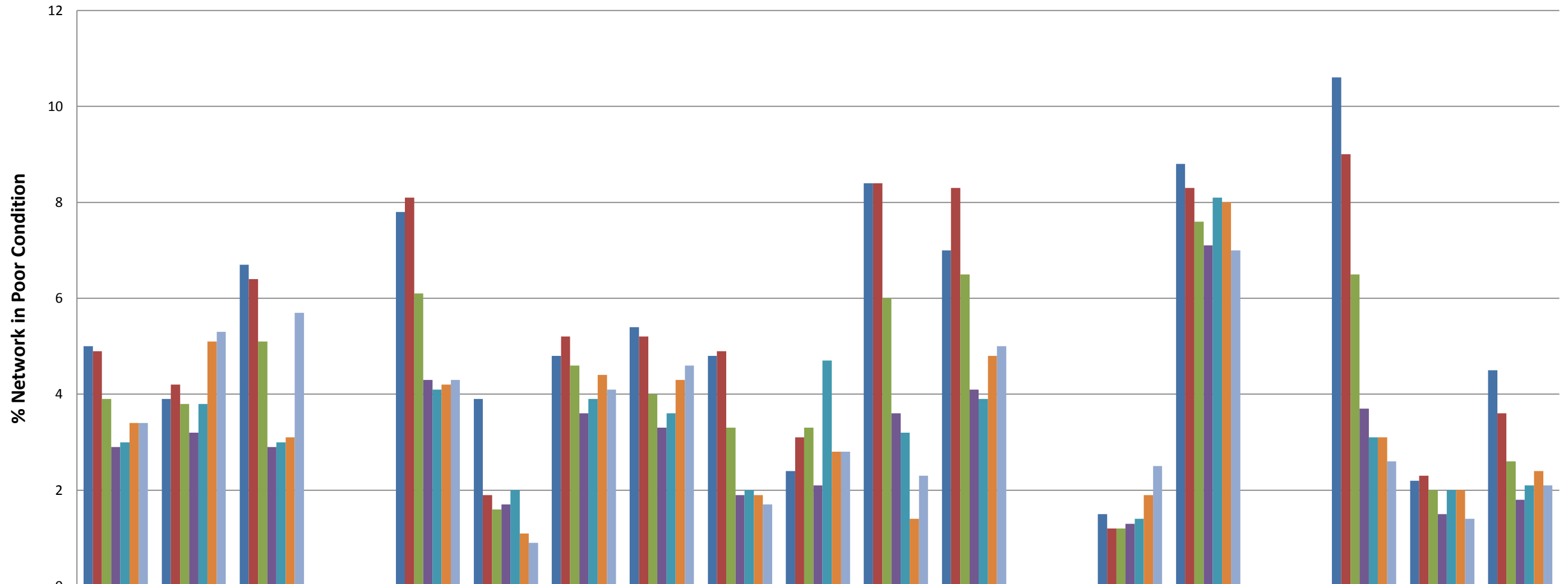
1. **Not Intervention** – the technician has attended site and classified the defect as not meeting intervention levels as per the Highway Inspection Manual 2013 or in the case of streetscene reports, service level agreements.
2. **Duplicate** – a report has already been received in relation to this issue and a works instruction has previously been passed to the contractor to undertake a repair/carry out the necessary works.
3. **Under Investigation** – this issue is currently with a Highways technician or engineer – they may be awaiting information from the customer or the issue requires further investigation e.g. wet weather inspection, drainage survey, exploratory excavation, ownership query.
4. **Discretionary works** – this issue is not a highway safety issue and has been identified as one which falls within the remit of the parish steward scheme.
5. **Other** – the issue has been identified as one which does not require any action by Local Highways. This could be for a number of reasons –
 - the report has been cancelled by the user,
 - there is insufficient information provided to assess the issue and the customer has not provided contact details,
 - the issue is not the responsibility of Wiltshire Council e.g. un-adopted highway, gas/electricity/telephone/water/cable company, Highways England, housing association,
 - the technician attended site and nothing was found at the stated location
 - the issue has been passed to another service within Wiltshire Council e.g. rights of way, bridges.
6. **Works Instructed** – the technician has assessed the issue as requiring works to be carried out and has either dealt with the issue personally or has referred it to the contractor for repair.

Highway defects completed in your area in recent months



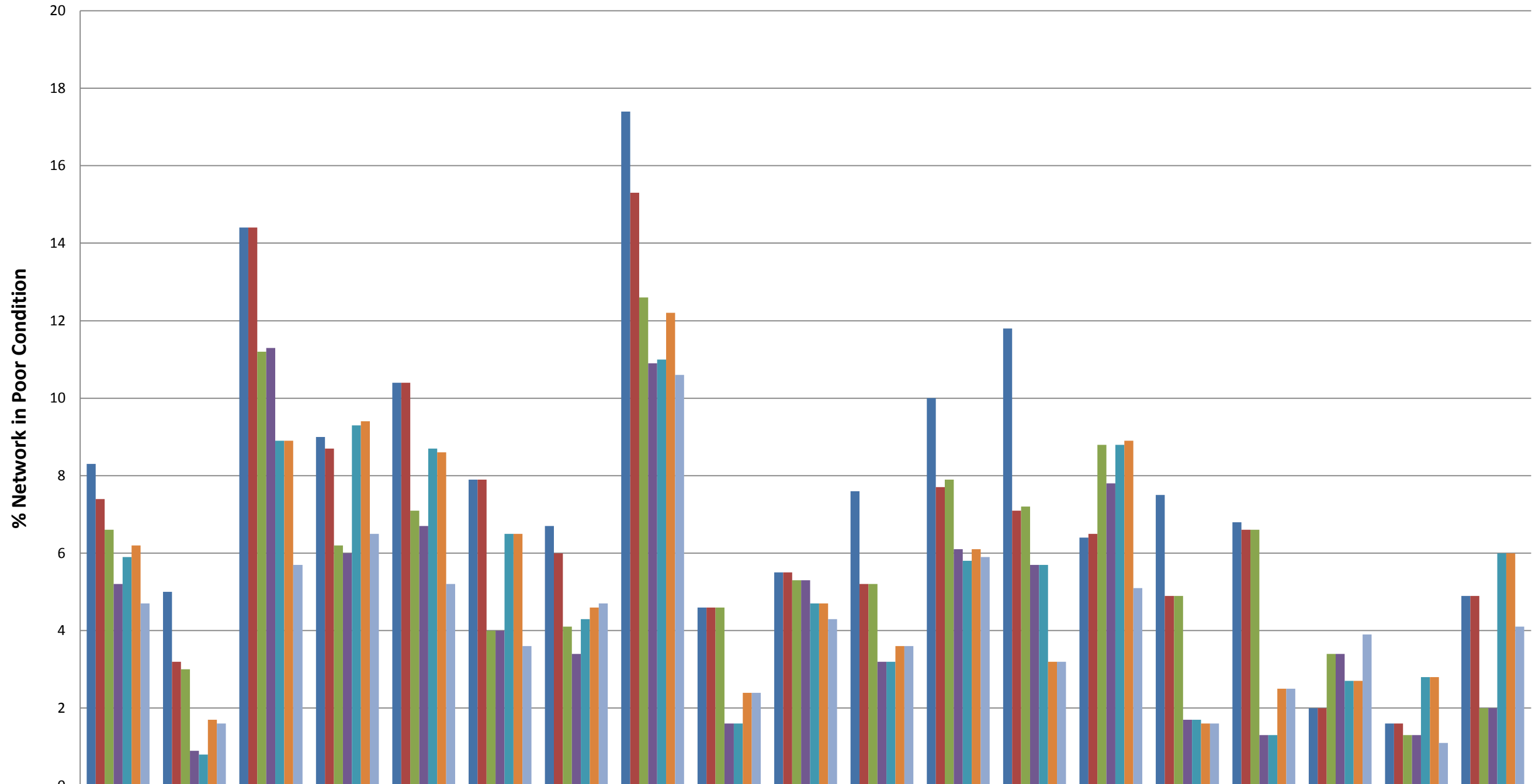


% B Road Network in Poor Condition



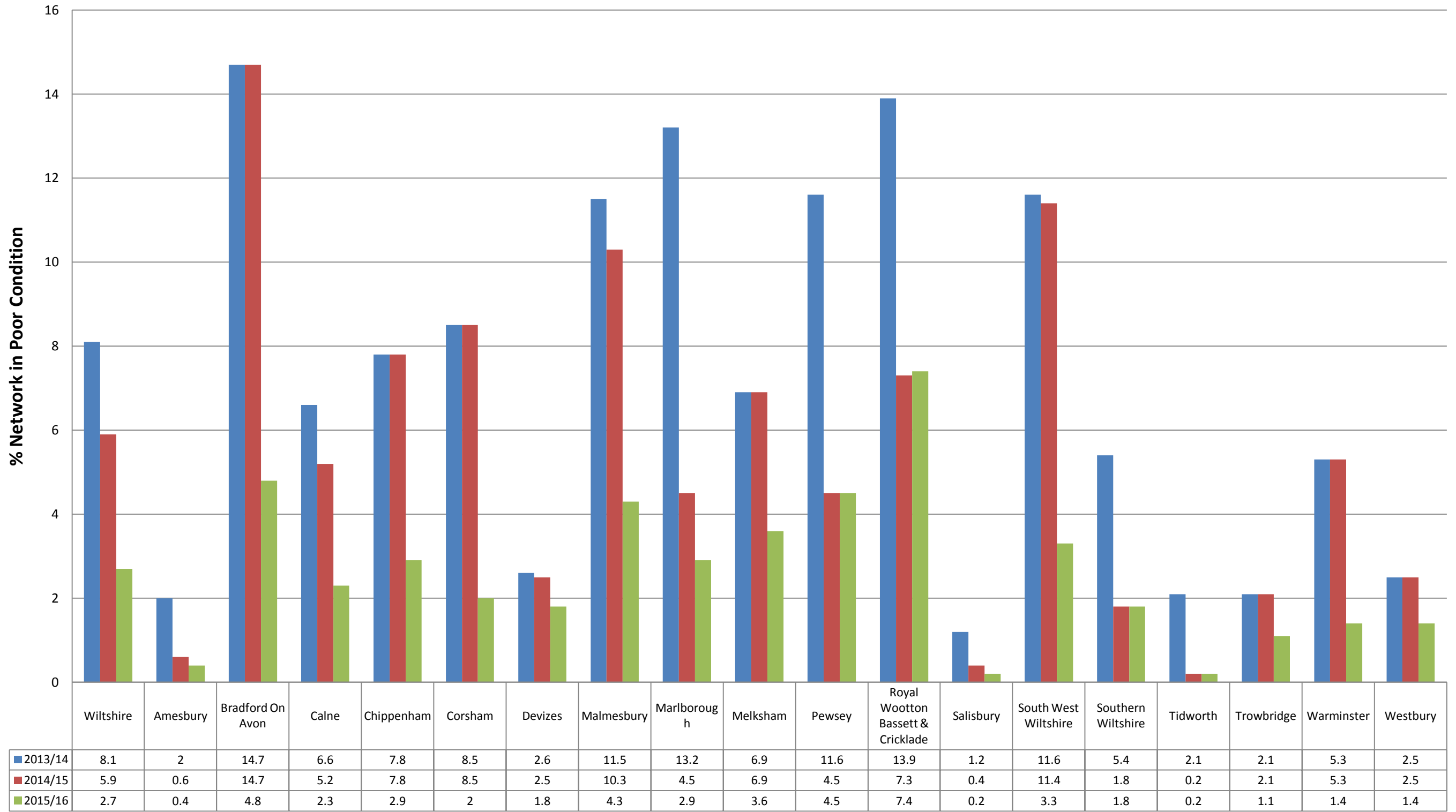
	Wiltshire	Amesbury	Bradford On Avon	Calne	Chippenham	Corsham	Devizes	Malmesbury	Marlborough	Melksham	Pewsey	Royal Wootton Bassett & Cricklade	Salisbury	South West Wiltshire	Southern Wiltshire	Tidworth	Trowbridge	Warminster	Westbury
2009/10	5	3.9	6.7	0	7.8	3.9	4.8	5.4	4.8	2.4	8.4	7	0	1.5	8.8	0	10.6	2.2	4.5
2010/11	4.9	4.2	6.4	0	8.1	1.9	5.2	5.2	4.9	3.1	8.4	8.3	0	1.2	8.3	0	9	2.3	3.6
2011/12	3.9	3.8	5.1	0	6.1	1.6	4.6	4	3.3	3.3	6	6.5	0	1.2	7.6	0	6.5	2	2.6
2012/13	2.9	3.2	2.9	0	4.3	1.7	3.6	3.3	1.9	2.1	3.6	4.1	0	1.3	7.1	0	3.7	1.5	1.8
2013/14	3	3.8	3	0	4.1	2	3.9	3.6	2	4.7	3.2	3.9	0	1.4	8.1	0	3.1	2	2.1
2014/15	3.4	5.1	3.1	0	4.2	1.1	4.4	4.3	1.9	2.8	1.4	4.8	0	1.9	8	0	3.1	2	2.4
2015/16	3.4	5.3	5.7	0	4.3	0.9	4.1	4.6	1.7	2.8	2.3	5	0	2.5	7	0	2.6	1.4	2.1

% C Road Network in Poor Condition



	Wiltshire	Amesbury	Bradford On Avon	Calne	Chippenham	Corsham	Devizes	Malmesbury	Marlborough	Melksham	Pewsey	Royal Wootton Bassett & Cricklade	Salisbury	South West Wiltshire	Southern Wiltshire	Tidworth	Trowbridge	Warminster	Westbury
2009/10	8.3	5	14.4	9	10.4	7.9	6.7	17.4	4.6	5.5	7.6	10	11.8	6.4	7.5	6.8	2	1.6	4.9
2010/11	7.4	3.2	14.4	8.7	10.4	7.9	6	15.3	4.6	5.5	5.2	7.7	7.1	6.5	4.9	6.6	2	1.6	4.9
2011/12	6.6	3	11.2	6.2	7.1	4	4.1	12.6	4.6	5.3	5.2	7.9	7.2	8.8	4.9	6.6	3.4	1.3	2
2012/13	5.2	0.9	11.3	6	6.7	4	3.4	10.9	1.6	5.3	3.2	6.1	5.7	7.8	1.7	1.3	3.4	1.3	2
2013/14	5.9	0.8	8.9	9.3	8.7	6.5	4.3	11	1.6	4.7	3.2	5.8	5.7	8.8	1.7	1.3	2.7	2.8	6
2014/15	6.2	1.7	8.9	9.4	8.6	6.5	4.6	12.2	2.4	4.7	3.6	6.1	3.2	8.9	1.6	2.5	2.7	2.8	6
2015/16	4.7	1.6	5.7	6.5	5.2	3.6	4.7	10.6	2.4	4.3	3.6	5.9	3.2	5.1	1.6	2.5	3.9	1.1	4.1

% Unclassified Road Network in Poor Condition



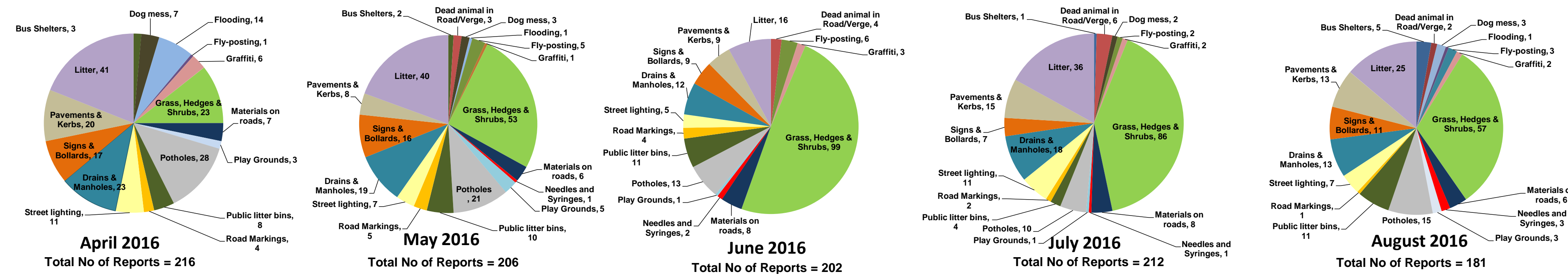
Appendix B: My Wiltshire Statistics



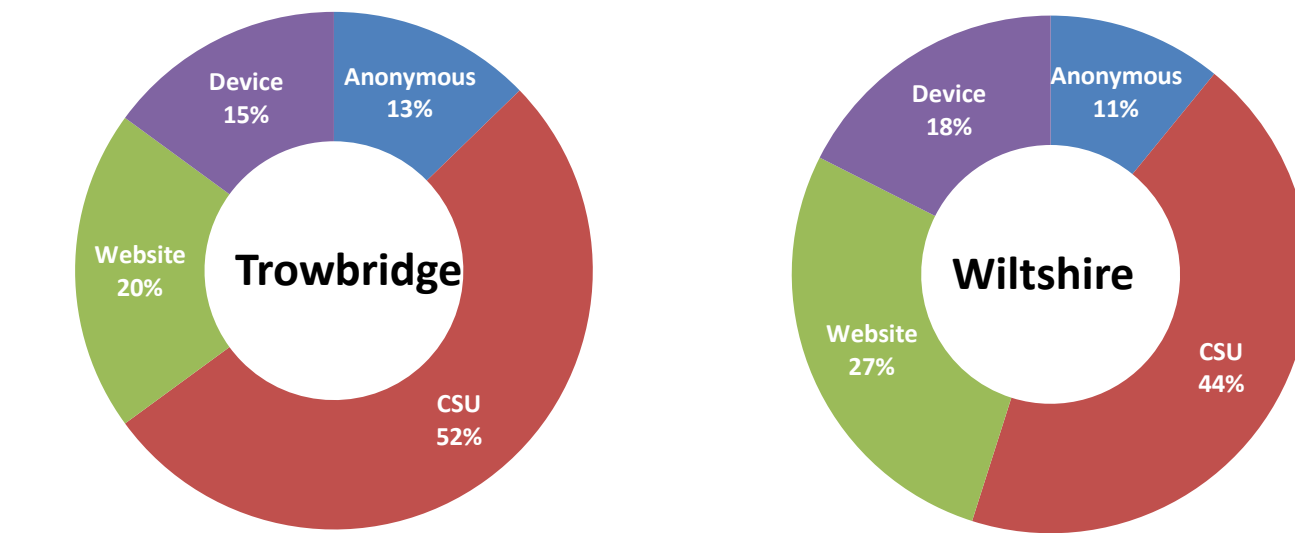
Trowbridge Area Board



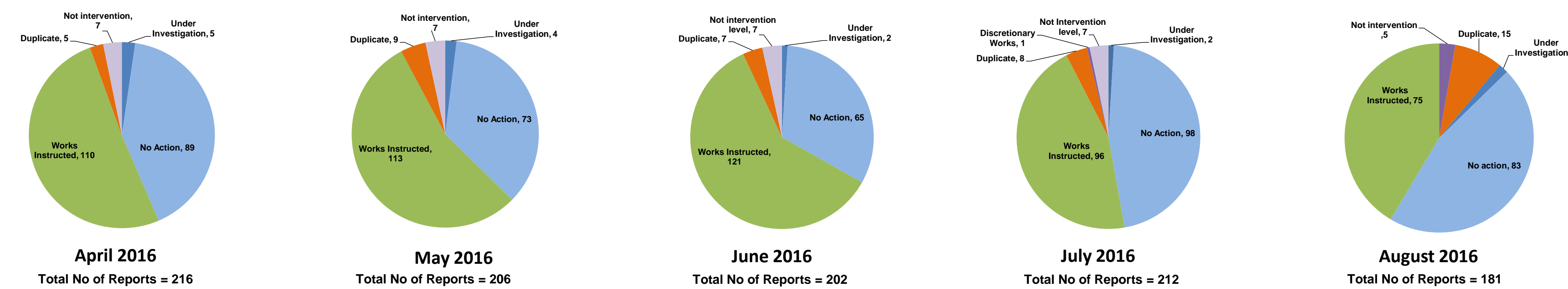
Customer Reported Issues



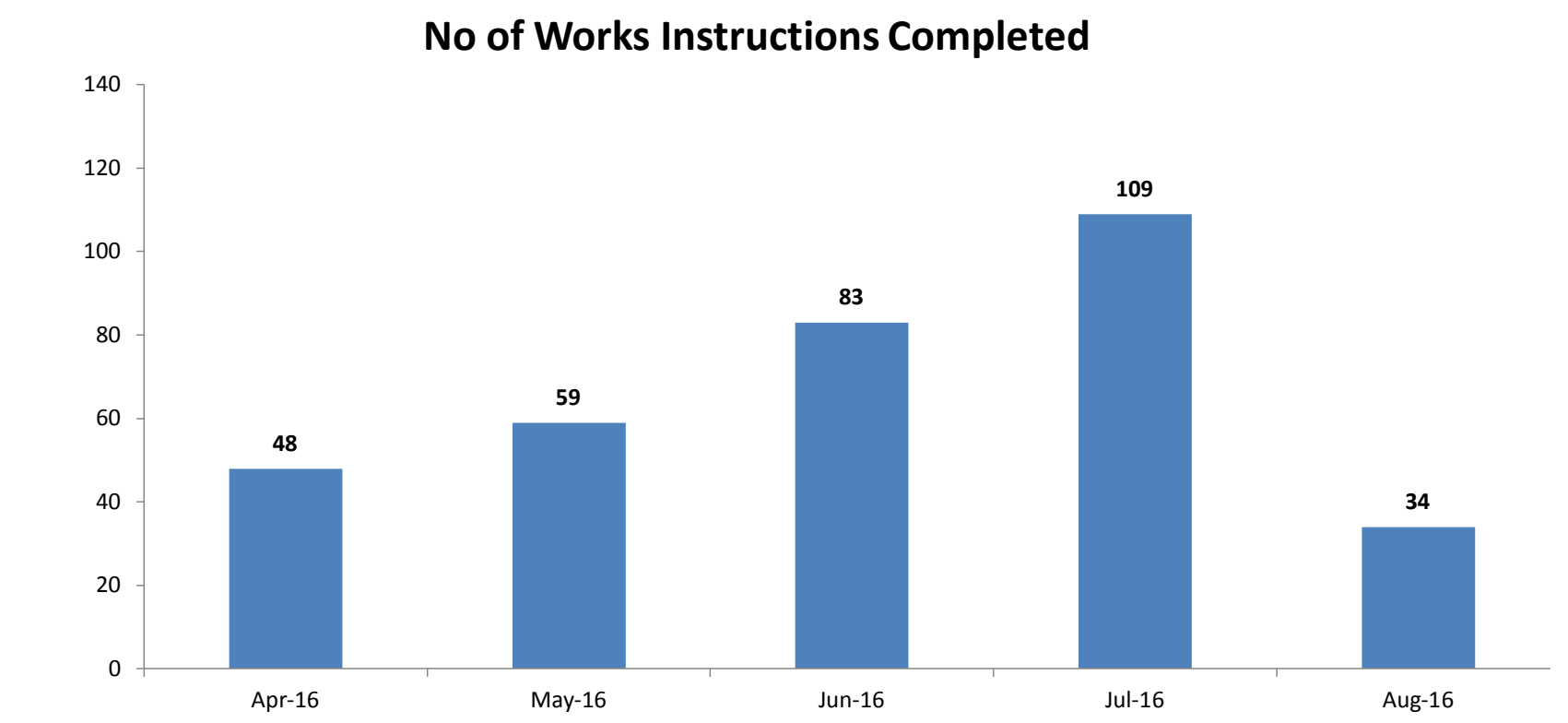
Reporting Channels



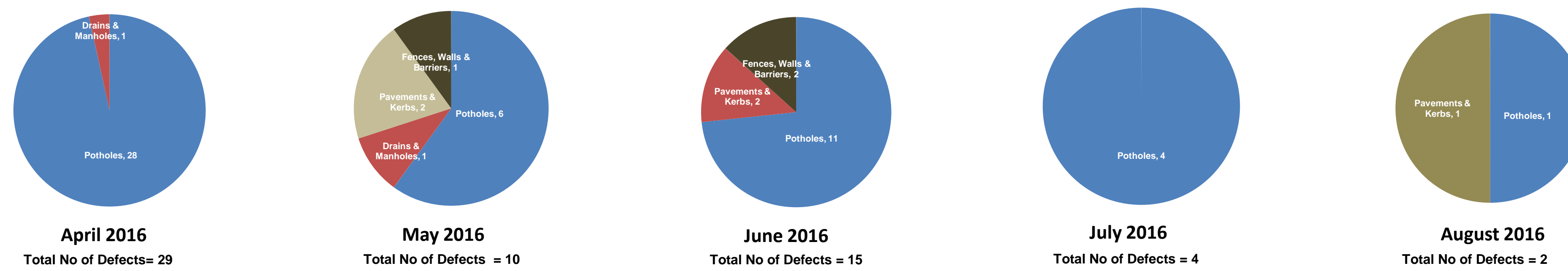
Customer Call Outcomes



Completed in Month



Safety Inspections



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APPENDIX 2 – Trowbridge Area Board Proposed Highway Schemes 2017/18

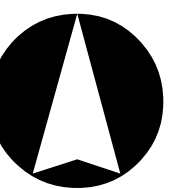
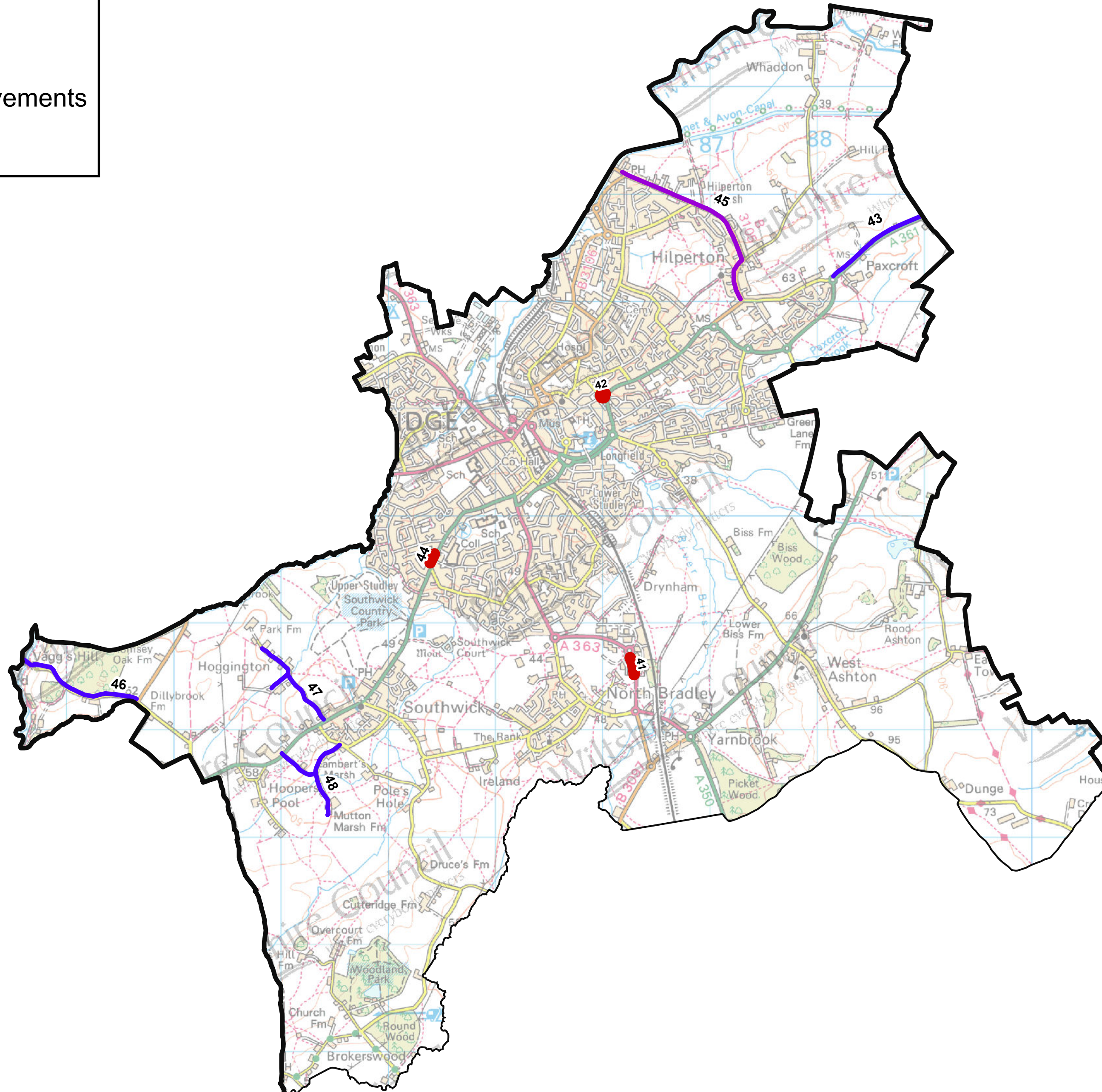
No	Road	Trowbridge	Recommended Treatment	Estimated Length (m)	Est Area of Site (m ²)
41	A363	A363 White Horse Business Park to North Bradley	Skid Resistance Improvements	160	608
42	A361	A361 Trowbridge at Roundstone St Roundabout	Skid Resistance Improvements	180	1,566
43	A361	A361 Paxcroft to Semington	Surface Dressing	1,412	10,818
44	A361	Frome Road, Upper Studley	Skid Resistance Improvements	75	320
45	UC	Hill Street, Hilperton	Surfacing	1,800	11,520
46	UC	Vaggs Hill, Southwick	Surface Dressing	1,210	2,924
47	UC	Hoggington Lane, Southwick	Surface Dressing	1,115	3,832
48	UC	Lamberts Marsh. Southwick	Surface Dressing	1,180	4,492

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Appendix 2 - Trowbridge Area Board Proposed Highway Schemes 2017/18

Treatment

- Surfacing
- Skid Resistance Improvements
- Surface Dressing



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Tuesday, 28 February 2017

Traffic Speed Survey Result Leap Gate, Trowbridge (30mph Speed Limit)

- North of Soprano Way

The Results of the survey for the area of Leap Gate are provided below.

The survey was carried out between 24/01/2017 and 02/02/2017. A total of 43776 vehicles were checked. The 85th percentile was 35.8mph (the 85th percentile is the speed at which 85% of the traffic is travelling at or below). The average speed was 31.1mph.

As with every other department, we have to target our limited resources to where they will be most effective and as such I would remind you that unless there are exceptional circumstances we will not accept another count request for this location or close surrounding area for another 12 months.

Community Speed Watch does not operate in any speed limit above 40mph.

In a 30mph speed limit the following criteria will be applied;

30 to 35mph 85th percentile = No Further Action (NFA)

35.1 to 42 mph 85th percentile = eligible for Community Speed Watch

Over 42 mph 85th percentile = Subject to Police enforcement

Any other results in higher speed limits will be discussed on their individual basis and merit.

Yours sincerely

Road Safety Driving
roadsafetydriving@wiltshire.gov.uk
01225 701970

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Tuesday, 28 February 2017

Traffic Speed Survey Result Leap Gate, Trowbridge (40mph Speed Limit)

- South of Painters Mead

The Results of the survey for the area of Leap Gate are provided below.

The survey was carried out between 24/01/2017 and 02/02/2017. A total of 47493 vehicles were checked. The 85th percentile was 40.3mph (the 85th percentile is the speed at which 85% of the traffic is travelling at or below). The average speed was 35.9mph.

As with every other department, we have to target our limited resources to where they will be most effective and as such I would remind you that unless there are exceptional circumstances we will not accept another count request for this location or close surrounding area for another 12 months.

Community Speed Watch does not operate in any speed limit above 40mph.

In a 40mph speed limit the following criteria will be applied;

40 to 46 mph 85th percentile = No Further Action (NFA)

46.1 to 50 mph 85th percentile = eligible for Community Speed Watch

Over 50 mph 85th percentile = Subject to Police enforcement

Any other results in higher speed limits will be discussed on their individual basis and merit.

Yours sincerely

Road Safety Driving
roadsafetydriving@wiltshire.gov.uk
01225 701970

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Tuesday, 28 February 2017

Traffic Speed Survey Result Hilperton Drive, Hilperton (50mph Speed Limit)

- Near Helpwell road

The Results of the survey for the area of Hilperton Drive are provided below.

The survey was carried out between 23/01/2017 and 02/02/2017. A total of 56214 vehicles were checked. The 85th percentile was 47.4mph (the 85th percentile is the speed at which 85% of the traffic is travelling at or below). The average speed was 42.5mph.

As with every other department, we have to target our limited resources to where they will be most effective and as such I would remind you that unless there are exceptional circumstances we will not accept another count request for this location or close surrounding area for another 12 months.

Community Speed Watch does not operate in any speed limit above 40mph.




Any other results in higher speed limits will be discussed on their individual basis and merit.

Yours sincerely

Road Safety Driving
roadsafetydriving@wiltshire.gov.uk
01225 701970

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Trowbridge Area Board Grant Feedback 2016/17

Name of organisation and Project	Comments on project and use of grant funding	Photos
Wiltshire Rural Music School	<p>The equipment we purchased with the grant has been brilliant! We now have a much for flexible and safe working environment and all our users have commented on how wonderful it is to have stands that actually go up and down! The piano A frame makes it much easier to move our Yamaha Grand and the clarinet cases keep the instruments safe and secure when out on hire.</p> <p>I've attached a few photos for your information and you can see more on our website at www.wiltshireruralmusicshool.co.uk</p>	  

Trowbridge Area Board Grant Feedback 2016/17



Alzheimer's Support

Alzheimer's Support Report

Alzheimer's Support has two shop front offices in Trowbridge and Devizes which have good sized meeting training rooms. The funds from the Trowbridge Area Board have allowed us to increase our technology that we offer in our training meeting room in Park House. We no longer need to use a projector as the funds have allowed us to invest in a state of the art presentation screen, allowing us to use laptops and tablets wirelessly. Our rooms are regularly



Trowbridge Area Board Grant Feedback 2016/17



	<p>hired by other professionals and organisations, generating much needed income. These new facilities have enhanced our offer considerably and we have had very positive feedback since our new screen has been installed. Alzheimer's Support staff and carers have also benefited from the new technology.</p>	
WWU3A radio microphone system	<p>We have used the radio microphone equipment purchased with the grant and to great effect. As you know, we bought two TXS-646 receivers, each with four microphone units.</p> <p>In October and December last year West Wilts U3A productions were able to utilise the equipment for the benefit of large audiences at two special productions. This along with our work to maintain and upgrade the sound systems at St. James Church Hall have met with</p>	

congratulations from our membership and all who attended these events.

We also use up to three of the microphones at each monthly meeting of our U3A to facilitate the guest speaker and Others needing to speak to the attending membership. The attendance at these monthly events has been growing over the years and is frequently in excess of 120 people. The committee has decided that in the coming year we will work further to enhance our sound system, particularly in respect of developing solutions for those who suffer from hearing impairment.



Trowbridge Area Board Grant Feedback 2016/17

<p>Disabled facilities at St James Church Hall Trowbridge</p>	<p>Please extend our thanks to the Area Board for their contribution to the cost of the provision of a disabled toilet and wider entrance to the Church Hall. We are very pleased with the standard of finish achieved by our builders as you will see in the photos.</p> <p>We have already had feedback from those coming to the weekly Toddlers Group that it is so much easier to get the double buggies through the wider door (as it will be for those in motorised wheelchairs).</p> <p>The disabled toilet is constructed to recommended standards so will be easily accessed and appreciated by those using it.</p>	
<p>Bike Workshop Trowbridge new IT and Learning Centre</p>	 <p>Trowbridge Area Board - update report</p>	

Trowbridge Area Board Grant Feedback 2016/17

Trowbridge
Defibrillator

The defibrillator now holds pride of place on the inside wall of the Methodist Church Hall in Trowbridge, complete with signs giving step by step instructions! Our members are intrigued by it and have asked if we can demonstrate/ talk through how it is to be used, which we plan to do in the not too distant future. Our volunteers will be given a demonstration from the purchasing company, Heartsafe, as soon as possible but everything is self-explanatory and it is reassuring to both ourselves, the Church community and other members of the community using the premises to know that it is there, should ever the need arise to use it.

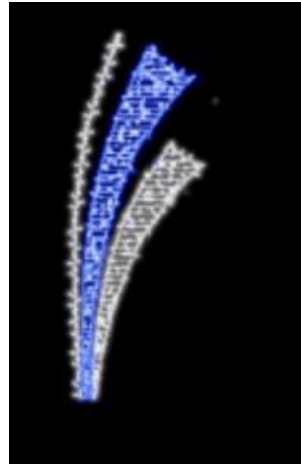


Trowbridge Area Board Grant Feedback 2016/17

Trowbridge
Christmas
Lights 2016

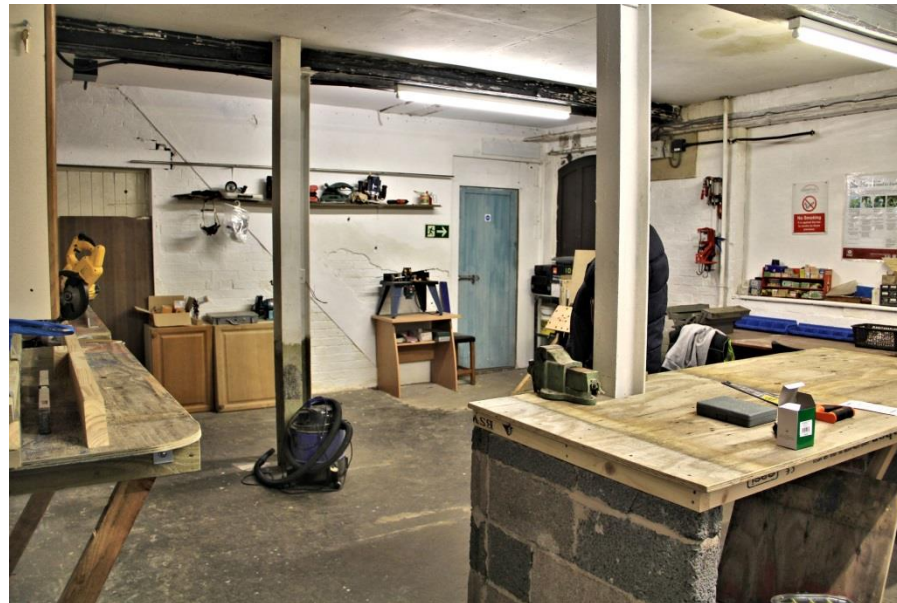


Area Board report on
Christmas Lights.doc



Trowbridge
Men's Shed

We have now purchased the necessary Health and Safety equipment and installed it in the 'Shed', this includes fire extinguishers, both water based and foam, smoke detectors and carbon monoxide detectors, a substantial first aid kit, goggles, face masks and ear defenders. We have also purchased wall heaters, and are in the process of procuring a lap top computer and a suitable filing cabinet. On the development side, we have received orders for a variety of training apparatus from



Trowbridge Area Board Grant Feedback 2016/17

Trowbridge and Bradford-on-Avon rugby clubs, we are making a set of stocks for the Studley Green Community Centre, storage cubicles for the youngsters attending the West Wilts Gymnastic Centre on the White Horse Park, and have been approached by the TCAF at Westwood and Iford school to make fencing for their school's 'green-area'. Hopefully this will keep us occupied for a while and bring in a suitable amount of revenue to keep us going as a self-supporting group.



IT Equipment
Need for
Trowbridge
Town Hall



TAB report
07.02.17.docx

Trowbridge Area Board Grant Feedback 2016/17

North
Bradley Hall
Roof Repairs

The work was carried out during the late summer of 2016 and completed without disruption to the Hall users.
Despite having to replace more tiles than expected and demolishing a redundant and chimney we did not exceed our original budget.
The Hall users are delighted that they can now use the entranceways without being dripped upon from rusty gutters and many have commented upon the improved appearance.
The main benefits are more long term insofar as the internal paint to the walls isn't suffering from leaks and the risks from worn out tiles, brickwork and guttering falling and causing damage or injury are very much reduced.



Heating System in North Bradley Peace Memorial Hall

The new heating system was installed in September 2016 at a cost of £16000. £5000 of this was granted to us from the Wiltshire Area Board and without which we would not have been able to proceed with the project. The system is a wet system, and the user groups are very pleased with a much warmer environment. Initially we had a few 'hiccups' with the new system but on the whole the heating has been a great success and much better than the previous heaters, and far more efficient. The Trust



Trowbridge Area Board Grant Feedback 2016/17

<p>is very grateful to the Area Board for granting the £5000 towards this. The Hall is used by many groups young and old and in the past the heating has always been a problem, so hopefully from now we will not have this anymore.</p>	
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